

Author's Guide to OpenJournals

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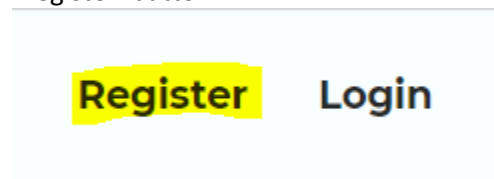
Frequently Asked Questions:

I've submitted the wrong file. How can I correct this?

You cannot change the submitted file, but you can use the [discussion](#) feature to send the correct version to the editor, with an explanatory email.

Registering for an account

In order to submit an article to a journal that uses the OpenJournals-environment, you need to register for an account. You can do this by going to the right hand corner of the journal's website and clicking the 'Register' button.



On the register screen, you'll see a number of fields.

Field	Explanation
Given name	Your first name
Family name	Your last name
Affiliation	Your affiliation (e.g. company, institute, (self)employment or other affiliation), which will be shown with your name on the article's information page.
Country	Your country, which will be shown with your name on the article's information page.
Email	The email address you'd like to receive OpenJournals communication on.
Username	The username you'd like to use to log in.
Password	The password you'd like to use to log in.

Note that your account is shared among all journals within our network. If you cannot sign up, you might already have an account with one of our journals.

An overview of the journals within our network can be found [here](#).

If you already have an account with another journal and would like to know how you can connect that account to a new journal, you can find that information [here](#).

Making an submission

Once you're logged in, you'll see your queue. Here you can keep track of all of your submissions. A new submission can be made by pressing the 'New Submission' button.

Submissions

My Queue Archives Help

My Assigned Filters New Submission

No submissions found.

On the next screen, you can enter the basics of your submission:

Title *

Section *

Submissions must be made to one of the journal's sections.

☐ Editorial

☐ Debate

☐ Research

Submission Checklist *

All submissions must meet the following requirements.

- 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 OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Submission Guidelines](#).

☐ Yes, my submission meets all of these requirements.

Privacy Consent *

☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Begin Submission

Field	Explanation
Title	The title of your submission.
Section	The type of your submission (e.g. article, article for a specific issue, book review etc.). Every journal defines its own sections. After selection a section, the journal might show you the particular requirements of this section.
Submission Checklist	Please read these requirements and confirm you adhere to them all.
Privacy consent	After reading the linked privacy statement, you can check this box if you agree with the set out conditions.

Keywords and abstract

On the next screen, you can enter the basics of your submission: keywords and an abstract.


Title *

Example

Keywords

Keywords are typically one- to three-word phrases that are used to indicate the main topics of a submission.

Abstract *

B *I* \times^2 \times_2 

Enter the abstract here|

When entering keywords, the site will suggest keywords already in use by the journal that you can use:

polit

polit

political ecology

Political sociology

Adding files

On the next screen, you can upload your files:

Upload Files

Provide any files our editorial team may need to evaluate your submission. In addition to the main work, you may wish to submit data sets, conflict of interest statements, or other supplementary files if these will be helpful for our editors.

Files

Add File

Upload any files the editorial team will need to evaluate your submission.
 [Upload File](#)

Back

Last saved a few seconds ago

Save for Later

Continue

After uploading, you need to confirm whether this file is the article text or something else (e.g. a dataset).

Adding contributors

On the next screen, you can add contributors by pressing the yellow button:

Contributors

Add details for all of the contributors to this submission. Contributors added here will be sent an email confirmation of the submission, as well as a copy of all editorial decisions recorded against this submission.

If a contributor can not be contacted by email, because they must remain anonymous or do not have an email account, please do not enter a fake email address. You can add information about this contributor in a message to the editor at a later step in the submission process.

Contributors

Order

Preview

Add Contributor

No items found.

Back

Last saved a minute ago

Save for Later

Continue

This will open a new screen:

Add Contributor

Given Name *

Family Name

Preferred Public Name

Please provide the full name as the author should be identified on the published work. Example: C
Mwandenga

Email address

Country *

Homepage URL

ORCID iD

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

B *I* x^2 x_2 [🔗](#)

Enter a biography here [optional]

Notes for the editors

On the final screen, you can leave the editorial team a message.

For the Editors

Please provide the following details in order to help our editorial team manage your submission.

When entering metadata, provide entries that you think would be most helpful to the person managing your submission. This information can be changed before publication.

Comments for the Editor

Add any information that you think our editorial staff should know when evaluating your submission.

B I \times^2 \times_2

Adding funding information

Likewise, on the final screen, you can enter information on your funder by clicking the button made yellow in this image:

Funders

Please provide information about any institutions which funded the research behind this work. Only funders from the Crossref registry are supported. If you received funding from an institution and you can not find them to add here, please provide that information in the Comments for the Editor field.

