
FAQ (Frequently Asked Questions) and Their Solution

FOR AUTHORS

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3. [What should I do if I want to change my email or forget which email I have used during initial registration?](#)
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FOR REVIEWERS:

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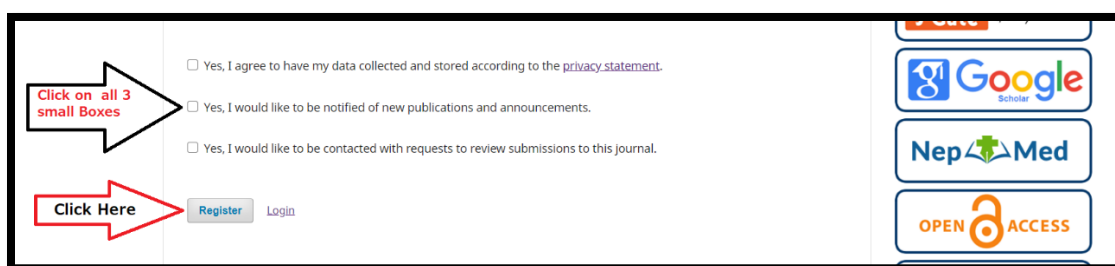
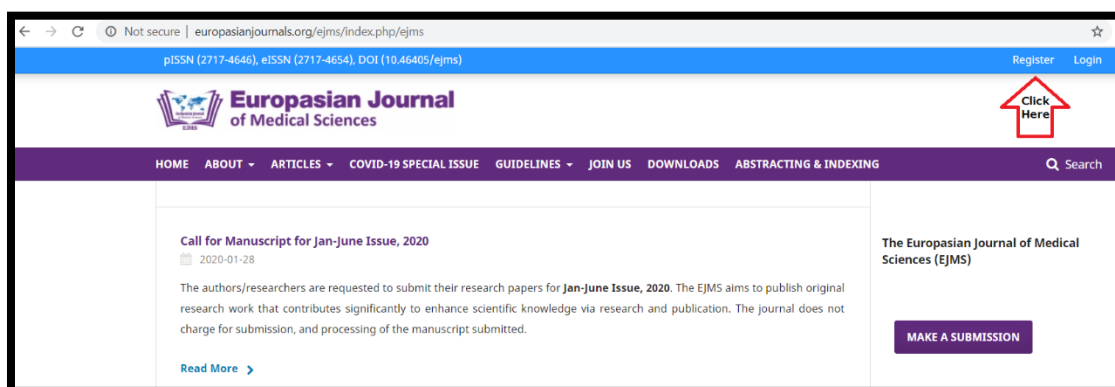
FOR AUTHORS

