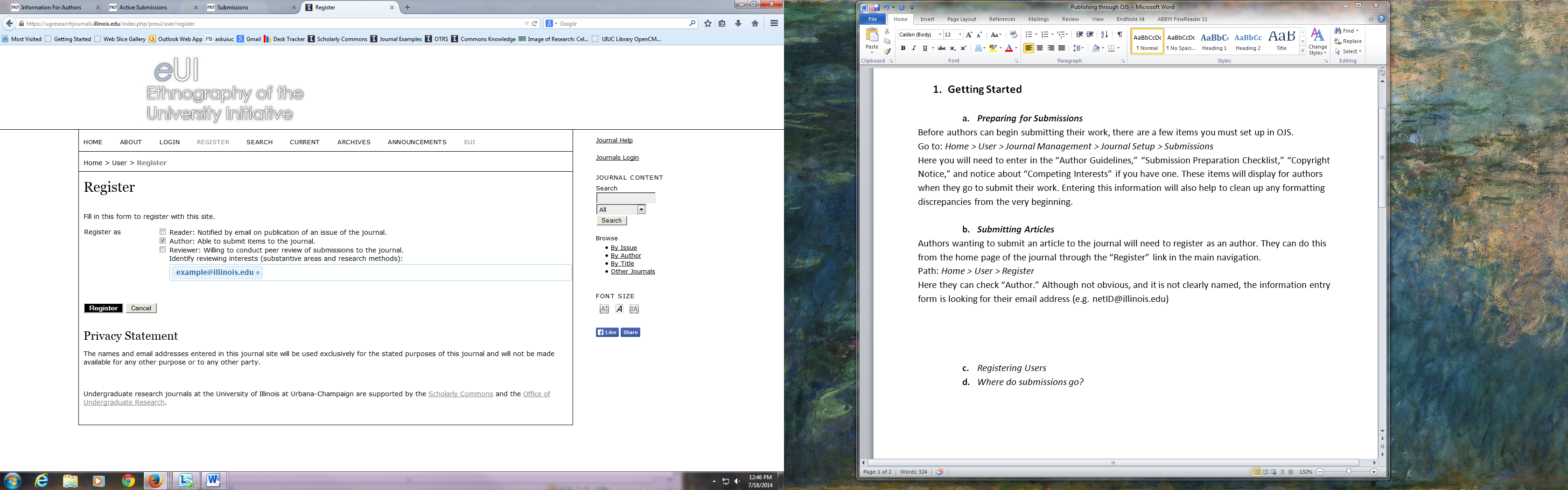
**Proposal Submission Process through Open Journal Systems**

(with thanks to Anna Trammell of the Scholarly Commons in the University Library for the construction of this section)

Authors wanting to submit an article to the journal will need to **register as an author** on the Online Journal Systems platform. This can be done from the home page of the journal, at this link: <https://ugresearchjournals.illinois.edu/index.php/ujlc/user/register>

Path: Home > User > Register>Author

Check the box labeled “Author.” Although not obvious, as it is not clearly named, the information entry form is looking for their email address, as in this example:

**At this point, you will need to send an email to** [**uiuclitjournal@gmail.com**](mailto:uiuclitjournal@gmail.com)**, and then we will add you to the journal through the system. Once you have been added, we will send you an email to let you know, and then you can proceed with the instructions as follows:**

Once registered, Authors will be able to go to the “Login”: Home > User Home>New Submission where the author can upload and submit an article.

From here, the Author will need to complete five submission steps:

1. Start: Here the Author will read the copyright notice and privacy statement. They will acknowledge that they have followed journal guidelines and will be able to submit comments to the editor. Authors should also select the proper journal section for their work (please select articles).
2. Upload Submission: At this stage, the Author will be asked to upload their proposal. Please upload as a **Word (.docx) document.**
3. Enter Metadata: The Author will be asked to enter their name, the title of their work, and an abstract. Please insert the title of your work in the appropriate field. For the abstract field, insert “Proposal Submission.” There is also a section for submitting references, though the journal would prefer to include these in the actual uploaded document.
4. Upload Supplementary Files: Authors may upload additional files for their work such as graphs or tables. However, please consult the Executive Board at [uiuclitjournal@gmail.com](mailto:uiuclitjournal@gmail.com) if you wish to include images in your proposal submission.
5. Confirmation: Authors confirm and complete submission.