

How to make submission on OJS 3

So in this document, we will try to show you how to submit an article with Open Journal Systems (OJS). The system in OJS looks simple, but in reality in the OJS system the article submission process requires several steps so that the article can be published properly in your OJS.

First Login

Create new submission

After that, select “*New Submission*” to start submitting our article submission.

Start step

Step 1, after opening the page, fill in the requested data (mandatory) and the rest.

- And if it is filled, select “*Save and continue*”

Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation









5. Next Steps

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).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

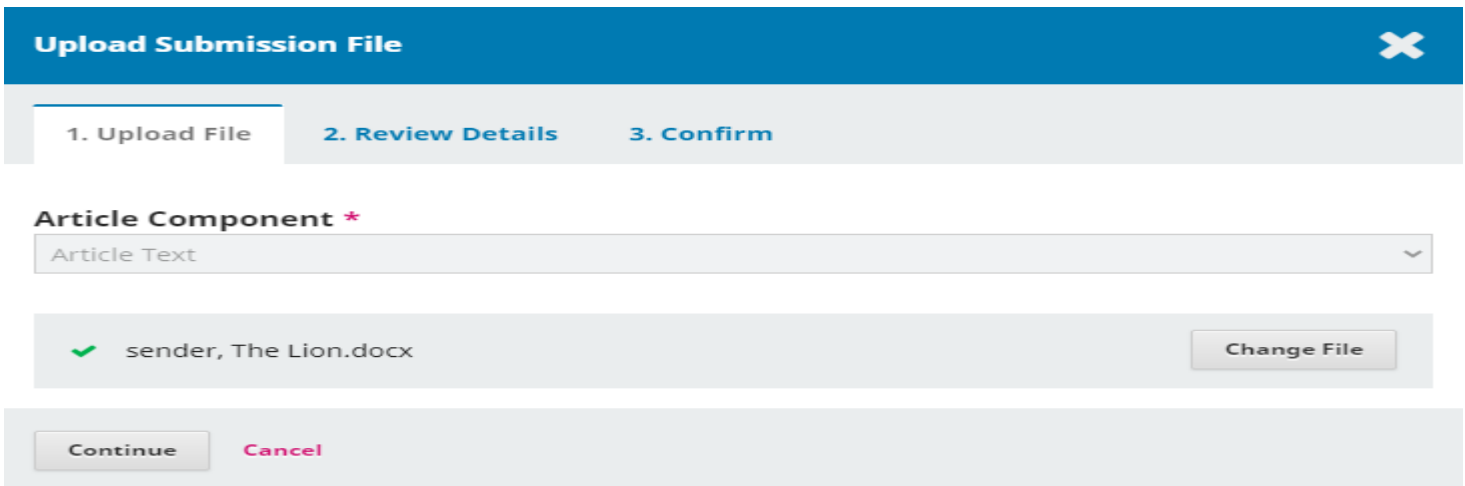
Comments for the Editor

| | | | | | | | | | | |
|---|---|----------|----------|----------|---|---|---|---|---|---|
|  |  | B | <i>I</i> | <u>U</u> |  |  |  |  |  |  |
| <p>Hello editor!</p> | | | | | | | | | | |

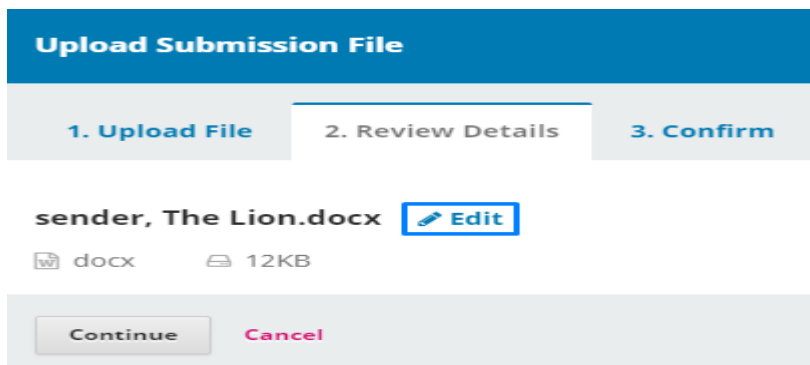
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Upload Submission step

