LJMU Open Journals Service - Author Registration and Submission Guide

1 Register

To register as an author for your journal:

- Go to the [LJMU Open Journal homepage](#).
- Locate your journal and select on "View Journal"**.**
- On the Journal home page select "Register" at the top right of your journal.
- Complete the registration form noting the mandatory fields particularly.
- Ensure you tick "Yes I agree to have my data collected and stored according to the privacy statement**"** (you can read the privacy statement by selecting the link). This is necessary in order to ensure your paper can be processed.
- Select "Register".

2 Submitting a paper to your journal

Before submitting your paper you are advised to consult the author guidelines (select "About" then "Submissions" for the journal you are submitting a paper to.

Login to your journal:

- Go to the [LJMU Open Journal homepage](#).
- Locate your journal select **"View Journal"**.
- Login on the top right-hand side of the screen with your username and password.
- Select "Make a new Submission**"** to begin uploading your paper.

2.1 Begin submission

- Ensure you have read the "Submission guidelines" and "Author Guidelines" before continuing.
- Input the title of your paper
- Select the "Section" (e.g. Articles, Book Reviews etc) by selecting the appropriate checkbox
- Read and acknowledge the "Submission checklist" by selecting the checkbox "Yes, my submission meets all of these requirements.
- If you have multiple roles in the journal you will need to select that you are submitting as the Author

- Read the privacy statement and then select "Yes, I agree to have my data collected and stored according to the privacy statement" (this is necessary to process your paper).
- Select "Begin Submission**".**

2.2   Submission Details
- Your title will be displayed in the Title box
- Input the Abstract for your paper if required by the journal
- Select "Continue"

2.3   Upload Files
- Select "Upload File", select your file, then "Open" or drag and drop your paper into the "Files" area. Your file should be in Word or RTF format only and if the journal uses a template you should ensure you have used this to create your file (if the journal uses a template this will be in the author guidance).
- You will be asked "What kind of file is this?" – select the most appropriate option- in most cases this will be "Article Text".
- Select "Continue".

2.4   Contributors
- Yourself and any co-authors to your paper:
  - Select "Add Contributor".
  - Enter your/their details.
  - Ensure you add your/their affiliation.
  - Complete any fields required by the journal (if you miss any mandatory fields the system will alert you on selecting Save)
  - Ensure you select "Author" under "Contributor's role"
  - Select "Save**".**
- Select "Continue".

2.5   Comments for the Editor
If there is anything you need to alert the editor to this would the place to do it.

- Select "Continue".

2.6   Review and Submit
This is an opportunity for you to review and adjust any of the information you have entered by selecting "Edit" by the appropriate section

- Ensure you have selected the checkbox to agree to the copyright statement
- When you are happy that all the details are correct select "Submit ", then "Submit" again on the pop up menu.
- Your submission is now complete and you can logout of the journal.

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 arrive at your Dashboard and see your active submissions under "My Queue", "My Assigned".
- Select "View" next to the paper to access the review page.
- On this page if the reviewer has completed review comments you will be able to read them by selecting "Editor Decision". (this is a copy of the email you will have been sent by the editor).
- They may also have uploaded a version of the paper with comments and suggested changes which will be under the "Reviewer's Attachments" section. You can download this by selecting the file title.
- If you have any queries about the proposed revisions contact the journal editor via the Review Discussions section and "Add Discussion".
- Make the appropriate changes, save and upload the paper under the "Revisions" section:
  - Select "Upload File".
  - Select the correct option from "Article Component" dropdown, in most cases this will be "Article text".
  - Select "Upload File" and upload your revised text by locating the correct file and selecting "Open".
  - Select "Continue".
  - On the next step you can change the file name if you want to, then select "Continue".
  - Add any additional files as required (e.g. images or table) then select "Complete".
- You can now log out of the journal. It is likely after this stage you will get notification that your paper has been accepted, or you may get asked for further revisions.

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.

- Login to your journal.
- You will see the "Copyediting Discussions" section.
- Select the title of the discussion (most likely to be entitled "Copyedits for review").
- Download the paper by selecting the file name.
- Check the paper and accept or reject any changes via the Track Changes facility under the REVIEW tab in Word (or any other system as defined by your journal). N.B if you have any major concerns at this stage you can contact the editor by selecting "Add Message" and replying to the editor with your concerns.
- Once you have made any changes to your paper, login to your journal and you will arrive at your Dashboard.

- Select the "View" next to the title of the paper.
- Select the title of the copyedit discussion.
- Select "Add message".
- Add a message to the editor confirming you have reviewed the paper.
- Attach the revised version by selecting "Upload File".
- Select "Article Text" from the "Article Component" drop down menu.
- Select "Upload File", upload your revised text by locating the correct file and selecting "Open".
- Select "Continue".
- Ensure you have uploaded the correct file then select "Continue".
- Add any additional files on the next screen as appropriate then select "Complete"
- Select "OK"

5 Proofreading

Prior to your paper being included in an issue you may be asked to proofread it one last time after it has been turned into a PDF document.

- Login to your journal.
- Select the "View" next to the title of the paper.
- You will see the "Production Discussions" section.
- Select the title of the discussion (most likely to be entitled "Proofreading request").
- Download the paper by selecting the file name.
- To respond click on the discussion in the "Production Discussions" section, this will be called something like Proofreading request.
- Select "Add Message" and confirm if you are happy or add any corrections required into the message box.
- Select "OK".

You have now completed all the tasks required 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