



User guide for authors

*Should you have any questions, suggestions or difficulties, please e-mail us to: laura.martin@inspiranetwork.com

*Articles submitted via the new platform will be evaluated therein. If you had previously submitted any articles, these will be evaluated using the traditional system.



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1. SOFTWARE REQUIREMENTS

- In order to use the Multidisciplinary Pain Journal (PMJ) manuscript submission system, you must have the Adobe Acrobat Reader (PDF reader) program installed in your computer.
- If you do not have it, you may download it for free from the following address: <http://get.adobe.com/es/reader/>

2. REGISTERING AS AN AUTHOR

- For access, use the address <http://gestormedpal.inspiranetwork.com/Account/Login.aspx>
- Once inside you will have **two options** available:

2.1. Already registered on the platform

- Access <http://gestoreditorial.mpainjournal.com/Account/Login.aspx>, which will take you to the following screen.

Registered users

enter email and password

email (*) :

Password :

Keep me logged in

[I forgot my password](#)

validate user

- Click on **“Validate user”** at the lower part of the screen after entering your **access information**.



2.2. New user

- Access <http://gestoreditorial.mpainjournal.com/Account/Login.aspx> which will take you to the following screen:



- Click on **“Check in”**.
- The system will take you to the **registration form**, which you **must fill out**.

Author registration

Use this form to register in our system. (Minimum password length 4 characters)

Login data

Email (*):

Confirm Email (*):

Password (*):

Confirm Password (*):

View password

Personal data

Name (*):

Surname (*):

Address:

City:

Province:

Country (*):

Zip Code:

Language:

Phone:

Institution (*):

Department/Service (*):



- You must **choose the language** you will use for registration, which is the language in which you will **visualize the system**, and the system will **communicate with you**.

