

SUBMISSION MANUAL FOR ARTICLES: Open Journal System (OJS 3.0)

MANUAL DE SUBMISSÃO DE ARTIGOS PARA HORIZONTE: Open Journal System (OJS 3.0)

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This manual aims to guide researchers and authors who wish to submit their texts to **HORIZONTE**. This electronic journal can be found at the following address:

<http://periodicos.pucminas.br/index.php/horizonte/index>

The Internet Explorer browser has occasionally presented some navigation problems in the system. In such cases, use MOZILLA (FIREFOX) or GOOGLE CHROME.

INTRODUCTION

The system registration is mandatory for the paper submission, and also to follow the ongoing editorial process. If you wish to submit an article to be published in **HORIZONTE**, please register first, as explained below.

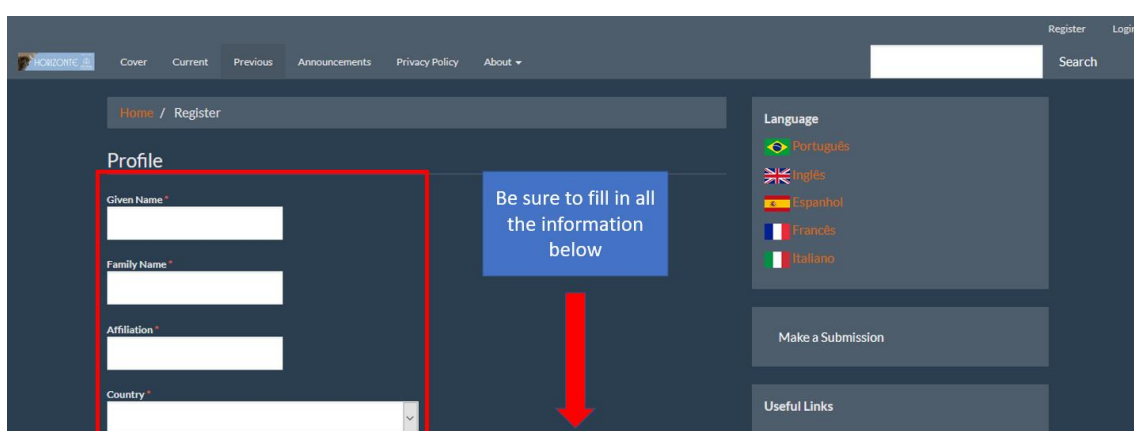
1 SYSTEM REGISTER

The author must register by clicking on the button “Register”, on the top menu, as indicated in the image below:

* Doctoral student and Master of Religious Studies (2018), from the Pontifícia Universidade Católica de Minas Gerais, CAPES scholarship holder. Manual produced as part of the teaching practice activities under the supervision of Prof. Carlos Frederico Barboza de Souza – Editor-Managing Editor of Horizonte.

