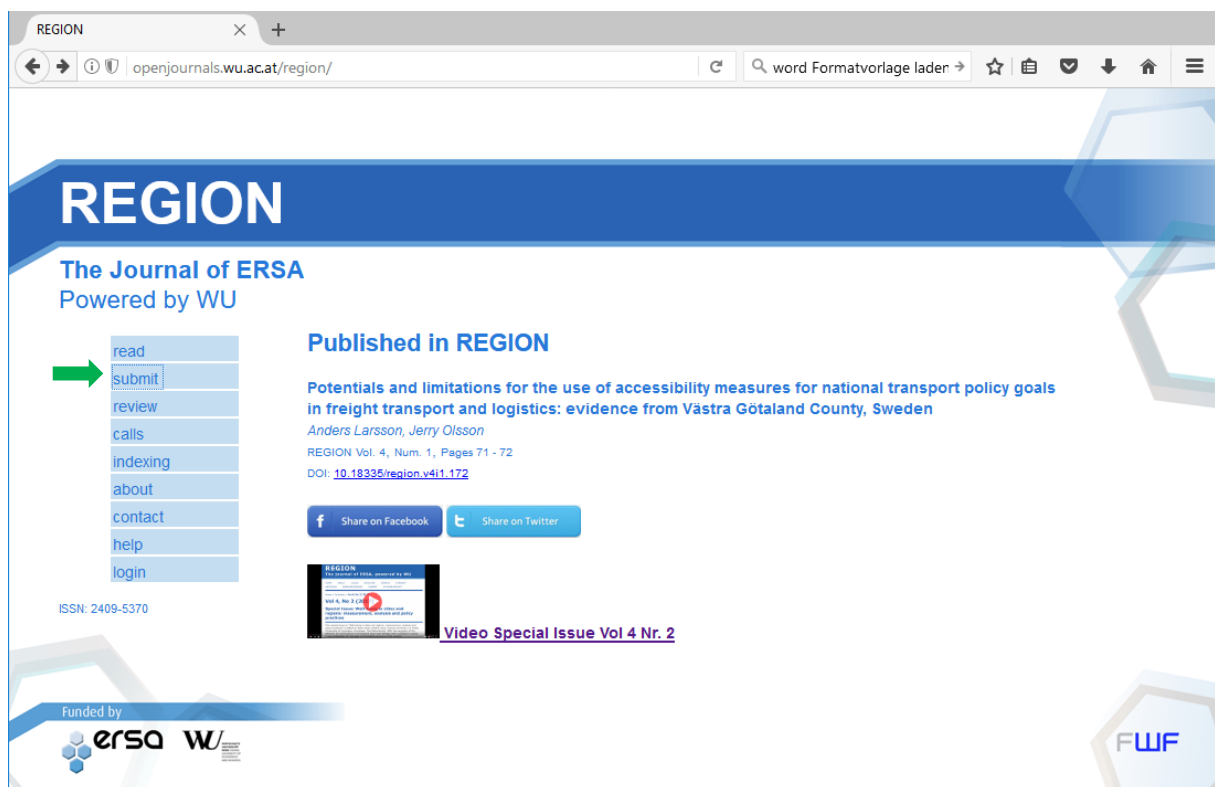


# How to submit a paper to REGION in OJS3

This document provides step-by-step instructions on how to submit an article to REGION. Before you can submit an article to REGION you need to be registered as an author to our implementation of OJS (Open Journal Systems). If you need help with this preliminary step, see the document “How to register with REGION as an author”.

