# OJS for Authors

## Prerequisites

Please be sure to have your login data for OJS available - it was sent by you via E-Mail.
If you didn't receive such an E-Mail, please read How to get an account for OJS.

After login you see your "User Home" with a list of all roles you have in OJS.
Right beneath "Author" you click on the link [New Submission] to go to the five step submission procedure.

## Step 1. Starting the submission

Here you see a checklist. You can only proceed to the next step, if you have checked all items.
You can add a comment to the editors.

## Step 2. Uploading the Submission

Here you can upload your paper (called "submission" in OJS terminology).

## Step 3. Entering the Submission's Metadata

The fields are already prefilled with your author data.
If your paper has further authors, please add them by pressing the "Add author" button - the further authors don't need to have OJS accounts, if you are the primary author.

Please enter also the references from your paper.

## Step 4. Uploading Supplementary Files

This is an optional step - you can simply go to the next step by pressing the "Save and continue" button..

## Step 5. Confirming the submission

 If you have clicked on "Finish submission", the editors get an automatic E-mail with your submitted paper and you will be later informed by OJS via E-Mail as soon as the review for your paper has been made.

## Additional Help
For a further insight into OJS please see the documentation by PKP:
http://pkp.sfu.ca/ojs/docs/userguide/2.3.3/author.html