

# Re:Search

## THE UNDERGRADUATE JOURNAL of LITERARY CRITICISM at ILLINOIS

### Proposal Submission Process through Open Journal Systems

*(with thanks to Anna Trammell of the Scholarly Commons in the University Library for the construction of these instructions.)*

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:

The screenshot shows the 'Register' page of the Open Journal Systems platform. At the top is a navigation bar with links: HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, and EUI. Below the navigation bar is a breadcrumb trail: Home > User > Register. The main heading is 'Register'. Below this, it says 'Fill in this form to register with this site.' There is a section labeled 'Register as' with three checkboxes: 'Reader: Notified by email on publication of an issue of the journal.' (unchecked), 'Author: Able to submit items to the journal.' (checked), and 'Reviewer: Willing to conduct peer review of submissions to the journal. Identify reviewing interests (substantive areas and research methods):' (unchecked). Below these checkboxes is a text input field containing the email address 'example@illinois.edu' with a small 'x' icon to its right. At the bottom of the form are two buttons: 'Register' and 'Cancel'.

At this point, you will need to send an email to [uiucelitjournal@gmail.com](mailto:uiucelitjournal@gmail.com), and then we will manually 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 on the next page.

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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 [uiucitjournal@gmail.com](mailto:uiucitjournal@gmail.com) if you wish to include images in your proposal submission.
5. **CONFIRMATION:** Authors confirm and complete submission.

At this point, your proposal has been submitted to the system and will soon undergo *peer review*, followed by *review by the executive board* to determine whether or not your proposal will be accepted into this year’s publication. Each of these processes will take place blindly—meaning, the peer reviewers and the board will review proposals purely for their content, without regards to authorship. You should hear back before finals begin as to whether or not you have been accepted into the journal.

*Thank you for submitting to Re:Search!*