

**Manual**

**User Registration and Submission of Articles to  
the Journal**

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**Editorial Boards of scientific journals welcome authors to submit their scientific articles to the journal for consideration. It is much easier to do submission, review and whole editing process if author is familiar with the process of submission. Please read carefully instructions below and prepare yourself for successful and complete submission.**

## **User registration:**

Many journals accept submissions of articles through on-line platform The Open Journal Systems (<http://pkp.sfu.ca/ojs>) that is well known platform used worldwide for open access journals.

This manual is intended for the authors that are not familiar with on-line submission of articles. The procedure is designed to be easy to understand and realized. Authors are requested to read carefully author's guidelines published on the portal and its sections dedicated to published issues of the and submission of articles.

The authors are required to register to the system for submission of articles. They should keep on safe place the login details for their user's accounts. The authors who already registered their account with us are not required to register again.

Some editorial boards can ask developers to customize their registration pages but there should not be big difference from the procedures described below.

### **Privacy policy**

Please note that The Open Journal Systems is designed in a way that your privacy can be protected. Please note that in some countries privacy laws are very strict and rigorous and their rules may apply to authors, reviewers and other people from different countries you work with.

### **The registration process**

The registration process is straightforward and easy. It begins with clicking on **Register** that is located at the up-right corner of the home page of the on line system as you can see on image below:



*Image 1: Register link to the user registration form*

When you click on **Register** the system will prompt you to the page which contains the registration form in which you have to enter information about you, your affiliation and possible review interests.

Authors who previously created their ORCID iD can click on link which will pull their ORCID iD data to our publishing system.

The ORCID iD can be easily created on the address:

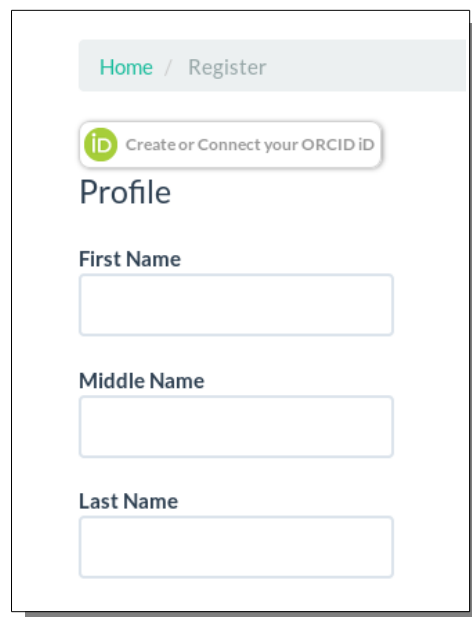
<http://orcid.org>.

ORCID iD can be later added to your profile.

**Authors who do not have ORCID iD are not obliged to create it. They can skip that part of registration form and continue to enter required information.**

Please enter your first name, middle name (if you have it) and last name.

If your first name and/or last name is consisted of two or more words you can write them next to each other.



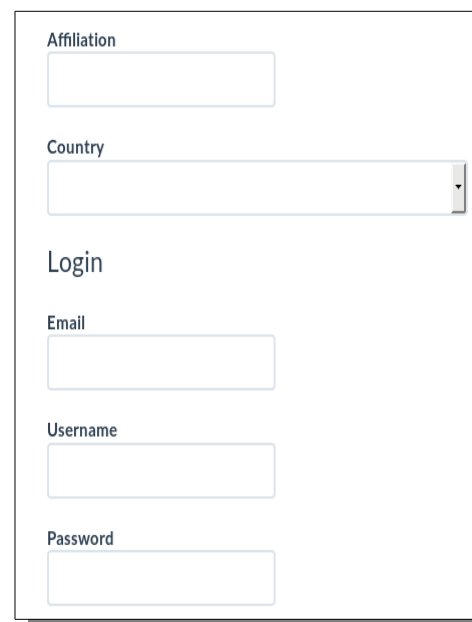
The screenshot shows the 'Profile' section of the registration form. At the top, there is a breadcrumb trail 'Home / Register'. Below it is a button labeled 'id Create or Connect your ORCID iD'. The 'Profile' section contains three text input fields: 'First Name', 'Middle Name', and 'Last Name'.

*Image 2: Entering personal details*

Enter **affiliation** details as follows: *Name of institution, city, country.*

Please have in mind that country of institution mentioned in affiliation may be different from the country that you choose in drop-down list of countries since it represents your home country if it is different from country of your affiliation.

