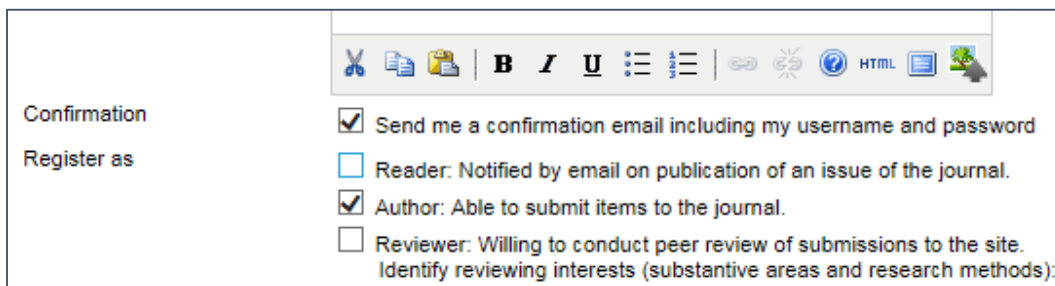


## LJMU Open Journals Service - Author Registration and Submission Guide

### 1 Register and/or Login to your journal

To register as an author for your journal:

- Go to the [LJMU Open Journal homepage](http://openjournals.ljmu.ac.uk/index/index) (<http://openjournals.ljmu.ac.uk/index/index>)
- Click on **Register** to the right of your journal
- Complete the registration form noting the mandatory fields particularly
- Ensure you tick **Send me a confirmation email including my username and password** (see below)
- Ensure you tick **Author** to register as an author (see below)



The screenshot shows a registration form with a rich text editor toolbar at the top. Below the toolbar, there are two sections: 'Confirmation' and 'Register as'. The 'Confirmation' section has a checked checkbox for 'Send me a confirmation email including my username and password'. The 'Register as' section has three checkboxes: 'Reader: Notified by email on publication of an issue of the journal.' (unchecked), 'Author: Able to submit items to the journal.' (checked), and 'Reviewer: Willing to conduct peer review of submissions to the site. Identify reviewing interests (substantive areas and research methods):' (unchecked).

- Click on **Register**
- You will receive an email confirmation of your username and password – check your Spam folder if this does not appear

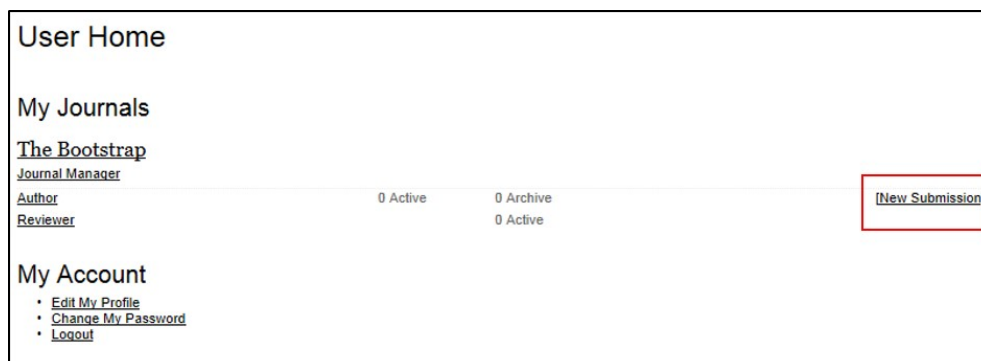
To login:

- Go to the [LJMU Open Journal homepage](http://openjournals.ljmu.ac.uk/index/index) (<http://openjournals.ljmu.ac.uk/index/index>)
- Login on the right hand side of the screen with the username and password [Trouble logging in?](#)

## 2 Submitting a paper to your journal

Before submitting your paper you are advised to consult the author guidelines for the journal you are submitting a paper to.

- Login to your journal (see above)
- Click on **New Submission** to begin uploading your paper (see below).

