

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

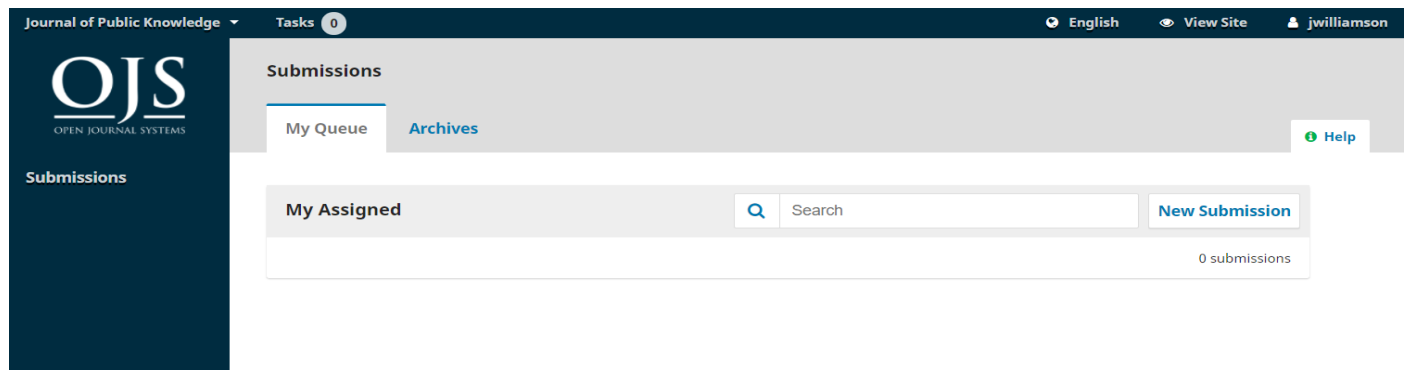
Go to the "Login to view a pending submission." If you have an account, this will give you access to your existing account and can upload the revised or more current version of your document. If you do not yet have an account, you can create one by clicking on "Register."

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.

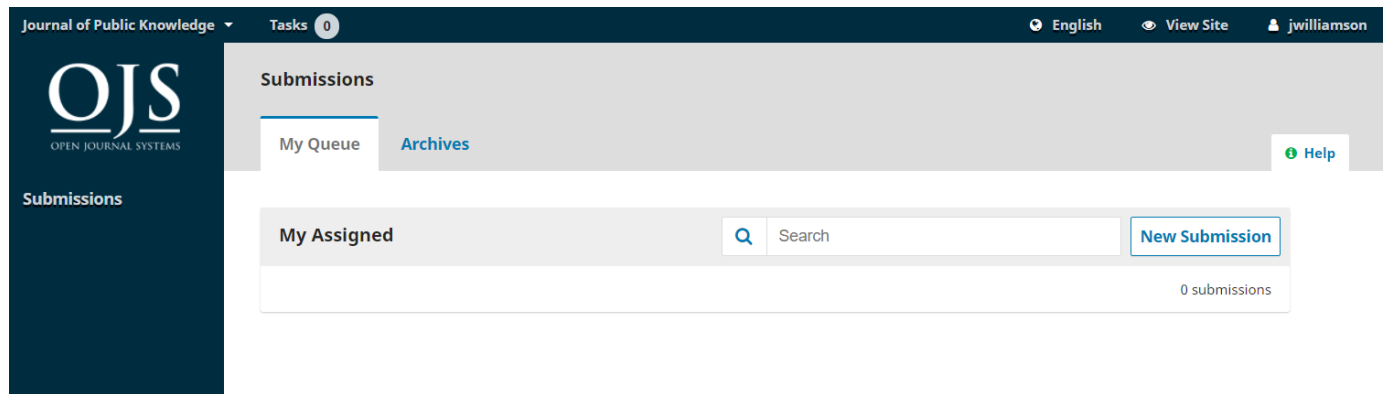
To make a submission to an OJS 3.1 journal, you will first need to register as an Author (see [Registering with a Journal](#)). After that, when you login, you will be taken to your Dashboard.



