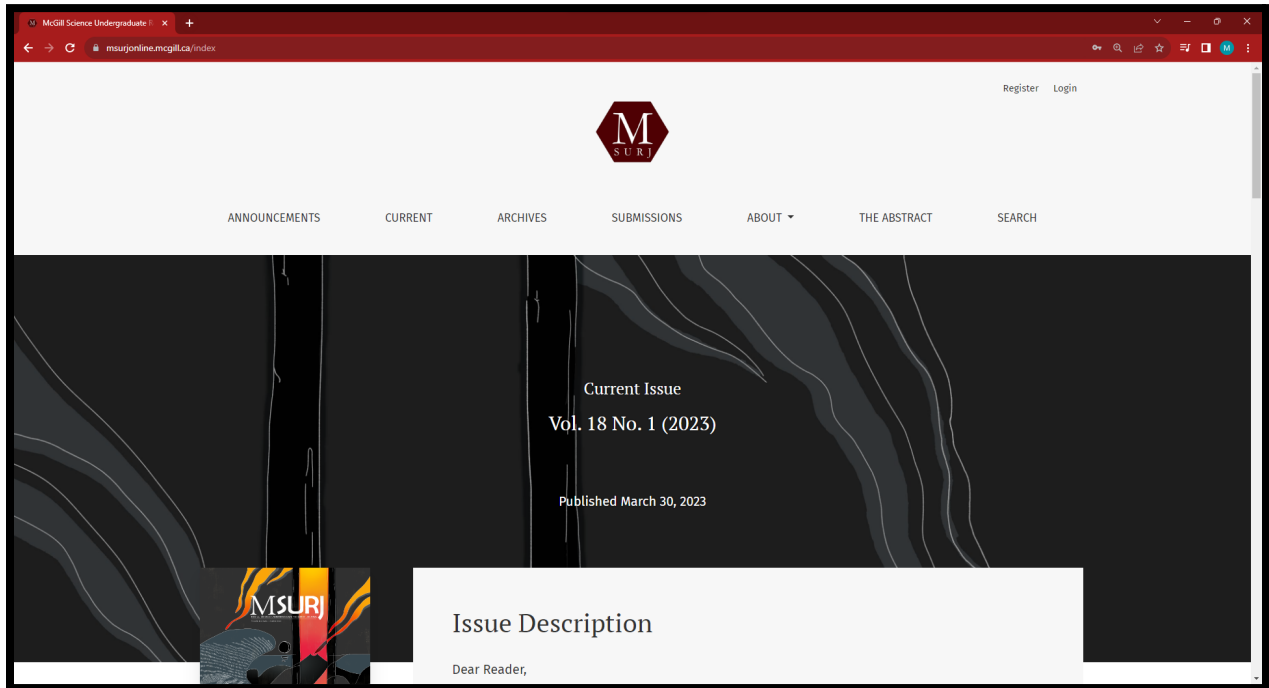


MSURJ OJS Guide for Authors

This document outlines the general workflow for an author. There are five main stages involved for authors: Registering with the Journal, Submitting an Article, Responding to a Review, Responding to a Copyediting Request, and Responding to a Proofreading Request. This guide will explain in detail what an author should do, and pay attention to, for each of these five stages.



Stage 1: Registering with the Journal

In order to make your submission, you will first have to register a user account with the journal (OJS). To do this, click the Register link in the upper right corner. You will then have to fill out a Registration Form, in which you must fill every field with an asterisk.

The screenshot shows a web browser window with the URL msurjournal.mcgill.ca/user/register. The page is titled "Register" and is divided into two columns: "PROFILE" and "LOGIN".

PROFILE

- Given Name *
- Family Name
- Affiliation *
- Country *

LOGIN

- Email *
- Username *
- Password *
- Repeat password *

Below the form fields are three checkboxes:

- Yes, I agree to have my data collected and stored according to the privacy statement.
- Yes, I would like to be notified of new publications and announcements.
- Yes, I would like to be contacted with requests to review submissions to this journal.

