Interbull Bulletin author how-to guide

This is a quick guide on how to register with the Interbull Bulletin and then submit your paper via the new Open Journal System.

Please read through the Author Guidelines on the Bulletin website, this will give you an idea of language, formatting, structure, referencing style, etc. that will be useful when preparing your paper.

This guide was prepared using material from the Open Journal System User guide, written by J. Willinsky, K. Stranack, A. Smecher and J. MacGregor. The complete user guide can be found HERE.

How to register with the Interbull Bulletin.

A video how-to guide can be found <u>HERE</u>.

Unregistered visitors to this journal can register as a Reader and Author.
To register with a journal, click the Register link on the topmost navigation bar, and fill out the ensuing form.
All fields with an asterisk beside them (Username; Password; Repeat Password; First Name; Last Name; Email; Confirm Email) are mandatory.

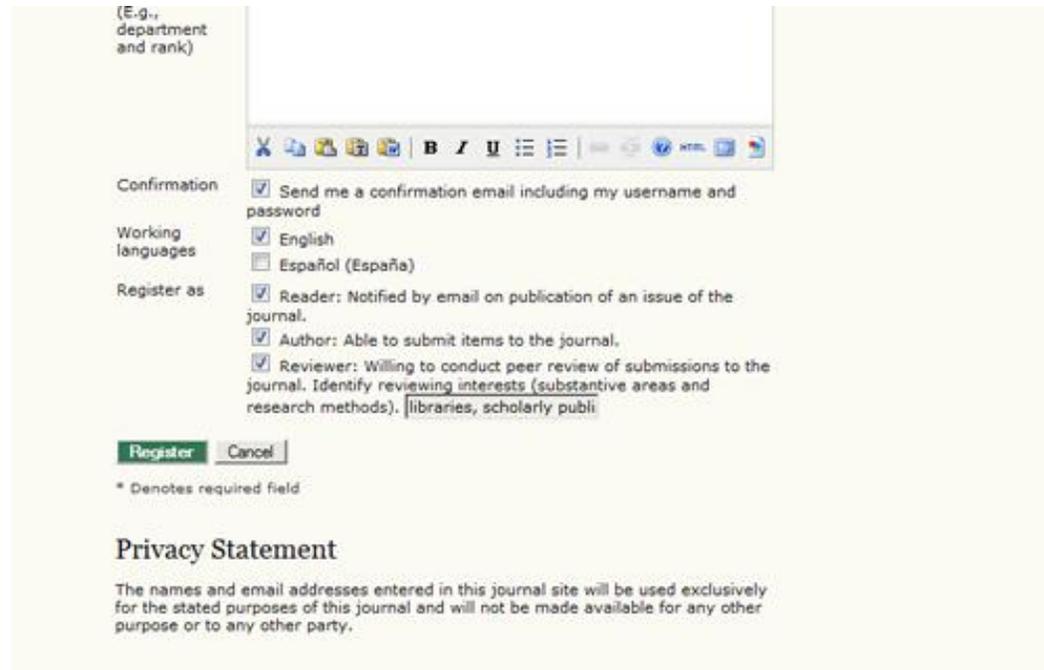## Register

Fill in this form to register with this journal.

Click here if you are already registered with this or another journal on this site.

Profile

Username*	jdoe
	The username must contain only lowercase letters, numbers, and hyphens/underscores.
Password*	••••••••
	The password must be at least 6 characters.
Repeat password*	••••••••
Salutation	
First name*	John
Middle name	
Last name*	Doe
Initials	Joan Alice Smith = JAS
Gender	
Affiliation	
	(Your institution, e.g. "Simon Fraser University")
Signature	
Email*	jdoe@example.com PRIVACY STATEMENT
Confirm Email*	jdoe@example.com
URL	
Phone	
Fax	
Mailing Address	

Your username and your email address must be unique; furthermore, while you can change your email address at a later date, you will be unable to change your username.

You are able to register as a Reader and an Author, all you have to do is check the box next to each role available to you.

(E.g., department and rank)

Confirmation	☑ Send me a confirmation email including my username and password
Working languages	☑ English ☐ Español (España)
Register as	☑ Reader: Notified by email on publication of an issue of the journal. ☑ Author: Able to submit items to the journal. ☑ Reviewer: Willing to conduct peer review of submissions to the journal. Identify reviewing interests (substantive areas and research methods). libraries, scholarly publi

Register   Cancel

* Denotes required field

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

If you want to register in another role within the same journal (for example, if you are already a Reader, but also want to become an Author) you can log in; go to Edit My Profile (under My Account on your User Home page); and check off the checkboxes next to any available roles, near the bottom of the page.

