

How to make a submission in GlobalCE

Introduction: This document will guide you through the 5 steps of submission. When submitting a paper, it is important to upload submission files and to provide **metadata** (metadata improve the capacity to search for your submission and improves online search). In addition, it will facilitate the Author learning of readership trends and reference, using this submission. The author will be able to track his submission through the review and editorial process.




Registration: To make a submission to GlobalCE Journal, you will first need to register as an Author. To register in GlobalCE, click the Register link on the upper right corner (if you are already registered sign in with your username and password).

This will open the Registration Form for you to complete. All fields (First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password) are mandatory. If you have an Orchid ID or wish to create one, please add it as well. You will be automatically registered as a Reader and an Author. If you feel that you have the expertise to review other papers you may consider registering as a Reviewer as well. If you do so, please make sure to state your Reviewing interests and also add a short Bio including your publications, in your profile.


After that, when you login, you will be taken to your Dashboard.

Register Login




Global Clinical Engineering Journal

ISSN: XXXXXX



Health Technology & Innovation Improving Patient Outcomes

HOME ABOUT - CURRENT ARCHIVESSearch



Register now and submit an article for the next issue!

Register also as a Reviewer!

About the Journal

The **gold open access** GlobalCE journal publishes high quality, timely, peer-reviewed manuscripts about the intersection of technology, engineering and informatics related to health, wellness, disease management, and patient-care outcomes around the world, with **no-fee** registration.

Make a Submission

Information -

- » For Readers
- » For Authors
- » For Librarians

Editorial Team -

Editor-In-Chief
Dr. Yadin David

Create or Connect your ORCID ID

Profile

First Name

Middle Name

Last Name

Affiliation

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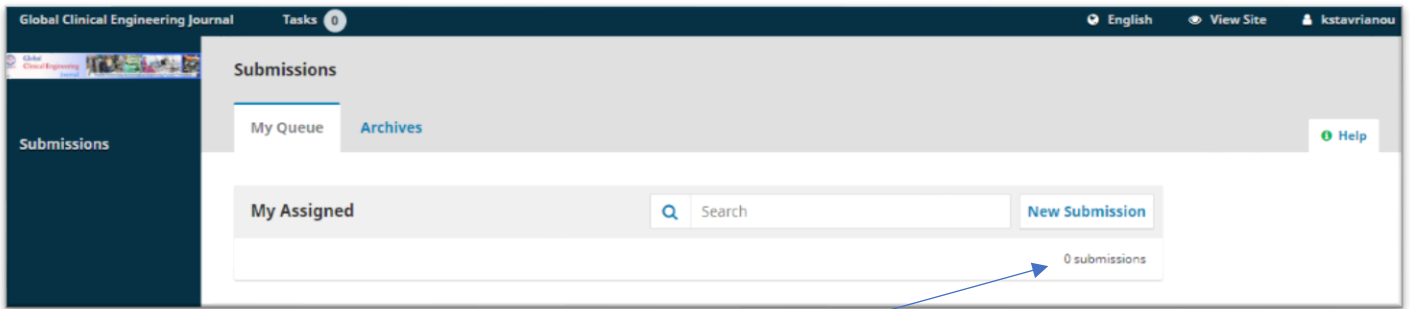
Password

Repeat password

Would you be willing to review submissions to this journal?

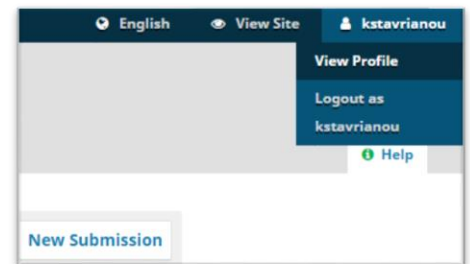
Yes, request the Reviewer role.

