

Steps to Submit to JMIRS using Editorial Manager

The *JMIRS* uses an online submission system called **Editorial Manager**, where all the steps of manuscript submission are managed prior to publication in the journal. Authors upload their manuscripts, editors and peer reviewers submit feedback, and then authors upload revisions as necessary before acceptance. All communication will occur through this platform, but you can reach out to the Managing Editor at any time at editor@camrt.ca. We are happy to help!

1. **Go to Editorial Manager:** <https://www.editorialmanager.com/jmirs/default.aspx>
2. First-time users need to **click on the word "Register"** in the black navigation bar at the top of the page. Upon successful registration, you will be sent an e-mail with instructions to verify your registration. Usernames and passwords may be changed after registration. Repeat users: Please click the "Author Login" button and proceed.
3. **Click "Submit New Manuscript"** and you will be brought to a page where you can see 6 steps (Article Type Selection, Attach Files, General Information, etc). You will need to complete each section before you can submit, but you can skip between steps as needed. Each step will be marked with a red "!" if it needs more info to proceed, or a green checkmark if it is ready.



4. **Select Article type** (See chart to pick the right type to match your submission). You will see an offer to enter an ORCID number, but if you do not have one, just click "Proceed".

Article Type	Dropdown menu item to select
Original full length research papers	Research (Qualitative, Quantitative, or both)
Medical Radiation Sciences Narratives	Short Communication
Systematic Review articles	Systematic Review
Literature or Narrative Reviews	Review
Continuing Medical Education (CME)	Exam
Educational or Clinical Perspectives	Short Communication
Teaching Cases	Case Report
White Paper	Research
Commentaries	Commentary
Letters to the Editor	Letter to the Editor

5. **Proceed to attach files.** Click “Browse” to pull files from your desktop. You will need to upload one at a time by clicking on the Dropdown menu for “Select Item type” and identifying each file. In addition to the three required items (Title page, Cover Letter and Manuscript), we require a signed form from each author (select “Author Agreement” in the dropdown):
- **Title page** (*Includes an article title; author(s) full name and affiliation(s), including department(s), institution(s) if applicable, city, state/province, and country; and the name and complete mailing address, phone number, and e-mail address of the corresponding author who is loading the submission*)
 - **Cover letter** (*Indicates if the submission is for a special issue and/or clarify the article type. Please also include a personalized version of the following, to be published along with the article upon acceptance:*
 - Contributors:** *All authors contributed to the conception or design of the work, the acquisition, analysis, or interpretation of the data. All authors were involved in drafting and commenting on the paper and have approved the final version.*
 - Funding:** *This study did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors (OR Disclose any funding here)*
 - Competing interests:** *All authors have completed the ICMJE uniform disclosure form and declare no conflict of interest (OR state any conflicts here).*
 - Ethical approval:** *Varies depending on submission, but typical entries include “Informed consent was obtained from all participants. The REB (institution) approved the study.” OR “Ethical Requirement of Research Ethics Board approval for this project was formally waived by the institution.” OR “Ethical approval is not required for this article type.”*
 - **Manuscript** (make sure this is blinded with no author or institution names so the peer reviewers can not identify authorship!)
 - **Author Agreement** - Available at <http://www.icmje.org/conflicts-of-interest/>, this form must be completed by each author and submitted with the manuscript.
 - **Reporting Checklists** (*if applicable*) – these are mainly for certain types of research or Case Reports (see [Author instructions](#)) and can be loaded under “Review Reports” (ex., PRISMA, STROBE, CONSORT checklists)
6. After you have loaded all the required files, click Proceed and you will be brought to the next section, called “**General Information**”
- a. **Section/Category** – this asks you to classify your submission as either *quantitative* (traditional research using measurable quantities/numbers) or *qualitative* (descriptive information, can be observed but not measured – MRS Narratives will generally fall in this category) or a combination of both. This helps us assign reviewers with the proper skill set.
 - b. **Classifications** – this is where you select the terms that define your submission, such as radiological, MRI or radiation therapy – be sure to check the “Other” dropdown to see more general options such as “education”, “patient experience”, or specific body areas if applicable (“Lung, Liver, Heart, etc). Again,

this helps the journal assign the proper peer reviewers with matching expertise in your subject matter. The more you select, the better reviewers we can find! However, only one is necessary to move to the next step. You just need to add a check in the box and click “Add” and then click “Submit” when you have all the classifications you want.

7. Click Proceed to move on to **“Additional Information”**. You will need to:
 - a. Check a box to confirm that any funding sources have been acknowledged.
 - b. Check a box to confirm that you have blinded your manuscript properly with no author names/locations.
 - c. Enter “Yes” or “Not necessary” in the text box to confirm that you have added any reporting checklists (these are for certain types of research and case studies only, see [Author Instructions](#))
8. “Comments” section – this is optional. There is no need to enter anything here to proceed.
9. In the last section, **“Manuscript data”**, you will be asked to enter:
 - a. Full paper title
 - b. Your abstract (if not needed for your article type, just write N/A). It does not matter if your abstract also appears in your main paper. This section is used by the system to send the abstract along with the invitation to peer reviewers.
 - c. Keywords - including 3-5 [MeSH terms](#) (Medical Subject Headings) is recommended for indexing purposes – this helps readers find your work, or future authors to cite your work. The link above has a search box where you enter your descriptive terms and it will suggest matches.
 - d. Authors – contact information for each author needs to be added. Upon submission, each author will be sent an email and asked to confirm authorship. First/Last names, email, and Institution are mandatory. **If you are not affiliated with any institution, you can enter “NONE” (note you may need to type a few spaces afterward to stop it from trying to populate another response – and if you get a message saying “We could not identify the institution” just click “OK”**
 - e. Funding Information – if none, just click the box that says “Funding information is not available.”
10. Click **“Build PDF for Approval”** – you will need to confirm that the PDF looks good, and that you want to submit – then you are done!

NEXT STEPS: See our [Review Policy](#) for what happens after submission, from review to acceptance.