How to submit a paper to REGION

In this document we show you step-by-step how to submit a paper to REGION. Note that you have to be registered as author with REGION in order to be able to submit a paper. Open Journal Systems, the software used by REGION knows different roles and every user is assigned one or more roles. The above statement implies that

only users who are assigned the role of author can submit a paper to REGION!

If you want to submit a paper to REGION and are not yet registered as author, check out the document "How to register with REGION as an author".

Starting the submission

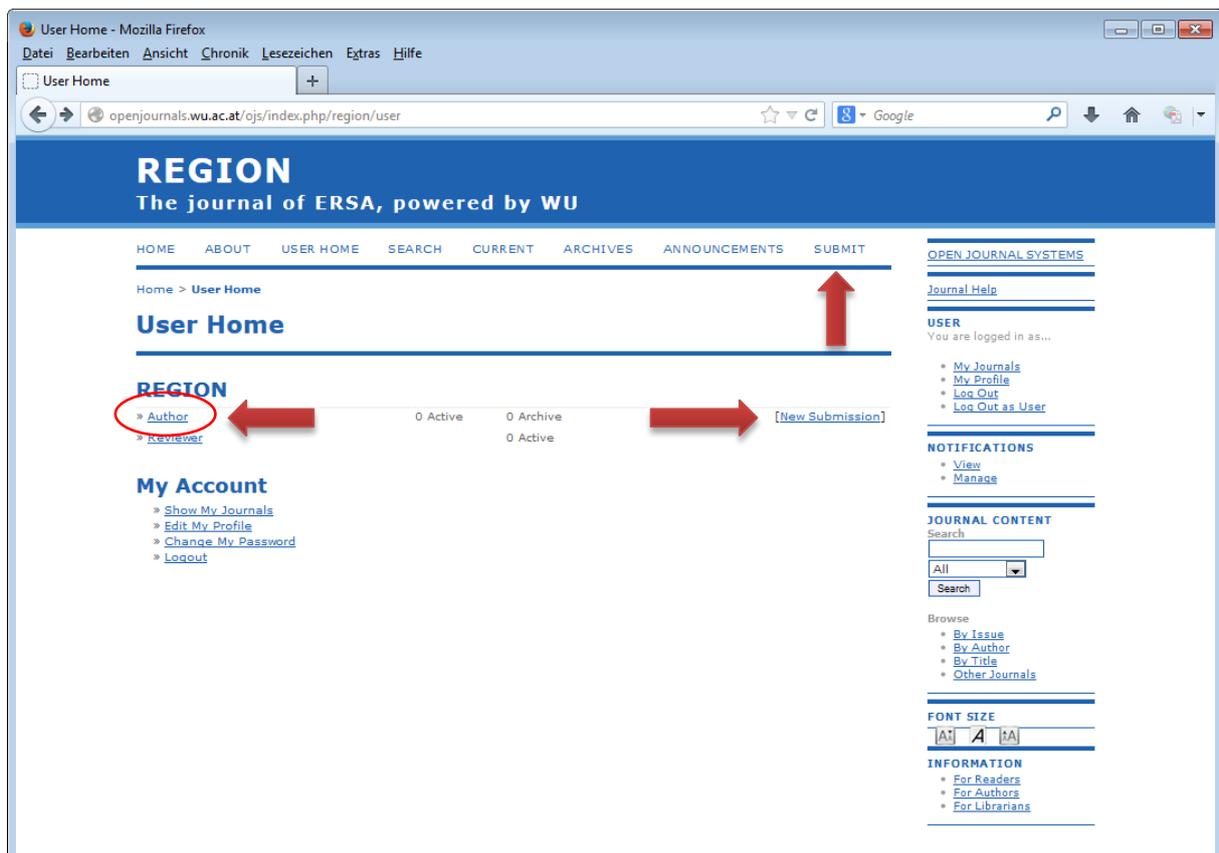Assuming that you are registered as an author for REGION, your user home looks as in Figure 1 below.

Figure 1: User Home

The fact that you are registered as author is indicated by the link "Author" under the heading "REGION". When you can log in to your user home (meaning you are registered) but do not find this link, you do not have the role of an author. In that case, please, follow the instructions under "Submit does not work" at the end of this document before you proceed.