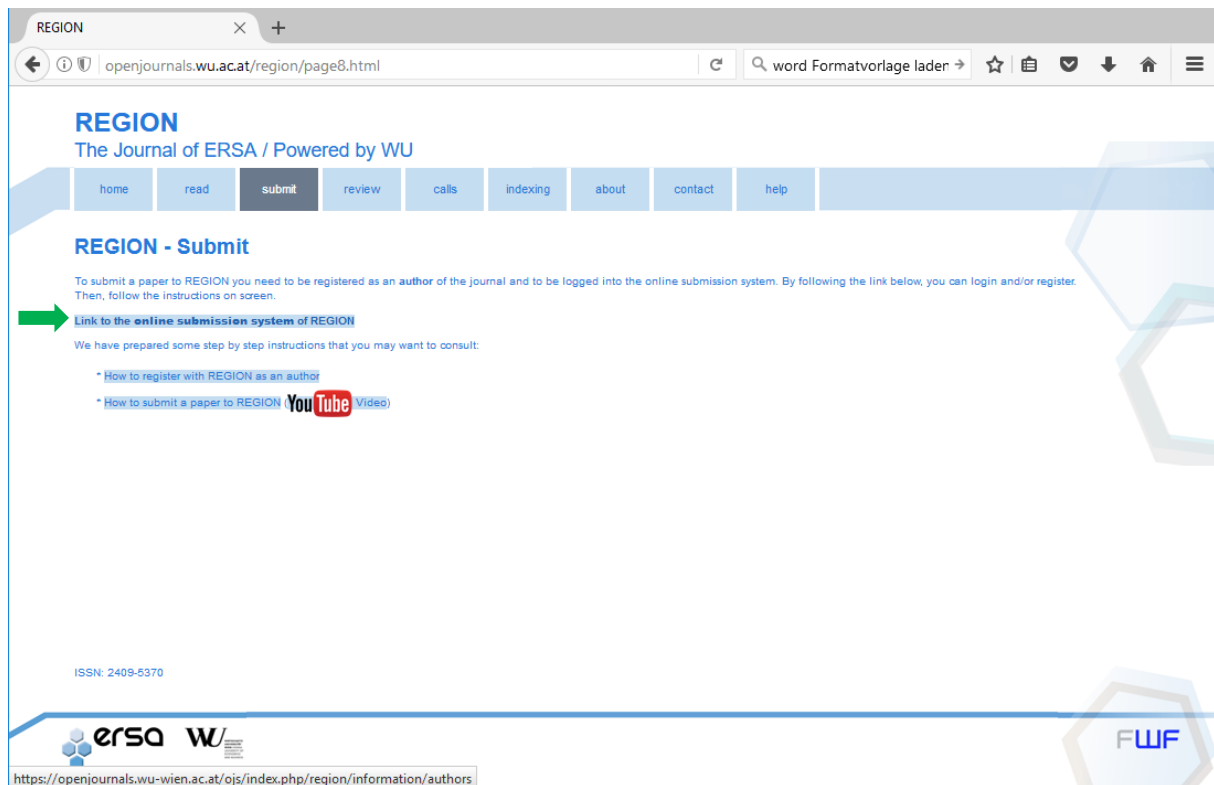
## Start your submission

To start your submission, go to the REGION homepage (<http://region.ersa.org>) and click the “submit” button.

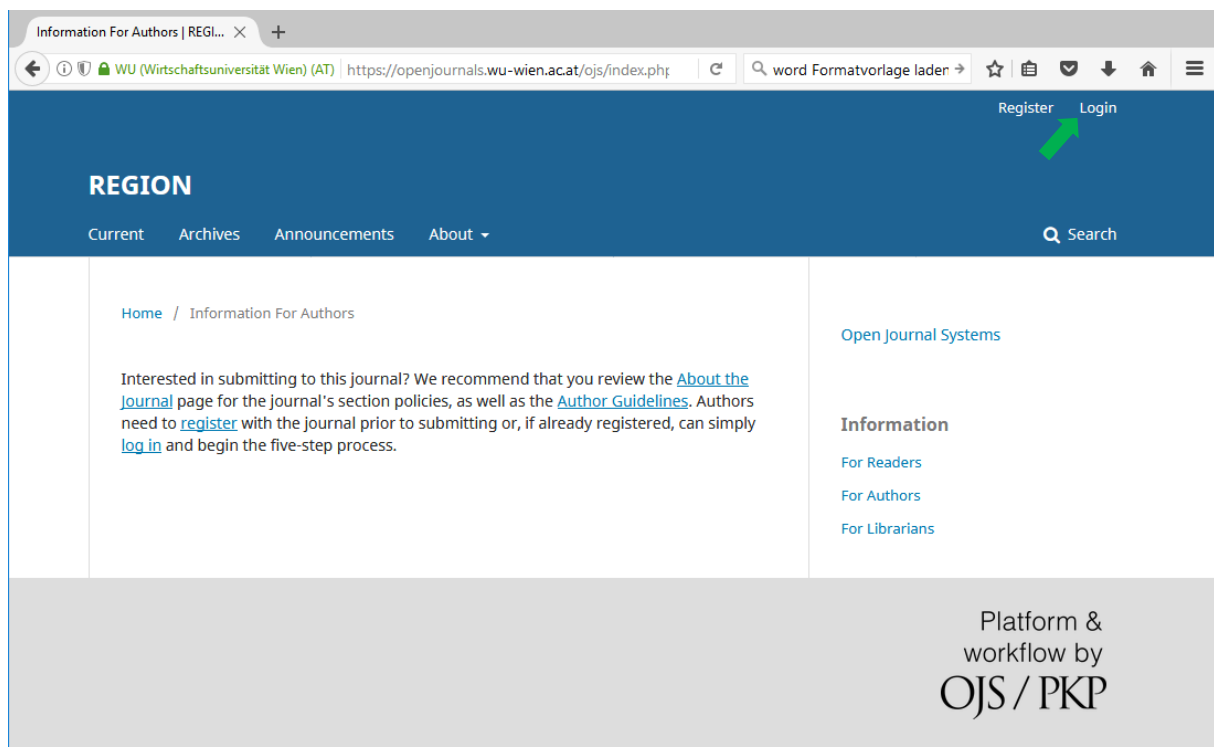


The screenshot shows the REGION homepage in a web browser. The browser address bar displays "openjournals.wu.ac.at/region/". The page features a blue header with the "REGION" logo. Below the header, it states "The Journal of ERSA Powered by WU". On the left side, there is a vertical menu with buttons for "read", "submit", "review", "calls", "indexing", "about", "contact", "help", and "login". A green arrow points to the "submit" button. To the right of the menu, there is a section titled "Published in REGION" featuring an article titled "Potentials and limitations for the use of accessibility measures for national transport policy goals in freight transport and logistics: evidence from Västra Götaland County, Sweden" by Anders Larsson and Jerry Olsson. Below the article title, it shows the journal volume information and a DOI link. There are also social media sharing buttons for Facebook and Twitter. At the bottom of the page, it is noted that the journal is funded by ERSA and WU, with the FWF logo visible in the bottom right corner.