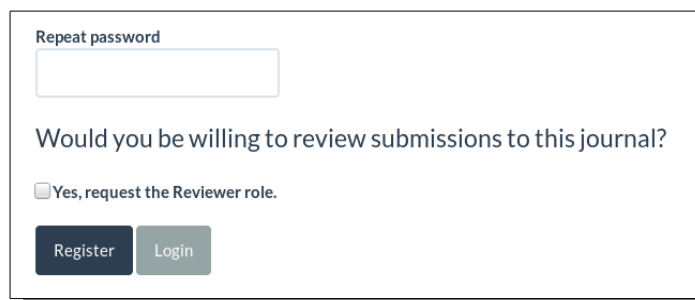
In **Login** section of registration form enter your e-mail address that will be for longer time available to you and valid for communication since the review process can take some time. Please choose unique username and password and keep it on safe place since it is expected that you will have to login during the review process several times.



The screenshot shows the 'Login' section of the registration form. It includes an 'Affiliation' text input field, a 'Country' dropdown menu, and three text input fields for 'Email', 'Username', and 'Password'.

*Image 3: Entering details*

Please repeat password to make sure that you typed it correctly.



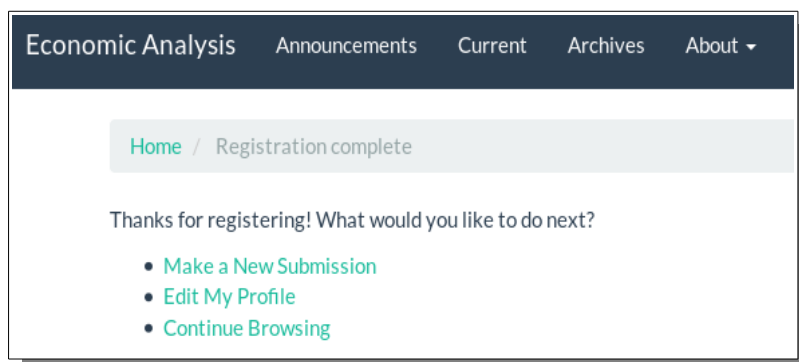
The screenshot shows the final part of the registration form. It includes a 'Repeat password' text input field, a question 'Would you be willing to review submissions to this journal?' with a checkbox option 'Yes, request the Reviewer role.', and two buttons: 'Register' and 'Login'.

*Image 4 Completing registration*

If you are interested to be involved in review process of other articles please check the box with that option. After completion of entering information in all fields please click on button **Register**.

After completion of the registration process the system will prompt you to the page and offer you option to see your previous submissions, make new submission, edit your profile and/or continue browsing.

If you are registering to our system for the first time please consider clicking on **Make a New Submission** link so you can proceed with submission.



*Image 5: Continuing after registration*

## The Submission

The submission process is easy and it is completed in five easy steps. **But, prior to submission please read carefully detailed instruction for authors prepared by editorial board that you will find in the information block on the home page of this on-line publishing system. Please read carefully instructions in documents such as Guidelines for Authors, manuscript template, style referencing, copyright notice and cover letter.**

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**Please prepare your manuscript and additional files according to instructions. Submissions that do not comply with instructions editorial boards might not take into consideration.**

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**Compliance with the rules defined in above mentioned documents is usually very important to us. Your compliance with those documents is beyond scope of this manual. Indeed, your compliance will help editorial board the both to make sure that their keep good quality of articles and that editing work is performed successfully in a way that is stimulating to editorial board, authors and readers.**

The first step of the submission process is consisted of checking the boxes that confirm that you prepared your manuscript for submission according to our instructions including formatting and copyright. The screen below may vary in some journals since it is consisted of checks written by some editorial board.

#### Acknowledge the copyright statement

Once the manuscript is accepted for publication, authors shall transfer the copyright to the publisher. If the submitted manuscript is not accepted for printing by the journal, the authors shall retain all their rights. The following rights on the manuscript are transferred to the publisher, including any supplementary materials and any parts, extracts or elements of the manuscript:

- the right to reproduce and distribute the manuscript in printed form, including print-on-demand;
- the right to print prepublications, reprints and special editions of the manuscript;
- the right to translate the manuscript into other languages;
- the right to reproduce the manuscript using photomechanical or similar means including, but not limited to photocopy, and the right to distribute these copies;
- the right to reproduce and distribute the manuscript electronically or optically using and all data carriers or storage media, and especially in machine readable/digitalized form on data carriers such as hard drive, CD-ROM, DVD, Blu-ray Disc (BD), Mini Disc, data tapes, and the right to reproduce and distribute the article via these data carriers;
- the right to store the manuscript in databases, including online databases, as well as the right to transmit the manuscript in all technical systems and modes;
- the right to make the manuscript available to the public or to closed user groups on individual demand, for use on monitors or other readers (including e-books), and in printable form for the user, either via the Internet, online service, or via internal or external networks.

Authors reserve the copyright to published articles and have the right to use the article in the same manner like third parties in accordance with the licence **Attribution-Non-Commercial-Non-Derivate 4.0 International (CC BY)**. Thereby they must quote the basic bibliographic data of the source article published in the journal (authors, article title, journal title, volume, pagination).

