

Authors

Authors are able to register and submit items to the journal directly through the journal's web site. The Author is asked to upload the item, as well as provide metadata or indexing information associated with the item, to improve the search capacity for research online and for this journal.

The Author is also able to accompany an item with Supplementary Files in the form of data sets, research instruments, or source texts that will enrich the item, as well as contribute to more open and robust forms of research and scholarship.

The Author is able to track the submission through the editorial process – as well as participate in the copyediting and proofreading of submissions accepted for publication – by logging in, and using the username and password provided.

Getting Started

- Log in to your OJS account.
- Select your role as 'Author':



Figure 167: Selecting your role as an author

Submitting Articles

Step 1: Start the submission process by selecting the “Click here to start the submission process” link:

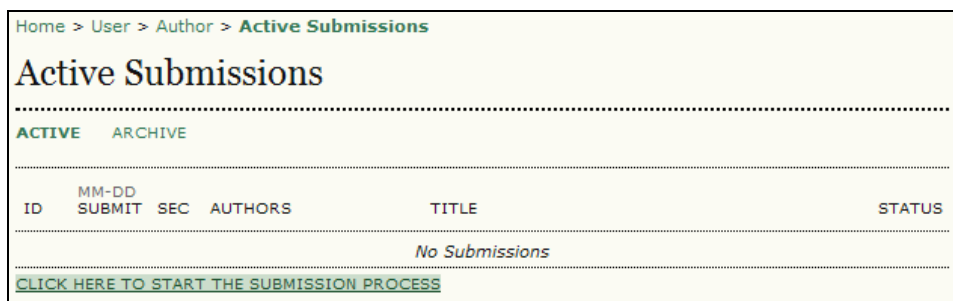


Figure 168: Starting a new submission

1. Confirm each item in the Submission Checklist is correct and check each box:

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word, RTF, or WordPerfect document file format.
- When available, the URLs to access references online are provided, including those for open access versions of the reference. The URLs are ready to click (e.g., <http://pkp.sfu.ca>).
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

Figure 169: Submission Checklist

2. Select which section you feel is most appropriate for your article:

Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

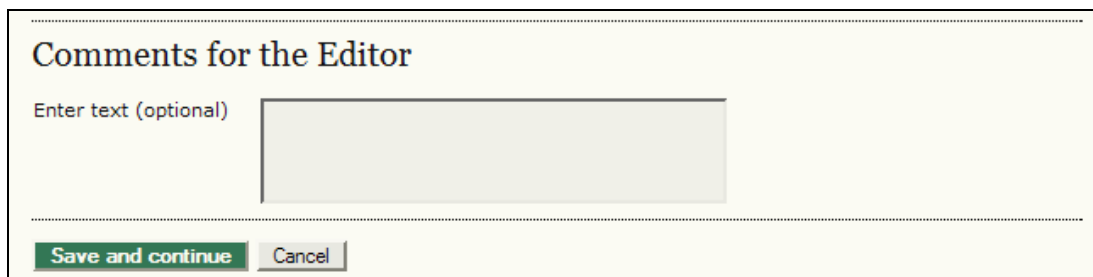
Section *

Comments for

- Articles
- Reviews

Figure 170: Selecting the Journal Section

3. Optionally, you may add any comments you wish to send to the editor:



Comments for the Editor

Enter text (optional)