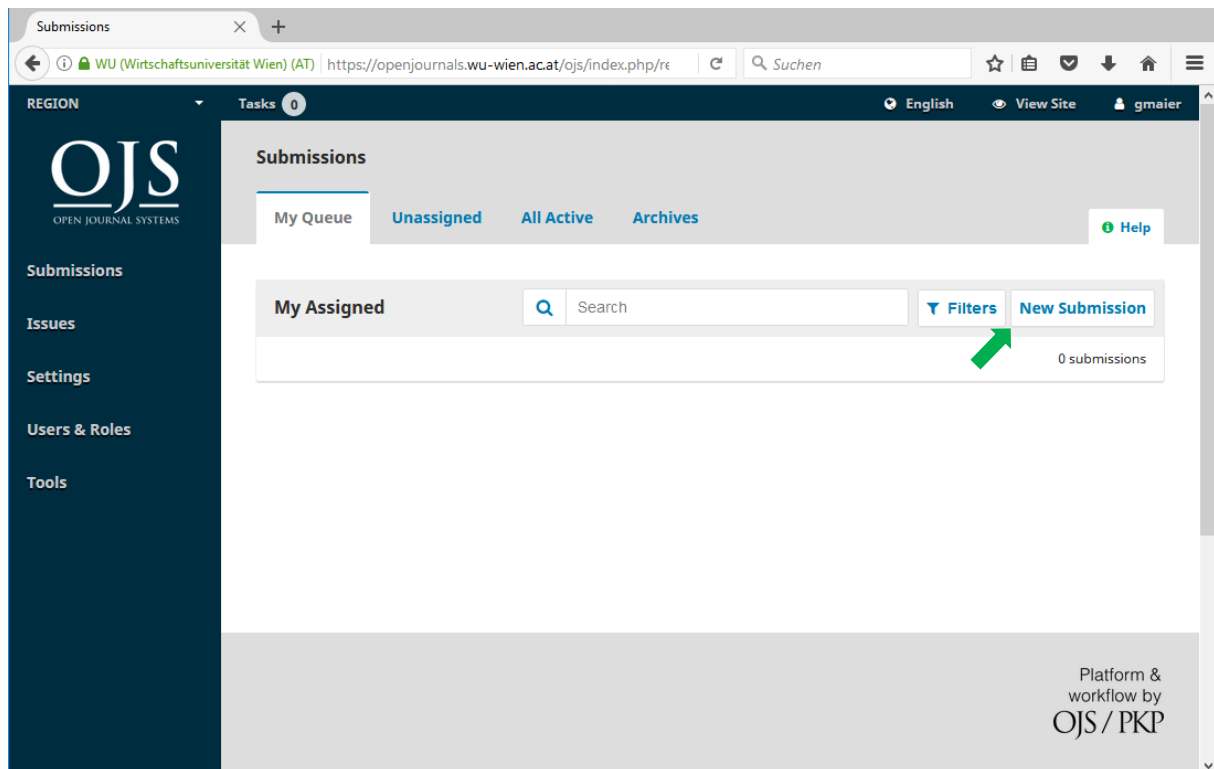
This gets you to a page with instructions and a direct link to the “**online submission system**” of REGION. Click this link to get to OJS.



Since you are not yet authenticated to OJS (unless from an earlier login), you are requested to login. Click the “Login” link and enter your credentials.



When your login is successful, you will see the “Submission Dashboard” of OJS. This is the starting point of your paper submission. Click “**New Submission**”. If you do have any earlier submissions, they are listed here.



## The five step submission process

By clicking „**New Submission**“, you enter a five-step process. OJS guides you through it step-by-step.

### Step 1: Start

The process starts with a set of fundamental questions. Before you can upload your paper, you need to

1. Acknowledge the copyright statement
2. Select the appropriate journal section for your submission (select “**Article**” if in doubt)
3. Acknowledge the submission requirements.

You may also add some comments to the editor at this step. When you are finished, click “**Save and continue**” to proceed to the second step.

Submit an Article

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## Submit an Article

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

### Acknowledge the copyright statement

REGION is an open journal, and uses the standard Creative Commons license: **Copyright** We want authors to retain the maximum control over their work consistent with the first goal. For this reason, authors who publish in REGION will release their articles under the [Creative Commons Attribution-NonCommercial](#) license. This license allows anyone to copy and distribute the article for non-commercial purposes provided that appropriate attribution is given to REGION and the authors. For details of the rights authors grant users of their work, see the ["human-readable summary" of the license](#), with a link to the full license. (Note that "you" refers to a user, not an author, in the summary.) Upon submission, the authors agree that the following three items are true: 1) The manuscript named above: a) represents valid work and neither it nor any other that I have written with substantially similar content has been published before in any form except as a preprint, b) is not concurrently submitted to another publication, and c) does not infringe anyone's copyright. The Author(s) holds ERSA, WU, REGION, and the Editors of REGION harmless against all copyright claims. d) I have, or a coauthor has, had sufficient access to the data to verify the manuscript's scientific integrity. 2) If asked, I will provide or fully cooperate in providing the data on which the manuscript is based so the editors or their assignees can examine it (where possible) 3) For papers with more than one author, I as the submitter have the permission of the coauthors to submit this work, and all authors agree that the corresponding author will be the main correspondent with the editorial office, and review the edited manuscript and proof. If there is only one author, I will be the corresponding author and agree to handle these responsibilities.

I agree to abide by the terms of the copyright statement.

