ASRAT JOURNAL OF HEALTH SCIENCES (AsJoHS)

ONLINE MANUSCRIPT SUBMISSION GUIDELINES

Journal website: https://dbujournals.edu.et/

1. About the Journal

Asrat Journal of Health Sciences (AsJoHS) is an open-access, peer-reviewed journal published by Debre Berhan University, Ethiopia. The journal welcomes high-quality scholarly contributions in biomedical sciences, clinical medicine, public health, and related health science disciplines. Manuscripts are considered in accordance with the journal's aims, scope, editorial policies, and current author instructions.

The journal may consider original research articles, review articles, case reports, and other relevant scholarly contributions, subject to the article types accepted by the journal.

2. Before Starting an Online Submission

2.1 Check the suitability of your manuscript

- Ensure that the manuscript falls within the aims and scope of AsJoHS.
- Select the appropriate manuscript category and consult the current author guidelines and manuscript template.
- Confirm that the work is original, scientifically sound, and clearly presented.

2.2 Confirm authorship and author information

- Ensure that all listed authors meet accepted authorship criteria and have approved the final manuscript.
- Agree on the order of authors before submission.
- Provide each author's full name, institutional affiliation, and email address.
- Identify one corresponding author and provide an active email address, institutional address, and telephone number.

The corresponding author is responsible for communicating with the journal and coordinating communication with all co-authors throughout the editorial and publication process.

2.3 Confirm originality and exclusive submission

- The manuscript must not have been published previously as a full research article.
- It must not be under consideration by another journal.
- It must not be submitted elsewhere while it is under consideration by AsJoHS.
- All sources, materials, figures, and tables from other publications must be appropriately cited; permissions must be obtained where necessary.
- Disclose any related publication, preprint, conference paper, or related manuscript, as applicable.

2.4 Confirm ethical and regulatory compliance

For studies involving human participants, include the name of the ethics review committee, approval/reference number and date (where applicable), informed-consent statement, and a description of how confidentiality and privacy were protected.

For animal studies, identify the approving institutional animal ethics committee or relevant authority, provide the approval/reference number, and state that applicable animal research guidelines and regulations were followed.

For clinical trials, provide the trial registration number and registration date and submit the relevant reporting checklist or protocol when required. For medicinal-plant research, report collection permissions, plant authentication, and voucher specimen information, as applicable.

3. Prepare the Required Submission Documents

Prepare the following documents before entering the online submission system. The exact file categories may vary depending on the manuscript type and the options displayed by the system.

File	Content / purpose
Main manuscript	Complete manuscript prepared according to the journal's current guidelines.
Title page	Full title, author names, affiliations, corresponding-author details, and required declarations.
Cover letter	Briefly introduce the manuscript and confirm originality and exclusive submission.
Figures and tables	Clearly labelled, good-quality figures and editable tables.
Ethics approval document	Approval letter from a recognized IRB with a protocol number and date, or certificate, where applicable
Reporting checklist	Relevant checklist (e.g., CONSORT, PRISMA), where applicable.
Supplementary files	Questionnaires, protocols, datasets, additional tables, or other supporting materials, where requested.
Related-work disclosure	Details or copies of related publications, preprints, or manuscripts, where applicable.

4. Step-by-Step Online Submission

Step 1. Open the journal website

- Open an updated internet browser and visit https://dbujournals.edu.et/
- Allow the website to load, then locate the list of journals on the homepage.

Step 2. Select Asrat Journal of Health Sciences

- Find ASRAT JOURNAL OF HEALTH SCIENCES in the journal list.
- Click the journal title or “View Journal” to open the AsJoHS homepage.
- Review the journal’s aims and scope, author guidelines, and available submission instructions.
- Locate the manuscript submission or online submission option.

Step 3. Register or log in

- If you are a new user, select “Register” and complete the form using your correct name, institutional affiliation, country, and active email address.
- Where role selection is available, select “Author”. Complete email verification if requested.
- If you already have an account, select “Login” and enter your registered username/email and password.
- Use an email address that you check regularly because editorial notifications may be sent to it.

Step 4. Start a new submission

- From your dashboard, select “New Submission”
- Choose the appropriate manuscript section or article type, if requested.
- Read the submission instructions and complete the submission checklist and declarations.
- Proceed through the submission stages as prompted.

Step 5. Enter manuscript metadata

- Enter the full manuscript title and short title, if requested.
- Enter the abstract, keywords, and manuscript category.
- Add all authors in the correct order, with their names, affiliations, and email addresses.
- Identify the corresponding author and verify the contact details.
- Complete funding, ethics approval, competing-interest, and other declarations requested by the system.