☐ I agree to abide by the terms of the copyright statement.

*Image 6: Submission – Start*

Please make sure that your submission is prepared according to requirements listed on that page and choose one section from the listed sections you can find in drop-down list of sections.

Please have in mind that during the review process editors may suggest you to change the section in which your submission would be published. **It is mandatory to check all listed formatting requirements. The system will not let you to continue if all submission requirements are not checked.**

#### Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- ☐ Submission of a paper implies that it has not been published previously, that is not under consideration for publication elsewhere, and that if accepted it will not be published elsewhere in the same form, in English or any other language, without the written consent of the Publisher.
- ☐ The submission does not contain plagiarism or selfplagiarism.
- ☐ The main author, which is either first or the corresponding author is responsible for ensuring that the article has been seen and approved by all the other coauthors.
- ☐ I have informed the co-author(s) of the terms of this Submission and that I am filling it on their behalf as their agent and I am authorised to do so.
- ☐ I have given final approval of the submitted manuscript.
- ☐ The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
- ☐ The manuscript is in Microsoft Office file format.
- ☐ The manuscript has not more than 20 pages.
- ☐ The manuscript has been spell checked.

*Image 7: Submission – Checking preparation*

After checking all required requirements you can send if needed additional information to the editor of the journal. **Comments for Editor** are not mandatory. In this field you can put additional information about your availability, potential change of affiliation, rank, title, position in project. Please do not put in the commentsto the editor information irrelevant to your submission and reviewing process.

*Image 8: Submission – Comment or the Editor*

It is important that you read **Privacy Statement**. If you have any concerns regarding your privacy and/or privacy of contributor(s) to the submission please put them in Coments to the Editor field. After completing this step and checking again did you checked all requirements you can continue by clicking on **Save and Continue** button.

*Image 9: Submission – Completing first step*

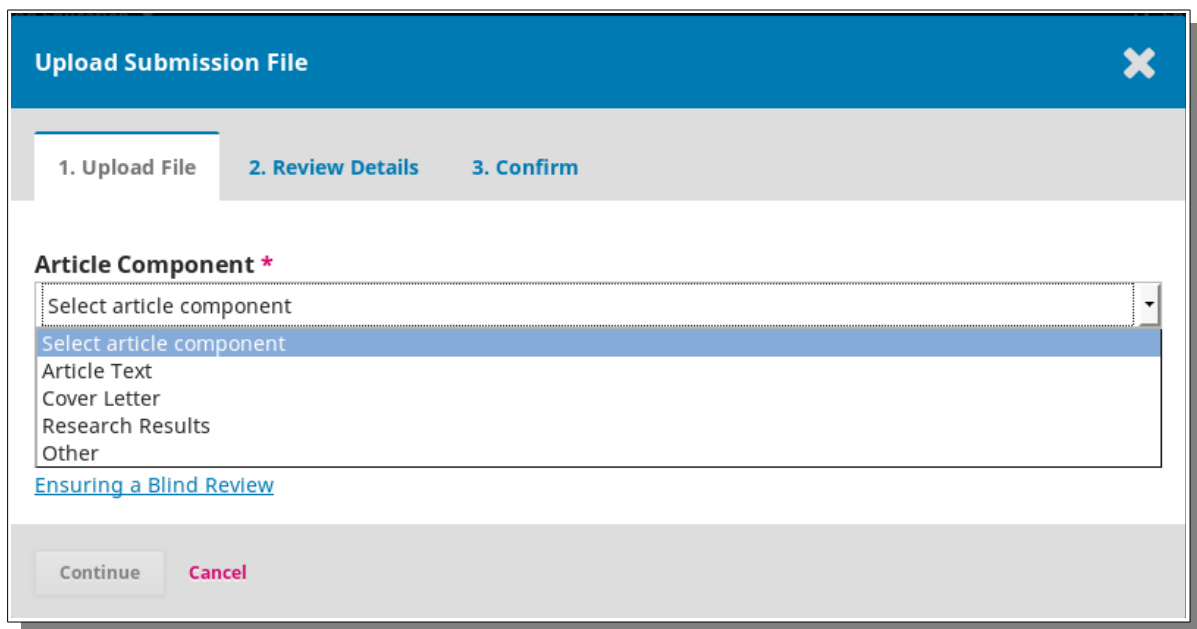
**In the second step** of submission you will be able to upload your submission files including manuscript and other supplementary files. The system will prompt you to the screen on which you can choose from the drop-down list which article components you will upload.

*Image 10: Submission – Upload of article components*

Names and order of components of submission might be defined by editorial boards so this may differ in reality from example described here. Authors are required, in our case, to prepare the following article components that are part of your submission:

1. **Cover letter** – please make it brief with essential and relevant information only
2. **Article** – please submit it according to instructions for authors
3. **Research results** – please prepare files of research results only if your research include mathematical models, simulations etc.
4. **Other** - if needed you can provide other documents which can be useful in the process of review

Please prepare above mentioned article components so you can upload them one by one by selecting them from the drop-down list of article components.



