



2.3. Registering with a Journal

Unregistered visitors to a journal can normally register as a Reader, Author, and/or Reviewer

To register with a journal, click the [Register](#) link on the topmost navigation bar,



select the journal you want to register with if asked, and fill out the ensuing form.



You will not be able to self-register for an Editorial Role (Editor; Section Editor; Copyeditor; Layout Editor; Proofreader; Subscription Manager; or Journal Manager); if you need to be enrolled at that level, ask a current Journal Manager or Site Administrator.

All fields with an asterisk beside them (Username; Password; Repeat Password; First Name; Last Name; Email; Confirm Email) are mandatory. If the journal is multilingual, you will need to select your preferred language.

Figure 2.10. Filling out the Registration Form

REGISTER

Fill in this form to register with this site.

[Click here](#) if you are already registered with this or another journal on this site.

PROFILE

Form Language	English ▼ <input type="button" value="Submit"/>
	To enter the information below in additional languages, first select the language.
Username *	<input type="text"/>
	The username must contain only lowercase letters, numbers, and hyphens/underscores.
Password *	<input type="password"/>
	The password must be at least 6 characters.
Repeat password *	<input type="password"/>
Salutation	<input type="text"/>
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Initials	<input type="text"/> Joan Alice Smith = JAS
Gender	<input type="text" value="▼"/>
Affiliation	<input type="text"/>
	(Your institution, e.g. "Simon Fraser University")
Signature	<input type="text"/>
Email *	<input type="text"/> PRIVACY STATEMENT
Confirm Email *	<input type="text"/>
ORCID ID	<input type="text"/>

Your username and your email address must be unique; furthermore, while you can change your email address at a later date, you will be unable to change your username.

You may be able to register as a Reader, an Author and/or a Reviewer, depending on how the journal has been configured. All you have to do is check the box next to each role available to you. If you register as a Reviewer, you can also supply your reviewing interests.

Figure 2.11. Selecting Roles

The screenshot shows a web browser window with the URL `ejournal.mutah.edu.jo/index.php/hsss/user/register`. The page contains several form fields and checkboxes. On the left, there are labels for 'Country', 'Bio Statement (E.g., department and rank)', 'Confirmation', 'Working Language', and 'Register as'. The 'Working Language' section has two blue arrows pointing to the 'English' and 'Arabic' checkboxes. The 'Register as' section has two blue arrows pointing to the 'Reader' and 'Author' checkboxes. Below these are checkboxes for 'Send me a confirmation email including my username and password', 'Reviewer: Willing to conduct peer review of submissions to the site. Identify reviewing interests (subjective areas and research methods)', and a text input field. At the bottom, there are 'Register' and 'Cancel' buttons, a note '* Denotes required field', a 'PRIVACY STATEMENT' section, and a footer 'Published by MUTAH UNIVERSITY'.

In some cases, the journal you are trying to register with may not be allowing registrations; if that is so, you will see a note to that effect.

If you want to register in another role within the same journal (for example, if you are already a Reader, but also want to become an Author) you can log in; go to Edit My Profile (under My Account on your User Home page); and check off the checkboxes next to any available roles, near the bottom of the page.

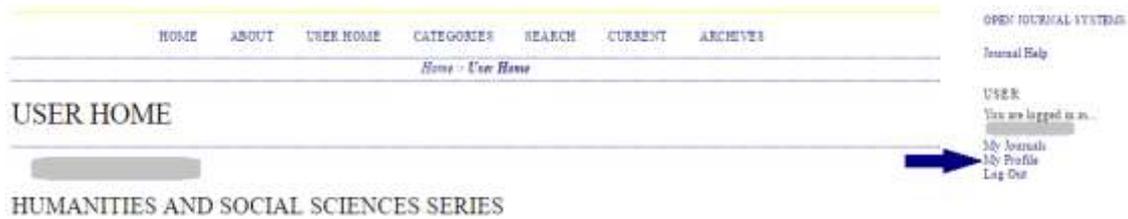
If you want to unenroll yourself from a journal completely, all you have to do is visit your profile and uncheck all role checkboxes. If you are enrolled at an editorial level, you will have to ask the Journal Manager to unenroll you.

Note

Please be aware that you can't completely delete your account from the system yourself. If you would like to delete your account you should contact the Journal Manager.

2.4. Viewing and Changing your Profile

To view and edit your profile, log in and click the Edit [My Profile](#) link from your User Home page. Alternatively, once logged in you can always click the [My Profile](#) link from the User Navigation block on the sidebar, if available. From here, you can update your email address, change your personal information, or change your password.



2.5. Resetting your Password

Resetting your password is a simple process if you remember it and just want to change it to something else: log in, and from your User Home page click the [Change Password](#) link. You will have to enter your current password, and then your new password twice.

