

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’:

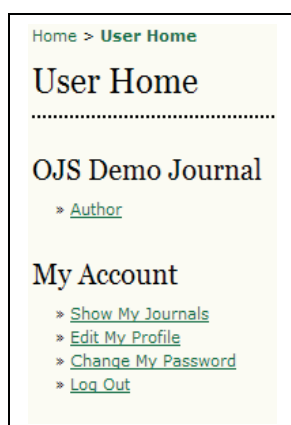


Figure 200: Selecting your role as an author

Submitting Articles

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



Figure 201: Starting a new submission

1. Select which section you feel is most appropriate for your article from the drop-down menu:



Home > User > Author > Submissions > **New Submission**

Step 1. Starting the Submission

1. **START** 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? [Contact for assistance.](#)

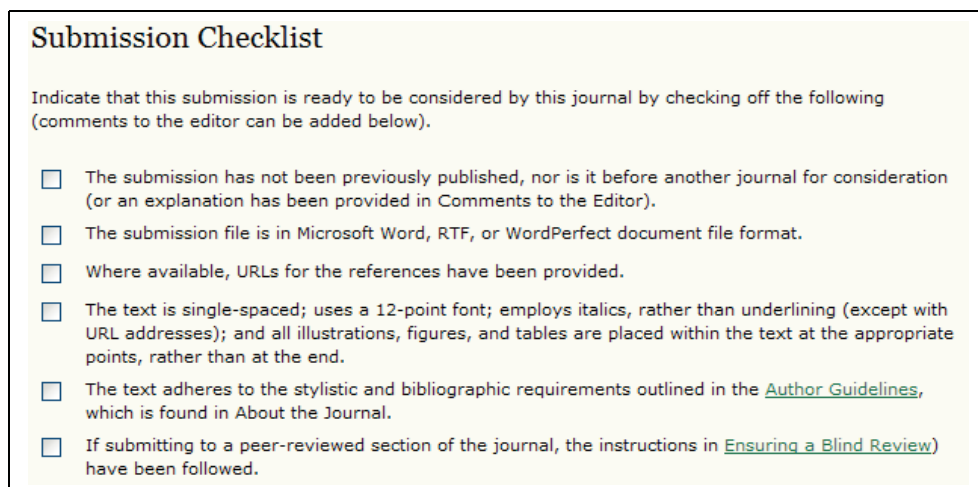
Journal Section

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

Section*

Figure 202: Selecting the Journal Section

2. 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.
- 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](#), 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 203: Submission Checklist

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



Comments for the Editor

Enter text (optional)

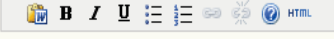


Figure 204: Comments and saving

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:

Home > User > Author > Submissions > New Submission

Step 2. Entering the Submission's Metadata

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Form Language: English
To enter the information below in additional languages, first select the language.

Authors

First name*	John
Middle name	
Last name*	Smith
Affiliation	
Country	
Email*	jsmith@mailiator.com
URL	
Bio statement (E.g., department and rank)	

Add Author

Figure 205: Adding author information

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

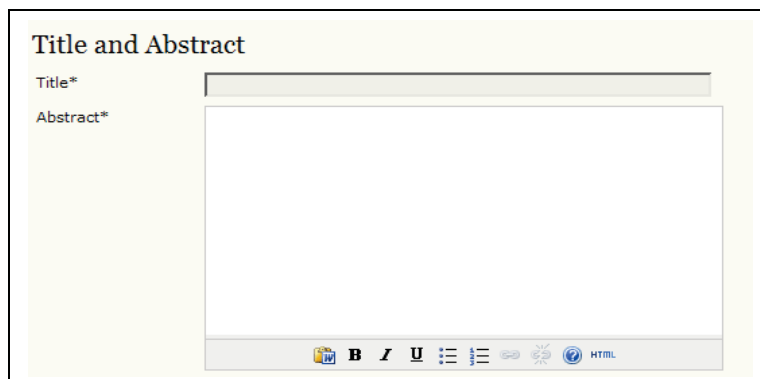


Figure 206: Adding title and abstract information

3. Complete the indexing:

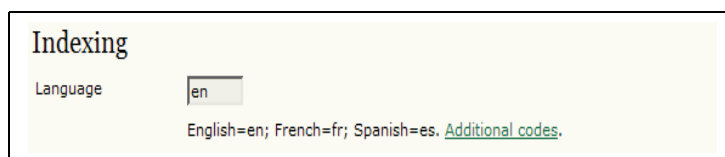


Figure 207: Indexing

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.