*Image 11: Submission – Upload of particular article components*

Please click on **Ensure Blind Review** link and carefully read guidelines how to remove your identity information from file before submission. This is very important in order to make sure that reviewer will not know your name during the review process. Some editorial boards may have different options, but many of them use double blind review process.

It is possible to upload files in two ways. You can drag and drop file to the space for upload and the system will check if it is file of the right format and accept it. The speed of upload may depend on your upload speed.

You can upload article component by clicking on button **Upload File** which will prompt you to the possibility to select file from your file manager or desktop so you can upload it. This might be quite handy if you prepared all article components in one folder so you can select them one by one and upload. Please have in mind that each upload needs completion of the previous one as it will be described in this manual.

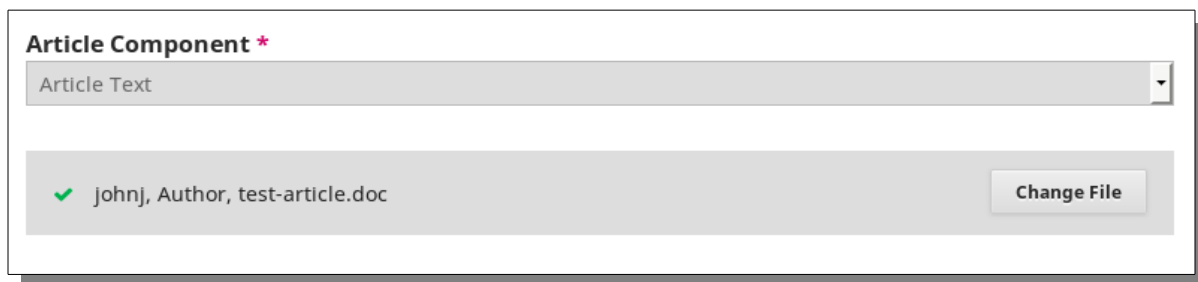
The both methods produce the same result and you can use them independently if you like.



*Image 12: Submission – Methods of upload -drag and drop/choose file*

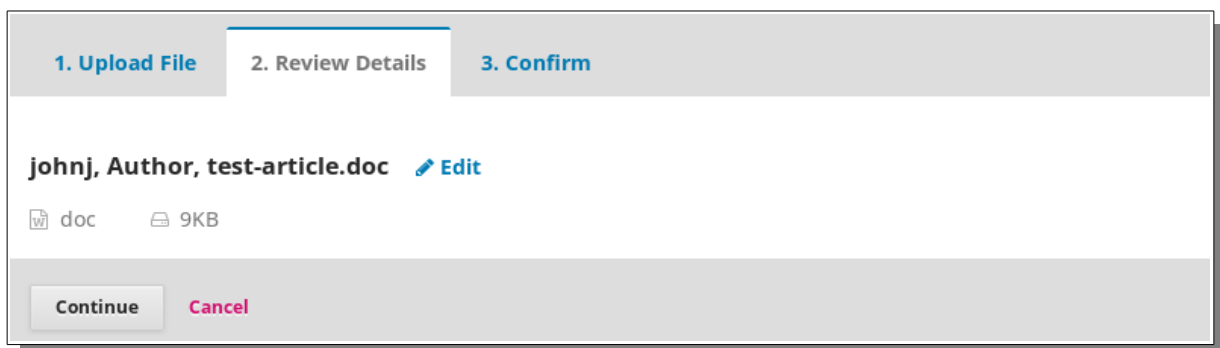
When you upload file the system will check it with green check mark. If you mistakenly uploaded wrong file you can change it by clicking on button **Change File** as it is displayed on image below. This will enable in you in a very straight forward manner to replace existing file with the right one.

The system will not count how many times you changed file during the submission process. But, try to have everything prepared neatly in advance in order to prevent confusion, mistakes and bulky submissions.



*Image 13: Submission – Option to change file*

After upload of the file click on button **Continue** which will prompt you to the confirmation window as displayed below.

