

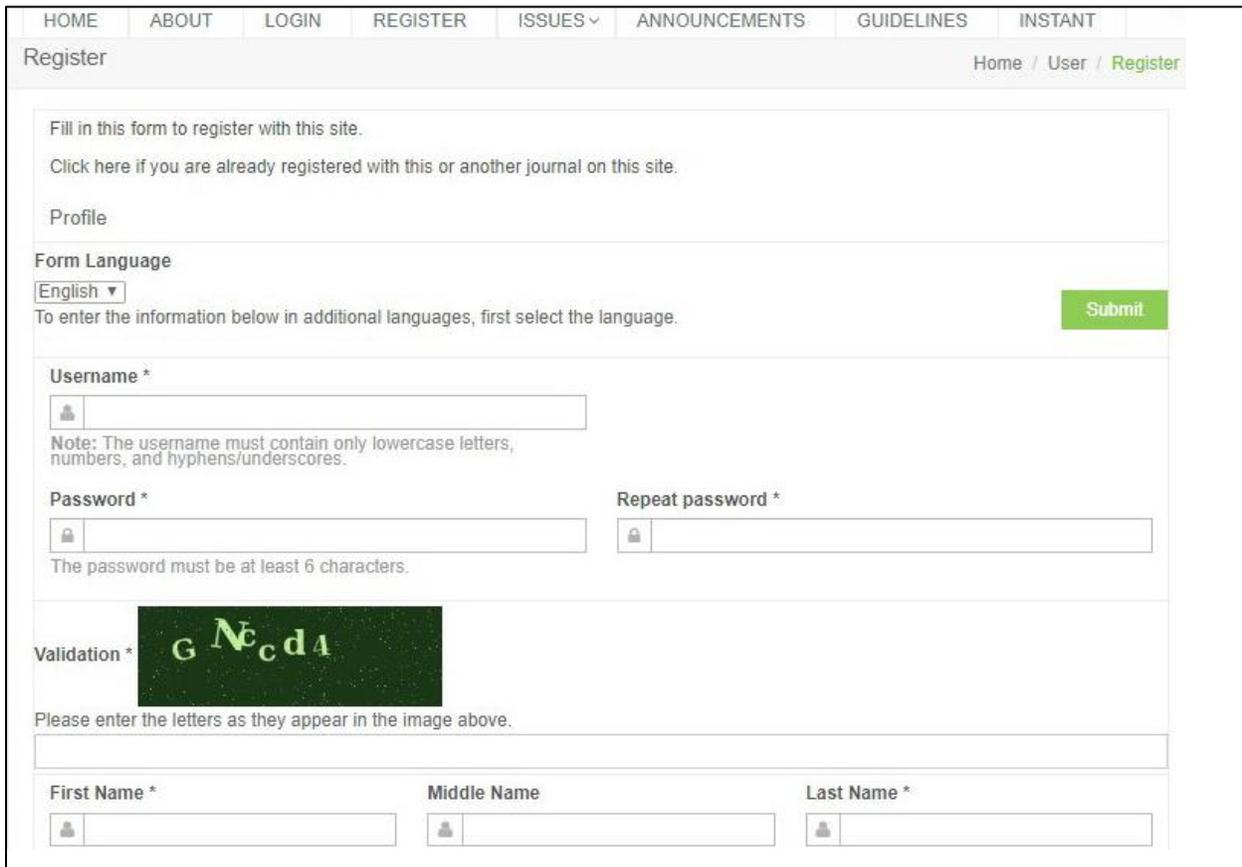
Registering with the Urology Journal Website

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:

A screenshot of the registration form on the Urology Journal website. The form is titled 'Register' and includes a 'Submit' button. It contains the following fields and instructions:

- Profile**
- Form Language**: A dropdown menu set to 'English'. Below it, the instruction reads: 'To enter the information below in additional languages, first select the language.'
- Username ***: A text input field. Below it, a note states: 'Note: The username must contain only lowercase letters, numbers, and hyphens/underscores.'
- Password ***: A text input field. Below it, the instruction reads: 'The password must be at least 6 characters.'
- Repeat password ***: A text input field.
- Validation ***: A CAPTCHA image showing the letters 'G N e c d 4' on a dark background. Below it, the instruction reads: 'Please enter the letters as they appear in the image above.'
- First Name ***, **Middle Name**, and **Last Name ***: Three text input fields.

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.