Submit an Article

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### Section \*

Articles


Articles must be submitted to one of the journal's sections. \*

### Submission Requirements

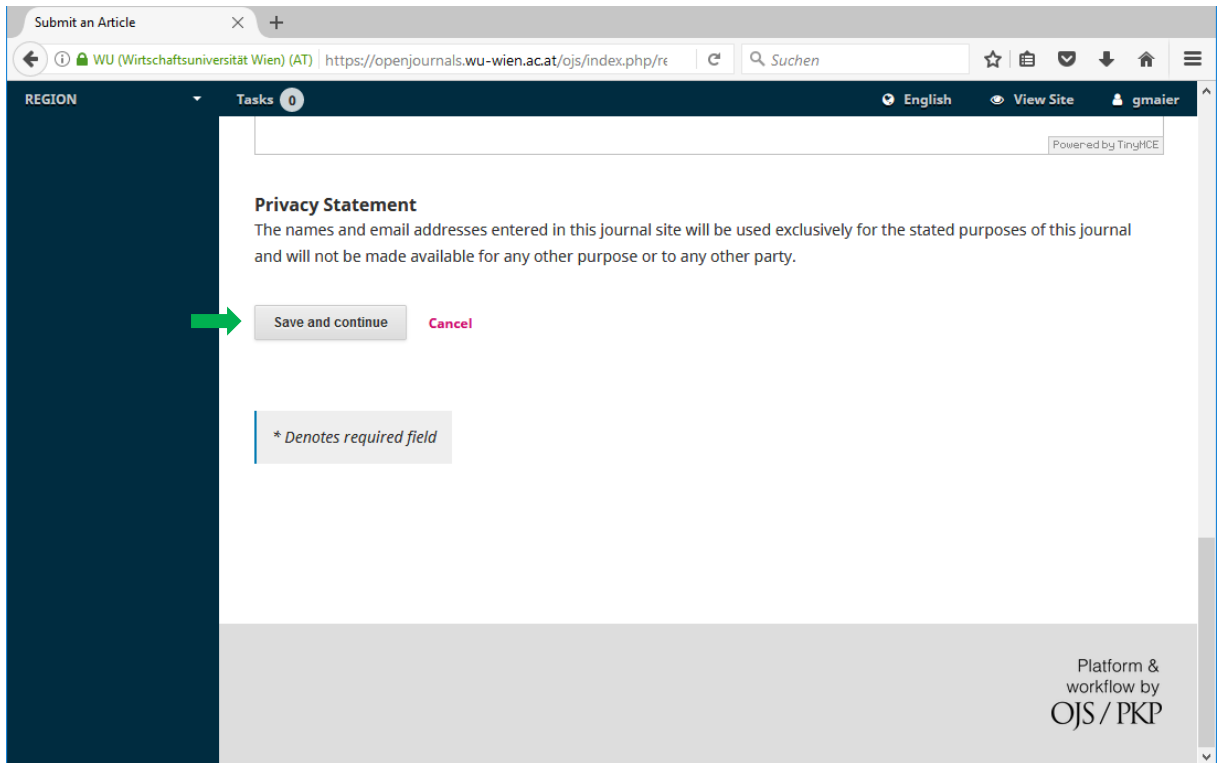
You must read and acknowledge that you've completed the requirements below before proceeding.

- 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; this does not apply to the Resources section).
- The submission file is in OpenOffice, Microsoft Word, RTF, or LATEX document file format.
- Where available, URLs for the references have been provided.
- 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.

