Submitting New, More Recent, or Revised MS in OJS

To submit through the system (or access an existing account):

Go to the Journal page on the Center's website: https://www.wabashcenter.wabash.edu/journal/

Click on "Write for the Journal." It's towards the bottom of that page.

You will now be on this page: https://serials.atla.com/wabashcenter/Before_Submit

Go to the "Login to view a pending submission." If you have an account, this will give you access to your existing account and can upload the revised or more current version of your document. If you do not yet have an account, you can create one by clicking on "Register."

From OJS Guide:

The author will be asked to upload submission files and to provide metadata or indexing information (the metadata improves the search capacity for research online and for the journal). The Author can upload multiple 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 review and editorial process — as well as participate in the copyediting and proofreading of submissions accepted for publication — by logging in to the journal's website.
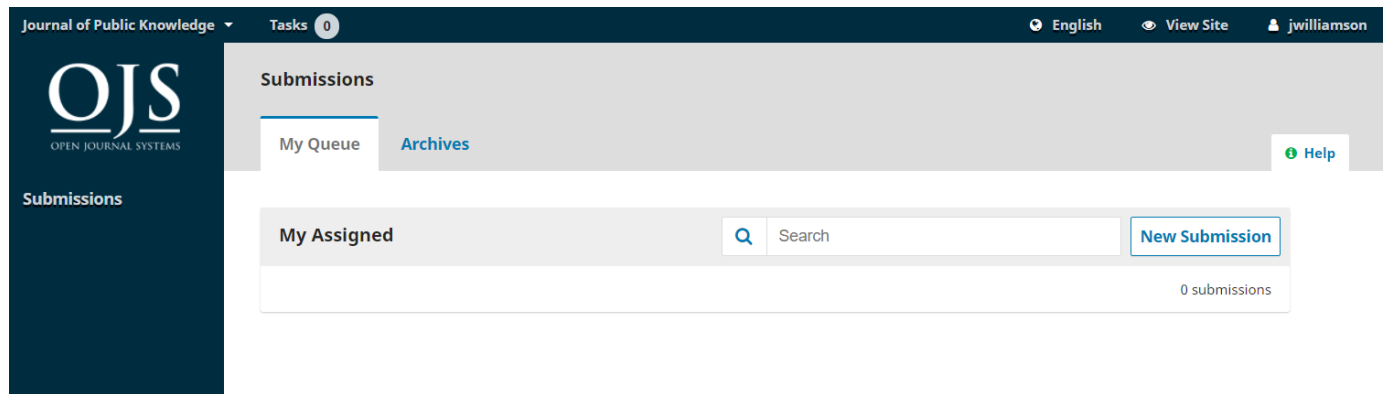
To make a submission to an OJS 3.1 journal, you will first need to register as an Author (see Registering with a Journal). After that, when you login, you will be taken to your Dashboard.
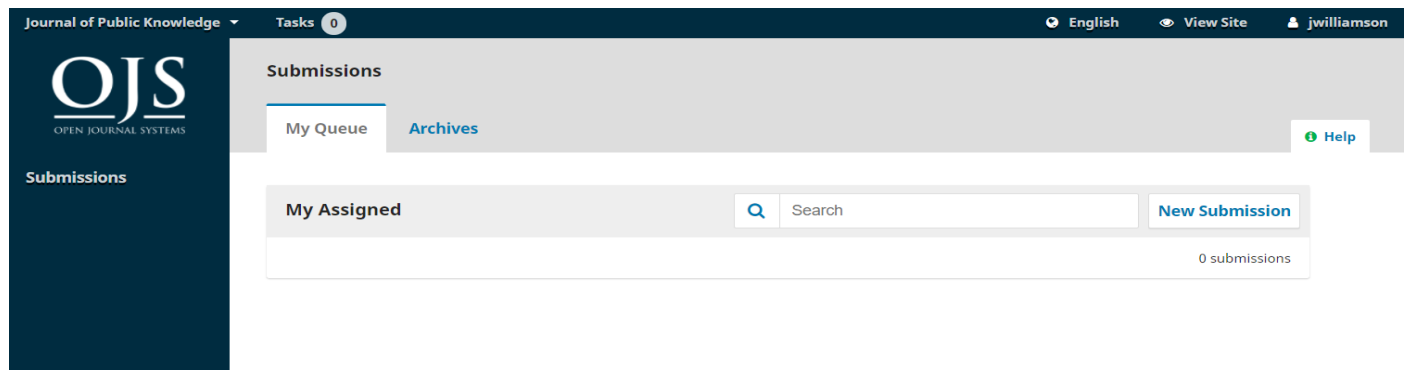
It is currently empty as you have made no submissions.