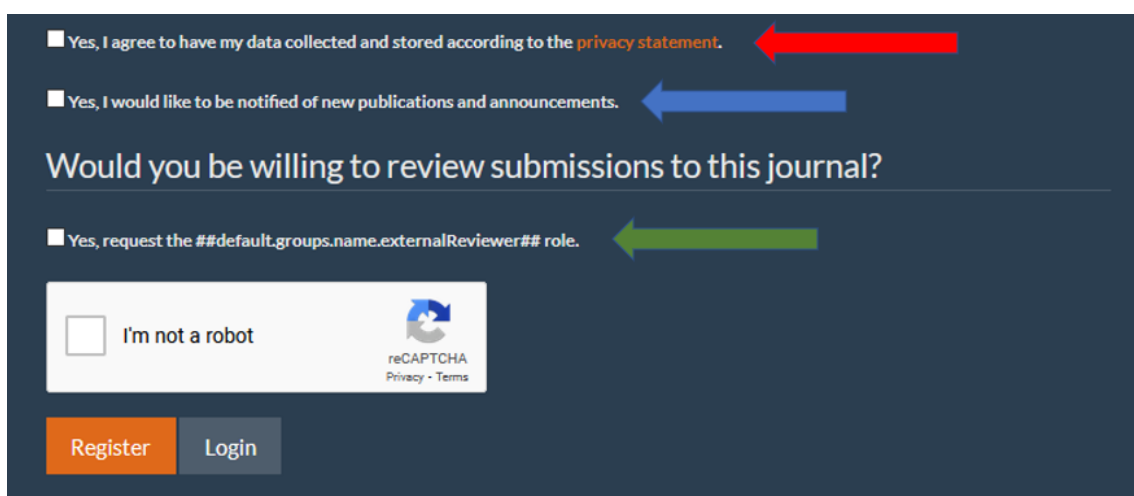


On the next screen, the author must fill in the Profile fields, choosing a login and password. Make sure that you can provide a valid e-mail address.



Please fill in all the information on the form. All fields marked with an asterisk (*) are required.

Attention to the fields below:



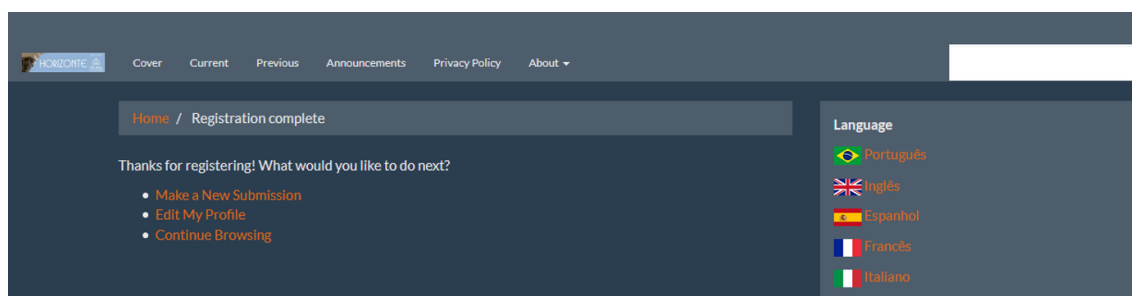
The field indicated with the **red arrow** is required.

The field indicated with the **blue arrow** is required.

The field indicated with the **green arrow** should be checked only if you have a Ph.D. in Theology, Religious Studies, or related areas to the study of religious traditions, on the focus of **HORIZONTE**, and if you are interested in being a reviewer for this journal.

The reCAPTCHA challenge is required.

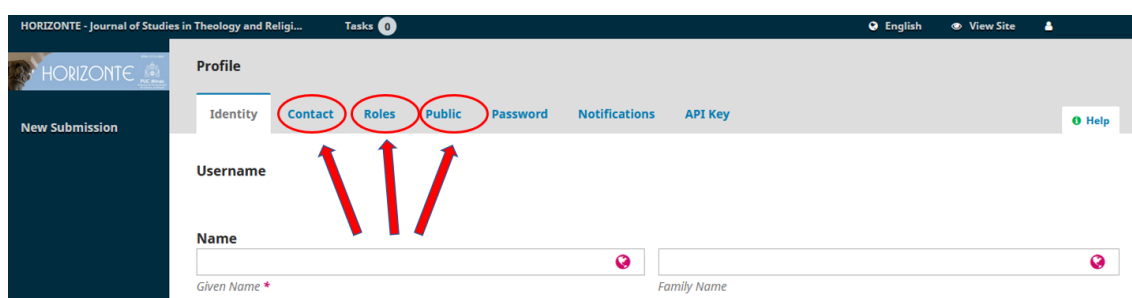
After your registration is complete you will receive the message below:



If you intend to make a submission, click on “Edit my profile” to complete important information that will be required to publish your text.

1.1 Filling out your Profile

When you click on “Edit my profile”, you will be taken to the following screen:



There is information present in the **Contact**, **Roles**, and **Public** tabs that are important for the paper author. Some of it is desirable, some of it is required, as follows:

Under Contacts:

- Signature - desirable (for example, do as in your email);
- Phone – desirable;
- Institution/Affiliation - required;
- Postal address – desirable.

