



Scholar Project Journal Upload Instructions

Hello residents, this guide will break down using screenshots, how to upload your scholar project abstract and full project to the journal repository of projects.

Step 1. Goto

<https://ojs.library.ubc.ca/index.php/familypractice/login?source=%2Findex.php%2Ffamilypractice%2Findex>

Login details:

Username: journaluser

Password: journaluser

UBC Journal of Family Practice Research and Scholarship

Current Archives About ▾

Home / Login

Login

Username *
journaluser

Password *
.....

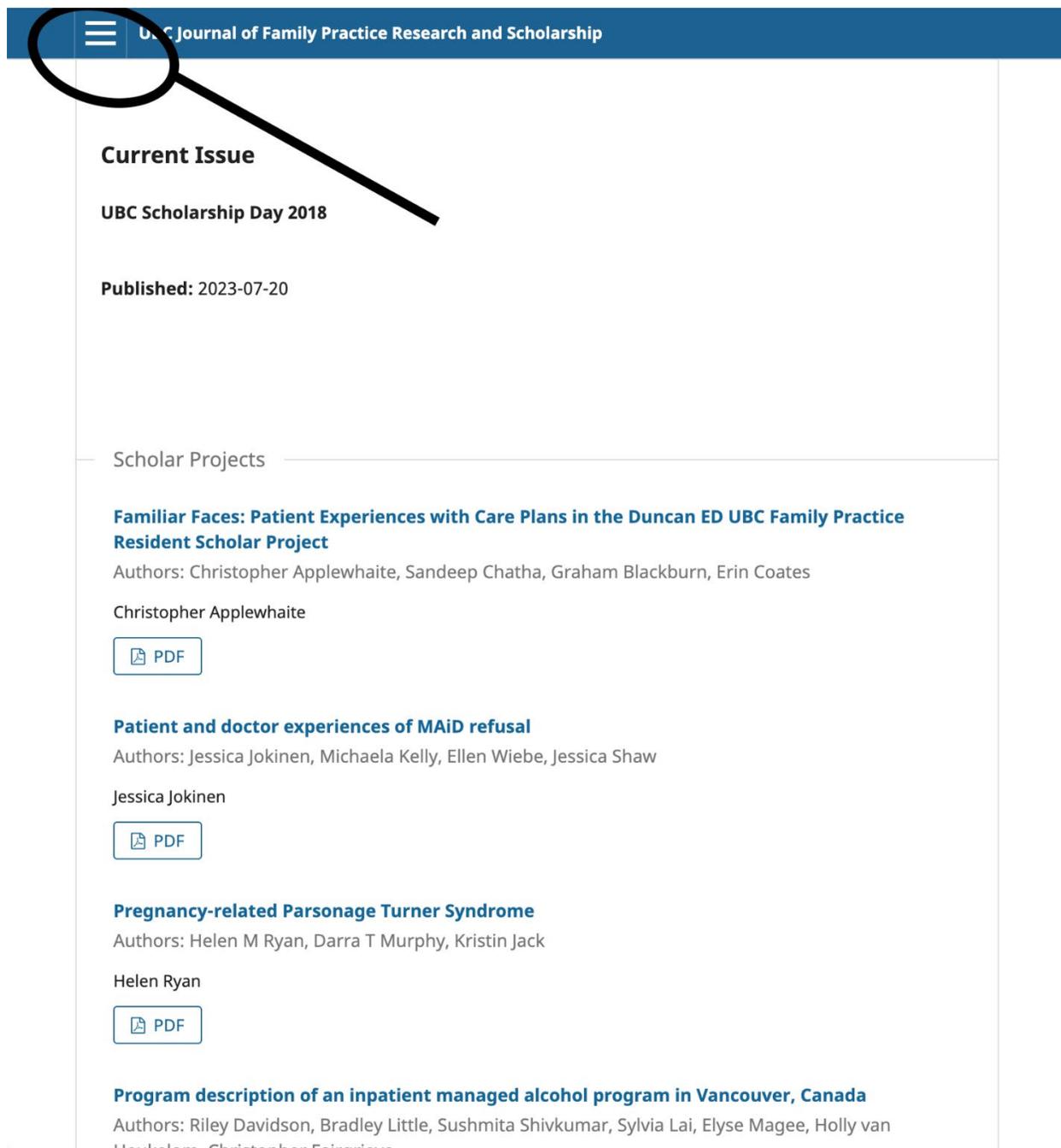
[Forgot your password?](#)

Keep me logged in

Login



Step 2. Once you log in the page should look like this. Click on the 3 lines in the top left corner of the page.