At the bottom of the form is a red "Register" button. Below the button is a link: "Already have an account? [Login here](#)".

After you are approved, you can sign in on the website via the “Login” section.

The screenshot shows the login page on the msurjournal.mcgill.ca website. The page features the McGill University logo (M SURJ) at the top center. In the top right corner, there are links for "Register" and "Login".

The navigation menu includes: ANNOUNCEMENTS, CURRENT, ARCHIVES, SUBMISSIONS, ABOUT (with a dropdown arrow), THE ABSTRACT, and SEARCH.

The main heading is "Login".

Below the heading are two input fields:

- Username * (with a grey placeholder bar)
- Password * (with a blue placeholder bar containing dots)

Below the password field are two options:

- [Forgot your password?](#)
- Keep me logged in

At the bottom of the form is a red "Login" button. Below the button is a link: "No account? [Register here](#)".

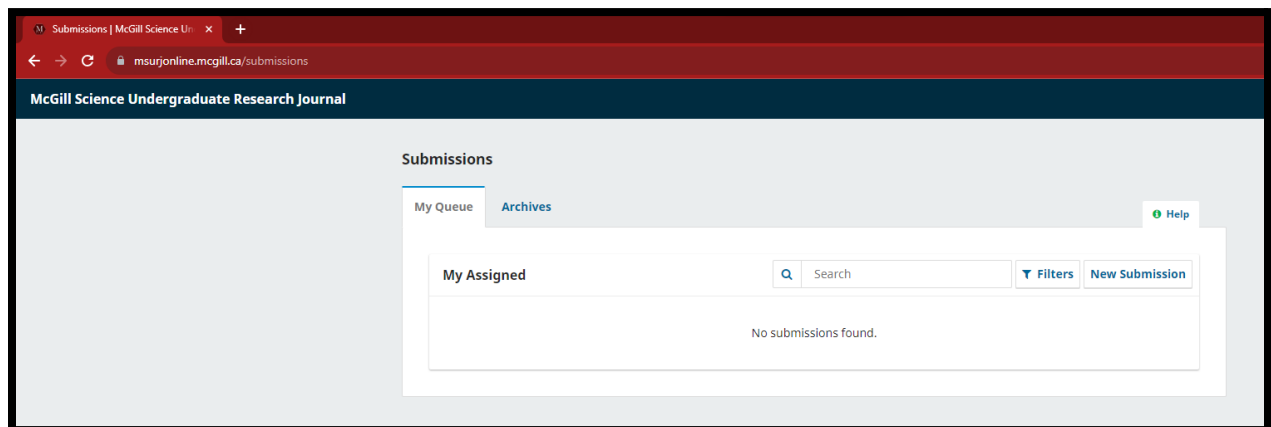
Stage 2: Submitting an Article

View the below video for a more in-depth explanation for submitting your article.

▶ Editorial workflow in OJS 3.3. Module 3: Submitting an Article
(link: <https://youtu.be/AJwDWdAu8BQ?si=fJR3JnTPJbr46-mo&t=76>)

*Below is a summary of some of the steps described steps on our MSURJ interface:

Start by clicking on the “Submissions” tab on the left in your OJS dashboard. Then, click on “New Submission” on the right side of the screen in the “My Queue” section. In this stage, you will have to complete a five-step process to upload and describe your submission.



→ Step 1: Start

The first step requires that you provide some initial information about your submission. This includes:

- Selecting the appropriate section (i.e. article, review, etc.).
- Reading and agreeing to all the submission requirements by checking each box.
- Including any extra comments to the editor.
- Reading the journal's privacy statement.

Submit an Article


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

Section

Research Articles ▼

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

Comments for the Editor



Acknowledge the copyright statement

Information on copyright pertaining to submitted works can be found in the [Publication Rights Agreement](#). Authors retain the ownership of their work and grant MSURJ the rights, unlimited in time or territory, to copy-edit, reproduce, publish, and distribute the accepted manuscript in whole or in part, and in hard-copy or online. We publish under the [Creative Commons Attribution 4.0 International License](#).