In order to start submitting a paper, you can follow one of three options. (1) You can click the "SUBMIT" button in the menu, (2) you can click "New Submission in the "Author" line, (3) you can click the "Author" link. Options 1 and 2 both take you directly to the page "Starting the Submission" described below. Option 3 takes you to the "Active Submissions" page (Fig. 2). This page shows all your active submissions (none in our example) and gives a link ("CLICK HERE") to start a new submission. Clicking this link gets you to the "Starting the Submission" page which is the target page of options 1 and 2.
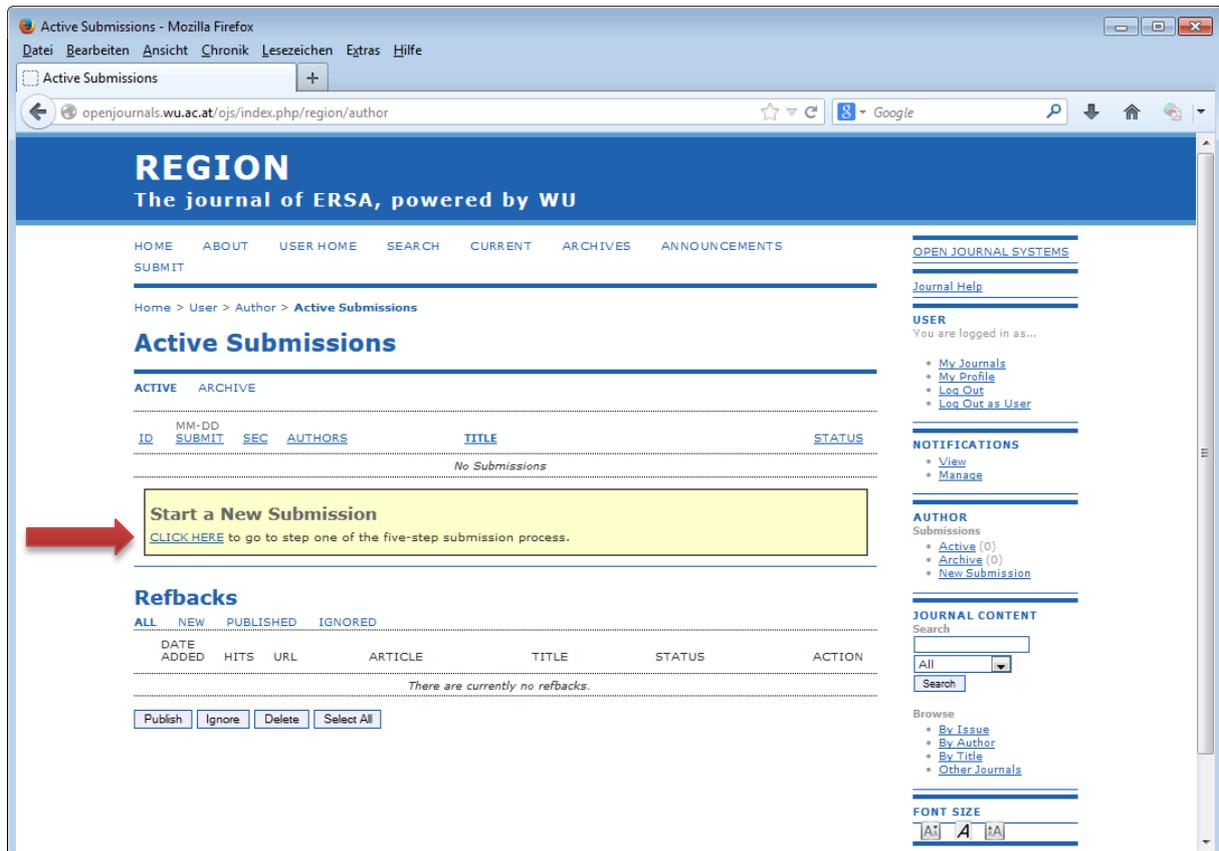

Figure 2: The Active Submissions Page

The Starting the Submission Page

On the "Starting the Submission" page you start the submission of your paper. Before you can upload the electronic version of your paper, you have to provide some general statements:

1. Select a Section

Please select from the drop-down list the journal section for which your submission is intended. Typically, this will be "Articles". If your submission is intended for the "Young Scholars' Letters" section, please select "Young Scholars Letters" here. For submissions to the "Resources" section, select "Resources" here. Please contact the editor of the resources section, Julia Koschinsky, before submitting to this section.

2. Submission Checklist

The submission checklist reminds you of some items important for a submission ready for review. You HAVE TO check all the checkboxes in order to proceed past this page. If you have concerns about

one of these items, please, inform the editor via the "Comments for the Editor" textbox at the end of this page.
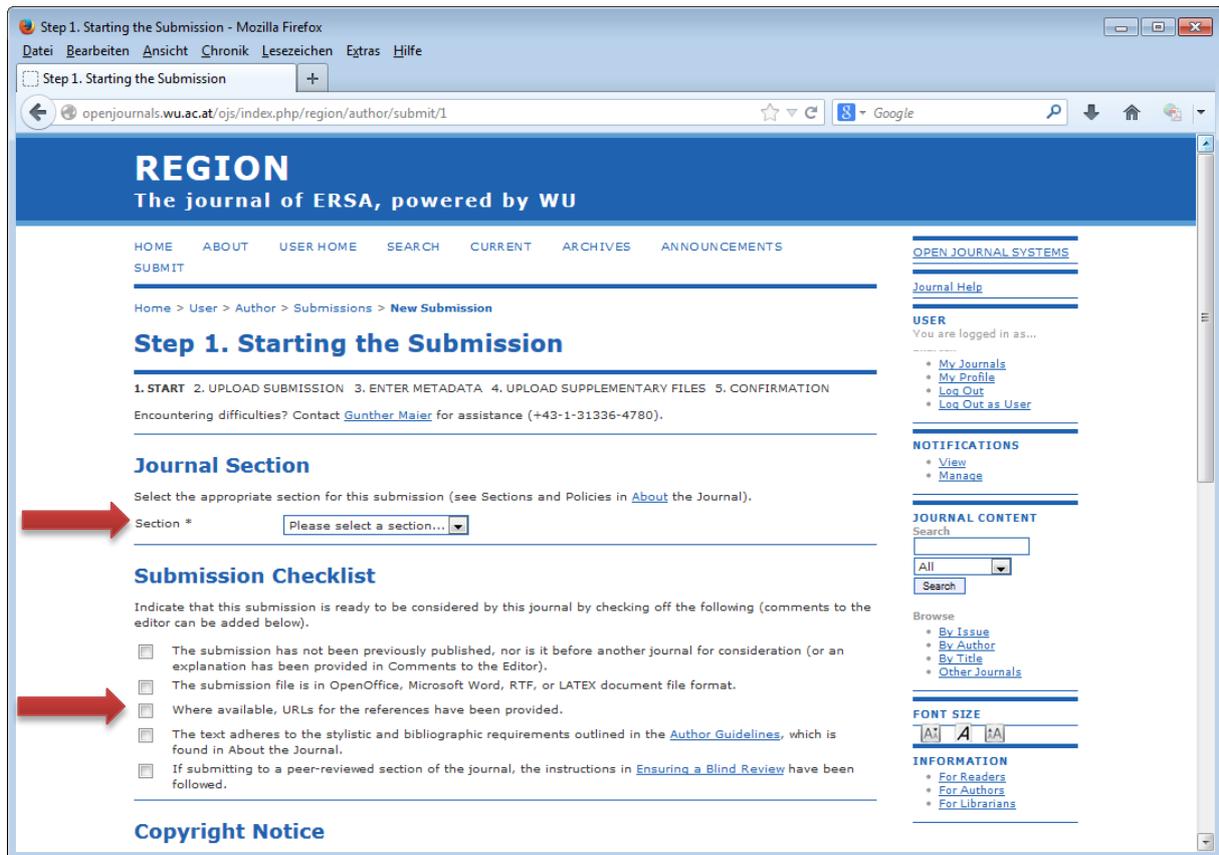

