

OJS User Guide

PAKISTAN PEDIATRIC JOURNAL

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Registration

To register with a journal, click the Register link on the upper right corner.

The screenshot shows the homepage of the Journal of Public Knowledge. The header is dark blue with the journal title and navigation links: Announcements, Current, Archives, About, Register, and Login. A search bar is located in the top right. The main content area is divided into sections: 'Did you know...?' with a date of 2016-07-29 and a link to 'Read More'; 'More Great News!' with a date of 2016-07-29 and a 'Welcome' message dated 2016-07-21; 'Current Issue' listing 'Vol 1 No 1 (2016): The First Issue'; and a right-hand sidebar with 'Language' options (English, Français (Canada)) and 'Information' links (For Readers, For Authors, For Librarians).

This will open the Registration Form for you to complete with all required information.

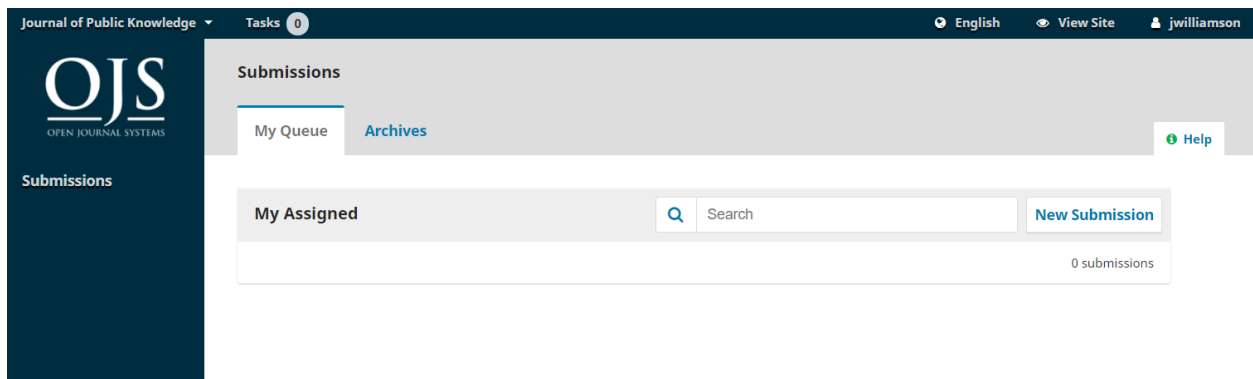
The screenshot shows the registration form on the Journal of Public Knowledge website. The header is dark blue with the journal title and navigation links: Announcements, Current, Archives, About, Register, and Login. A search bar is located in the top right. The main content area is divided into sections: 'Home / Register' breadcrumb; 'Profile' section with fields for 'First Name *' (Apostolos), 'Middle Name', 'Last Name *' (Mishkin), 'Affiliation *' (University of Toronto), and 'Country *' (Canada); and a right-hand sidebar with 'Language' options (English, Français (Canada)) and 'Information' links (For Readers, For Authors, For Librarians).

All fields with an asterisk (First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password) are mandatory.

You will be automatically registered as a Reader and an Author. You will be given the option to register as a Reviewer as well.

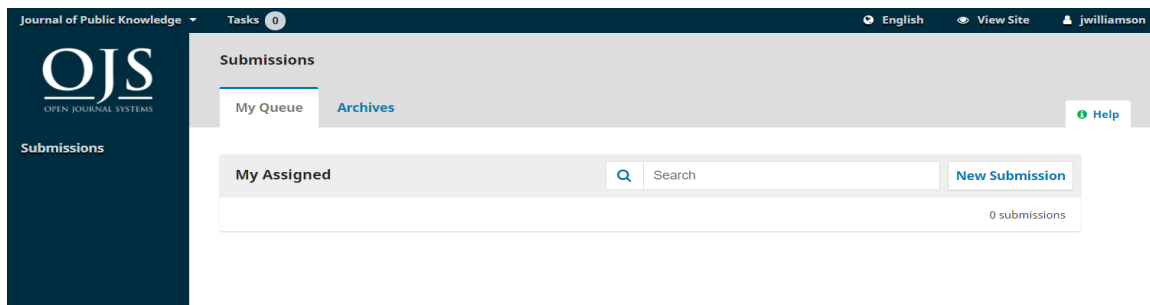
You will not be able to self-register for an Editorial Role (e.g., Editor, Section Editor, Copyeditor, Layout Editor, Proofreader, or Journal Manager). If you need to be enrolled at that level, contact a current Journal Manager or Site Administrator.

After that, when you login, you will be taken to your Dashboard.



Submitting an Article

Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.



Step 1

In **Step 1** you will provide preliminary information about your submission.

Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Submission Language

English ▼

*Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. **

Section

▼

*Articles must be submitted to one of the journal's sections. **

Categories

- Medicine
- Medicine > Oncology
- Biology
- Psychiatry

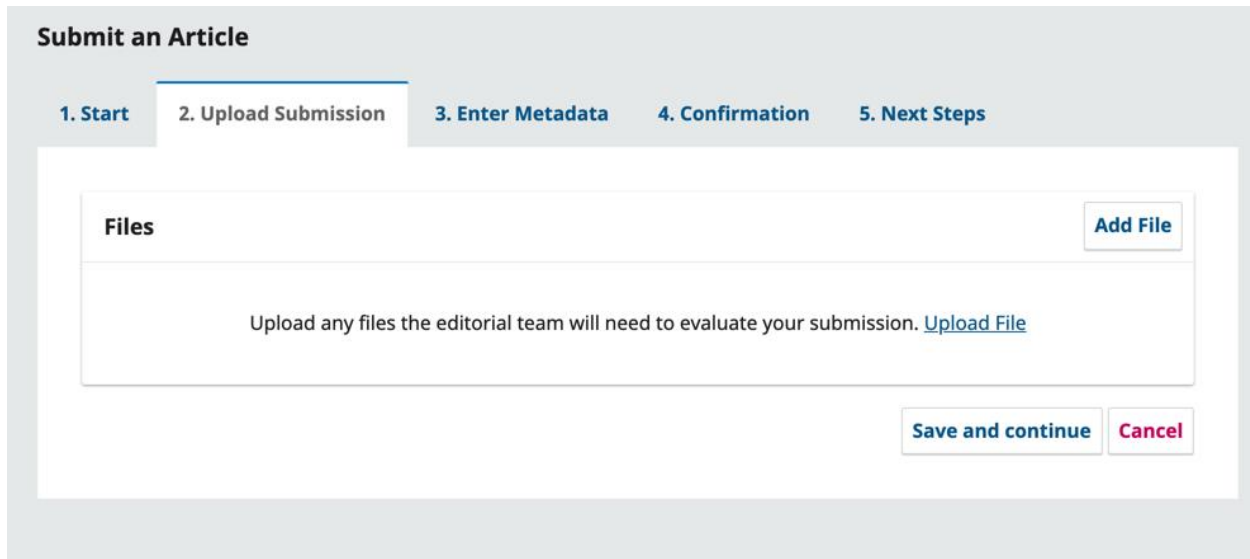
Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Step 2

On **Step 2**, a window will open allowing you to upload your submission file.




The screenshot shows a web interface titled "Submit an Article". At the top, there are five steps: "1. Start", "2. Upload Submission", "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". Step 2 is currently active. Below the steps, there is a "Files" section with an "Add File" button. The main area contains the text: "Upload any files the editorial team will need to evaluate your submission. [Upload File](#)". At the bottom right, there are two buttons: "Save and continue" and "Cancel".


Step 3


On **Step 3**, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), and the abstract. If the journal allows submissions in multiple languages, clicking on each metadata field will reveal the option to enter the metadata in the other languages that are enabled, allowing you to enter the title, subtitle and abstract in the other language(s).

Submit an Article


1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix
 The 
Examples: A, The

Title *
 Official Knowledge and Adult Education Agents 
 Français (Canada)
 This field is required.

Subtitle
 An Ethnographic Study of the Adult Education team of a Local Development-Oriented Nongovernmental Organization in the North of Portugal 

Abstract *



Nongovernmental organizations, particularly those related to development work (local development-oriented nongovernmental organizations; LDNGO), and their agents have been assuming, in Portugal, an important role in the field of adult education. These organizations develop with the State, at the national level, and with supranational institutions and programs different types of relationships and arrangements, as a result of the activity in such educational arena. This article intends to question, on the basis of an ethnographic study of an adult education team of an LDNGO and using the pedagogical discourse model of Bernstein, the relationship that these agents establish with the official knowledge (pedagogical discourse) emerging from State-dependent intervention bodies. The results of the study shows that, even in strongly prescriptive working contexts, it is possible to develop

you are able to add any additional contributors.

List of Contributors					Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Joe Williamson	jwilliamson@mail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.

Add Contributor ✕

Name

Frederic

Serletis

*First Name ** *Middle Name* *Last Name **

Contact

seletis@mailinator.com

*Email **

Country

Canada

*Country **

Hit **Save**, and the new contributor will appear on the screen.

List of Contributors			Order	Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Joe Williamson	jwilliamson@mail.com	Author	✔	✔
▶ Frederic Serletis	serletis@mail.com	Author	✔	✔

You may also see additional fields to complete, such as keywords.

