



**World Health
Organization**

Western Pacific Region



WPSAR Online Journal System

User Guide for Authors

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Getting Started

- From the WPSAR website (<http://www.wpro.who.int/wpsar/en/>) navigate to 'Submit an article'.

Western Pacific Surveillance and Response

WPSAR
Western Pacific Surveillance and Response Journal

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For Authors
For Reviewers

Information for public health action

Western Pacific Surveillance and Response Journal (WPSAR) is a peer review journal on the surveillance of and response to public health events in the Western Pacific Region.

WPSAR is free of charge for both readers and authors. It is also a continuous publication which means articles will be published as soon as they have completed the review and editing process. Rapid publication will be considered for articles describing ongoing outbreaks or relevant public health events.

All WPSAR articles are indexed in the PubMed/MEDLINE, Directory of Open Access Journals (DOAJ), Western Pacific Region Index Medicus (WPRIM or apamed central), EBSCO and Google Scholar.

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Review

e-ISSN: 2094-7313
p-ISSN: 2094-7321

Select 'SUBMIT'.

- Log in
- New user:
 - If you are a new user of the WPSAR web site, please register by clicking the link 'Not a user? Register with this site'.
 - Complete the online form then select 'Register'. A confirmation email with your username and password will be sent to your email address.

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Fill in this form to register with this site.

[Click here](#) if you are already registered with this or another journal on this site.

Profile


Username *

The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password *

The password must be at least 8 characters.

Repeat password *

Validation * 

Please enter the letters as they appear in the image above.

Confirmation Send me a confirmation email including my username and password

Register as Reader: Notified by email on publication of an issue of the journal.

Author: Able to submit items to the journal.

Reviewer: Willing to conduct peer review of submissions to the site.

Identify areas of expertise:

Other (please specify and separate with comma)

* Denotes required field

- Existing user:
 - Log in to your OJS account using username and password from original registration.
 - If you have forgotten your log in details, please click the '[Forgot your password?](#)' and an email will be sent to your registered email address.

Username

Password

Remember my username and password

» [Not a user? Register with this site](#)

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The Submission Process

- To start the submission process, click '[New Submission](#)'

User Home

Western Pacific Surveillance and Response

» Author 0 Active 1 Archive [New Submission]

» Reviewer 1 Active

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Step 1: Starting the submission

- From the drop-down menu, please select the most appropriate section to describe your submission article type. If you are not sure what section to select, click '[About](#)' to find out more information.

Step 1. Starting the Submission

1. **START** 2. **UPLOAD SUBMISSION** 3. **ENTER METADATA** 4. **UPLOAD SUPPLEMENTARY FILES** 5. **CONFIRMATION**
Encountering difficulties? Contact [Coordinating Editor](#) for assistance (+6325289920).

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

Section *
Please select a section...
Please select a section...
Perspective
Outbreak Investigation Report
Surveillance report
Surveillance system Implementation / Evaluation
Risk assessment
Original research
Brief report
Lesson from the Field
Case report / Case series
Regional Analysis
Miscellaneous
Letter to the Editor
- Brief report
- Lessons from the Field
- Case Series
- Editorial
Editorial
International Health Regulations (2005): preparedness, surveillance and response - Editorial
International Health Regulations (2005): preparedness, surveillance and response - Lessons from the Field

Submission Check
Indicate that this submission should be added below).

- A cover letter describing the article
- A title page with a short title, a brief description, ≤ 7 keywords, full names and full contact names and names and
- Acknowledgements, conflicts of interest, ethics statement and funding information (attached as a separate file to ensure a blind review).

- Please ensure the items listed in the checklist are ready then tick each box.

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).

- A cover letter describing the article and why it should be published.
- A title page with:
 - the article title,
 - a short title,
 - a brief description of the article of ≤ 50 words,
 - ≤ 7 keywords,
 - full names of all authors and institutions,
 - full contact details of the corresponding author,
 - and
 - names and email addresses of two suggested reviewers (optional but recommended).
- Acknowledgements, conflicts of interest, ethics statement and funding information (attached as a separate file to ensure a blind review).
- A Microsoft Office Word file or equivalent of the manuscript.
- Scanned copy of the WPSAR licence for publication signed by all authors.

- Read the 'Copyright Notice' and add comments to the editor (optional). Select 'Save and continue'.

Comments for the Editor

Enter text (optional)

* Denotes required field

Step 2: Uploading the Submission

- Please follow the instructions on this page to upload your file, then select 'Save and continue'. This is where you upload the **manuscript only**. (You will be asked to upload other required documents at Step 4)

Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION
To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Coordinating Editor](#) for assistance (+6325289920).

Submission File
No submission file uploaded.

Upload submission file

Step 3: Entering the Submission's Metadata

- Complete author(s)'s information as much as you can. Fields marked with * are mandatory. If you have more than one author for your submission, click 'Add author' for each of these.