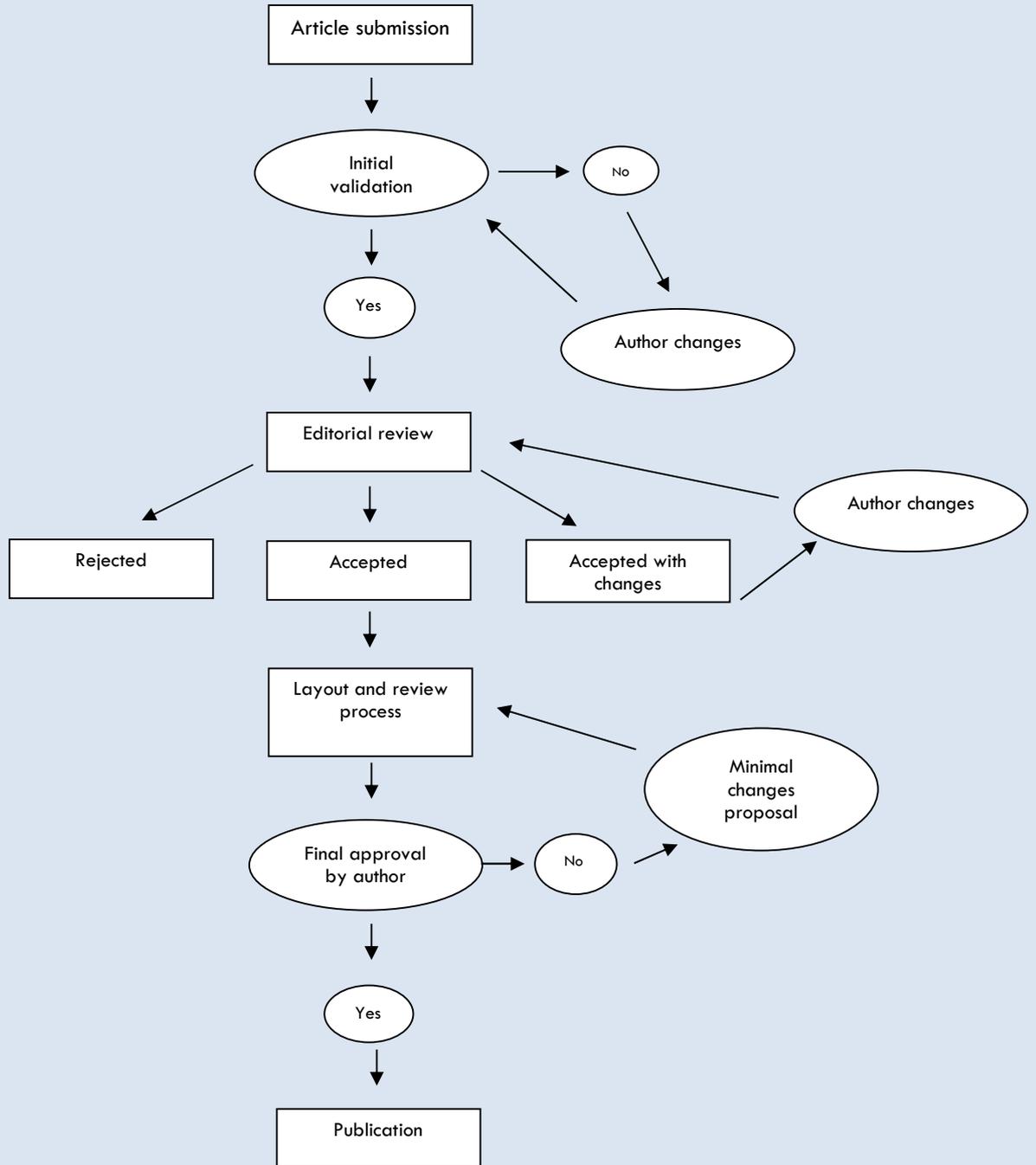
Author registration



- Once the registration **form has been filled out**, you will receive a **confirmation mail** with a **link you must activate** to collect your platform access data.
- This registration form will only pop up the first time you access the MPJ online platform.
- Once the link has been activated your registration on the new platform will be complete.
- Please bear in mind that any **data you enter in your register**, specifically your **e-mail address**, will be those the platform manager will **use to send any necessary communications to you**.

3. EDITORIAL PROCESS FOR AUTHORS

- See below an algorithm providing a detailed, visual explanation of the editorial process of articles at the MPJ platform.





3.1 How is a new article submitted?

ARTICLES | TUTORIALS

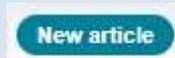
Articles [New article](#) [Instructions for publishing](#) [Cover letter/Conflict of interest](#)

Search ref. From to From to Journal: All Type: All Status: All

Show rejected papers Show published papers

No data

- There is a “**New article**” button on the upper right side of the screen, which you must click to **submit a new paper**.



- After clicking on “New article” the **following window** will be displayed, through which the **article submission process begins**.

Article submission Step 1 / 5

Information about the article

Submission type:

Area of interest (*):

Article written in: Español English

Title in English (*):

Keywords in English (*):
Separated by commas

Abstract in English (*):



- Should you wish to cancel the submission anytime during the process, the system **saves the stage the paper was at when the process was canceled.**
- The article submission process involves **four distinct steps** or stages, as detailed below.

3.1.1. General information

- In this step you must:
 - Fill out the data required by the system.

Article submission Step 1 / 5

Information about the article

Submission type:

Area of interest (*):

Article written in: Español English

Title in English (*):

Keywords in English (*):
Separated by commas

Abstract in English (*):

Mandatory fields (*)

I accept the **privacy policy**

Next

- Once done, you must click on “Next”.



3.1.2. Author information

- In this step you may **enter all the undersigned authors**.
- To add a new author you **must enter the information each field requires**, and then click on “Save” after completion. The process is repeated for each new author.

.....

Article submission **Step 2 / 5**

.....

Information on authors

Autor 2 (autor2@alfai.es) 

Add new author

Email (*): <input type="text"/>	Address : <input type="text"/>
Name (*): <input type="text"/>	City : <input type="text"/>
Surname (*): <input type="text"/>	Province : <input type="text"/>
Institution (*): <input type="text"/>	Zip Code : <input type="text"/>
Department/Service : <input type="text"/>	Country : <input type="text"/>

- The **person who uploads the article** will be considered the **corresponding author**; subsequent authors may be edited anytime, or deleted, or placed in whatever order you may choose by using the “Delete,” “Up,” and “Down” keys.
- Once all authors are registered in order of appearance in the paper, you must click on “Next”.



3.1.3. Transfer of rights

Step three involves using electronic signature to accept the transfer of rights.

- The transfer of rights proposed by MPJ will show up on the screen.
- To continue, you must **click on the transfer of rights “Accept” option** and then click on “Next.”