1. How can I submit my manuscript online?

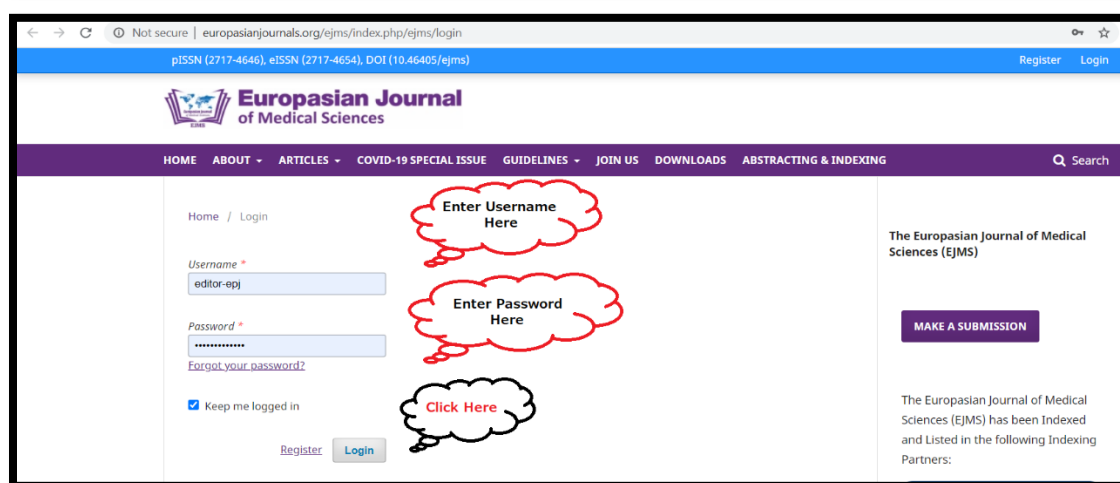
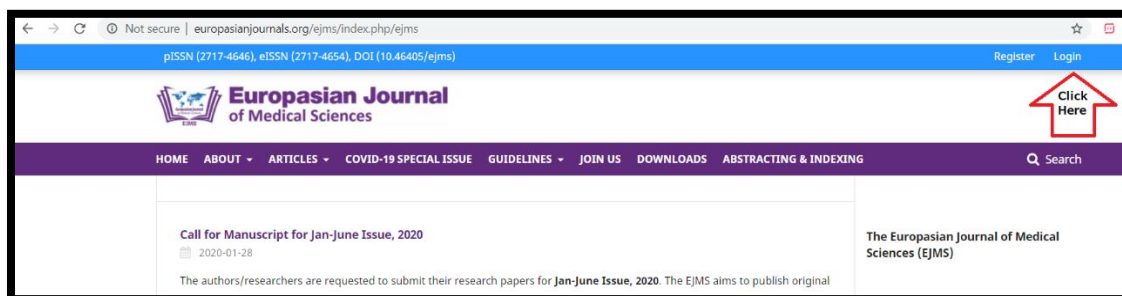
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You can submit your manuscript online as we have adopted the OJS system of article submission, processing, peer-review, revision, copy-editing, and production.

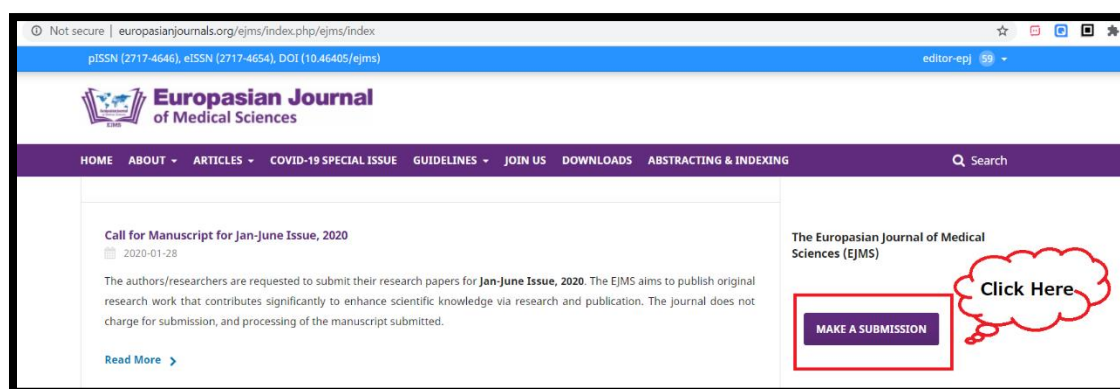
- a. If you are a New User and submitting your article for the first time in the [Europasian Journal of Medical Sciences \(EJMS\)](https://www.europasianjournals.org), first you have to **Register** to the website (<https://www.europasianjournals.org>) to submit your manuscript via the online system. Click on the **Register** present on the right upper corner of the displayed screen. Then, fill out the details in the form and click **Register** at the bottom of the page.

