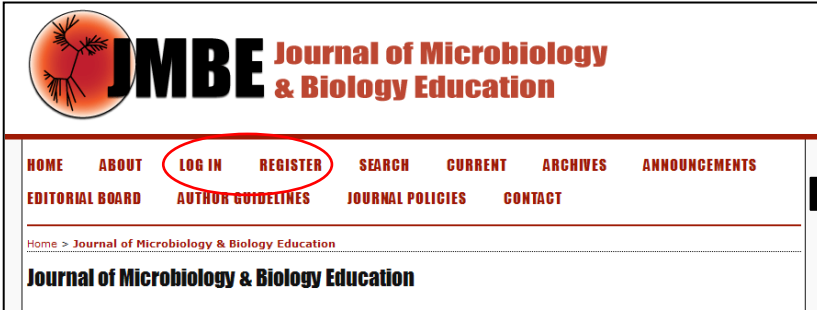
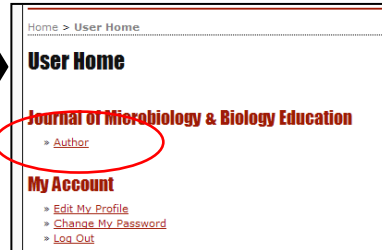


HOW TO SUBMIT A PAPER TO JMBE

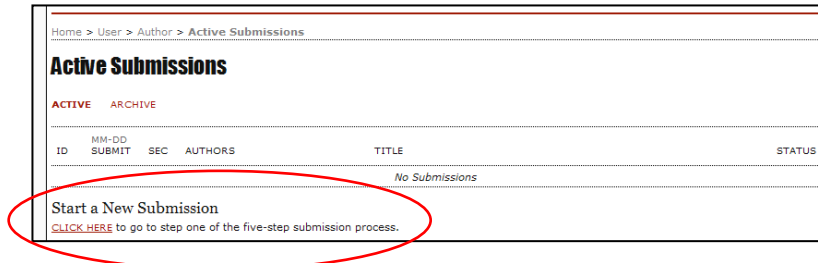
Login or Register with JMBE:



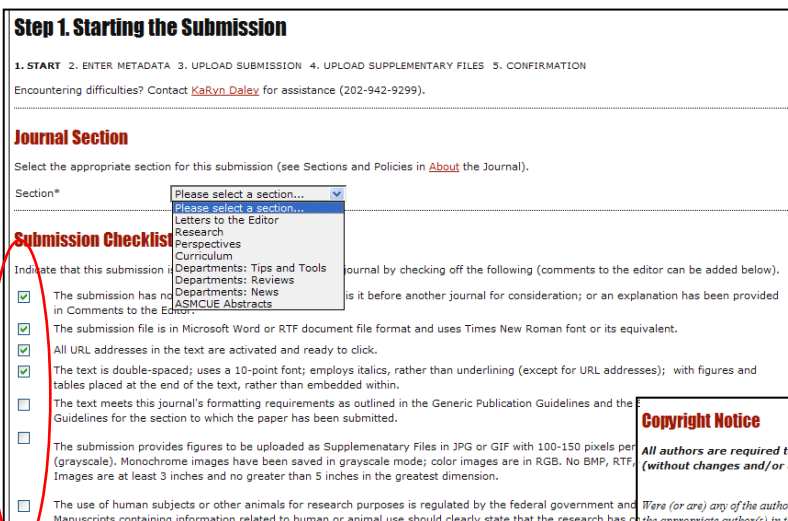
Select your role as author:



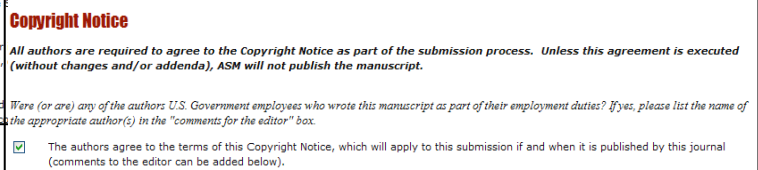
Start the submission process by selecting the “Click here” link at the bottom of the page and follow the five step submission process:



Step 1: a) Select which section you feel is most appropriate for your article from the drop-down menu. b) Confirm each item in the Submission Checklist is complete and check each box. c) Be sure to click that you are in agreement with the copyright notice.



Note: Each box must be checked in order to proceed to the next step of the submission process



Copyright Notice

All authors are required to agree to the Copyright Notice as part of the submission process. Unless this agreement is executed (without changes and/or addenda), ASM will not publish the manuscript.

Were (or are) any of the authors U.S. Government employees who wrote this manuscript as part of their employment duties? If yes, please list the name of the appropriate author(s) in the "comments for the editor" box.

The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

d) Optionally, you may add any comments you wish to send to the editor.

e) Select “Save and continue”.

