

IUJUR Author Submission Process

Actions you must take to complete this exercise are numbered and highlighted in red.

It is important for editors to be familiar with every stage and role in the submission workflow (*including the author submission process*) as this will allow them to better assist authors, section editors, copyeditors, etc. whenever they have questions about the OJS system.

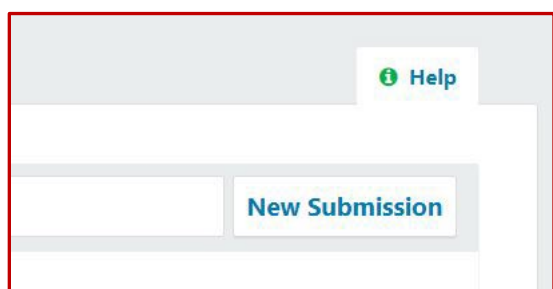
To create a new submission, first, login to IUJUR playground: <https://scholarworks.iu.edu/journals-playground/index.php/iujur/login>



(Prospective authors will also need to register with *IUJUR* before making their submissions, but you should have already created an account.)

After logging in, a new author will only be able access two tabs in the “**Submissions**” section: “**My Queue**” and “**Archives**”

1. In the “**My Queue**” tab, click “**New Submission**” in blue:



The first thing the author will see in the “**Submit an Article**” section are a list of boxes they must check:

Submission Requirements

You must read and acknowledge that you've completed the requirements below

- The Student Author Contract has been filled out and submitted online [here](#).
- Our [Submission guidelines](#) have been carefully read and followed.
- The manuscript will be submitted in a .doc/.docx format or as a .zip file if sub
- High-quality versions of any figures or tables must **also** be submitted in a su

The first checkbox acknowledges that the Student Author Contract has been filled out and provides a link to a Google form and a PDF version of the contract. To complete the Student Author Contract, the author must fill out the Google form and submit the attached contract PDF. The Google drive form also reminds student authors that they must have approval from a faculty mentor before they submit their work:

IUJUR Student Author Contract Submission Form

Please fill out the brief form and attach your completed Student Author Contract PDF to the end of your submission. We must have your contract before your submission can be published.

The contract can be found here:
https://iujur.iu.edu/submit/resources/IUJUR_Student_Author_Contract

The PDF contract contains important acknowledgements regarding academic integrity and explains the standard Creative Commons license that will be assigned to the work by the author. There is also a place for the faculty mentor/sponsor to sign. Authors may choose a different Creative Commons license if they wish:

4. Ownership of the copyright shall remain with the Author, subject to the Creative Commons license assigned by the Author. **A Creative Commons Attribution-NonCommercial 4.0 International License will be applied to the published Work unless otherwise indicated.**

- The CC BY-NC 4.0 license (<https://creativecommons.org/licenses/by-nc/4.0/>) is the default license for all published Work non-commercially, and although the new works are non-commercial, they don't have to license their derivative works non-commercially.

Complete the following to designate a different Creative Commons license:

Choose an alternative CC license using the tool at <https://creativecommons.org/licenses/>

Please specify that license here:

The second checkbox acknowledges that the author has carefully read and followed the submission guidelines and provides link to a document with the complete guidelines. These detailed guidelines outline basic submission criteria and requirements for eligibility, layout, references, and formatting.

IUJUR Submission Guidelines

Please follow these guidelines to ease the review process and to best chances of getting published.

Ensure Student Author Contract is signed and sent

Check that all guidelines are properly met

Find out how to submit at iujur.indiana.edu

Eligibility

- Any student in good standing at or graduated from **any campuses of Indiana Un** conducted research under faculty supervision, is eligible to submit to IUJUR.
- Students from outside of IU may still submit as long as their faculty mentor is at

The third checkbox acknowledges the formatting requirement for the submission documents.

The fourth checkbox acknowledges that high-quality versions of figures or tables must also be provided and compressed into a separate folder.

2. Check the four checkboxes and move on to the next step.

Next, authors have the option to leave “**Comments for the Editor**” in the textbox, but this is optional.

3. Check the box acknowledging that you want to be contacted by IUJUR staff about this submission:

4. Check the box agreeing to abide by the terms of the copyright statement. The copyright statement explains that the author retains copyright and agrees to apply a CC BY-NC 4.0 license to their work.

5. Check the box agreeing to the privacy statement. The OJS system tracks actions by authors and editors for reference, so is important to make authors aware of that. Having a detailed record and history of the entire workflow for an article in the “**Activity Log**” is extremely useful to editorial staff.

6. Finally, when all boxes have been checked, click “Save and continue” to move on to the next tab in the submission process:

lead to productive exchanges, as well as earlier and greater

Yes, I agree to abide by the terms of the copyright statement.

Yes, I agree to have my data collected and stored according to

Save and continue
Cancel

The next tab will open an “**Upload Submission File**” box with three tabs.

