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

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

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.
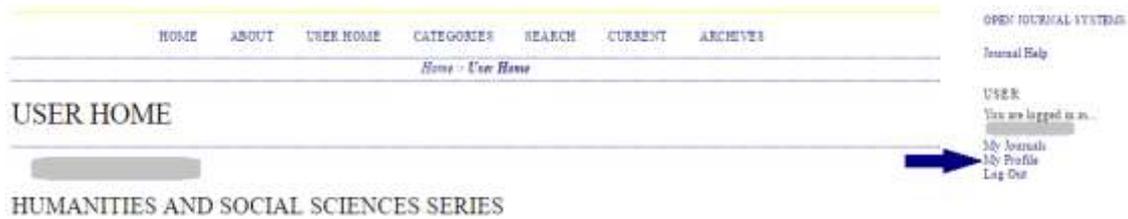
2.5. Resetting your Password

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

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

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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

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

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

Next, enter the submission title and abstract.

Figure 5.15. Title and 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

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

Figure 5.17. Supporting 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
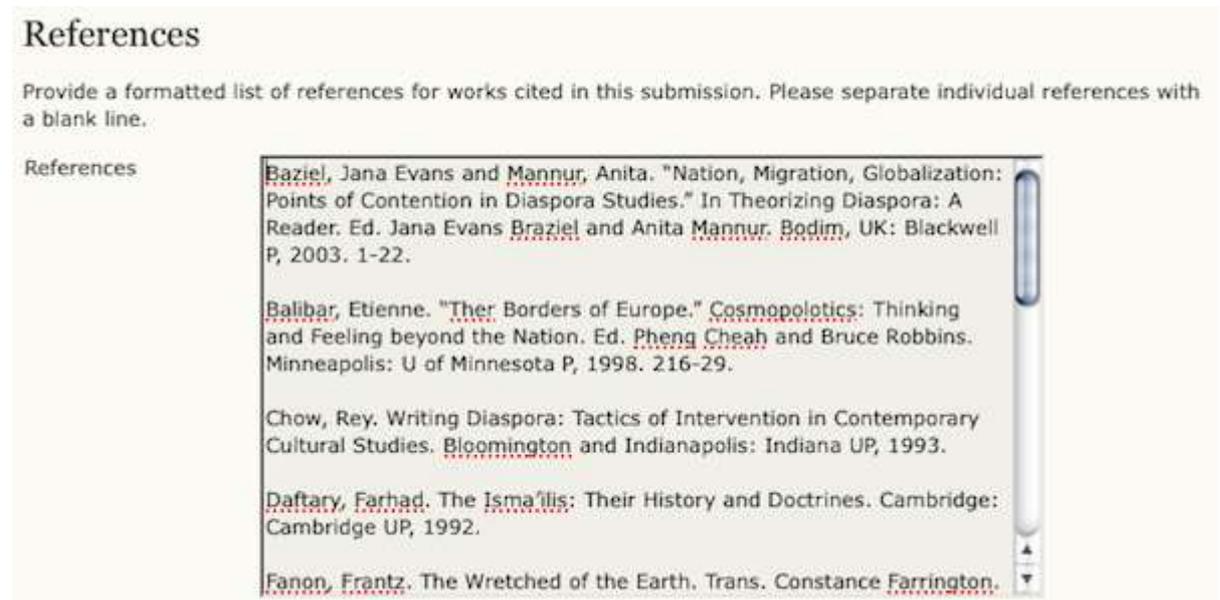
Hit the Save and Continue button to move on to Step 4.

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

3.5. Submission Step Five: Confirming the Submission

This final step provides a summary of your submission.

Figure 5.20. Confirming the Submission

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 an 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