

Instructions to submit a paper to IJKDB

Due to our double-blind review process, your paper should not reveal the identity of the authors, such as authors' names, affiliations, emails etc.

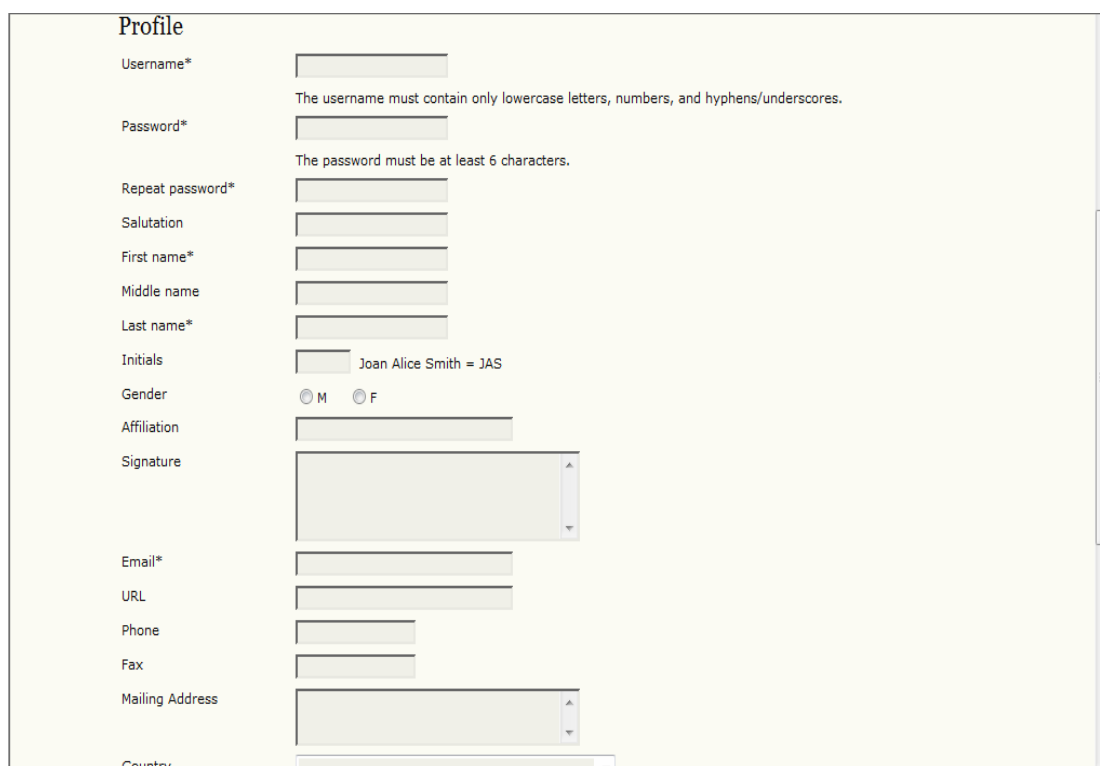
1. Register

New authors should register at <http://datam.i2r.a-star.edu.sg/ijkdb/> by clicking the hyperlink [Not a user? Register with this site](#) in the page.



The screenshot shows the 'Log In' page of the International Journal of Knowledge Discovery in Bioinformatics. The page has a green header with the journal title. Below the header is a navigation menu with links: HOME, ABOUT, LOG IN, REGISTER, SEARCH, CURRENT, ARCHIVES, and ANNOUNCEMENTS. The main content area is titled 'Log In' and contains a form with the following fields: 'Username' and 'Password', both with input boxes. Below these fields is a checkbox labeled 'Remember my username and password' and a 'Log In' button. At the bottom of the form, there are two links: '> Not a user? Register with this site' and '> Forgot your password?'.

After you have filled the necessary information (all fields marked with an asterisk), you can click on the *Register* button. The username and password in the form will be used for your future interactions with IJKDB (you can also register as a reviewer if you want to review other manuscripts in the future)



The screenshot shows the 'Profile' registration form. The form is titled 'Profile' and contains the following fields: 'Username*' (input box), 'Password*' (input box), 'Repeat password*' (input box), 'Salutation' (input box), 'First name*' (input box), 'Middle name' (input box), 'Last name*' (input box), 'Initials' (input box with the example 'Joan Alice Smith = JAS'), 'Gender' (radio buttons for 'M' and 'F'), 'Affiliation' (input box), 'Signature' (text area), 'Email*' (input box), 'URL' (input box), 'Phone' (input box), 'Fax' (input box), 'Mailing Address' (input box), and 'Country' (dropdown menu). There are also two lines of instructional text: 'The username must contain only lowercase letters, numbers, and hyphens/underscores.' and 'The password must be at least 6 characters.'

2. Submit a paper

First, log in to the online system by using the username and password that you have registered previously.



The screenshot shows the login page of the International Journal of Knowledge Discovery in Bioinformatics. The page has a green header with the journal title. Below the header is a navigation menu with links: HOME, ABOUT, LOG IN, REGISTER, SEARCH, CURRENT, ARCHIVES, and ANNOUNCEMENTS. The main content area is titled "Log In" and contains a form with the following elements:

- Username field: "ijkdb"
- Password field: "••••••"
- Remember my username and password checkbox:
- Log In button
- Links: [Not a user? Register with this site](#) and [Forgot your password?](#)

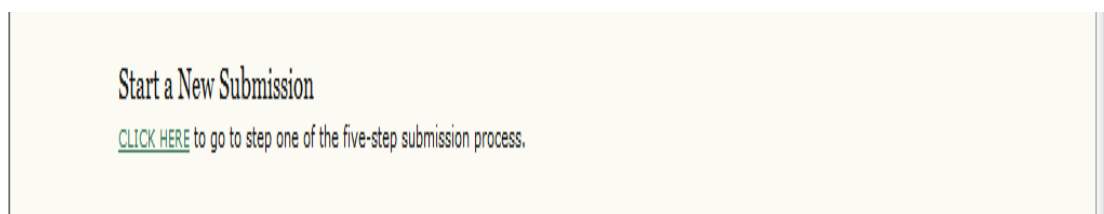
Then, select your role as 'Author'.



