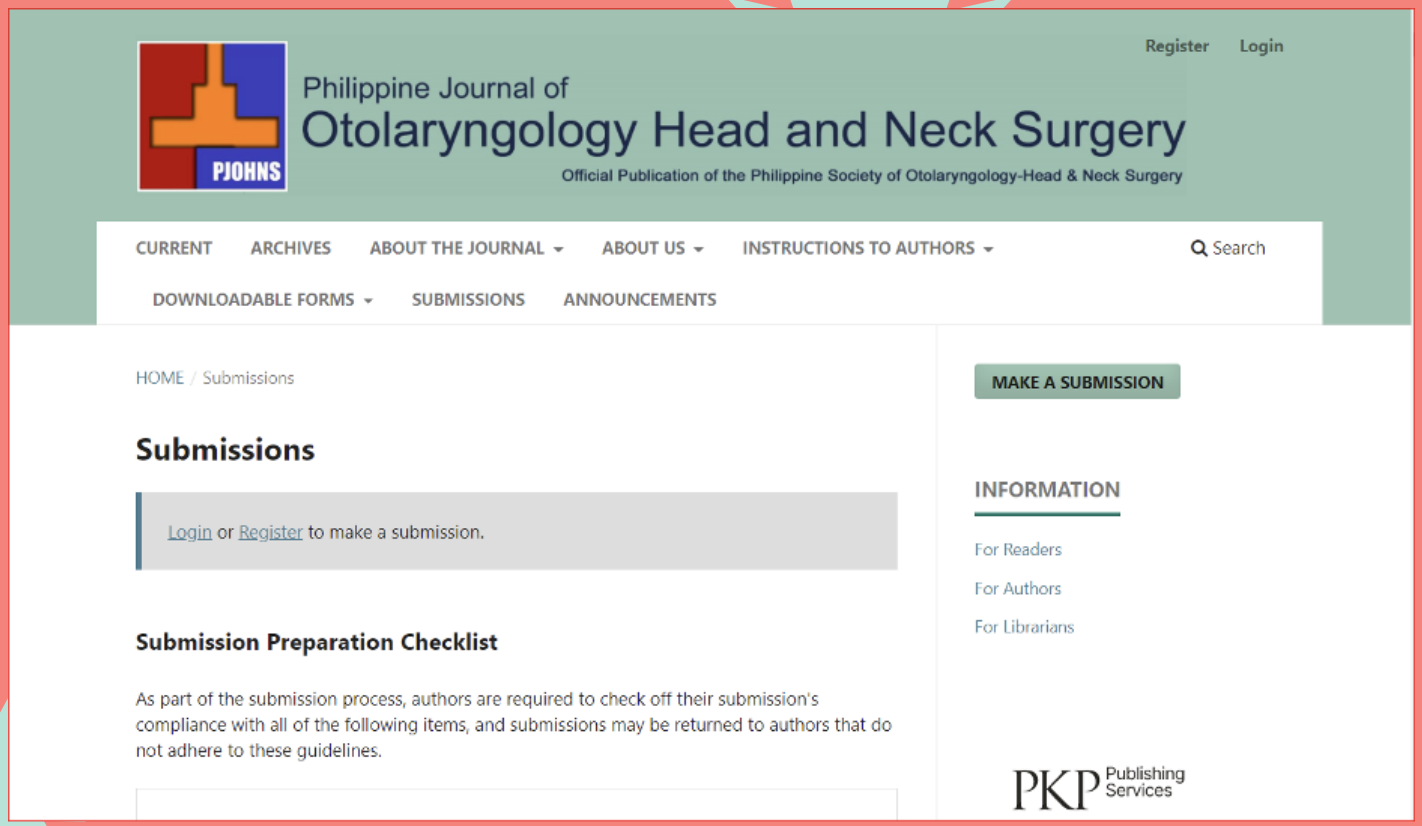
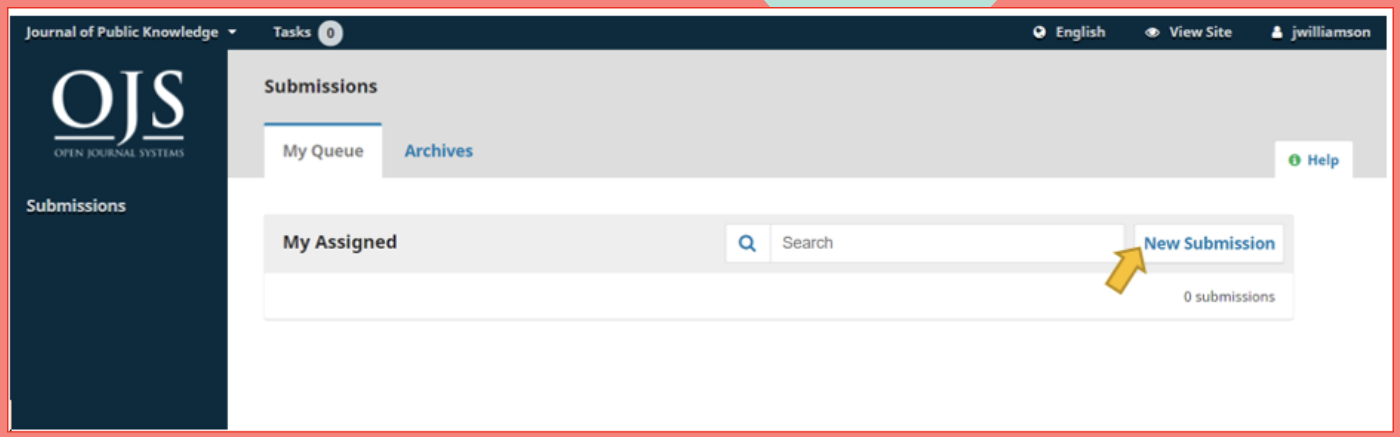
SUBMITTING AN ARTICLE