It is currently empty as you have made no submissions.

Submitting an Article (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.

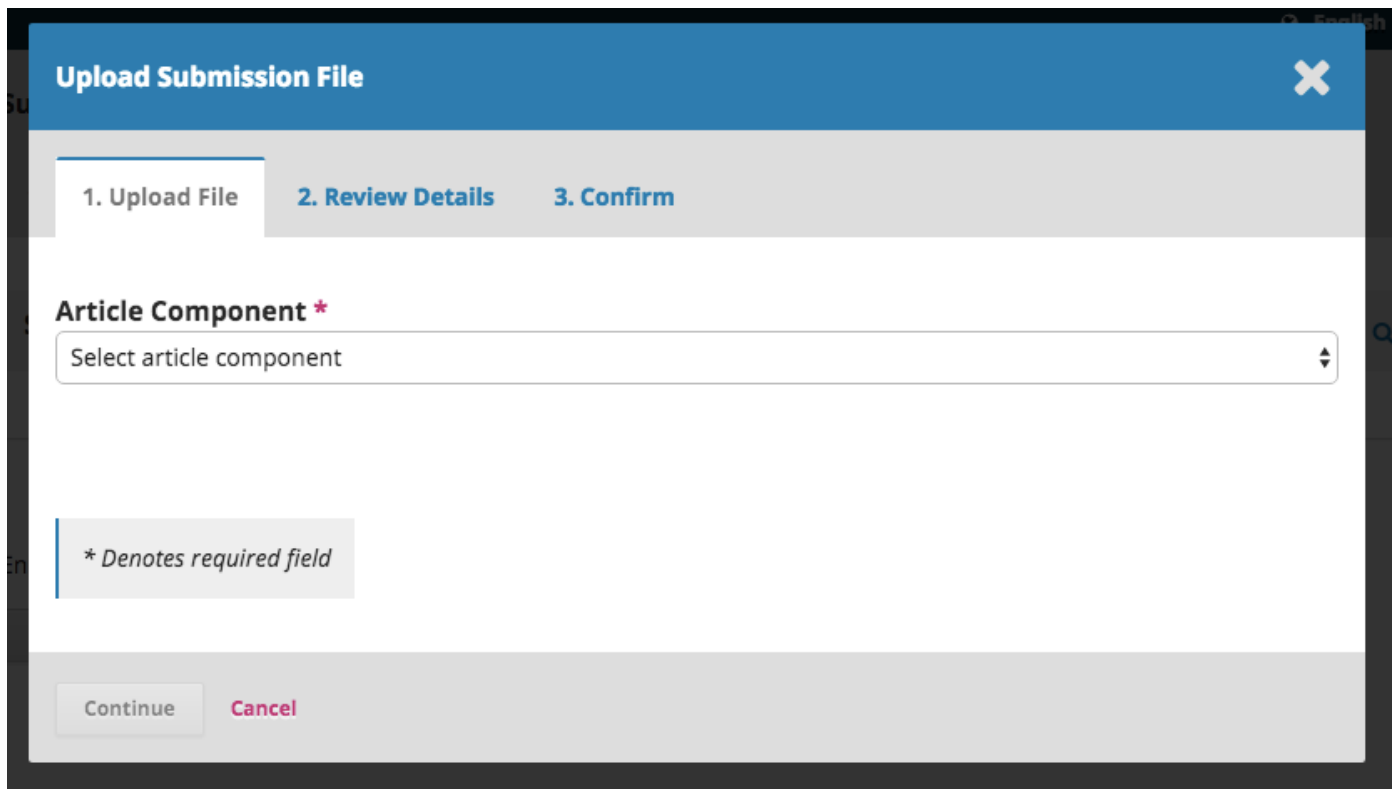
A screenshot of the 'Submit an Article' Step 1 form in OJS. The header is identical to the previous screenshot. The left sidebar shows 'Submissions'. The main content area has a progress bar with five steps: '1. Start' (active), '2. Upload Submission', '3. Enter Metadata', '4. Confirmation', and '5. Next Steps'. Below the progress bar is a 'Section *' dropdown menu. A note below the dropdown states: 'Articles must be submitted to one of the journal's sections. *'. Underneath is the 'Submission Requirements' section, which includes a paragraph: 'You must read and acknowledge that you've completed the requirements below before proceeding.' followed by five checkboxes with their respective requirements. At the bottom is the 'Comments for the Editor' section, which includes a rich text editor toolbar with icons for bold, italic, underline, link, unlink, code, and image upload, followed by a text input area.

