

SUBMISSION GUIDE FOR AUTHORS

The following is a guide for the authors submitting a manuscript to the LJMU ASPIRE Journal. This guide outlines the submission process via the ASPIRE Website.

Before you start:

Make sure you have the following ready:

- Your manuscript in Word format, using the ASPIRE Word Template
- A short title for your paper
- You must upload a Word file of your manuscript. When you upload your manuscript, please use the following naming convention:
 - *ASPIRE_PaperShortTitle.docx*.
- Do not include author names, addresses, or other forms of identification.
- A completed Supervisory Consent Form
- Any supplementary files (e.g. ethics forms, data sets – optional)

Step1: Log In and Start Your Submission

1. Go to the ASPIRE Journal website and log in to your profile.
2. Click on “Make a Submission”.
3. Make a Submission via the Submission page after logging into your profile.
4. Give your paper a title, using the ASPIRE recommended format
 - a. Example: *ASPIRE_ClimateChangeImpacts*
 - b. Important: Do not include your name or any personal details in the manuscript file.
5. Choose the type of article you will be submitting from the list
6. Check the submission checklist
7. Check the declaration
8. Press the “Begin submission” button

Make a Submission

Before you begin

Thank you for submitting to the The LJMU ASPIRE Journal. You will be asked to upload files, identify co-authors, and provide information such as the title and abstract.

Please read our [Submission Guidelines](#) if you have not done so already. When filling out the forms, provide as many details as possible in order to help our editors evaluate your work.

Students need to complete, sign and upload the [Supervisory Consent Form](#) as part of their submission to the Journal. Paper will not be considered for publication if the form is not signed by both the Supervisor and the student and uploaded.

Once you begin, you can save your submission and come back to it later. You will be able to review and correct any information before you submit.

Title *

Section *

Submissions must be made to one of the journal's sections.

- Original Articles
- Review Articles
- Conference reviews
- Exhibition reviews and critiques
- Interviews
- Book reviews

Submission Checklist *

All submissions must meet the following requirements.

- The submission is in an appropriate file format
- The submission has not previously been published nor is under consideration with another journal.
- Where available, URLs for the references have been provided.
- The text is in correct format (as defined by author guidelines)
- The text adheres to stylistic and bibliographic requirements (as defined by author guidelines)
- Copyright clearance has been obtained for any 3rd Party content included in submission (this is a mandatory requirement)
- The project supervisor has approved the submission, review and eventual publication of this paper.
- If applicable, the paper is an essay that was previously submitted as part of assessed course work at LJMU.
- The paper is not plagiarised or generated by AI.

Yes, my submission meets all of these requirements.

Privacy Consent *

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Begin Submission

Step 2: Make a Submission-Fill in the details

There are 5 stages to submitting a manuscript

Make a Submission: Details Save for Later

Submitting to the **Original Articles** section. [Change](#)

1 Details
2 Upload Files
3 Contributors
4 For the Editors
5 Review

- **Title** of your paper
- Up to **8 keywords** that describe your topic
- A short **abstract** (summary of your paper)
- Click **Continue** when done.

Submission Details

Please provide the following details to help us manage your submission in our system.

Title *

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Keywords

Keywords are typically one- to three-word phrases that are used to indicate the main topics of a submission.

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Abstract *

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A single paragraph of about 100-200 words maximum. Leave the Abstract section empty if your article does not require one – please see the “Article types” for guidelines.