Home > User > Author > Submissions > **New Submission**

Step 3. Uploading the Submission

1. START 2. ENTER METADATA **3. UPLOAD SUBMISSION** 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

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.

Encountering difficulties? Contact for assistance.

Submission File

No submission file uploaded.

Upload submission file

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.

Home > User > Author > Submissions > **New Submission**

Step 4. Uploading Supplementary Files

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION **4. UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				

Upload supplementary file

Figure 210: 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 web site.

Home > User > Author > Submissions > **New Submission**

Step 5. Confirming the Submission

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. **CONFIRMATION**

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

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
316	PAPER.DOCX	Submission File	32KB	07-06

Finish Submission Cancel

Figure 211: Completing the submission process

If the journal requires author fees to be paid, you can pay from this page. Clicking on the 'Pay Now' link beside a payment will take you to either a PayPal or Manual payment page, depending how the journal manages payments. Please note that the only mandatory payment at this stage is the Submission Fee, if requested. If a Fast-Track Review Fee is requested, it is optional; and if an Article Publication Fee is requested, you will be requested to log in and pay once your article has been approved for publishing. You can also request a waiver for any of these fees if you wish.

Author Fees

This journal charges the following author fees.

Article Submission: 100.00 (CAD) [PAY NOW](#)
 Authors are required to pay an Article Submission Fee as part of the submission process to contribute to review costs.

Fast-Track Review: 120.00 (CAD) [PAY NOW](#)
 With the payment of this fee, the review, editorial decision, and author notification on this manuscript is guaranteed to take place within 4 weeks.

Article Publication: 150.00 (CAD)
 If this paper is accepted for publication, you will be asked to pay an Article Publication Fee to cover publications costs.

If you do not have funds to pay such fees, you will have an opportunity to waive each fee. We do not want fees to prevent the publication of worthy work.

Request Waiver

Please consider waiving the Article Submission Fee for this article

Please use the comments box below to indicate why fees should be waived.

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

Figure 212: Pay Author Fees

Each time you log in, you will be presented with a list of all of your outstanding submissions, including their status (both editorially and payment-wise).

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

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
141	07-06	ART	Smith	JOURNAL PUBLISHING IN NORTH AMERICA	Awaiting assignment

1 - 1 of 1 Items

Start a New Submission

[CLICK HERE](#) to go to step one of the five-step submission process.

Figure 213: 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 > #141 > Summary

#141 Summary

SUMMARY REVIEW EDITING

Submission

Authors	John Smith
Title	Journal Publishing in North America
Original file	141-316-1-SM.DOCX 2008-07-06
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	John Smith
Date submitted	July 6, 2008 - 04:17 PM
Section	Articles
Editor	Rebecca Ericksen



Figure 214: Selecting the "Review" link

Home > User > Author > Submissions > #141 > Review

#141 Review

SUMMARY **REVIEW** EDITING

Submission

Authors	John Smith 
Title	Journal Publishing in North America
Section	Articles
Editor	Rebecca Ericksen 

Peer Review

Round 1

Review Version	141-317-1-RV.DOCX 2008-07-06
Initiated	2008-07-06
Last modified	2008-07-06
Uploaded file	None

Editor Decision



Decision	Accept Submission 2008-07-06
Notify Editor	 Editor/Author Email Record  2008-07-06
Editor Version	141-318-1-ED.DOCX 2008-07-06
Author Version	None
Upload Author Version	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

Figure 215: 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
141	07-06	ART	Smith	JOURNAL PUBLISHING IN NORTH AMERICA	QUEUED FOR EDITING

1 - 1 of 1 Items

Start a New Submission
[CLICK HERE](#) to go to step one of the five-step submission process.

Figure 216: 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: Frank Archer

	REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE
1.	Initial Copyedit File: 141-319-2-CE.DOCX 2008-07-06	2008-07-06	2008-07-06	2008-07-06
2.	Author Copyedit File: 141-319-3-CE.DOCX 2008-07-06 <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	2008-07-06	2008-07-06	<input checked="" type="checkbox"/>
3.	Final Copyedit File: None	—	—	—

Copyedit Comments [COPYEDIT INSTRUCTIONS](#)

Figure 217: 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		REQUEST	UNDERWAY	COMPLETE
Proofreader	None			
REVIEW METADATA				
1.	Author	2008-07-06	2008-07-06	
2.	Proofreader	—	—	—
3.	Layout Editor	—	—	—
Proofreading Corrections 		PROOFING INSTRUCTIONS		

Figure 218: Author proofreading

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