The screenshot shows a blue header bar with a white menu icon (three horizontal lines) on the left, circled with a magnifying glass. To the right of the icon, the text "UBC Journal of Family Practice Research and Scholarship" is displayed. Below the header, the page content is organized into sections. The first section is titled "Current Issue" and contains the text "UBC Scholarship Day 2018" and "Published: 2023-07-20". A horizontal line separates this from the "Scholar Projects" section. Under "Scholar Projects", there are three entries, each with a title, authors, a name, and a PDF icon. The first entry is "Familiar Faces: Patient Experiences with Care Plans in the Duncan ED UBC Family Practice Resident Scholar Project" by Christopher Applewhaite. The second is "Patient and doctor experiences of MAiD refusal" by Jessica Jokinen. The third is "Pregnancy-related Parsonage Turner Syndrome" by Helen Ryan. The fourth entry, "Program description of an inpatient managed alcohol program in Vancouver, Canada", is partially visible at the bottom.

UBC Journal of Family Practice Research and Scholarship

Current Issue

UBC Scholarship Day 2018

Published: 2023-07-20

Scholar Projects

Familiar Faces: Patient Experiences with Care Plans in the Duncan ED UBC Family Practice Resident Scholar Project
Authors: Christopher Applewhaite, Sandeep Chatha, Graham Blackburn, Erin Coates
Christopher Applewhaite
[PDF](#)

Patient and doctor experiences of MAiD refusal
Authors: Jessica Jokinen, Michaela Kelly, Ellen Wiebe, Jessica Shaw
Jessica Jokinen
[PDF](#)

Pregnancy-related Parsonage Turner Syndrome
Authors: Helen M Ryan, Darra T Murphy, Kristin Jack
Helen Ryan
[PDF](#)

Program description of an inpatient managed alcohol program in Vancouver, Canada
Authors: Riley Davidson, Bradley Little, Sushmita Shivkumar, Sylvia Lai, Elyse Magee, Holly van Heukelom, Christopher Fairgrieve



Step 3. From the drop down menu, click “Submissions”.

The screenshot shows the website's navigation menu. The menu items are: Current, Archives, About, About the Journal, Submissions (circled in red), Editorial Team, Privacy Statement, and Contact. Below the menu is a search bar and a user profile section for 'journaluser' with options for Dashboard (0), View Profile, and Logout. The main content area displays three articles, each with a PDF download button:

- Authors:** Christopher Applewhaite, Sandeep Chatha, Graham Blackburn, Erin Coates
Christopher Applewhaite
PDF
- Patient and doctor experiences of MAiD refusal**
Authors: Jessica Jokinen, Michaela Kelly, Ellen Wiebe, Jessica Shaw
Jessica Jokinen
PDF
- Pregnancy-related Parsonage Turner Syndrome**
Authors: Helen M Ryan, Darra T Murphy, Kristin Jack
Helen Ryan
PDF
- Program description of an inpatient managed alcohol program in Vancouver, Canada**
Authors: Riley Davidson, Bradley Little, Sushmita Shivkumar, Sylvia Lai, Elyse Magee, Holly van Houkelen, Christopher Esirriya



Step 4. Please read the Submission Preparation Checklist on this page before progressing. Once you have confirmed you meet these criteria, click “Make a new submission”.

☰ UBC Journal of Family Practice Research and Scholarship

Home / Submissions

Submissions

[Make a new submission](#) or [view your pending submissions](#).

Submission Preparation Checklist [Edit](#)

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

<input checked="" type="checkbox"/>	The submission has not been previously published. If you do plan to submit for publication to a different peer-review journal, please specify these plans in the cover letter
<input checked="" type="checkbox"/>	The submission file and supplementary files are in Microsoft Word or PDF file format only.
<input checked="" type="checkbox"/>	The text is single-spaced; uses a 12-point font.
<input checked="" type="checkbox"/>	The main written report submission contains only the written report and references.
<input checked="" type="checkbox"/>	All figures, tables, and images are not included in the main submission. (They are to be submitted separately in the supplementary section as separate files with respective titles.)
<input checked="" type="checkbox"/>	A cover letter is written in a separate file. (To be uploaded in the supplementary section)

<https://ois.library.ubc.ca/index.php/familypractice/submission/wizard> act in an unedited format as 'conference proceedings'.

