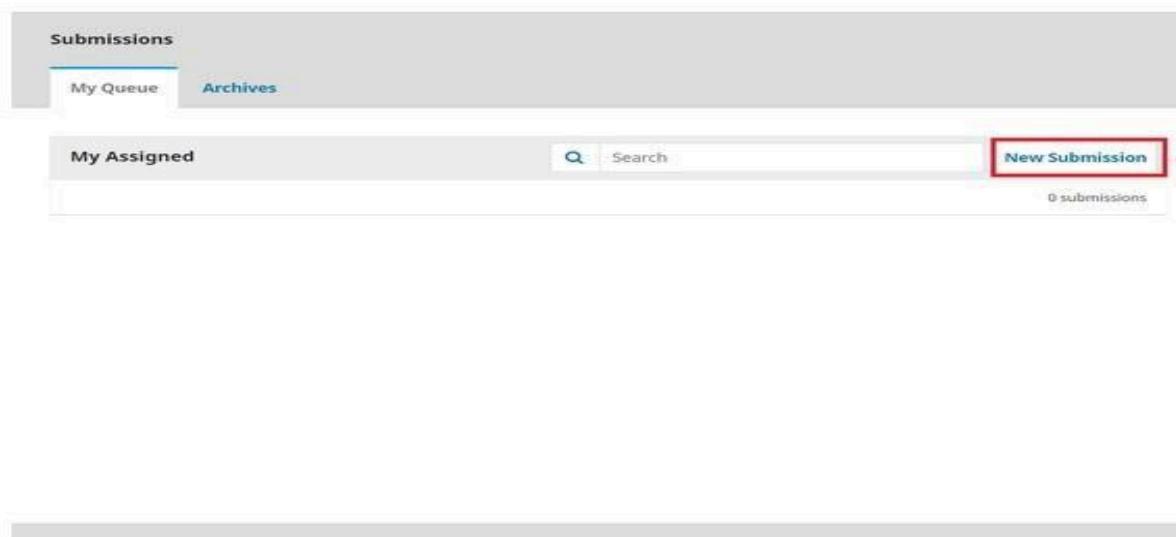


# Author Submission Guide

To make Author submission become easier, below we provide guidance on how to submit articles in OJS.

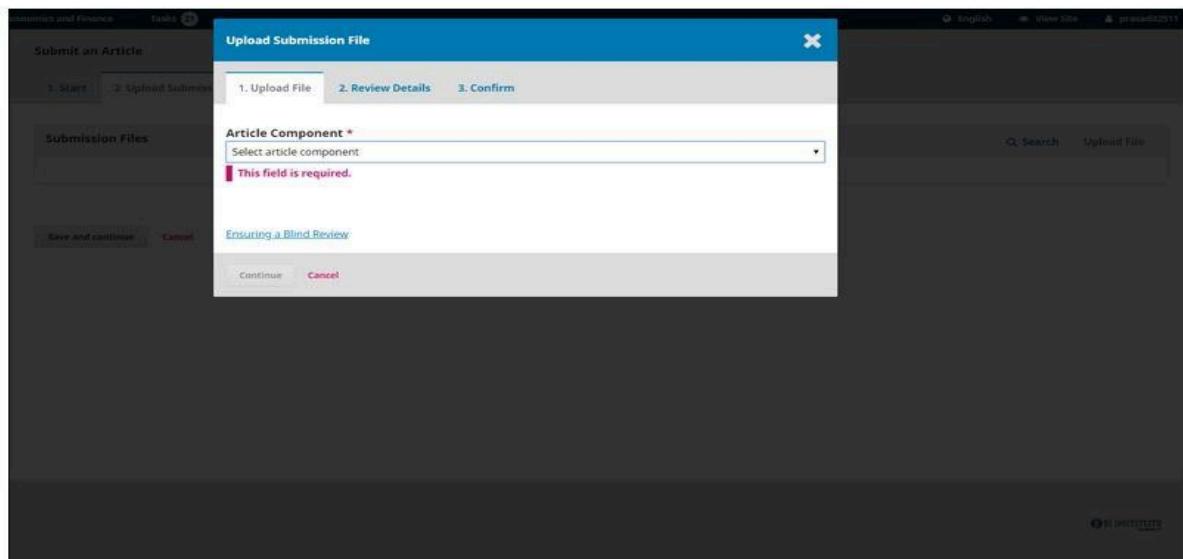
## 1. Click on **New Submission** to start submitting an article