<mark>Submitting an Article</mark> (new or most current)

Start a new submission by clicking the **New Submission** button on the right side of the screen.
You will be taken to Step 1 of a 5-Step process to upload and describe your submission.

Step 1

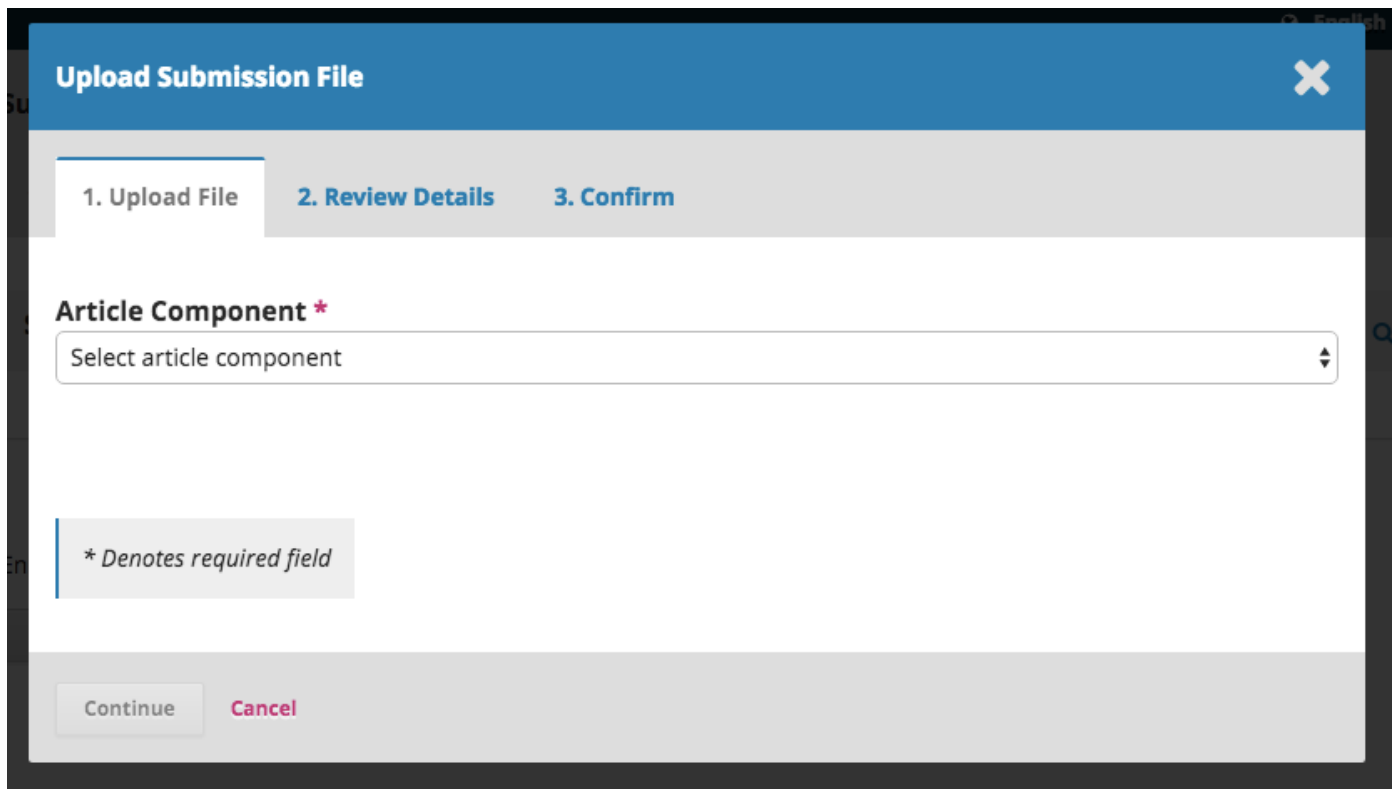In **Step 1** you will provide preliminary information about your submission.

