

TUTORIAL: HOW TO SUBMIT YOUR PAPER to NAER

This tutorial is a brief guide to the paper submission process of the journal *New Approaches in Educational Research* (NAER). The paper submission process is based on the journal management and publishing system OJS (Open Journal System), so the process is similar to other processes based on this platform.

If you happened to have any questions or queries through the submission process, please do not hesitate to contact us at: submission.naerjournal@ua.es

Before submitting your manuscript, please read carefully the following authors instructions and make sure your document meets the journal requirements.

1. Registering

You must register as Author in the platform in order to submit your manuscript. You must only register once, and this will allow submitting as many papers as you want. The system will give you a username and a password that you should keep for future reference in order to check the process of your submissions.

In order to register as a user you must click on the “Register” button at the top navigation menu (see Figure 1). If you have already registered, proceed to step 1.2.



Figure 1. Caption of the top navigation menu with the “Register” button you should click the first time in order to get an access username and password. The “Log In” button will allow you to access your account once you get your username and a password.

In order to register (see Figure 2): Fill in the register form. You must check the accuracy of all your details. You must specify the institutional affiliation as accurately as possible, including the university name, department and subdepartment, if any (erg. Universidad de Alicante. Facultad de Educación, Dpto. de Didáctica General y Didácticas Específicas). We also recommend authors to provide their institutional e-mail address. All the details introduced will be confidential. NAER guarantees data confidentiality as dictated by the Spanish Ley Orgánica de Protección de Datos de Carácter Personal.

Once you have filled in the form, click the register button. Your registration will be over and you will receive a confirmation e-mail with all the information you need to access the platform.

The image shows a web browser window displaying the registration page for the NAER journal. The browser's address bar shows the URL <http://naerjournal.ua.es/user/register>. The page header includes the NAER logo and the journal title, along with the logo of Universitat d'Alacant (Universidad de Alicante). A navigation menu contains links for HOME, ABOUT, LOG IN, REGISTER, SEARCH, CURRENT, ARCHIVES, and ANNOUNCEMENTS. The main content area is titled "Register" and contains instructions for filling out the form. A "Profile" section includes a language dropdown set to "English" and a list of input fields: Username*, Password*, Repeat password*, Salutation, First name*, Middle name, Last name*, Initials (with a preview "Joan Alice Smith = JAS"), and Gender. A "Browse" sidebar on the right lists options like "By Issue", "By Author", and "By Title". A "PUBLIC KNOWLEDGE PROJECT" logo and a search box are also visible.

Figure 2. Register form.

1.2. ACCESSING THE PLATFORM

Click on the “Log In” button at the top navigation menu (see Figure 1). Enter your username and password and click “Log In”.

