

Author Guidelines

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Welcome to Ubiquity Press' management system, which provides a simple journal workflow for your submission.

This manual outlines the process of submitting a manuscript, receiving editorial recommendations, submitting revisions (if necessary), and seeing a manuscript through copyediting to publication.

Before submitting

Each journal has its own submission guidelines. You should read these carefully to make sure your manuscript is formatted to the journal's requirements.

To find the submission guidelines, please see the main navigation on the journal's homepage.

Registering a journal account

Before you can submit a manuscript, you need to register an account on the journal.

Click on the ['Register'](#) link at the top right corner of the journal homepage and fill in the form with your details.

If you already have an ORCID iD, you can choose 'Create or Connect your ORCID iD'. Once you input your ORCID iD, the registration form will be pre-populated with your details.

The system will send you an email to confirm your registration. If you don't see the notification in your inbox, make sure to check your spam and trash folders too. If no email has been received, please contact the journal's technical support team via the Contact page, accessible via the journal's top navigation menu.

Submitting a manuscript

In order to submit a manuscript, go to the journal homepage and click on 'Log In' at the top right corner. When you are logged in, click on 'New Submission'.

You will be taken to a new screen with five stages. You proceed from one to the next.

1. Start

Firstly, choose the appropriate journal section for your submission. The dropdown menu lists all journal sections that are available.

If the journal uses [special collections](#), these are also listed here. **If your submission is for one of these special collections, please select it.** If your submission is not associated with a collection, you can ignore this field.

You will then see a [submission checklist](#). All journal requirements are listed here, and you must confirm that you have adhered to them in order to proceed.

Submit an Article

1. Start **2. Upload Submission** 3. Enter Metadata 4. Confirmation 5. Next Steps

Section

*Articles must be submitted to one of the journal's sections. **

Collections

Special Collection #1

Submission Requirements


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

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

A text box called **Comments for the Editor** follows. **This serves as the cover letter for your submission.** Add your comments here and remember to address the points raised in the caption above the text box.

Comments for the Editor *

Please provide relevant information to the editorial team to help give your submission some context. If you require an APC discount or waiver this must be detailed in the cover letter during submission. If such details are not provided upon submission, the APC invoice will be sent to you if the paper is accepted for publication.



Following this are check boxes confirming that you agree to be the corresponding author on your submission, and checkboxes regarding copyright notice and data collection policy. **You need to agree with these statements in order to proceed.**

Corresponding Contact *
 Yes, I would like to be contacted about this submission.

Acknowledge the copyright statement
This is the copyright notice.....

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

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

[Save and continue](#) [Cancel](#)

* Denotes required field

Please click on 'Save and Continue' in order to proceed. If you click on 'Cancel', your submission will not be saved.

If you need to pause your submission and continue later, please click 'Save and Continue'. When you move on to the next step you can then click 'Cancel', and the previous step will be saved.

2. Upload Submission

At Step 2 you upload your submission files. Start by clicking on 'Add File' or 'Upload File'. By clicking either option, a new overlay opens where you can choose a file from your computer. Once the file is uploaded it appears in a list where you have the option to mark it as manuscript, figure, or other.