Resetting your password if you have forgotten it is still a simple process, but it takes a few more steps:

1. Click the [Log In](#) link on the topmost navigation bar.
2. Click the [Forgot Your Password?](#) link.
3. Enter your email address in the box provided, and click the [Reset Password](#) link. This will send a confirmation email to your email address (if you do not see an email in your Inbox, check your spam folder).
4. The email will include a link to reset your password: click it, and you should return to the journal web site.
5. On returning to the journal web site, you should be notified that an email containing a new password has been sent to your email address. Check for that second email, and use your new credentials to log into the site.
6. After successfully logging in, you will be asked to immediately change your password. Enter the emailed password first (Current Password), and then a new, secret password twice (New Password, Repeat New Password).

Figure 2.12. Change Password

A screenshot of a web application's 'CHANGE PASSWORD' form. At the top, there is a navigation bar with links: HOME, ABOUT, USER HOME, CATEGORIES, SEARCH, CURRENT, and ARCHIVES. Below this is a breadcrumb trail: Home > User > Change Password. The main heading is 'CHANGE PASSWORD'. Below the heading, there is a text prompt: 'Enter your current and new passwords below to change the password for your account.' There are three input fields: 'Current password', 'New password', and 'Repeat new password'. Below the 'New password' field, there is a note: 'The password must be at least 6 characters.' At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. At the very bottom of the page, there is a footer: 'Published by MUTAH UNIVERSITY'.

3. Submitting an Article

To make a submission, select the [Click Here](#) link (under Start a New Submission) to proceed to the first step of the submission process.

Figure 5.4. Starting a Submission



3. Submitting an Article

To make a submission, select the [Click Here](#) link (under Start a New Submission) to proceed to the first step of the submission process.

Figure 5.4. Starting a Submission



3.2. Submission Step Two: Uploading the Submission

Submission Step Two allows you to upload the submission file, typically a word-processing document.

- Click [Browse](#) to open a Choose File window for locating the file on the hard drive of your computer.
- Locate the file you wish to submit and highlight it.
- Click [Open](#) on the Choose File window, which places the name of the file on this page.
- 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.
- Once the submission is uploaded, click [Save and continue](#).

Figure 5.12. Uploading the Submission

The screenshot displays the journal's submission interface. At the top, there is a navigation menu with links: HOME, ABOUT, USER HOME, CATEGORIES, SEARCH, CURRENT, and ARCHIVES. Below the menu is a breadcrumb trail: Home > User > Author > Submission > New Submission. The main heading is "STEP 2. UPLOADING THE SUBMISSION". Below this, there is a progress indicator: 1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION. The text instructs the user to complete the following steps to upload a manuscript:

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.

Below the instructions, there is a link for assistance: "Encountering difficulties? Contact [ادارة النشر والتعليم الإلكتروني](#) for assistance." The main section is titled "SUBMISSION FILE" and shows "No submission file uploaded." Below this, there is a text input field labeled "Upload submission file" with a "Choose File" button and the text "No file chosen". To the right of the input field is an "Upload" button. At the bottom of the form, there are two buttons: "Save and continue" and "Cancel".

3.3. Submission Step Three: Entering the Submission's Metadata

The third step of the submission process serves to collect all relevant metadata from the author. The first section of metadata covers the authors. The submitting author will have their personal information automatically appear. Any additional information, such as Competing Interests should also be added at this time, if required.

Figure 5.13. Authors

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

Form Language: English Submit
To enter the information below in additional languages, first select the language.

AUTHORS

First Name * jone
Middle Name smith
Last Name * smith
Email * sith55@yahoo.com
ORCID iD
ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0007>).

URL
Affiliation
your university name
(Your institution, e.g. "Simon Fraser University")

Country
Bio Statement
(E.g., department and rank)
your department and academic rank

Add Author

If there are multiple authors for the submission, their information can be added using the [Add Author](#) button. You can also re-order the list of authors, make one of the authors the principal contact with the editor, and delete any authors added in error.

Figure 5.14. Biographical Statement

Bio statement (E.g., department and rank)

Department of Health Studies
University of Anywhere

✂ 📄 📁 📧 📧 | **B** *I* U ☰ ☰ | ⇌ ↺ 🌐 HTML 🖨

↑ ↓ Reorder authors to appear in the order they will be listed on publication.

Principal contact for editorial correspondence. [Delete Author](#)

First name*

Middle name

Last name*

Email*

URL

Affiliation

Next, enter the submission title and abstract.

Figure 5.15. Title and Abstract

Title and Abstract

Title*

Abstract*

You will then add indexing information. This will help others find your article. The suggested indexing options were determined by the Journal Manager in [Setup Step 3.4](#).

Figure 5.16. Indexing

Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Academic discipline and sub-disciplines	<input type="text" value="Library Studies"/> Publishing; Communications; Library Studies; Education
Subject classification	<input type="text" value="Libraries - Public Services"/> Library of Congress Classification
Keywords	<input type="text" value="libraries, publishing, research services"/> Scholarly Communication; Libraries; Publishing; Open Source
Language	<input type="text" value="en"/> English=en; French=fr; Spanish=es. Additional codes.

The next section allows you to enter the name of any organization that may have supported your research.