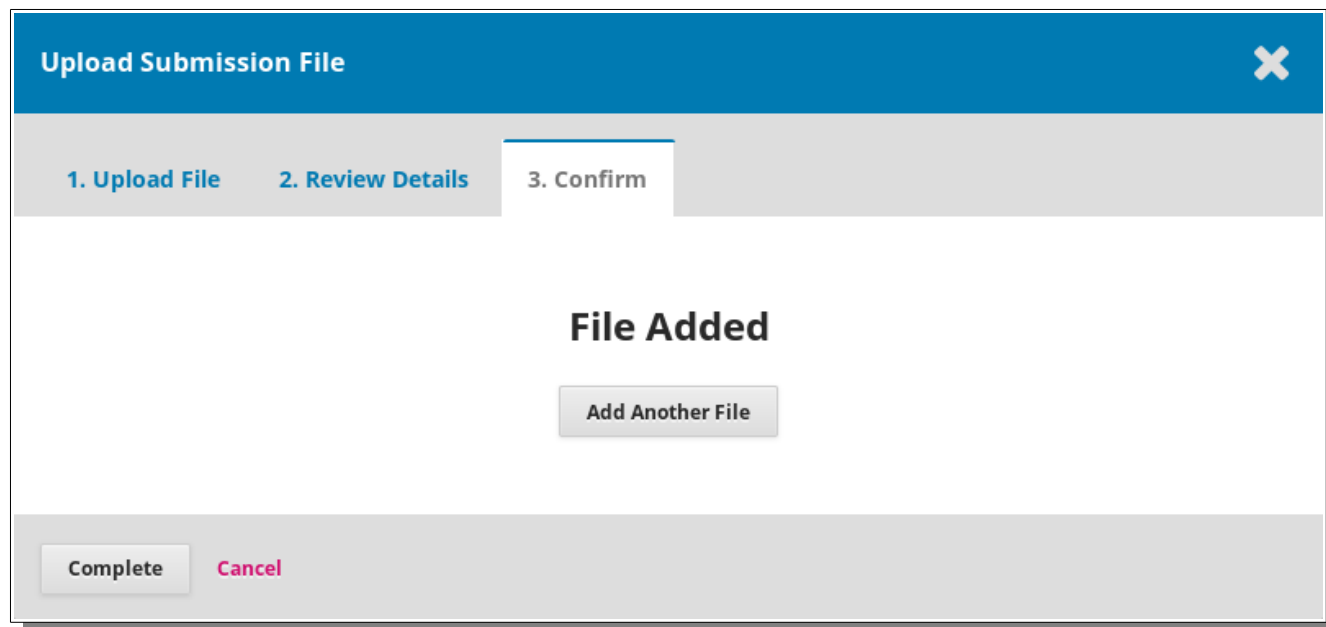


*Image 14: Submission – Confirmation*

If you see some mistake you can click on **Edit** and enter changes or you can click on **Cancel** and start the process over again.

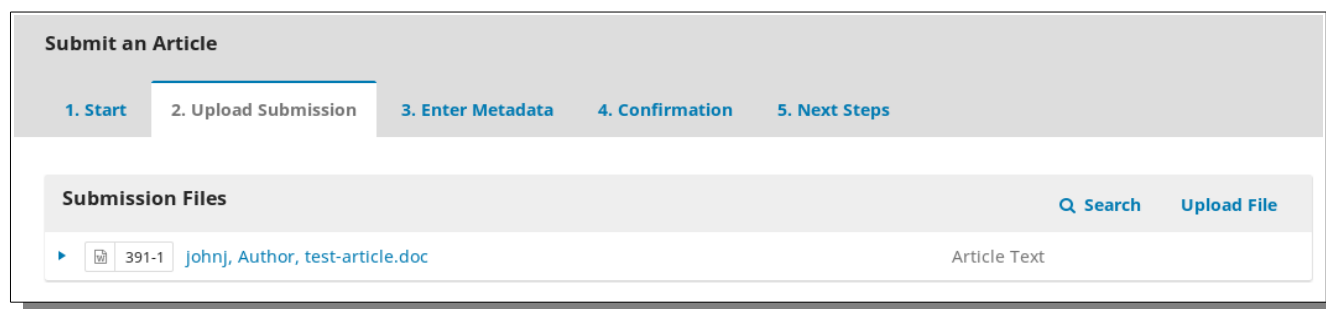


If you are satisfied with the upload please click on button **Continue** which will prompt you to the screen, which will confirm that the file is added to your submission. In order to upload other article component please click on button **Add Another File** which will enable you to upload other **mandatory** article components such as **Cover Letter** as displayed on image below.



*Image 15: Submission – Option to add another file and/or complete process*

If you uploaded all files you can click on **Complete** which will prompt you to the screen on which you will see a list of all files you uploaded in this submission process. If you want to change something you can click on blue triangle that is placed left from uploaded file. This will present you with options to see more information about that file, edit or delete that file.



*Image 16: Submission – Moving to third step*

If you are satisfied with uploads you can click on **Save and Continue**. This will prompt you to the third step of your submission process.

The third step of submission process is dedicated to entering metadata for your submission.

The screenshot shows a web form titled "Submit an Article". At the top, there are five tabs: "1. Start", "2. Upload Submission", "3. Enter Metadata" (which is selected and highlighted with a blue border), "4. Confirmation", and "5. Next Steps". Below the tabs, there are three input fields. The first is labeled "Prefix" and has a text box. Below it, there is a hint: "Examples: A, The". The second is labeled "Title \*" and has a text box. The third is labeled "Subtitle" and has a text box. Below the subtitle field, there is a hint: "The optional subtitle will appear after a colon (:), following the main title."

