A Step-By-Step Guide for Submitting and Accessing Manuscripts Via eJManager
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Accessing the eJManager

Step 1: Access the eJManager by clicking on “Online Submission” from the JPMA website or by visiting http://my.ejmanager.com/jpma/

Step 2: Enter your email address and password if you have already registered previously or register for a new account.
Registering for a new account

Step 1: Click on “Click Here For Registration”.

Step 2: Type your email address to confirm if you have not registered previously.
Step 3: Fill out the complete registration details. Boxes marked with an asterisk * are mandatory.

Step 4: Click on Submit
Step 5: You will be registered and your password will be sent to your email address. Do not forget to check your junk/spam/bulk mail folder.
Submitting a Manuscript to eJManager

Step 1: Access the eJManager website. Enter your email address and password to login.

Step 2: Click on “Submit New Manuscript”. 
Step 3: Read the Editorial Policy and then click on “I accept the terms and conditions and I want to continue to submission.” This button will be found at the bottom of the page.
Step 4: Select the type of manuscript. Then click on “Save this page and continue”.

Step 5: Type the title of the manuscript. Then click on “Save this page and continue”. 
Step 6: Type the abstract. Then click on “Save this page and continue”.

Step 7: Type 3-5 MeSH words. Then click on “Save this page and continue”.  

Provide 3-5 MeSH keywords. Use appropriate terms to increase searchability of your study. For assistance use: https://www.nlm.nih.gov/mesh/MBrowser.html
Step 8: Type the details of the first author. Click on “add this author” and continue typing details on the other authors. Make sure to select one as a corresponding author. Then click on “Save this page and continue”.
Step 9: Enter the details of a peer reviewer, who may review your article or you may skip this step.

Step 10: Upload all the required documents. Note that the submit button will not appear till you have uploaded the cover letter, ethical approval, submission form, the manuscript and converted the manuscript into a PDF. You may also upload figures here, if you have any.
Step 10 a: Select a file type (cover letter, ethical approval, submission statement form, main article or image). Type a description, example “manuscript.”
Step 10 b: Click on browse to select a file.

Step 10 c: Click on upload file.
Repeat steps 10a-c for all file types (cover letters, ethical approval, form, manuscript and figures).

**Step 11:** You will have to convert your manuscript into a PDF after uploading all the required documents. Click on “Click here to Convert”.

Wait for the document to convert. Do not close the window till it says your PDF is ready.
**Step 12:** The “Save this page and continue” button will now appear. Click on this to submit your article. Ensure you have adhered to all the guidelines for manuscripts stated on our website. Recheck your information to make sure everything is correct.
Submitting a revised manuscript

**Step 1:** After logging onto eJManager, click on “Manuscripts waiting for my revision”.

**Step 2:** Click on “Reviewer Comments” to note the suggestions.
Step 3: Click on add letter, type the revision cover letter and click submit. A green check mark will appear in the step 1 box.

Step 4: Download the grid sent by the journal to note your corrections in, if the grid has been provided.
Step 5: Upload the corrected and revised manuscript with the grid here. Ensure that the manuscript does not have your name, contact details or affiliations.

Step 6: Click on “Click HERE Convert to PDF” to convert your manuscript to PDF.
Step 7: Wait for the manuscript to convert. Do not close the window till it says that your PDF is ready.
Step 8: Click on OK when the “your article was NOT sent yet” window appears.

Step 9: Click on “Click and Waiting for Building Revision File”.

Step 10: Click on OK to send the revised file to JPMA.