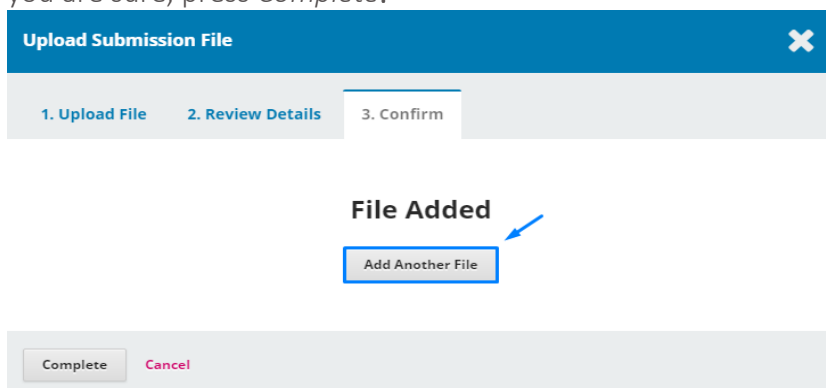
Step 2, select the **Article Component *** that you want to select. Then upload the file you want to send. Then Press *Continue*.



In the “Review Details” step, we can change the name of the file to be sent (if you want). If done, press *Continue*.



In the “Confirm” step, we can add more files (if there are other files that we want to add). If you are sure, press *Complete*.



If there are more files you want to add, you can press “Upload File”. And then click “Save and continue” when done. Like the example image below.

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Submission Files

Q Search

Upload

| | | | | |
|---|--|-----------------------|----------------------|--------------|
| ▶ |  27-1 | sender, The Lion.docx | March 25, 2021 | Article Text |
|---|--|-----------------------|----------------------|--------------|

Save and continue

Cancel

Enter Metadata step

Step 3, in the “Enter Metadata” step. fill in the desired data and if so, select “Save and continue”

Tips :

- If you want to add a contributor, you can choose “Add Contributor”.

Submit an Article

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Prefix

The

Examples: A, The

Title *

Lion

Subtitle

Cute but ferocious animal

Abstract *



The lion (*Panthera leo*) is a species in the family Felidae and a member of the genus *Panthera*. It has a muscular, deep-chested body, short, rounded head, round ears, and a hairy tuft at the end of its tail.

Typically, the lion inhabits grasslands and savannas, but is absent in dense forests. It is usually more diurnal than other big cats but when persecuted it adapts to being active at night and at twilight.

One of the most widely recognised animal symbols in human culture, the lion has been extensively depicted in sculptures and paintings, on national flags, and in contemporary films and literature.

List of Contributors

Add Contributor

| Name | E-mail | Role | Primary Contact | In Progress |
|----------|--------|--------|-------------------------------------|-------------------------------------|
| ▶ Sender | | Author | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Additional Refinements

Keywords

Add additional information for your submission. Press 'enter' after each term.

lion × animal × cute × ferocious ×

Confirmation step

Step 4, in the “Confirmation” step, if you are sure, you can press “Finish Submission”.

Submit an Article

1. Start

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4. Confirmation

5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission

Cancel

Next Steps end of step

And your article has been submitted to the OJS journal. You have to wait for your submission (article) to be reviewed by the admin / journal owner, the Journal Manager, the Journal Editor, and the Production editor.

You can click "[Review this submission](#)" to check your journal / article submission.

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5. Next Steps

Submission complete

Thank you for your interest in publishing with Journal New.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your submission. 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](#)

Conclusion

So, that was the method & the submission process in OJS 3. Friendly user interface and good user experience.