Re:Search

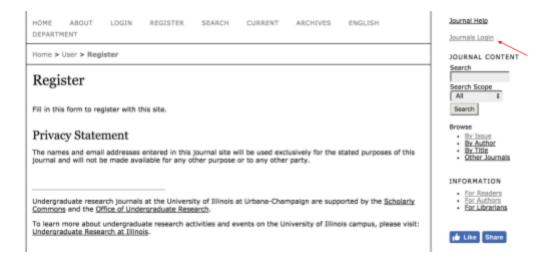## The Undergraduate Journal *of* Literary Criticism *at* Illinois

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/

PATH: Home > Journals Login (right hand side)

➢ **Log in using netid and password**

➢ Once logged in, click Re:Search, the Undergraduate Literary Criticism Journal at the University of Illinois at Urbana-Champaign
➢ Click on Edit my Profile
   o Scroll down to the section that says roles--check the box that says author. Press save at the bottom
➢ At this point, you should be registered in our system as an author. It should have you listed as an author under the journal page.

If you have any trouble completing these steps or they do not work for you, please email uiuclitjournal@gmail.com for assistance.

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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 <u>five submission steps</u>:

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 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, <u>without regards to authorship</u>. 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!