Step 6. Upload the manuscript and supporting files

- Select the appropriate file designation or document category for each upload.
- Upload the main manuscript, title page, cover letter, figures, tables, ethics documents, reporting checklists, and supplementary files, as applicable.
- Check that each file has uploaded successfully and is assigned to the correct category.
- If the journal uses blinded peer review, remove author names, affiliations, acknowledgments, and other identifying information from the review copy. Upload the title page separately if the system provides that option.

Step 7. Review the submission

- Check the title, abstract, keywords, author names, author order, affiliations, and corresponding-author details.
- Confirm that all required declarations have been completed and all required files have been uploaded.
- Review the submission summary, if provided, and correct any errors before proceeding.

Step 8. Finalize and submit

- Select “Submit”, “Finish Submission”.
- Wait for the system to process the submission and look for a successful-submission message.
- Record the manuscript ID or submission reference number.
- Check your email for an automated acknowledgment, or verify that the manuscript appears in your dashboard.

Important: Uploading files alone does not necessarily complete a submission. The corresponding author must complete the final confirmation step and verify that the submission is registered in the account dashboard.

5. After Submitting the Manuscript

The corresponding author should regularly monitor the registered email account and the online submission dashboard. The manuscript may pass through the following indicative stages:

- Submission received: the manuscript has been received by the journal.
- Initial editorial screening: the editorial team checks scope, completeness, originality, ethical compliance, and adherence to journal requirements.
- Under review: the manuscript is assigned for peer review.
- Revision required: authors are invited to address editorial or reviewer comments.
- Revised manuscript submitted: authors upload the revised files and response to reviewers.
- Editorial decision: the editor communicates the decision, which may include acceptance, further revision, or rejection.
- Accepted for publication: the manuscript proceeds to copyediting, typesetting, and proof preparation.
- Proof correction and publication: the corresponding author checks the final proof and responds to the editorial office.

The actual status labels and sequence may vary according to the online system and the journal’s editorial workflow.

6. How to Submit a Revised Manuscript

1. Read the editor’s decision letter and all reviewer comments carefully.
2. Prepare a detailed, point-by-point response to every comment.
3. Indicate how each comment has been addressed or provide a clear scientific explanation when a suggested change is not made.
4. Upload the revised manuscript with changes clearly indicated, preferably using Track Changes.
5. Upload a clean revised manuscript without tracked changes
6. Upload the response-to-reviewers document and any additional files requested by the editor.

7. Complete the revised submission through the online system or by email when requested and confirm successful submission.

Submit the revision within the deadline stated in the decision letter. If additional time is needed, contact the editorial office before the deadline.

7. Responsibilities of the Corresponding Author

- Ensure that all authors approve the submitted manuscript and any revised version.
- Confirm the accuracy of author names, affiliations, author order, and contact details.
- Ensure that ethical approvals and all declarations are accurate and complete.
- Complete the online submission and provide all required files.
- Respond promptly to editorial and reviewer communications.
- Coordinate revisions and obtain co-author approval of the revised manuscript.
- Check the proofs carefully and communicate relevant editorial decisions and publication updates to all co-authors.

8. Common Submission Problems and Recommended Actions

Problem	Recommended action
Unable to log in	Check the username and password; use the password-recovery option
Registration unsuccessful	Check that all required fields are completed and that the email address is valid.
Manuscript upload fails	Check the file format and size, internet connection, and browser; try again.
Incorrect author details	Correct the metadata before final submission. If already submitted, contact the editorial office.
Submission not visible in dashboard	Check whether the final confirmation step was completed.
No confirmation email received	Check the spam/junk folder and verify the submission status in the dashboard.
Unable to submit a revision	Follow the revision link or instructions in the editorial decision notification.

9. Final Checklist for Corresponding Authors

- The manuscript is within the scope of AsJoHS.
- The manuscript follows the journal's current author guidelines.
- The manuscript has not been submitted to another journal.
- All authors have approved the final version.
- Author names, order, and affiliations are correct.
- The corresponding author's email address and contact details are accurate.
- Ethical approval and informed-consent statements are included, where applicable.
- Funding and competing-interest declarations are included.
- Author contributions are stated, where required.
- References and in-text citations are consistent.
- Tables and figures are complete and appropriately labelled.
- The cover letter and other required documents are ready.
- All required files have been uploaded.
- The final submission confirmation has been completed.
- The manuscript identification number has been recorded.

10. Contact and Technical Support

For questions about manuscript submission, account registration, or technical difficulties, authors should use the contact information provided on the DBU Journals website.

Journal website: https://dbujournals.edu.et/

When requesting assistance, provide your full name, registered email address, manuscript title, submission reference number (if available), and a brief description of the problem.