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.

The screenshot shows a modal window titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (highlighted), "2. Review Details", and "3. Confirm". The main content area features a dropdown menu labeled "Article Component *" with the placeholder text "Select article component". Below this, a light gray box contains the text "* Denotes required field". At the bottom of the window are two buttons: "Continue" and "Cancel".

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.**

Upload Submission File

1. Upload File

2. Review Details

3. Confirm

Article Component *

Article Text

Drag and drop a file here to begin upload

Upload File

* Denotes required field

Continue

Cancel

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.

Upload Submission File

1. Upload File

2. Review Details

3. Confirm

mishkin, Author, submission-manuscript.docx

Edit

docx

23KB

Continue

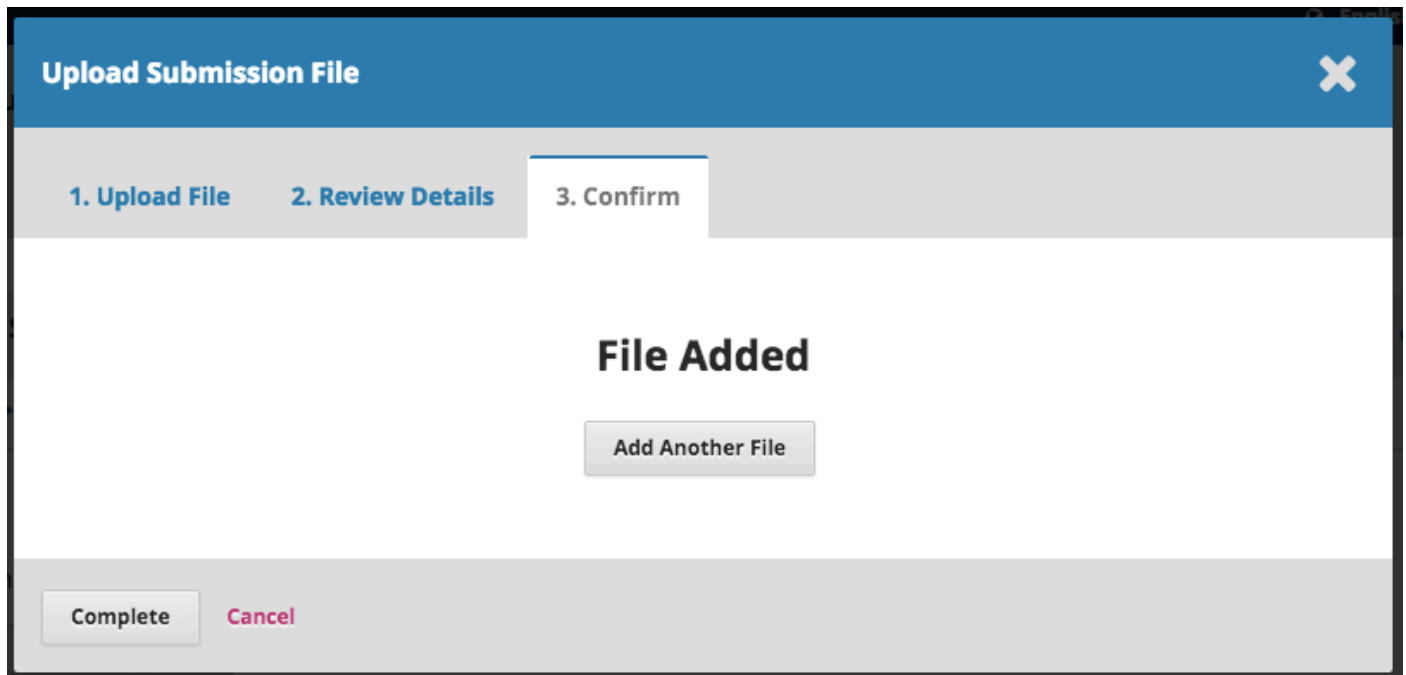
Cancel

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.

The image shows a web-based dialog box titled "Upload Submission File" with a blue header bar and a close button (X) in the top right corner. Below the header is a horizontal navigation bar with three tabs: "1. Upload File", "2. Review Details", and "3. Confirm". The "3. Confirm" tab is currently selected and highlighted. The main content area of the dialog is white and displays the text "File Added" in a large, bold, black font. Below this text is a button labeled "Add Another File". At the bottom of the dialog, there is a grey bar containing two buttons: "Complete" and "Cancel". The "Complete" button is highlighted with a light blue background, while the "Cancel" button has a pink background.