Note: If you included your figures, tables, and images within the main body of your manuscript, please disregard the requirement to upload these elements as a separate files. You can include these within the single manuscript document.



Step 5. After clicking make a new submission, you will be taken to the actual uploading process.

Make sure in the box marked Section it has “Scholar Projects” selected.

Next, click off the declarations that your project meets the requirements using the boxes in this screenshot.

UBC Journal of Family Practice Research and Scholarship

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata

4. Confirmation 5. Next Steps

Section

Scholar Projects

Articles must be submitted to one of the journal's sections. *

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published. If you do plan to submit for publication to a different peer-review journal, please specify these plans in the cover letter
- The submission file and supplementary files are in Microsoft Word or PDF file format only.
- The text is single-spaced; uses a 12-point font.
-

The main written report submission contains only the written report and references.

All figures, tables, and images are not included in the main submission. (They are to be submitted separately in the supplementary section as separate files with respective titles.)

- A cover letter is written in a separate file. (To be uploaded in the supplementary section)
- All author(s) give consent to publish the abstract in an unedited format



Step 6. Keep scrolling down. When you see “Submit As” select Author.

Submit As *

Submit in any of the following roles if you would like to be able to edit and publish this submission yourself: Journal manager, Journal editor, Production editor

- Journal manager
- Journal editor
- Production editor
- Author

Acknowledge the copyright statement

Authors who publish with this journal agree to the following terms:

- As an open access journal, the *UBC Journal of Family Practice Research and Scholarship* will apply the [Creative Commons Attribution License](#) (CCAL) to all published works. Under the CCAL, authors retain ownership and copyright to their article, but allow anyone to download, reuse, reprint, modify, distribute, and/or copy articles so long as the original author(s) and sources are cited
- Author(s) are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.
- The Author(s) grant the *UBC Journal of Family Practice Research and Scholarship* the right of first and exclusive distribution of the published work in print and/or online;
- Author(s) warrant that permission to publish the article has not been previously assigned elsewhere.
- Author(s) warrant that they have obtained proper permission from any co-authors, contributors, or supervisors for the publication of the article.
- Author(s) warrant that the contribution is original to them, except for any copyrighted material of others incorporated in it, and that the Author(s) will advise us of any material, either text or illustration or



Step 7. After clicking next on the page before. You will be taken to page 2 of the upload process. Here is where you can upload the actual document / content of your project. You want to upload the PDF or Word document version of your project here by clicking “add file”.

UBC Journal of Family Practice Research and Scholarship

Submit an Article

1. Start **2. Upload Submission** 3. Enter Metadata

4. Confirmation 5. Next Steps

Files Add File

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

Save and continue Cancel

<https://ojs.library.ubc.ca/index.php/familypractice/submission/step/2?submissionId=199031§ionId=0>



Step 8. After uploading your project document, click save and continue and you will be taken to this page.

Here you need to fill out the project Title, subtitle (optional) and copy to Abstract into the box.

Once this is done, please add the contributors (details in next step)

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Issues

1. Start **2. Upload Submission** **3. Enter Metadata**

Settings **4. Confirmation** **5. Next Steps**

Journal

Website

Workflow

Distribution

Users & Roles

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Prefix **Title ***

Examples: A, The **This field is required.**

Subtitle

Abstract *

This field is required.

List of Contributors **Add Contributor**

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Family Practice Resident	residency@familymed.ubc.ca	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Step 9. Adding contributors.

Here you must add all of the resident contributors for the project.

Required fields are Name, Contact email, and country.

Add Contributor ✕

Name

*Given Name ** *Family Name*

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Contact

*Email **

Country

*Country **

User Details

Homepage URL *ORCID iD*

Affiliation



Step 10. Once the contributors have been added, click save and continue.

Once you are on the page shown below, simply click Finish Submission and you will be done.

If you have any questions or issues with the uploading of documents, or submitting the project to the journal, please reach out to Keaton Reinhardt at Keaton.Reinhardt@ubc.ca

UBC Journal of Family Practice Research and Scholarship

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata

4. Confirmation 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission **Cancel**

Submissions

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