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 [HERE](#).

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.
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.

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.

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.
Step one ensures that you understand 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.

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.
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.
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.
Next, enter the submission title and abstract.

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

The final step provides a summary of your submission.

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.