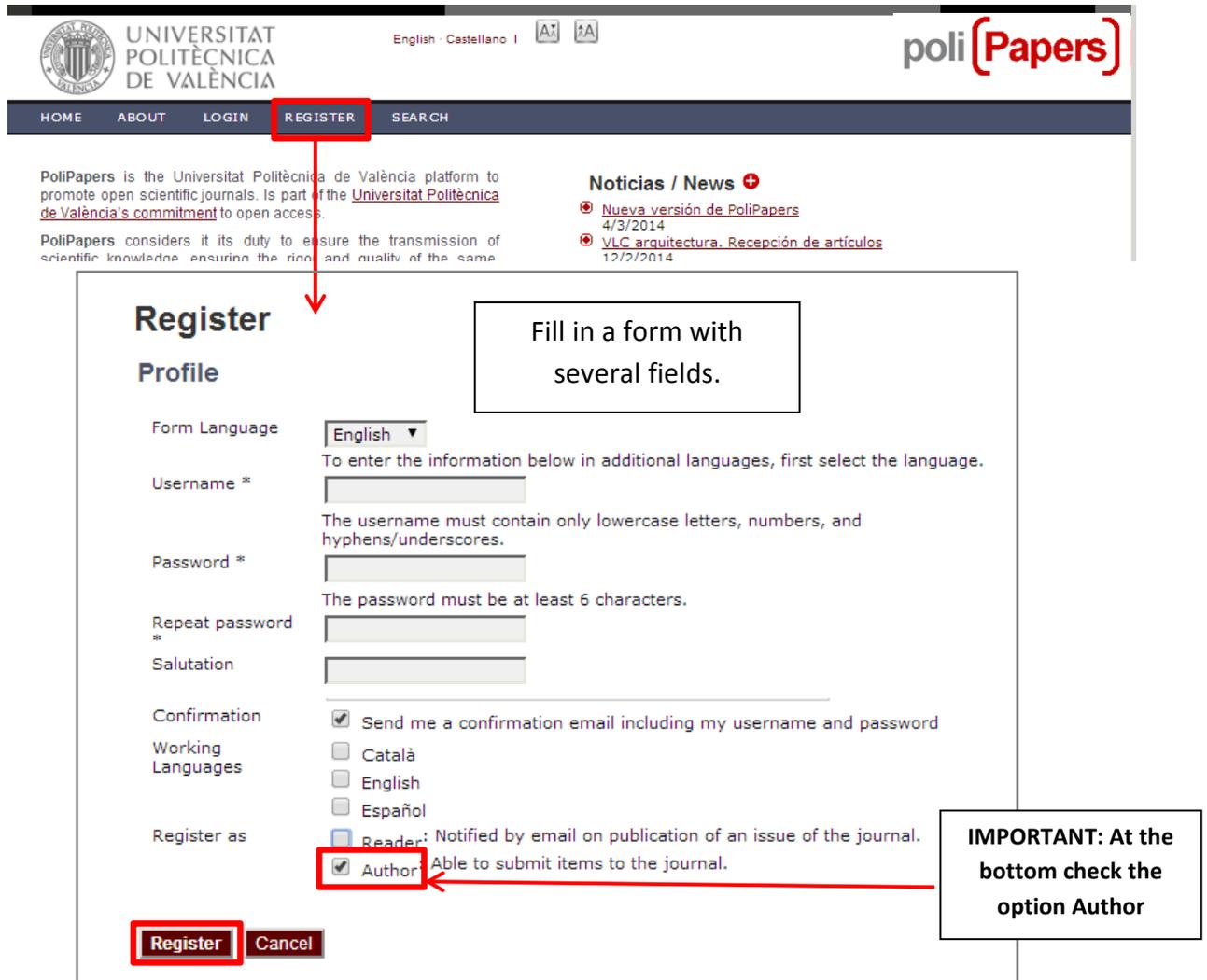


Authors: Instructions to submit items online

- To send submissions the authors must be **registered** and logged in.



The screenshot shows the PoliPapers website header with the 'REGISTER' link highlighted in a red box. Below the header, the registration form is displayed. A red arrow points from the 'REGISTER' link to the 'Register' section of the form. The form includes fields for 'Form Language' (set to English), 'Username *', 'Password *', 'Repeat password *', and 'Salutation'. There are also checkboxes for 'Confirmation' (checked), 'Working Languages' (Català, English, Español), and 'Register as' (Reader and Author). The 'Author' checkbox is highlighted with a red box and an arrow. A text box above the form says 'Fill in a form with several fields.' Another text box on the right says 'IMPORTANT: At the bottom check the option Author'. At the bottom of the form, the 'Register' button is highlighted with a red box.