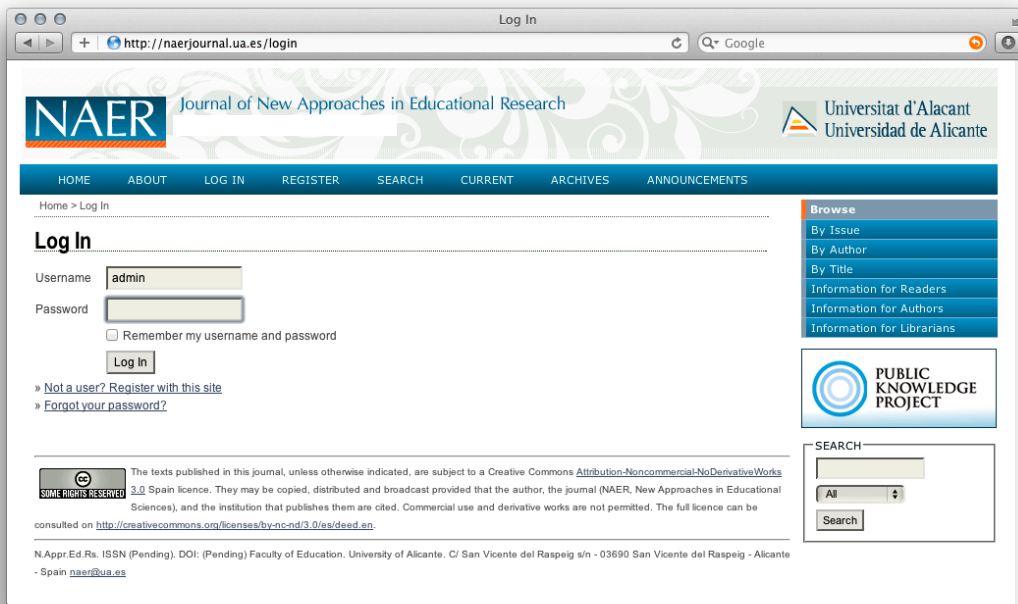


Figure 3. Interface to enter the platform.

If the username and password are correct you will be directed to your “Dashboard” (see Figure 4). You will be able to check there the estate of your submissions and to submit as many papers as you want.

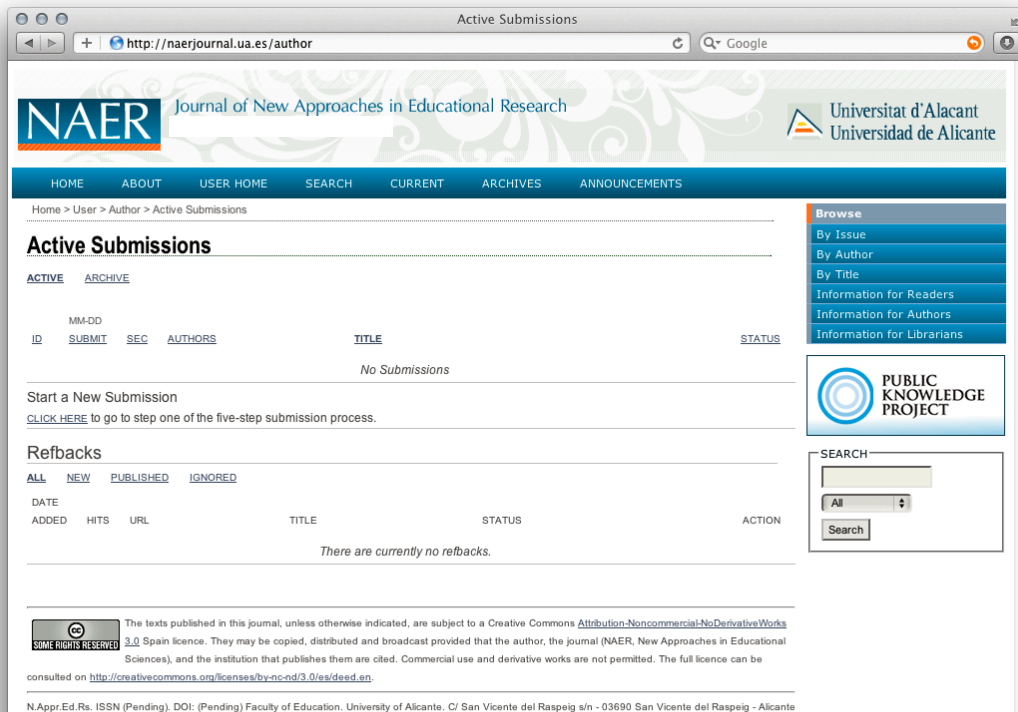


Figure 4. Dashboard

2. New Submissions

In your “Dashboard”, click on the “Start New Submission” section and then click on “Click here to go to step one...”

Start a New Submission

[CLICK HERE](#) to go to step one of the five-step submission process.

There are 5 steps in the submission process. You can go back to previous steps at any time to edit any information you may need.

STEP 1: STARTING THE SUBMISSION

- a) Check if your submission is ready to be sent in the Submission Checklist (see Figure 5).
- b) Accept the Copyright notice (see Figure 5).
- c) Write, if you wish, any comments you may have for the editor.