To begin select the appropriate section for your submission (e.g., article, review, etc.). If you aren't sure which section is appropriate, make your best guess.

Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.

Step 2

On **Step 2**, a window will open allowing you to upload your submission file.

First, you MUST select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. **This must be selected before your file will upload**.

Once you've made that selection, you can then upload your first file. It is important to note that you can only upload **one** file at a time. Additional files can be uploaded later in the process. Typically, this first file will be the body of your manuscript. Hit the **Continue** button once the file uploads.
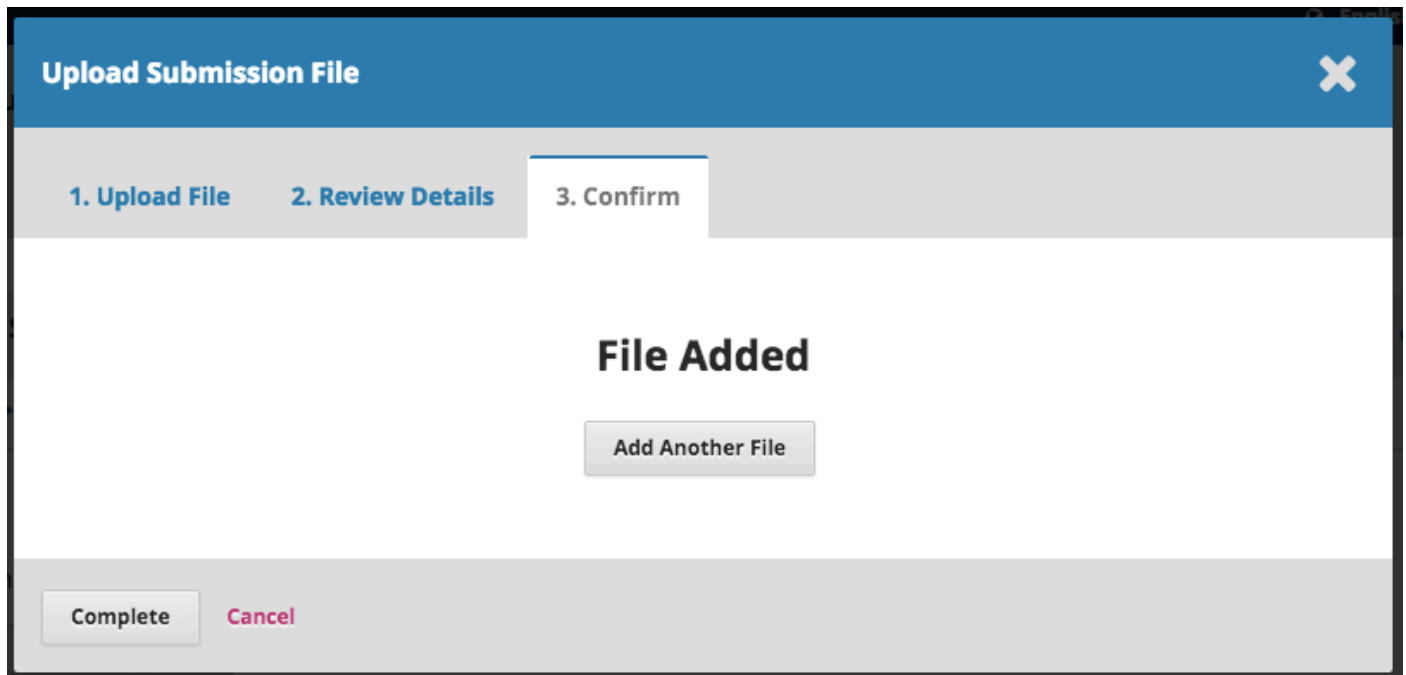
After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes.

Click the **Continue** button.

Next, you have the option to repeat the process to upload additional files (e.g., a data set or an image).

Once you have finished uploading all of your files, click **Complete**; this will close the upload window.

Upload Submission File ✕

1. Upload File   2. Review Details   **3. Confirm**

File Added

Add Another File

Complete   Cancel

You will be brought back to the *Submit an Article* screen where you will see the files you've uploaded. If you need to make changes, expand the blue arrow to the left of your file and make any changes using the *Edit* link.

Click 'Save and Continue' to move to Step 3.