Funding data

Add funder

Funder name	Funder ID	Grant numbers
No funders		

This will allow you to search for the relevant funding agency:

Add funder

Northwest Ohio Youth Soccer League [NWOYSL]

Nederlandse Organisatie voor Wetenschappelijk Onderzoek [Dutch Research Council]

Exacte en Natuurwetenschappen [Informatica,Nationale Wetenschapsagenda,Wiskunde]

Toegepaste en Technische Wetenschappen, NWO [TTW,Applied and Engineering Sciences]

Aard- en Levenswetenschappen, Nederlandse Organisatie voor Wetenschappelijk Onderzoek

Sociale en Geesteswetenschappen, NWO [Netherlands Genomics Initiative,Social Sciences]

Finishing your submission

After confirming, your submission is handed in. It will now appear in your queue. By viewing it, you can check up on its status and communicate with the editors through discussion.

Discussion

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

Through the ‘add discussion’ button, you can communicate with the editors.

Then you can create the start of the discussion with this screen:

Participants
☐ editor, Journal editor
☒ admin, Unassigned

Here you can select the participants that should take part in this conversation.

Subject * The subject of the thread.

Message * The first message of the thread.

B
I
U

Here you can include any relevant files.

Attached Files

No Files

Once a discussion has been started, other participants can answer through this interface, by opening the discussion:

The language here is troublesome

×

This is the title of the discussion

Participants

admin (admin)

Johnny Lawrence (sectioneditor)

Daniël LaRusso (layouteditor)

These are the people who can see the discussion

Messages

Here you can see previous messages

Note	From
Why does he use this word?	admin 2022-10-05 01:55 PM

Message *

B

I

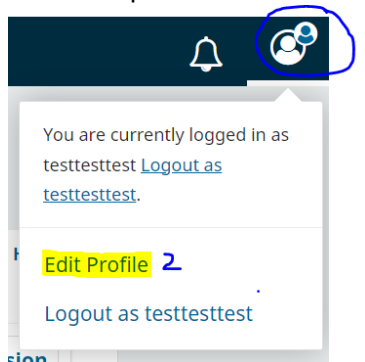
U

Here you can add new messages.

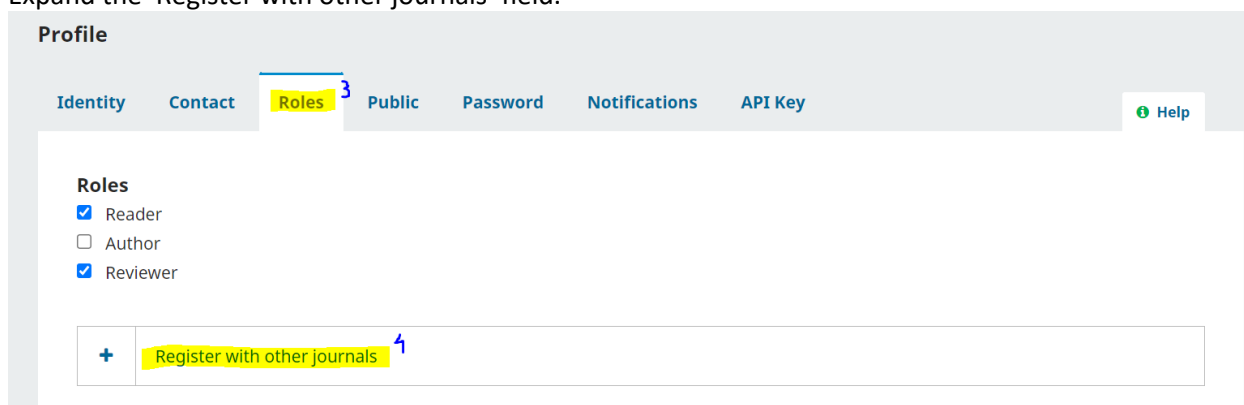
Connecting an existing account to a new journal

If you already have an account with one of the journals in our [network](#), and would like to use that account for another journal as well, you can do so through these steps:

1. Log in to your account at a journal and click the portrait on the top right of your screen.
2. Click 'Edit profile'



3. Here you can edit the information of your profile. Click the 'roles' tab
4. There, you can see your roles (e.g. author, reviewer and/or reader) with the current journal. Expand the 'Register with other journals' field.



5. Here you can see an overview of all the journals in our network. You can sign up with a particular role for a journal by checking the checkbox.

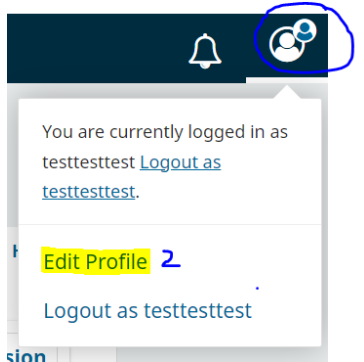
Humanimalia

- ☐ Reader
- ☐ Author
- ☐ Reviewer

6. Be sure to press save at the bottom of the page when you're done to save your changes.

Editing your profile settings

1. Log in to your account at a journal and click the portrait on the top right of your screen.
2. Click 'Edit profile'



3. Here you can edit the information of your profile.

Be sure to press save at the bottom of the page when you're done to save your changes.