LOGIN OR REGISTER

SUBMITTING AN ARTICLE

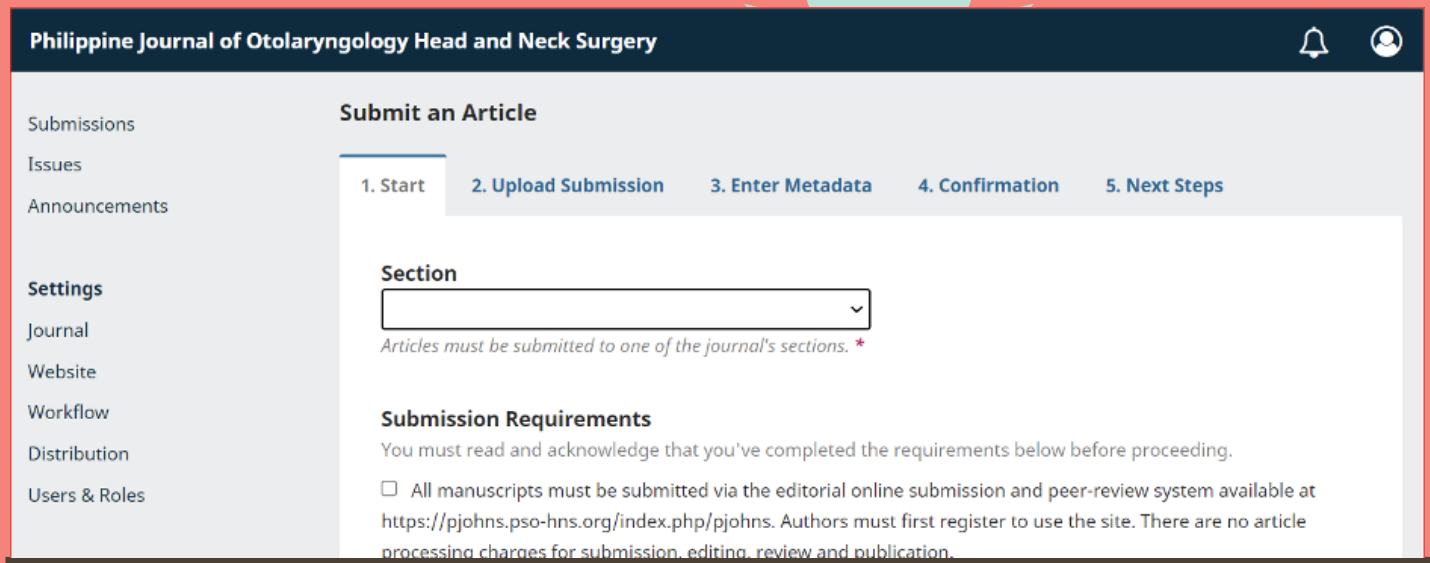


CLICK "NEW SUBMISSION"

You will be taken to Step 1 of a 5-Step process to upload and describe your submission.