### Comments for the Editor

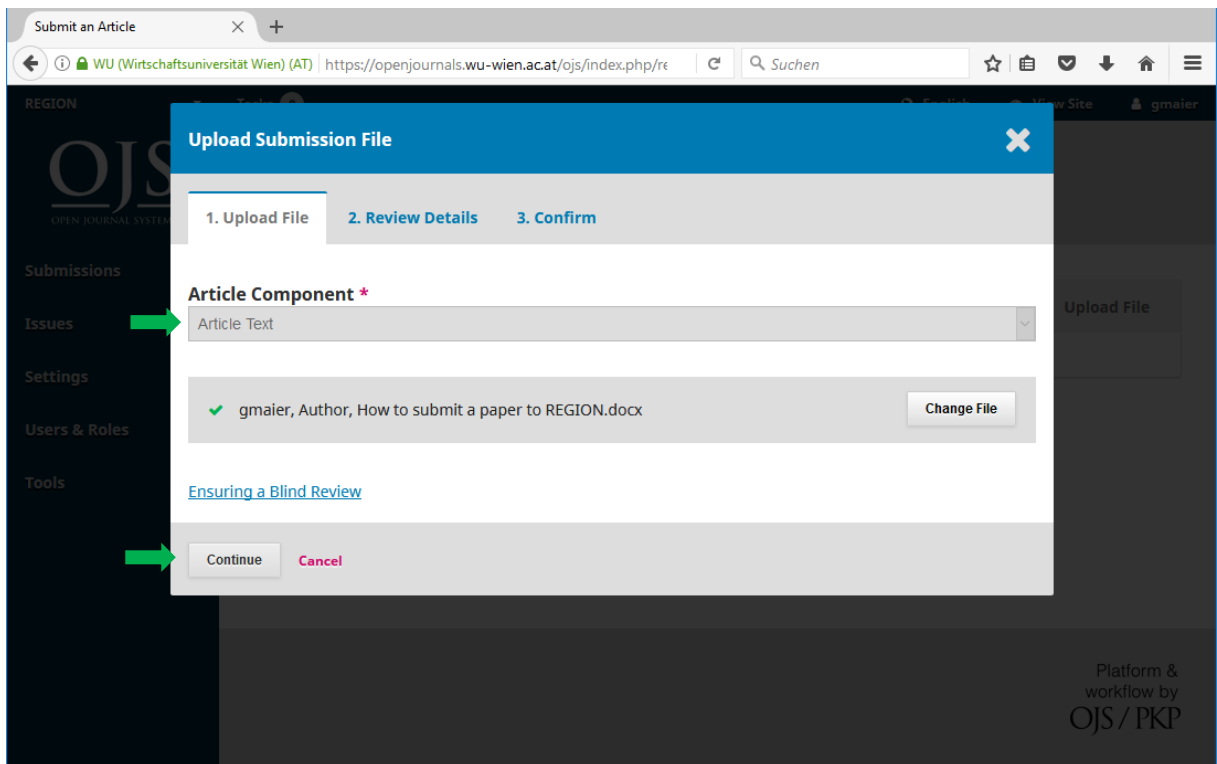


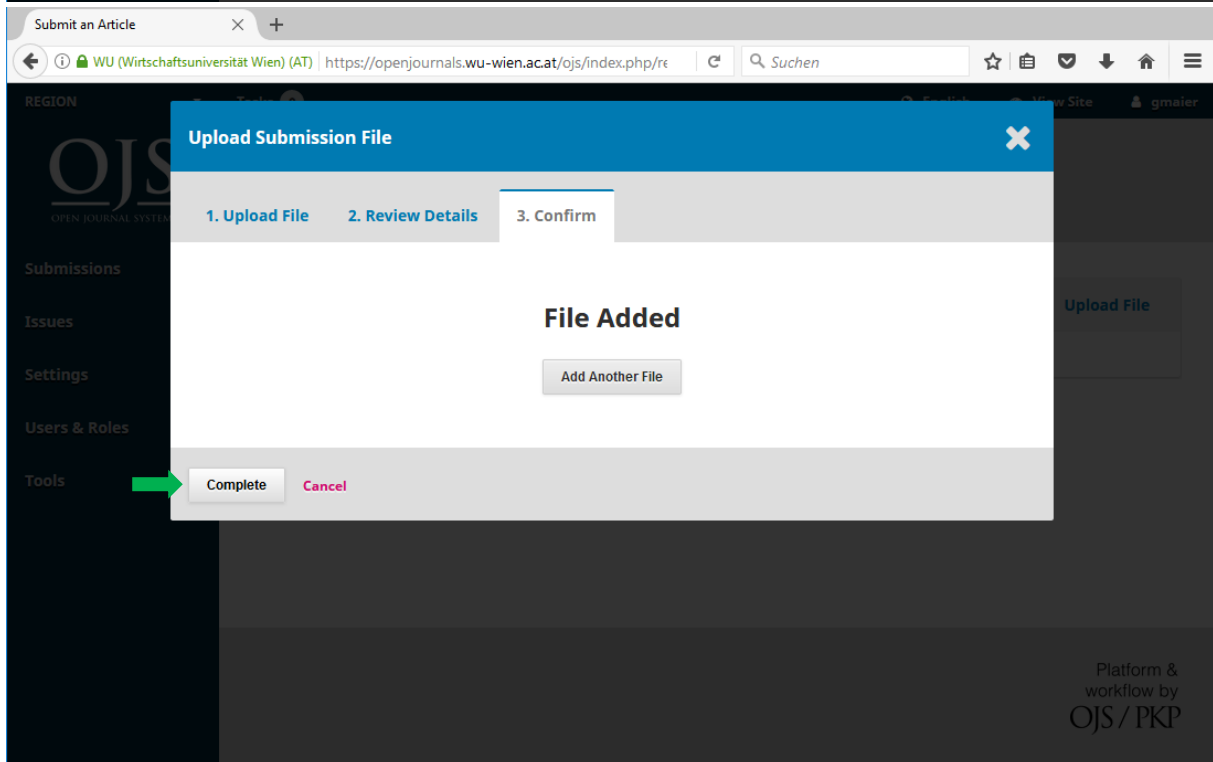
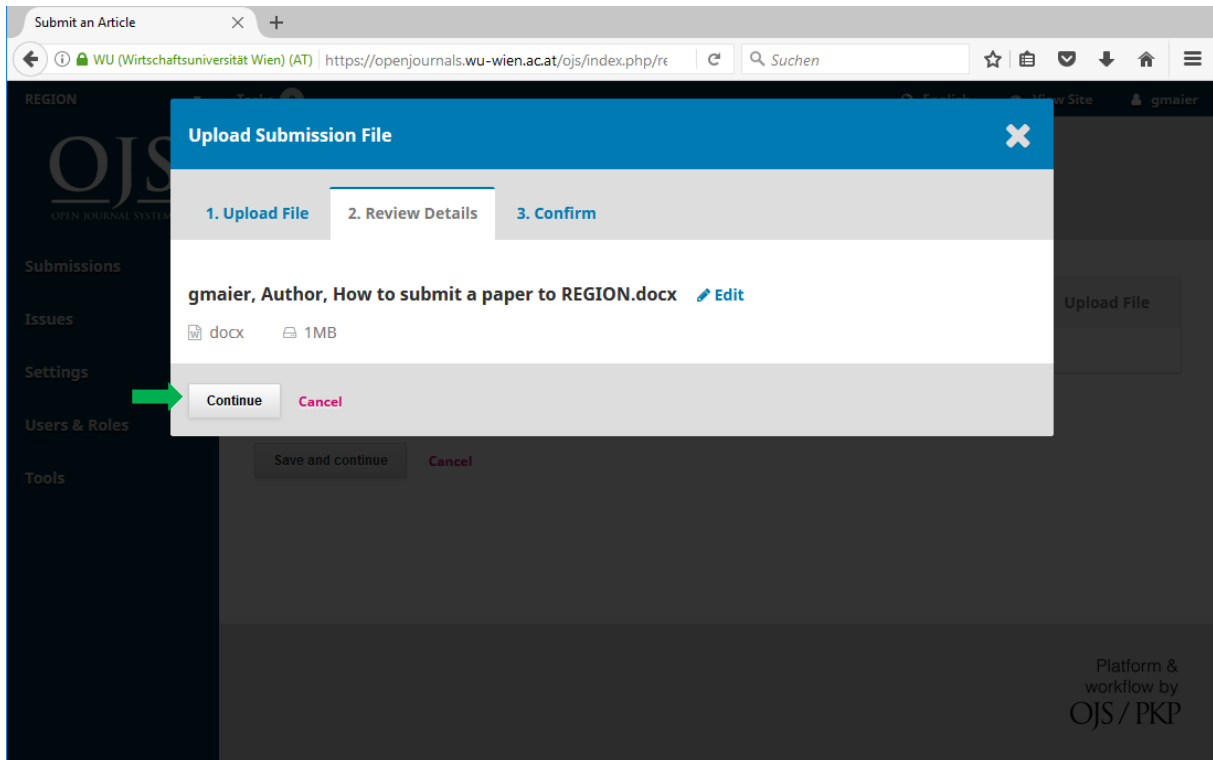
This is a test submission. I use it to check OJS3.



