# 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.
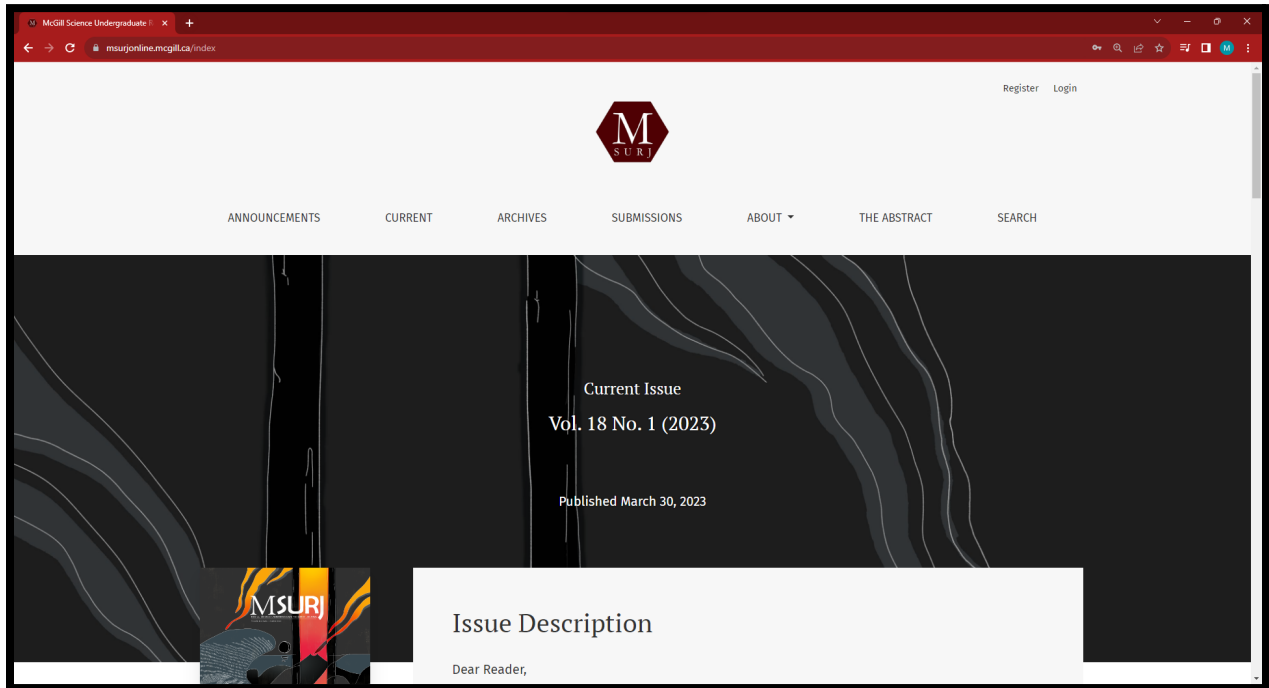
Stage 1: Registering with the Journal

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.

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

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.
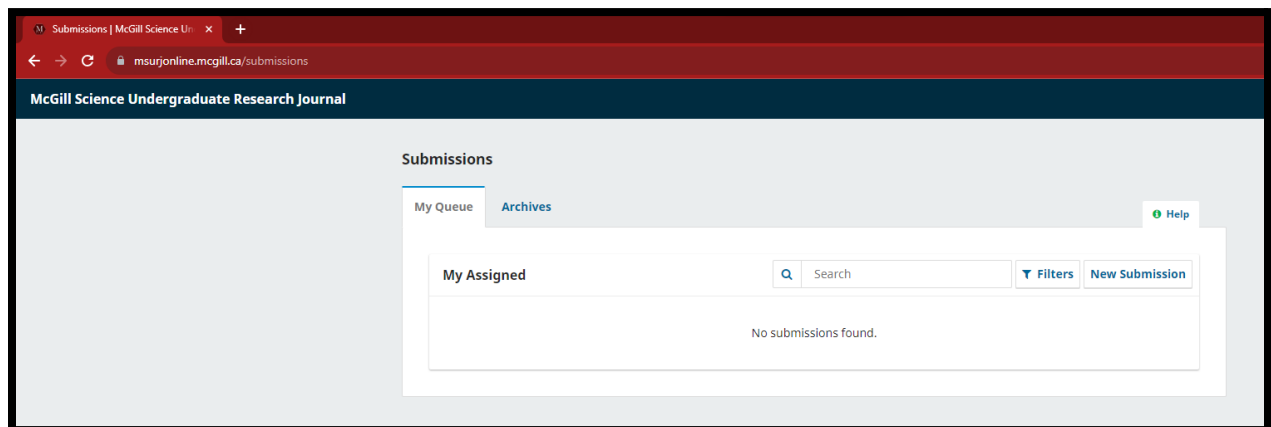
➔ Step 1: Start
The first step requires that you provide some initial information about your submission. This includes:
- Selecting the appropriate section (i.e. article, review, etc.).
- Reading and agreeing to all the submission requirements by checking each box.
- Including any extra comments to the editor.
- Reading the journal's privacy statement.