Submit an Article

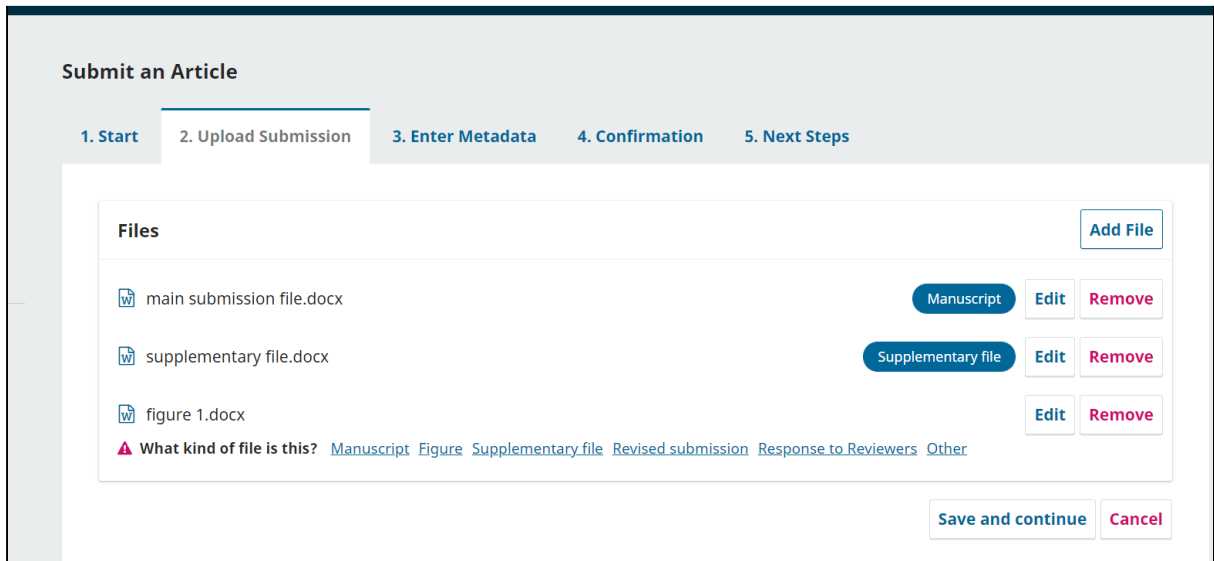
1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files [Add File](#)

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

[Save and continue](#) [Cancel](#)

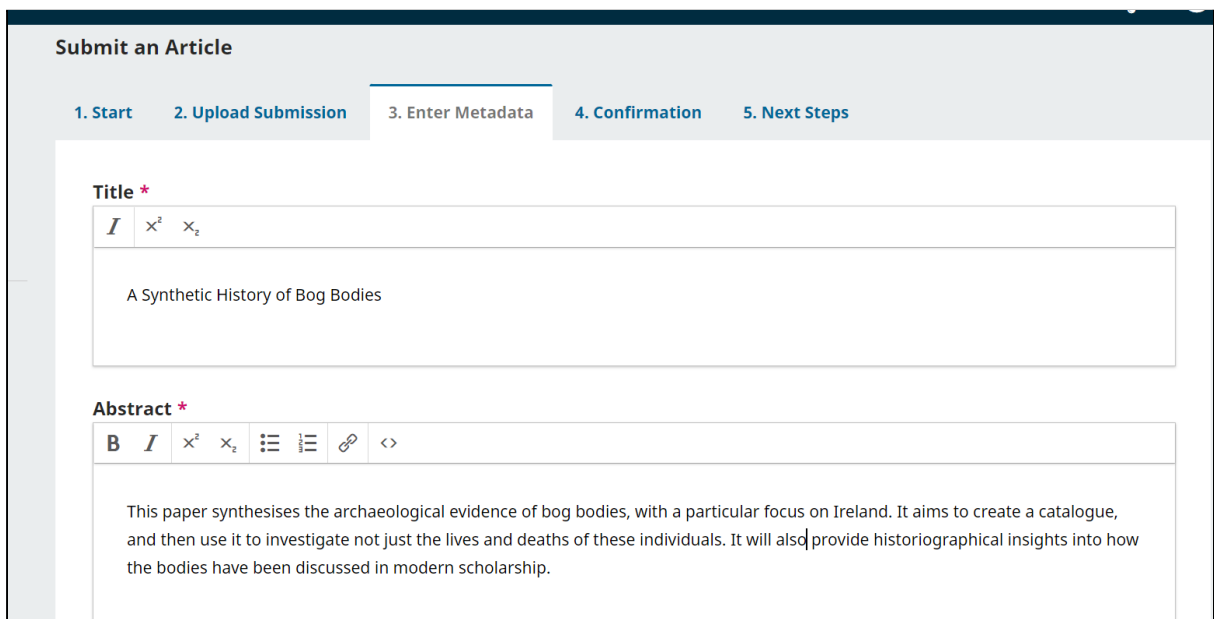
By choosing 'Other' a longer list of options appears, including 'Response to Reviewers', for example. Clicking on 'Edit' allows you to change the filename.