Step 3

On **Step 3**, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), the abstract, and scrolling down...

...any additional contributors.

You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.

Hit **Save**, and the new contributor will appear on the screen.

Depending on the journal you are submitting to, you may see additional fields to complete, such as keywords.

To enter keyword, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword.
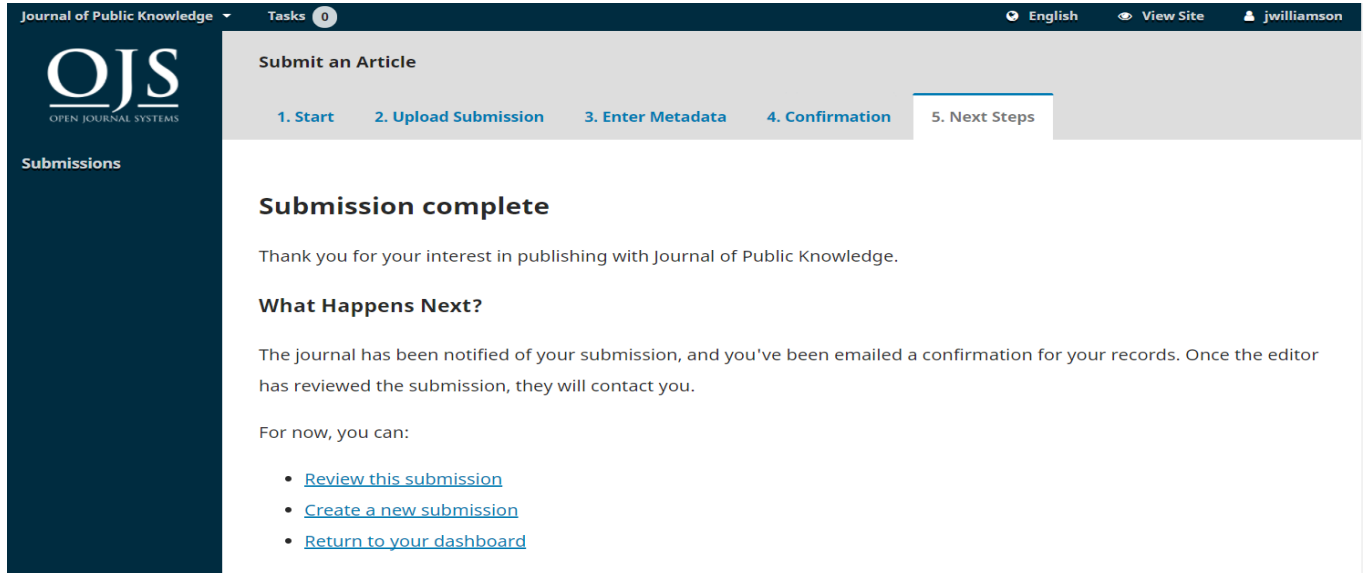
Click **Save and Continue** to move forward.

Step 4

On Step 4, you will be asked to confirm that you are happy with your submission.

Click **Finish Submission**.

A box will pop up asking you to confirm you are finished. Click **OK**.

Step 5

Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:
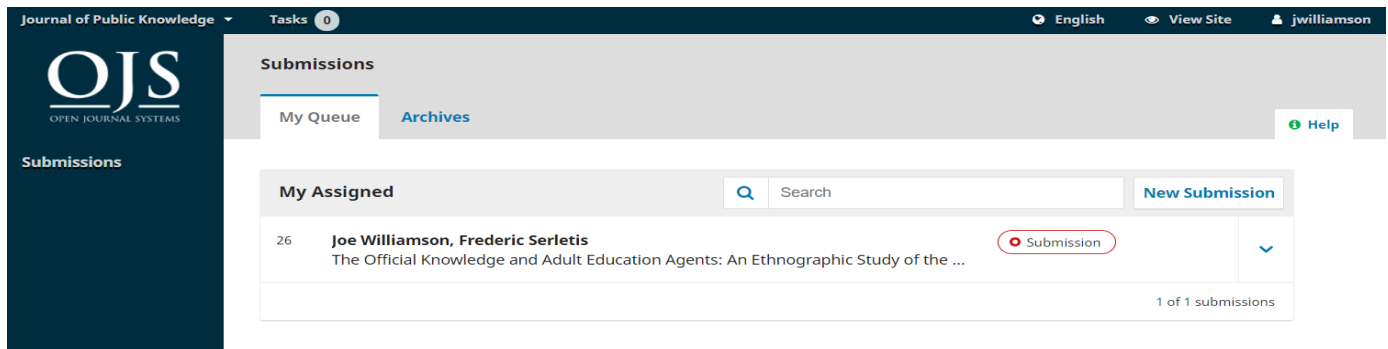
- Review this submission
- Create a new submission
- Return to your dashboard

Dashboard

And here is your submission in your Dashboard. You can see that it is currently in the *Submission* stage.

