

1) Register and/or log in with your username and password.

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Register

Required fields are marked with an asterisk: *

Profile

Given Name *

Family Name

Affiliation *

Country *

Login

Email address *

Username *

Language

[English](#)
[Español](#)

[Make a Submission](#)

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[About the Journal](#)
[Authors](#)
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Login

Required fields are marked with an asterisk: *

Username or Email *

Password *

[Forgot your password?](#)

☒ Keep me logged in

[Register](#)
[Login](#)

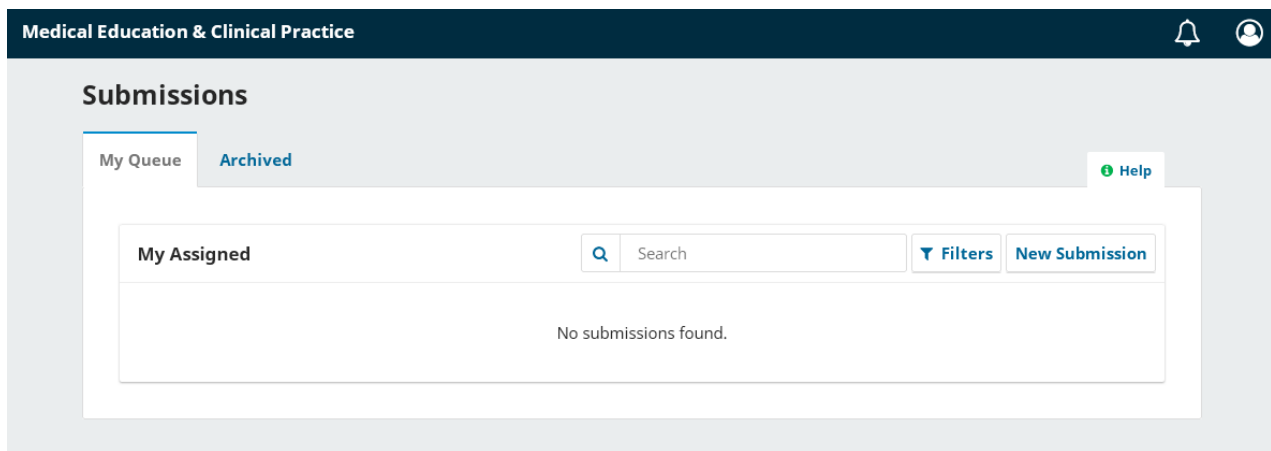
Language

[English](#)
[Español](#)

[Make a Submission](#)

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2) Click on “New Submission”



3) Choose language

The screenshot displays the 'Make a Submission' page. It features a dark blue header with the site name, navigation icons, and a 'Back to Submissions' link. The main heading is 'Make a Submission'. Below this, a section titled 'Before you begin' provides instructions and links to 'Submission Guidelines'. The 'Submission Language' section includes radio buttons for 'English' and 'Spanish'. The 'Title' section has a text input field.

Medical Education & Clinical Practice

← Back to Submissions

Make a Submission

Before you begin

Thank you for submitting to the Medical Education & Clinical Practice. 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.

Submission Language *



Choose the primary language of the submission.

☐ English

☐ Spanish

Title *

4) Title and section according to the type of article.

Medical Education & Clinical Practice



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Title *

Section *
Submissions must be made to one of the journal's sections.

- ☐ Original article
- ☐ Brief original
- ☐ Review article
- ☐ Special article
- ☐ Protocol
- ☐ Case report with systematic review
- ☐ Scientific letter
- ☐ Commentary letter

5) Submission Checklist and Privacy Consent, and click on “Begin Submission”.

Medical Education & Clinical Practice

[Back to Submissions](#)

Submission Checklist *
Mandatory documents must follow, in detail, the description that can be found in our [“Instructions for Authors”](#) section. The following requirements must be submitted:

- Declaration form completed, and signed, by the corresponding author. [download here](#)
- Manuscript in Word format.
- Tables and figures after References.
- Registration of all authors in the OJS system (online platform for article submission)
- ORCID for all authors in the online platform (verify it works before submitting). If the system reports an ERROR, only include it on the first page of your manuscript
- Approval by ethics committee (if necessary)
- Supplementary Material (if necessary)


☒ 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

6) Copy the Abstract.

Medical Education & Clinical Practice


 Back to Submissions

Submission Details

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


SpanishEnglish

Title *


 Title

Keywords


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



Abstract *


B I \times^2 \times_2 

Abstract|


 Word Count: 2/500

7) Click on “Continue”.

