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Getting Started

- From the WPSAR website (http://www.wpro.who.int/wpsar/en/) navigate to ‘Submit an article’.

Select ‘SUBMIT’.

- Log in

- New user:
  
  o If you are a new user of the WPSAR web site, please register by clicking the link ‘Not a user? Register with this site’.

  o Complete the online form then select ‘Register’. A confirmation email with your username and password will be sent to your email address.
➢ Existing user:
  o Log in to your OJS account using username and password from original registration.
  o If you have forgotten your log in details, please click the ‘Forgot your password?’ and an email will be sent to your registered email address.
The Submission Process

- To start the submission process, click 'New Submission'

### Step 1: Starting the Submission

- From the drop-down menu, please select the most appropriate section to describe your submission article type. If you are not sure what section to select, click 'About' to find out more information.
• Please ensure the items listed in the checklist are ready then tick each box.

![Submission Checklist](image)

• Read the ‘Copyright Notice’ and add comments to the editor (optional). Select ‘Save and continue’.

![Comments for the Editor](image)
Step 2: Uploading the Submission

- Please follow the instructions on this page to upload your file, then select ‘Save and continue’. This is where you upload the manuscript only. (You will be asked to upload other required documents at Step 4)
**Step 3: Entering the Submission's Metadata**

- Complete author(s)'s information as much as you can. Fields marked with * are mandatory. If you have more than one author for your submission, click ‘Add author’ for each of these.

![Step 3. Entering the Submission's Metadata](image)

- Please note the system will automatically select the first-recorded author as the principal contact for editorial correspondence. If you want to change this, choose the following option listed at the bottom of the author details for the author you want to be the principal contact.
• Complete ‘Title’, ‘Abstract’, ‘Indexing’ and ‘Supporting Agencies’ of your submission. Select ‘Save and continue’. These can be pasted from a word document.
Step 4: Uploading Supplementary Files

- This is where you upload your supplementary documents, including the cover letter, title page, and scanned copy of the WPSAR publication license signed by all authors.

- You will need to upload each document separately. Once you press ‘Upload’, you will be asked to fill in additional information on this file. Then select ‘Save and continue’, the system will take you back to the previous page to continue uploading the other files.

- Once all files are uploaded, if you need to you can edit or delete them by clicking the links. To continue to next step, select ‘Save and continue’.
Step 5: Confirming the Submission

- Please check that all required files have been uploaded and are listed on the ‘File Summary’. Select ‘Finish Submission’ to submit your manuscript.

![Step 5. Confirming the Submission](image)

- The principle contact of the submission will then receive an acknowledgement email.

Dear xxx:

Thank you for submitting the manuscript, "xxxxxx" to Western Pacific Surveillance and Response. With the online journal management system that we are using, you will be able to track its progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Western Pacific Surveillance and Response.

Manuscript URL:  
http://journals.sfu.ca/wpsar/index.php/wpsar/............  
Username: xxxxxx  
If you have any questions, please contact me. Thank you for considering this journal as a venue for your work.

Best regards,  
Coordinating Editor  
Western Pacific Surveillance and Response  
World Health Organization, Western Pacific Regional Office  
Manila, Philippines  
WPSAR@wpro.who.int  
www.wpro.who.int/wpsar  
Tel: +632 52 89920  
Fax: +632 52 89075
**Status of Submission**

- During the review and editing process, the principle contact can log in to the WPSAR web site to check the status of the submission. Follow the login instructions on Page 3 and then click the 'Active' tab.

![User Home](image1.png)

![Active Submissions](image2.png)

*Start a New Submission*
CLICK HERE to go to step one of the five-step submission process.
**Responding to reviewers’ comments**

- You will receive an email from the Coordinating Editor after the peer review process which will indicate the outcome of the review and provide the reviewers’ comments.

Dear xxx:

Your manuscript "xxxxxx" submitted to Western Pacific Surveillance and Response has undergone peer review. The manuscript has been accepted subject to major / minor revisions.

Please find attached the comments from the peer reviewers. Please take the following actions:

1. Review the manuscript according to the reviewers’ comments using the track changes facility in Word.
2. Provide a response to each of the reviewers' comments in a separate Word document.
3. Upload both the revised manuscript and the response to the reviewers’ comments.

The due date for these revisions is Friday 26 October. If you have any queries regarding this please contact me.

Thank you and kind regards,
Coordinating Editor
wpsar@wpro.who.int

- Please make required changes to manuscript and in a separate file provide responses to each of the reviewer’s comments.

- These can then be uploaded onto the system.
  - Login (see instructions on page 3)
  - Click on ‘Active’ tab.