SUBMITTING AN ARTICLE

STEP 1A

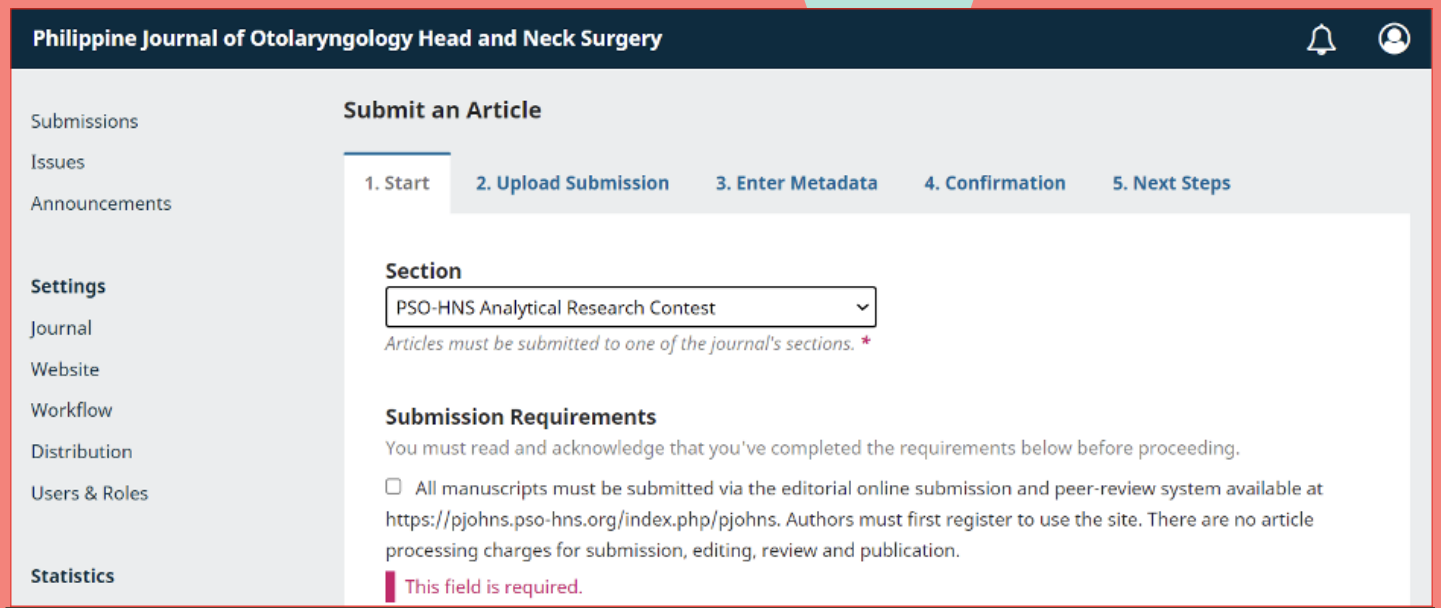


SELECT THE SECTION

e.g Article, PSO-HNS Poster Presentation-Surgical Innovation, PSO-HNS Descriptive Research Contest, etc