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...

The screenshot shows the 'Submit an Article' form in the Journal of Public Knowledge submission system. The form is divided into five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata (current step), 4. Confirmation, and 5. Next Steps. The form fields include:

- Prefix:** A text box containing 'The'.
- Title:** A text box containing 'Official Knowledge and Adult Education Agents'.
- Subtitle:** A text box containing 'An Ethnographic Study of the Adult Education Team of a Local Development-Oriented Nongovernmental Organization in the North of Portugal'.
- Abstract:** A text area containing a paragraph of text about nongovernmental organizations and their agents.

...any additional contributors.

List of Contributors					Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Joe Williamson	jwilliamson@mail.com	Author	✓	✓	

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.

The screenshot shows the 'Add Contributor' form in the Journal of Public Knowledge submission system. The form is divided into three sections:

- Name:** Three text boxes for 'First Name' (containing 'Frederic'), 'Middle Name' (empty), and 'Last Name' (containing 'Serletis').
- Contact:** A text box for 'Email' (containing 'seletis@mailinator.com').
- Country:** A dropdown menu showing 'Canada'.

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

List of Contributors			Order	Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Joe Williamson	jwilliamson@mail.com	Author	✓	✓
▶ Frederic Serletis	serletis@mail.com	Author		✓

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

Additional Refinements

Keywords

Save and continue Cancel

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.