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.
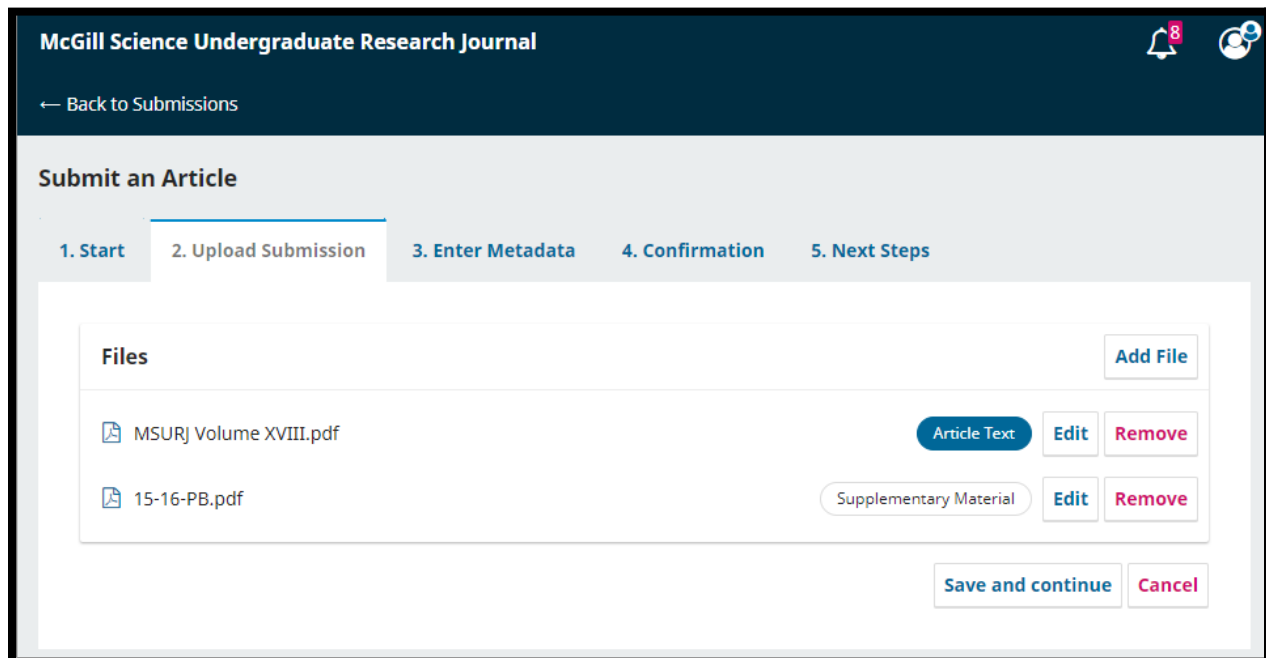
- Review Details: Here, you will be asked to review the name of the file. If you want to change it, use the "Edit" link next to the name. Hit the continue button when you're done.

- 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.

- 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.

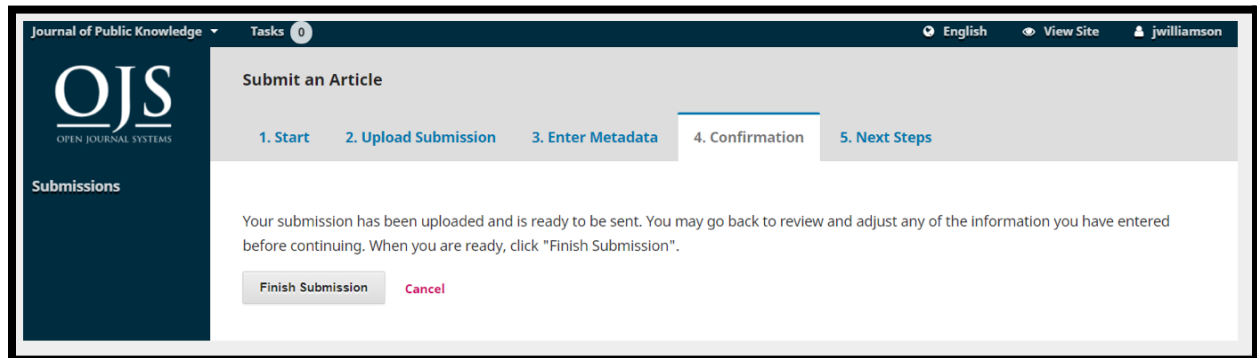- If categories are enabled, you can select a category for the manuscript submission (i.e. critical essay, etc.)