Figure 5.17. Supporting Agencies

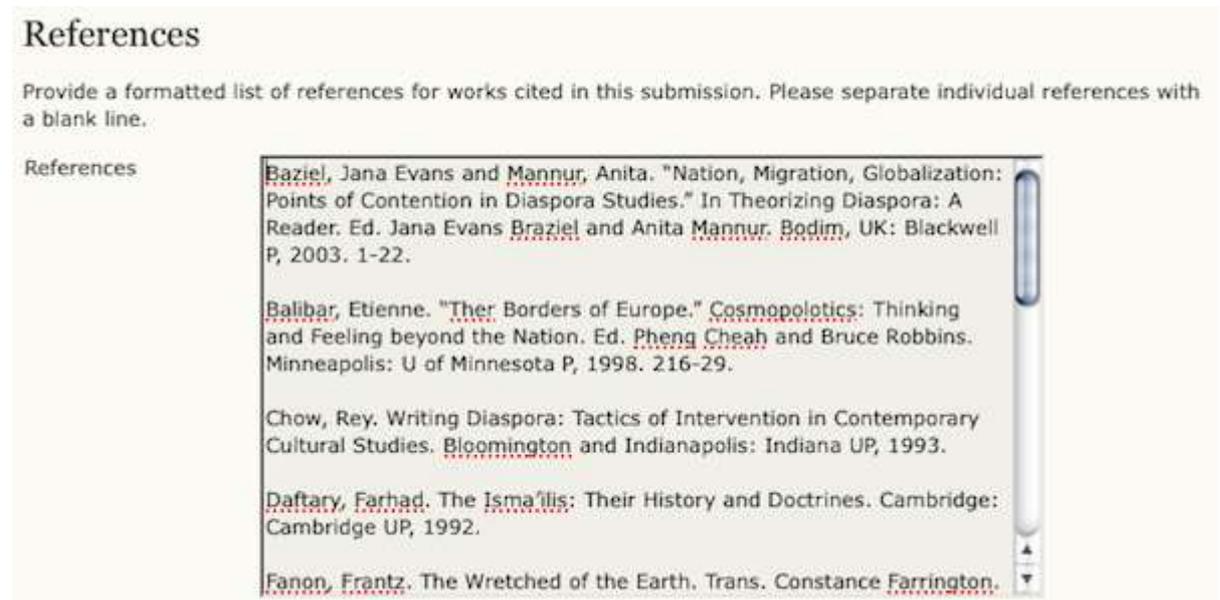
Supporting Agencies

Identify agencies that provided funding or support for the work presented in this submission.

Agencies

Depending on how the journal is configured, you may find an option to provide your list of references separately. This will allow the journal's Editors and Copyeditors to check your references using a Citation Markup Assistant. You should provide your list with each reference on a separate line.

Figure 5.18. References



Hit the [Save and Continue](#) button to move on to Step 4.

3.4. Submission Step Four: Uploading Supplementary Files

This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.

- Locate the file you wish to submit and highlight it.
- Click [Open](#) on the Choose File window, which places the name of the file on this page.
- 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.
- Once the submission is uploaded, click [Save and Continue](#).

Figure 5.19. Uploading Supplementary Files

Home > User > Author > Submissions > **New Submission**

Step 4. Uploading Supplementary Files

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

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				

Upload supplementary file

3.5. Submission Step Five: Confirming the Submission

This final step provides a summary of your submission.

Figure 5.20. Confirming the Submission

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 Journal of Open Journal Systems 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 Journal of Open Journal Systems.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
8	TEST.DOCX	Submission File	9KB	12-28

If the journal charges submission, fast-track review, or publication fees, your required payment will also be detailed here. If you paid previously, use the checkbox to indicate that you have. If you require a fee waiver to be considered, check that box and provide an explanation (required).

Click [Finish Submission](#) to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the review and editorial process by returning to the [Active Submissions](#) section of your Author page.

3.6. Authors and Submission Review and Editing Process

To track your submission's progress through the review and editorial process, you will need to log into the journal web site, and choose your role as Author. Click on the linked title to go to the submission record.

Figure 5.22. Active Submissions

Home > User > Author > Active Submissions

Active Submissions

ACTIVE ARCHIVE

<u>ID</u>	<u>MM-DD SUBMIT</u>	<u>SEC</u>	<u>AUTHORS</u>	<u>TITLE</u>	<u>STATUS</u>
1	12-28	ART	Chan	A STUDY OF ELECTRONIC PUBLISHING	Awaiting assignment PAY SUBMISSION FEE
2	12-28	ART	Chan	LEARNING TO PUBLISH	IN REVIEW PAY SUBMISSION FEE
6	12-28	ART	Chan, MacIntosh	LIBRARIES AND PUBLISHING: NEW OPTIONS FOR RESEARCH...	Awaiting assignment PAY SUBMISSION FEE
3	12-28	ART	Chan	OPEN SOURCE SOFTWARE AND SCHOLARLY PUBLISHING	IN EDITING PAY TO PUBLISH

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