

Manuscript Submission Process at Foundation University Journal of Dentistry

Step 1: Before making a submission, corresponding author needs to 'Register' first with the FUJD. If the author is already registered, then simply 'Login' via username and password. Authors are strongly advised to go through the 'Submission Preparation Checklist' before making a submission.

The screenshot displays the website's header and main content area. The header is green with the FUJD logo on the left and navigation links 'Register', 'Login', and 'Announcements' on the right. Below the header is a white navigation bar with links: HOME, ABOUT FUJD, EDITORIAL POLICIES, CURRENT, ARCHIVES, FOR AUTHORS, FOR REVIEWERS, and a search icon labeled 'SEARCH'. The main content area has a breadcrumb trail 'HOME / Submissions' and a grey box with the text 'Login or Register to make a submission.' Below this is a section titled 'Submission Preparation Checklist' with a paragraph of text. On the right side, there is a sidebar with a green button labeled 'MAKE A SUBMISSION' and an 'INFORMATION' section with links for 'For Readers', 'For Authors', and 'For Librarians'.

Register Login Announcements

HOME ABOUT FUJD EDITORIAL POLICIES CURRENT ARCHIVES FOR AUTHORS FOR REVIEWERS SEARCH

HOME / Submissions

Login or Register to make a submission.

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

MAKE A SUBMISSION

INFORMATION

- For Readers
- For Authors
- For Librarians

Step 2: Acknowledge the Copyright Statement by checking the box, Select category of article, Check all boxes in the Submission Requirements, Write any Comments for the Editor, Save and Continue to the next step

Submit an Article

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

Acknowledge the copyright statement

All copyrights © are reserved with the author(s) under (CC BY-NC 4.0). Foundation University Journal of Dentistry (FUJD) is an open-access peer-reviewed journal that allows free access to its published articles, in addition, to copying and use for research and academic purposes; provided the article is correctly cited. FUJD does not allow commercial use of any article published in FUJD. All articles published represent the view of the authors and do not reflect the official policy of FUJD.

I agree to abide by the terms of the copyright statement.

Section *


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

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 text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
- Authors agree to Transfer all copyrights and any other necessary material required to journal upon acceptance of manuscript.
- Ensure that the following obligatory documents are present: cover letter, ethical approval of research, authorship & conflicts of interest statement.
- The complete details of the Title Page including authors' full name, degrees, department, affiliation, and e-mail addresses have been provided.
- The e-mail address and full postal address of the corresponding author have been provided.
- The manuscript has been 'spell checked' and 'grammar checked'.
- A conflict of interests statement is provided, even if the authors have no competing interests to declare.
- Ensure all figure and table citations in the text match the files provided.
- All references must be cited sequentially in the Vancouver Style.
- Permission has been obtained for use of copyrighted material from other sources (including the Internet) or include a photograph of a patient.

Comments for the Editor



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Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Step 3: Click on Upload File and start uploading the Article Components (Cover Letter, Ethical/IRB Approval, Authorship and Conflict of Interest Form, Plagiarism Report, Title Page, Main Text, and Others) from the drop-down menu. Click on Continue to review the details of the uploaded file then Continue again to Complete the upload submission process.

The image displays four sequential screenshots of the 'Submit an Article' process, specifically focusing on the 'Upload Submission File' dialog box. The main interface at the top shows a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Below this, a 'Submission Files' section contains a search bar and an 'Upload File' button. The four screenshots show the following steps:

- Upload Submission File (Step 1):** The dialog box shows the '1. Upload File' step. The 'Article Component *' dropdown menu is highlighted with a red box, and the 'Continue' button at the bottom is also highlighted.
- Upload Submission File (Step 2):** The dialog box shows the '2. Review Details' step. The 'Article Component *' dropdown menu is highlighted with a red box, and the 'Continue' button at the bottom is also highlighted.
- Upload Submission File (Step 3):** The dialog box shows the '3. Confirm' step. A file named 'Author, Cover Letter-FUJD.docx' is displayed with a file icon, extension, and size (13KB). The 'Continue' button at the bottom is highlighted with a red box.
- Upload Submission File (Step 4):** The dialog box shows the '3. Confirm' step. A 'File Added' message is displayed, and the 'Add Another File' button is highlighted with a red box. The 'Complete' button at the bottom is also highlighted.

Step 4: After the necessary files are uploaded, it will appear on the Submission Files list. Once this step is completed, Click Save and Continue to move on the Next Step in the submission.

Submit an Article

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

Submission Files [Search](#) [Upload File](#)

▶	 1494-1	Author, Cover Letter-FUJD.docx	Cover Letter
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Step 5: Enter your Article Metadata; Leave the Prefix Box Blank, Write Title of your Manuscript, Leave the Subtitle Box Blank, Add Abstract of your Article (Structured Abstract for Original Article). Add all the Contributors (Authors) by clicking on the Add Contributor and mark Corresponding Author as Primary Contact. You will be able to change the order of authorship once all authors/contributors have been added. Add MeSH Keywords (mandatory) and Click Save and Continue to the next step.

Submit an Article

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

Prefix
Leave this Blank
Examples: A. The

Title *
Write Title of your Manuscript

Subtitle
Leave this Blank
The optional subtitle will appear after a colon (:), following the main title.

Abstract *
Write Structured Abstract for Original Article
Powered by TinyMCE

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▶ Editor FUJD	info.fujd@fui.edu.pk	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Submission Metadata
These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

Rights

If you wish, you may enter a brief statement about the access rights held in or over this submission.

Additional Refinements
Keywords
Write MeSH Keywords x

Step 6: Click Finish Submission and Submit your Article to the FUJD.

Submit an Article

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

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission Cancel

Step 7: Congratulations! Your online submission is complete and will be confirmed to you (a) this on-screen message, and (b) submission acknowledgement on your registered email address with a link to your dashboard for further correspondence. You may now (a) review the submission, and/or (b) create a new submission, and/or proceed to your dashboard.

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 Foundation University Journal of Dentistry.

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](#)