

INTERAÇÕES SUBMISSIONS MANUAL: Open Journal System (OJS 3.0)

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The aim of this manual is to assist authors in submitting their papers to the INTERAÇÕES Journal.

This electronic journal can be found on the following URL:

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

The Internet Explorer browser could occasionally cause some system navigation issues. In such cases, use MOZILLA (FIREFOX) or GOOGLE CHROME.

1 INTRODUCTION

To get started, authors should be first registered on the system. This is required to submit and follow the ongoing editorial process. If you are going to submit a paper for publication in the INTERAÇÕES Journal, please register first, as explained below.

2 SYSTEM REGISTRIES

The author must create its registration by clicking on the Register link in the top menu, as shown in the image below:



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On next screen, the author will fill in the fields of its Profile, choosing a login and a password. Make sure you have a valid e-mail address.

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

Pay attention to the fields below:

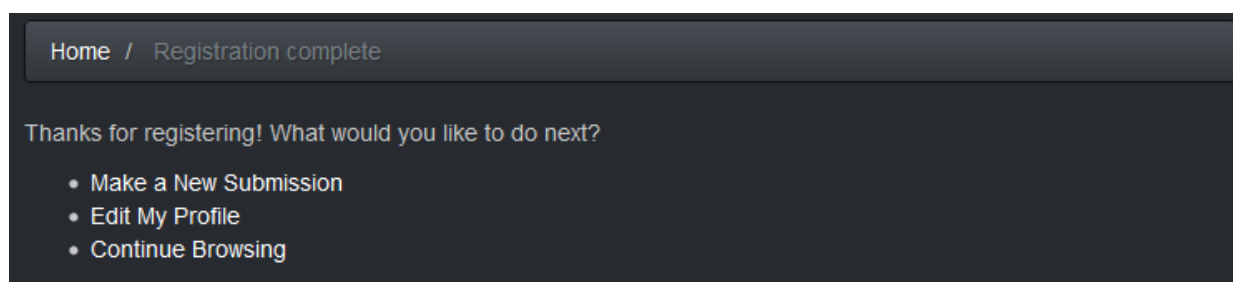
The field pointed by a with **red arrow** is required.

The field pointed by a **blue arrow** is optional.

The field pointed by a **green arrow** should only be marked if you are a Doctor in Sciences of Religion and Theology disciplines or related areas to studies of religion and, if you are interested in being an evaluator of this journal.

The reCAPTCHA field is required.

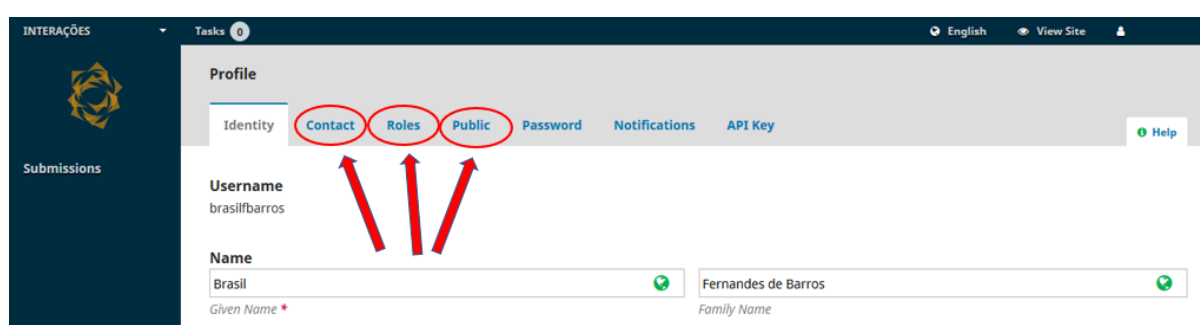
After you have accomplished the registration, you will receive the following message:



If you intend to make a submission click on “Edit My Profile” to complete some important information that will be required for the publication of your text.