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 Back to Submissions

Abstract|

 Word Count: 2/500

Last saved a few seconds ago

Save for Later

Continue

8) Click on “Add File”.

Medical Education & Clinical Practice

— Back to Submissions

Make a Submission: Upload Files

Submitting to the **Original article** section in **English**. [Change](#)

[Save for Later](#)

1 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](#)

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

[Back](#) Last saved a few seconds ago [Save for Later](#) [Continue](#)

9) Select the file

Carga de archivos

« Escritorio » Nueva carpeta

Buscar en Nueva carpeta

Organizar Nueva carpeta

Nombre	Fecha de modificaci...	Tipo
Article.docx	05/08/2025 10:19 a....	Docume

Nombre: Article.docx

Todos los archivos (*.*)

[Abrir](#) [Cancelar](#)

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.

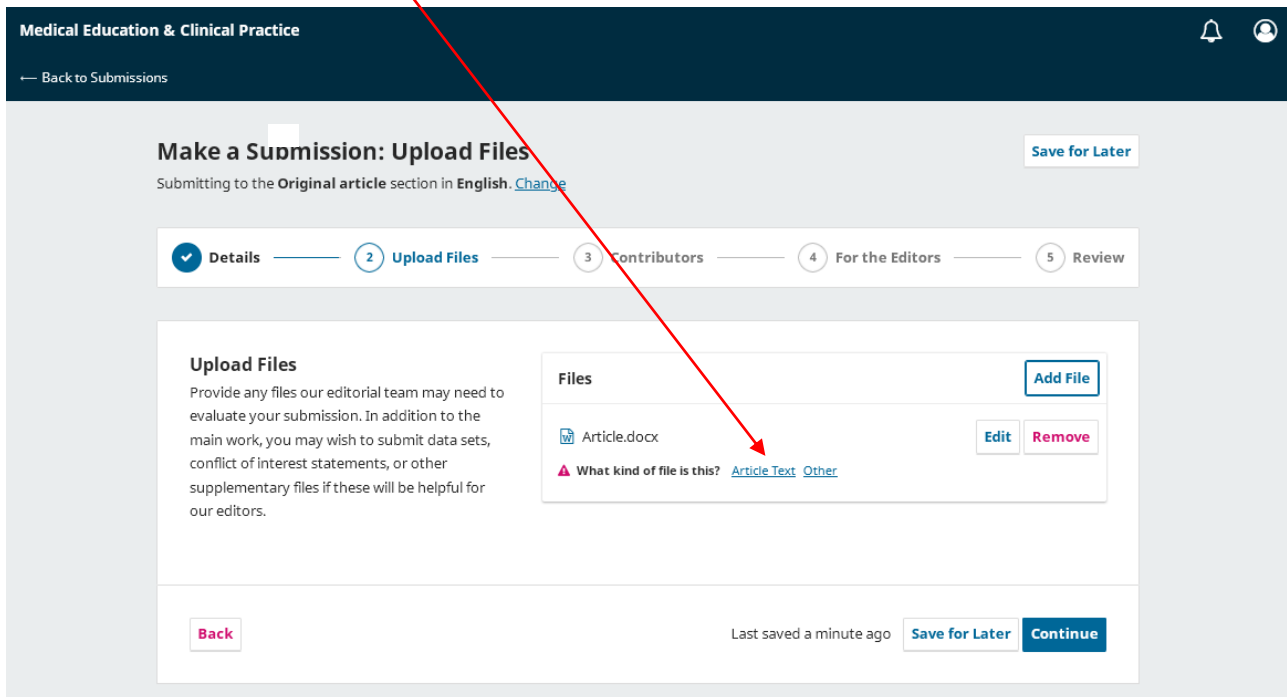
Files [Add File](#)

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

[Back](#) Last saved 4 minutes ago [Save for Later](#) [Continue](#)

10) Click on "Article Text"

More files can be added by repeating steps 8, 9 and 10, including Sworn statement



Medical Education & Clinical Practice

← Back to Submissions

Make a Submission: Upload Files

Submitting to the **Original article** section in **English**. [Change](#)

[Save for Later](#)

