

Step by Step: Submitting a Journal

The following are a few things to note when submitting a journal for the first time:

1. Register First

Authors are required to register first (this is the first step required when submitting a journal anywhere, not just on JPro).

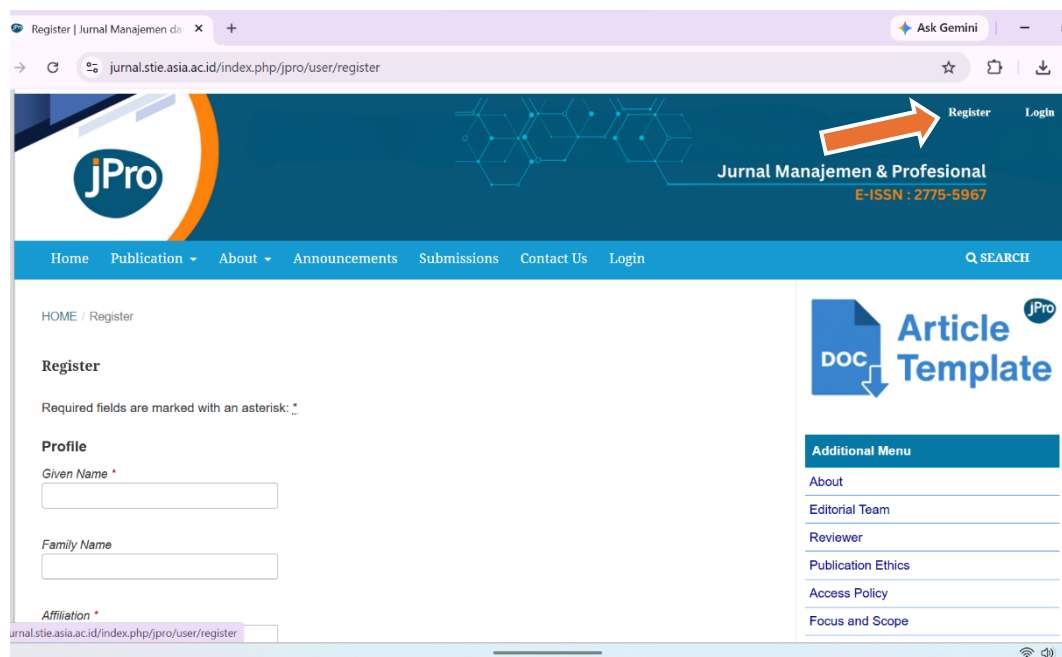
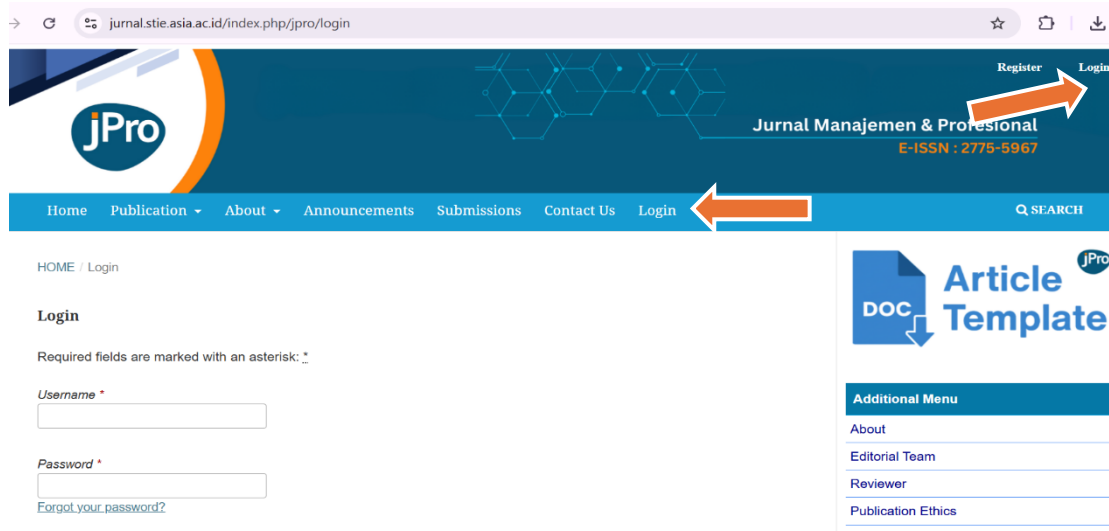


Figure 1. JPro login/register page

2. Log In and Start a Submission

If you have already registered, please log in using the username and password created during the registration process. Next, you can submit your journal by clicking Make a Submission.



3. Make a New Submission

On the next screen, continue by clicking "Make a new submission."

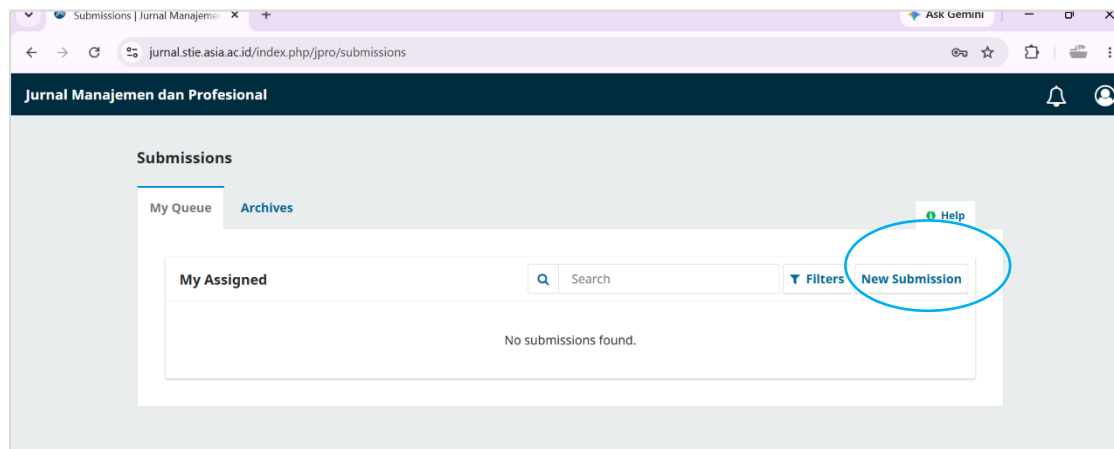


Figure 2. JPro homepage with the "Make a Submission" button

4. Complete the Submission Checklist

On the following screen, please check all the required boxes, and if you have a message for the editor, you can write it in the Comments for the Editor field provided.

A screenshot of the 'Submit an Article' form. The form has a progress bar at the top with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The current step is '2. Upload Submission'. The form contains a 'Submission Requirements' section with a list of six items, each with a checked checkbox. Below this is a 'Comments for the Editor' section with a rich text editor. At the bottom, there is an 'Acknowledge the copyright statement' section with two checked checkboxes. The form ends with 'Save and continue' and 'Cancel' buttons.

Figure 4. Submission requirements checklist and Comments for the Editor field

5. Upload the Article File

On the next screen, please select “Add File or Upload File*, then upload the article file, and click “Save and Continue.”

Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Files

Add File

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

Save and continue

Cancel

6. Next, complete all existing statements until Finish the Submission

Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Prefix

Examples: A, The

Title *

Subtitle

Abstract *



B*I*U



$\times^2$ $\times_2$









Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

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".

Finish Submission

Cancel