Image 17: Submission – Entering metadata

Please enter title (prefix and subtitle if needed). **The title should be entered in full length. Subtitle can be written using small letters.**

The screenshot shows a web form titled "Abstract \*". It features a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, superscript, subscript, link, unlink, source code, and a "Upload" button. Below the editor is a section titled "List of Contributors". It contains a table with columns: "Name", "E-mail", "Role", "Primary Contact", and "In Browse Lists". To the right of the table is a button labeled "Add Contributor".

Image 18: Submission – Abstract and Contributor

Please enter abstract and take care that you paste it by using the paste option in the toolbar of editor for abstract. Please pay attention to possibility to enter subscript and superscripts where needed. You can maximize the editor window for more convenience by clicking on icon in toolbar that shows four arrows going in different directions.

After completing the entering of abstract you can add contributor(s) by clicking on **Add Contributor** on the right side of screen below the field for entering abstract of your submission. Clicking on **Add Contributor** will prompt you with screen that will enable you to enter details of your contributors as on image below.

**Add Contributor**

**Name**

First Name \* Middle Name Last Name \*

**Contact**

Email \*

**Country**

Country \*

**User Details**

Suffix

Image 19: Submission – Add contributor

Please enter first name, last name, email and country for your contributor. Please note that fields denoted with \* are mandatory.

**Affiliation for all contributor(s) are usually mandatory.** The affiliation should have name of institution, city and country of affiliation since it may be different from the country of origin.

URL ORCID ID

Affiliation

Bio Statement (e.g., department and rank)

Image 20: Submission – Add contributor – details

You can enter optionally ORCID iD and other details related to contributor i.e department, rank in institution, lab etc. On the bottom of the form for adding contributor there is option to check whether contributor is author or translator. If there is need to name differently role of contributor (i.e technician, measurement assistant) please let us know. Some editorial boards may add additional roles which you can select i.e. lab technician, statistics analysis expert.

Please check whether that contributor will be principal contact for editorial correspondence or not so the system will make contributor's mail available for communication during the review process.

**Only one person can be principal contact for editorial correspondence.**

**Contributor's role \***

☐ Author

☐ Translator

☐ Principal contact for editorial correspondence.

☒ Include this contributor in browse lists?

\* Denotes required field

Save Cancel

Image 21: Submission – Add contributor – role, contact

Please pay attention to option to include contributor in browse list. Some people do not want to be included in browse list so consult your contributor about that since some legislations require that individuals can make decision whether they want to be included in browse list or not. When you complete entering information about contributor click on **Save**.

Please note that you can add all your contributors in the same way repeating the same cycle for each contributor. The system will display a list of all contributors you entered. Please pay attention that contributors including yourself will have green checks denoting your status of primary contact or agreement to be listed in browse lists.

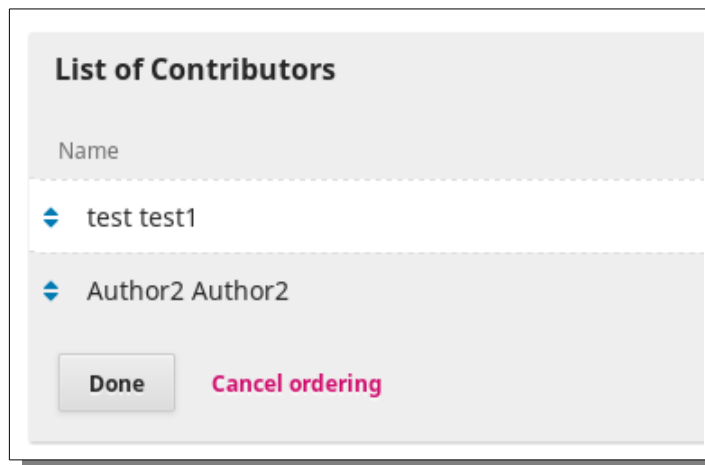
List of Contributors			Order	Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists
▶ test test1		Author	✓	✓
▶ Author2 Author2	author2@eunet.es	Author		✓

Image 22: Submission – List of contributors

If you want to change some details about certain contributor you can click on blue triangle on the left side of the name of contributor in the list of contributors. You will be able to edit or delete selected contributor. Click on **Edit** of contributor will prompt you to the form in which you can change contributor's details.

### Change of order of contributors

If there is need to change order of contributors you can click on **Order** in up-right corner of the List of **Contributors**. Click on **Order** will locate two blue triangles pointing down and up on the left side of the name of contributor. You can place cursor of mouse on names and drag and drop contributor entries as you like. After setting up proper order you can click on **Done** so you can proceed with submission.

