

# Help for Authors – submitting full text upon proposal

1. Log in to your account.
2. Follow the instructions provided on the screenshots below.

The screenshot shows the OJS Submissions page. The left sidebar has a 'Submissions' menu item. A callout box points to it with the text '1. Go to Submissions'. The main content area has tabs for 'My Queue' and 'Archives'. A callout box points to 'My Queue' with the text '2. Go to My Queue'. Below the tabs is a 'My Assigned' section with a table of submissions. A callout box points to a submission entry with the text '3. Click on submission (your proposal)'. The table has columns for ID, Name, Status, and Actions. The status is 'Submission' and the actions include a dropdown arrow. The bottom right of the table shows '2 of 2 submissions'.

| ID | Name                           | Status     | Actions |
|----|--------------------------------|------------|---------|
| 5  | Phil Stangor<br>Test article 2 | Submission | 1       |
| 3  | Phil Stangor<br>Test article 2 | Submission | 2       |

The screenshot shows the OJS Submission Files page. The top navigation bar has 'Submission Library' and 'View Metadata'. The main content area has tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. Below the tabs is a 'Submission Files' section with a search bar and a 'Download All Files' button. A callout box points to the 'Add discussion' button with the text '4. Click on Add discussion'. Below the files section is a 'Pre-Review Discussions' section with a table of discussions. The table has columns for Name, From, Last Reply, Replies, and Closed. There is one discussion entry: 'Comments for the Editor' from 'jstangor' on 'Feb/07' with 1 reply and a closed checkbox.

| Name                    | From               | Last Reply         | Replies | Closed                   |
|-------------------------|--------------------|--------------------|---------|--------------------------|
| Comments for the Editor | jstangor<br>Feb/07 | jstangor<br>Feb/07 | 1       | <input type="checkbox"/> |

## Add discussion



### Participants \*

*Full text* Author

5. Provide some descriptive Subject (e.g., *Full text*) and Message

### Subject \*

### Message \*

**B** *I* U Upload

6. Upload file (a pop-up window appears where you should select *Full text* as an article component)

Powered by TinyMCE

### Attached Files

Search

[Upload File](#)

No Files

\* Denotes required field

7. Confirm

OK

Cancel