2.1 Complete your Profile

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



There is some information present in the Contact, Papers and Public tabs that is important to the submissions. Some of them are desirable and others are mandatory, as shown below.

In Contact:

- Signature—desirable;
- Phone—desirable;
- Affiliation—required;
- Mailing Address—desirable.

In Roles:

- Author—required (if this option has not been checked out, it won't be possible to make a submission);

In Public:

- Bio Statement—required; [Name, maximum degree (doctorate or master's or undergraduate degree) in progress (if applicable) in a higher education institution, city of residence]
- ORCID iD¹ – required;

¹ If you do not have it do it for free in: <<https://orcid.org/>>

3 MAKING A NEW SUBMISSION

Now that you have finished your registration, you can make a new submission.

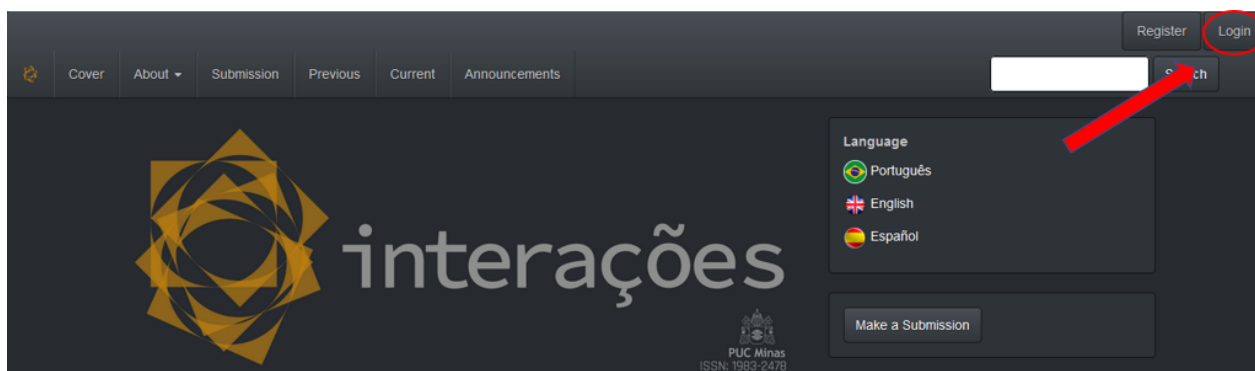
Please ensure, before doing your submission, that your manuscripts complies with all journal submission guidelines as per “Author Guidelines” at:

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

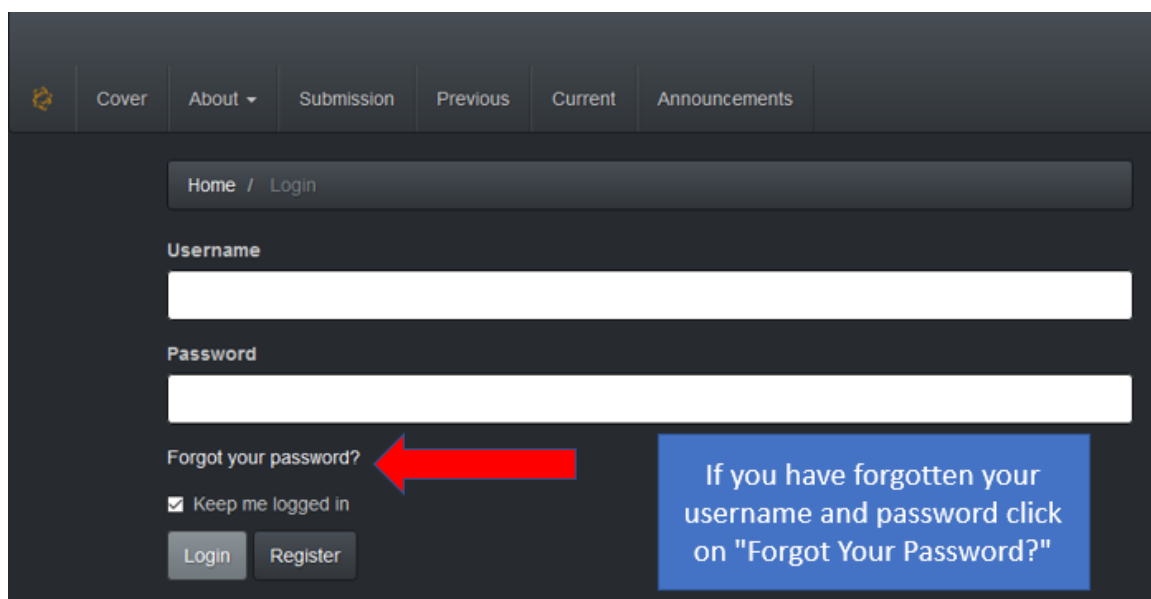
You can also download the appendix to this manual, which contains a Template in docx format (in Portuguese) to help you format your text according to the journal’s standards. It is also available at:

<http://periodicos.pucminas.br/index.php/interacoes/article/view/22861/18890>

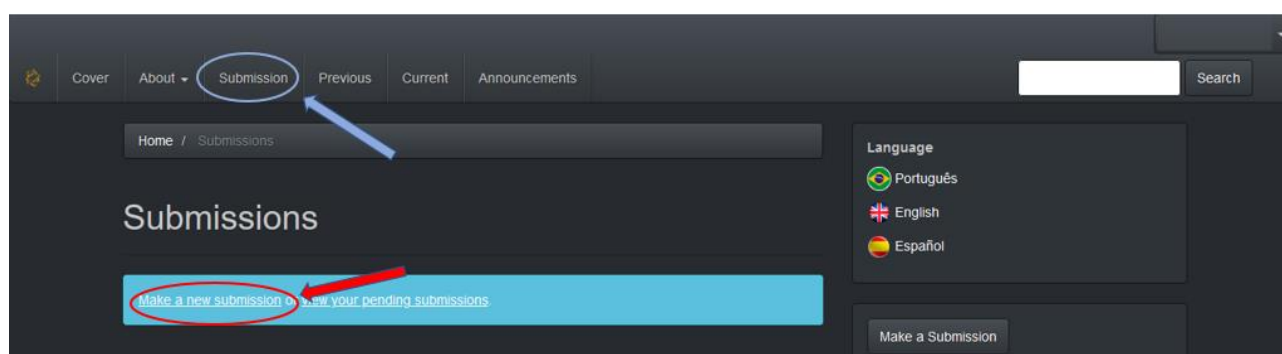
To start your five steps submission process, click on Login as in the image below:



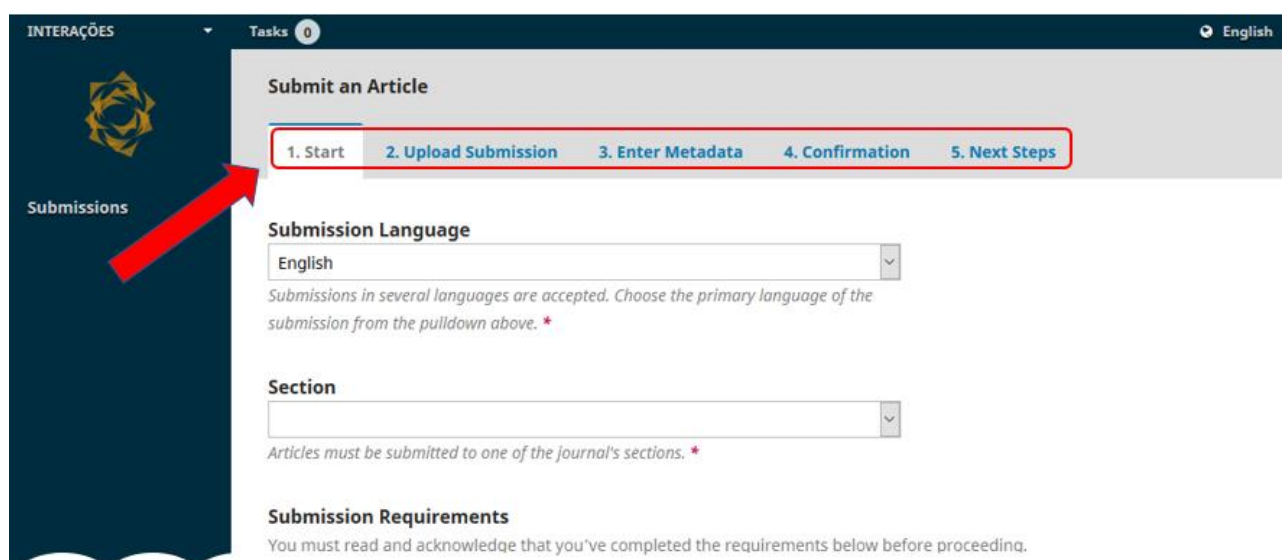
You will be taken to the login and password screen. Then, fill in the fields indicated with your information. If you have forgotten your information, click “Forgot Password?” and follow the instructions.



Click on the Submission tab circled in blue on the image below, and click on “Make a new submission” circled in red.



After that, you will be taken to the screen according to the image below. The submission process will happen in 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 one to review or modify something.



3.1 Step One: Start:

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

- Submission Language – required field;
- The section where your text is going to be submitted: (Articles, Debates and Communications or Reviews) – required field;
- All acceptance requirements for you text submissions and copyright statements – required fields;

- There is also a comment field to leave relevant messages for the editor. – optional field.

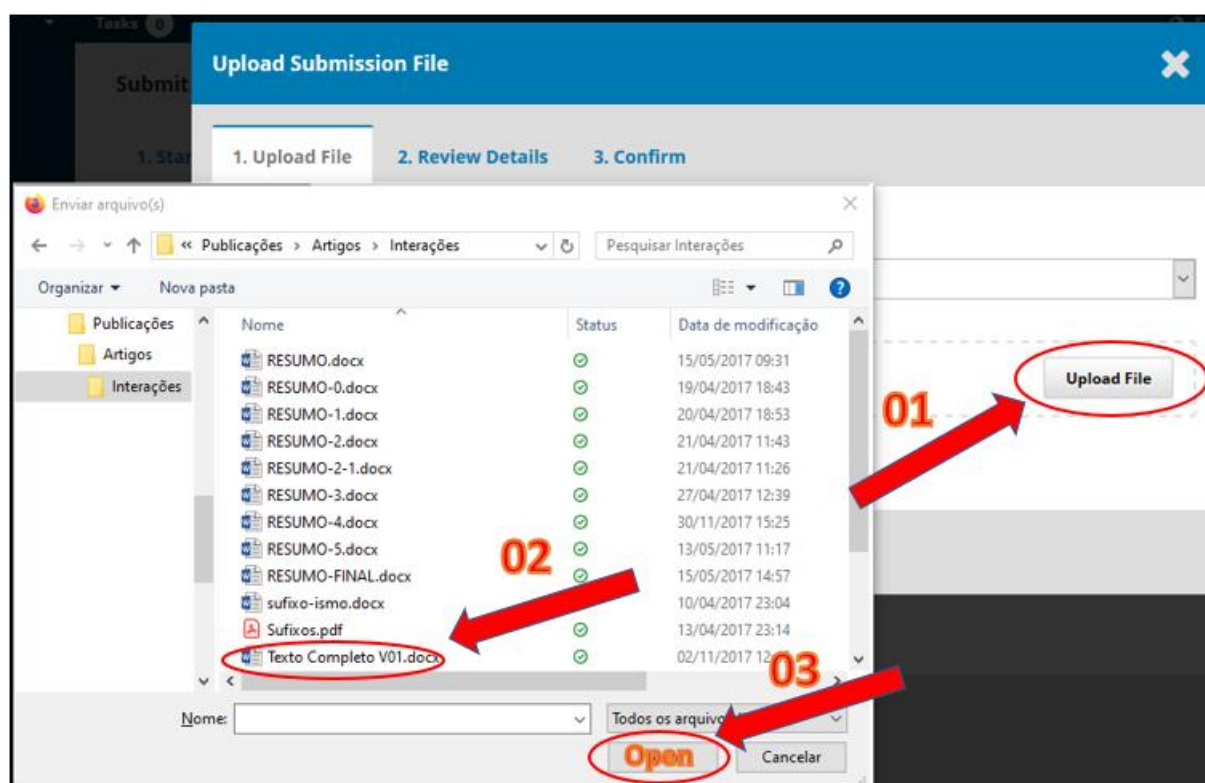
Once you have completed the fields, click “Save and Continue.”