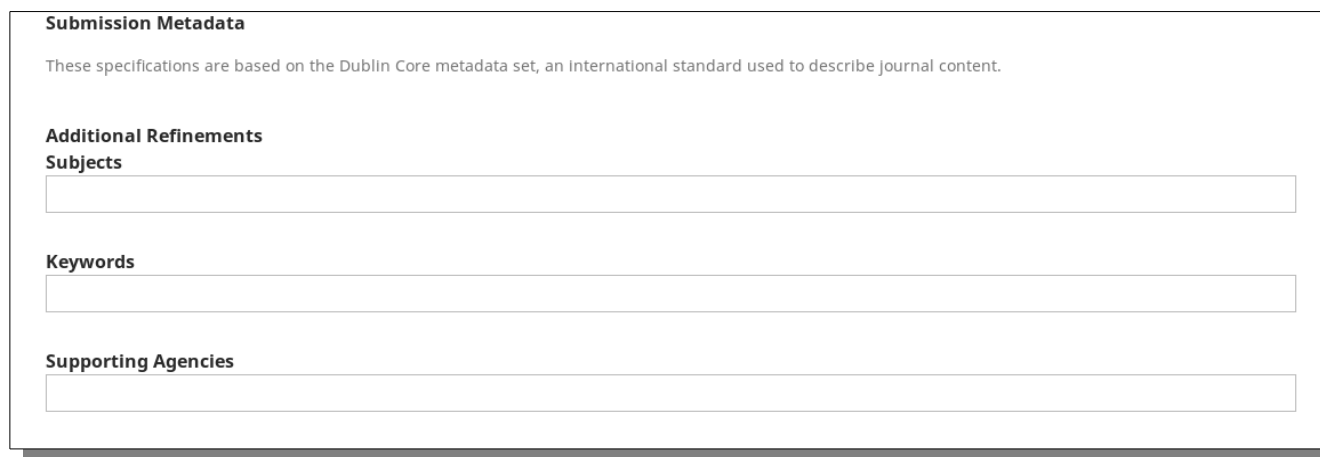


Name
test test1
Author2 Author2

**Done** **Cancel ordering**

Image 23: Submission – Change of order of contributors

Please enter information in the fields for **subjects, keywords** and **supporting agencies or other acknowledgements..** The field **Subjects** is not always mandatory. **The keywords are usually madatory.**



**Submission Metadata**

These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

**Additional Refinements**

**Subjects**

**Keywords**

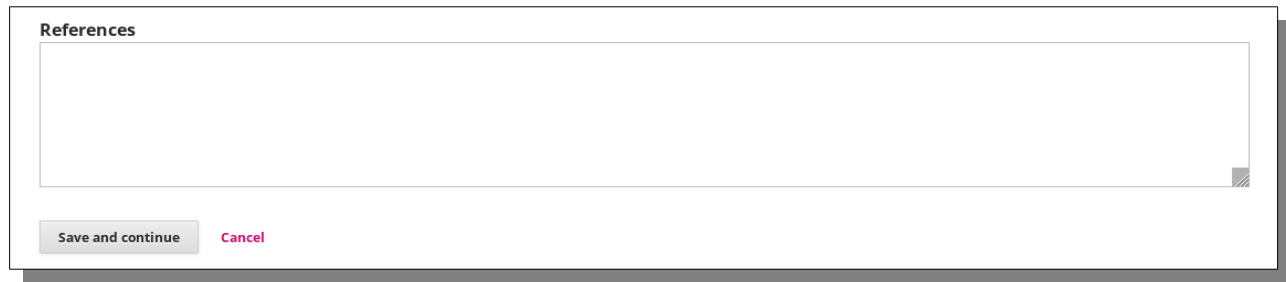
**Supporting Agencies**

Image 24: Submission – Additional Refinements

Please enter in field **Supporting Agencies** name of agency (government, grant-giving institution etc.) that supported your project. If you do have contract with that agency there should be instruction which information should be provided to the public.

**The references are mandatory** and they must be entered according to instructions or standard provided with other documents with instructions to prepare submission.

After entering the references click on **Save and Continue** to complete your submission process.