I accept the assignment of rights in the above specified terms and confirm its veracity.

[Previous](#) [Next](#)

3.1.4. Publication ethics

Whether the presented work involved experimenting with **animals or humans** must be clearly stated in every article. In the latter case the Ethics Committee that approved the investigation must be specified. Whether it was a **clinical trial** must be stated, and its registration number provided.

Animal experimentation

1. Did your work involve animal experimentation?

Yes No

Human subjects or patients

2. Does your work involve patients or human subjects?

Yes No

Clinical trials

3. Does your work include a clinical trial?

Yes No

4. Are the data reported in the manuscript's figures and tables included in the Results and Conclusions sections?

Yes No

5. In the manuscript cover page each author must disclose any financial or personal relationships potentially involving a conflict of interest. Financial or personal relationships with research-related individuals or companies that may lead to inappropriate biases include: having worked or acted as consultant for them, holding shares, having acted as paid expert witness, having applied for/registered patents, and having received grants or other funds.

6. Following manuscript acceptance, the fact that approval was obtained from the ethics committee, and informed consent from patients, must be specified in the clinical investigation plan.

I hereby confirm that I have obtained all the consents required by the applicable legislation for the publication of personal data or images collected from patients, research subjects, and other parties included in the submitted materials. I have kept printed copies of all the consents obtained, and agree to submit said copies or other evidence that consents were collected should the publisher request it.

- One done, you must click on “**Next**” to continue.



3.1.5. Article submission

- In this step you must **upload all the necessary documents for your article to be reviewed.**

Article submission **Step 4 / 5**

ALTHOUGH THE VISUAL ABSTRACT IS NOT A REQUIRED FILE, WE RECOMMEND TO INCLUDE IT TO HELP SPREADING THE ARTICLE MORE WIDELY

It is a graphical presentation of the main data of article.
[Click here to add it](#)

Cover letter

Seleccionar archivo

Ningún archivo seleccionado

Subir Fichero

Files.doc, .docx

Image for web (*)

Seleccionar archivo

Ningún archivo seleccionado

Subir Fichero

Files.jpg, .gif, .png

It is the image that illustrates the article on the website. It'll be one of the article's images or a different one

Complete article in English (*)

Seleccionar archivo

Ningún archivo seleccionado

Subir Fichero

Files.doc, .docx

Complete article in Spanish

Seleccionar archivo

Ningún archivo seleccionado

Subir Fichero

Files.doc, .docx

Article without identification in English (*)

Seleccionar archivo

Ningún archivo seleccionado

Subir Fichero

Files.doc, .docx

Article without identification in Spanish

Seleccionar archivo

Ningún archivo seleccionado

Subir Fichero

Files.doc, .docx

Other files

Type: Table ▼

Description:

- Uploading** will ensue as follows:
 - You must click on the **“Seleccionar archivo” (select file)** tab associated with the document you wish to upload.

Cover letter

Seleccionar archivo

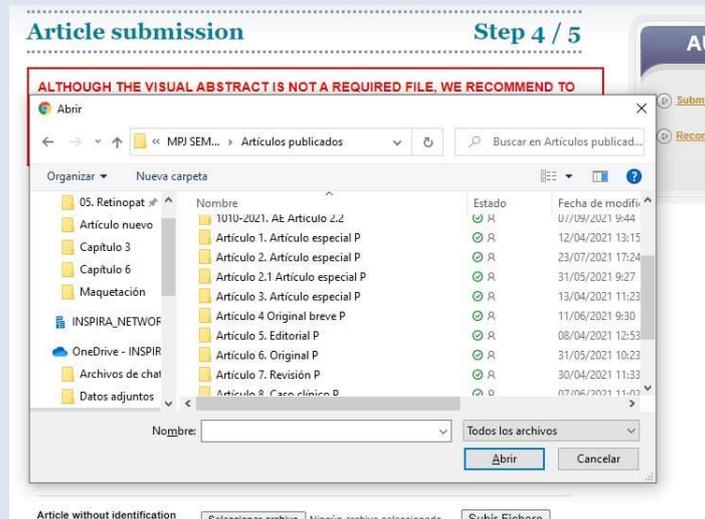
Ningún archivo seleccionado

Subir Fichero

Files.doc, .docx



- **A window will appear wherein you must select the file** of your choice from among your own local folders.