Under Roles:

- Author – required (if this option is not checked you will not be able to submit a paper);

Under Public:

- Biography summary¹ – required;
- ORCID iD² – required;

2 MAKING A SUBMISSION

Once you have completed your registration, you are ready to submit a text.

Before submitting it, please check that it complies with all the submission guidelines of the journal as stated in the “Author Guidelines” at:

<http://periodicos.pucminas.br/index.php/horizonte/about/submissions#authorGuidelines>

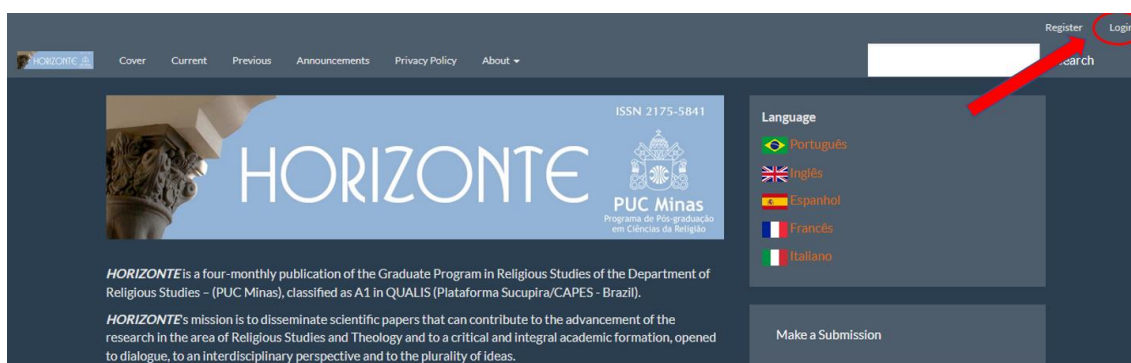
You can also download the appendix to this manual, containing a Template (in Portuguese) in .docx format to help you format your text to journal standards. It is also available at:

<http://periodicos.pucminas.br/index.php/horizonte/article/view/26250/18614>

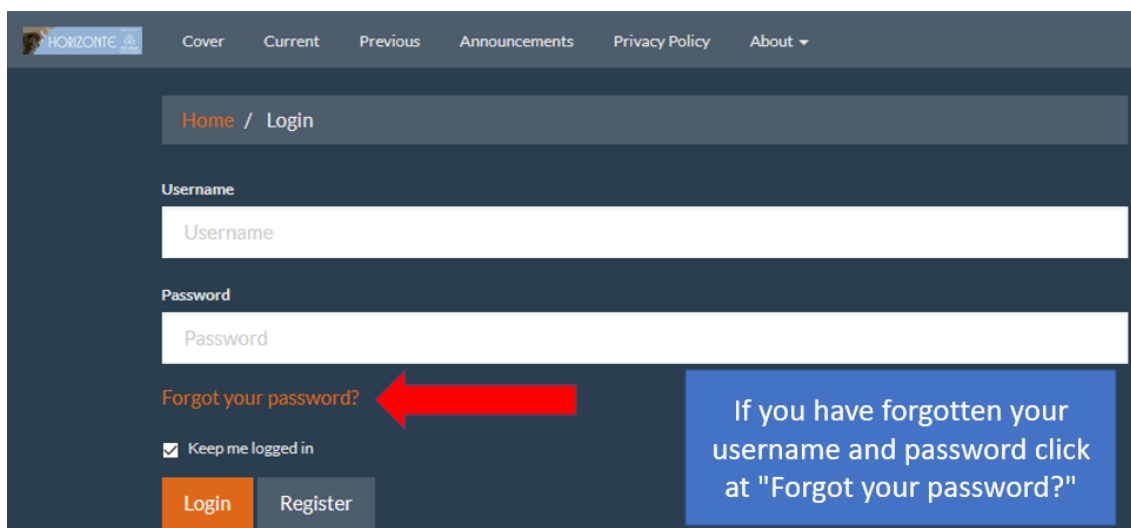
To start your five-step submission process, click on access as shown in the image below:

¹ Provide the highest title. Funding Agency (when applicable). Higher Education Institution to which you have a relationship (employment, as a student or egress). Country of origin. E-mail.