Over the coming days, it will move into the Review stage, and if accepted, into the Copyediting and Production stages before being published.

Uploading the Revised File

By scrolling down the page, you will find a panel for **Revisions**.

Round 1 Status
Revisions have been requested.

Notifications

[JPK] Editor Decision   2016-08-30 08:32 PM

Reviewer's Attachments   Q Search

No Files

Revisions   Q Search   Upload File

No Files

Review Discussions   Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Use the *Upload a File* link to upload your revised manuscript.

Upload Review File

1. Upload File   **2. Review Details**   **3. Confirm**

If you are uploading a revision of an existing file, please indicate which file.

Author, submission-manuscript.docx

Article Component *

Article Text

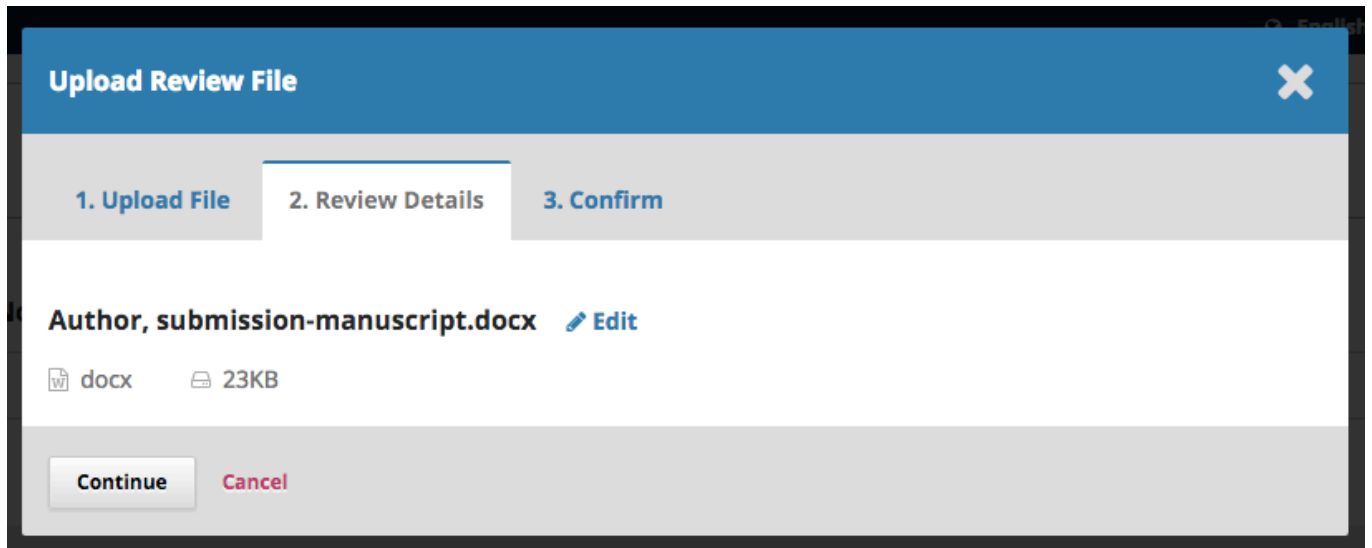Drag and drop a file here to begin upload   Upload File