SUBMITTING AN ARTICLE

STEP 1B

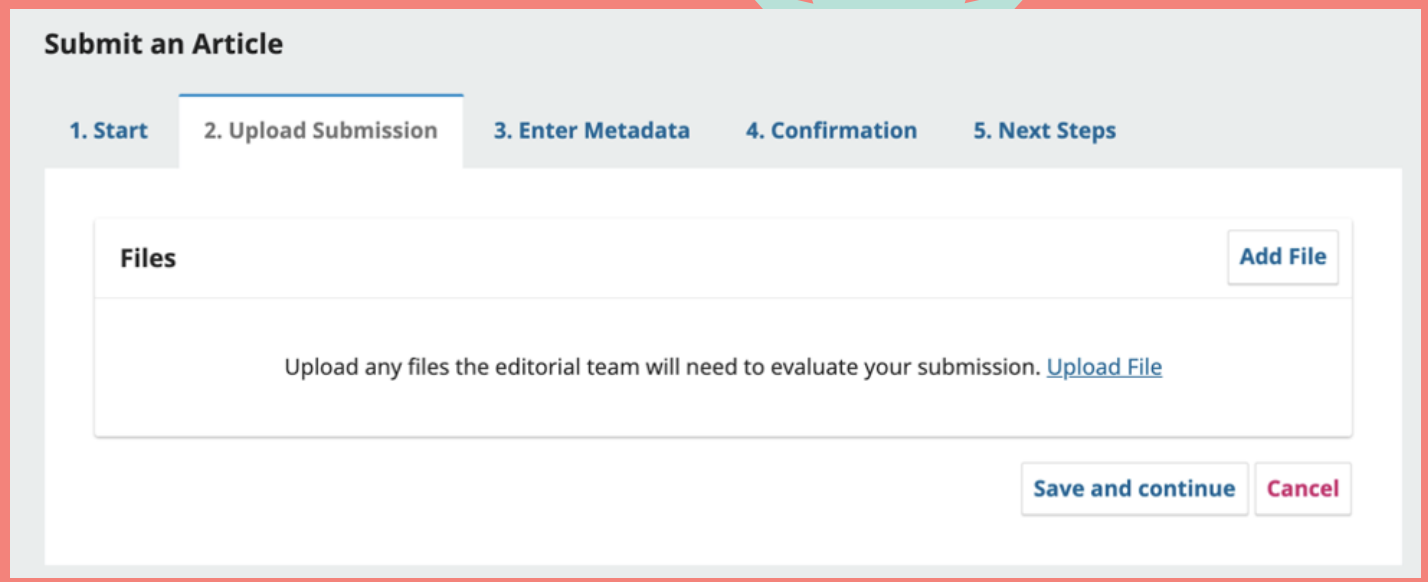


SUBMISSION CHECKLIST

After agreeing to the statements in the submission checklist, click the Save and Continue button to move to Step 2

SUBMITTING AN ARTICLE

STEP 2

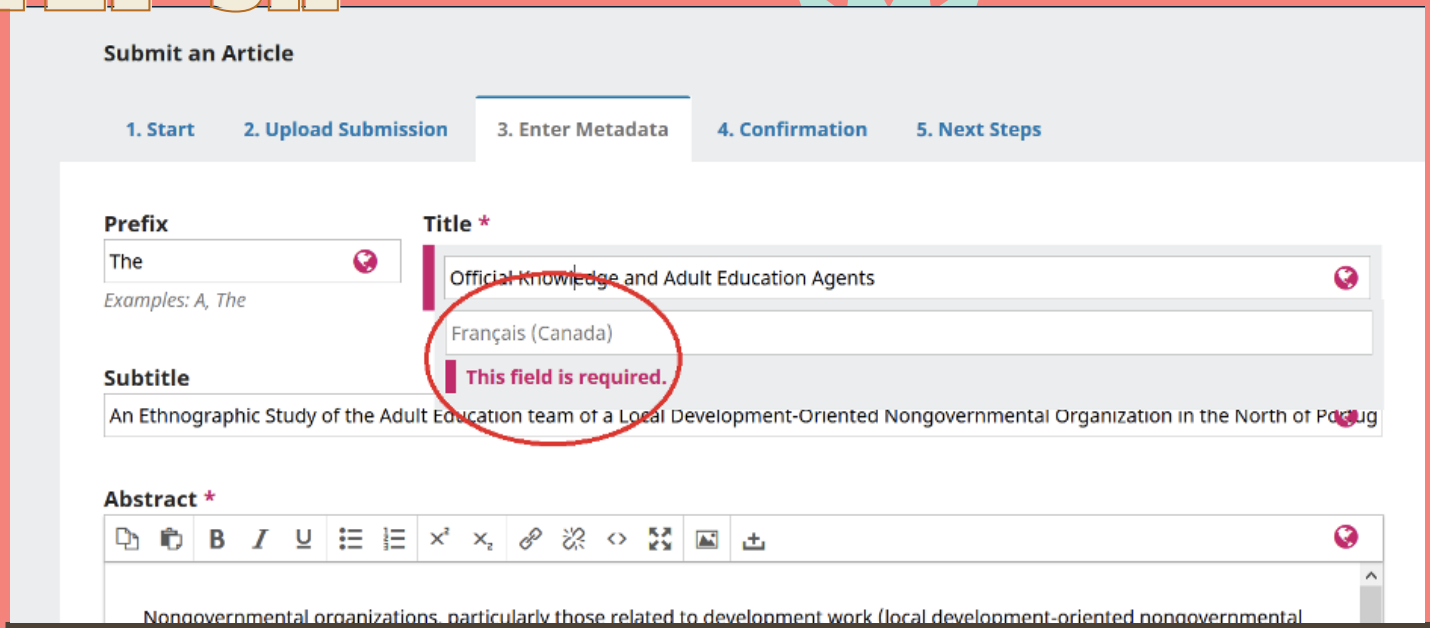


UPLOAD SUBMISSION

Upload your file then click the Save and Continue button to move to Step 3

SUBMITTING AN ARTICLE

STEP 3A



ENTER TITLE

Enter the title of the submission

SUBMITTING AN ARTICLE

STEP 3B

Objective: State the purpose or objective of the study.

