

Author Submission Process via the website

1. Sign into your account on <https://submit.escholarship.org> or create a new account by click the “Create an eScholarship account” link.

The screenshot shows the 'My Account Login' page. At the top, there is a blue header with the text 'Log in with your eScholarship account'. Below this, there are input fields for 'Email:' and 'Password:'. To the right of the password field is a link that says 'Forgot/reset password?'. Below the password field is a checkbox labeled 'Remember me'. A blue button with the text '» Log in' is positioned below the 'Remember me' checkbox. Below the login section, there is a section titled 'New to eScholarship?' with two links: 'Create an eScholarship account.' and 'Can I log in with my existing UC credentials?'. At the bottom of this section, there is a paragraph of text: 'Login with campus credentials is coming in 2014. Until then, please create an eScholarship account to deposit your work.'

2. Then click on the green “Western Journal of Emergency Medicine” link at the bottom of the screen.

The screenshot shows the 'Additional Deposit Options' page. It has a blue header with the text 'Additional Deposit Options'. Below this, there are three sections: 'Other Scholarly Publications', 'New Works', and 'eScholarship Journals'. Each section has a description and a blue button. The 'Other Scholarly Publications' section has a dropdown menu set to 'UC Irvine' and a button that says '» Deposit Other Scholarly Publications'. The 'New Works' section has a dropdown menu set to 'UC Irvine' and a button that says '» Locate your academic unit'. The 'eScholarship Journals' section has a button that says '» Browse Journals'. Below these sections, there is a blue header with the text 'Manage Existing Deposits'. Below this, there is a paragraph of text: 'You have existing content to manage in the following series:'. Below this, there is a tree view showing 'UC Irvine' expanded to 'Department of Emergency Medicine (UCI)', which is further expanded to '» Western Journal of Emergency Medicine (OJS 2)'. A blue button with the text '» View All Content' is positioned below the tree view.

3. Click on the “New Submission” link on the right.

MY JOURNALS WESTJEM HOME ANNOUNCEMENTS HELP CENTER

WestJEM Home

WestJEM Home

Western Journal of Emergency Medicine

» [Submit or Revise Manuscript](#) 0 Active [1 Archive](#) [New Submission](#)

My Account

- » [Show My Journals](#)
- » [Edit My Profile](#)
- » [Change My Password](#)
- » [Log Out](#)

4. Select a section that matches that best matches the criteria of the manuscript being submitted.

Available sections:

- Original Research
- Brief Research Report
- Review Articles
- Images in Emergency Medicine
- Letter to the Editor
- Case Reports
- Editorials
- Commentary
- Others
- Abstracts
- Treatment Protocol Assessments

Step 1. Starting the Submission

1. **START** 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Calvin Tan](#) for assistance (714-456-6389).

Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section*

5. Please make sure the manuscript you are submitting matches the guidelines on the submission checklist. You must read and agree by "checking" the boxes on left to the *WestJEM* conditions for peer review. Noncompliance may result in a delayed peer review process.

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The submission has not been previously published, nor is it pending peer review or publication with another journal. If there are any conflicts, an explanation box is provided in Comments to the Editor at the end of this page.
- The submission does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which can be downloaded here: http://escholarship.org/brand/uciem_westjem/SubmissionGuidelines.pdf
The authors understand that failure to adhere to these submission guidelines will delay the peer review process.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.
The authors understand that failure to adhere to these guidelines will delay the peer review process.
- Conditions of Acceptance 1**
When a paper is accepted for publication, it is understood that the author agrees to pay the indicated article processing fee, unless granted fee waiver. There is never a fee to submit.
If the article processing fee is not paid, the manuscript will not be published in any medium by the *Western Journal of Emergency Medicine*. Please go to www.calaaem.org/westjem for the list of current article processing fees and for a complete list of circumstances by which the fee could be discounted or waived.
- Conditions of Acceptance 2**
The authors agree to provide informed consent documents with the submission for any patient photographs, if any. The manuscript will not be accepted or printed without all appropriate consent documents.
- Conditions of Acceptance 3**
Institutional Review Board approval was obtained and must be noted the Methods section of the manuscript.
Any clinical trial that involves human subjects and health outcomes must have been registered with ClinicalTrials.gov. This must be noted in the Methods section. The identification number must be listed in the cover page with a short description.
- Conditions of Acceptance 4**
Authors agree to disclose all affiliations, funding sources, and financial or management relationships that could be perceived as potential sources of bias. This MUST be clearly noted in the acknowledgement section of the manuscript.

6. You must agree by "checking" the box stating that you have read and understand the *WestJEM* Copyright Notice.

Copyright Notice

I grant the *Western Journal of Emergency Medicine* (hereafter called the "Journal") on behalf of The Regents of the University of California (hereafter called "The Regents") the non-exclusive right to make any material submitted by the Author to the Journal (hereafter called the "Work") available in any format in perpetuity.