Word Count: 28/200

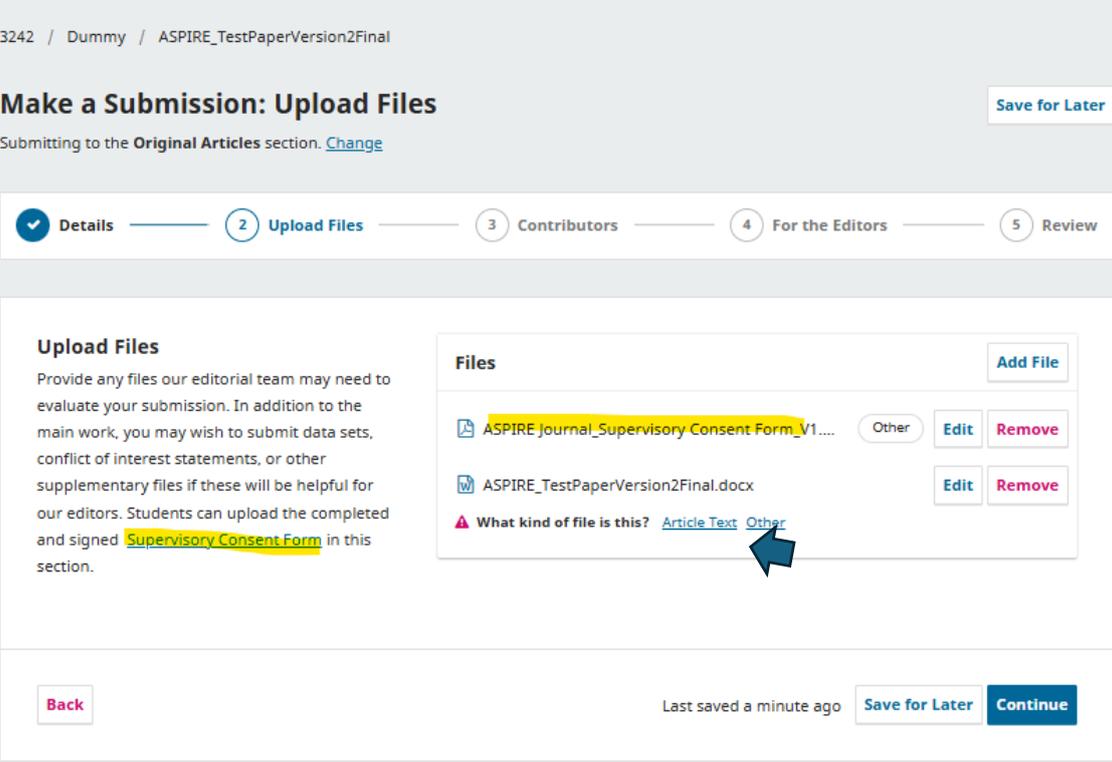
Last saved a few seconds ago

[Save for Later](#)

[Continue](#)

Step 3: Upload files

- In this section, you are required to upload:
 - o The manuscript
 - Use the right naming format: **ASPIRE_YourPaperShortTitle**
 - Make sure you have used the **recommended ASPIRE Word Template** for your manuscript
 - o The supervisory consent form (pdf or WORD)
 - All submissions need to be submitted with a Supervisory consent form. There are no exceptions
 - o Optional: Any other supplementary data or ethics forms
 - o Make sure to select what kind of files you uploaded (see arrow)



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Make a Submission: Upload Files

Submitting to the **Original Articles** section. [Change](#) Save for Later

Details — 2 Upload Files — 3 Contributors — 4 For the Editors — 5 Review

Upload Files

Provide any files our editorial team may need to evaluate your submission. In addition to the main work, you may wish to submit data sets, conflict of interest statements, or other supplementary files if these will be helpful for our editors. Students can upload the completed and signed **Supervisory Consent Form** in this section.

Files Add File

ASPIRE Journal_Supervisory Consent Form_V1....	Other	Edit	Remove
ASPIRE_TestPaperVersion2Final.docx		Edit	Remove
⚠ What kind of file is this? Article Text Other			

Back Last saved a minute ago Save for Later Continue

Ste 4: Contributors and Author information

- Add all the authors and their affiliations in this section.
- To add an author, press the “Add Contributor button.
- Fill in all the details of the authors
- *NOTE: For this section, you should add all the personal information. This information is only visible to the Editors and NOT the reviewers.*
- Once done, click continue

Add Contributor ✕

Given Name *

Family Name

Preferred Public Name
Please provide the full name as the author should be identified on the published work. Example: Dr. Alan P. Mwandonga

Email address *

Country *

Homepage URL

ORCID ID

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

Affiliation

Contributor's role
 Author
 Translator

Publication Lists
 Include this contributor when identifying authors in lists of publications.

Make a Submission: Contributors

Submitting to the **Original Articles** section. [Change](#)

✓ Details
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Contributors

Add details for all of the contributors to this submission. Contributors added here will be sent an email confirmation of the submission, as well as a copy of all editorial decisions recorded against this submission.