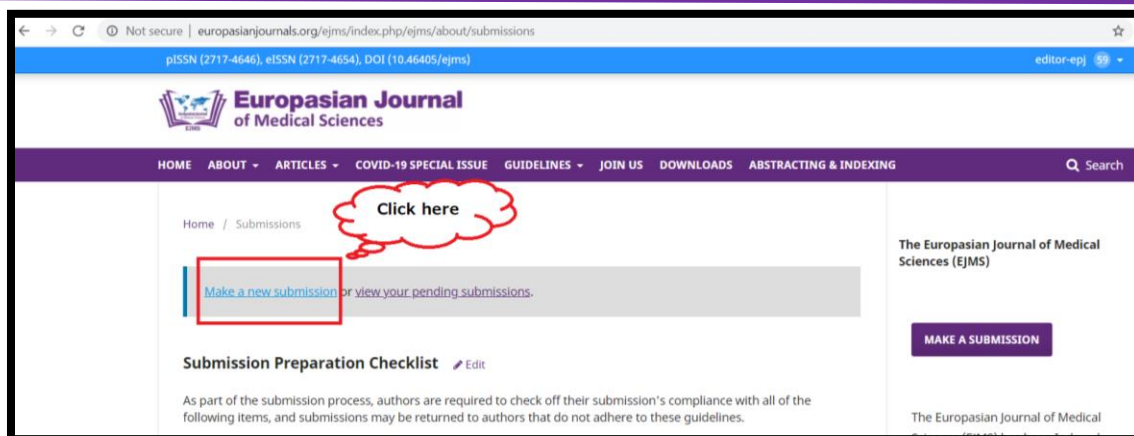


- b. If you have already Registered with the Journal, then click on [Login](#) present on the right upper corner of the displayed page, enter your Username and Password that you have entered while registering.



- c. After [logging in](#) to the Journal, click on **Make a Submission**, present on the right side of the displayed page, then click on **Make a new Submission**.





2. What should I do if I forgot my Username and Password?

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Go to www.europasianjournals.com, click on the **"Login"** present on the right upper corner of the displayed webpage and click on **"Forgot Password"**, the system will send you an e-mail with the link to reset the password to your email address that you have entered while registering.

3. What should I do if I want to change my email ID for the Journal?

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The OJS system of the journal automatically sends the official email regarding the updates of your article in progress. If you want to change the email address, contact the editorial office at editor@europasianjournals.org or editor.ejms@gmail.com, or dr.kapilamgain@gmail.com requesting to change the desired email address to get the updates regarding the journal and/or your publication in progress.

4. How can I prepare my manuscript for the submission in EJMS?

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Before submitting your manuscript online, make sure that you have prepared and modified your manuscript according to the author guidelines of the journal. You can download the complete **Author Guidelines [Download]** and go through the **Author Quick Guide [Download]** and comply with the checklist before making an online submission.

5. How can I decrease the possibility of desk rejection?

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You should prepare and/or revise your manuscript according to the Author Guidelines of the Europasian Journal of Medical Sciences (EJMS) to reduce the chance of Desk Rejection.

6. How to prepare revised manuscript after peer-reviewer's feedback?

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DO NOT Delete the reviewer's comments. Instead, you have to give point-to-point clarification of the issues raised by the reviewer(s) while preparing the revised version of your manuscript. Either give your justification to the reviewer or revise your manuscript according to the reviewer's feedback and **highlight it in yellow color.**

7. What would be the name of the revised file?

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After doing complete revision, save your revised manuscript as **"Manuscript ID-R1-Running Title of Your Manuscript"**. For example **117-R1-Prevalence of COVID**.
(Use R1 if you are submitting the first revised version, R2 for the second revised version, etc.)

8. Why should I use yellow high-light to my revised manuscript?

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If you highlighted the text you have changed or edited in your revised manuscript, the reviewer(s), as well as the editor, can see what changes you have made changes in the second round of review. It may increase the chances of accepting your manuscript manifold.

9. May I use Track-Changes features during revision?

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No. Do not use the Track-Changes Feature of the MS Word during revising your manuscript. There is no need to indicate deleted text, only new text has to be highlighted.

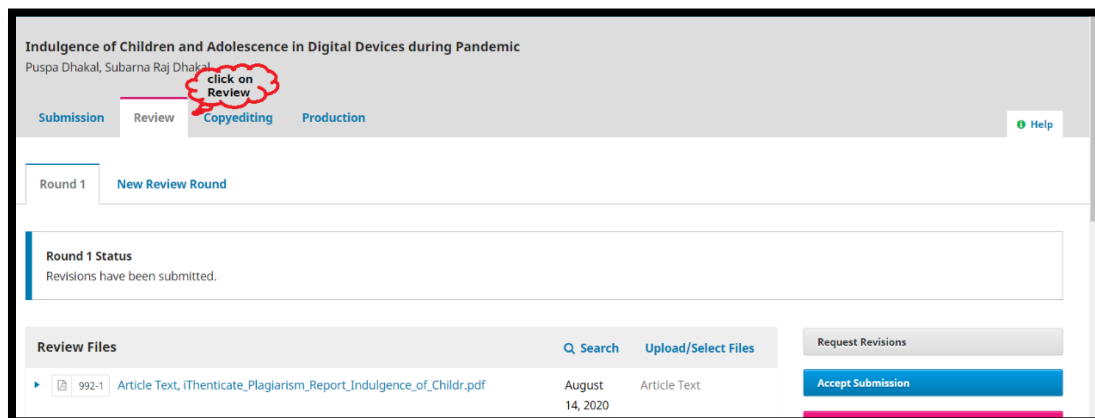
10. How can I submit the revised file with reviewer's comments?

