

ONLINE SUBMISSION GUIDE

1. Visit : www.ijretina.com
2. Register as an author in : <http://www.ijretina.com/index.php/ijretina/user/register>
And fill the form to register (First Name, Last name, Affiliation, Country, Email, Username, Password) , complete the captcha challenge and then click the register button.

Home / Register

REGISTER

- Username : The username must contain only lowercase letters, numbers, and hyphens/underscores.
- Password : The password must be at least 6 characters.
- Affiliation (Your institution, e.g. "Simon Fraser University")

Profile

First Name *

Middle Name

Last Name *

Affiliation *

Country *

Login

Email *

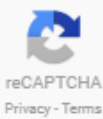
Username *

Password *

Repeat password *

Would you be willing to review submissions to this journal?

Yes, request the Reviewer role.

I'm not a robot  reCAPTCHA
Privacy - Terms

REGISTER **LOGIN**

3. To submit article click on "Make a New Submission"

Thanks for registering! What would you like to do next?

- Make a New Submission
- Edit My Profile
- Continue Browsing

4. Choose the journal section(Research Article, Case Report, or Editorial), check every check box in the “Submission Requirement” and then click “Save and continue” button.

The screenshot shows a form with a dropdown menu for 'Section *' with a red arrow pointing to it. Below it is a 'Submission Requirements' section with two checkboxes: 'Manuscript component' and 'Manuscript file format', both with red arrows pointing to them. Below that is a 'Comments for the Editor' text area with a rich text editor toolbar. At the bottom, there is a 'Privacy Statement' and two buttons: 'Save and continue' and 'Cancel', with a red arrow pointing to the 'Save and continue' button.

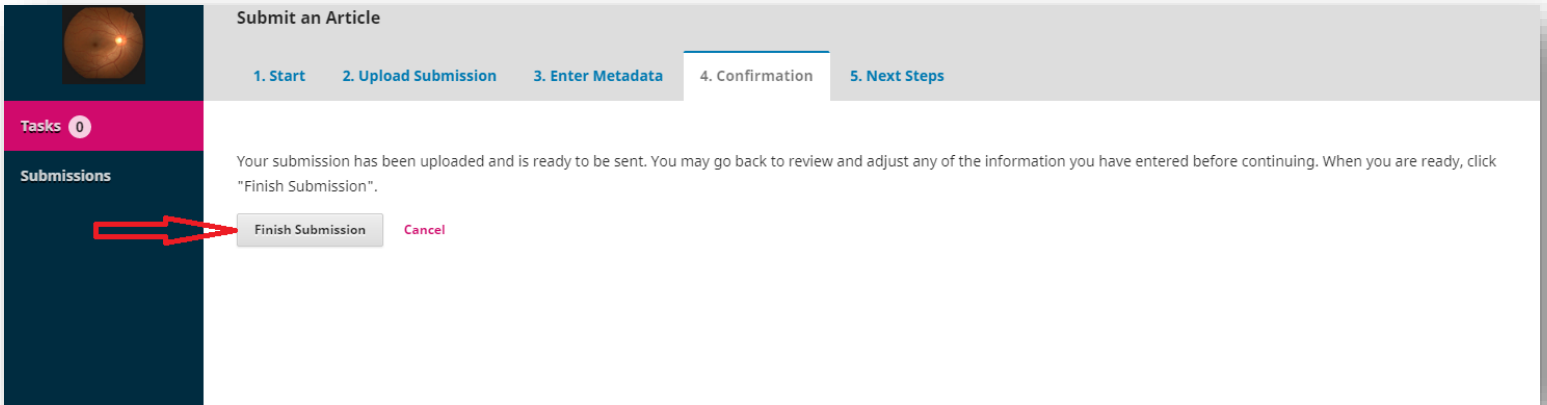
5. Choose the article component and then “drag and drop” the files(Doc/word format file) or click upload to choose the file(Doc/word format file).

The screenshot shows a dialog box titled 'Upload Submission File' with a progress bar showing '1. Upload File', '2. Review Details', and '3. Confirm'. The 'Article Component *' dropdown is set to 'Article Text' with a red arrow pointing to it. Below the dropdown is a dashed box for file upload with the text 'Drag and drop a file here to begin upload' and an 'Upload File' button, with a red arrow pointing to the button. At the bottom are 'Continue' and 'Cancel' buttons.