Methods:

Design: use phrases such as randomized or nonrandomized clinical trial, case-control or cross-sectional study, cohort study, case series or report, systematic review, meta-analysis, review, experimental study, historical manuscript.

Setting: Multicenter, Institution (Tertiary Private Hospital; Tertiary

Government Hospital), Clinical Practice

Participants: Number of patients, selection procedures, inclusion/exclusion criteria, randomization procedure, masking.

Results: Summary of principal outcome measures or data obtained, accompanied by data with confidence intervals and levels of statistical significance when applicable.

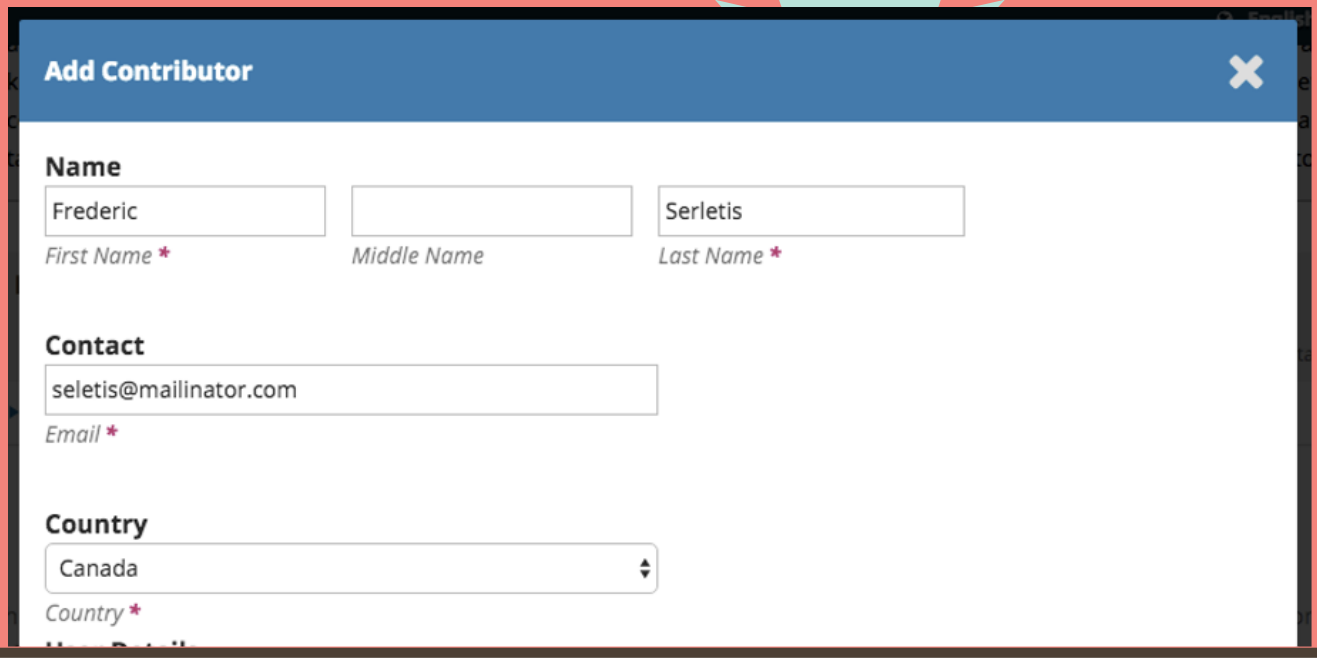
Conclusions: Concise and directly supported by data. Clinical Trial Registration Number: List the clinical trial registration (if applicable).