Figure 3: Starting the Submission Page (Top)

3. Copyright Notice

An important piece of information on this page is the copyright notice. Please, read it carefully and check the checkbox at the end of this section on the page if all the authors agree to the terms of it. If you do not agree to the terms of the Copyright Notice you should consider submitting your paper to another journal. In our view, the terms are very favorable to authors and the scientific community so that we hope you will be able to agree to them.

4. Comments to the Editor

If you have any comments to the editor, please, add them to the textbox "Comments for the Editor". Your comments will be stored together with your submission in the database of Open Journal Systems.

5. Proceed

When you are done with this page and want to proceed with your submission, please, click "Save and continue". If you click "Cancel", the submission process will be terminated and nothing is stored in OJS.
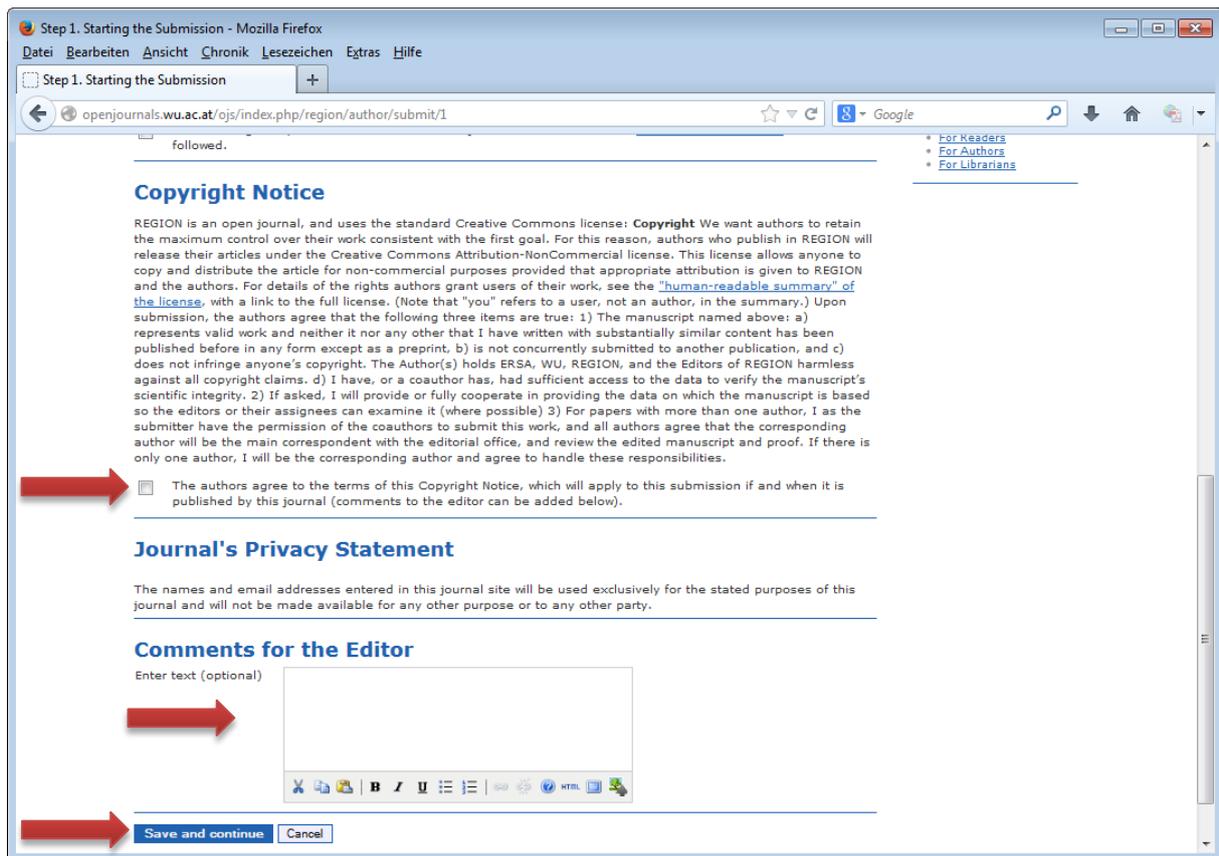
Figure 4: Starting the Submission Page (Bottom)

The Uploading the Submission Page

When you have clicked "Save and continue" on the "Starting the Submission" page, you will get to the "Uploading the Submission" page (Fig. 5). On this page you can upload the file of your submission via the standard File-Upload-procedures of your web-browser. The button to initiate the upload is typically named according to the language settings of your computer. On my German version of Windows this button is named "Durchsuchen …". Clicking it brings up the "Open File" dialog of your operating system. Search for the file of your submission, select it and close the "Open File" dialog to get back to the "Uploading the Submission" page. In the text box saying "Keine Datei ausgewählt." In Fig. 5, you should see the name of the selected file.