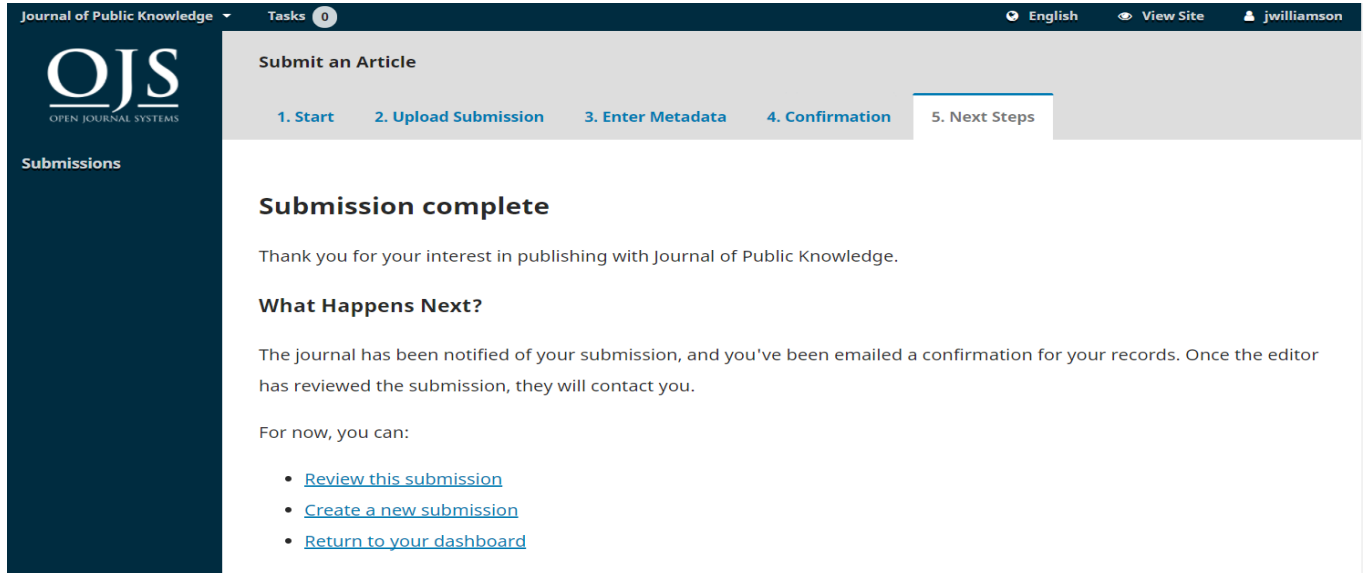
Step 4

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



The screenshot shows the 'Submit an Article' page for the Journal of Public Knowledge. The user is logged in as 'jwilliamson'. The page has a dark blue sidebar with the OJS logo and 'Submissions' link. The main content area has a grey header with 'Submit an Article' and a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps (which is highlighted). Below the progress bar, the text 'Submission complete' is displayed. A thank you message follows: 'Thank you for your interest in publishing with Journal of Public Knowledge.' Then, a section titled 'What Happens Next?' explains that the journal has been notified and the user has been emailed a confirmation. It states that the editor will contact the user after reviewing the submission. Finally, it lists three actions the user can take: 'Review this submission', 'Create a new submission', and 'Return to your dashboard'.

Journal of Public Knowledge Tasks 0 English View Site jwilliamson

OJS
OPEN JOURNAL SYSTEMS

Submissions

Submit an Article

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

Submission complete

Thank you for your interest in publishing with Journal of Public Knowledge.

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:

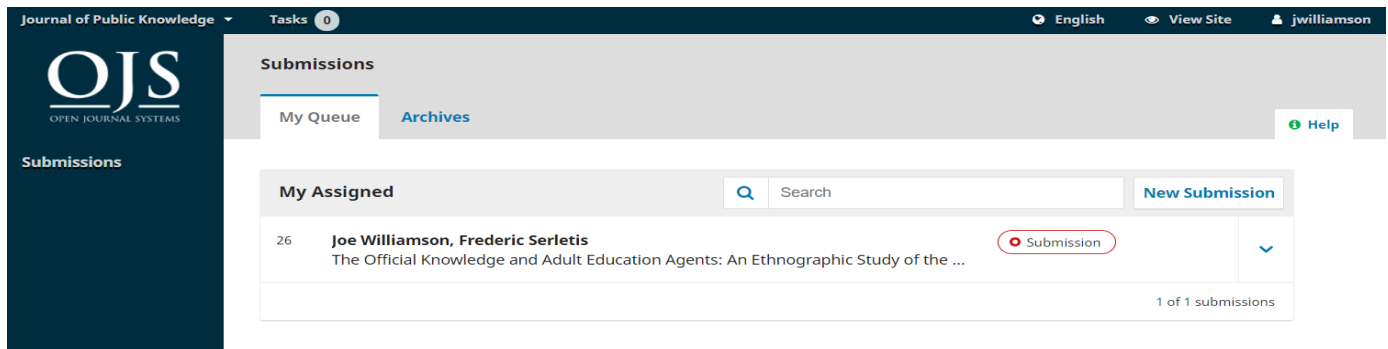
- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

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.