Additional Refinements

Keywords

elearning ✕
query management ✕
|
🌐

Français (Canada)

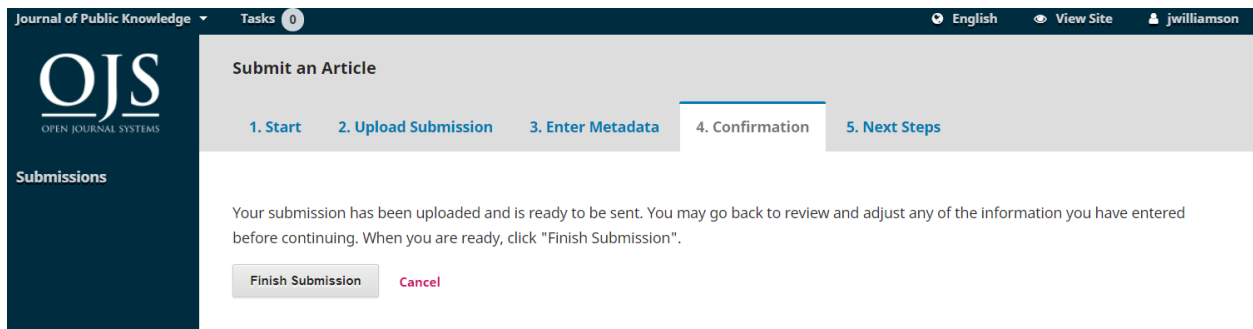
Save and continue Cancel

Click **Save and Continue** to move forward.

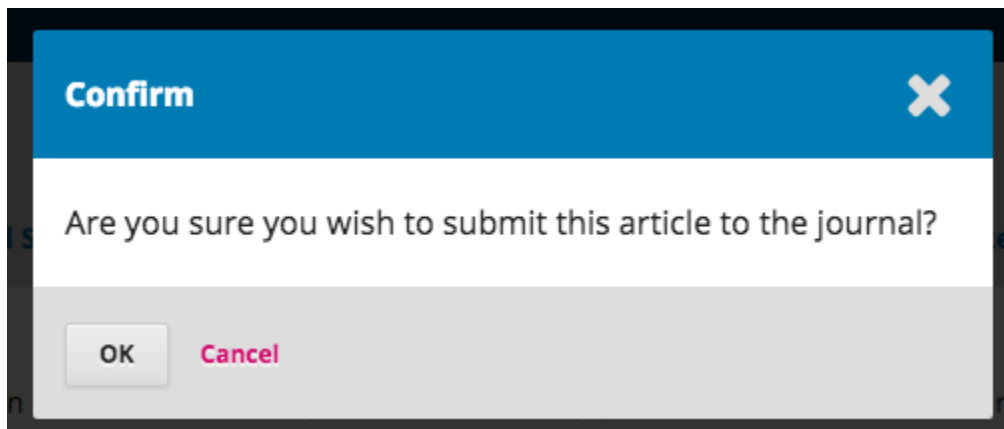
Step 4

On Step 4, you will be asked to confirm that you are happy with your submission.

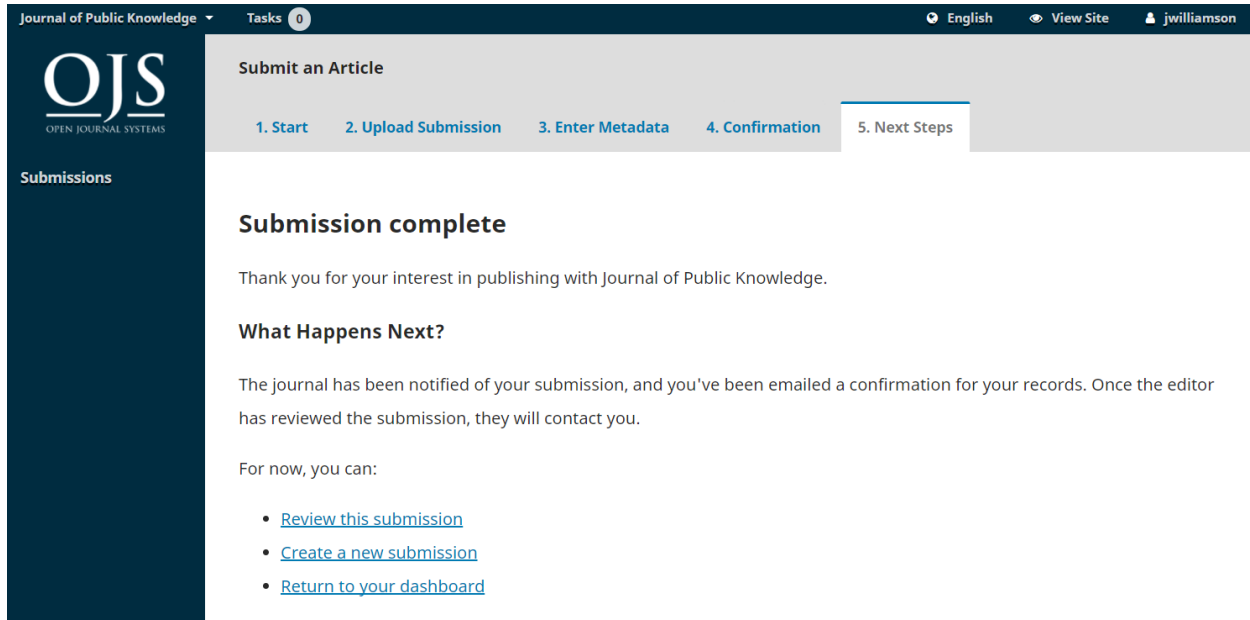
Click **Finish Submission**.