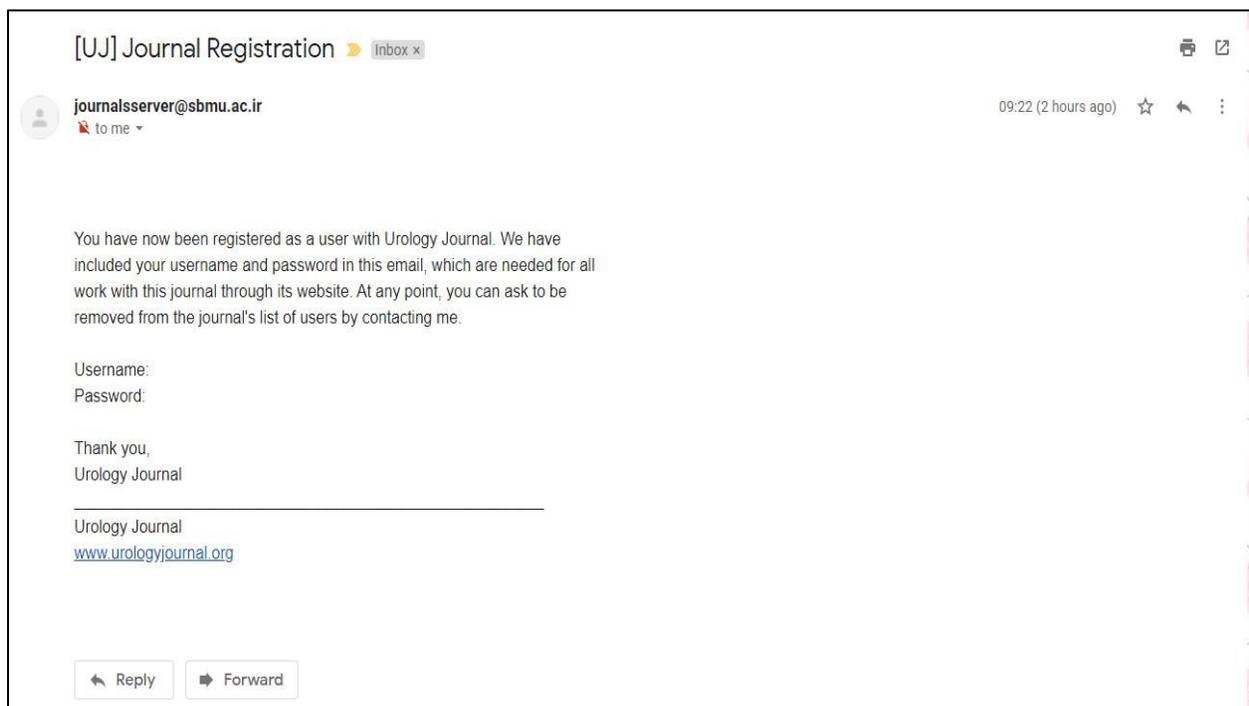
Register as

Author: Able to submit items to the journal.

* Denotes required field

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

A registration email would look like this:



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:



Step 2:



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.

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.



Urology Journal
Official Journal of the Urology and Nephrology Research Center and the Iranian Urological Association

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Active Submissions Home / User / Author / Active Submissions

Active Archive

ID	MM-DD Submit	Sec	Authors	Title	Status
No Submissions					

Start a New Submission

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

Refbacks

- All
- New
- Published
- Ignored

DATE ADDED	HITS	URL	ARTICLE	TITLE	STATUS	ACTION
There are currently no refbacks.						

Publish Ignore Delete Select All

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).

Urology Journal

Official Journal of the Urology and Nephrology Research Center and the Iranian Urological Association

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Step 1. Starting the Submission Home / User / Author / Submissions / **New Submission**

1. Start 2. Upload Submission 3. Enter Metadata 4. Upload Supplementary Files 5. Confirmation

Encountering difficulties? Contact [Maryam Hosseini & Amin Zakeri](#) for assistance (00982122594204).

Journal Section

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

Section *

Submission Language

This journal accepts submissions in several languages. Choose the primary language of the submission from the pull-down below.

Language *

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.

Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Comments for the Editor

Enter text (optional)

* Denotes required field

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**.

Submission File

No submission file uploaded.

Upload submission file C:\fakepath\samplefile.doc **Browse**

Upload

Save and continue **Cancel**

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

Submission File

File Name	5627-23592-1-SM.doc
Original file name	samplefile.doc
File Size	100KB
Date uploaded	2019-09-29 10:17 AM

Replace submission file **Browse**

Upload

Save and continue **Cancel**

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.

