



LJMU Open Journals Service - Author Registration and Submission Guide

1 Register

To register as an author for your journal:

- Go to the [LJMU Open Journal homepage](http://openjournals.ljmu.ac.uk/index/index) (<http://openjournals.ljmu.ac.uk/index/index>)
- Locate your journal and click on **View Journal**
- On the Journal home page click on **Register** in the top right corner of your journal
- Complete the registration form noting the mandatory fields in particular (for affiliation input your University) particularly
- Ensure you tick **Yes I agree to have my data collected and stored according to the privacy statement** (you can read the privacy statement by clicking on the link). This is necessary in order to ensure your paper can be processed
- Click on **Register**

2 Submitting a paper to your journal

Before submitting your paper you are advised to consult the author guidelines (click on About then Submissions for the journal you are submitting a paper to.

Login to your journal:

- Go to the [LJMU Open Journal homepage](http://openjournals.ljmu.ac.uk/index/index) (<http://openjournals.ljmu.ac.uk/index/index>)
- Locate your journal click on **View Journal**
- Login on the top right hand side of the screen with the username and password
- (see above)
- Click on **Make a Submission** to begin uploading your paper

A rectangular button with a light blue background and a thin border, containing the text "Make a Submission" in a bold, blue, sans-serif font.

2.1 Step 1 – Start

- Ensure you have read the “Submission Checklist” and “Author Guidelines” before continuing
- Click on **Make a new submission**

[Make a new submission](#) or [view your pending submissions](#).

Submission Preparation Checklist [Edit](#)

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- You will then be taken to your Dashboard
- Select the “Section” (e.g. Articles, Book Reviews etc) by selecting an option from the drop-down list
- Complete the “Submission Requirements” (see below)

Section *

Articles

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

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, RTF, or WordPerfect 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); and all 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](#), which is found in About the Journal.
- Copyright clearance has been obtained for any 3rd party content included in the submission

- Ensure that under ‘Corresponding Contact’ **Yes, I would like to be contacted about this submission** is ticked (this is necessary to process your paper)
- Read the “Acknowledge the copyright statement” and then tick **Yes, I agree to abide by the terms of the copyright statement**
- Read the privacy statement and then tick **Yes, I agree to have my data collected and stored according to the privacy statement** (this is necessary to process your paper)
- Click the **Save and Continue** button

2.2 Step 2 – Upload Submission

- Select the “Article Component” using the drop down menu. In most cases this will be **Article Text**
- Click on Upload File and locate your file on the hard drive of your computer – your file should be in **Word** or **RTF** format only.
- Once you have located your file, click **Continue**

- On the “Review the Details” screen ensure the correct file has been uploaded (you can also edit the title of the document at this point by click on the pencil icon) then click on **Continue**
- Add any additional files as required (e.g. image file)
- Click on **Complete**
- Click on **Save and continue**

2.3 Step 3 – Entering the Submission’s Metadata

In this step you need to complete some details about the paper.

- Complete all mandatory fields
- Add any co-authors to your paper in the “List of Contributors” section
 - Click on **Add Contributor**
 - Enter your co-author’s details
 - Ensure you tick **Author** under “Contributor’s role”
 - Click on **Save**
- Click on **Save and continue**

2.4 Step 4 – Confirmation

This is an opportunity for you to review and adjust any of the information you have entered by clicking on the appropriate tab. When you are ready to submit:

- Click on **Finish Submission**
- Click on **OK**

3 Notification of Decision

Once your paper has been reviewed you will receive an email notification of the decision made by the Editor. This may involve you making some revisions to your paper.

If you receive an email asking for revisions:

- Login to your journal
- You will arrive at your Dashboard and see you active submissions under “My Assigned”
- Click on the title of the paper to access the review page
- Under “Revisions” click on the title of the document to download the revised version to review the required revisions
- If you have any queries about the proposed revisions contact the journal editor
- Make the appropriate changes, save and upload the paper under the “Revisions” section:
 - Click on **Upload File**
 - As you are uploading a revision of an existing file select the file from the drop down menu

- Article Text should then be automatically selected from the “Article Component” section
- Click on **Upload File** and upload your revised text
- Click on **Continue**
- Ensure you have uploaded the correct file then click on **Continue**
- Add any additional files as required (e.g. images or table) then click on **Complete**

4 Copyediting

This stage is intended to improve the flow, clarity, grammar, wording and formatting of the paper. You should receive a notification email when the paper has been copyedited.

- Click on the link in the email and login to your journal
- You will see the Copyediting Discussions
- Click on the discussion (most likely to be entitled “Copyedits for review”)
- Download the paper by clicking on the file name
- Check the paper and accept or reject any changes via the Track Changes facility under the REVIEW tab in Word (or any other system as defined by your journal). N.B if you have any major concerns at this stage you can contact the editor by clicking on **Add discussion** in the “Copyediting Discussions” section
- Once you have made any changes to your paper, login to your journal and click on **Submissions**
- Click on the title of your paper
- Click on the title of the copyedit discussion
- Click on **Add message**
- Add a message to the editor confirming you have reviewed the paper
- Attach the revised version by clicking on **Upload File**
- Select **Article Text** from the “Article Component” drop down menu
- Click on **Upload File**
- Locate you file, select it and click on **Open**
- Click on **Continue**
- Ensure you have uploaded the correct file then click on **Continue**
- Add any additional files on the next screen the click on **Complete**
- Click on **OK**

5 Proofreading

Prior to your paper being included in an issue you will be asked to proofread it one last time.

- Click on the link in the email and login to your journal
- Click on the title of your paper
- Click on **PDF** in the “Galley’s” section to view the final PDF version of your paper (if you are having problems opening the PDF try saving the document first)
- To respond click on the discussion in the “Production Discussions” section, this will be called something like Proofreading request

- Click on **Add message** and confirm if you are happy or add any corrections to the message
- Click on **OK**

You have now completed all the tasks required prior to your paper being published.

If you experience any problems with this process or have any other issues then please contact the LJMU Open Journals Support Team openjournals@ljmu.ac.uk