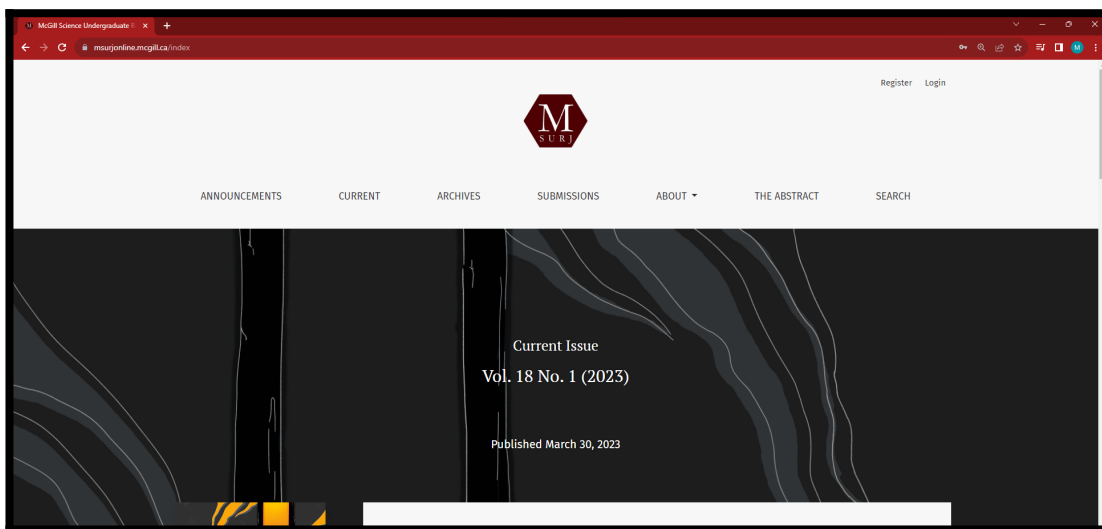


MSURJ OJS Guide for Authors

This document outlines the general workflow for an author. There are several stages involved for authors, starting with Registering with the Journal and Submitting an Article. This guide will explain in detail what an author should do, and pay attention to, for each of these stages.

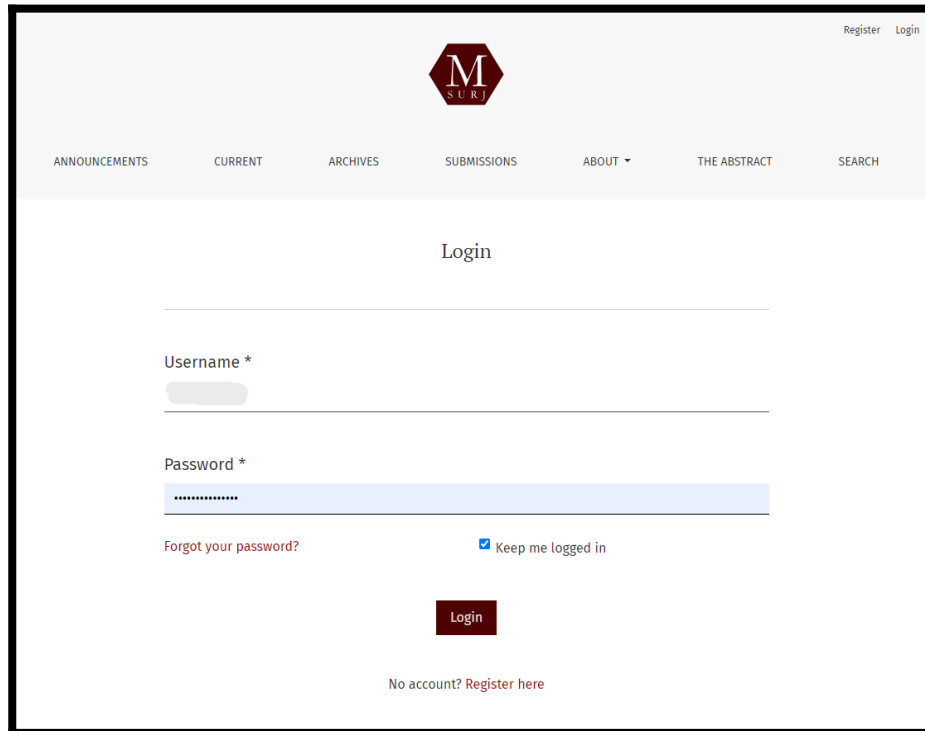
Stage 1: Registering with the Journal



In order to make your submission, you will first have to register a user account with the journal's OJS platform. 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.