A box will pop up asking you to confirm you are finished. Click **OK**.



Step 5



The screenshot shows the 'Submit an Article' workflow in the Journal of Public Knowledge submission system. The user is currently on the '5. Next Steps' step. The interface includes a dark blue header with the journal name, a 'Tasks' indicator showing 0 tasks, and user options for language (English), site view, and a user profile (jwilliamson). The main content area is white with a dark blue sidebar on the left containing the 'OJS' logo and 'Submissions' text. The main content area displays a 'Submission complete' message, a thank you note, and a section titled 'What Happens Next?' which explains that the journal has been notified and the user has received a confirmation email. It also provides three actionable links: 'Review this submission', 'Create a new submission', and 'Return to your dashboard'.

Journal of Public Knowledge Tasks 0 English View Site jwilliamson

OJS
OPEN JOURNAL SYSTEMS

Submissions

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission complete

Thank you for your interest in publishing with Journal of Public Knowledge.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

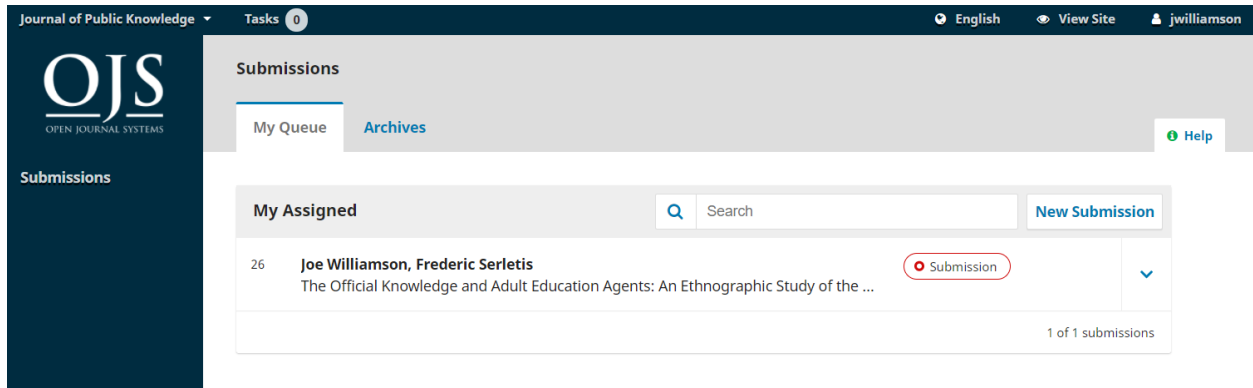
Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- Review this submission
- Create a new submission
- Return to your dashboard

Once you complete a submission, you cannot make changes to it. If you want to replace the file you submitted or make other changes to the submission, you will need to contact the editor through the Pre-Review Discussions tool.

Dashboard

And here is your submission in your Dashboard. You can see that it is currently in the *Submission* stage.



The screenshot displays the user interface for the Journal of Public Knowledge. At the top, the header includes the journal name, a 'Tasks' section with a notification icon, and user options for language (English), site view, and the user's name (jwilliamson). The main content area is titled 'Submissions' and features two tabs: 'My Queue' and 'Archives'. A 'Help' button is visible in the top right corner of this section. Below the tabs, there is a 'My Assigned' section with a search bar and a 'New Submission' button. A single submission is listed with the ID '26', the author 'Joe Williamson, Frederic Serletis', and the title 'The Official Knowledge and Adult Education Agents: An Ethnographic Study of the ...'. The submission is currently in the 'Submission' stage, indicated by a red circle with a white dot. A dropdown arrow is visible to the right of the submission entry. At the bottom right of the submission list, it shows '1 of 1 submissions'.

Over the coming days, it will move into the Review stage, and if accepted, into the Copyediting and Production stages before being published.

Thank you