Register
Login

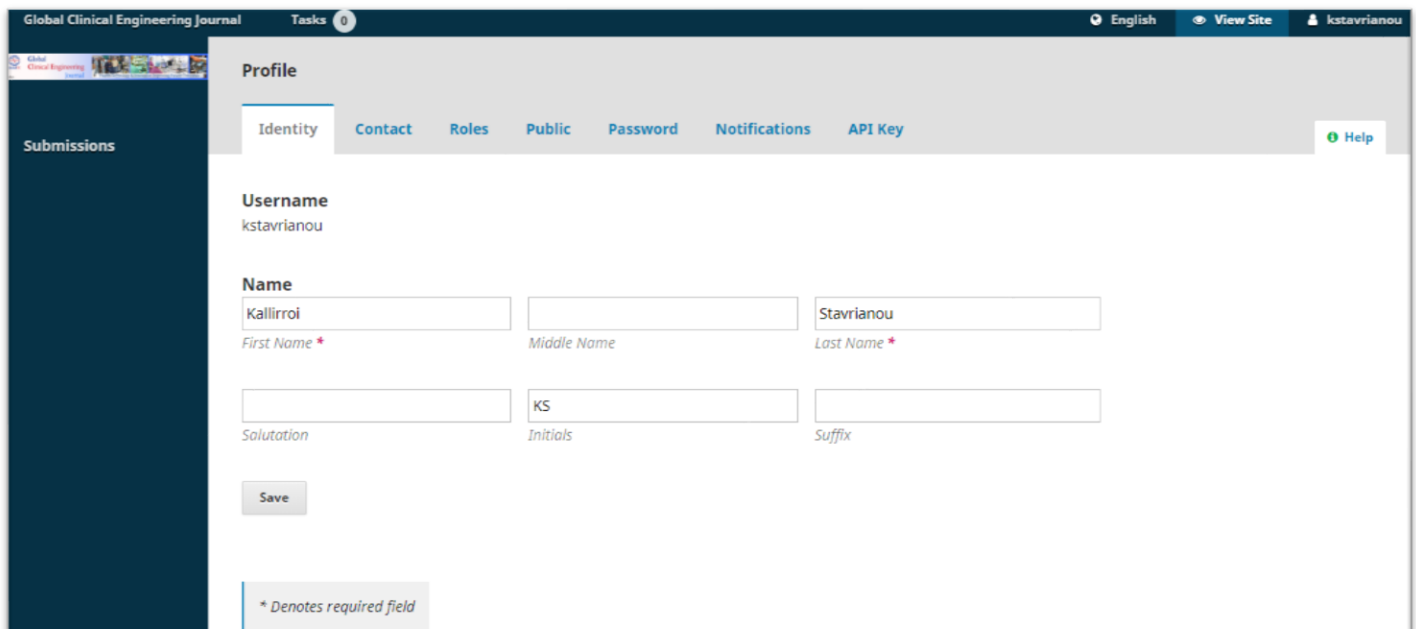


It is currently empty as you have made no submissions yet.

To view or edit your profile, click your Username link from the upper right corner. Choose the **View Profile** link.



From here, by choosing the different tabs, you can update your personal details, contact information, change your roles, add a personal image, determine your notification settings, or update your password.



Submitting the Article

Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.

Step 1

In Step 1 you will provide preliminary information about your submission. Please note that additional authors can be added later on in step 3.

Submit an Article

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

Acknowledge the copyright statement

It is required to obtain written confirmation from author(s) in order to acquire copyrights for manuscripts published in this journal as to index them in repositories. Therefore, Author(s) must obtain all parties consent [co-author(s), others if applicable] and submit the acceptance of Copyright Agreement with their paper. Written permission must be obtained by the author for material that has been published in copyrighted material; this includes tables, figures, and quoted text that exceeds 150 words. A copy of all permissions must accompany the manuscript when published in copyrighted material. The author(s) hereby represents and warrants that the paper is original and that he/she is the author of the paper, except for material that is clearly identified as to its original source, with permission notices from the copyright owners where required. Author(s) must clearly indicate that approval for publication has been received in cases of institutional ownership.

All submitted material remains the property of the journal and a copy will be returned to the author; however, the GlobalCE Journal reserve the right to reprint all or portions of the article and to post all or part of the article online. GlobalCE Journal reserves the right to edit manuscripts as required to publish in the journal. Before a paper is submitted for publication, one of the authors must accept the copyright form. Authors are responsible for obtaining any and all clearances as appropriate.

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 submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- It is the responsibility of the author to receive all institutions and other approval prior to submission.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
- Please make sure you have followed the instructions in [Ensuring a Blind Review](#), if submitting to a peer-reviewed section of the journal