- d) Click on “Save and continue”:

The screenshot shows a web browser window titled "Step 1. Starting the Submission" with the URL "http://naerjournal.ua.es/author/submit/1". The page header includes the NAER logo and the text "Journal of New Approaches in Educational Research" and "Universitat d'Alacant / Universidad de Alicante". A navigation menu contains links for HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, and ANNOUNCEMENTS. The main content area is titled "Step 1. Starting the Submission" and includes a progress indicator: "1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION". Below this is a "Submission Checklist" section with several items, each with a checkbox. The first two items are checked. The "Copyright Notice" section follows, with a paragraph of text and a checked checkbox indicating agreement to the terms. On the right side of the page, there is a "Browse" menu with options like "By Issue", "By Author", and "By Title", a "PUBLIC KNOWLEDGE PROJECT" logo, and a "SEARCH" box with a search button.

Figure 5. Step 1: Submission Checklist and Copyright Notice.

STEP 2: UPLOADING THE SUBMISSION

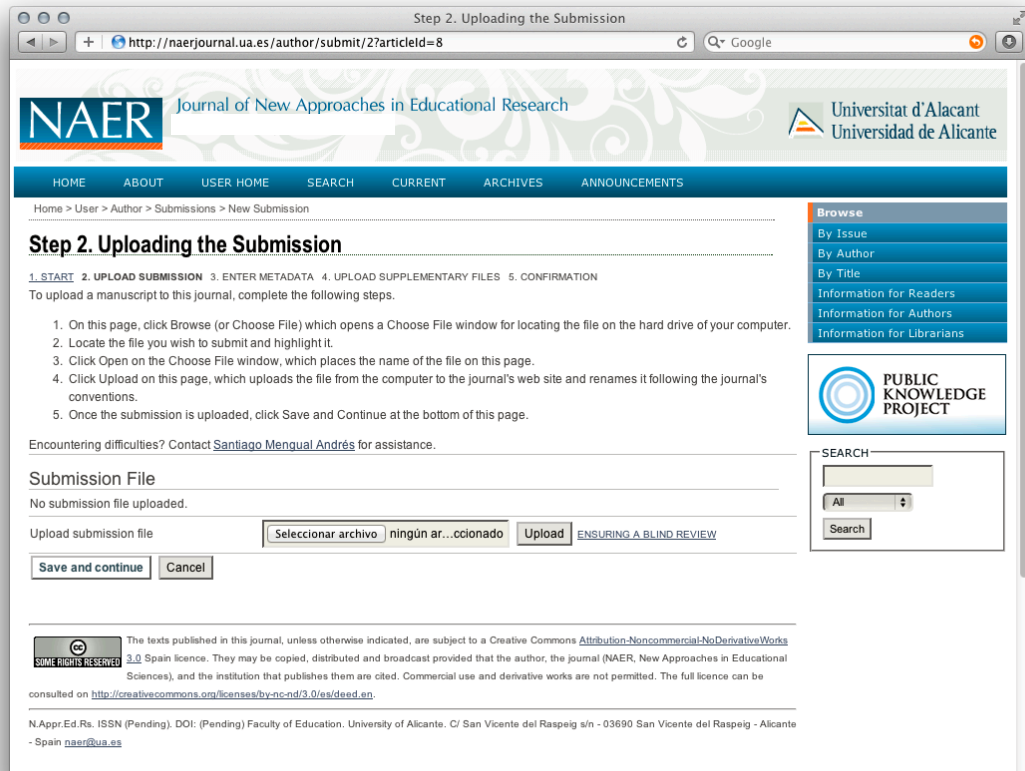


Figure 6. Step 2 interface: Uploading the Submission.

Upload the submission file of your manuscript (see Figure 6).

- a) Click on Select file/Explore and select the file (Word, RTF).
- b) Click the “Upload” button

Submission File

No submission file uploaded.

Upload submission file

[ENSURING A BLIND REVIEW](#)

When you click “Upload” the system will register your file. You can repeat the process again if you need to select a different file. The system will upload the last file selected.

- c) Click on “Save and Continue”

IMPORTANT NOTE about the Blind Review Process: It is not necessary to delete the name of the authors from the manuscript file. The Associate Editor will do this upon the reception of the manuscript to proceed with the peer review process.