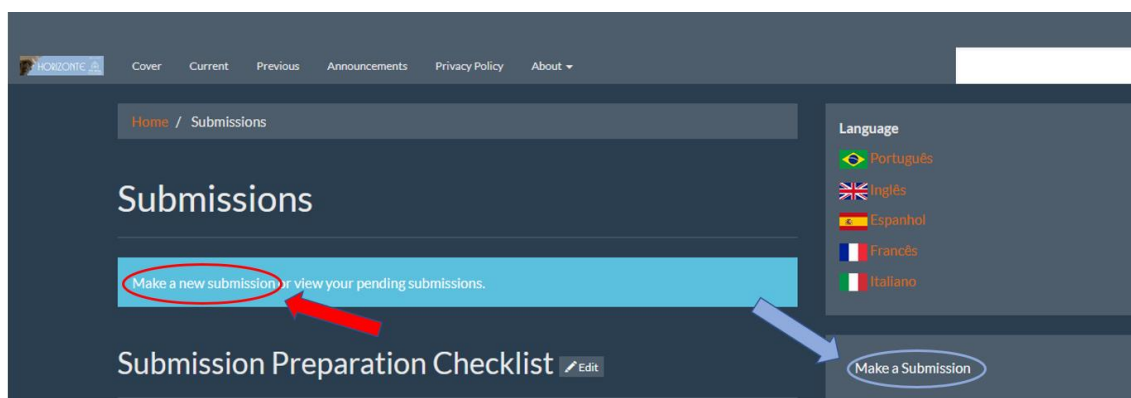
² If you do not have this record, do it for free at: <https://orcid.org/>



You will be taken to the login and password screen. Fill in the fields indicated with your information. If you have forgotten your information, click on “Forgot your password?” and follow the instructions.



Once you have clicked on “Make a Submission”, highlighted in blue in the image below, click on “Make a new submission” highlighted in red.



You will be taken to a screen as shown below. The submission process takes five steps. You can only go to the next step if you have completed all the requirements of the current step. At any time you can go back to the previous step to review or modify something.

HORIZONTE - Journal of Studies in Theology and Religi... Tasks 0 English

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

New Submission

Submission Language

English

*Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. **

Section

*Articles must be submitted to one of the journal's sections. **

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

☐ The abstract has from 150 to 200 words; titles and keywords have been translated into English; the keywords are in accordance wi

2.1 First step: Start

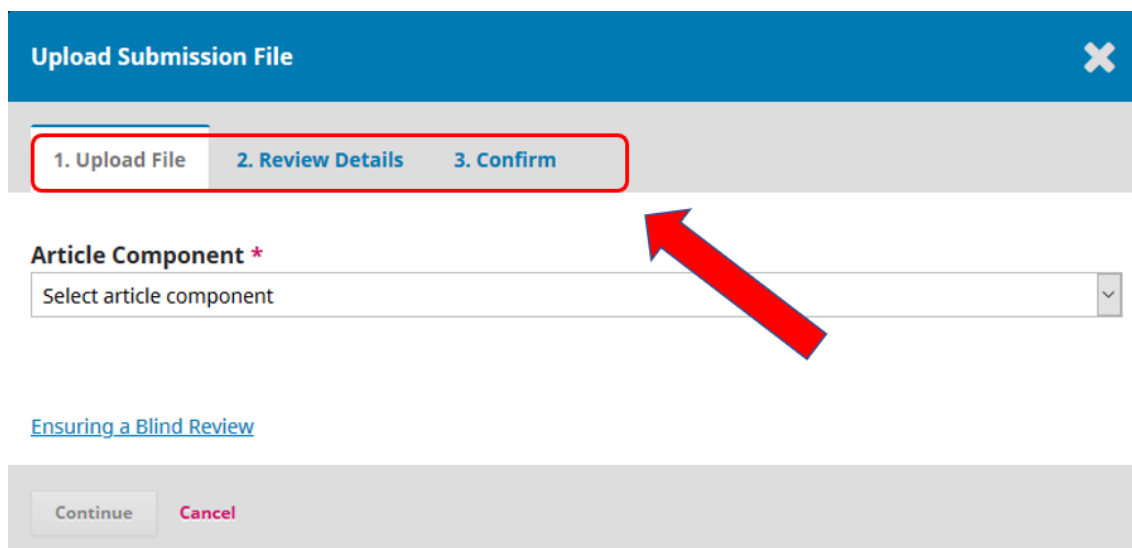
In the first step, you will be asked to provide the basic information of your manuscript by indicating:

- The language of your text - required field;
- The section in which your text will be submitted: (Dossier, Dossier – translation, Free subject, Free subject – translation, Book reviews, Dissertations and Theses Abstracts – required field;
- Accept the conditions of submission of your text and in the copyright statement put “All rights assigned to Horizonte” - required fields;
- There is also a field for sending comments to the editor - optional field. (extra information regarding the article you wish to communicate to the journal editor).

After filling out the fields, click on “Save and Continue”.

2.2 Second step: Upload Submission

Once you click “Save and continue” in the previous step, you will automatically be taken to the second step with three further steps (Upload file, Review Details, and Confirm), as shown in the image below:



Upload Submission File [X]

1. Upload File 2. Review Details 3. Confirm

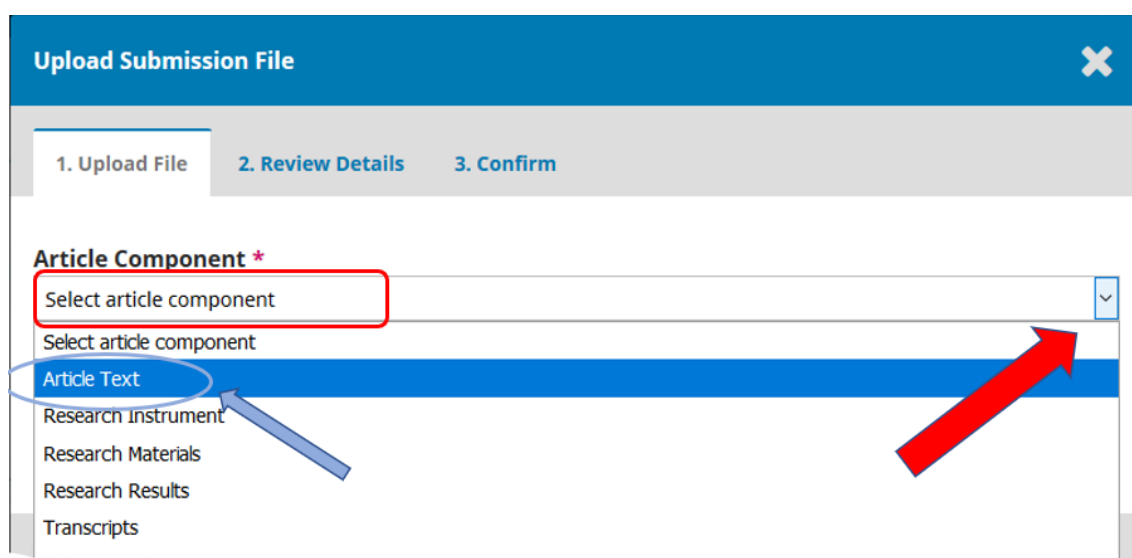
Article Component *

Select article component [v]

[Ensuring a Blind Review](#)

Continue Cancel

Click on “Select article component”, as indicated in red, in the image below, and check the type of text (indicated in blue) that is being sent (usually “Article Text”).



