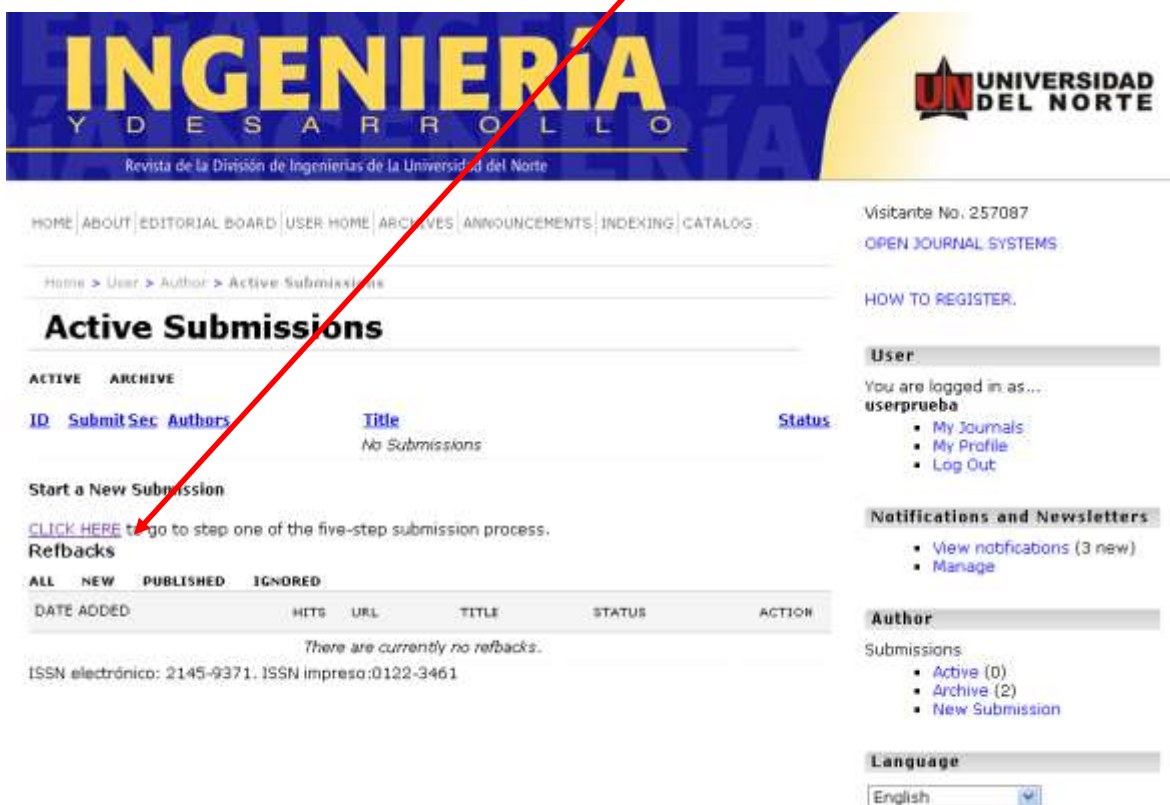# SYSTEM MANUAL– OPEN JOURNAL SYSTEM

(SECTION 1.2)

INSTRUCTIONS FOR SUBMITTING ARTICLES THROUGH THE JOURNAL WEB SITE

The editorial process begins with the author submitting a draft article. The author should be **registered with the journal** as an author and should follow these steps:

1. Click on CLICK HERE

2. Complete the submission details in the section titled, "**Begin Submission.**" **Select the most appropriate section of the journal** for the article. It is necessary to check all of the **options on the "Submission checklist"** to submit an article. **Save and Accept the changes** and then move on to the next step.

3. Upload the article, which should be formatted as a .doc file (Word):

   i.   Click the **Browse** button
   ii.   Select the article to upload (.doc format)
   iii.   Click the **Upload button**

4. Enter the metadata associated with the article.

5. Upload additional documents if necessary (in a compressed folder), including formats, images and tables.

6. Confirm submission by selecting the button, "Complete submission".

The author will receive an automatic email confirmation from the Senior Editor.