STEP 3: ENTERING THE SUBMISSION’S METADATA

Fill in the information of the authors (see Figure 7). Be as accurate and precise as possible. For papers with multiple authors, check the “Add Author” button. You can add, delete and rearrange the order of the authors.

Step 3. Entering the Submission's Metadata

[1. START](#) [2. UPLOAD SUBMISSION](#) **3. ENTER METADATA** [4. UPLOAD SUPPLEMENTARY FILES](#) [5. CONFIRMATION](#)

Authors

First name*	<input type="text" value="Carolina"/>
Middle name	<input type="text"/>
Last name*	<input type="text" value="Rodríguez Cano"/>
Email*	<input type="text" value="carolina.rodriguez@ua.es"/>
URL	<input type="text"/>
Affiliation	<input type="text" value="University of Alicante"/> <small>(Your institution, e.g. "Simon Fraser University")</small>
Country	<input type="text" value="Spain"/>
Bio statement (E.g., department and rank)	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Google Analytics account number	<input type="text"/> <small>To track published article readership using Google Analytics, enter an account number here (e.g. UA-xxxxxx-x).</small>

Figure 7. Step 3 interface: Author details.

Fill in the form with the paper Title and Abstract, Keywords, etc. (see Figure 8). Once completed, click on "Save and Continue":



Title and Abstract

Title*

Abstract*

Indexing

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

Academic discipline and sub-disciplines

Keywords

Type, method or approach

Language

English=en; French=fr; Spanish=es. [Additional codes.](#)

Supporting Agencies

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

Agencies

* Denotes required field

Figure 8. Step 3 interface: Document details

STEP 4: UPLOADING SUPPLEMENTARY FILES

In this step (see figure 9) you must attach the supplementary files of your submission: Microsoft Excel tables, images in JPG, TIFF and PDF format (check Author Guidelines). You also need to upload here all the appendixes your submission might have (Protocols, Questionnaires, etc.)

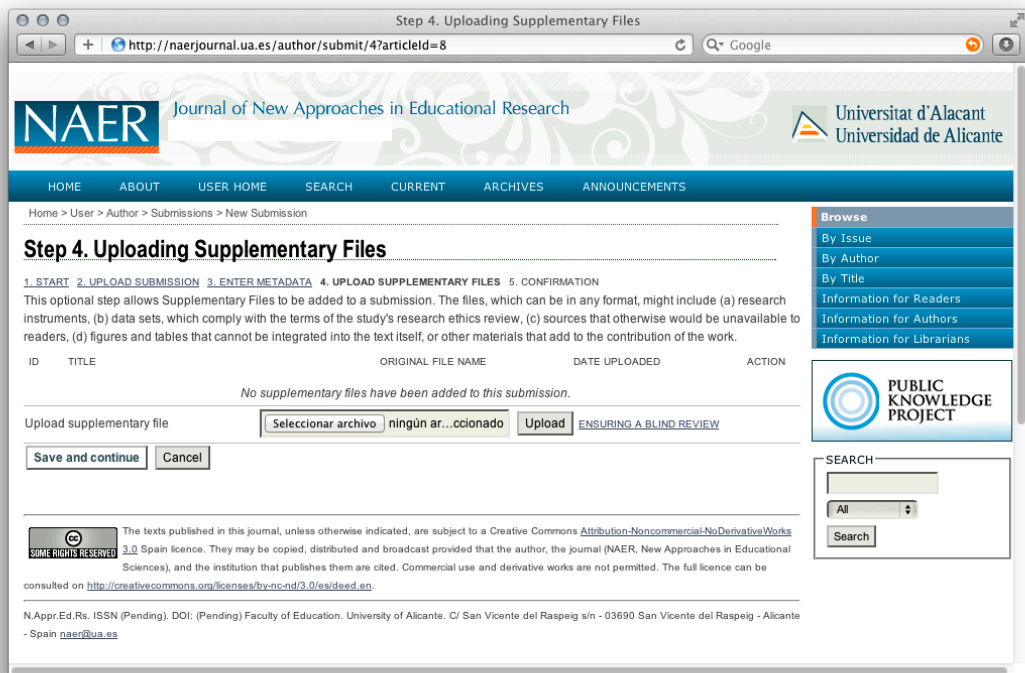


Figure 9. Step 4 interface: Uploading Supplementary Files.