If a contributor can not be contacted by email, because they must remain anonymous or do not have an email account, please do not enter a fake email address. You can add information about this contributor in a message to the editor at a later step in the submission process.

Test Dummy Author

LJMU

Test2 Dummy1 Author

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Step 5: Information for the Editors

- Add in subject keywords that can help describe the topic (This is **specific topics or themes** your paper focuses on e.g. climate change, sport psychology, inclusive education, microbial forensics)
- Add keywords to describe the discipline this paper falls under. You may use multiple keywords if the paper is multidisciplinary (This is the border **academic field** e.g. environmental science, social studies, Sociology, Computer Science)
- In the Comments box, mention:
 - The course/module/programme this paper was written for
 - Any other helpful context

Click **Continue**.

✓ Details
✓ Upload Files
✓ Contributors
4 For the Editors
5 Review

For the Editors

Please provide the following details in order to help our editorial team manage your submission.

When entering metadata, provide entries that you think would be most helpful to the person managing your submission. This information can be changed before publication.

Subjects

Subjects will be keywords, key phrases or classification codes that describe a topic of the submission.

Test ✕
Writing ✕
Submitting a paper ✕
ASPIRE guide ✕

Disciplines

Disciplines are types of study or branches of knowledge as described by university faculties and learned societies.

Education ✕

Comments for the Editor

Add any information that you think our editorial staff should know when evaluating your submission.

B
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x²
x₂

This submission formed part of a module/course undertaken at LJMU. The submission is a portfolio, dissertation/essay from Modelcode1234 - course name

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Save for Later
Continue

Step 6: Review and submit

- Once you have filled in all the details and have uploaded the correct files, you can double-check the information.
- If you are ready to submit and send the documents for review, click submit

Make a Submission: Review

Save for Later

Submitting to the **Original Articles** section. [Change](#)

Details
Upload Files
Contributors
For the Editors
5 Review

Review and Submit

Review the information you have entered before you complete your submission. You can change any of the details displayed here by clicking the edit button at the top of each section.

Once you complete your submission, a member of our editorial team will be assigned to review it. Please ensure the details you have entered here are as accurate as possible.

Details

Edit

Title
ASPIRE_TestPaperVersion2Final

Keywords
Test, Writing, Paper, Dummy

Abstract
A single paragraph of about 100-200 words maximum. Leave the Abstract section empty if your article does not require one - please see the "Article types" for guidelines.