3.2 Step Two: Upload Submission:

As you click “Save and Continue” in the previous step, you will be automatically taken to the second step with three minor steps (Upload File, Review Details, and Confirm) as shown below:

Click on “article component” as indicated in red in the image below and mark the type of text being sent (indicated in blue - usually “Article Text”). Then, click continue.

In the following screen, click on the option (01) “*Upload File*”, and (02) select the file with the text you want to send. It must be written in Microsoft Word, OpenOffice or RTF format. Finally click in (03) “Open”.



After that, click on “Continue” and, if everything is correct, do it again. Otherwise, click on “Cancel” and repeat all the process. On next screen, you can send additional files (tables, images, interview authorizations, etc.). After everything is done, click on “Complete” and on next screen click on “Save and Continue” to go to the next step.

3.3 Step Three: Enter Metadata:

In this step you will be informing the Metadata of your text, which is the information that will allow you to locate and identify your text using the Internet search engines and other academic databases. For this reason, it is very important that all your information is extremely accurate. Here, all fields except References, will be *required* to be provided in three languages, Portuguese and English and Spanish. The fields that must be completed are:

The fields for each language are different. And they are signaled with the following symbol:



See the image below. The blue arrow indicates the field in English, the red arrow indicates the field in Portuguese, the green arrow indicates the field in Spanish.

The image shows a form with three main sections: Prefix, Title, and Subtitle. The Prefix field is optional and has examples 'A, The'. The Title field is required and has a red border and a message 'This field is required.' Below the Title field, there are three rows for the Title in Portuguese (Brasil), Spanish (España), and English. Arrows indicate the language for each row: blue for English, red for Portuguese, and green for Spanish.

The fields to be filled are:

- Prefix – If the title begins with articles, i. e., “O”, “A”, “Um”, “Uma”, “The”, “El”, etc, write it here – optional field;
- Title – Insert here the title in English, Portuguese and Spanish in capital letters – required field;
- Subtitle – Insert here the subtitle in English, Portuguese and Spanish – optional field (The title and subtitle will appear separated by “:”);
- Abstract – Insert here the abstract in English, Portuguese and Spanish – required field;
- List of Contributors – If the text was written by more than one author, include the author by clicking on “Add Contributor”. Your contact will be the main contact and all communications will be made just by your email – optional field;
- Rights – Here you must ensure the publishing rights to the INTERAÇÕES Journal– required field;
- Keywords – Insert here the keywords in English, Portuguese and Spanish – required field;
- Supporting Agencies – If so, enter here the funding agency you are connected to, for example: CAPES, FAPEMIG, etc. - optional field;
- References – Insert here all references according to the “Author Guidelines”. All references used (and only those used) must be in this list.

Once you have completed all the information, click on “Save and Continue” to proceed to the next step.