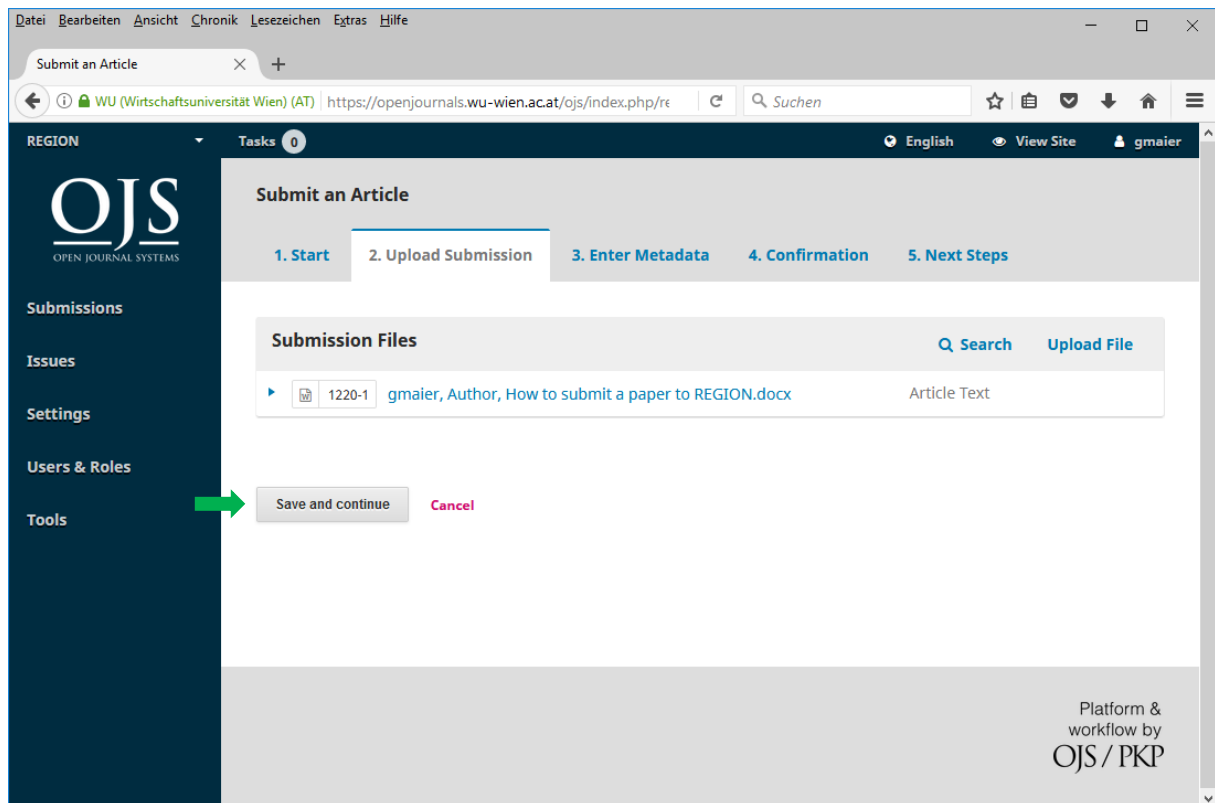
## Step 2: Upload your Submission

At this step you can upload the files of your submission. This may be just one file or a whole range of files. In order to support the editors in their job, you need to categorize the documents you upload by selecting the respective "Article Component".