Just selecting the file is not sufficient for submission. You also have to click the "Upload" button. If you forget to click the "Upload" button and want to proceed to the next page, OJS will warn you and ask for confirmation for that step.

When you have uploaded the file of your submission, click "Save and continue" to proceed to the next page, the "Enter Metadata" page.
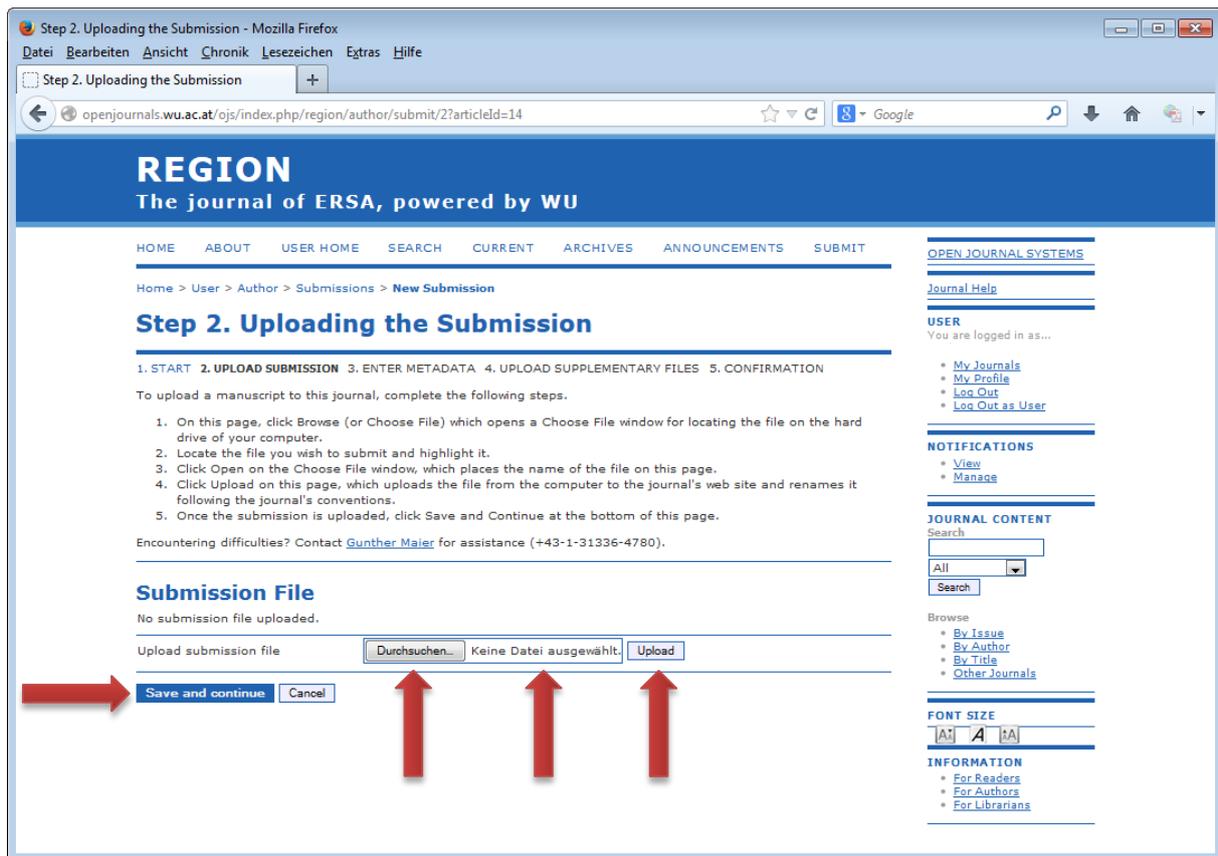
Figure 5: „Uploading the Submission" page

The Enter Metadata Page

When you have exited the "Uploading the Submission" page by clicking "Save and continue", you will be taken to the "Enter the Metadata" page. The information collected on this page will be important for the promotion of your article. Open Journals System supports very well the indexing of contributions and the cooperation with open access repositories. Metadata describing your article are very important for this task. Therefore, it is in your own best interest to fill in the form on this page as completely as possible.

At the top of the "Enter Metadata" page you will find a short version of your user profile. Here you can make any adjustments that are necessary. More likely, you will need to click the "Add Author" button to add your co-author. Clicking this button adds another set of fields for the additional author (Fig. 7). Please, fill in these fields. The fields "First Name" "Last Name" and "Email" are required. Additionally, OJS adds some links that allow you to manage your paper's author list. You can delete an author ("Delete Author"), reorder authors – they should be listed in the same order as in the publication – and define the principal contact for editorial correspondence.