1 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

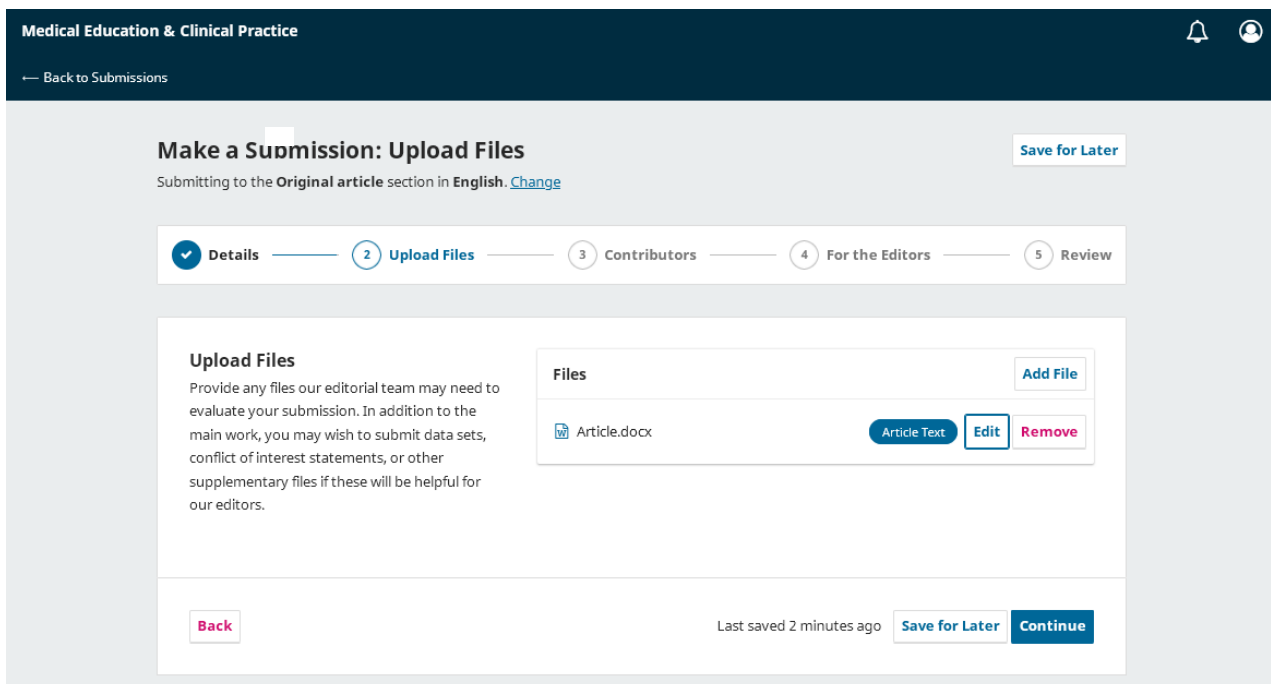
[Add File](#)

Article.docx [Edit](#) [Remove](#)

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

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

11) Click on Continue.



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← Back to Submissions

Make a Submission: Upload Files

Submitting to the **Original article** section in **English**. [Change](#)

[Save for Later](#)

1 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](#)

Article.docx [Article Text](#) [Edit](#) [Remove](#)

[Back](#) Last saved 2 minutes ago [Save for Later](#) [Continue](#)

12) If It's necessary, click on "Add Contributor".

The screenshot shows the 'Make a Submission: Contributors' page. At the top, there's a dark blue header with the journal name and navigation links. Below the header, a progress bar indicates the current step is '3 Contributors'. The main content area has a heading 'Contributors' and a subtext explaining that contributors added here will receive email confirmations and editorial decisions. To the right, there's a table with one row for an 'Author' and buttons for 'Primary Contact', 'Edit', and 'Delete'. Above the table are buttons for 'Order', 'Preview', and 'Add Contributor'. At the bottom, there are 'Back', 'Save for Later', and 'Continue' buttons. A note indicates the page was last saved 6 minutes ago.

13) Enter the author's data (first and last name, email, country, ORCID identifier and affiliation).
If you have problems with the ORCID number, only place it on the first page of your manuscript.

The screenshot shows the 'Add Contributor' modal form. It has a title bar with a close button and language options (Spanish, English). The form contains several fields: 'Given Name' with a required asterisk and a small circular icon; 'Family Name' with a similar icon; 'Preferred Public Name' with a text area and a note about providing the full name as it should appear on published work, with an example 'Dr. Alan P. Mwandenga'; 'Email address' with a required asterisk; 'Country' with a required asterisk and a dropdown menu; 'Homepage URL'; 'ORCID iD'; and 'Bio Statement (e.g. department and rank)'. The background shows a blurred view of the submission progress page.