The screenshot shows the 'Submissions' dashboard for the Journal of Public Knowledge. The user is logged in as 'jwilliamson'. The page has a dark blue sidebar with the OJS logo and 'Submissions' link. The main content area has a grey header with 'Submissions' and a progress bar with two tabs: 'My Queue' and 'Archives'. Below the tabs, there is a search bar and a 'New Submission' button. The 'My Assigned' section shows a table with one submission. The submission is titled 'The Official Knowledge and Adult Education Agents: An Ethnographic Study of the ...' and is in the 'Submission' stage. The user's name 'Joe Williamson, Frederic Serletis' is listed. The submission number is 26. The table shows '1 of 1 submissions'.

Journal of Public Knowledge Tasks 0 English View Site jwilliamson

OJS
OPEN JOURNAL SYSTEMS

Submissions

Submissions

My Queue Archives

Help

My Assigned Search New Submission

26	Joe Williamson, Frederic Serletis The Official Knowledge and Adult Education Agents: An Ethnographic Study of the ...	Submission	▼
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1 of 1 submissions

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 [Search](#)
No Files

Revisions [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

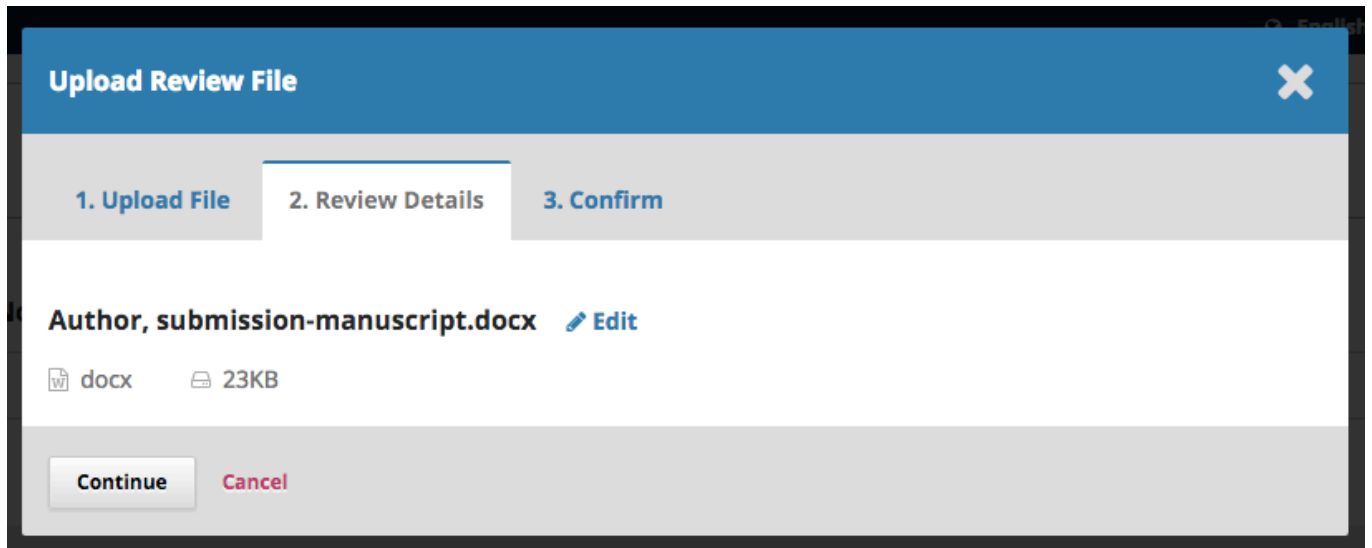
* Denotes required field

