

Article Submission

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

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

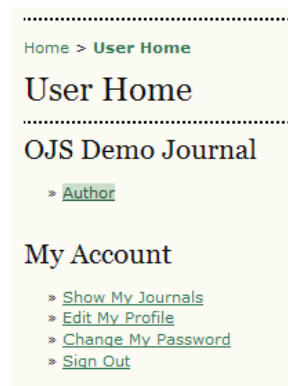


Figure 1: Selecting your role as an author

Submitting Articles

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

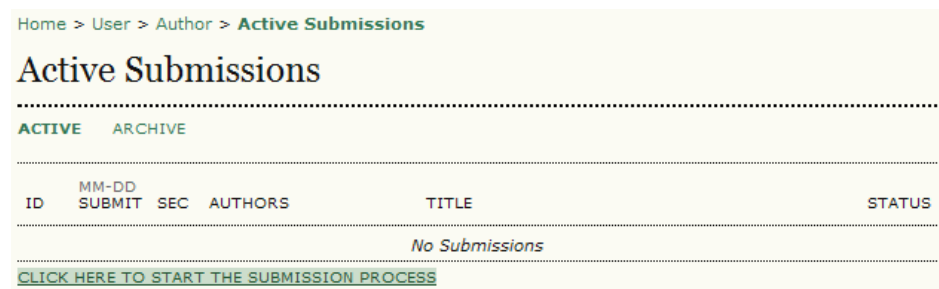


Figure 2: Starting a new submission

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 3: 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 *

Please select a section... ▼
 Please select a section...
 Articles
 Reviews

Comments for

Figure 4: 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 5: 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*	<input type="text" value="Ivan"/>
Middle name	<input type="text"/>
Last name*	<input type="text" value="Cressman"/>
Affiliation	<input type="text"/>
Country	<input type="text" value="United States"/>
Email*	<input type="text" value="ivanecressman@mailinator.com"/>
URL	<input type="text"/>
Bio statement (E.g., department and rank)	<input type="text"/>

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.

Figure 6: Adding author information

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

Title and Abstract

Title*	<input type="text" value="Publishing in latin america"/>
Title (Español (España))	<input type="text" value="El publicar en América latina"/>
Title (Français (Canada))	<input type="text"/>
Abstract	<input type="text" value="This is an article about the current state of publishing in Latin America."/>
Abstract (Español (España))	<input type="text" value="Esto es un artículo acerca del estado actual de publicar en América latina."/>

Figure 7: 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	<input type="text" value="en;es"/>
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English=en; French=fr; Spanish=es. [Additional codes.](#)

Figure 8: 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

Save and continue

Cancel

Figure 9: Adding supporting agency information and saving

5. Select "Save and continue".

Step 3: Upload the submission.

Submission File

No submission file uploaded.

Upload submission file

U:\OJS\sample articles\

Browse...

Upload

Save and continue

Cancel

Figure 10: 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.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
1	ARTICLE.TXT	Submission File	0B	07-29

[Finish Submission](#) [Cancel](#)

Figure 11: 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.

Home > User > Author > **Active Submissions**

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1	07-29	ART	Cressman	PUBLISHING IN LATIN AMERICA	Awaiting assignment

1 - 1 of 1 Items

[CLICK HERE TO START THE SUBMISSION PROCESS](#)

Figure 12: 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:

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

#1 Summary

SUMMARY **REVIEW** EDITING

Submission

Authors	Ivan Cressman
Title	Publishing in latin america
Original file	1-1-1-SM.TXT 2006-07-29
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	Ivan Cressman <input type="text"/>
Date submitted	July 29, 2006 - 01:59 PM
Section	Articles
Editor	Lucy Kaleb <input type="text"/>

Figure 13: 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

Figure 14: 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.

Copyediting

When your submission has been accepted, a copy will be returned to you for copyediting. Log in to your account and select the "Queued for Editing" link:

Home > User > Author > **Active Submissions**

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1	07-29	ART	Cressman	PUBLISHING IN LATIN AMERICA	QUEUED FOR EDITING

1 - 1 of 1 Items

[CLICK HERE TO START THE SUBMISSION PROCESS](#)

Figure 15: Queued for editing

Read through the edited version and make any additional changes necessary. This will be your last opportunity to make any major changes to your article before publication. Copyedit

comments can be added using the icon near the bottom of this section. Note the link to “Copyedit Instructions” as well.

Upload the revised version in the “Author Copyedit” section. Select the “Complete” icon when finished, notifying the Copyeditor that you are finished:

Copyediting

Copyeditor Amelia Bennett

[REVIEW METADATA](#)

		REQUEST	UNDERWAY	COMPLETE
1.	Initial Copyedit File: 1-4-2-CE.TXT 2006-07-29	2006-07-29	2006-07-29	2006-07-29
2.	Author Copyedit File: None <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	2006-07-29	—	
3.	Final Copyedit File: None	—	—	—

Copyedit Comments [COPYEDIT INSTRUCTIONS](#)

Figure 16: Author copyediting

Proofreading

Once the HTML and PDF documents have been created, you will be asked to proofread them before publication. Proofreading instructions are linked at the bottom of the section. You may also submit corrections using the “Proofreading Corrections” icon. When you are finished, use the “Complete” icon to notify the Proofreader:

Proofreading

Proofreader Rina Akers

		REQUEST	UNDERWAY	COMPLETE
1.	Author	2006-07-29	2006-07-29	
2.	Proofreader	—	—	—
3.	Layout Editor	—	—	—

Proofreading Corrections [PROOFING INSTRUCTIONS](#)

Figure 17: Author proofreading

This is your last opportunity to make any changes to your article before publication.