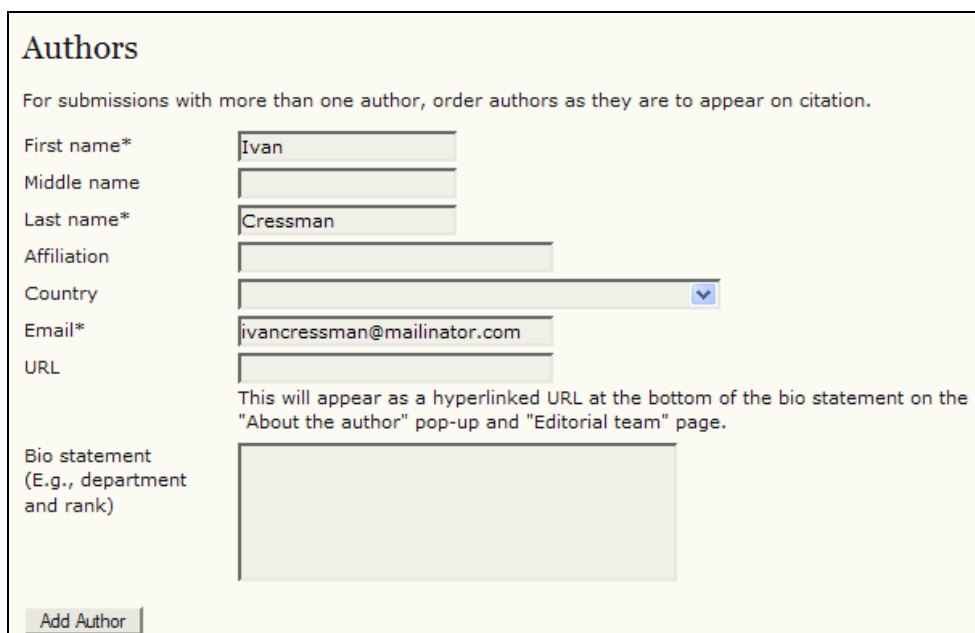
Save and continue Cancel

Figure 171: Comments and saving

4. Select “Save and continue”.

Step 2: Enter the submission’s metadata.

1. Complete the author details. All fields marked with an asterisk are required. If there are multiple authors, use the “Add Author” button to bring up additional fields:



Authors

For submissions with more than one author, order authors as they are to appear on citation.

First name* Ivan

Middle name

Last name* Cressman

Affiliation

Country

Email* ivanressman@mailinator.com

URL

This will appear as a hyperlinked URL at the bottom of the bio statement on the "About the author" pop-up and "Editorial team" page.

Bio statement (E.g., department and rank)

Add Author

Figure 172: Adding author information

2. Add the title and abstract, in multiple languages if appropriate:

Title and Abstract

Title*

Title (Español (España))

Title (Français (Canada))

Abstract

Abstract (Español (España))

Figure 173: Adding title and abstract information

3. Complete the indexing:

Indexing

Choose terms that best describe the submission's content following the categories used by this journal, and examples provided by the editor. Separate terms with a semi-colon (term1; term2; term3).

Language

English=en; French=fr; Spanish=es. [Additional codes.](#)

Figure 174: Indexing

4. Enter the names of any supporting agencies:

Supporting Agencies

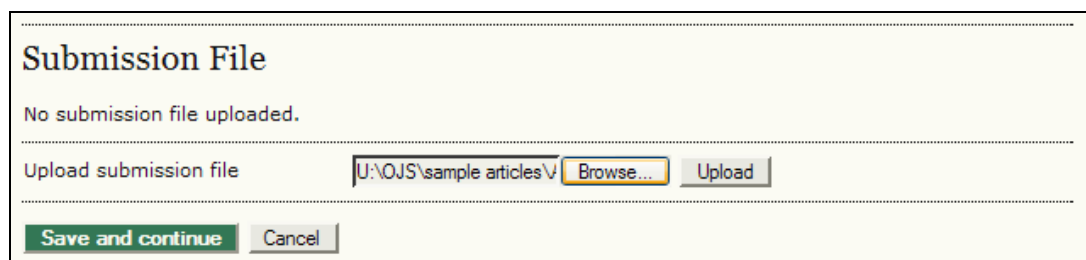
Identify agencies that provided funding or support for the work presented in this submission.

Agencies

Figure 175: Adding supporting agency information and saving

5. Select “Save and continue”.

Step 3: Upload the submission.



The screenshot shows a web form titled "Submission File". At the top, it says "No submission file uploaded." Below this is a text input field containing the path "U:\OJS\sample articles\" followed by a "Browse..." button. To the right of the input field is an "Upload" button. At the bottom of the form, there are two buttons: "Save and continue" (highlighted in green) and "Cancel".