If you want to unenroll yourself from a journal completely, all you have to do is visit your profile and uncheck all role checkboxes

To view and edit your profile, log in and click the Edit My Profile link from your User Home page. Alternatively, once logged in you can always click the My Profile link from the User Navigation block on the sidebar, if available. From here, you can update your email address, change your personal information, or change your password

How to submit your paper

A video how-to guide can be found HERE.

OJS exists to serve Authors as well as journals. Not only does OJS provide an easy-to-use submission process, it can collect and disseminate key information about Authors and their work across important research and citation databases, including Google Scholar, PubMed, the Directory of Open Access Journals, and others.
As an Author, your tasks include submission; submitting revised copy; copyediting; and proofreading.
To make a submission, you must have a user account and be enrolled as an Author. User accounts can either be created by the Journal Manager or you can register yourself.
Once you have an account, log in to the journal site and select the role of Author.

Home > User Home

User Home

Journal of Open Journal Systems

» Author   4 Active   [New Submission]

My Account
   » Show My Journals

After clicking on the Author link on your User Home page, you will be directed to your Author's User Home page, which includes information on Active Submissions; a link to start a new submission; and information on any Refbacks you may have.

Submitting an article
To make a submission, select the Click Here link (under Start a New Submission) to proceed to the first step of the submission process.

Start a New Submission
CLICK HERE to go to step one of the five-step submission process.

Step one ensures that you understands the journal's submission rules. You will have to pick the appropriate section to submit to, and will be provided with information on the journal's privacy statement and copyright notice. If you need any help the journal's technical support contact is provided at the top of this page.

You must check each of the items from the submission checklist.

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

☐ 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, RTF, or WordPerfect 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, which is found in About the Journal.

☐ If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

The journal's copyright policy and privacy statement will appear next.

Finally, you can add any comments, which will be visible to the editor. Move to the next step by hitting the Save and Continue button.

Comments for the Editor

Enter text (optional)

[text editor with formatting toolbar: cut, copy, paste, B I U, lists, link, HTML, etc.]

[Save and continue]   [Cancel]

Submission Step two allows you to upload the submission file, in this case a Word document.
• Click Browse to open a Choose File window for locating the file on the hard drive of your computer.
• Locate the file you wish to submit and highlight it.
• Click Open on the Choose File window, which places the name of the file on this page.
• Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
• Once the submission is uploaded, click Save and continue.

Home > User > Author > Submissions > **New Submission**

Step 2. Uploading the Submission

1. START **2. UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact John Marr for assistance (604.525.5488).

Submission File

File name	6-8-2-SM.docx
Original file name	test.docx
File size	9KB
Date uploaded	2009-12-28 04:29 PM

Replace submission file   [ ]   Browse...   Upload

Save and continue   Cancel

The third step of the submission process serves to collect all relevant metadata from the author. The first section of metadata covers the authors. The submitting author will have their personal information automatically appear.

If there are multiple authors for the submission, their information can be added using the Add Author button. You can also re-order the list of authors, make one of the authors the principal contact with the editor, and delete any authors added in error.

Authors

First name*	Fred
Middle name	
Last name*	Chan
Email*	fc@mailinator.com
URL	
Affiliation	
Country	

Competing interests
CI POLICY

I have no competing interests.

Bio statement
(E.g., department and rank)

Department of Health Studies
University of Anywhere

Add Author

Next, enter the submission title and abstract.

Title and Abstract

Title* raries and Publishing: New Options for Research Support Services

Abstract*

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

You will then add indexing information. This will help others find your article.

Indexing

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

Academic discipline and sub-disciplines

Library Studies

Publishing; Communications; Library Studies; Education

Subject classification

Libraries - Public Services

Library of Congress Classification

Keywords

libraries, publishing, research services

Scholarly Communication; Libraries; Publishing; Open Source

Language

en

English=en; French=fr; Spanish=es. Additional codes.

The fourth step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format. Upload these files the same way you uploaded your original article.

Home > User > Author > Submissions > **New Submission**

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA **4. UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
		No supplementary files have been added to this submission.		

Upload supplementary file   [   ]   Browse...   Upload

Save and continue   Cancel

The final step provides a summary of your submission.

Home > User > Author > Submissions > **New Submission**

Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES **5. CONFIRMATION**

To submit your manuscript to Journal of Open Journal Systems click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Journal of Open Journal Systems.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
8	TEST.DOCX	Submission File	9KB	12-28

Click Finish Submission to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the review and editorial process by returning to the Active Submissions section of your Author page