3.4 Step Four: Confirmation:

At this point, you will be asked to confirm your submission through the following message. If everything is right, click on “Finish Submission”.

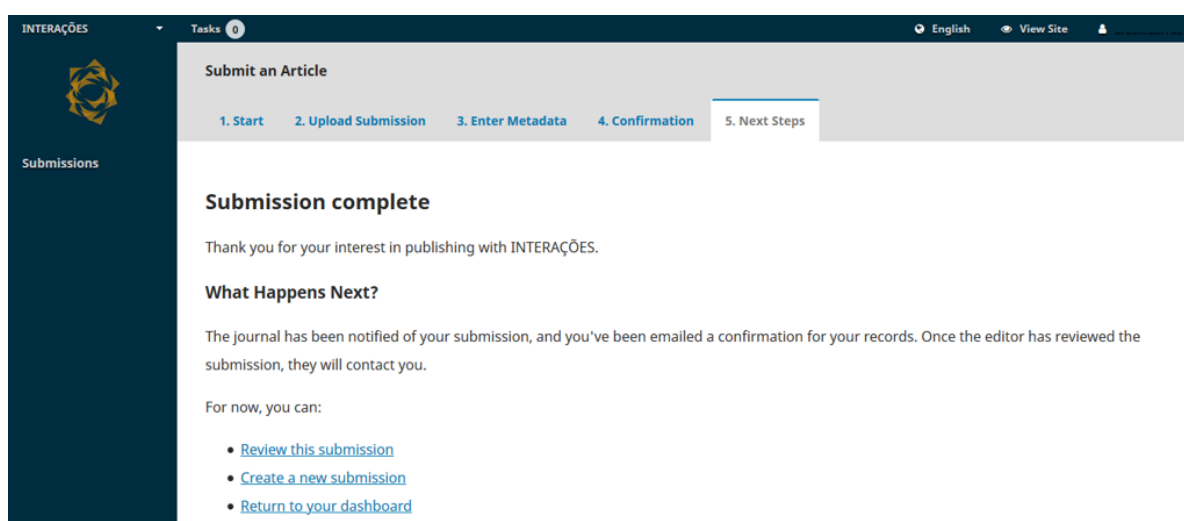
Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click on “Finish Submission”

Clique em Ok on next screen to confirm your submission.

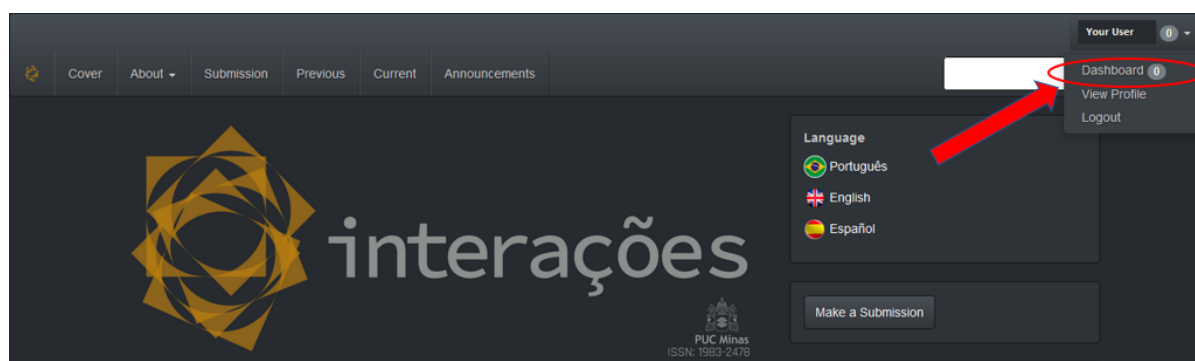


3.4 Step Five: Next Steps:

You will see the following screen informing you of the next steps and 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 it.



To track the progress of your Submission you can go to the Dashboard as shown below:



If you have any questions, please email us at: interacoes.pucminas@gmail.com