- You must pick the **right article** and then click on the **“Subir fichero” (upload file) option.**



- Once uploaded, you still may **delete** it by clicking on the **recycle bin icon.**



- Required documents include:
 - **Cover letter + Conflicts of interest statement:** in addition to introducing the article, any grants, awards or support related to the article must be specified in a conflicts of interest statement included in the cover letter using the template available both in the web’s general information and the submission platform.



- **Image for the webpage:** this should be an illustrative image to go with the article when published online. It may be one of the figures included in the article or merely an image for illustration purposes. That the image be royalty-free is the responsibility of the authors.
- **Complete article:** this must be the full article including authors, affiliations, abstract, keywords, body of text, and references.
- **Anonymized article:** this file without authors or centers is needed to ensure the double-blind nature of the review. Please verify that no such names actually appear on the title page or the body of text.
- Once all files have been uploaded, **you must also provide any relevant images, tables, etc.**, in the specified formats.
- You must also specify for each file its **type**:
 - Table.
 - Figure.
 - **Visual abstract: while not mandatory, its inclusion is recommended to authors for enhanced circulation.**
 - Video.

- Once all the required files have been uploaded, you must click on “Next” if satisfied, or “Previous” if you wish to modify anything.

Previous

Next



3.1.6. Reviewer suggestions

- In the next step you may **suggest reviewers** for your article from the list kept by MPJ, or even indicate those reviewers you would rather not choose for your paper.
- Also, **you may suggest a reviewer not registered with the system by** including his/her name, electronic mail, language, and the reason for your suggestion.

Article submission **Step 5 / 5**

Puede sugerir que Revisores desea que revisen su artículo o que no lo revisen.

Area:

Reviewer	Review article?
Revisor 1	<input type="checkbox"/> Yes <input type="checkbox"/> No

También puede sugerir un revisor que no esté dado de alta en el sistema.

Name :

Email :

Language :

Motivo :

Previous
Next

- **This step IS NOT MANDATORY;** therefore, if you already chose your reviewers or you do not wish to suggest any, you must click on “Next.”

3.1.7. Review and submission confirmation

- In this step you must review the final contents and then **confirm the article’s definitive submission** in a user-friendly way.



- To do so you must click on **“Validate all.”**

Article submission **Step 5 / 5**

The article and all related documentation will be submitted

Information about the article

Title: Article 1

Keywords: Article's keywords

Abstract: Article's abstract

Submission type: Originales breves

Authors: Autor 2 (-)

Files Article

Complete article in English: Completo_inglés_con_cambios_sin_marcar.docx

Article without identification in English: Artículo 2.3 Inglés. Revisado.docx

Imagen para página web: Imagen_1.png

Previous
Validate all

- Once this button is clicked on the article is properly submitted and you will receive a **confirmation e-mail. You may access the assessment process from your control panel.**
- Alternatively, you may click on “Previous” to review all the documentation provided.
- Bear in mind that once “Validate all” is pressed, the article begins the evaluation process, and **no further changes may be introduced unless suggested by the Editorial Board.**
- In turn, once step 1 is completed, **the platform will memorize the point at which submission was interrupted**, so you may take up where you left off the next time you log in.

3.2. How do I know the article was validated for review?

- Before the article enters the **evaluation process**, the system has to **ascertain that all your submitted articles meet the requirements set forth in the publication guidelines.** Two possibilities exist:
 - If your **article is validated**, you will receive an e-mail stating it will start the evaluation process.



- If your article is deemed to **not meet the necessary characteristics or requirements, it will be rejected**, and:
 - You will receive an **e-mail** detailing the **issue found with your article that you must modify**.
 - To **modify** the file **you must access your control panel**, where your article will be shown as “Pending changes”.

TYPE	STATUS	
Reviews	Pending Changes	 Review

- You must access the “**Actions**” tab, and then click on “**Edit**” to **modify the article as requested**.

The screenshot shows the MPJ article control panel. On the left, there is a sidebar with navigation tabs: SUMMARY, FILES, ACTIONS (highlighted in blue), ARCHIVE, and EMAILS. The main content area is titled "You can perform the following actions on this article" and features an "Amend Article" button. Below this, a message from the "Comentario del Director" dated 02/08/2021 20:19:44 (Inglés) Dear Dr., states that after the initial validation process, the article requires changes. The message lists "COMENTARIO de REVISOR 1" and "COMENTARIO de REVISOR 2". At the bottom, there is a "File:" section with a document icon and the filename "82-201". A blue "Edit" button is visible at the bottom right of the main content area.

