

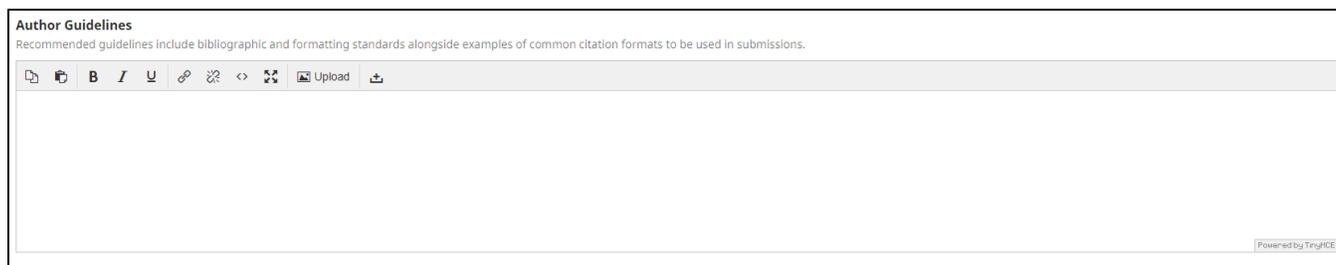
Submission Guidelines

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The **"Submissions"** tab under **"Workflow Settings"** allows you to edit the **"Submissions"** page of your journal website, as well as establish submission and author guidelines. It does **NOT** include information on how to submit articles to the journal- check the **Submission Process** page for that information.

1. Author Guidelines

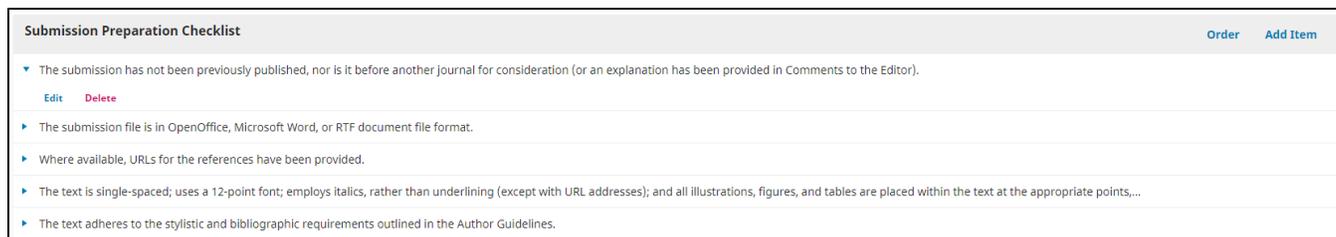
The first text box on the **"Submissions"** page under **"Workflow Settings"** will be home to your journal's *Author Guidelines*. Here you should list any and all limitations and instructions for authors interested in submitting their work. This can include recommended bibliographic/citation formats, layout restrictions, acceptable formats for submission (such as Word, PDF, etc.), and any other information that will be essential to your authors during submission process. You can also display some of this information more clearly with the Submission Preparation Checklist below.



The screenshot shows the 'Author Guidelines' editor. At the top, it says 'Author Guidelines' and 'Recommended guidelines include bibliographic and formatting standards alongside examples of common citation formats to be used in submissions.' Below this is a rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and code, along with an 'Upload' button. The main area is a large empty text box for editing the guidelines. A small 'Powered by TinyMCE' logo is visible in the bottom right corner of the editor area.

2. Submission Preparation Checklist

The Submission Preparation Checklist will appear on your **"Submissions"** page, and should be a useful and concise guide for authors hoping to submit to your journal. OJS 3 has five default items on this checklist, but feel free to edit these items or add items that will be relevant to your journal. To edit existing items, click on the arrow to the left of the checklist item, and then select *"Edit"* from the drop-down menu. To add an item, select *"Add Item"* from the far right corner of the box. Be sure to reorder your checklist by utilizing the *"Order"* button. This button will allow you to place the items in the sequence you wish them to appear.



The screenshot shows the 'Submission Preparation Checklist' interface. It has a title bar with 'Submission Preparation Checklist' on the left and 'Order' and 'Add Item' buttons on the right. Below the title bar is a list of five checklist items, each with a dropdown arrow on the left and 'Edit' and 'Delete' buttons below it. The items are: 1. '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).', 2. 'The submission file is in OpenOffice, Microsoft Word, or RTF document file format.', 3. 'Where available, URLs for the references have been provided.', 4. '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...', and 5. 'The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.'

Here is how this checklist will appear on your journal's website.

Submission Preparation Checklist [Edit](#)

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- 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 OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- 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.

Finally, be sure to enable or disable notifications for author submissions according to your journal policy. There is a button to send a notification to your Primary Contact, which can be set in the [Contact](#) section of the OJS 3 website, as well as a box to list any other emails that should be notified when a submission is completed. Authors will automatically be notified when a submission is completed via the email they provide.

Notification of Author Submission

Authors are automatically sent an email acknowledging their submission. You may have copies of this email sent to the following:

- Send a copy to the primary contact, identified in the Journal Settings.

Send a copy to this email address

3. Submission Metadata

This section details the metadata you will require a submitting author to provide with their manuscripts. You will enable whether or not this metadata is read by the system by selecting *"Enabled"*, as well as whether or not it will be required for authors to submit this metadata along with their manuscript. **Currently, we require the *Keyword(s)* and *References* sections to be enabled.** You are welcome to enable any of the other fields you see here. If you wish to include metadata not listed in this box, or have general questions about metadata for submissions, contact the [Open Access Publishing Manager](#).

Submission Metadata			
Name	Enabled	Submission Form	Required
Coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Source	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discipline(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyword(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supporting Agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Privacy Statement

Here you will provide your journal's Privacy Statement. OJS 3 has a default statement loaded that should suit your journal's needs. If you disagree with the default, feel free to edit the policy here.

Privacy Statement
This statement will appear during Author Submission and on the publicly available About page.



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Questions? Contact us at iusw@indiana.edu.