

## Submitting a Paper to the *Australasian Medical Journal (AMJ)*

### Preparing Your Manuscript

Thank you for your interest in publishing with the *AMJ*. All submissions must use an *AMJ* template.

1. Select the appropriate [AMJ template](#).
2. Follow **all** the directions in the template with regard to formatting, word count, figures and tables, and reference format (superscript in-text citations and use Vancouver Style for references).
3. Be sure to provide all information requested. Disclosure of sources of funding and inclusion of ethics committee approval are imperative.

Papers will be returned to authors who fail to use the appropriate template or use improper referencing. Authors will have an opportunity to correct their manuscripts.

Please consult the [Author Guidelines](#) for detailed instructions on requirements for submitting a paper.

### Submitting Your Manuscript


1. To submit a paper, you must first register. Click the “REGISTER” button on the top right-hand side of the [AMJ website](#).



2. When registering, please check the “Author” box.

Confirmation	<input checked="" type="checkbox"/>	Send me a confirmation email including my username and password
Register as	<input checked="" type="checkbox"/>	Reader: Notified by email on publication of an issue of the journal.
	<input checked="" type="checkbox"/>	Author: Able to submit items to the journal.
	<input checked="" type="checkbox"/>	Reviewer: Willing to conduct peer review of submissions to the journal.
		Identify reviewing interests (substantive areas and research methods).
		<input type="text"/>

3. Once you have registered, use your username and password to log in.



The image shows a 'Subscriber Login' form with the following elements: a title 'Subscriber Login', a 'Username:' label followed by a text input field, a 'Password:' label followed by a text input field, a checkbox labeled 'Remember me', and a dark blue button with the text 'LOG IN' in white capital letters.

4. After you log in, go to “User Home”.

- [My Profile](#)
- [Log Out](#)
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5. Then click on “Author”.

- » [Reviewer](#)
- » [Author](#) ←

6. Submit your paper by following the step-by-step instructions.

## Start a New Submission

→ [Click here to go to step one of the five-step submission process.](#)

7. You will receive a confirmation email once you have completed the submission process.

### **Publishing Fees and Request for partial Waiver**

The *AMJ* charges 175.00 (USD) per page to publish a paper. Fees must be paid before a paper is published.

Currently, the *AMJ* grants partial waivers to authors from developing countries. Granting of a partial waiver does not guarantee publication. All papers must undergo peer review and meet the *AMJ*'s established standards.

## The Publishing Process

Once you submit your paper successfully, the following process takes place:

1. All papers undergo an initial review to ensure they are within the scope of the *AMJ*, meet the *AMJ*'s minimum standards for scientific quality and that they are in order in terms of template use, formatting, referencing, etc. This initial review includes a check for plagiarism using PlagScan Software.
2. Based on the initial review, one of three things may cause the paper not to progress at this stage:
  - a. Papers that are outside the scope of the *AMJ* or do not meet minimum standards for scientific quality are rejected.
  - b. Papers with formatting and referencing issues are returned to the authors to correct.
  - c. Papers found to contain plagiarised content are rejected.

The lead (corresponding) author will be notified of the decision regarding the paper.

3. Papers that pass the initial review advance to peer review. Two expert peer reviewers are assigned for each paper. Additionally, a statistical review will be performed where needed. Peer reviewers are given two weeks to complete a review. Be advised that the peer review process can take several weeks depending on the availability of reviewers, but the *AMJ* works to complete the peer review process as quickly as possible.
4. Once the peer reviews are completed, authors will be notified of the result. A manuscript will be:
  - a. Rejected following peer review. Authors will receive an email outlining reason(s) for rejection.
  - b. Authors will be asked to revise their manuscript based on the reviewers' suggestions. Manuscripts may require minor or major revisions.
5. Authors are given six weeks to revise their manuscripts based on the reviewers' suggestions. A reminder will be sent at the three-week mark. If a paper is not received within six weeks, a final reminder notice will be sent requesting that authors submit the manuscript within one week. If there is no response from the authors, the paper will be archived. We understand that exceptional circumstances arise, so if an extension is needed, please email the [AMJ editor](#).
6. Revised manuscripts undergo review by a senior editor. As with the expert peer review, a senior editor is given two weeks to complete a review; however, the length of time required for senior editor review depends on availability. We work to ensure the senior editor review

is completed as quickly as possible.

7. Following senior editor review, authors will be notified of the decision:
  - a. Generally, papers are accepted.
  - b. In some cases, a paper may be sent back to the authors for further revision.
  - c. A paper may be rejected if the authors have failed to satisfactorily address the expert reviewers' comments.
  
8. Once a paper has been accepted, the paper will be copy edited and proofs will be sent to the authors for approval. Authors will receive notification of publication.

Authors will be notified along the way of the status of their submissions and will receive specific instructions via email.

### **Correspondence and Inquiries**

The *AMJ* was founded to help junior researchers and authors from developing countries learn about the rigor involved in preparing a manuscript for publication and in getting published. One distinguishing feature of the *AMJ* is our commitment and responsiveness. We work hard to respond in a timely manner, to provide constructive feedback, and to be supportive and encouraging.

Please email [editor@amj.net.au](mailto:editor@amj.net.au) with any general questions about the *AMJ*'s publishing process or specific questions about the suitability of a topic.

For inquiries about papers currently under review, we ask that you log in to check the email correspondence log. Please use the *AMJ* publishing system to send all emails—this helps the *AMJ* editorial team keep track of all correspondence and ensures a timely response to queries.

**We appreciate your interest in publishing with the *Australasian Medical Journal* and look forward to working with you.**