Comments for the Editor

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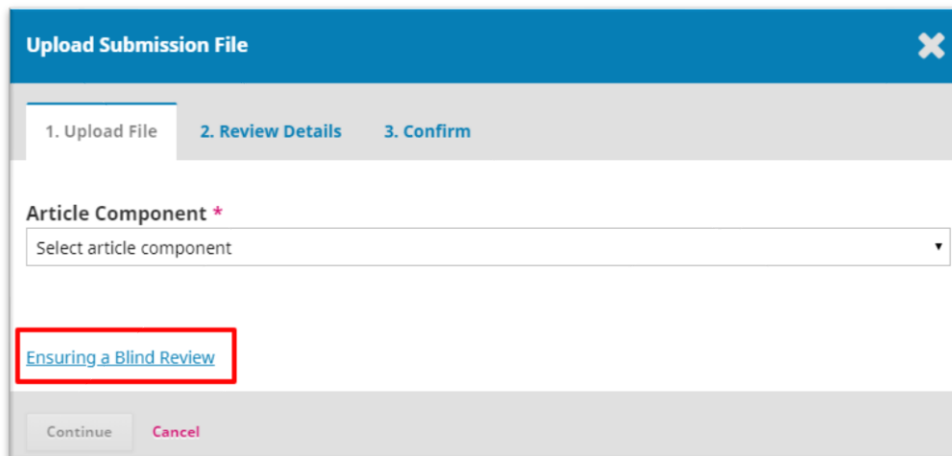
Privacy Statement

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.

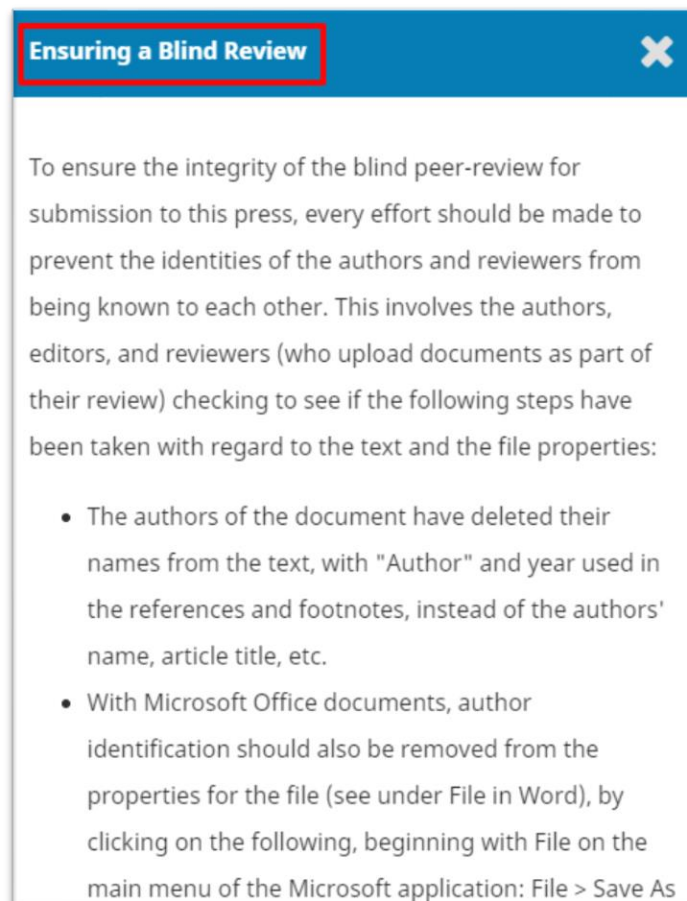
You will need to read and agree with the copyright statement by checking the box and then select the appropriate section for your submission (choose among *Article*, *Letters to the Editor* and *Conference abstract*). Also read and agree to the requirements in the submission checklist by checking each box. You have the option to include comments for the Editor-in-Chief. Next read the journal's privacy statement, and then click the **Save and Continue** button to move to Step 2.

Step 2

In Step 2, a window will open allowing you to upload your submission file.



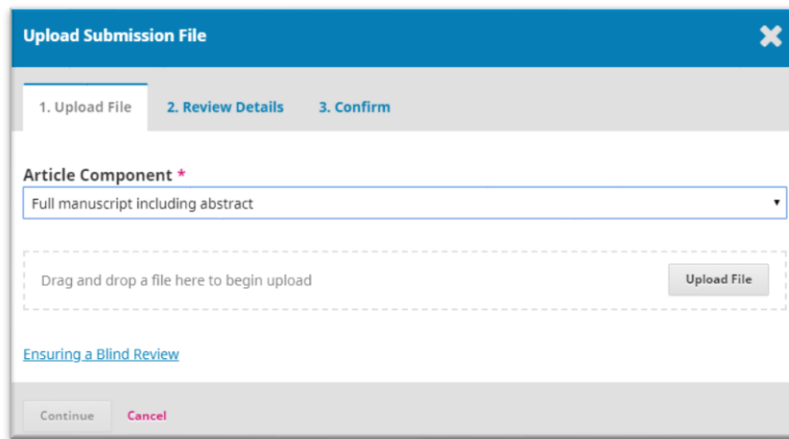
First, you must read and follow the instructions of the active link [Ensuring a blind review](#).