- The system will **take you to your article**, where you will find the **data included in the first submitted version**.
- **You must replace the old documents with new ones including the required changes**. To do so, you must click on the “recycle bin” icon to delete the old file, and then attach the new file containing the requested modifications.



Article submission **Step 4 / 5**

REMEMBER TO SUBMIT ALL FILES IN THEIR FINAL VERSION, WITH SPECIFIC CHARACTERISTICS.

ALTHOUGH THE VISUAL ABSTRACT IS NOT A REQUIRED FILE, WE RECOMMEND TO INCLUDE IT TO HELP SPREADING THE ARTICLE MORE WIDELY
It is a graphical presentation of the main data of article.
Click here to add it

Cover letter Cover letter.DOC

Image for web (*) Cover Image.jpg

It is the image that illustrates the article on the website. It'll be one of the article's images or a different one

Complete article in English (*) Ningún archivo seleccionado

Files.doc, .docx

- After completing this process **the file will be resubmitted for validation.**

3.3 What happens once an article has been validated?

- After validation, the **editorial review process** begins.
- **Three situations** may arise in this process, which are detailed below.

3.3.1. Article accepted

- You will receive an e-mail to **confirm your article was accepted, and the final editorial process will start.**

3.3.2. Article rejected

- If your article is rejected, **you will be notified by e-mail.**
- The evaluation process is now terminated.



3.3.3. Article accepted with modifications

- If the Editorial Board considers your **article may be accepted albeit with some modifications**, you will be notified by e-mail of the changes deemed necessary for acceptance.
- To modify your paper you must access your **control panel**, where your article will be shown as **“Pending changes.”**

TYPE	STATUS	
Reviews	Pending Changes	 Review

- You must access the **“Actions”** tab, and then click on **“Edit”** to modify the article as requested.

Summary

Files

Actions

Archive

Emails

You can perform the following actions on this article

Amend Article

Comentario del Director: 02/08/2021 20:19:44 (Inglés) Dear Dr.,

After the initial validation process IN MPJ Platform, his article: with reference number

the following changes are required:

- COMENTARIO de REVISOR 1

- COMENTARIO de REVISOR 2

You can check all the item details from within the platform, in "ARTICLES", and from there perform different actions accordingly.

A Greeting

Editorial Board MPJ

File:  82-201

This article requires some changes. Edit and change as needed

[Edit](#)

- The system will **take you to your article**, where you will find the **data included in the first submitted version**.



- **You must replace the old documents with new ones including the required changes.** To do so, you must click on the “recycle bin” icon to delete the old file, and then attach the new file containing the requested modifications.

Article submission **Step 4 / 5**

REMEMBER TO SUBMIT ALL FILES IN THEIR FINAL VERSION, WITH SPECIFIC CHARACTERISTICS.

ALTHOUGH THE VISUAL ABSTRACT IS NOT A REQUIRED FILE, WE RECOMMEND TO INCLUDE IT TO HELP SPREADING THE ARTICLE MORE WIDELY

It is a graphical presentation of the main data of article.

[Click here to add it](#)

Cover letter Cover letter.DOC

Image for web (*) Cover image.jpg

It is the image that illustrates the article on the website. It'll be one of the article's images or a different one

Complete article in English (*)
 Ningún archivo seleccionado

Files.doc, .docx

- **Four documents** will be required:
 - The **MODIFIED complete article** (replacing the previous “Complete article”, which must now be deleted).
 - The **MODIFIED version without author names or affiliations** (replacing the previous “Article without author names and affiliations”, which must now be deleted).
 - The modified version without names or affiliations with all **changes highlighted in a different color.**
 - A **“response to reviewers” letter:** you must attach a letter specifying all the modifications you made, and the reason for not making any requested modifications, when appropriate.
- You must also upload **any other files** (figures, tables, etc.) that include changes from the initial version.



- **Unmodified documents** need not be resubmitted.
- Once this process is completed, the file will be resubmitted for reevaluation.

