Journal of Clinical Orthodontics Submission Site: http://jcortho.msubmit.net/cgi-bin/main.plex

These area a condensed version of the full instructions that can be found on the JCO website at; http://jcortho.msubmit.net/cgi-bin/main.plex?form_type=display_auth_instructions&j_id=305

Haven't used our site before or don't know?

- Click the "New Users: Please Register Here" link (enter last name, e-mail, and phone so the system to can determine if an account already exists for you)
- If the system finds a user account, your login name and a new, temporary password will be automatically e-mailed to you.
- If the system does not find an existing account in the database, you will be directed to the registration screen where you can enter your personal information and choose a login name and password.

What materials do I need to submit?

- We'll need the following for each author: first and last names, address, phone (corresponding author only), e-mail, degrees, current job, institution, current photo, signed copyright (all signatures may appear on one form)
- Manuscript in Word, including text, references, and figure captions. (No author information should appear in this file. If you are including an Acknowledgment, place it in a separate Word file and submit as "Supplemental Material".)
- Figures, labeled with their figure numbers, in a separate single Word, PDF, or PowerPoint file. (After acceptance, we will request high-resolution figure files for publication. Acceptance of any submission is conditional until high-resolution figures have been received and approved at JCO.)

Ready to submit?

- There are for main steps: Files, Manuscript Information, Validate, and Submit. The four steps each contain sub-steps that can be accessed by clicking on their respective tabs. Any entered information is saved each time a new tab is clicked (or the boxes "Save and Continue" and "Next" are clicked).

Files

- Uploading files: A screen asking for the file locations on your computer/network will appear. After completing this screen, your files will be sent to be converted to PDF for the review process.

Manuscript Information

- Authors: The fields marked with an asterisk (*) are required, and need to be completed to continue the submission process.

- Subject Areas: The author provides subject areas of the manuscript from the list provided (1 to 6 can be provided).
- Detailed Information: "Conflict of Interest" and "Dual Publication" questions must be answered.

Validate

- Approve Files: The author verifies that the manuscript has been uploaded and converted to the PDF format correctly.
- Approve Manuscript: This screen provides the author with all the information gathered from the submission process. It will provide a summary of all of the data entered so far, with the option to change any of those items.

Submit

- If the system determines that the manuscript is ready for submission, then a message reads: "Your manuscript is ready to be submitted. Click the link below to finalize your submission." Otherwise, it will ask that you modify your submission to fulfill all of the submission requirements.

Need help?

- If you need additional help, you can click on the help signs spread throughout the system. A help dialog will pop up with context-sensitive help.
- You may contact the Journal Staff at any time by clicking the "Send Manuscript Correspondence" link under the "More Manuscript Info and Tools" header on the manuscript details screen.

What is the status of my manuscript?

- After you approve your manuscript, the submission process is complete. You can look up the status of your manuscript via:
    - Logging into the system with your password.
    - Clicking on the link represented by your manuscript tracking number and abbreviated title.
    - Clicking on the "Check Status" link at the bottom of the displayed page.

Full JCO Contributors' Guide: https://www.jco-online.com/files/contributor-guide/JCO%20Contributor%20Guide%202010_11-2.pdf