

# Author Submission Guide

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This is a step-by-step guide that walks through the process an author takes to submit a work for review and publication in your journal. This guide is provided so that you can understand how your various settings, particularly those edited in the [Submission Guidelines](#) section, are represented to your submitting authors. Authors will primarily reach this process through the "**Submissions**" page of your journal's homepage.



## 1. Registration

In order to submit your work, access the full content of some journals, or apply to be a reviewer, you will need to register an account with OJS and select roles for your desired journal(s). If you do not already have an account with OJS, you will be directed to the **Registration** page when you attempt to make a submission. You can also register at any time by selecting "**Register**" on the upper right corner of all OJS pages. The registration page will ask you for basic information as displayed below:

Home / Register

 Create or Connect your ORCID iD [What is ORCID?](#)

### Profile

**Given Name \***

**Family Name \***

**Affiliation \***

**Country \***

### Login

**Email \***

**Username \***

**Password \***

**Repeat password \***

In order to complete registration, you will be asked to agree to our privacy statement and subscribe to notifications for this journal. You can also request to assign yourself the role of reviewer at this stage. all three of these check boxes are optional, and you can register regardless of your answer.

**Yes, I agree to have my data collected and stored according to the [privacy statement](#).**

**Yes, I would like to be notified of new publications and announcements.**

**Would you be willing to review submissions to this journal?**

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**Yes, request the Reviewer role.**

If you are unclear about your role in a journal, or wish to request different roles at any other time, you can access these check boxes once again from your profile page. Select "**View Profile**" under your username to access your profile and view/select your roles.



You will be directed to your **Profile** page. Select the **Roles** tab to view what roles you currently have with a journal, and check the boxes to request new roles. Select the blue **"Register with other journals"** box to request roles in different journals.



Once you are registered, you can navigate back to the **"Submissions"** page of your journal's homepage.

## 2. Start

You can edit these *Submission Requirements* at the **"Submission Preparation Checklist"** section of the **"Submissions"** tab under **"Workflow Settings"** (the instructional wiki page is [here](#)). The Privacy Statement can also be edited on this **"Submissions"** page (the instructional wiki page is [here](#)).

### Submit an Article

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

#### Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- 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.

#### Comments for the Editor

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Image, Table, etc.

Large text input area for comments.

#### Acknowledge the copyright statement

Copyright notice here.

- Yes, I agree to abide by the terms of the copyright statement.
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

### 3. Upload Submission

Step two will ask your authors to submit any and all relevant materials, split by article component. The defaults for these components are "Article Text" and "Other". New Components can be managed or added under the "Components" tab under "Workflow Settings", with instructional wiki page [here](#). Authors will then review the materials they have submitted and be asked to confirm their submission before moving on to the next step.

### Upload Submission File

1. Upload File   2. Review Details   3. Confirm

**Article Component \***

Select article component

- Select article component
- Article Text
- Other



The maximum submission file size is currently **200 MB**. If an editor or author wishes to upload a file larger than this limit, please contact [iusw@diana.edu](mailto:iusw@diana.edu).

## 4. Enter Metadata

This section asks for standard metadata. A title and abstract are both required.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix  Title \*

*Examples: A. The*

Subtitle

*The optional subtitle will appear after a colon (:), following the main title.*

Abstract \*

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Next, the submitter will be asked to list all significant contributors to the work. This will usually include the primary author(s), as well as other authors or translators. The submitter should already be registered as a user within the system and will most likely be the primary contact.

List of Contributors					Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	
ojsadmin iuswadmin	iusw@indiana.edu	journal manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

The "Add Contributor" window asks for basic information, such as a first and last name, contact email, country of residence, and other details.

## Add Contributor



### Name

Given Name \*

Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

### Contact

Email \*

### Country

Country \*

### User Details

Homepage URL

See below to request authenticated ORCID iD

ORCID iD

Affiliation

Finally, the submitting author will choose the role of the contributor as either an author, translator, or both. This author can also choose to make this new contributor the principal contact for the editorial correspondence of this submission- there can only be one principal contact. **Once this step is completed, this cannot be changed.**

*Bio Statement (e.g., department and rank)*

**Contributor's role \***

Author

Translator

Principal contact for editorial correspondence.

Include this contributor in browse lists?

**ORCID**

ORCID iD not authenticated! Please request authentication from the contributor.

Send e-mail to request ORCID authorization from contributor

Delete ORCID iD and access token!

\* Denotes required field

SaveCancel

Before finishing Step 3, the submitting author will be asked to submit the metadata your journal requires. **You should have at least the keywords and references fields enabled.** You can establish the standards and requirements for submission metadata at the "Submission Metadata" section of the "Submissions" tab under **Workflow Settings** (the instructional wiki page is [here](#)).

## Additional Refinements

### Subjects

Add additional information for your submission. Press 'enter' after each term.

### Disciplines

Add additional information for your submission. Press 'enter' after each term.

### Keywords

Add additional information for your submission. Press 'enter' after each term.

### References

Save and continue

Cancel

## 5. Confirmation

The confirmation page will secure the submission, and the author will be unable to edit the submitted materials until the later stages of the submission process. From this screen, the author can choose to submit a new work, review the work they just submitted, or go to the author dashboard.

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

## Submission complete

Thank you for your interest in publishing with Test Journal.

### What Happens Next?

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.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

## 6. Next Steps

Here is the author's dashboard. They will be unable to edit any of the files they submitted, but they will be able to edit and add discussions that will be visible to their article's editor, reviewer, and the journal manager. From this dashboard, they can access the various materials, reviews, and edits of their works.



Submission | Review | Copyediting | Production

**Submission Files** Q Search

20-1 Article 6.pdf Article Text

Edit

Download All Files

**Pre-Review Discussions** Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Questions? Contact us at [iusw@indiana.edu](mailto:iusw@indiana.edu).