Figure 176: Uploading an article

1. Click Browse to open a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click “Save and continue”.

Step 4: Upload supplementary files.

1. This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.

4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click "Save and continue".

Step 5: Confirming the submission.

With the previous four steps of the submission process completed, click "Finish Submission" to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the editorial process by logging in to the journal web site.

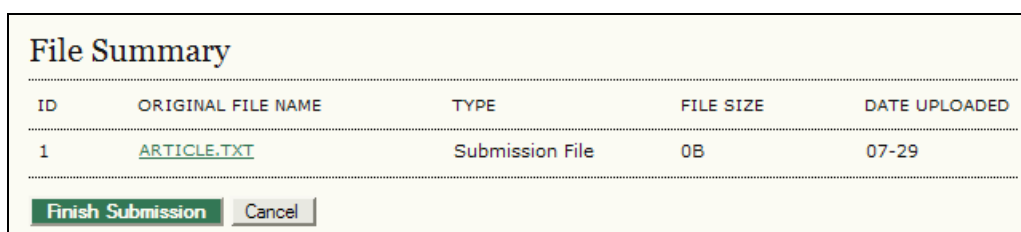


Figure 177: Completing the submission process

Each time you log in, you will be presented with a list of all of your outstanding submissions, including their status.



Figure 178: Active submissions

Articles may be listed as awaiting assignment to an editor, queued for editing, etc. Clicking on the article title link or the status link will provide further details.

Responding to Reviews

Log in to your account and click on the linked title of your submission. From the 'Summary' page, you will be able to review the fields you entered at the time of submission.

Go to the "Review" section:

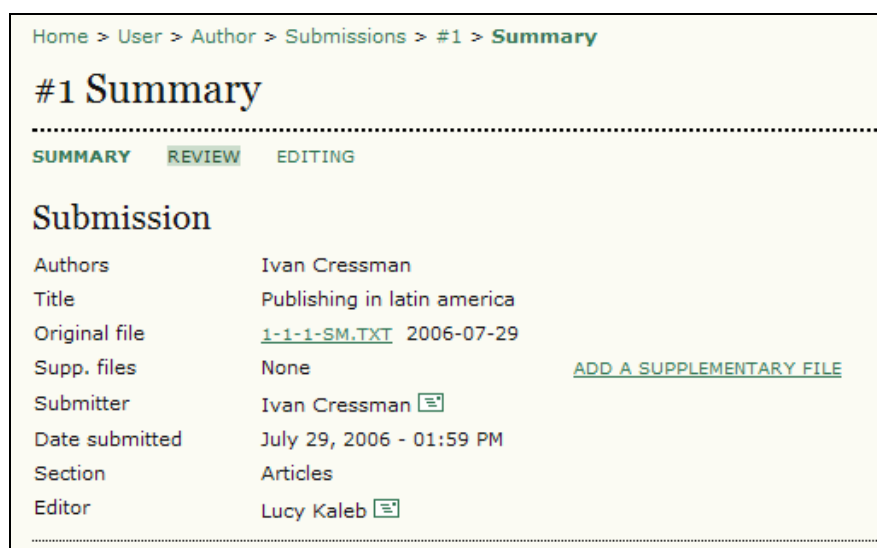


Figure 179: Selecting the "Review" link

Home > User > Author > Submissions > #1 > **Review**

#1 Review

SUMMARY **REVIEW** EDITING

Submission

Authors	Ivan Cressman 
Title	Publishing in latin america
Section	Articles
Editor	Lucy Kaleb 

Peer Review

Round 1

Review Version	1-2-1-RV.TXT 2006-07-29
Initiated	2006-07-29
Last modified	2006-07-29
Uploaded file	None

Editor Decision

Decision	Accept Submission 2006-07-29
Notify Editor	 Editor/Author Email Record  2006-07-29
Editor Version	1-3-1-ED.TXT 2006-07-29
Author Version	None
Upload Author Version	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

Figure 180: Following the review process

From here you can read the reviewer's version and the editor's version. Read or submit comments using the "Editor/Author" icon.

Use the file upload tool to submit any changes for your article.