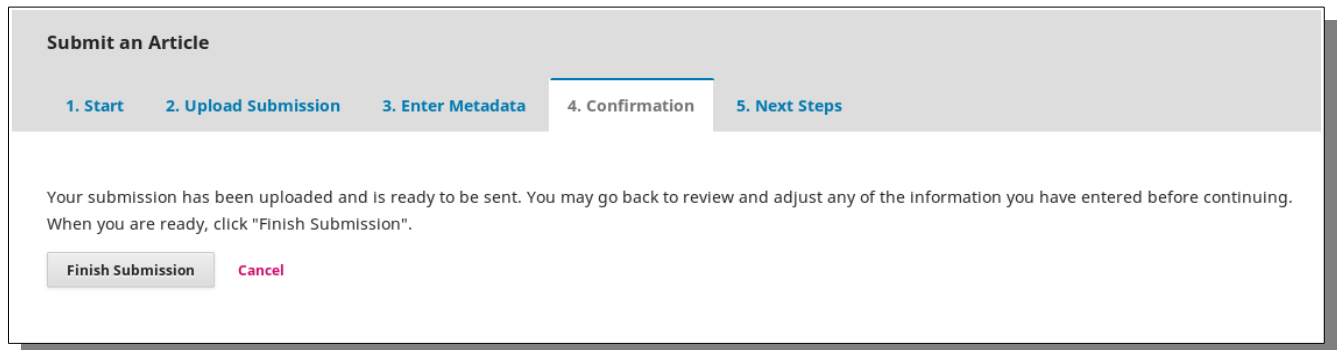
The screenshot shows a web form titled "References" at the top left. Below the title is a large, empty rectangular text area for entering references. At the bottom left of the form, there are two buttons: a grey button labeled "Save and continue" and a red button labeled "Cancel".

References

Save and continue Cancel

*Image 25: Submission – References*

After you clicked on the **Save and Continue** button the system will prompt you to the page on which you have to confirm that you are ready to finish submission. If you want to check again previous steps you can go back and adjust any of the information you have entered before.

The screenshot shows a confirmation page titled "Submit an Article". At the top, there is a horizontal progress bar with five steps: "1. Start", "2. Upload Submission", "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". Step 4 is currently selected. Below the progress bar, there is a paragraph of text: "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'." At the bottom, there are two buttons: a grey button labeled "Finish Submission" and a red button labeled "Cancel".

Submit an Article

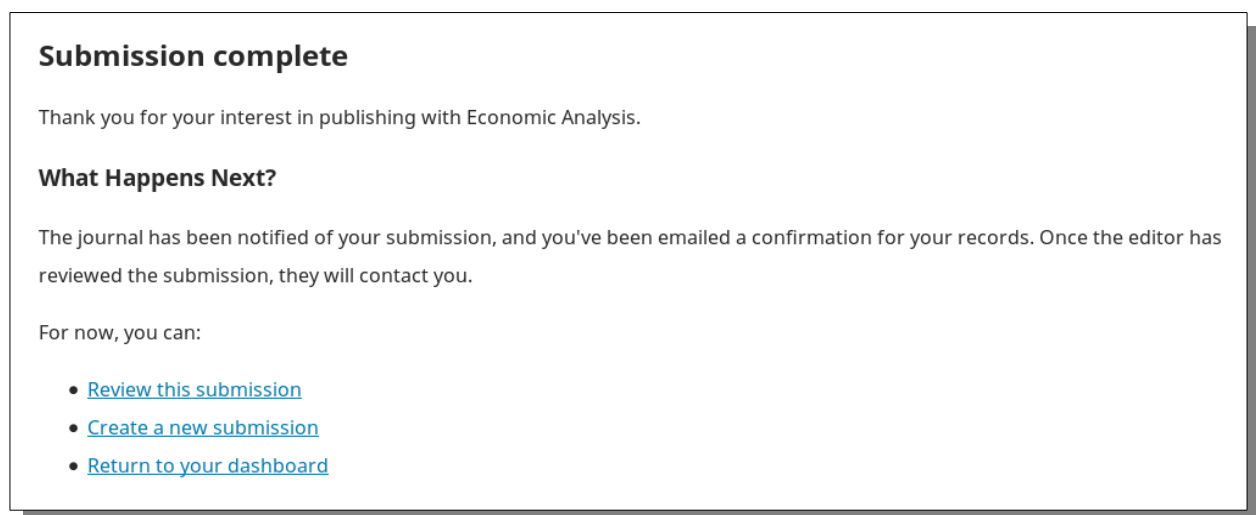
1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

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

*Image 26: Finish submission*

After click on **Finish Submission** button the system will prompt you with the page informing you that submission is complete and that you can review submission or create a new submission. The system will inform the main contact person in the editorial board that your submission is completed. The Editor in Chief or Reviewer will contact you soon.

The screenshot shows a page titled "Submission complete". Below the title, there is a paragraph: "Thank you for your interest in publishing with Economic Analysis." followed by a section header "What Happens Next?". Below this, another paragraph states: "The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you." followed by "For now, you can:". At the bottom, there is a bulleted list of three links: "Review this submission", "Create a new submission", and "Return to your dashboard".

Submission complete

Thank you for your interest in publishing with Economic Analysis.

**What Happens Next?**

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

*Image 27: Submission completed, next steps*

**Note: Editor will contact you and let go through the review process. Please have in mind that you always have to be logged in when checking the reviewer's comments and during the communication with editor. Do not communicate with editor by using mail only.**