If you have uploaded the wrong file and need to remove it, click **'Remove'**. You can upload as many files as necessary by clicking on **'Add File'**. Remember to click on **'Save and continue'** when you are done.

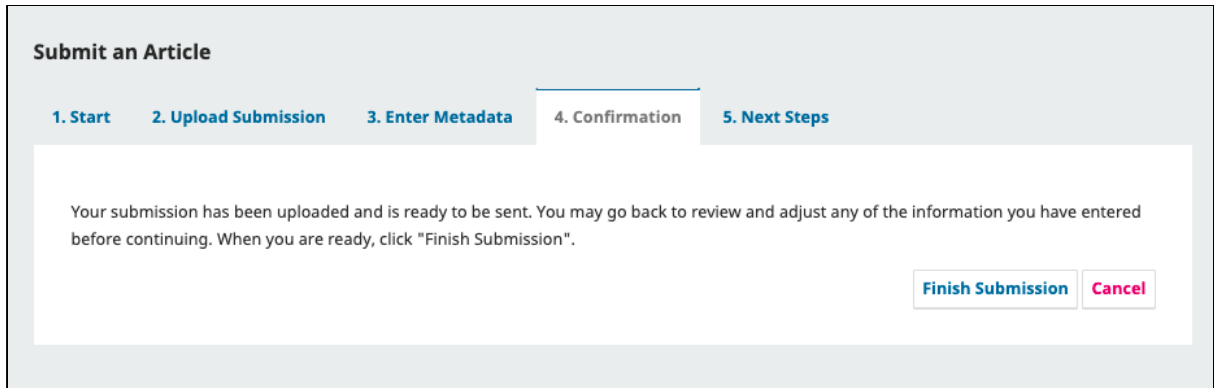
3. Enter Metadata

At Step 3 you add the submission metadata, starting with the **title, the abstract, contributors' names, emails and roles, keywords, preferred and excluded reviewers** (if requested), **competing interests**, and **funding information** (if relevant). **Remember to click 'Save and Continue' when you are done.**

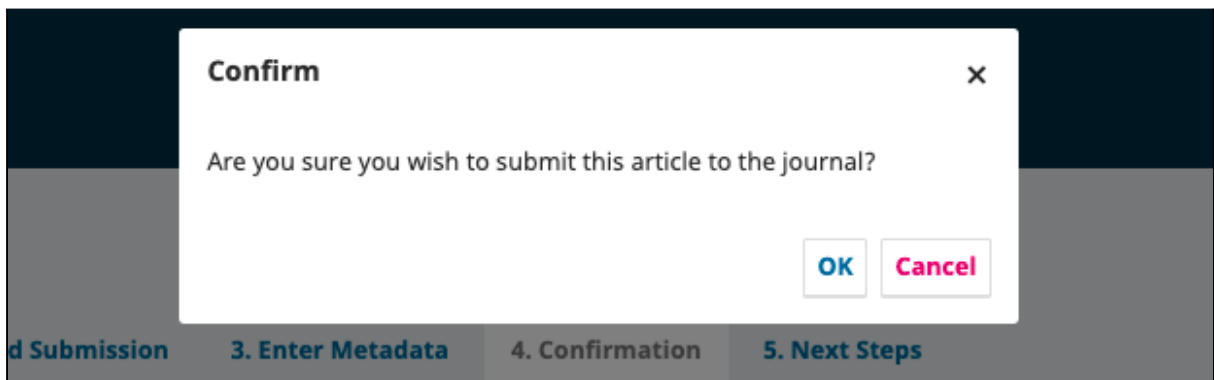


4. Confirmation

At Step 4, you finalise and confirm your submission. Please check that the information and files in Steps 1-3 are correct. Then return to Step 4 and click '[Finish Submission](#)' when ready.