A screenshot of the MSURJ OJS registration form. The browser address bar shows 'msurjonline.mcgill.ca/user/register'. The form is divided into two columns. The left column is titled 'PROFILE' and contains fields for 'Given Name *', 'Family Name', 'Affiliation *', and 'Country *'. The right column is titled 'LOGIN' and contains fields for 'Email *', 'Username *', 'Password *', and 'Repeat password *'. Below the form 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.', and 'Yes, I would like to be contacted with requests to review submissions to this journal.'. At the bottom center 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” link in the top right:



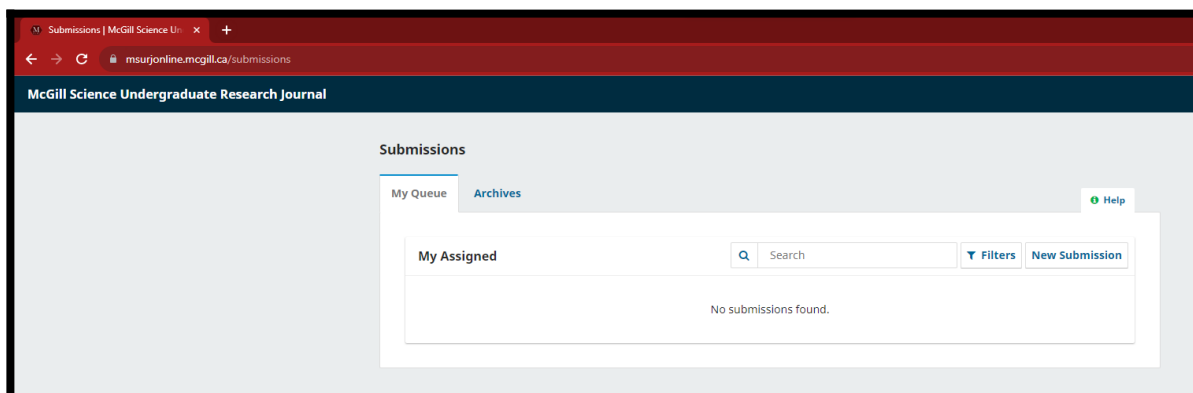
Stage 2: Submitting an Article

View the below video for a more in-depth explanation on 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 with images from MSURJ's 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 whether your submission is a research article or a review article
- Including any extra comments to the editor.
- Reading and agreeing to the journal’s copyright and privacy statements.