7. From the “**Article Component**” drop-down menu select “**Article Text**” and click the “**Upload File**” button (Create and submit a test Word document entitled “*Test_Submission_YourFirst&LastName*”):

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

Article Component *

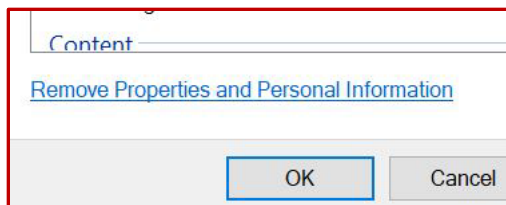
Article Text

Drag and drop a file here to begin upload

Upload File

[Ensuring a Blind Review](#)

(Authors should attempt to anonymize their submissions at this point in the process by removing any identifying information from the submission. And the right clicking on their Word file. Then click “**Properties**”>Open the “**Details**” tab>and click “[Remove Properties and Personal Information](#)” in blue. *The authors may not always do this, so the IUJUR editorial team should always ensure that submissions have been anonymized before they are sent to the peer review stage*):



The “**Review Details**” tab allows authors to edit the title of their submission document by clicking “**Edit**” in blue.

8. In the “**Review Details**” tab, click the “**Continue**” button to move on to the next tab:

Upload Submission File

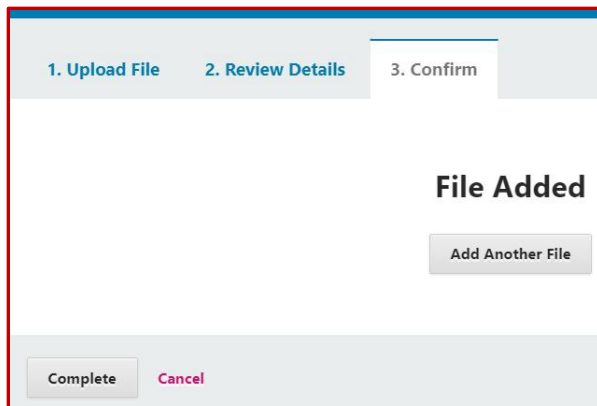
1. Upload File 2. Review Details 3. Confirm

arauthor1, Arthur Author1 submission.docx [Edit](#)

docx 11KB

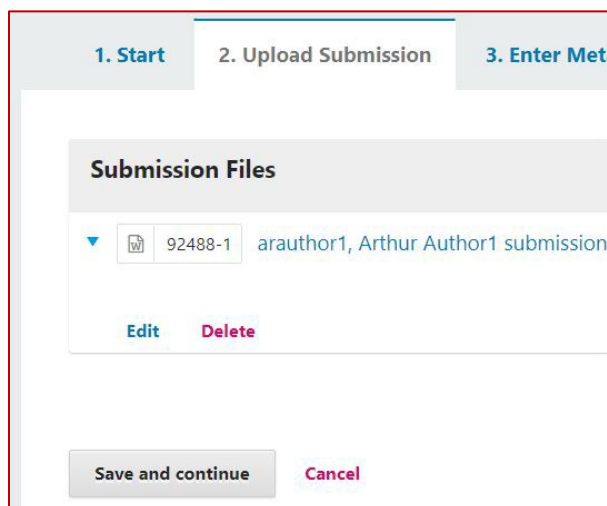
Continue Cancel

9. In the “**Confirm**”, tab click “**Complete**” to finish the submission file upload process:



This will return you to the main “**Upload Submission**” tab. In this tab, authors have the option to edit the title of their submission file by clicking the blue caret and “**Edit**” in blue. They can also replace the file or upload an additional file by clicking “**Upload File**” in blue in the right.

10. Click the “**Save and Continue**” button to move on to the next step:



The “**Enter Metadata**” tab allows authors to describe their submissions in more detail.

11. Click into the “**Title**” field and enter a title for your submission: “***Test Submission YourFirst&LastName***”):

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation

Prefix

Examples: A, The

Title *

Subtitle

Authors can also enter any co-author names by click “**Add Contributor**” in blue. The “**Subjects**” field is not required.

12. Click into the “**Disciplines**” field and type either “**Natural Sciences**”, “**Social Sciences**”, “**Applied Sciences**”, or “**Humanities**” and then hit enter.

13. Click into the “**Keywords**” field and enter a few keywords of your choice, hitting enter after you type each one.

Authors can also paste their works cited/references/citations into the “**References**” field.

14. After entering in your keywords, click the grey “**Save and continue**” button to go to the next tab.

15. In the “**Confirmation,**” tab click “**Finish Submission**”.

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation

Your submission has been uploaded and is ready to be sent. You may go back to review and click "Finish Submission".

Finish Submission **Cancel**

The final “**Next Steps**” tab lets the author know that their submission is complete and gives them the option to review it, create a new submission, and return to their main dashboard.

Submission complete

Thank you for your interest in publishing your work in this journal.

What Happens Next?

The journal has been notified of your submission and will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)