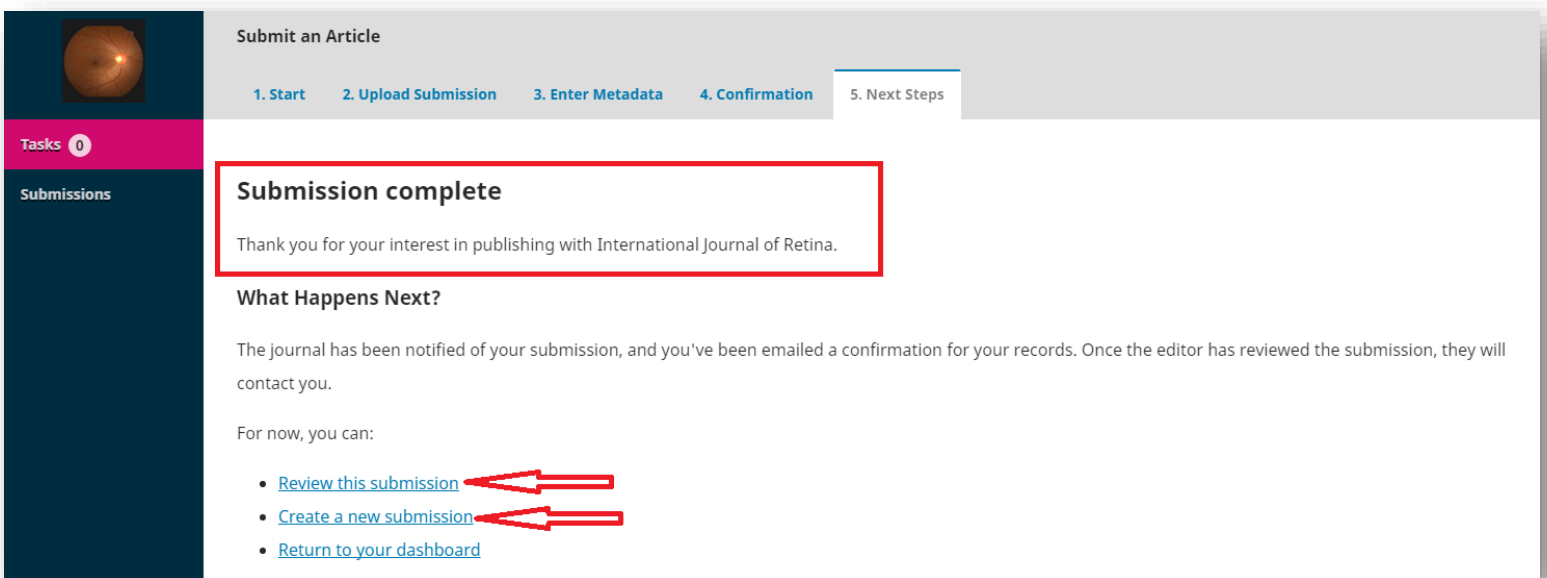
6. Input the Article metadata, title, subtitle, abstract, keyword and then click the “Save and continue” button.

The screenshot shows the 'Enter Metadata' step in the article submission process. The progress bar at the top shows '1. Start', '2. Upload Submission', '3. Enter Metadata', '4. Confirmation', and '5. Next Steps', with a red arrow pointing to the 'Enter Metadata' step. The form includes fields for 'Prefix', 'Title *', and 'Subtitle'. Below these is a rich text editor for the 'Abstract *'. A 'List of Contributors' table is shown with one entry: John Doe, notstumpy@mailinator.com, Author, Primary Contact, and In Browse Lists. Below the table is the 'Submission Metadata' section and an 'Additional Refinements' section with a 'Keywords' field. At the bottom are 'Save and continue' and 'Cancel' buttons, with red arrows pointing to them.

7. Your submission is ready, click the “Finish Submission” button.



8. The submission is complete, user can review the submission, create a new submission or return to the user dashboard(login page).



9. If you want to go to user dashboard, just go to <http://www.ijretina.com/index.php/ijretina/login> or you can click “login” button(top right).

