

<http://jmbesubmissions.asm.org>

HOW TO SUBMIT A MANUSCRIPT TO JMBE

1. If you do not have an account with *JMBE*, you must register:
<http://jmbesubmissions.asm.org/index.php/jmbe/user/register>. During the registration process, you must select your role as an “Author” to be able to submit a manuscript.
2. If you have an account with *JMBE*, log in at the following page:
<http://jmbesubmissions.asm.org/index.php/jmbe/login/>. Make sure your account lists your role as an author. To verify, click the “User Home” heading, and then “Edit My Profile” under the “My Account” section. The “Author” box should be checked as a role for your account.
3. Next, go to “User Home” and select your role as author (this word will be red and hyperlinked).
4. Start the submission process by selecting the “Click here” link at the bottom of the page. The submission process is broken into 5 main steps including: **Start, Upload Submission, Enter Metadata, Upload Supplementary Files**, and **Confirmation**.

Starting the Submission:

5. Select the section to which you would like to submit (**required**).
6. Carefully read each item in the Submission Checklist and then check the related box (**required**).
7. Carefully read and confirm your agreement to the Copyright Notice (**required**).

NOTE: *JMBE* now has a Creative Commons Attribution-Noncommercial-NoDerivatives 4.0 International license (for details, see <https://creativecommons.org/licenses/by-nc-nd/4.0/>). You must complete and return an electronic copy of the *Journal of Microbiology & Biology Education* Author Agreement (PDF) – provided at the conclusion of these instructions – to jmbe@asmusa.org in order to be published in this journal.

8. Enter any additional comments in the “Comments for the Editor” box. Examples include indicating if the manuscript is a resubmission, requesting that a specific reviewer does not vet the manuscript, and any conflicts of interest. Click “Save and continue.”

Uploading the Submission:

9. Follow the instructions to upload your manuscript file. Be sure to click “Upload” after selecting the file from your computer. Then, click “Save and continue.”

Entering the Submission's Metadata:

10. Enter the manuscript's metadata. All fields marked with an asterisk are required. If there are multiple authors, click the "Add Author" button at the bottom of the "Author" section and fill out the required sections that appear. Then, click "Save and continue."

Uploading Supplementary Files:

11. The next step allows you to upload supplementary files one at a time. Supplementary files include, but are not limited to: a compiled PDF or Word doc of all teacher handouts, student instructions, sample exams, and other related appendices; individual figures; individual images (JPG or GIF, with 100-150 pixels per inch [color] or 100-150 dpi [greyscale]); and any letters indicating the changes made between an original submission and the re-submission. **If you have no Supplemental files, click "Save and continue" to skip to Step 12.**
 - a. Select the supplemental file from your computer and be sure to click "Upload."
 - b. You have the option to enter metadata for the supplementary file. The only required field is the title. For any figures or images, use a simple naming convention such as "Fig. 1" or "Fig. 3a."
 - c. Scroll down to the "Supplementary Files" section and check the box next to "Present file to reviewers..." if appropriate.
 - d. Then, click "Save and continue." You can then add more supplementary files by following the process outlined in Step 12a through 12c.
 - e. Once you are finished adding supplementary files, click "Save and continue."

Confirming the Submission:

12. You are now in the confirmation stage. If everything is correct in the File Summary, click "Finish Submission." You will receive an acknowledgement by email and will be able to view your submission's progress through the editorial process by logging in to the *JMBE* website, selecting your role as "Author," and clicking on the manuscript's title.

Frequently Asked Questions

What if I have an existing *JMBE* account but I forgot my login credentials and Password Reset email has not come through?

- Please contact the *JMBE* production staff: jmbe@asmusa.org or 202-942-9299 and they will reset your password for you. Once you log in, be sure to update your profile with a current email address to avoid future problems. Note that your username cannot be changed.

What if I want to create more than one account, one to be an author and one to be a reviewer?

- Duplicate accounts are not encouraged, as the same account is capable of serving more than one role. Note that once an account is created, it is tied to whatever email address you provide; you will not be able to set up another account using the same email address.

What if the *JMBE* site does not allow me to register?

- *JMBE* does not allow for more than one account per email address, so there is a good chance that your email address is already tied to an account in the system. Contact *JMBE* production staff: jmbe@asmusa.org or 202-942-9299 and they can provide you with your username and reset your password.

What if I completed the submission process but when I get to the “File Summary” page, no manuscript is listed?

- You have not correctly uploaded your manuscript. Click on the “2. Upload Submission” tab and click the “Browse” button. Once you have selected your file on your computer, you will see the link to your file appear in the box next to the “Browse” button. Then, click “Upload” to import your document to the *JMBE* system. Be sure to click “Save and continue” before returning to the “5. Confirmation” tab.

What are Supplementary Files?

- Supplementary files are files that will be reviewed, and typically published, along with the manuscript text. There are three main types of supplementary files:
 1. **Appendices.** This includes any teacher handouts, sample exercises and exams, and student instructions belonging to the appendices. All appendices should be compiled into one PDF or Word document and uploaded as a Supplementary file.
 2. **Graphics.** Supplementary files also include any graphics that will appear as figures within the manuscript. All graphics (either JPG or GIF, with 100-150 pixels per inch [color] or 100-150 dpi [greyscale]) should be uploaded individually with each graphic’s metadata title indicating where that graphic should fall in the manuscript (eg., Fig. 1, Fig. 3a).
 3. **Letters.** Lastly, a letter to the Editor can be uploaded as a supplementary file. If the manuscript is accepted, the letter will not be included with the supplemental materials published with the manuscript.

What happens after I submit a manuscript?

- The corresponding author is notified, about six weeks after the submission deadline for the volume, of the editor’s decision: accept, revisions required, resubmit for review, or decline. For more information about what is required with each of these decisions, please see the “Peer Review Process” section of the Journal Policies tab.

What should I do if I need immediate help and I cannot find the answer in this document?

- Please contact the *JMBE* production staff: jmbe@asmusa.org or 202-942-9299.



AUTHOR AGREEMENT

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Manuscript Title (hereafter "Work"): _____

Author(s) [collectively the "Author"]: _____

NOTE: At the time the Work is submitted, the Corresponding Author should complete, sign, and email this Author Agreement to the *JMBE* Editorial Office at jmbe@asmusa.org.

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