Registering with the Urology Journal Website

New Registration

A set of menu options is available at the top of the journals’ homepage on the main navigation menu. If you are submitting in this journal for the first time, click on REGISTER.

Then the following page will be displayed:

Note: The verification code is case sensitive.
After filling in the required details, click on Register at the bottom of the page to confirm your registration.

![Register Button]

You will then receive an email from the journal regarding your registration.

A registration email would look like this:

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[Email Content]
You have now been registered as a user with Urology Journal. We have included your username and password in this email, which are needed for all work with this journal through its website. At any point, you can ask to be removed from the journal's list of users by contacting me.

Username:
Password:

Thank you,
Urology Journal

Urology Journal
www.urologyjournal.org
```

Users can begin the submission steps once they have received a registration notification e-mail from the Editorial Office.
Registered Members

If you are already a registered user, you can simply login by entering your username and password.

Step 1:

In case you have forgotten your username or password, you can request to reset your login details by providing the email address that you first registered with.

Step 2:
Starting Submission

Once you have successfully logged in, you will see the page below. To start a new submission, click on **Click here** as shown by the green arrow. The submission process has five steps. Each submission step is outlined below.

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**Step 1**

The first step of the submission process is shown below. From the drop-down menu, select the section which is most relevant to the type and subject of your article (red arrow). This will help us assign your paper to the most suitable reviewers.

This journal provides access to secondary languages. You may choose to display the site in a language other than the Publication’s default language by selecting from the list of available languages (green arrow).
At the end of the first step, at the bottom of the page, you may enter any comments to be sent to the Editorial Office. These comments are optional and will not appear in the submission files.
Step 2

Click on **Browse** to select a single file that contains your article from the place it was saved on your computer. There is no need to upload the title page or tables and figures separately. After choosing the file you wish to submit, click on **Upload**.

Once the upload is complete, you will see the window below.

For any reason, if you wish to replace the uploaded file with another file, you can simply remove the old file and replace it with the new one by clicking on **Browse** (green arrow) and then uploading it again. Otherwise, you can proceed to step 3 by clicking on **Save and continue** (red arrow).
Step 3

Now you need to enter information regarding metadata of your article. In the first step, add the name and the e-mail address of all authors one by one. Choose the corresponding author by checking the tick box as shown below.
You can rearrange the order of authorship by clicking on the green direction buttons.

State any agencies that contributed to the content of your work or provided funding or support for your work in the Agencies box. At the end, list all of the references you have cited by separating them with a blank line. After making sure that all of the required information is filled, click on Save and continue to proceed to step four.
Step 4

This step is optional. Upload any supplementary files (including tables and figures which could not be integrated within your manuscript) you wish to submit. First click on Browse and then click on Upload.

Once your file is uploaded, choose a title and then click on Save and Continue.
If you have remaining files to upload, repeat this step for each file by clicking on Browse. Otherwise, click on Save and Continue.

Step 5:

In this step, all of the files you have uploaded for submission are shown.

Note: Once you have clicked on Finish Submission, you are not able to make further changes. Before completing your submission, please take your time to double check the information you have entered by clicking on each step on the navigation bar (shown below with red arrows).
Finally, click on **Finish Submission** to complete and confirm your submission.

At this time, you should receive an email from the journal acknowledging your submission. By clicking on **Active Submissions**, you will be directed to the page shown below in which you will see a 4-digit number assigned to your article.

You can track the status of your submission by logging in to the journals’ website at any time.