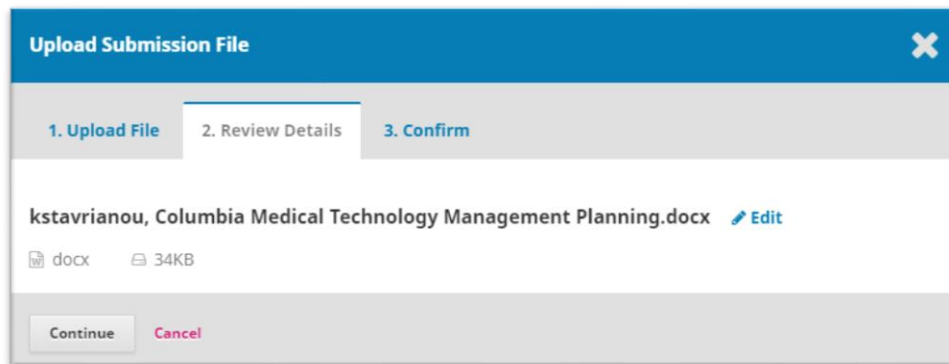
To ensure the integrity of the blind peer-review for submission to this press, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:

- The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc.
- With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File > Save As

Now you may select an Article Component. This must be selected before your file will upload.

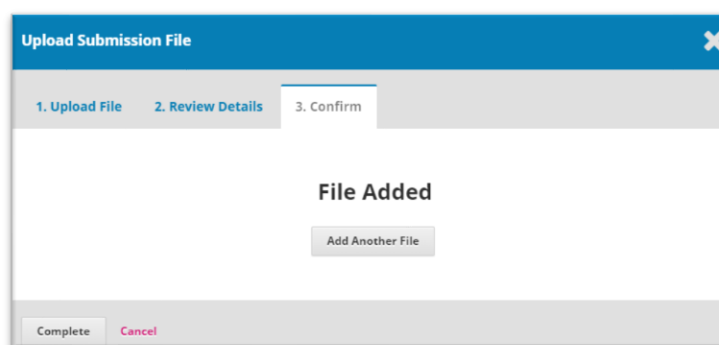


Once you have made that selection, you can then upload your first file. It is important to note that you can only upload one file at a time. Additional files can be uploaded later in the process. Typically, this first file will be your anonymous manuscript. Hit the **Continue** button once the file uploads.



After uploading the file, you will be asked to review the name of the file. Use the **Edit** link to make any changes. Then click the **Continue** button. Your username appears before the title but be ensured it will not be visible from the reviewer.

Next, you have the option to repeat the process to upload additional files (e.g. an image). Once you have finished uploading all your files, click **Complete**. This will close the upload window.



You will be brought back to the **Submit an Article** screen where you will see the files you have uploaded. If you need to make changes, expand the blue arrow to the left of your file and make any changes using the Edit link. **Click Save and Continue** to move to Step 3.

Step 3

In Step 3, you will be asked to add more information (metadata) about the submission, including the title of the submission (broken down into prefix, title, and subtitle) and the abstract.

Submit an Article

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

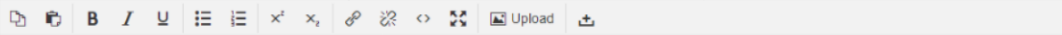

Prefix **Title ***

Examples: A, The

Subtitle

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

Abstract *

 Upload 

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List of Contributors [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Kallirroi C. Stavrianou	kallirroi@globalce.org	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.

Additional Refinements

Keywords

OpenAIRE ProjectID

If this research resulted from an EU initiative that complies with the [OpenAIRE](#) metadata platform, please include the ProjectID, a six-digit number which corresponds with the Grant Agreement Identifier.

You can add more contributors (co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information. Hit **Save**, and the new contributor will appear on the screen.

To enter **keywords**, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword. **Please note: each keyword must be separated by using the enter key!** Click **Save and Continue** to move forward.

Step 4

On Step 4, you will be asked to confirm the information of your submission. If yes, click **Finish Submission**.

Step 5

Your submission is now complete! The system has automatically notified the Editor-in-Chief of GlobalCE of your submission.

At this point, you can follow the links to *Review this submission*, *Create a new submission* or *Return to your dashboard*.

If you return to your dashboard you may see that your submission is currently in the **Submission** stage. Over the coming days, it will move into the **Review** stage, and if accepted, into the **Copyediting** and **Production** stages before being published.