When you click 'Finish Submission' a pop-up question asks you to confirm that you are sure that you wish to submit. Click 'OK' to complete the submission.



5. Next Steps

Step 5 confirms that your submission is complete and informs you about the next steps.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission complete

Thank you for your interest in publishing with International Journal of Testing.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

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

Submissions

My Queue (1) Archives Help

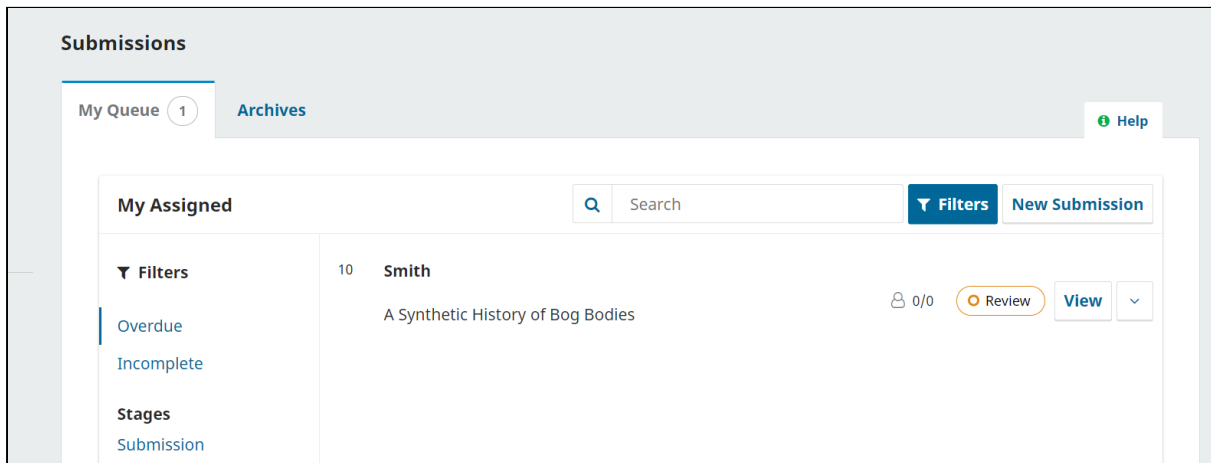
My Assigned

Search Filters New Submission

Filters	10	Smith	
Overdue		A Synthetic History of Bog Bodies	1 Submission View ▾
Incomplete			
Stages			
Submission			
Review			
Copyediting			
Production			

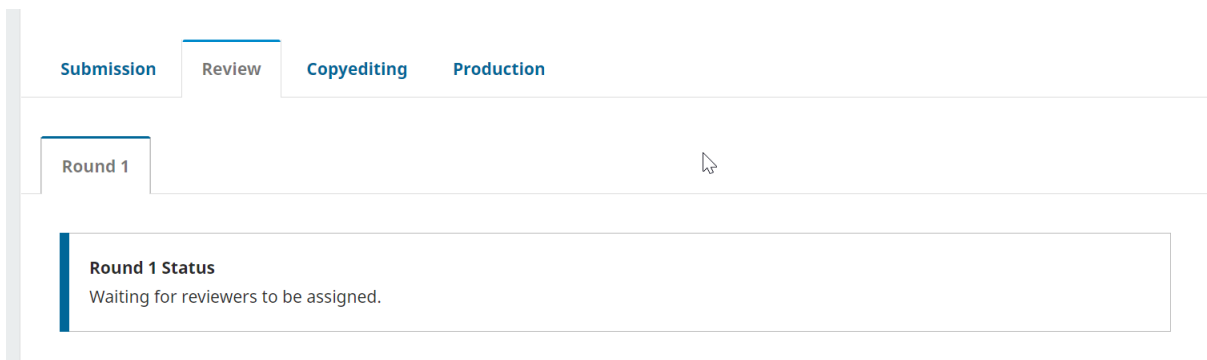
During review

When your submission has been assigned to an editor, the tag 'review' will appear next to its title in your [dashboard](#).