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="John"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Smith"/>
Email *	<input type="text" value="jsmith@gmail.com"/>
URL	<input type="text"/>
Affiliation	<div style="border: 1px solid gray; padding: 2px; min-height: 30px;">Medical Officer, Ministry of Health</div> <small>(Your institution, e.g. "Simon Fraser University")</small>
Country	<input type="text" value="Australia"/>
Bio Statement (E.g., department and rank)	<div style="border: 1px solid gray; padding: 2px; min-height: 30px;">Public Health Physician</div>

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- Please note the system will automatically select the first-recorded author as the principal contact for editorial correspondence. If you want to change this, choose the following option listed at the bottom of the author details for the author you want to be the principal contact.

↑ ↓ Reorder authors to appear in the order they will be listed on publication.

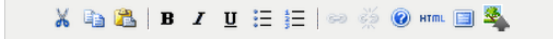
Principal contact for editorial correspondence.

- Complete 'Title', 'Abstract', 'Indexing' and 'Supporting Agencies' of your submission. Select 'Save and continue'. These can be pasted from a word document.

Title and Abstract

Title *

Abstract *



Indexing

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

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

Step 4: Uploading Supplementary Files

- This is where you upload your supplementary documents, including the cover letter, title page, and scanned copy of the WPSAR publication license signed by all authors.
- You will need to upload each document separately. Once you press 'Upload', you will be asked to fill in additional information on this file. Then select 'Save and continue', the system will take you back to the previous page to continue uploading the other files.

Supplementary File
File Name [324-2856-1-SP.docx](#)
Original file name Scanned license to publish.docx
File Size 12KB
Date uploaded 2015-03-20 01:53 AM
 Present file to reviewers (without metadata), as it will not compromise blind review.
Replace file No file chosen

- Once all files are uploaded, if you need to you can edit or delete them by clicking the links. To continue to next step, select 'Save 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. These files, which can be in any format, might include (a) your title page, (b) excel spreadsheet containing the data used for figures, (c) your signed Licence for Publication form, (d) the additional information required in the submission process that should be separated from the manuscript to ensure blind review.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
451	Untitled	Cover letter.docx	03-20	EDIT DELETE
452	Untitled	Title page.docx	03-20	EDIT DELETE
453	Untitled	Scanned license to publish.docx	03-20	EDIT DELETE

Upload supplementary file Scanned lic...ublish.docx

Step 5: Confirming the Submission

- Please check that all required files have been uploaded and are listed on the 'File Summary'. Select 'Finish Submission' to submit your manuscript.

Step 5. Confirming the Submission

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

To submit your manuscript to Western Pacific Surveillance and Response 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 Western Pacific Surveillance and Response.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
2852	Original Manuscript.docx	Submission File	12KB	03-20
2853	Cover letter.docx	Submission File	12KB	03-20
2854	Title page.docx	Submission File	12KB	03-20
2856	Scanned license to publish.docx	Submission File	12KB	03-20

- The principle contact of the submission will then receive an acknowledgement email.

Dear xxx:

Thank you for submitting the manuscript, "xxxxxx" to Western Pacific Surveillance and Response. With the online journal management system that we are using, you will be able to track its progress through the editorial process by logging in to the journal web site:

Manuscript URL:
<http://journals.sfu.ca/wpsar/index.php/wpsar/.....>

Username: xxxxxx

If you have any questions, please contact me. Thank you for considering this journal as a venue for your work.

Best regards,
Coordinating Editor
Western Pacific Surveillance and Response
World Health Organization, Western Pacific Regional Office
Manila, Philippines
WPSAR@wpro.who.int
www.wpro.who.int/wpsar
Tel: [+632 52 89920](tel:+6325289920)
Fax: [+632 52 89075](tel:+6325289075)

Status of Submission

- During the review and editing process, the principle contact can log in to the WPSAR web site to check the status of the submission. Follow the login instructions on Page 3 and then click the 'Active' tab.

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Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
299	01-15	OB		CHELONITOXISM OUTBREAK, EASTERN SAMAR PROVINCE,...	IN REVIEW: REVISIONS REQUIRED

1 - 1 of 1 Items

Start a New Submission
[CLICK HERE](#) to go to step one of the five-step submission process.

Responding to reviewers' comments

- You will receive an email from the Coordinating Editor after the peer review process which will indicate the outcome of the review and provide the reviewers' comments.

Dear xxx:

Your manuscript "xxxxx" submitted to Western Pacific Surveillance and Response has undergone peer review. The manuscript has been accepted subject to major / minor revisions.

Please find attached the comments from the peer reviewers. Please take the following actions:

1. Review the manuscript according to the reviewers' comments using the track changes facility in Word.
2. Provide a response to each of the reviewers' comments in a separate Word document.
3. Upload both the revised manuscript and the response to the reviewers' comments.

The due date for these revisions is Friday 26 October. If you have any queries regarding this please contact me.

Thank you and kind regards,
Coordinating Editor
wpsar@wpro.who.int

- Please make required changes to manuscript and in a **separate** file provide responses to each of the reviewer's comments.
- These can then be uploaded onto the system.
 - Login (see instructions on page 3)
 - Click on 'Active' tab.

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