Step by Step guide for Online Submission of articles on OJS for Authors

Step 1: Registration on OJS

If you already have login credential then enter your username and password otherwise click "Register" (See arrow). A registration form will open

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Step 2: Login

After Successful login, an option for change password will appear.

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Step 3: Submission

On dashboard, click on "New submission" button.

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Select article type and check submission requirements. Make sure you have all the required documents. After selecting all requirements click on 'Save and continue'.





Step 4: Upload Submission File

After completion of step 3, a new window will pop-up to upload the required documents

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Select 'Article Text' in Article component for uploading manuscript and 'other' for other documents. Complete the steps as shown below and click on "continue".

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For uploading other documents click on "Add another file" and repeat the above process. After uploading <u>All required documents</u> click on "Complete". Then click on "save and Continue".

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Add Author by clicking on "Add Contributor" and after adding all authors click on "Save and continue".

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Finish Submission



Step 5: Author's Dashboard



An Acknowledgement email with Article reference number will be sent to the corresponding author.

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If you have multiple submissions your dashboard would be like this.

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