Regardless of whether you attach additional files or not, click on the “Save and Continue” button to access the last step of your submission.



STEP 5: CONFIRMING THE SUBMISSION

This is the most important step (see figure 10). It will be the end the submission process and it will guarantee that your manuscript has been sent successfully. We recommend clicking on the attached file (1) to check that the manuscript you are sending is the right one. If it is not, you can always go back to Step 2 and attach the correct file again.

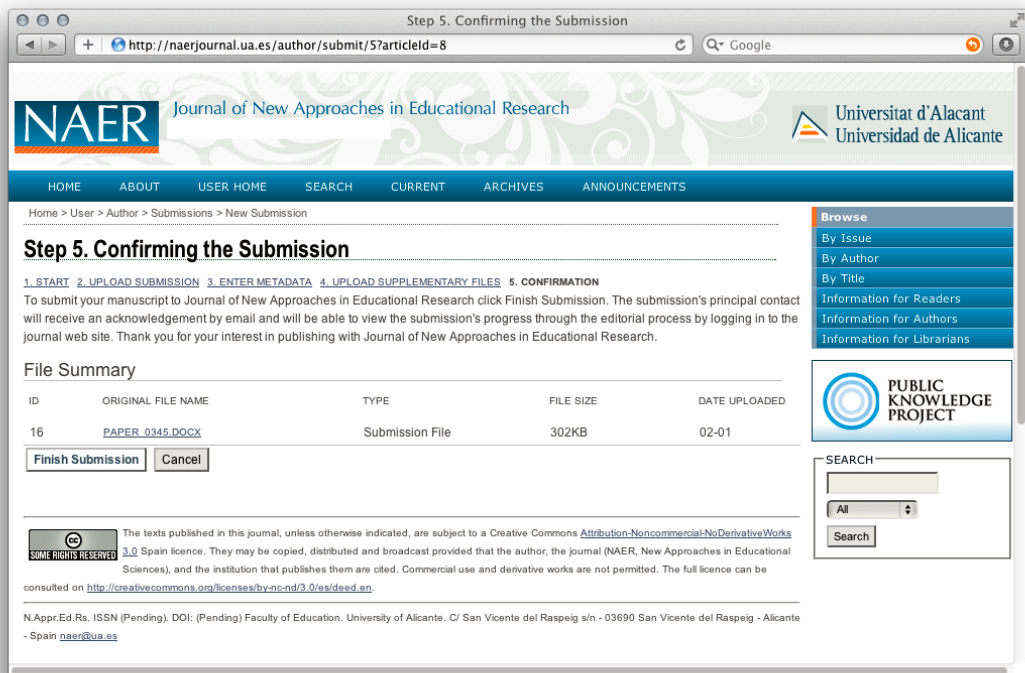


Figure 10. Step 5 interface: Confirming the Submission.

If the information is correct, you must click the “Finish Submission” button to end the submission process.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
16	PAPER_0345.DOCX	Submission File	302KB	02-01

Finish Submission **Cancel**

Once you have gone through all the steps and finished the submission process, the platform will display the information of your submission (see figure 11).

Active Submissions

Submission complete. Thank you for your interest in publishing with Journal of New Approaches in Educational Research.
» [Active Submissions](#)

Figure 11. Complete Submission confirmation message.

From the option “Active submissions” or from your “Dashboard” (“User Home > Author”), you can check any time the estate of your submission (see example in figure 12).

Active Submissions

[ACTIVE](#) [ARCHIVE](#)

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
8	02-01	ART	Rodriguez Cano	LA IMPORANCIA PERCIBIDA EN LA ADQUISICIÓN DE...	Awaiting assignment

Figure 12. Example of an active submission.

If you happen to have any doubts or technical problems during the submission process please get in touch with the journal's Submission team at submission.naerjournal@ua.es