ENTER THE ABSTRACT

Enter the abstract using the format given above

SUBMITTING AN ARTICLE

STEP 3C

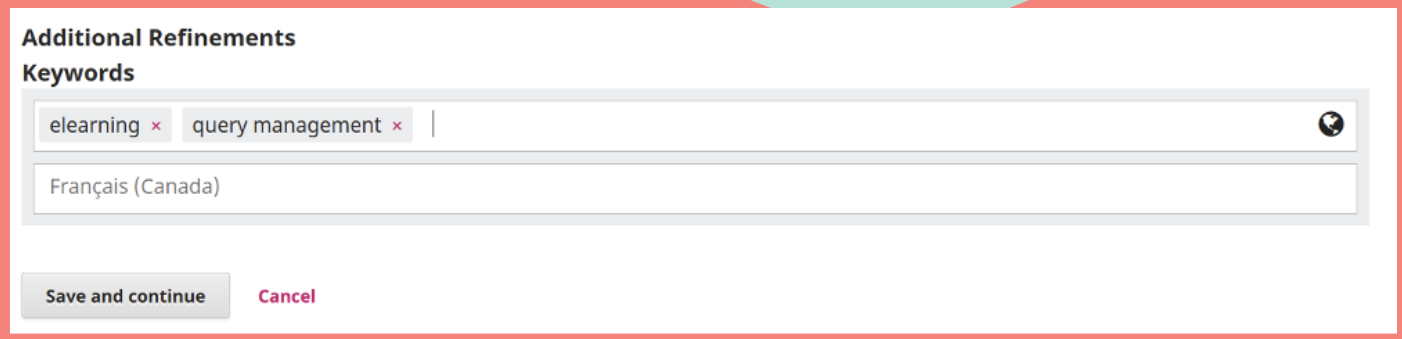


ADD CONTRIBUTOR

Enter the name of the contributor and "SAVE", the new contributor will appear on screen

SUBMITTING AN ARTICLE

STEP 3D

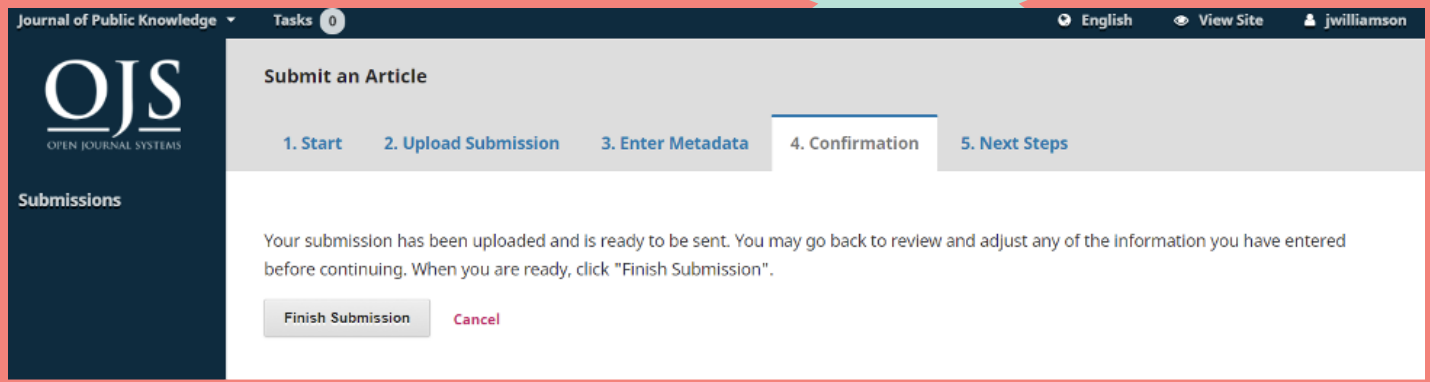


ADD KEYWORDS

Provide 3 to 10 key words using MeSH terms by typing the word or phrase and hit enter key. Click Save and Continue to move forward.