The remaining fields in the "Enter Metadata" page (Fig. 8) are self-explanatory. With the exception of "Title" and "Abstract", filling them in is optional. But it is in your own interest to provide as much information as possible. When you are done with this page, click the "Save and continue" button to proceed.
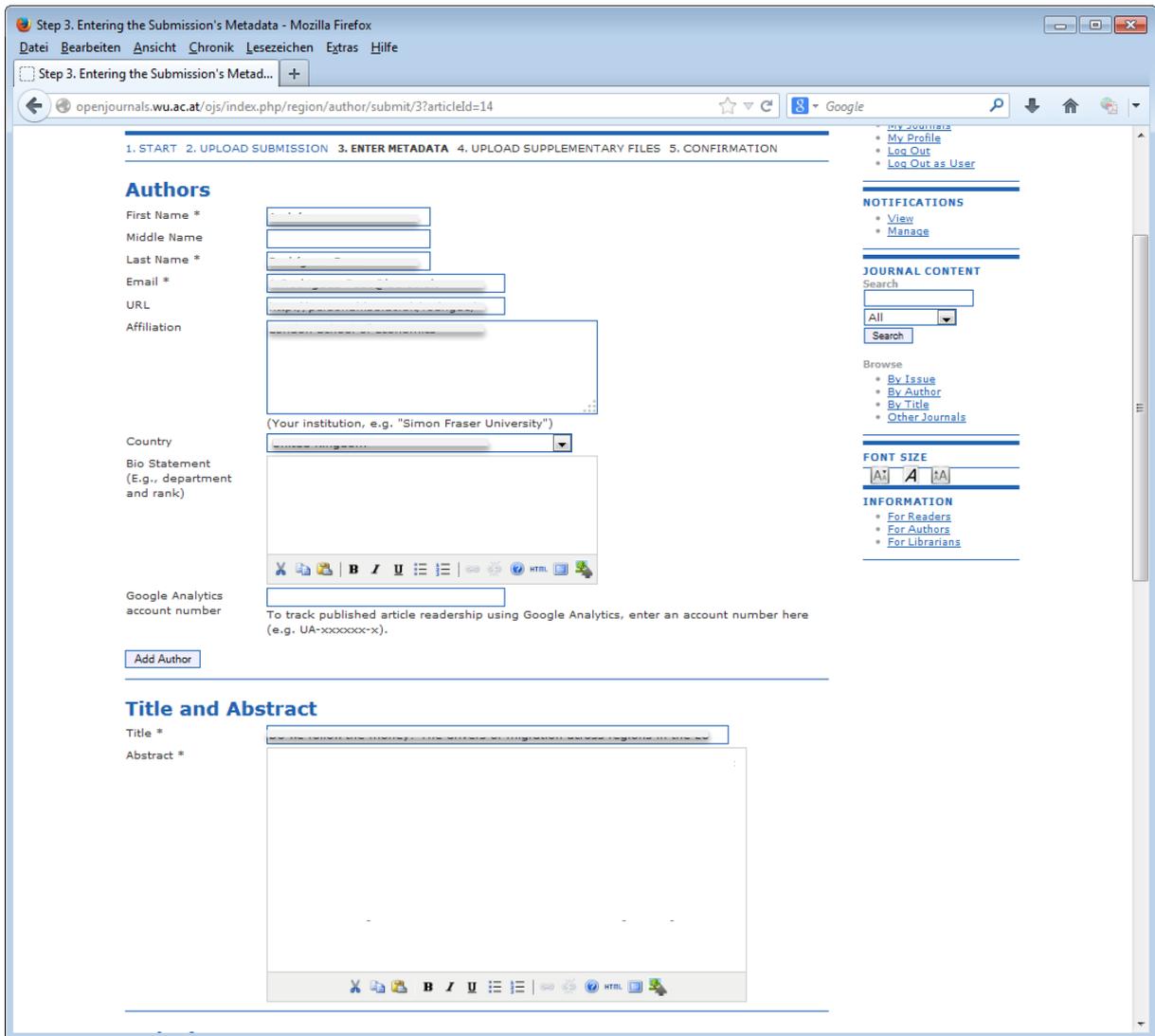
Figure 6: Enter Metadata page (Top)

Figure 7: Adding an Author

Figure 8: Enter Metadata page (bottom)

The Uploading Supplementary Files Page

The fourth step in the submission process is the "Uploading Supplementary Files" page (Fig. 9). On this page you can optionally upload additional files for your submission. The page uses again the File Upload mechanism of your web-browser just as the "Uploading the Submission" page (Fig. 5) above. The only difference is that here you can upload any number of files. Once you have uploaded a file, a new upload option will appear.