Upload Submission File [X]

1. Upload File 2. Review Details 3. Confirm

Article Component *

Select article component [v]

Select article component

Article Text

Research Instrument

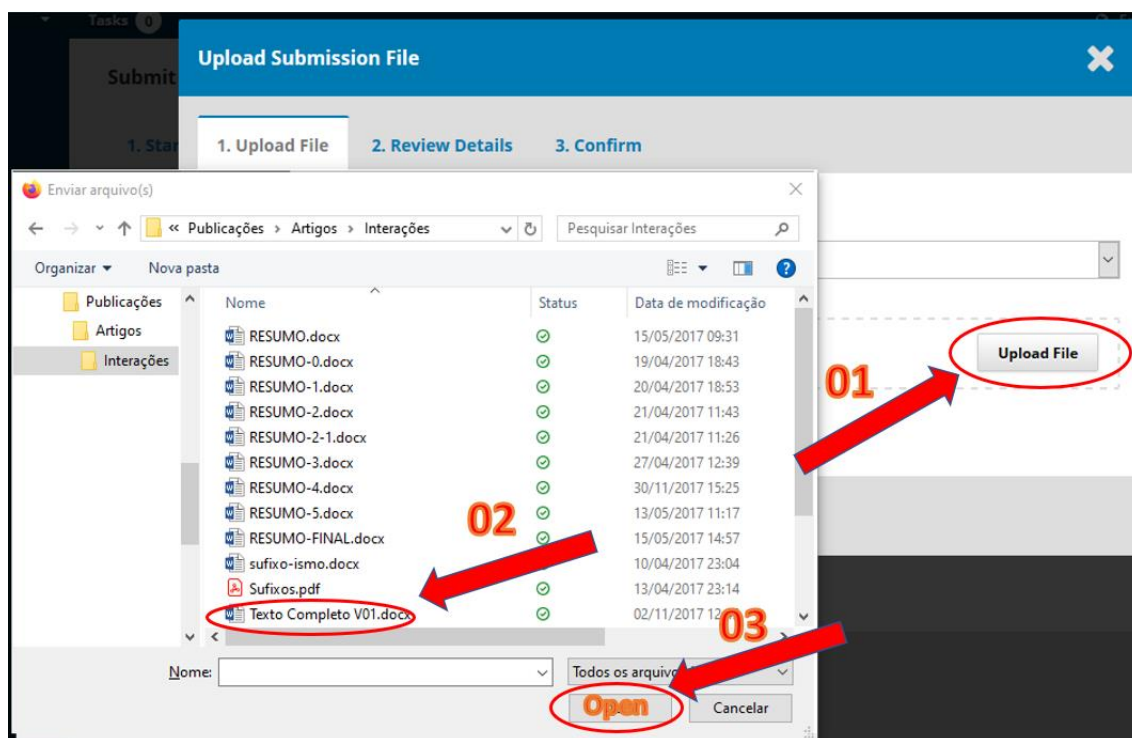
Research Materials

Research Results

Transcripts

It will then appear, according to the image below, the option of (01) “Upload File”, click on this button and (02) select the file with the text you want

to send, which must be in Microsoft Word, OpenOffice, or RTF format and finally click on (03) open.



Then click “Continue”, to confirm if the text you sent is really what you want. Otherwise, click on cancel and repeat the process. Click on “Continue” if everything is “Ok”. On the next screen, you can send complementary files (tables, images, interview authorizations, etc.) by clicking on “Add Another File”. If there is nothing more to submit, click on “Complete”. Then Save and continue”, to go to the next step.

2.3 Third step: Enter Metadata

In this step, you will enter the Metadata of your text, which is the information that will allow your text to be located and identified by internet search engines and other academic databases. For this reason, your information must be extremely precise. Here all fields except References must be provided in two languages, Portuguese and English. The fields that must be filled in are:

- Prefix – If the title starts with an article e.g. “The” in English or in Portuguese, “O”, “A”, “Um”, “Uma”, etc., put it here - optional field;