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."
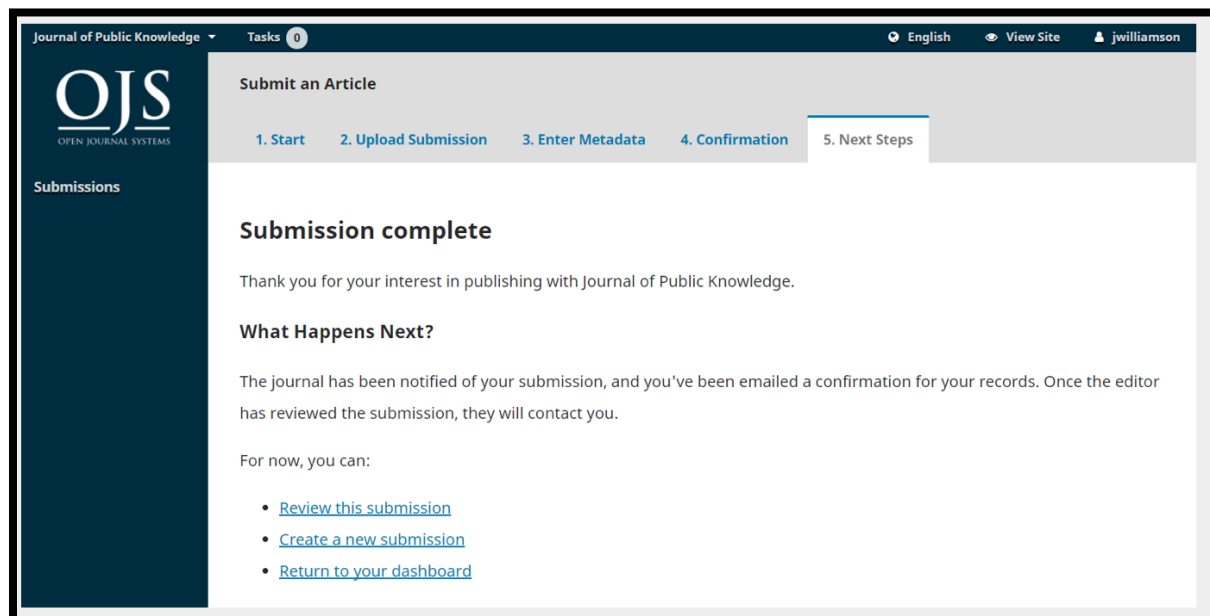

After this step is complete, you may hit "Save and Continue" to move on to Step 5.

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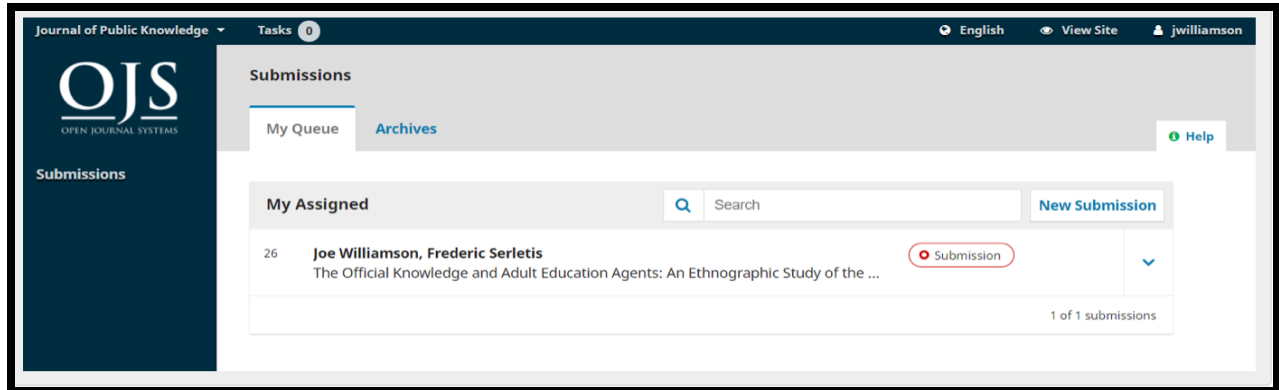
NOTE: Once you complete and confirm your submission, you are unable to make any changes to it.

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