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.

The Author may also be required to pay Author Submission and/or Publication fees, and may also optionally be able to pay a Fast-Track Review fee, depending on whether the journal charges for such fees.
Getting Started

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

![User Home](image)

**Figure 200:** Selecting your role as an author

Submitting Articles

**Step 1:** Start the submission process by selecting the “Click here” link at the bottom of the page:

![Active Submissions](image)

**Figure 201:** Starting a new submission
1. Select which section you feel is most appropriate for your article from the drop-down menu:

![Step 1. Starting the Submission](image)

**Figure 202: Selecting the Journal Section**

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

![Submission Checklist](image)

**Figure 203: Submission Checklist**

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

![Comments for the Editor](image)

**Figure 204: Comments and saving**
4. Select “Save and continue”.

Please note that, depending on how the journal has been set up, you may be required to agree to a copyright notice and/or a competing interests statement. You may also see fee descriptions at this stage as well, although you will not have to pay for anything until you finalize the submission.

**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:

![Figure 205: Adding author information](image)
2. Add the title and abstract, in multiple languages if appropriate:

![Figure 206: Adding title and abstract information]

3. Complete the indexing:

![Figure 207: Indexing]

4. Enter the names of any supporting agencies:

![Figure 208: Adding supporting agency information and saving]

5. Select “Save and continue”.

**Step 3**: Upload the submission.
Step 3. Uploading the Submission

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens 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 at the bottom of this page.

Figure 209: 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.
Step 4. Uploading 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’s web site.
Step 5. Confirming the Submission

To submit your manuscript to New OJS Journal click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with New OJS Journal.

File Summary

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**Figure 211**: Completing the submission process