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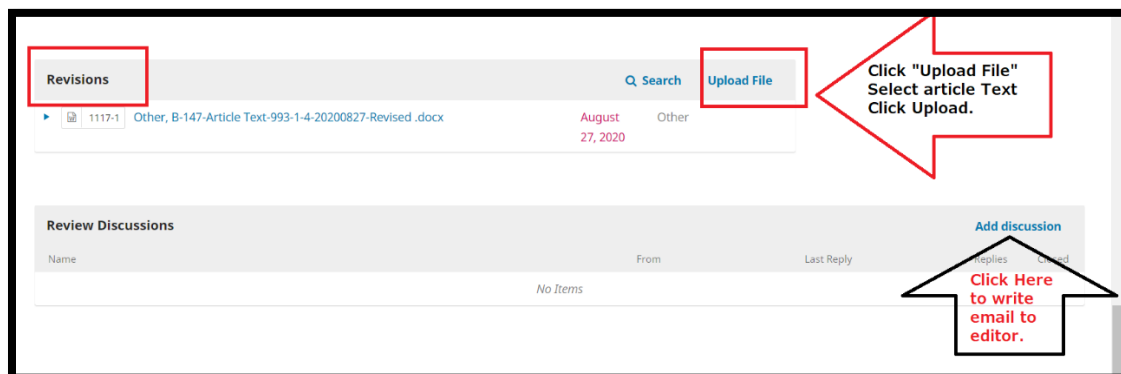
After revising the manuscript (FAQ No. 8) and Renaming the file (FAQ No. 9), the corresponding author must upload the revised file in the “**Revision section**” of the webpage after logging into his/her account.

- First, **log in** to your account on the journal website (www.europasianjournals.org)
- **Click** on the desired manuscript that you have submitted.
- Scroll down to the middle of the page, where you can find the “**Revision section**” on the left side of the page.
- Click on the “**Upload Files**” present on its Right side, then one pop-up window will appear.
- Write the subject and email to Editor-in-chief with a point-by-point response to the reviewers’ feedback and comments.
- Then **upload** the word file that you have renamed (FAQ No. 9)

First Step:



Second Step:



11. How can I contact to Chief-editor regarding the publication?
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You can directly email to Editor-in-Chief via our official email address:

editor@europasianjournals.org or editor.ejms@gmail.com

12. How can I register my complaints to the editorial office?
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You can register your complaints by an email to the Editor-in-Chief via our official email address: editor@europasianjournals.org or editor.ejms@gmail.com

13. How many tables and figures/graphs are allowed?
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It depends on the type of the manuscript. Refer to the author guidelines of the EJMS for further details. For an original research article, 3-4 tables and 3-4 figures/graphs are allowed.

14. Should I submit tables, figures/graphs as a separate files?
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No. You can submit all the tables and figures/graphs as a part of the main text of the manuscript.