Once you are done uploading additional files, click the "Save and continue" button to proceed to the final page of paper submission.
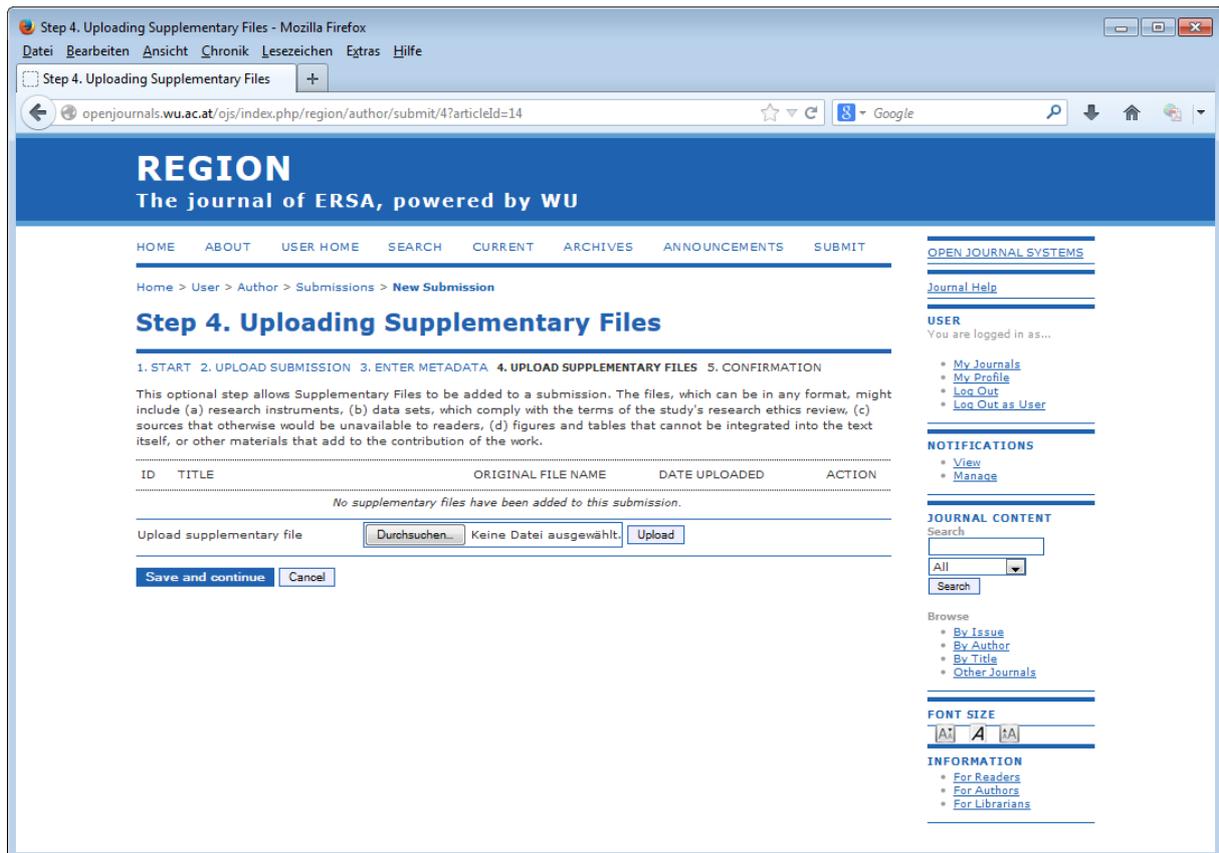

Figure 9: Uploading Supplementary Files Page

Confirm the Submission Page

All you need to do on the "Confirm the Submission" page is to click the "Finish Submission" button. At this step OJS will treat your paper as submitted and inform the submission's principal contact and the editor of REGION. This concludes the submission of your paper to REGION.
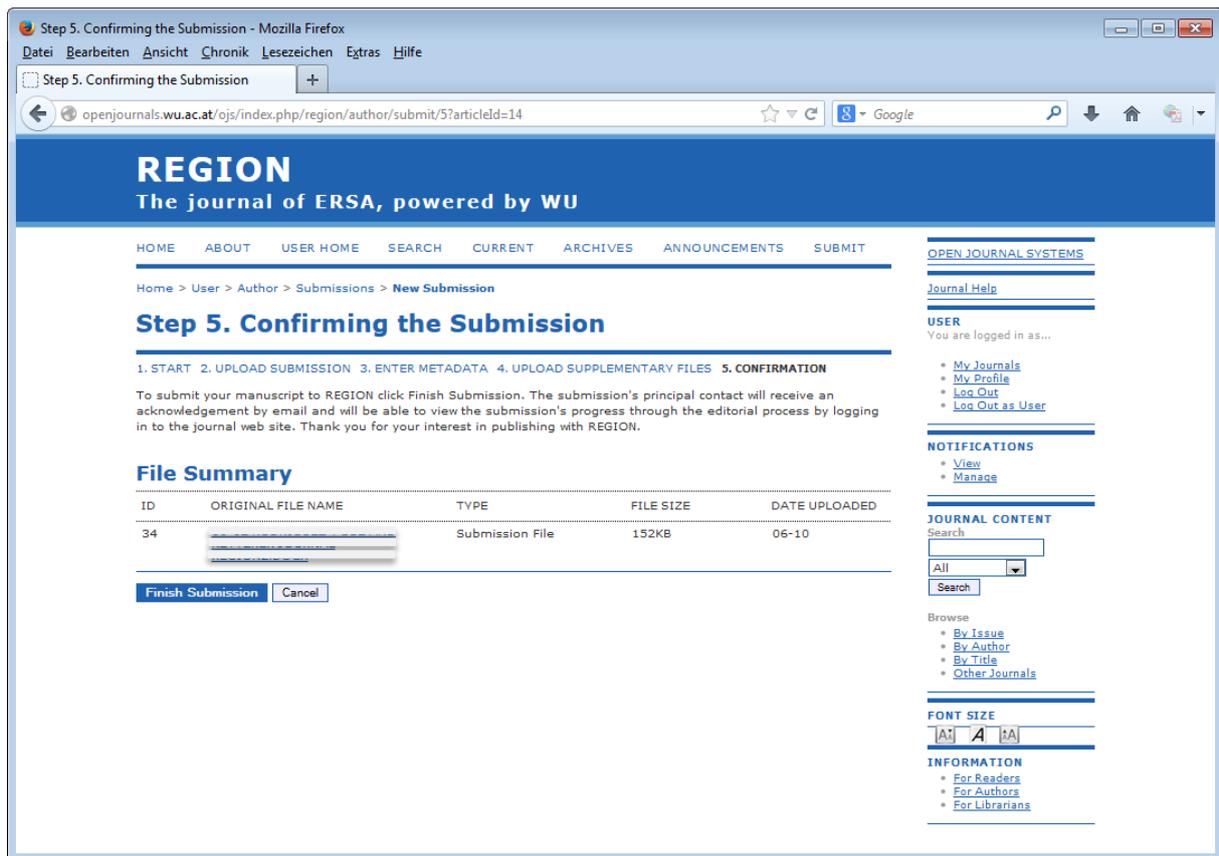
Figure 10: Confirm the Submission page

HELP! Submit Does Not Work

When you log in to OJS, click the "Submit" button in the main menu and do not get to the "Starting the Submission" page (Fig. 3), you are most likely not registered as an author for REGION. Your User Home page will look like Figure 11. Note that as compared to Fig. 1 the link "Author" under the heading "REGION" is missing. You need to enroll as "author".

