

**ЦЕНТРАЛНА МЕДИЦИНСКА
БИБЛИОТЕКА**

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**CENTRAL MEDICAL
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Acta Medica Bulgarica Step by Step User Guide for Authors

Create New Account

1. To create a new account, click the “Register” button at the top right hand corner of the [webpage](#)



2. Fill in the short form. Make sure to fill the mandatory fields marked with *. Click “Register” once you are ready

Register

Profile

Given Name *

Family Name

Affiliation *

Country *

Login

Email address *

Username *

Password *

Repeat password *

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Yes, I would like to be notified of new publications and announcements.

Yes, I would like to be contacted with requests to review submissions to this journal.

[Login](#)

3. When you fill all the required fields and click on register, this will appear:

Registration complete

Thanks for registering! What would you like to do next?

- [Edit My Profile](#)
- [Continue Browsing](#)

Language

Български

English

Submit a manuscript

1. To submit a manuscript, go to your profile - Dashboard - here you can update and fill your profile information:



ACTA
MEDICA
BULGARICA

Current Archives About

reviewer_test

Dashboard
View Profile
Logout

Search

About the Journal

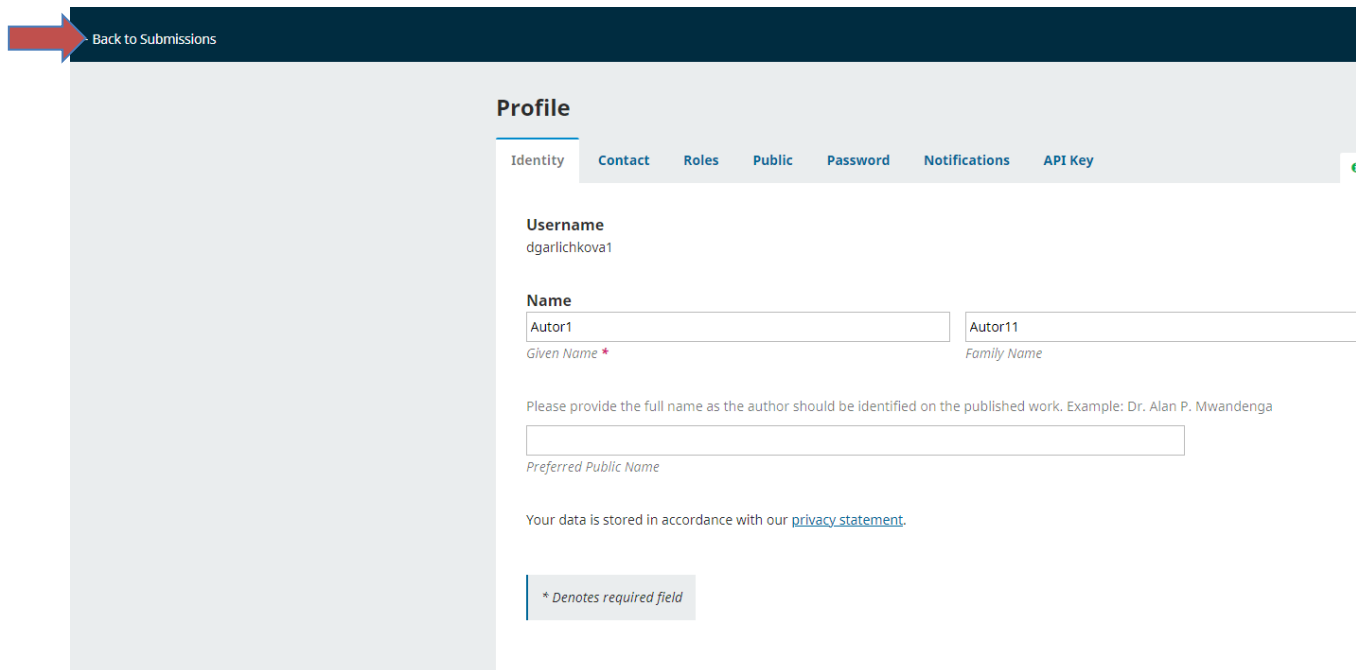
Multidisciplinary journal, representative for the scientific research of the Medical University - Sofia. Entails articles in the fields of Medicine, Dentistry, Pharmacy, Public Health and Health Care, with a focus on original works such as results of experimental and clinical studies and descriptions of clinical cases.

Acta Medica Bulgarica was established in 1973 and is available online as an open-access journal since 2014.

Language
English

Information

2. After that click on Back to submission:



Back to Submissions

Profile

Identity Contact Roles Public Password Notifications API Key

Username
dgarlichkova1

Name

Autor1 Autor11
Given Name * Family Name

Please provide the full name as the author should be identified on the published work. Example: Dr. Alan P. Mwandenga

Preferred Public Name

Your data is stored in accordance with our [privacy statement](#).

* Denotes required field

3. Click on New submission to start your submission:

Submissions

My Queue 1

Archived 1

Help

My Assigned

Search



New Submission

4. On the next screen you should insert the title of your manuscript and the type of submission:

Make a Submission

Before you begin

Thank you for submitting to the Acta Medica Bulgarica. You will be asked to upload files, identify co-authors, and provide information such as the title and abstract.

Please read our [Submission Guidelines](#) if you have not done so already. When filling out the forms, provide as many details as possible in order to help our editors evaluate your work.

Once you begin, you can save your submission and come back to it later. You will be able to review and correct any information before you submit.

