

Help for Authors – guide for submitting proposals

1. Follow Step 1 and 2 as in the [General guide for Authors](#). Make sure you select the *Academic* section when you are submitting proposals for academic essays.
2. When you upload your file (Step 3 in our [General guide for Authors](#)), select Proposal in the pull-down menu *Article Component*.
3. You can now upload your proposal from your computer by clicking the Upload file button. Complete Steps 3b to 3d as suggested in the [General guide for Authors](#).
4. Enter Meta-data.
 - a. On this screen you will need to fill in the title of your submission. It is also recommended that you already at this stage enter some keywords and supporting agencies that have assisted you. Subtitle and abstract is optional. Please check that all authors are correctly entered.
 - b. Click Save and continue.
5. Finish submission.

You are now 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 receive a submission acknowledgment by e-mail. You can follow your article through our platform by logging in with your user-name and password at any time. Once your proposal has been assessed you will receive an e-mail from us.

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

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

- [General guide for Authors](#).
- [Guide for submitting full text upon proposal](#).