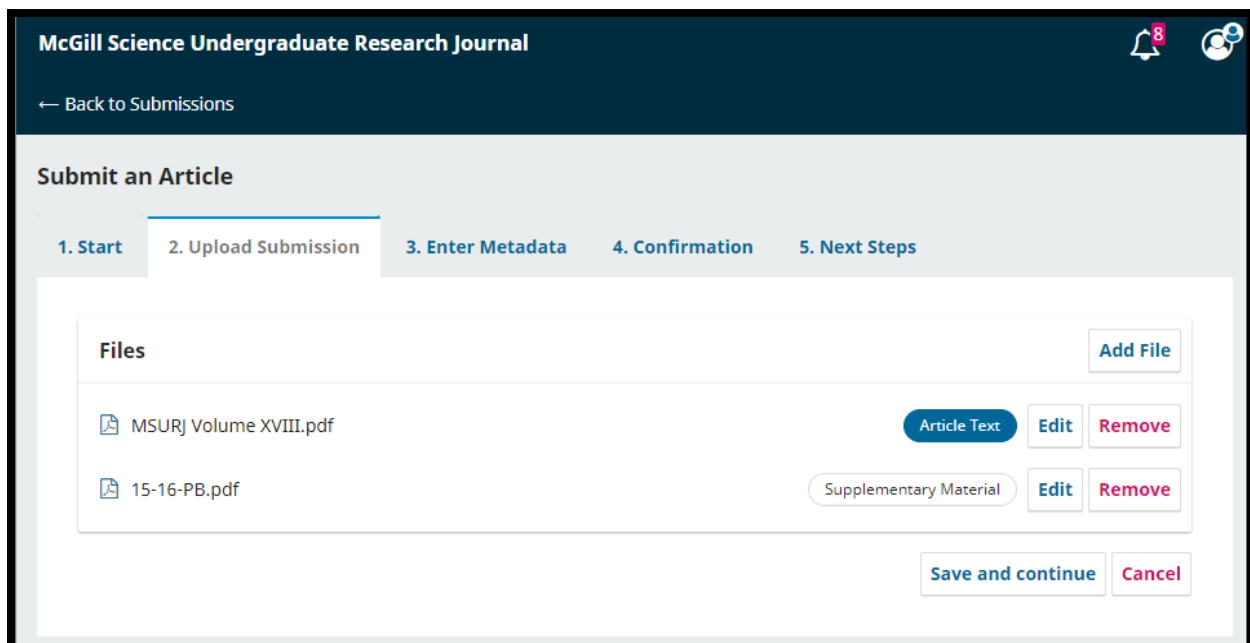
The screenshot shows the 'Submit an Article' page for the McGill Science Undergraduate Research Journal. The page has a dark blue header with the journal's name and a notification bell icon with the number 8. Below the header is a navigation bar with five steps: 1. Start (active), 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The main content area is titled 'Submit an Article' and contains a 'Section' dropdown menu set to 'Research Articles'. Below this is a note: 'Articles must be submitted to one of the journal's sections. *'. The next section is 'Comments for the Editor', which includes a rich text editor toolbar with icons for bold, italic, underline, link, unlink, code, list, image, and link. Below the toolbar is a large empty text box. The final section is 'Acknowledge the copyright statement', which contains a paragraph of text and two checkboxes. The first checkbox is checked and labeled 'Yes, I agree to abide by the terms of the copyright statement.' The second checkbox is unchecked and labeled 'Yes, I agree to have my data collected and stored according to the [privacy statement](#).' At the bottom right of the form are two buttons: 'Save and continue' and '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 your submission materials, as outlined in the Author Instructions. First, upload your file by clicking on the "Add File" button or dragging and dropping your files. You will then be prompted by the website to specify what type of file this is, e.g. article text, supplementary material, figure, etc. This will appear as a tag next to the "Edit" and "Remove" buttons.

Make sure to upload files that are clearly labeled: each filename should include your name and a description, e.g. "Jane Doe: Manuscript". *In the image below, the files are just examples: make sure your filenames include your name.*



The screenshot shows the 'Submit an Article' interface for the McGill Science Undergraduate Research Journal. The page is titled 'Submit an Article' and has a progress bar with five steps: 1. Start, 2. Upload Submission (current), 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Below the progress bar is a 'Files' section with an 'Add File' button. Two files are listed: 'MSURJ Volume XVIII.pdf' and '15-16-PB.pdf'. The first file is labeled 'Article Text' and has 'Edit' and 'Remove' buttons. The second file is labeled 'Supplementary Material' and also has 'Edit' and 'Remove' buttons. At the bottom right of the file list are 'Save and continue' and 'Cancel' buttons. The top of the page features the journal's name, a notification bell with a red '3', and a user profile icon.

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
- Contributors (e.g. co-authors)

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)
This field is required.