Files

Edit

ASPIRE Journal_Supervisory Consent Form_V1.0.pdf Other

ASPIRE_TestPaperVersion2Final.docx Article Text

Contributors

Edit

Test Dummy, LJMU Primary Contact Author

Test2 Dumy1 Author

For the Editors

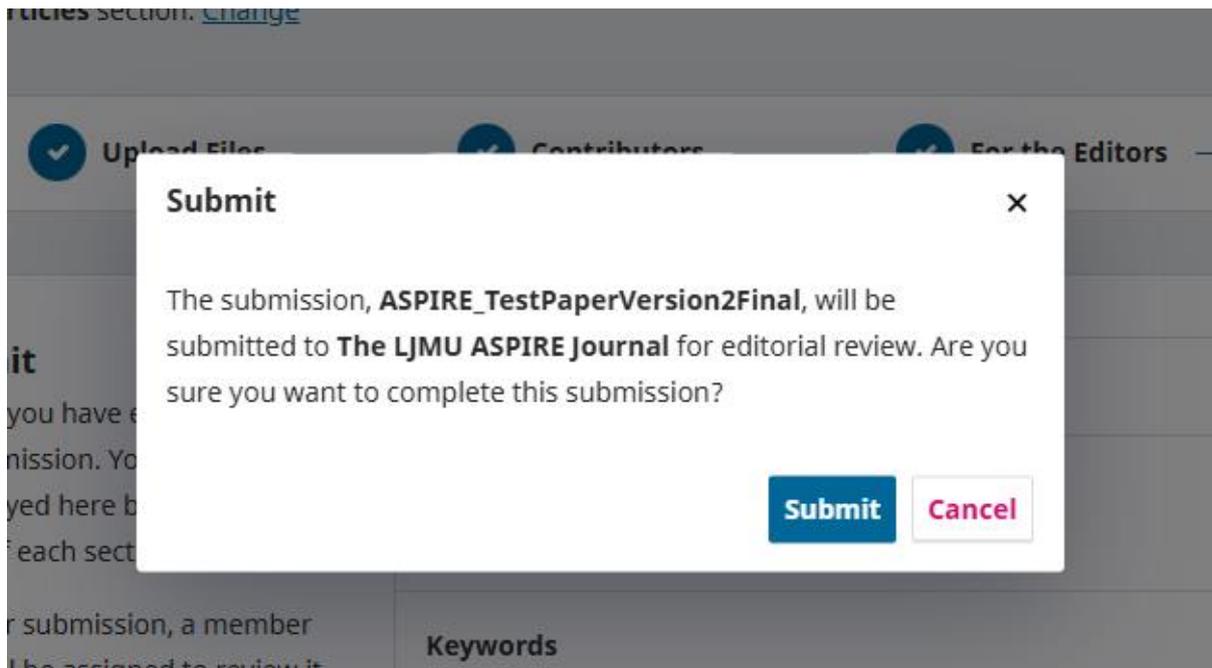
Edit

Subjects
Test, Writing, Submitting a paper, ASPIRE guide

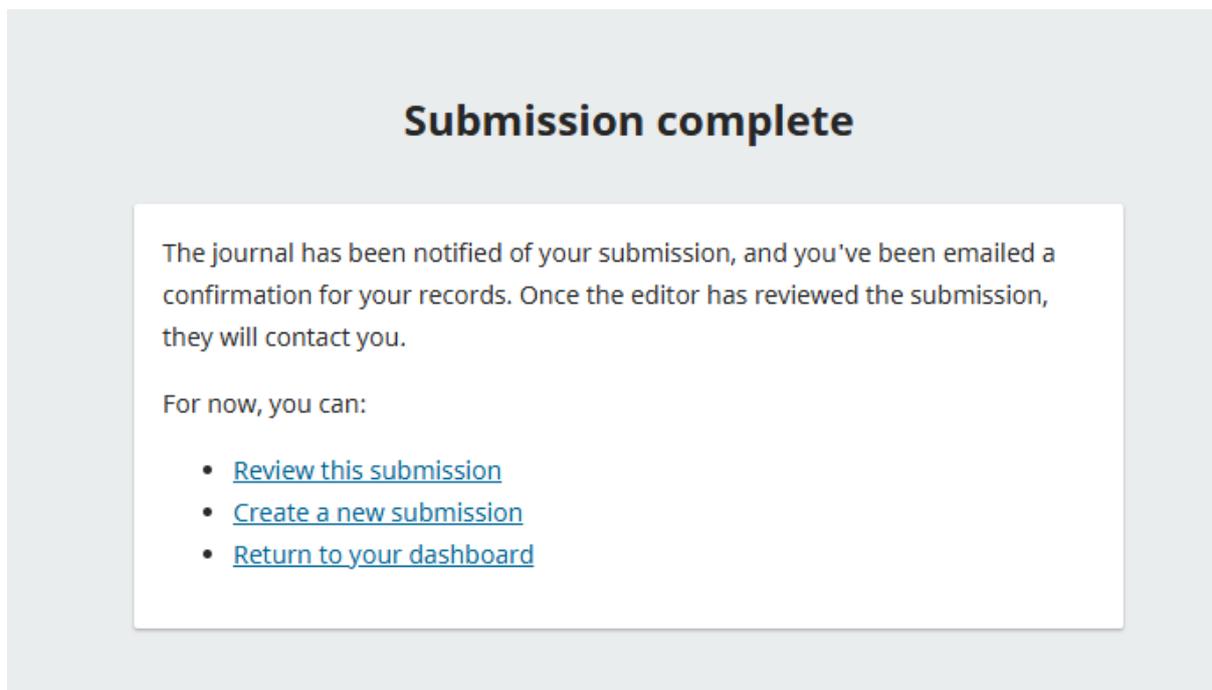
Disciplines
Education

Comments for the Editor
This submission formed part of a module/course undertaken at LJMU. The submission is a portfolio, dissertation/essay from Modelcode1234 - course name

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Save for Later
Submit



Congratulations, you have submitted your manuscript



1. Document Control

Version	Date	Author	Reviewer	Approver	Change description	Status
1.0	22/07/2025	Cherene de Bruyn	-	-	For OJS website	-