- 14) Do not forget to select the “Author” option and click on “Save”.
You can add more collaborators by repeating step 12

The screenshot shows a modal form for adding a contributor. The form includes the following fields and options:

- ORCID iD:** A text input field.
- Bio Statement (e.g., department and rank):** A rich text editor with buttons for Bold (B), Italic (I), Squared (x²), Subscript (x₂), and Link (🔗).
- Affiliation:** A text input field with a circular icon to its left.
- Contributor's role:** A radio button selection with two options:
 - ☒ Author
 - ☐ Translator
- Publication Lists:** A checkbox labeled "Include this contributor when identifying authors in lists of publications." which is checked.
- Save:** A button at the bottom right of the modal.



- 15) Then click on “Continue”.

The screenshot shows the 'Make a Submission: Contributors' page. The page includes the following elements:

- Header:** 'Medical Education & Clinical Practice' with a 'Back to Submissions' link and notification/user icons.
- Section Header:** 'Make a Submission: Contributors' with a 'Save for Later' button.
- Progress Bar:** A sequence of steps: 1. Details (checked), 2. Upload Files (checked), 3. Contributors (active), 4. For the Editors, 5. Review.
- Contributors Section:**
 - Text:** '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.'
 - Contributors Table:**
 - Header:** 'Contributors' with 'Order', 'Preview', and 'Add Contributor' buttons.
 - Row 1:**
 - Name:** 'Author' (in a dropdown menu).
 - Actions:** 'Primary Contact' (blue button), 'Edit' (blue button), and 'Delete' (red button).
- Footer:** A 'Back' button, a timestamp 'Last saved 6 minutes ago', and 'Save for Later' and 'Continue' buttons.

- 16) You can write Comments for the editor, for example, to suggest reviewers for your manuscript. Click on “Continue”.

Medical Education & Clinical Practice



[← Back to Submissions](#)

Make a Submission: For the Editors

Save for Later

Submitting to the **Original article** section in **English**. [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

\times^2

\times_2



Back

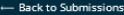
Last saved a few seconds ago



Save for Later

Continue

17) Review and verify your Submission.

Medical Education & Clinical Practice





Make a Submission: Review

Save for Later

Submitting to the **Original article** section in **English**. [Change](#)

Details

Upload Files

Contributors

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 (English)

Edit

Title

Title

Keywords

None provided

Abstract

Abstract.....

Details (Spanish)

Edit

Title

None provided

Keywords


None provided

Abstract

None provided

Files

Edit

 Article.docx



Article Text

Contributors

Edit

18) Click on Copyright statement and “Submit”.

Medical Education & Clinical Practice



[← Back to Submissions](#)

Confirmation

Please confirm the following before you submit.

Copyright

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

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Authors seeking to publish in RPMESP agree to the following terms:

- Authors will retain copyright of their work and grant the journal the right of first publication. The published manuscript will be simultaneously subject to the Creative Commons Attribution License (CC BY), which permits others to share the work provided that appropriate credit is given to the authors and the journal as the original source of publication.
- Authors may enter into additional, non-exclusive distribution agreements for the published version of the manuscript (for example, by depositing it in an institutional digital repository or including it in a thematic volume), provided that the original publication in this journal is properly cited.
- Authors are permitted and encouraged to disseminate their published manuscript online (for example, in institutional repositories or on their personal websites) after publication, as this can lead to productive exchanges and may increase the visibility and citation of the published work.

Any publication, dissemination or distribution of the information presented is authorized provided that the source is acknowledged.

The authors are entirely responsible for the contents of the article and these do not represent the opinion of the journal.

☒ Yes, I agree to the copyright statement.

[Back](#)

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

19) Click on “Submit”.

The screenshot shows the submission interface for Medical Education & Clinical Practice. A modal dialog titled "Submit" is open, asking for confirmation to submit the work "Title". The dialog includes a "Submit" button and a "Cancel" button. The background page displays the journal's submission terms, including a Creative Commons license link and a copyright statement. At the bottom of the page, there are buttons for "Back", "Save for Later", and "Submit", along with a timestamp "Last saved a few seconds ago".

20) After a few minutes this message will appear, indicating that the submission process has been completed successfully and you can log out.

The screenshot shows the "Submission complete" confirmation page. A central message box states: "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." Below this, it says "For now, you can:" followed by three links: "Review this submission", "Create a new submission", and "Return to your dashboard". The page header includes the journal name and navigation links, and the footer has a "Back to Submissions" link.