Continue

Cancel

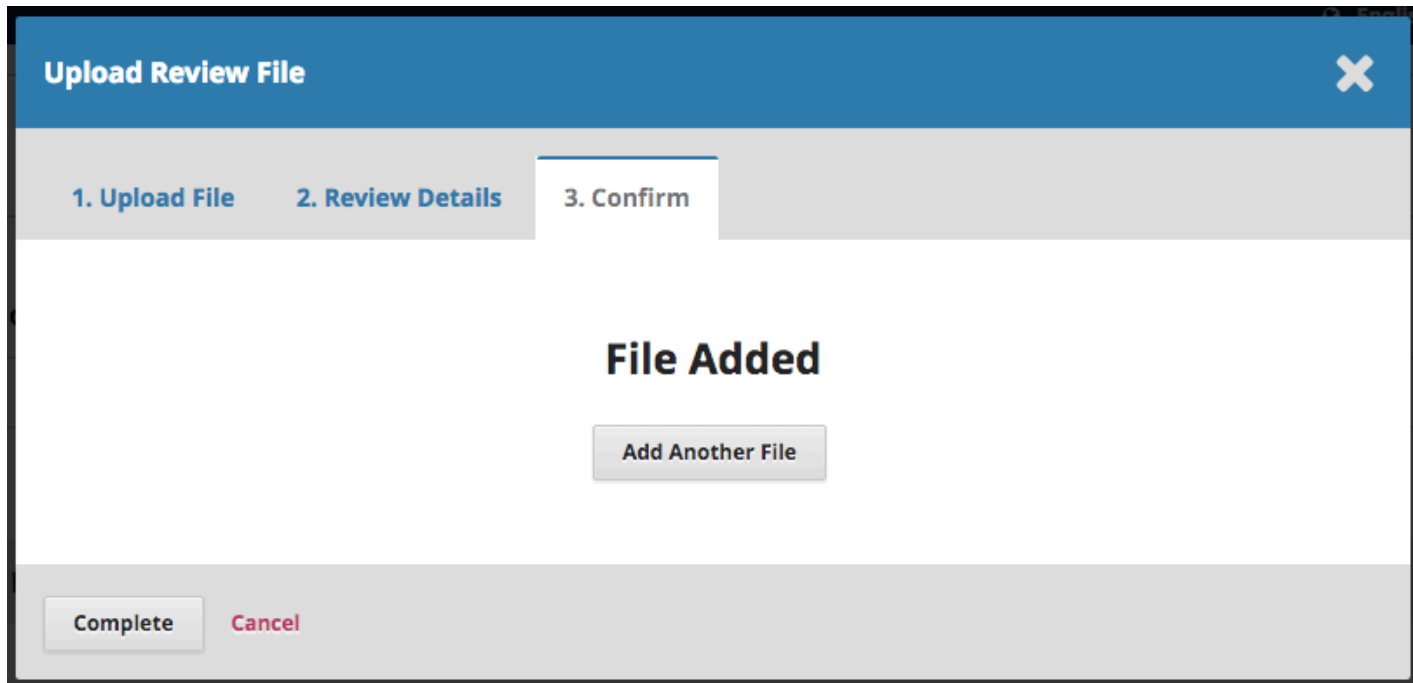
Use the dropdown menu to choose that you are uploading a revision of an existing file.

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



The screenshot shows a modal dialog titled "Upload Review File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (active), "2. Review Details", and "3. Confirm". The main content area displays the file name "Author, submission-manuscript.docx" with an "Edit" link (pencil icon). Below the name, it shows a document icon, the extension "docx", and the size "23KB". At the bottom, there are two buttons: "Continue" and "Cancel".

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



The screenshot shows the same "Upload Review File" modal dialog, but now at step "3. Confirm". The progress indicator shows "1. Upload File", "2. Review Details", and "3. Confirm" (active). The main content area displays the text "File Added" in a large, bold font. Below this text is a button labeled "Add Another File". At the bottom, there are two buttons: "Complete" and "Cancel".

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			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

U

<>

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	<input type="checkbox"/>

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