Step 2: Enter the submission's metadata

a) Complete the author details. All fields marked with an asterisk are required. If there are multiple authors, use the “Add Author” button to bring up additional fields:

b) Add the title and abstract.

c) Complete the indexing and enter the names of any supporting agencies.

d) Click “Save and continue”.

Step 3: Upload the submission

a) Click “Browse” to open a Choose File window for locating the file on the hard drive of your computer.

b) Locate the file you wish to submit and highlight it.

c) Click “Open” on the Choose File window, which places the name of the file on this page.

d) Click “Upload” on this page, which uploads the file from the computer to the JMBE's web site and renames it following the JMBE's conventions.

e) Once the submission is uploaded, click “Save and continue”.

Step 4: Upload supplementary files

Step 4. Uploading Supplementary Files

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary files have been added to this submission.				

Upload supplementary file

Guidelines for Images & Figures

- Each figure must be provided as a separate Supplementary file in the submission process
- All images must be in digital form in a standard graphics format (JPG or GIF) between 100 and 150 pixels per inch in both dimensions in size

This section is used to upload all of the supplementary files & figures for your manuscript.

- If you have any supplementary files, such as teacher handouts, samples of student work, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Files can be uploaded in any file format and will be made available to readers in their original format.
- Locate the file you wish to submit and click "Open" on the Choose File window.
- Click "Upload" on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- You will be asked to enter the metadata for the file uploaded. The only required field is the Title. For all illustrations, use simple file naming conventions in the Title. (eg. Fig. 1, Fig. 1a). You may also select the type of material by using the pull down menu:

Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded suppl

Title*

Creator (or owner) of file

Keywords

Type

- Research Instrument
- Research Materials
- Research Results
- Transcripts
- Data Analysis
- Data Set
- Source Text
- Other

Brief description

- Scroll down on the page to the heading "Supplementary Files". If the file is to be presented to reviewers, ensure the box is checked beside "Present file to reviewers (without metadata), as it will not compromise blind review".
- Click "Save and Continue" to proceed. You may upload more supplementary files by following the same process.

Supplementary File

File name [160-993-1-SP.pdf](#)

Original file name 546-LE_with reply.pdf

File size 696KB

Date uploaded 2010-05-11 12:38 PM

Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file Use Save to upload file.

* Denotes required field

Step 5: Confirming the Submission

With the previous four steps of the submission process completed, click "Finish Submission" to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the editorial process by logging in to the JMBE web site.

Step 5. Confirming the Submission

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. **CONFIRMATION**

To submit your manuscript to Journal of Microbiology & Biology Education click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Journal of Microbiology & Biology Education.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
987	THIS IS A TEST PAPER.DOCX	Submission File	9KB	05-11

Each time you login, you will be presented with a list of all of your outstanding submissions, including their status in the review and editing process. Articles may be listed as awaiting assignment to an editor, queued for editing, etc. Clicking on the article title link or the status link will provide further details.

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
159	05-11	PER	Test	TEST	Awaiting assignment

1 - 1 of 1 Items

Responding to Reviews and How to Submit a Revised Paper

You will receive email notification from the editor with a decision on your paper. If a decision of “revise” or “resubmit” is given, login to your account and click on the linked title of your submission. The email from the editor will often contain the reviewer comments. From the Summary page, you will be able to review the fields you entered at the time of submission. You will also be able to upload and revised figures by clicking on “add a supplementary file” on the summary page.

Go to the Review section by clicking on heading:

From the review page, you can view the reviewer’s version (version of paper submitted for review) and the editor’s version (if editor made any changes or comments to your paper). You may also read comments by clicking on the note icon beside “Editor/ Author Email Record”.

Use the browse upload tool to submit your revised author version. Responses to reviewer comments should be included in the revised manuscript. Click on the envelope icon to notify the author that a revised version has been uploaded.

Copyediting and Proofreading

When your submission has been accepted, a copy will be returned to you for copyediting. Login to your author account and select the “In Editing: Copyedit Requested” link:

Active Submissions						
ACTIVE ARCHIVE						
ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS	
159	05-11	PER	Test	TEST	IN EDITING: COPYEDIT REQUESTED	

Read through the edited version by clicking on the file name and make any additional changes necessary being sure to answer all copyediting queries within the document while using the track changes. This will be your last opportunity to make any major changes to your article before publication. Upload the revised version in the Author Copyedit section using the browse upload tool.

Important: Select the envelope icon under Complete when finished, notifying the copyeditor that you are finished.

Once the PDF galley has been created, you will be notified by email that the document is ready for proofreading. Login to your author account and select the “In Editing: Proofread Requested” link:

Proofreading instructions are linked at the bottom of the section. Submit corrections using the “Proofreading Corrections” note icon. **Important:** Select the envelope icon under “Complete” when finished, notifying the Proofreader that you are finished. This is your last opportunity to make minor changes to your article before publication.

YOUR PAPER IS NOW READY FOR PUBLICATION!

Created by:



www.multi-med.com