

Help for Authors – general guide

Please make your submission through this editorial and publishing system. We accept files of the following formats: Word, Open Office and Rich Text Format.

1. Register as an author.
 - a. Click the *Make a submission* button on the [front page](#).
 - b. After registering you receive an email with a link to verify your account. Click the link to verify your email address. This enables you to login to our on-line platform.
 - c. Log in to your account and select *Make a new submission*.

We encourage authors to submit a 150-word proposal for an indicative recommendation from the issue editor/editor-in-chief prior to submitting a full text. You will find a separate [guide for submitting proposals](#) by clicking the [Help for authors](#) button on the front page.

2. Start your submission.
 - a. Read through and indicate that you accept our copyright statement by checking the box.
 - b. Select to which section (academic or literary) you are submitting.
 - c. Indicate that you have completed all the submission requirements by checking the boxes.
 - d. Click the *Save and continue* button.
3. Upload your file.
 - a. In the article component field, choose between *Proposal* or *Full text*. If you are submitting a proposal for an academic manuscript, please refer to our separate [guide on this topic](#). If you are submitting a full text after having first submitted a proposal, see our [guide on submitting full text upon proposal](#).
 - b. If you are submitting literary fiction, please select *Full text* in this menu.
 - c. Click the *Continue* button, review file details, and click *Continue* one more time.
 - d. You can now confirm you upload by clicking the *Complete* button.
 - e. When you are returned to the *Submit an article* screen, click the *Save and continue* button.
4. Enter Meta-data.
 - a. On this screen you need to fill in the title of your submission. Additionally, you can enter a subtitle, an abstract, keywords and supporting agencies. Please also check that all authors are correctly entered at this stage.
 - b. Click *Save and continue*.

5. Finish submission.

On this screen you are asked to review the information and files you have submitted. When you are confident that all the information is correct you can click the *Finish submission* button.

Confirm that you want to submit with us by clicking *OK* in the pop-up window.

You will now receive a submission acknowledgment by email. You can follow your article through our platform by logging in with your user-name and password at any time.

Thank you for considering *Inscriptions* as a venue for your work!

For more help, please see our other guides for authors:

- [Guide for submitting proposals.](#)
- [Guide for submitting full text upon proposal.](#)