3.4 What happens once an article has been accepted?

- The moment your article is accepted, its status will shift to **“Pending typographical correction”**. This stage is dependent on the publisher; once completed, the article is moved on to page layout.
- After layout is complete an initial set of proofs will be sent to you so you can make any corrections you deem appropriate.
- Once revision by the publisher, yourself, and the journal’s Editor-in-Chief is complete, and with acceptance by all parties, your article will be published on the webpage.

4. WORKSPACE AND OPTIONS

4.1 How is my workspace organized?

- Once in your workspace you will have the **following options available**:



- **“Articles”** will be your **usual workplace**, where you may find all the articles you submitted or currently under development.



4.1.1. Articles

- In the “Articles” tab you may **access all active articles** you submitted and currently immersed in the editorial process.

Each article will be **associated with data** that will help you **understand its status**, and that you may filter according to parameters provided to that end.

REFER.	DATE	TITLE	TYPE	STATUS
--------	------	-------	------	--------

- Article reference number.**
- Submission date.**
- Title.**
- Type of article.**
- Article status:**

a. Development:

- The **article** has **not been uploaded** to the platform **yet, and is in the development stage**. Whenever you start uploading information, the system will save the data automatically.

b. Pending validation:

- The article is in the **validation stage**, not yet in the editorial process.

c. Under review:

- The **article** was submitted and validated; now it is **undergoing the editorial review process**.

d. Pending changes:

- The **article** went through some validation or review process, and now you are required to make some changes for the process to continue.



e. Pending typographical correction:

- The **article** was accepted and is now been revised by the publisher.

f. Undergoing layout:

- The article is waiting for the layout editor to style it according to the MPJ design specifications.

g. Pending final author approval

- The article passed the editorial review process, and awaits **your final approval** for publication.

4.2 How do I know I have to interact with the article?

- If the article remains **within your field of action**, and is dependent upon you to move further downstream in the **review process**, the following image will be displayed.



In such a case you should look up the article's datasheet, and then you will need to **interact for the review process to go on**.

- If the article remains within your field of action but is **not dependent** upon you to move further ahead in the review process, the following image will be shown to you.



Now you may **look up the article's datasheet but cannot interact**.

4.3. What interaction options are available to me?

- The following options will be available to you:



4.3.1. Overview

- You will see an overview of your article.
- This is an overall view where the article's general data will be shown. The contents are **merely informative**.



4.3.2. Files

- You may consult the article and all its supplementary files.





4.3.3 Actions

- You will be shown the **potential actions** you may take for the article to continue along the process.
- This is the tab where you **must make any relevant decisions** about the article, so it may be **further evaluated** as explained in the editorial process section.
- In most cases these will involve **including modifications in the paper** or **attaching additional files**, which you will be able to do using **“Edit.”**

The screenshot shows a web interface for managing an article. On the left is a sidebar with navigation options: SUMMARY, FILES, ACTIONS (highlighted with a blue arrow), ARCHIVE, and EMAILS. The main content area is titled 'You can perform the following actions on this article'. Under this heading is a blue button labeled 'Amend Article'. Below the button is a section for a 'Comentario del Director' dated 02/08/2021 20:19:44 in English, addressed to 'Dear Dr.'. The text states that after initial validation, the article requires changes and lists two items: 'COMENTARIO de REVISOR 1' and 'COMENTARIO de REVISOR 2'. A note at the bottom of this section says 'You can check all the item details from within the platform, in "ARTICLES", and from there perform different actions accordingly.' Below this is a 'File:' section with a download icon and a redacted filename '82-201...'. At the bottom of the interface, a grey box contains the text 'This article requires some changes. Edit and change as needed' and a blue 'Edit' button.

4.3.4. Article logbook

- You may look up the path and stages your article went through **along the editorial process.**



SUMMARY

FILES

ARCHIVE

EMAILS

Historico

Creation <small>vers.1</small>	23/07/2021 17:30:51	Accepted <small>vers.1</small>
Accepted <small>vers.1</small>	23/07/2021 17:30:51	Corrección Ortográfica <small>vers.1</small>
Corrección Ortográfica <small>vers.2</small>	23/07/2021 17:34:40	Proofreading completed <small>vers.2</small>
Proofreading completed <small>vers.2</small>	23/07/2021 17:34:40	Undergoing editorial process <small>vers.2</small>