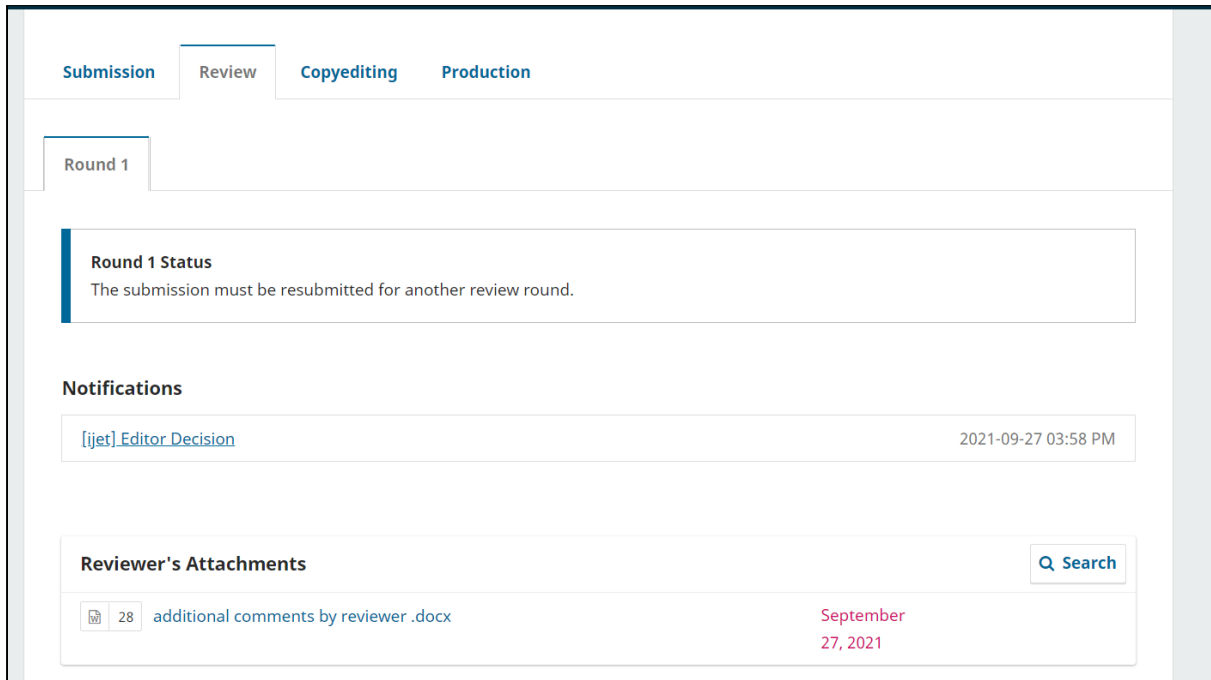


You will see a fraction next to the tag (e.g. 0/0, 0/2, 1/2, 2/2). The number on the right is how many reviewers have been assigned. The number on the left is how many reviews have been completed. E.g. 0/1 - one reviewer assigned, but they haven't submitted a review; 2/2 - two reviewers have been assigned and have both submitted reviews.

Clicking 'View' will open the sub-tab showing the four editorial stages: [Submission](#), [Review](#), [Copyediting](#), and [Production](#). **If you click 'Review', you will see the status of your paper.**



When all reviews are in and an editorial decision has been made, you will see the decision under the title of your submission on your dashboard. You will also be sent an email with the editorial decision. Click on 'View' to see more details.