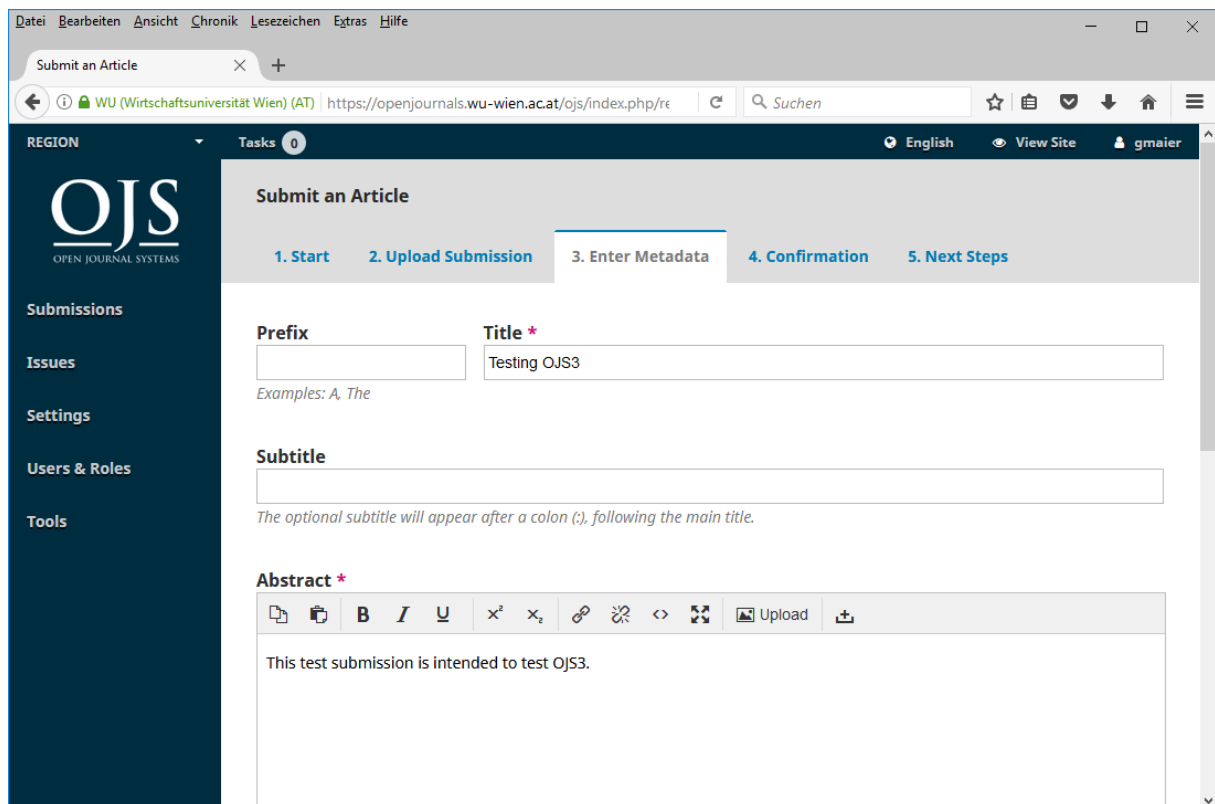


When you are done uploading the document(s) and back at the "Upload Submission" tab, click „**Save and continue**“ to proceed to the third step of the submission process.



### Step 3: Enter Metadata

In the third step you enter so-called “Metadata”, i.e., information about your submission. The most important metadata is title and abstract of your submission.



In the lower part of this form you should add all your co-authors. Just click “Add Contributor” to get to the respective form. If there are no co-authors to add, click “Save and continue”.

The screenshot shows a web browser window with the address bar displaying "https://openjournals.wu-wien.ac.at/ojs/index.php/te". The page title is "Submit an Article". The interface includes a dark blue sidebar on the left with "REGION" and "Tasks 0". The main content area has a text editor with a toolbar (Bold, Italic, Underline, etc.) and a text box containing "This test submission is intended to test OJS3." Below the editor is a "List of Contributors" table with a green arrow pointing to an "Add Contributor" link. The table has columns for Name, E-mail, Role, Primary Contact, and In Browse Lists. One contributor, Gunther Maier, is listed with the email gunther.maier@wu-wien.ac.at and the role of Author. At the bottom, there are "Save and continue" and "Cancel" buttons, with a green arrow pointing to "Save and continue".

Submit an Article

WU (Wirtschaftsuniversität Wien) (AT) https://openjournals.wu-wien.ac.at/ojs/index.php/te

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REGION Tasks 0

This test submission is intended to test OJS3.

Powered by TinyMCE

List of Contributors [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Gunther Maier	gunther.maier@wu-wien.ac.at	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save and continue Cancel

### Add a contributor

To add one or more contributors, click **"Add Contributor"** in the previous form and fill in the personal data of your contributors. Add them one after the other.



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Suchen

REGION

**Add Contributor** X

**Name**

First Name \* Middle Name Last Name \*

**Contact**

Email \*

**Country**

Country \*

**User Details**

Suffix

URL ORCID iD

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Suchen

REGION

**Bio Statement** (e.g., department and rank)

Powered by TinyMCE

**Contributor's role \***

Author

Translator

Principal contact for editorial correspondence.

Include this contributor in browse lists?