The screenshot shows the user home page of the International Journal of Knowledge Discovery in Bioinformatics. The page has a green header with the journal title. Below the header is a navigation menu with links: HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, and ANNOUNCEMENTS. The main content area is titled "User Home" and contains the following elements:

- International Journal of Knowledge Discovery in Bioinformatics
- Link: [Author](#)
- My Account section with links: [Edit My Profile](#), [Change My Password](#), and [Log Out](#)

You can start submit a paper by clicking the "CLICK HERE" link.



The screenshot shows a page titled "Start a New Submission". Below the title is a link: [CLICK HERE](#) to go to step one of the five-step submission process.

Step 1: Initiate the submission process.

1. Select which section you feel is most appropriate for your article from the drop-down menu:

International Journal of Knowledge Discovery in Bioinformatics

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

Home > User > Author > Submissions > **New Submission**

Step 1. Starting the Submission

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

Encountering difficulties? Contact [Chuan Sheng Foo](#) for assistance.

Journal Section

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

Section*

- Please select a section...
- Articles
- Reviews
- Databases
- Application Notes

Submission Check

2. Confirm each item in the Submission Checklist is correct & check 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).

- 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 Microsoft Word file format.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

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- The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

3. Reviewer suggestions and other comments for the Editor

Please suggest at least **3 reviewers** and input their **email addresses** and **affiliations**. You may also use this box for any other comments you may have:*

Reviewer suggestions and other comments for the Editor

Please suggest at least **3 reviewers** and input their **email addresses** and **affiliations**. You may also use this box for any other comments you may have:*

4. Select "Save and continue".

Step 2: Enter the submission's metadata.

1. Complete the author details. All fields marked with an asterisk are required. If there are multiple authors, use the "Add Author" button to bring up additional fields:

The screenshot shows a web form titled "Step 2. Entering the Submission's Metadata". At the top, there is a progress bar with five steps: 1. START, 2. ENTER METADATA (highlighted), 3. UPLOAD SUBMISSION, 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION. Below the progress bar is the "Authors" section. It contains several input fields: "First name*" with the value "John", "Middle name" (empty), "Last name*" with the value "Smith", "Affiliation" (empty), "Country" (a dropdown menu), "Email*" with the value "ijkdbsubmission@ijkdb.com", "URL" (empty), and "Bio statement (E.g., department and rank)" (a large text area). At the bottom left of the form is a button labeled "Add Author".

2. Add the title and abstract,

The screenshot shows the "Title and Abstract" section of the form. It contains two input fields: "Title*" (a single-line text box) and "Abstract*" (a large multi-line text area with a vertical scrollbar).

3 & 4. Complete the indexing & enter the names of any supporting agencies

5. Select "Save and continue".

The screenshot shows the "Indexing" and "Supporting Agencies" sections of the form. The "Indexing" section has a "Language" dropdown menu with the value "en". Below it, there is a note: "English=en; French=fr; Spanish=es. [Additional codes.](#)". The "Supporting Agencies" section has a heading "Supporting Agencies" followed by the instruction "Identify agencies that provided funding or support for the work presented in this submission." Below this is an "Agencies" input field. At the bottom of the form are two buttons: "Save and continue" (highlighted in green) and "Cancel".

Step 3: Upload the manuscript.

Home > User > Author > Submissions > **New Submission**

Step 3. Uploading the Submission

1. START 2. ENTER METADATA 3. **UPLOAD SUBMISSION** 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 [Chuan Sheng Foo](#) for assistance.

Submission File

No submission file uploaded.

Upload submission file [ENSURING A BLIND REVIEW](#)

1. Click *Browse* to open 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*".

Step 4: Upload supplementary files.

International Journal of Knowledge Discovery in Bioinformatics

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

Home > User > Author > Submissions > **New Submission**

Step 4. Uploading Supplementary Files

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

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary files have been added to this submission.				

Upload supplementary file [ENSURING A BLIND REVIEW](#)

1. This step is optional. If you have any supplementary files, you may add them here.
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*".

Step 5: Confirming the submission.

Click "*Finish Submission*" to submit your manuscript. You will receive an acknowledgement by email and you will be able to view your submission's progress through the editorial process by logging in to the journal web site.

The screenshot shows the submission confirmation page for the International Journal of Knowledge Discovery in Bioinformatics. The page title is "Step 5. Confirming the Submission". It includes a navigation menu with links for HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, and ANNOUNCEMENTS. The breadcrumb trail is "Home > User > Author > Submissions > New Submission". A progress bar indicates the current step is "5. CONFIRMATION". The text explains that clicking "Finish Submission" will result in an email acknowledgement and the ability to track the submission's progress. Below this is a "File Summary" table with columns for ID, ORIGINAL FILE NAME, TYPE, FILE SIZE, and DATE UPLOADED. The table is currently empty, with the message "No files have been attached to this submission." at the bottom. At the very bottom of the page are two buttons: "Finish Submission" and "Cancel".

Upon the receipt of a manuscript for consideration, IJKDB selects reviewers from the members of the international Editorial Review Board and your suggested potential Referees to review the submitted manuscript on a double-blind basis. Typically, manuscript review process will take about 5-8 weeks from the time the manuscript was received.