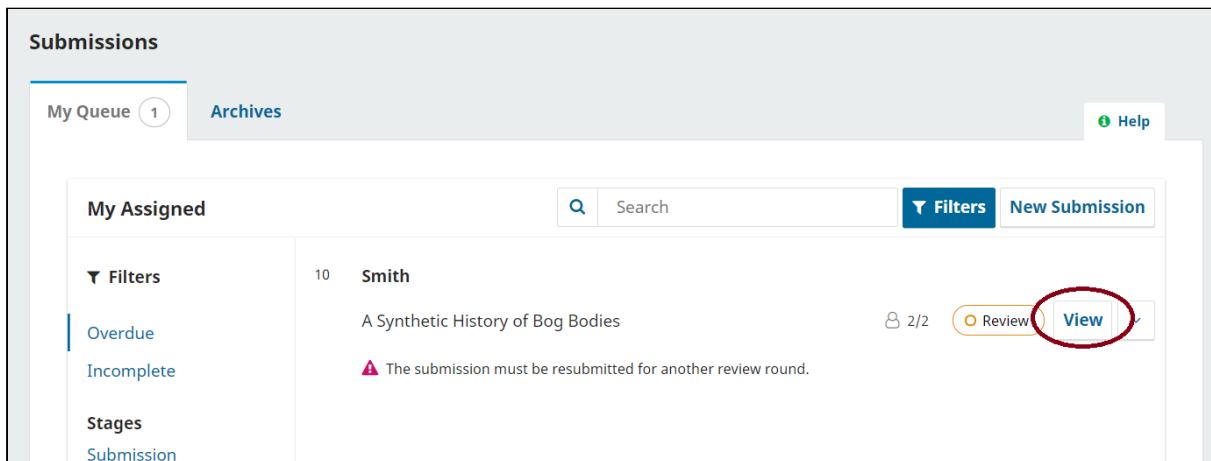


If your paper has been accepted

If the editor accepts your manuscript for publication, your submission will move on to the next stage, copyediting (see below).

If revisions are required and/or you need to resubmit for review

If the editor requires revisions, click on 'View', and then on ['Editor Decision'](#) to read the entire notification. Download any reviewers' attachments.



When you are ready to submit your revised manuscript, log in, click 'View' next to your submission on your dashboard, click on the 'Review' tab and scroll down to ['Revisions'](#). Click on 'Upload File', choose the right file from your computer and upload in the same way you did for the original manuscript.

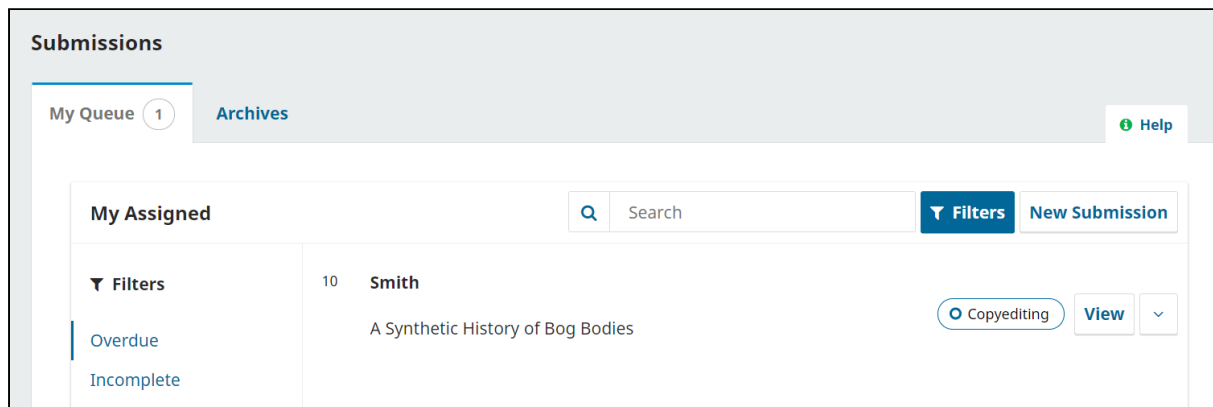
When the editor accepts your manuscript, your submission will appear in the copyediting stage.

If your paper is rejected

If your paper is rejected, click on 'View' to access the editor's notification. Click on 'Editor Decision' and download reviewers' attachments, if any, in order to understand the decision. Your submission will be archived.