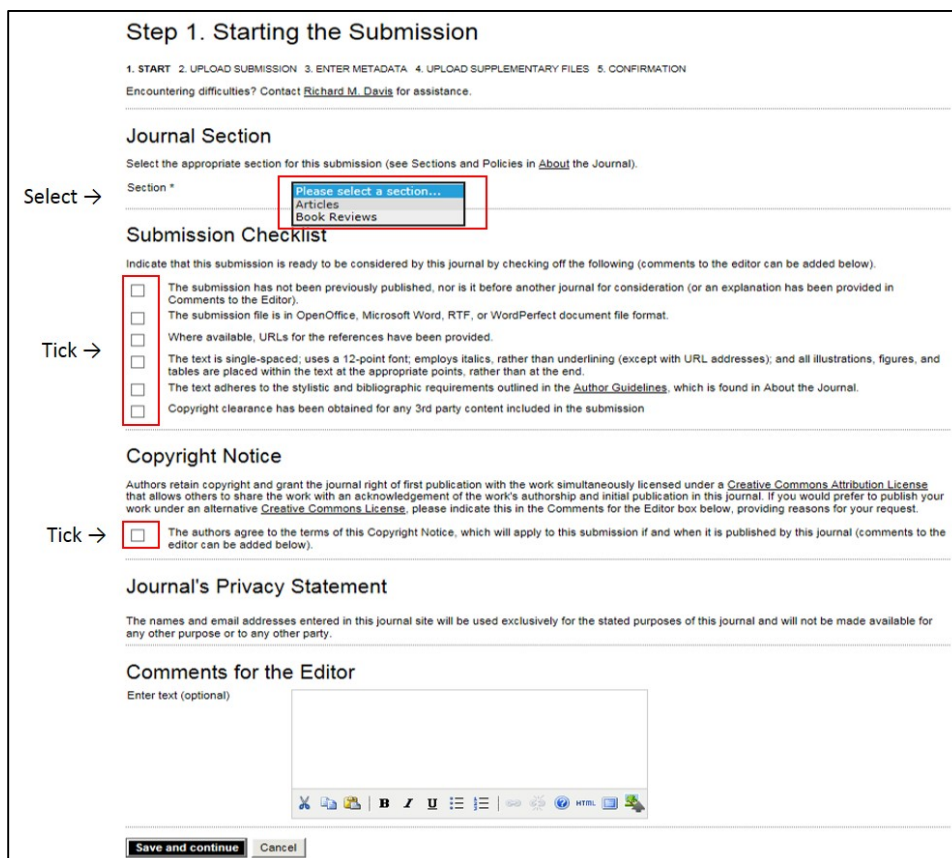


The screenshot shows a user's home page with the following sections:

- User Home**
- My Journals**
  - The Bootstrap
  - Journal Manager
  - Author** 0 Active 0 Archive **[New Submission]**
  - Reviewer** 0 Active
- My Account**
  - [Edit My Profile](#)
  - [Change My Password](#)
  - [Logout](#)

### 2.1 Step 1 – Starting the Submission

- Select the “Journal Section” by selecting an option from the drop-down list (if your journal only has one section this drop-down box will not appear)
- Complete the **Submission Checklist** (see below)
- Tick the **Copyright** Notice to confirm your agreement for your submission
- Click **Save and Continue**



The screenshot shows the 'Step 1. Starting the Submission' form with the following sections:

- Journal Section**

Select the appropriate section for this submission (see Sections and Policies in [About](#) the Journal).

Select → Section \*   
Articles  
Book Reviews
- Submission Checklist**

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

Tick →  The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.

Where available, URLs for the references have been provided.

The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.

Copyright clearance has been obtained for any 3rd party content included in the submission
- Copyright Notice**

Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a [Creative Commons Attribution License](#) that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal. If you would prefer to publish your work under an alternative [Creative Commons License](#), please indicate this in the Comments for the Editor box below, providing reasons for your request.

Tick →  The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).
- Journal's Privacy Statement**

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.
- Comments for the Editor**

Enter text (optional)

## 2.2 Step 2 – Uploading the Submission

- Click **Browse** and locate your file on the hard drive of your computer – your file should be in **Word** or **RTF** format only.
- Once you have located your file, click **Upload**
- Then click **Save and Continue**.

Home > User > Author > Submissions > New Submission

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### Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Richard M. Davis](#) for assistance.

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#### Submission File

No submission file uploaded.

Upload submission file

## 2.3 Step 3 – Entering the Submission's Metadata

In this step you need to complete some details about the paper.

