Steps for registration, and Submitting article to the Journal of Baghdad College of Dentistry

> Prepared by Dr Abdalbasit Ahmad B.D.S, M.Sc, Ph.D

### Step 1: Registration as author

The author first open the main page of the journal by typing: <u>http://www.jcodental-uobaghdad-edu.org/index.php/jbcd</u> and press enter then select register from the menu available in the page and fill all the blanks then check the box against author and reader and press register.

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# Step 2: opening the author control panel

After pressing register the page containing author control panel in which the author can start submitting his paper.

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# Step 3: Starting the submission process

After pressing the new submission a new page will appear which represent the first step to submit an article for publishing.

The author must check all the boxes to continue to the next step and he required to select the field of his study under which the article will be published later in the journal sections.



### Step 4: Uploading the submission

In this step (2<sup>nd</sup> step in the submission process) the article in the form of word document (Doc format) need to be uploaded in its final layout according to the journal requirements.

By hitting the browse bottom and select the file from your computer to upload it.



## Step 5: Entering the submission's metadata

In this step you need to enter all the information about the authors in addition to the title of the article, abstract and references

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## Step 7: Confirming the submission





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## Step 9: Viewing the active submission and monitoring the submission status

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