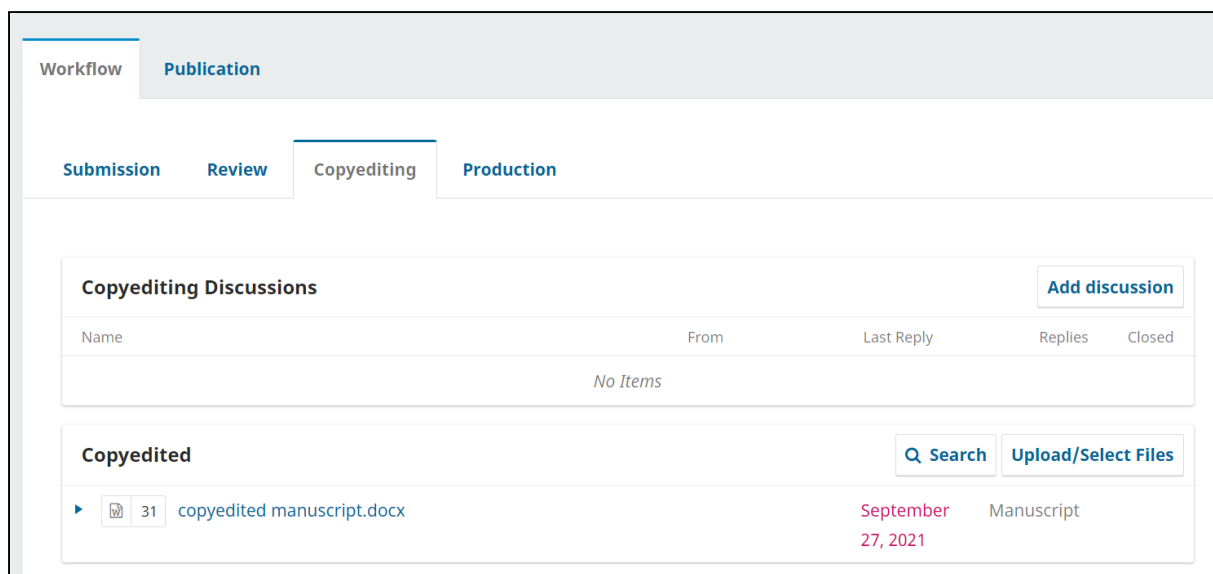
Copyediting

Copyediting begins when a final version of your manuscript has been accepted. Different journals manage this stage differently. You might be expected to submit a fully copyedited manuscript prior to acceptance or a copyeditor might be assigned your manuscript. Please ask your editor about the way copyediting is handled.



The screenshot shows the 'Submissions' interface. At the top, there are tabs for 'My Queue' (with a count of 1) and 'Archives'. A 'Help' icon is in the top right. Below this is a 'My Assigned' section with a search bar, 'Filters', and 'New Submission' button. A sidebar on the left shows 'Filters' with options for 'Overdue' and 'Incomplete'. The main list shows 10 items by 'Smith', with one item 'A Synthetic History of Bog Bodies' in the 'Copyediting' stage. A 'View' button is next to it.

If a copyeditor is assigned to your manuscript, click on 'View' next to the copyediting tag. If a copyeditor has been assigned to your submission and has completed their work, you will see a file under '[Copyedited](#)'. **Click to download and make any necessary edits offline.**



The screenshot shows the 'Workflow' page with the 'Publication' sub-tab selected. Underneath, the 'Copyediting' sub-tab is active. It features a 'Copyedited Discussions' section with an 'Add discussion' button and a table with columns for Name, From, Last Reply, Replies, and Closed. Below this is a 'Copyedited' section with a search bar and 'Upload/Select Files' button. A file 'copyedited manuscript.docx' is listed with a date of September 27, 2021.

Please finalise the copyedited version via the [Discussions](#) function. To do this, go to the '[Copyediting](#)' sub-tab, and scroll down to the heading '[Copyediting Discussions](#)'. Click the '[Add Discussion](#)' button, and begin one with the copyeditor and editor.

If you need to attach a final copy of your submission, you are able to attach it to this discussion.

The next time you see your submission, it will be in the form of a PDF proof prior to publication. **At that point, you will only be allowed to make very minor changes and address any errors that were introduced during typesetting.**