Title *

Section *

Submissions must be made to one of the Journal's sections.

- ORIGINAL ARTICLES
- CASE REPORT
- REVIEW

Submission Checklist *

All submissions must meet the following requirements.

- This submission meets the requirements outlined in the [Author Guidelines](#).
- The paper has not been published and/or submitted for publication elsewhere (except as an abstract to a scientific report).
- All the co-authors are familiar and agree with the proposed text.
- I grant my consent to the Central Medical Library to publish my paper in its online repository in full text open access, after 3 years as from the start of the year in which it was originally published.
- I grant my consent to the Central Medical Library to publish my paper in full text open access on Sciendo (<https://sciendo.com>) under the Creative Commons License [CC BY-NC-ND 4.0 Deed](#) | [Attribution-NonCommercial-NoDerivs 4.0 International](#) | [Creative Commons](#)
- All the co-authors are familiar with the guidelines for the publication ethics and malpractice set forth [here](#) and have followed them strictly.

Yes, my submission meets all of these requirements.

Privacy Consent *

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Begin Submission

5. On the next step you should input the keywords (each one followed by Enter), the body of your abstract and the references (each one on new line, numbered with Arabic numerals in order of appearance):

Make a Submission: Details

Submitting to the ORIGINAL ARTICLES section. [Change](#)

Save for Later

1 Details — 2 Upload Files — 3 Contributors — 4 For the Editors — 5 Review

Submission Details

Please provide the following details to help us manage your submission in our system.

Title *

Keywords

Keywords are typically one- to three-word phrases that are used to indicate the main topics of a submission.

Abstract *

B *I* x^2 x_2

The body of the abstract

References

Enter each reference on a new line so that they can be extracted and recorded separately.

1. Reference 1
2. Reference 2
3. Reference 3
|

Last saved a minute ago [Save for Later](#) [Continue](#)

6. On the next step you should upload the file with your manuscript as well as any other documents you wish to be evaluated (you have to specify what kind of file this is):

Make a Submission: Upload Files

Save for Later

Submitting to the ORIGINAL ARTICLES section. [Change](#)


Details — 2 Upload Files — 3 Contributors — 4 For the Editors — 5 Review

Upload Files

Provide any files our editorial team may need to evaluate your submission. In addition to the main work, you may wish to submit data sets, conflict of interest statements, or other supplementary files if these will be helpful for our editors.


Files

Add File

 Aim and Scope.docx

Edit

Remove

 What kind of file is this? [Article Text](#) [Other](#)

Back

Last saved 4 minutes ago

Save for Later

Continue

- On the next page you should fill in any co-authors (contributors) of the article (with their full names, emails, nationality, affiliation etc.) and state who the primary contact is. Your data will be filled automatically:

Make a Submission: Contributors

Save for Later

Submitting to the ORIGINAL ARTICLES section. [Change](#)

Details — Upload Files — 3 Contributors — 4 For the Editors — 5 Review

Contributors

Add details for all of the contributors to this submission. Contributors added here will be sent an email confirmation of the submission, as well as a copy of all editorial decisions recorded against this submission.

If a contributor can not be contacted by email, because they must remain anonymous or do not have an email account, please do not enter a fake email address. You can add information about this contributor in a message to the editor at a later step in the submission process.

Contributors

Order

Add Contributor

Autor1 Autor11 Author

Primary Contact

Edit

Delete

CML

Back

Last saved a minute ago

Save for Later

Continue

- Next step is Comment to the editor if you wish to add any:

Make a Submission: For the Editors

Save for Later

Submitting to the ORIGINAL ARTICLES section. [Change](#)

Details — Upload Files — Contributors — 4 For the Editors — 5 Review

For the Editors

Please provide the following details in order to help our editorial team manage your submission.

When entering metadata, provide entries that you think would be most helpful to the person managing your submission. This information can be changed before publication.

Comments for the Editor

Add any information that you think our editorial staff should know when evaluating your submission.

B I x^2 x_2 [🔗](#)

Back

Last saved 9 minutes ago

Save for Later

Continue

9. On the last step, you can check your input before submitting it for any mistakes:

Make a Submission: Review

Save for Later

Submitting to the ORIGINAL ARTICLES section. [Change](#)

Details — Upload Files — Contributors — 4 For the Editors — 5 Review

Review and Submit

Review the information you have entered before you complete your submission. You can change any of the details displayed here by clicking the edit button at the top of each section.

Once you complete your submission, a member of our editorial team will be assigned to review it. Please ensure the details you have entered here are as accurate as possible.

Details

Edit

Title

New test submission

Keywords

keyword 1, keyword 2

Abstract

The body of the abstract

References


1. Reference 1

2. Reference 2


3. Reference 3

Files

Edit

 Aim and Scope.docx

Article Text

Files	Edit
 Aim and Scope.docx	Article Text
Contributors	Edit
Reviewer1 Reviewer1, CML	Primary Contact Author
For the Editors	Edit
Comments for the Editor	None

Confirmation

Please confirm the following before you submit.

Copyright

Please read and understand the copyright terms for submissions to this journal.

[Attribution-NonCommercial-NoDerivs 4.0 International](#)

Yes, I agree to the copyright statement.

[Back](#)

Last saved 12 minutes ago

[Save for Later](#)

[Submit](#)

10. If you are sure everything is correct, click on Submit. After submitting this will appear with the following options:

Submission complete

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

11. You will receive an email confirming your submission. You will also be notified when your manuscript is accepted/declined or needs any corrections.