

The new Singapore Medical Journal online manuscript processing system

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The Singapore Medical Journal (SMJ) is pleased to announce the introduction of its new online manuscript processing system, in line with its continuing efforts to upgrade itself to international standards⁽¹⁾. Over the past six months, the SMJ editorial office has been working hard to launch *SMJ Editorial Manager* (Aries Systems Corporation, Massachusetts, USA) – a web-based system for manuscript submission and peer review. This system is now “live”.

Using this system, authors can submit their manuscripts electronically and track their progress at all stages. Reviewers can view, accept, and download assigned manuscripts and submit their reviews online. The editorial office can manage and keep track of the entire process. *SMJ Editorial Manager* provides authors and reviewers with a number of advantages, including: editorial office receipt of submitted manuscripts without delay; cost savings for authors; ability for authors to check status of their manuscripts at any time of the day; electronic notification to potential reviewers; full period for reviewers to evaluate manuscripts; quicker transmission of manuscript decision to authors. These advantages will also help

the SMJ editorial office manage more effectively its increasing number of manuscript submissions.

Potential authors and reviewers are strongly encouraged to familiarise themselves with *SMJ Editorial Manager*. This new system can be accessed via the Singapore Medical Association (www.sma.org.sg) or SMJ (www.sma.org.sg/smj) websites, or accessed directly using SingaporeMedJ.edmgr.com or www.editorialmanager.com/singaporemedj (Fig. 1). There are user-friendly instructions about how to register and enter the required information. Upon successful registration, users will be sent an email containing the username and password. Repeat users need not register again, even if a user's role changes from author to reviewer.

While all authors are strongly encouraged to submit their manuscripts using *SMJ Editorial Manager*; for a limited period, we will still continue to accept manuscripts submitted via the old system in fairness to authors who are unable to cope with the new system. As the editorial staff have to manually digitise and upload all submitted material on behalf of authors, the processing time for these manuscripts will expectedly take a longer time. A transition period of six months until December 31, 2006 has been set, after which SMJ will only be processing manuscripts submitted online via *SMJ Editorial Manager*.

The success of the SMJ depends on a triumvirate comprising authors, reviewers and editorial office. We have tried hard to get *SMJ Editorial Manager* implemented over a relatively short period but some teething problems are to be anticipated. We ask authors and reviewers to be patient. Let us have your constructive comments and feedback. The editorial office will be continuing to make improvements to our new system. 

REFERENCES

1. Peh WCG. The Singapore Medical Journal: changing with the times (editorial). *Singapore Med J* 2006; 47:1-2.

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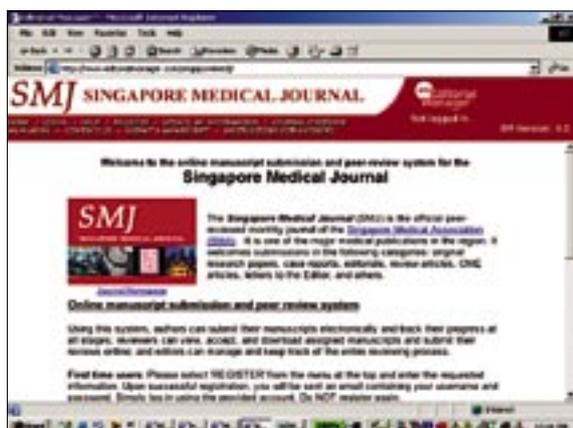


Fig. 1 The *SMJ Editorial Manager* online manuscript submission and peer review system.

EDITOR'S NOTE

The Instructions to Authors have been updated. Please refer to pages 649-653 of the current issue of the journal and to the website (www.sma.org.sg/smj/instructions.pdf).