15. What is the referencing style of the EJMS?
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The EJMS has adopted the modified Vancouver style as advised by [Citing Medicine](#) published by the National Center for Biotechnology Information ([NCBI](#)) and the U.S. National Library of Medicine (NLM). Please visit the author guidelines of the journal or click here for further details about referencing style. For further information on How to prepare the References List in Vancouver Style? Click to [\[Download\]](#)

16. What is the citation style of the EJMS?

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In-text citation should be done according to the modified Vancouver style, where the superscript number should be used without a bracket. For example; for more detail, click here [\[How to do Citation\]](#)

17. Should I provide the Hyperlinked of references?

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Yes. The hyperlinked DOI, [PubMed], [PMC], [Google Scholar] or [Full Text], whatever is available is mandatory. For further details about how to put hyperlinked text, see the [template of the manuscript](#)

FOR REVIEWERS:

1. How could I complete the review?

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If you got an email from the Europasian Journal of Medical Sciences (EJMS) requesting to review a manuscript. You have two options:

- If you are reviewing the manuscript for the first time, you would get the Username and password in your email.
Go to the Journal website (www.europasianjournals.org) and log in to the website with the Username and Password that has been provided in the email. If you wish to change the password, you can change it for your future use.
- If you have already reviewed some manuscripts, just log in to the journal website, and go to the Dashboard where you can see which manuscript has been assigned to you for review.

Click on the manuscript and proceed forward after following the instruction.

2. How can I download the manuscript that has been assigned to me?

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Login to the website of EJMS by using your Username and Password, then click on the title of the assigned article for review. Follow the instructions and you will get the article to download.

3. I forgot my Username and Password, how can I reset my password?

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Go to www.europasianjournals.com, click on the **Login** present on the right upper corner of the displayed webpage and click on Forgot Password, the system will send you an e-mail with the link to reset the password to your email address that you have entered while registering.

4. The review sent to me is not related to my field, how can I decline the review?

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You can decline to review with an email to Editor-in-chief (editor@europasianjournals.org) with the reasons why you declined to review of the manuscript assigned to you this time.

5. I have conflict of Interest to the manuscript assigned to me for review, what do I do?

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You can decline to review with an email to the Editor-in-chief (editor@europasianjournals.org) stating that you have a conflict of interest in the manuscript assigned to you.

6. How can I provide comments in the word file?

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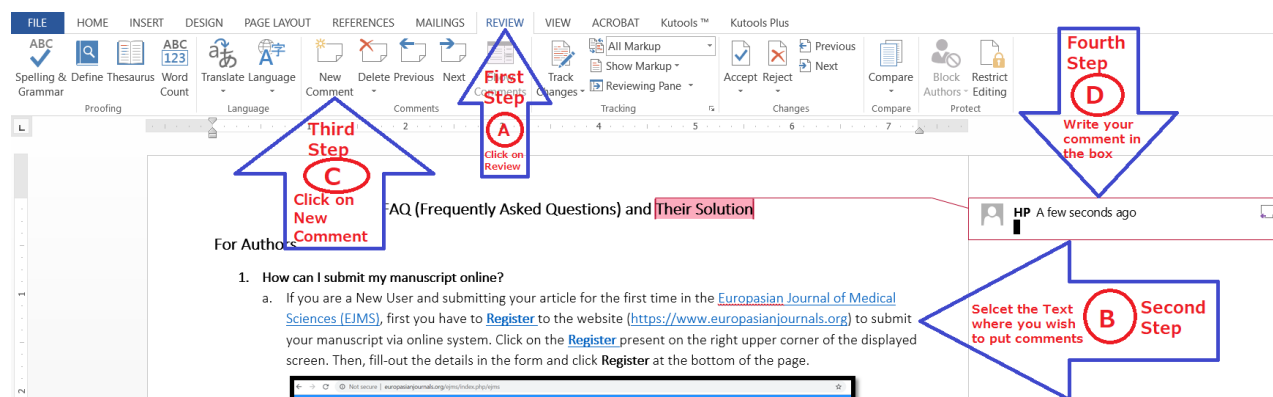
Click on **Review** at the Menu Bar (First Step – A)

Select the text where you wish to provide the comments (Second step – B)

Click on **New Comment** on the status bar (Third step – C), then one pop-up window will appear.

Write your feedback or comments in that comment box (fourth step – D)

We don't recommend the authors, reviewers, and editors to use Track-Changes Feature as it can be confusing.



7. Is there any guidelines available for the reviewer?

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Yes. We have developed reviewer guidelines and review feedback form too to guide the reviewer and to get the quality review from our valued reviewer. Please visit our website and click on [Reviewer Guidelines](#) for further information. The Reviewer form can be downloaded from this link [\[Download\]](#).