- Complete all mandatory fields
- Complete as many other fields as you are able to in particular the "Indexing" section as this will help people to find your work. Your journal should provide guidance as to the type of indexing they require (e.g. keywords, academic discipline etc.)
- Input your references into the "References" box if requested

## 2.4 Step 4 – Uploading Supplementary Files

This is an optional step where you can upload any supplementary files that add to the contribution of the work and cannot be integrated into the text itself e.g. other research data, figures or tables

- Click **Browse** to access your computer's hard drive and then **Upload**
- Click **Save and Continue**

## 2.5 Step 5 – Confirming the Submission

- Check the details in **File Summary** are correct and click **Finish Submission**. This will alert the journal’s principal contact and editor by email and your submission will be processed.

Home > User > Author > Submissions > New Submission

### Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. **CONFIRMATION**

To submit your manuscript to The Bootstrap click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with The Bootstrap.

#### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
34	<a href="#">LIBRARY TEMPLATE.DOCX</a>	Submission File	79KB	12-14

**Finish Submission** Cancel

## 3 Notification of Decision

Once your paper has been reviewed you will receive an email notification of the decision made by the Editor. This may involve you making some revisions to your paper.

If you receive an email asking for revisions:

- Login to your journal
- You will see your active submissions, next to your paper title click on **In Review – Revisions Required**

### Active Submissions



ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
15	02-05	ART	Dishman	<a href="#">HOW TO SUBMIT AN ARTICLE TO OJS</a>	<b>IN REVIEW: REVISIONS REQUIRED</b>

- Here you can download the revised version to review the required revisions by clicking on the file name next to “Editor Version”

### Editor Decision

Decision Revisions Required 2016-02-08

Notify Editor  Editor/Author Email Record  2016-02-08

**Editor Version** [15-48-1-ED.DOCX](#) 2016-02-08


Author Version None



Upload Author Version

- If you have any queries about the proposed revisions contact the journal editor
- Make the appropriate changes, save and upload the paper by clicking on **Browse** and **Upload** in the “Editor Decision” section (see above)

## 4 Copyediting



This stage is intended to improve the flow, clarity, grammar, wording and formatting of the paper. You should receive a notification email when the paper has been copyedited.

- Click on the link in the email and login to your journal
- Click on **In Editing** to the right of your paper title
- Download the paper by clicking on the file name under “Initial Copyedit”
- Check the paper and accept or reject any changes via the Track Changes facility under the REVIEW tab in Word (if you have any major concerns at this stage contact the editor)
- Save and upload your paper under the “Author Copyright” section
- Mark this as complete by clicking the Email icon  under “Complete”
- A standard email will appear to send to the journal editor confirming you have reviewed the paper. Click on **Send**

Copyediting		REQUEST	UNDERWAY	COMPLETE	
<a href="#">COPYEDIT INSTRUCTIONS</a>					
<b>REVIEW METADATA</b>					
	1. Initial Copyedit	2016-02-08	—	2016-02-08	
	File: 15-48-1-CE.DOCX 2016-02-08				
Upload document →	2. Author Copyedit	2016-02-08	2016-02-08		Mark as Complete ←
	File: 15-49-1-CE.DOCX 2016-02-08				
	<input type="button" value="Choose File"/> No file chosen		<input type="button" value="Upload"/>		
	3. Final Copyedit	—	—	—	
	File: None				
Copyedit Comments  No Comments					

## 5 Proofreading

Prior to your paper being included in an issue you will be asked to proofread it one last time.

- Click on the link in the email and login to your journal
- Click on **In Editing: Copyedit Requested** to the right of your paper title
- Go to the “Layout” section and click on **View Proof**
- Add any corrections into “Proofreading Corrections” by clicking on the Comment icon , enter comments and click on **Save** and **Close**
- Click on the Email icon  to complete the proofreading stage
- Click on **Send** to send the email to the Editor.
- You should receive an email to confirm that you have completed all the necessary tasks prior to your paper being published

If you experience any problems with this process or have any other issues then please contact the LJMU Open Journals Support Team [openjournals@ljmu.ac.uk](mailto:openjournals@ljmu.ac.uk)