* Denotes required field

Continue   Cancel

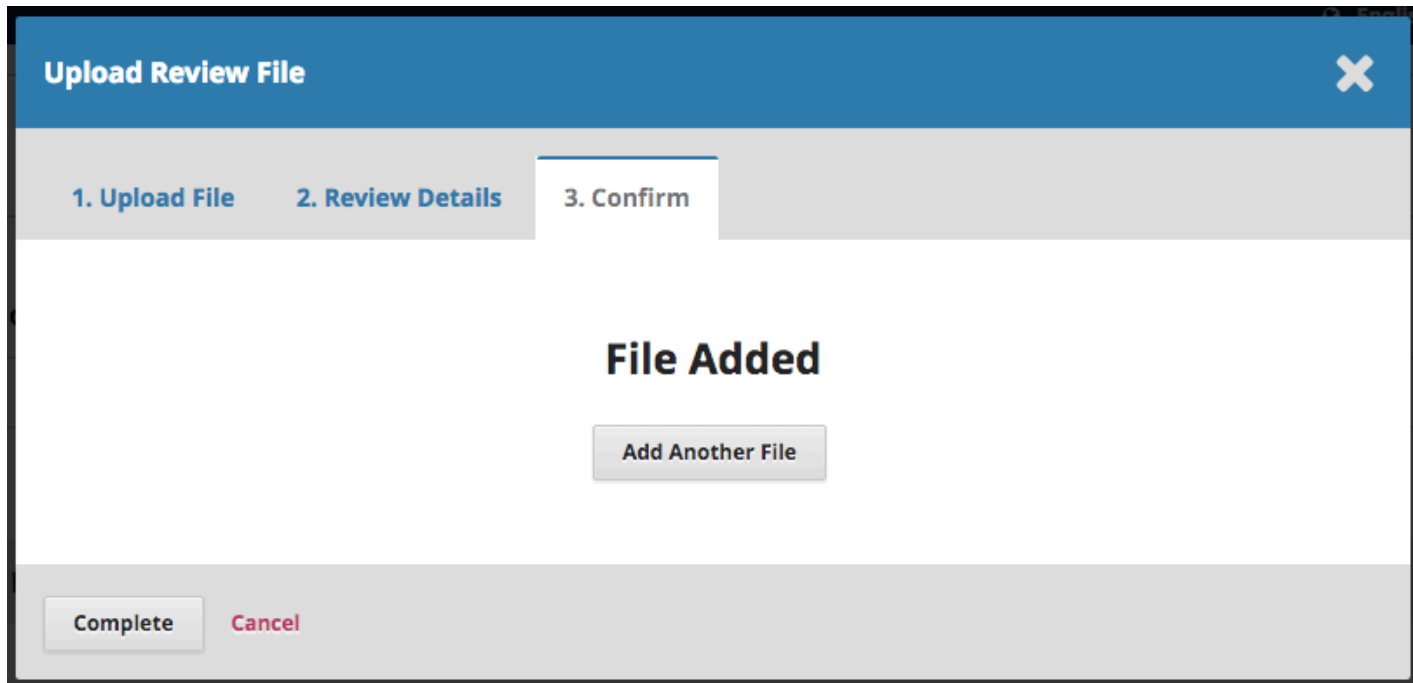Use the dropdown menu to choose that you are uploading a revision of an existing file.

Then upload the revised file and hit **Continue**.

Check the file details and hit **Continue** again.

If you have any additional files to upload, do so now. Otherwise, hit **Complete**.

Your revised file is now visible in the Revisions panel.

Revisions		Q Search	Upload File
▶ 📄 164-1 Author, submission-manuscript.docx		Article Text	

Inform the Editor

Your next step is to inform the editor that the revised file is now available. To do so, go to the Review Discussion panel.

Review Discussions				Add discussion	
Name	From	Last Reply	Replies	Closed
No Items					

From there, select the *Add Discussion* link.

Add discussion ✖

Participants   Add User

Apostolos Mishkin <mishkin@mailinator.com>   ✖

Stephanie Berardo <sberardo@mailinator.com>   ✖

Subject *
Revision uploaded

Message *

[🗐 📋 | **B** *I* U̲ | 🔗 ⌁ <> ⤢ | 🖼 Upload ⤒]

Dear Stephanie,

I have now uploaded my revised file.

Thank you,
Apostolos

Use the *Add User* link to add the editor.

Add a subject line and a message.

Hit **OK** to send the message.

An email has now been sent to the editor and you (and the editor) can see the message in the Review Discussions panel.

Review Discussions				Add discussion
Name	From	Last Reply	Replies	Closed
▸ Revision uploaded	mishkin Aug/30	-	0	☐

At this point, the author needs to wait to hear back from the editor as to whether the revisions are acceptable.