Authors

Author: Javad Ahmadian Edit Delete Author ↑↓

Author: Edit Delete Author ↑↓

First Name *	Rezvan
Middle Name	
Last Name *	Saraei
Email *	Sararez233@yahoo.com
ORCID iD	<input type="text"/> <small>ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. http://orcid.org/0000-0002-1825-0097).</small>
URL	<input type="text"/>
Affiliation	<input type="text"/> <small>(Your institution, e.g. "Simon Fraser University")</small>
Country	<input type="text"/>
Bio Statement (E.g., department and rank)	<input type="text"/>

Principal contact for editorial correspondence.

Delete Author

Add Author ↑↓ Reorder authors to appear in the order they will be listed on publication.

You can rearrange the order of authorship by clicking on the green direction buttons.

Authors	
Author: Javad Ahmadian	Edit Delete Author  
Author: Rezvan Saraei	Edit Delete Author  
Author: Nima Torbati	Edit Delete Author  
Add Author	  Reorder authors to appear in the order they will be listed on publication.

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.

Keywords	laparoscopy; urolithiasis; intrarenal; kidney
Language	en English=en; French=fr; Spanish=es. Additional codes.
Contributors and Supporting Agencies Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).	
Agencies	<input type="text"/>
References Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.	
References	<ol style="list-style-type: none">1. Karami H, Mazloomfard MM, Lotfi B, Alizadeh A, Javanmard B. Ultrasonography-guided PNL in comparison with laparoscopic ureterolithotomy in the management of large proximal ureteral stone. <i>Int Braz J Urol.</i> 2013; 39:22-8.2. Park H, Park M, Park T: Two-year experience with ureteral stones: extracorporeal shockwave lithotripsy v ureteroscopic manipulation. <i>J Endourol.</i> 1998; 12: 501-4.3. Paterson RF, Lifshitz DA, Kuo RL, Siqueira TM Jr, Lingeman JE. Shock wave lithotripsy monotherapy for renal calculi. <i>Int Braz J Urol.</i> 2002; 28:291-301.4. Hemal AK, Goel A, Goel R: Minimally invasive retroperitoneoscopic ureterolithotomy. <i>J Urol.</i> 2003; 169: 480-2.5. Takazawa R, Kitayama S, Tsujii T. Successful outcome of flexible ureteroscopy with holmium laser lithotripsy for renal stones 2 cm or greater. <i>Int J Urol.</i> 2012; 19:264-7.
Save and continue Cancel	

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**.

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Step 4. Uploading Supplementary Files Home / User / Author / Submissions / New Submission

1. Start 2. Upload Submission 3. Enter Metadata 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

Once your file is uploaded, choose a **title** and then click on **Save and Continue**.

Type: Research Instrument

Supplementary File

File Name	5627-23593-1-SP.jpg
Original file name	Figure 1.jpg
File Size	3MB
Date uploaded	2019-09-29 11:13 AM

Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file

Use Save to upload file.

If you have remaining files to upload, repeat this step for each file by clicking on **Browse**. Otherwise, click on **Save and Continue**.

ID	Title	Original file name	Date uploaded	Action
10584	Fig. 1	Figure 1.jpg	09-29	Edit Delete

Upload supplementary file

Step 5:

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

ID	Original file name	Type	File Size	Date uploaded
23592	samplefile.doc	Submission File	100KB	09-29
23593	Figure 1.jpg	Supplementary File	3MB	09-29

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).

Step 5. Confirming the Submission Home / User / Author / Submissions / [New Submission](#)

1. Start 2. Upload Submission 3. Enter Metadata 4. Upload Supplementary Files 5. Confirmation

To submit your manuscript to Urology Journal click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Urology Journal.

File Summary

ID	Original file name	Type	File Size	Date uploaded
23592	samplefile.doc	Submission File	100KB	09-29
23593	Figure 1.jpg	Supplementary File	3MB	09-29

[Finish Submission](#) [Cancel](#)

Finally, click on **Finish Submission** to complete and confirm your submission.

Active Submissions Home / User / Author / Submissions / [Active Submissions](#)

Submission complete. Thank you for your interest in publishing with Urology Journal.

- Active Submissions

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.

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[Active](#) [Archive](#)

ID	MM-DD	Sec	Authors	Title	Status
5627	09-29	REV	Ahmadian, Saraei, Torbati	Retrograde Intrarenal Surgery Versus Shock Wave...	Awaiting assignment

Start a New Submission
[Click here](#) to go to step one of the five-step submission process.

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