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

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

Save and continue

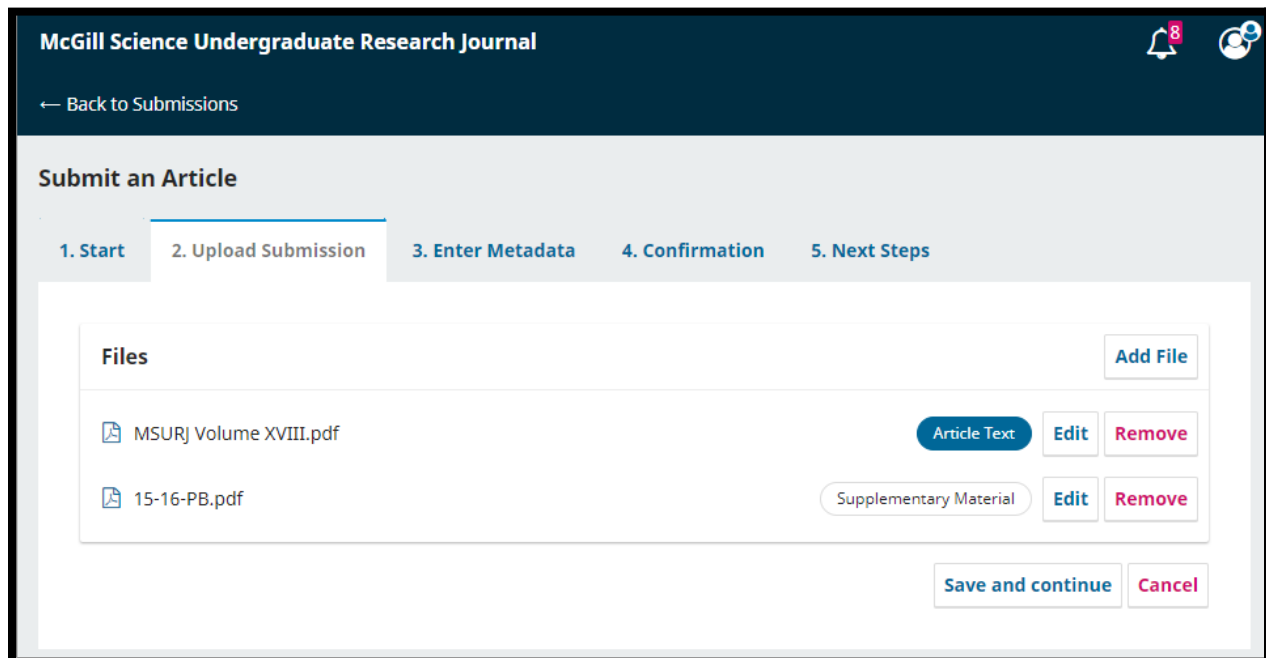
Cancel

After this step is complete, you may hit “Save and Continue” to move on to Step 2.

→ Step 2: Upload Submission

The second step requires you to upload and review your submission. It is divided into three sections as follows:

- Upload File: You must select your article component. This lets the system know what exactly you are submitting (i.e. manuscript, image, data set). Only once this is complete can you upload your first file. Typically, the first file will be the body of your manuscript. You can therefore upload the Article Text, and the Supplementary Material. Hit the continue button when this is done.



- Review Details: Here, you will be asked to review the name of the file. If you want to change it, use the “Edit” link next to the name. Hit the continue button when you’re done.
- Confirm: In this section, you will be able to upload any additional files, like an image or data set. Hit the complete button when this is done.
- Now, you will be brought back to the original submission screen where you can see the uploaded files. To make any changes, use the “Edit” link to the left of your file.

After this step is complete, you may hit “Save and Continue” to move on to Step 3


→ Step 3: Enter Metadata


This is where you can enter some more information about your submission. This includes:


- Title of submission (broken down into prefix, title, and subtitle).
- Abstract.