- If you are registered must be **log in**.



The screenshot shows the PoliPapers website header with the 'LOGIN' link highlighted in a red box. Below the header, the login form is displayed. It includes fields for 'Username' and 'Password', a checkbox for 'Remember my username and password', and a 'Login' button.

Click New Submission link to proceed to the first step of the submission process.



The screenshot shows the user navigation bar with the following elements: a user profile icon, the text '» Author', '0 Active', '0 Archive', and a 'New Submission' button highlighted with a red box.

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 [Administrador PoliPapers](#) for assistance.

Submission File

No submission file uploaded.

Upload submission file

Choose File No file chosen

Upload ENSURING A

BLIND REVIEW

Save and continue Cancel

Submission Step Two allows you to upload the submission file, typically a word-processing document.

1. Click Browse or Choose File to open a Choose File window for locating the file on the hard drive of your computer.

Upload submission file

Choose File Cambio en OJS 2_4.docx

Upload ENSURING A

BLIND REVIEW

2. Click Upload which uploads the file from the computer to the journal's web site.

Submission File

File Name 2212-7082-1-SM.docx

Original file name Cambio en OJS 2_4.docx

File Size 19KB

Date uploaded 2014-03-11 11:37 AM

Replace submission file

Choose File No file chosen

Upload ENSURING A

BLIND REVIEW

Save and continue Cancel

3. Click Save and Continue at the bottom of this page

Step 3. Entering the Submission's Metadata

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

Authors

First Name *

Middle Name

Last Name *

Email *

URL

Affiliation
(Your institution, e.g. "Simon Fraser University")

Country

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

Google Analytics account number
To track published article readership using Google Analytics, enter an account number here (e.g. UA-xxxxxx-x).

Personal information of the author who makes the submission appears automatically

Add Author

See below

1

Title and Abstract

Title *

Abstract

Enter the submission title and abstract

Indexing

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

Keywords

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

Add keywords to help others find your article.

Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

Enter the name of any organization that may have supported your

References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

Provide your list of references separately.

Save Metadata **Cancel**

* Denotes required field

1. If there are multiple authors for the submission, their information can be added using the Add Author button.

First Name *

Middle Name

Last Name *

Email *

URL

Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

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

Google Analytics account number

To track published article readership using Google Analytics, enter an account number here (e.g. UA-xxxxxx-x).

Reorder authors to appear in the order they will be listed on publication.

Principal contact for editorial correspondence. [Delete Author](#)

You can also **re-order** the list of authors and make one of the authors the **principal contact** with the editor.

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
<i>No supplementary files have been added to this submission.</i>				
	Upload supplementary file	Choose File No file chosen		Upload ENSURING A
		BLIND REVIEW		

Save and continue Cancel

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

1. Click Browse or Choose File to open a Choose File window for locating the file on the hard drive of your computer.

Upload supplementary file	Choose File Cambio en OJS 2_4.docx	Upload	ENSURING A
	BLIND REVIEW		

2. Click Upload which uploads the file from the computer to the journal's web site. And add supplementary file metadata: title, type, description...

Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title *

Creator (or owner) of file

Keywords

Type Specify other

Brief description

Publisher

Contributor or sponsoring agency

Date YYYY-MM-DD
Date when data was collected or instrument created.

Source

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

Supplementary File

File Name [2212-7086-1-SP.docx](#)

Original file name [Cambio en OJS 2_4.docx](#)

File Size 19KB

Date uploaded 2014-03-11 12:24 PM

Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file

Here you can replace this supplementary file.

* Denotes required field

3. Click Save and Continue at the bottom of this page

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
763	Untitled	Cambio en OJS 2_4.docx	03-11	EDIT DELETE

Upload supplementary file No file chosen [ENSURING A](#)
[BLIND REVIEW](#)

Step 5 Confirming the Submission

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

To submit your manuscript to revista de pruebas para curso UPV scientific communication 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 revista de pruebas para curso UPV scientific communication.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
7082	CAMBIO EN OJS 2_4.DOCX	Submission File	19KB	03-11
7086	CAMBIO EN OJS 2_4.DOCX	Supplementary File	19KB	03-11

With the previous four steps of the submission process completed, 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 editorial process by logging in to the journal web site.