The Author and the Journal agree that eScholarship will publish the article under a **Creative Commons Attribution-NonCommercial** license, which is further specified at <http://creativecommons.org/licenses/by-nc/3.0/legalcode>. A brief summary of the license agreement is listed below:

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Under the following conditions:

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The Author warrants as follows:

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The Author understands that once a peer-reviewed Work is deposited in the repository, it may not be removed.

For authors who are not employees of the University of California:

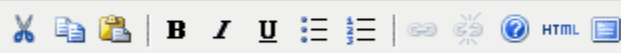
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- The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

7. Enter your cover letter (optional) and then click “Save and continue.”

Cover Letter

Enter text (optional)



* Denotes required field

8. Click “Choose File” and select the item from your computer. Verify that the file name is correct and click “upload” to submit it to our server. After the item has been successfully uploaded, click “Save and continue” for the next step.

Submission File

No submission file uploaded.

Upload submission file

No file chosen

9. Fill out the form with the author's information. URLs must begin with "http://". Please use complete sentences to complete the "Bio statement". Additional authors can be added by clicking the "Add Author" button.

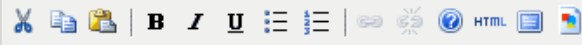
Journal Home > Author > Submissions > **New Submission**

Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. **ENTER METADATA** 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Authors

First name*	<input type="text" value="Rex"/>
Middle name	<input type="text"/>
Last name*	<input type="text" value="Chang"/>
Email*	<input type="text" value="westjem@gmail.com"/>
URL	<input type="text"/>
Affiliation	<input type="text"/>
Country	(Your institution, e.g. "Simon Fraser University") <input type="text"/>
Bio statement (E.g., department and rank)	<input type="text"/>




10. Enter the title of your manuscript and abstract. Please be sure to include this information in the manuscript as well. Abstracts must be structured with the objective, methods, results, and conclusion.

Title and Abstract

Title*

Abstract*



-
11. Enter the academic discipline, keywords, and acknowledgement in the corresponding text boxes. Click “Save and continue” when you are ready to proceed to Step 4.

Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Academic discipline and sub-disciplines

(E.g., History; Education; Sociology; Psychology; Cultural Studies; Law)

Keywords

(E.g., Photosynthesis; Black Holes; Four-Color Map Problem; Bayesian Theory)

Language

English=en; French=fr; Spanish=es. [Additional codes.](#)

Acknowledgements

Please enter footnote/acknowledgements here and not in body of the manuscript. Your footnote will not display on the cover page until the manuscript has been accepted for publication.

Acknowledgements

Save and continue

Cancel

* Denotes required field

12. Upload any cover letters, figures, consent forms, appendixes, or any other files associated with the item that you are submitting here. Please be sure that **ALL figures are 300 DPI**. File types accepted are: **JPEG, PDF, and TIFF**. Please make sure to select **“Upload”**. Figures will not be published if these requirements are not met. Ultrasound video submissions must be properly labeled with arrows and captions. If you do not have any supplementary files, you may click **“Skip and continue”**.

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA **4. UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				

Upload supplementary file No file chosen

13. Confirm that all files uploaded are in the file summary. If so, click **“Finish Submission”** to complete your submissions.

Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES **5. CONFIRMATION**

To submit your manuscript to DEMO - WestJEM - DEMO click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with DEMO - WestJEM - DEMO.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
338	TEST MANUSCRIPT 1.DOCX	Submission File	9KB	10-03

14. New and previous submissions can be viewed under "Active Submissions". The status of your submission will also be displayed under "Active Submissions"

Active Submissions


Submission complete. Thank you for your interest in publishing with Western Journal of Emergency Medicine.

» [Active Submissions](#)

Uploading Revisions via the website:


1. The point by point can be uploaded under supplementary files in the "Summary" tab

Submission

Authors	Nadia Zuabi	
Title	test	
Original file	22448-82352-1-SM.PNG 2014-04-25 11:59 AM	
Supp. files	None	ADD A SUPPLEMENTARY FILE
Submitter	Nadia Zuabi 	
Date submitted	April 25, 2014 - 12:30 PM	
Section	Review Article	
Editor	None assigned	

2. The revised manuscript can be uploaded in the "Review" tab. You may also upload the point by point here along with the revised manuscript. Notify the editor that revisions have been uploaded.

File Versions for Revision Rounds

Editor Version	22448-82370-1-ED.PNG 2014-04-25 12:30 PM
Author Version	None
Upload Author Version	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> <input type="button" value="Upload"/>
Notify Editor of Uploaded Revision	<input type="checkbox"/> 

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