Submit an Article


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

Prefix
 The 
Examples: A, The

Title *
 Official Knowledge and Adult Education Agents 
 Français (Canada)

Subtitle
 An Ethnographic Study of the Adult Education team of a Local Development-Oriented Nongovernmental Organization in the North of Portugal 

Abstract *



Nongovernmental organizations, particularly those related to development work (local development-oriented nongovernmental organizations; LDNGO), and their agents have been assuming, in Portugal, an important role in the field of adult education. These organizations develop with the State, at the national level, and with supranational institutions and programs different types of relationships and arrangements, as a result of the activity in such educational arena. This article intends to question, on the basis of an ethnographic study of an adult education team of an LDNGO and using the pedagogical discourse model of Bernstein, the relationship that these agents establish with the official knowledge (pedagogical discourse) emerging from State-dependent intervention bodies. The results of the study shows that, even in strongly prescriptive working contexts, it is possible to develop

- Adding a list of additional contributors (i.e. co-authors) by clicking the “Add Contributor” link in the top right. If you choose to do this, it will open a new window with fields to enter their information (i.e. name, contact, etc.). Once you hit save, the new contributor will appear on the screen.

List of Contributors [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Joe Williamson	jwilliamson@mail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- If categories are enabled, you can select a category for the manuscript submission (i.e. critical essay, etc.)

Categories

Perspectives on Citizen Science

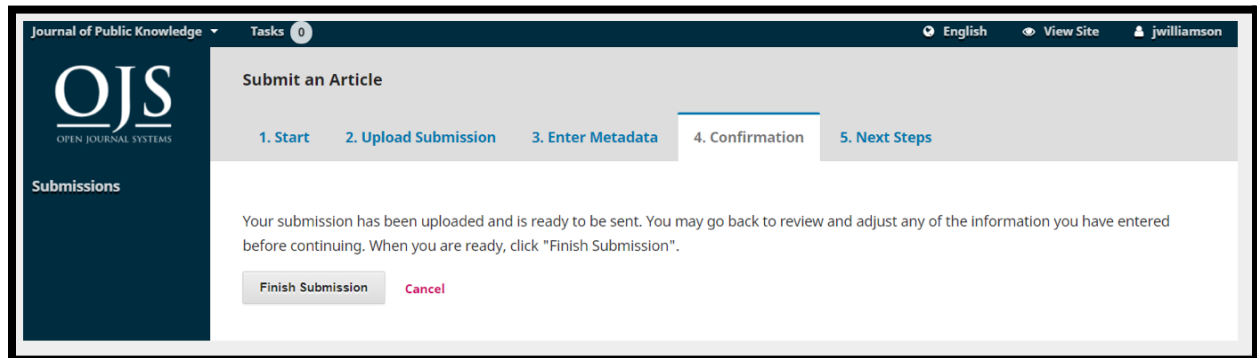
Critical Essay

Futures

After this step is complete, you may hit “Save and Continue” to move on to Step 4.

→ Step 4: Confirmation

You will be asked to confirm that you are happy with your submission. If so, click “Finish Submission.” A pop-up will ask to confirm you are done. Click “OK.”