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

To add a list of additional contributors (i.e. co-authors), click the “Add Contributor” link. 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](#)

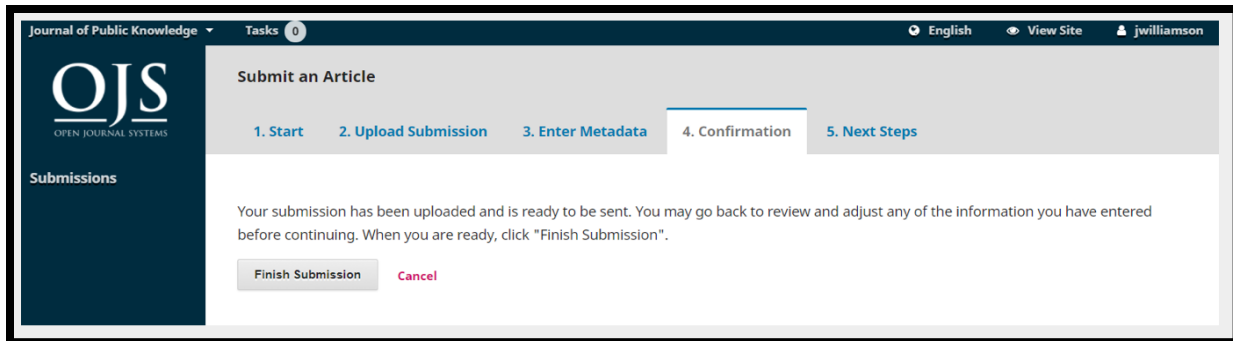
Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Joe Williamson	jwilliamson@mail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.”

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

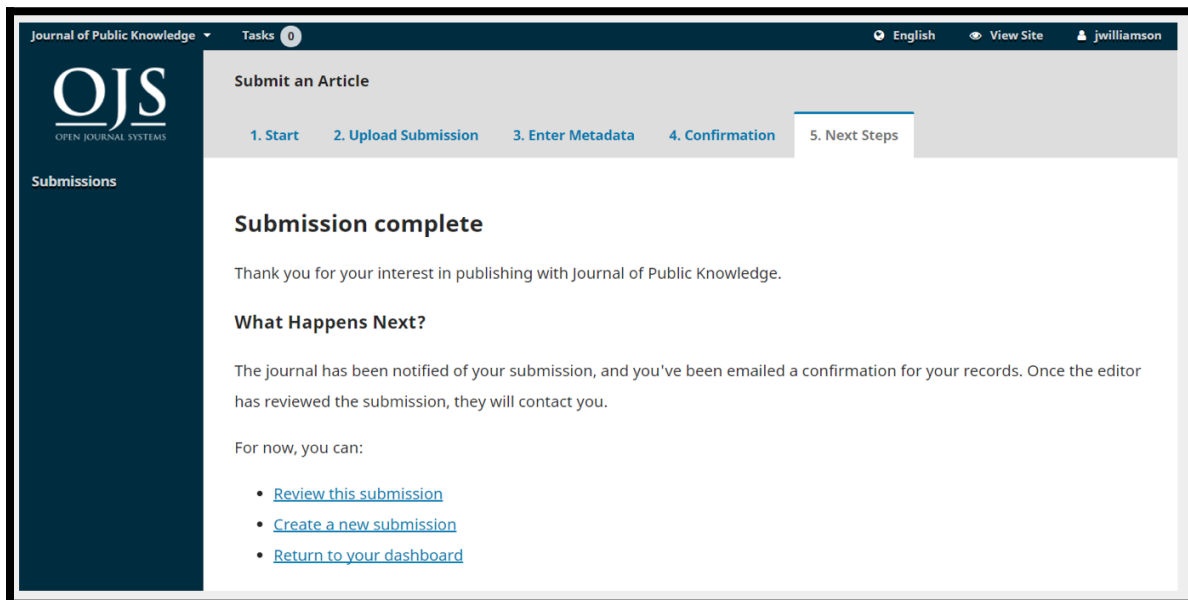


After this step is complete, you may hit “Save and Continue” to move on to Step 5.

→ Step 5: Next Steps

Your submission is complete! The editorial board has been notified of your submission and you will be assigned an editor soon. At this point, you can follow the provided links to:

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



We will be adding further instructions at a later date, guiding authors on how to use OJS for communications with editors, copyediting, reviews, etc.