To do this, click the link "Edit my Profile" under the "My Account" heading. This will get you to the "Edit Profile" page. Scroll to the bottom of the page and look for the "Roles" section (Fig. 12). Select "Author" as additional role and click "Save". Your User Home page will now show the author role for you and you will be able to submit (Fig. 13).
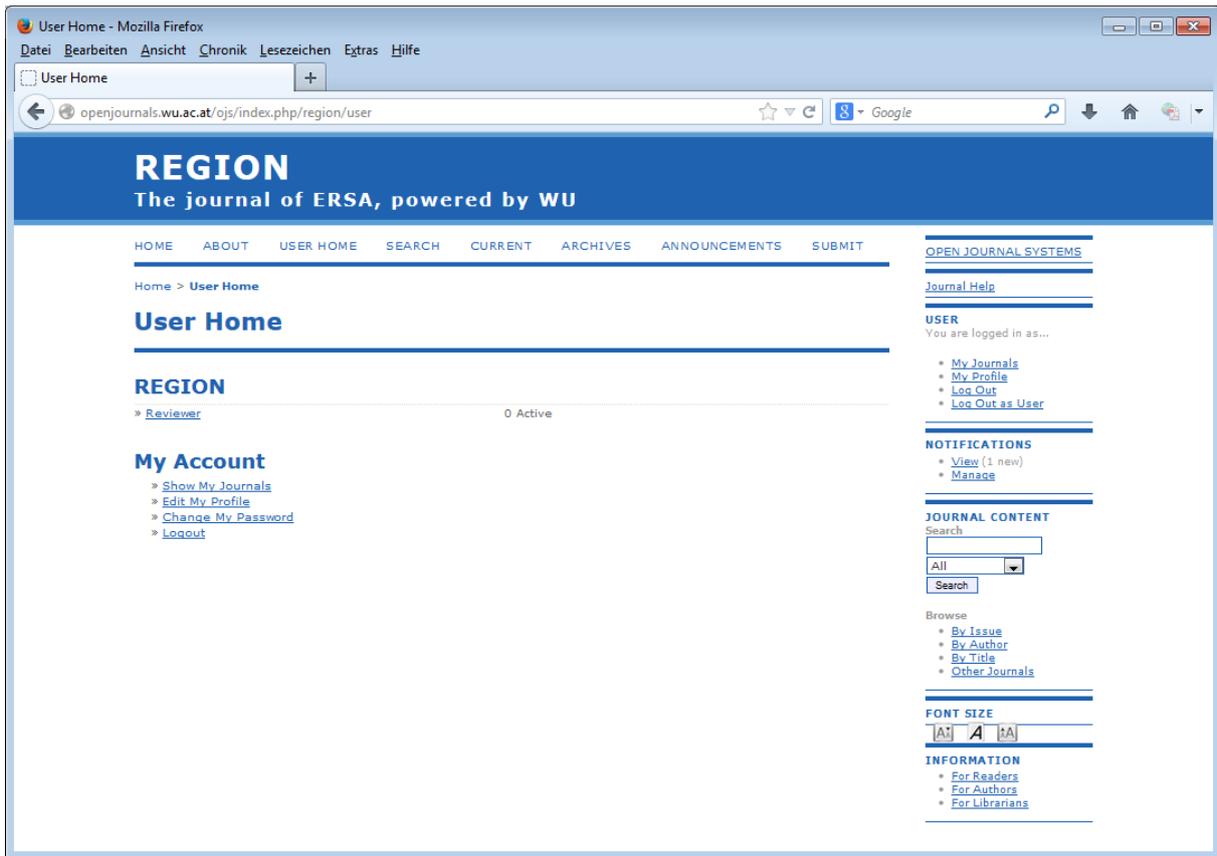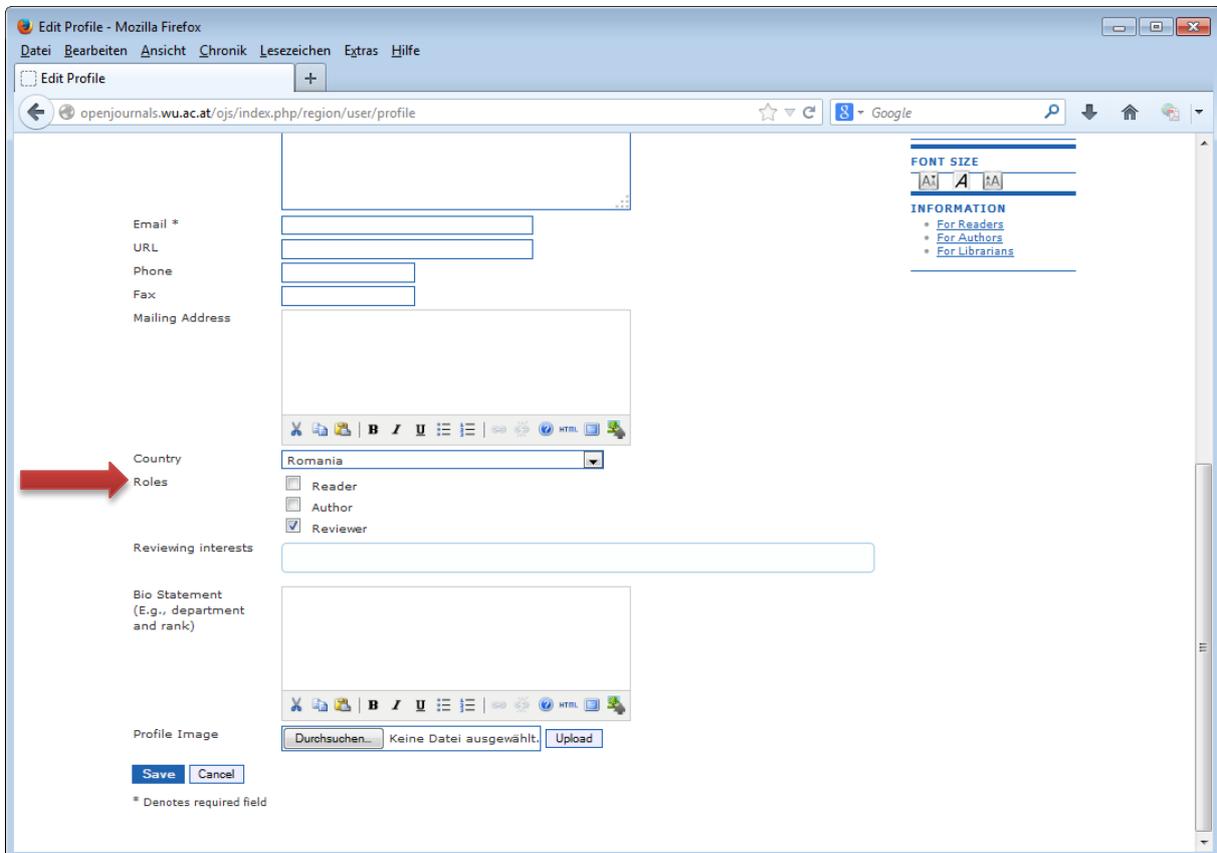
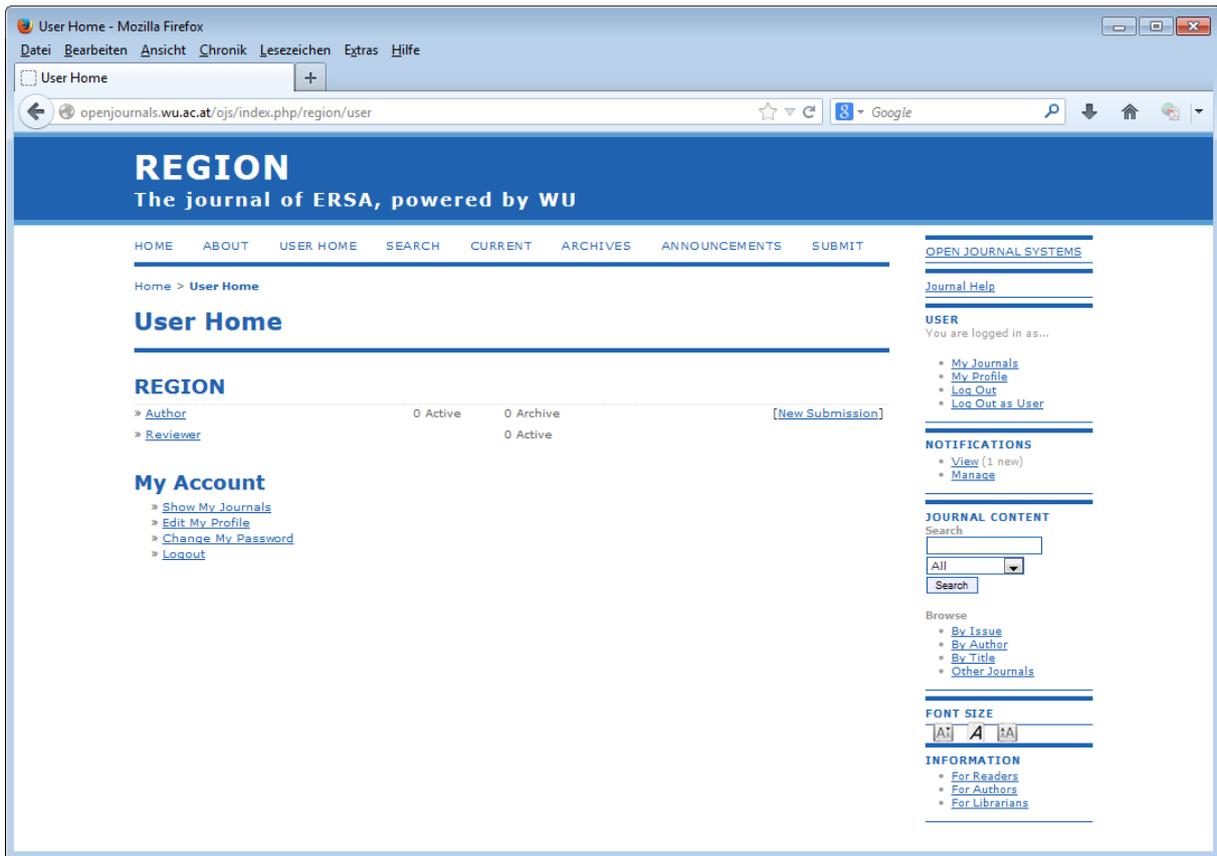**Figure 11: User Home – not an Author**

Figure 12: Edit Profile page (Bottom)

Figure 13: User Home – with Author Role