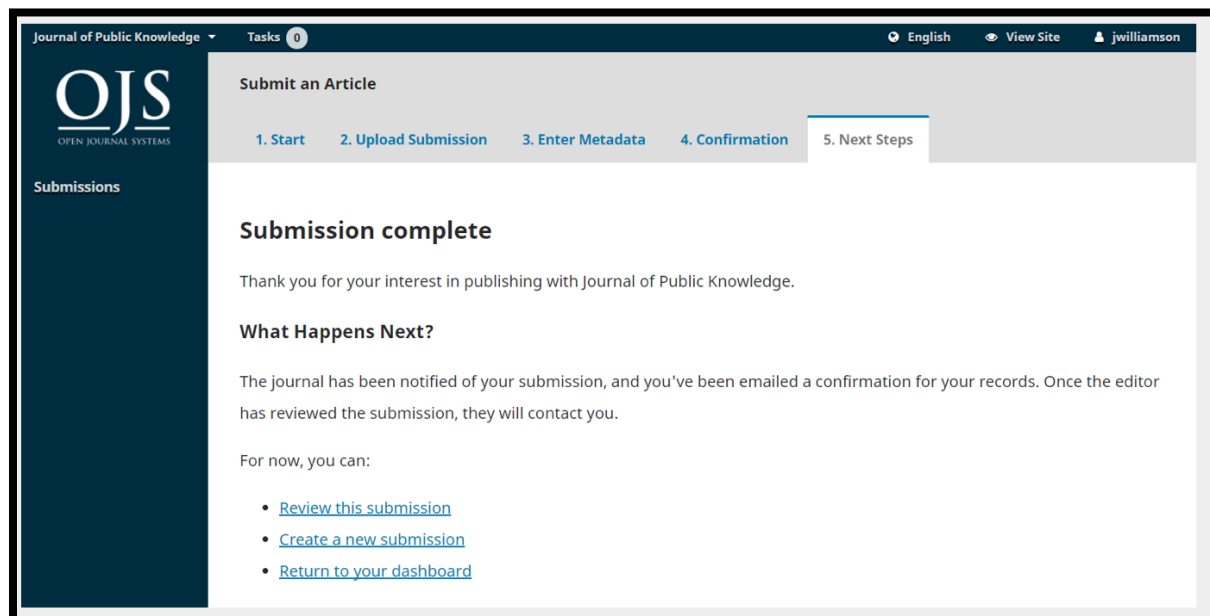


After this step is complete, you may hit “Save and Continue” to move on to Step 5.

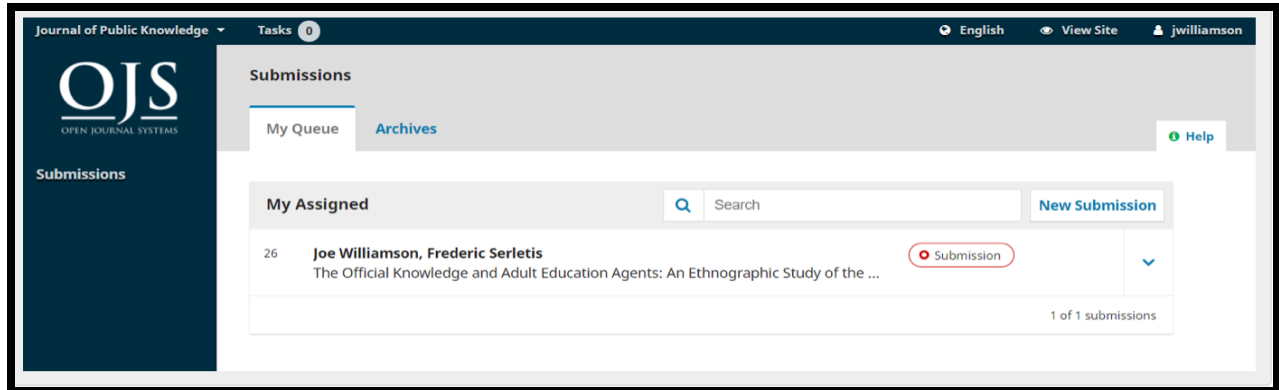
→ Step 5: Next Steps

Your submission is complete! The editor has also been notified of your submission. At this point, you can follow the provided links to:

- Review your submission
- Create a new submission
- Return to your dashboard



- In your dashboard, this is what your submission looks like. In this picture, it is in the Submission stage. After some period of time, it will move onto the Review stage, and if accepted, into the Copyediting and Production stages before being published.



NOTE: Once you complete and confirm your submission, you are unable to make any changes to it.

We will be completing the rest of the sections at a later date.