- Title – Put here the Title of your text in Portuguese and English in uppercase - required field;
- Subtitle – Put here the Subtitle of your text in Portuguese and English - optional field (The title and the Subtitle will be separated by “:”);
- Abstract – Copy here the Abstract of your text in Portuguese and English - required field;
- List of contributors – If the article was written by more than one author, include him/her at this point by clicking on “ Add Contributor”. Your contact will be the main one and all communications will be done with you via your e-mail - optional field;
- Rights – Here you must say that you agree to assign the publication rights to **HORIZONTE** - required field;
- Provide “Additional Refinements Subjects” and “Disciplines” as well, that applies to your text – both are required fields;
- Keywords – Enter here the keywords of your text in English and in Portuguese – required field;
- Supporting Agencies – If you are linked to any funding agency, put here the one you are linked to, e.g. CAPES, FAPEMIG, etc. - optional field;
- References - Copy here all the references related to your text, according to the “Authors Guidelines”.

<http://periodicos.pucminas.br/index.php/horizonte/about/submissions#authorGuidelines>

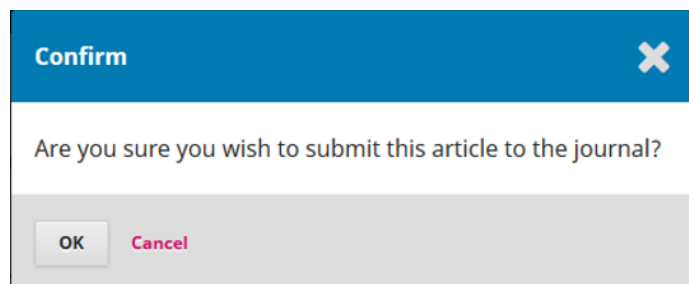
Once you have filled in all the information, click “Save and continue” to proceed to the next step.

2.4 Step four: Confirmation

At this point, you will be asked to confirm your submission with the following message:

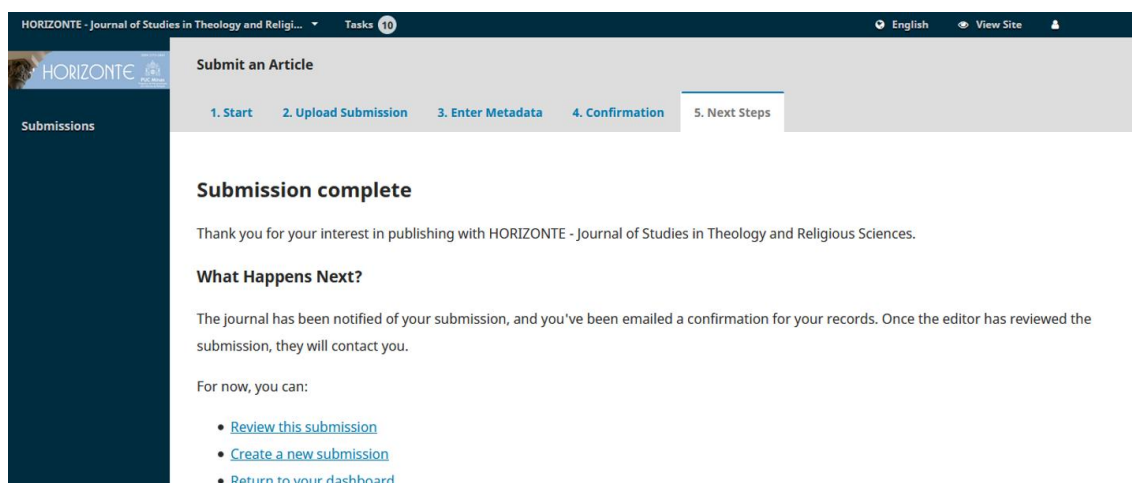
“Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click ‘Finish Submission’”.

Clique on “Ok” at the next screen to confirm your submission, as shown below.



2.4 Quinto passo: Próximos passos:

You will see the following screen informing you about the next steps, containing items that can be done at the end of this submission or at any other time. At the end of your submission, you should receive an email confirming your submission.



To follow the progress of your Submission, you can go to “Dashboard” as indicated below:



For questions send an e-mail to: horizonte.pucminas@gmail.com