SUBMITTING AN ARTICLE

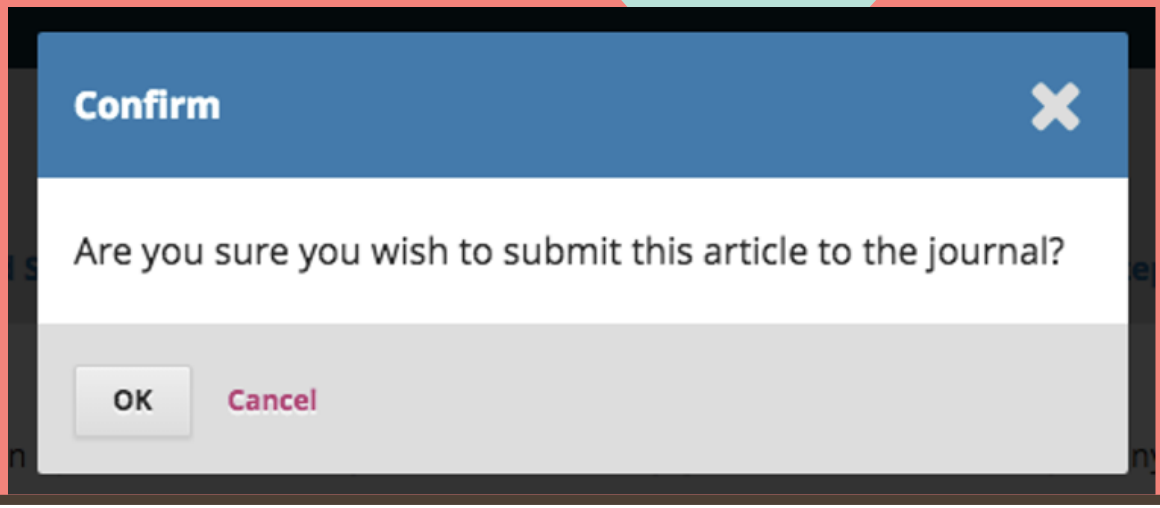
STEP 4A



CLICK "FINISH SUBMISSION"

SUBMITTING AN ARTICLE

STEP 4B

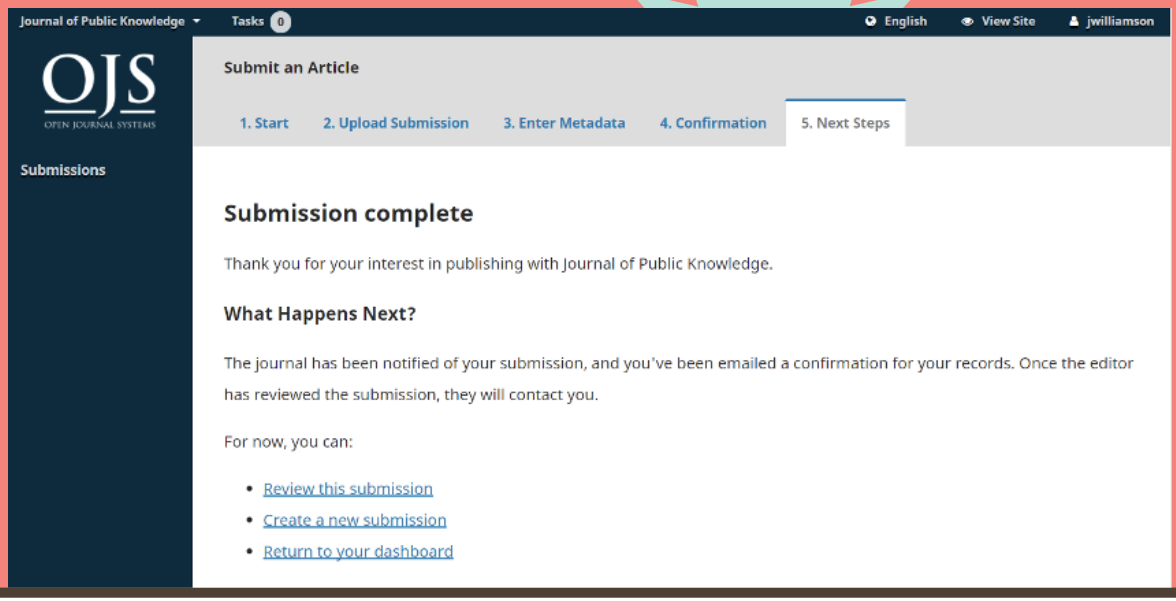


CONFIRM SUBMISSION

A box will pop up asking you to confirm you are finished. Click OK.

SUBMITTING AN ARTICLE

STEP 5



SUBMISSION COMPLETE

Your submission is now complete. At this point, you can follow the links to: Review this submission, Create a new submission or Return

SUBMITTING AN ARTICLE

NOTE

Once you complete a submission, you cannot make changes to it. If you want to replace the file you submitted or make other changes to the submission, you will need to contact the editor through the Pre-Review Discussions tool.