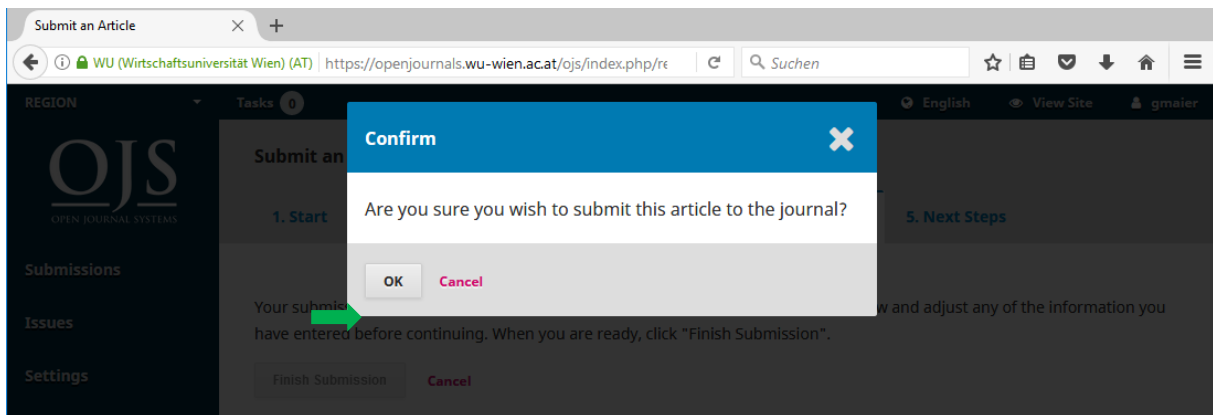
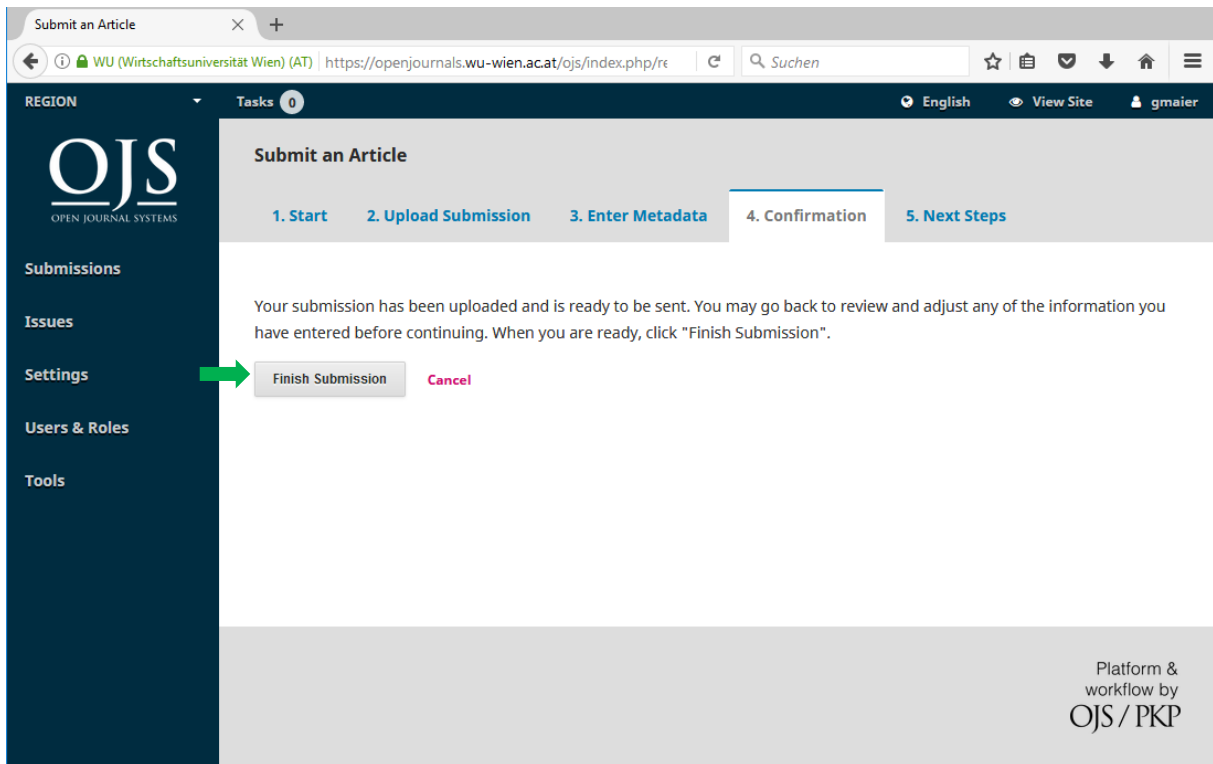
\* Denotes required field

Save Cancel

For every co-author, click “**Save**” to store the information and to jump back to the “**Enter Metadata**” tab of the submission process. When done with adding co-authors, click “**Save and continue**” to move on to step 4 of the submission process.

## Step 4: Confirmation

In step 4 of the submission process you confirm your submission and hand it over to the editor. You may go back to review and adjust any of the information you have entered. When you click **“Finish Submission”** you close the submission process and – after a final confirmation – hand over your submission to the editor.



## Step 5: Next Steps

Step 5 of the submission process just acknowledges your submission. The form offers you three options you may want to take at this step.

File Bearbeiten Ansicht Chronik Lesezeichen Extras Hilfe

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# OJS

OPEN JOURNAL SYSTEMS

Submissions

Issues

Settings

Users & Roles

Tools

## 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 REGION.

### 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](#)