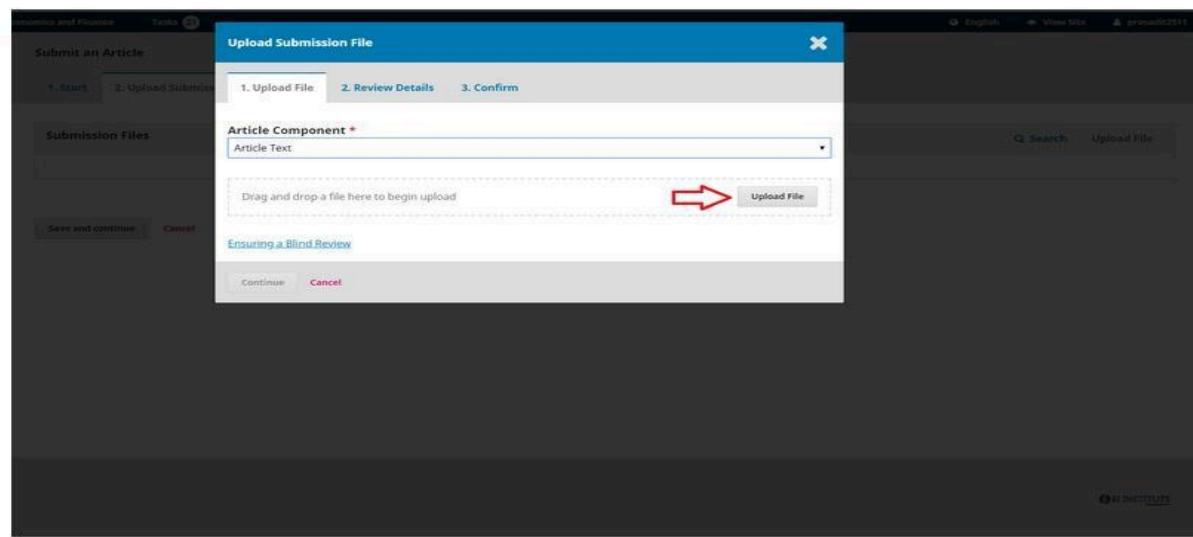
## 2. Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click the **Save and Continue** button to move to the next step.

A screenshot of the '2. Upload Submission' step in the OJS submission process. The top navigation bar shows steps 1. Start, 2. Upload Submission (selected and highlighted in blue), 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Submission Requirements' section contains a list of checkboxes for checklist items, with the first one checked. The 'Comments for the Editor' section is a rich text editor with a toolbar. The 'Privacy Statement' section contains a paragraph of text and a link 'Ensuring a Blind Review'. At the bottom are 'Save and continue' and 'Cancel' buttons, with the 'Save and continue' button highlighted with a red box.

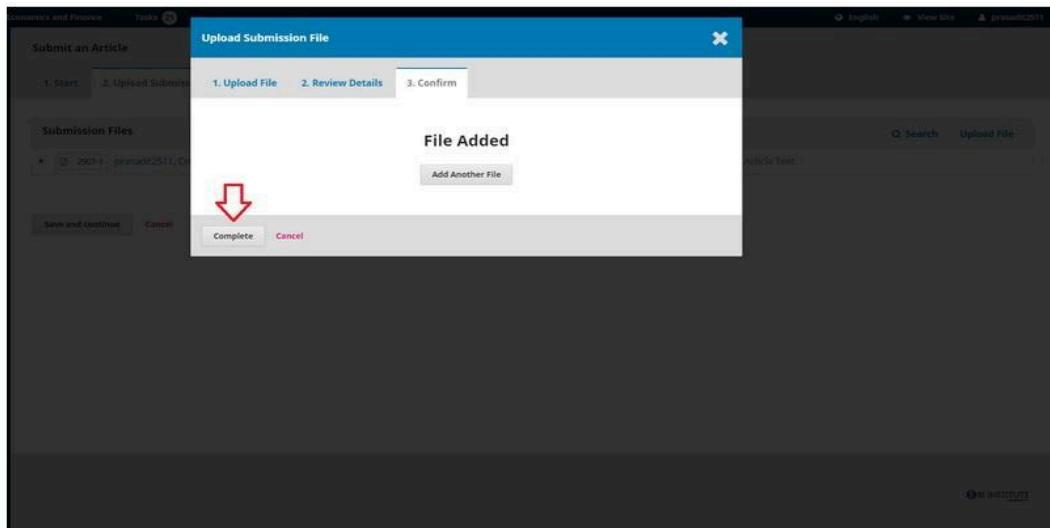
3. On this step, a window will open allowing you to upload your submission file.



4. First, you **MUST** select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. **This must be selected before your file will upload.** Once you've made that selection, you can then **upload** your first file. It is important to note that you can only upload one file at a time. Additional files can be uploaded later in the process. Typically, this first file will be the body of your manuscript. Hit the **Continue** button once the file uploads.



5. Keep on continue until window showing that file successfully added. Once finished, click on **Complete** button to close the window.



6. You will be brought back to the **Submit an Article** screen where you will see the files you've uploaded. If you need to make changes, expand the blue arrow to the left of your file and make any changes using the Edit link. Click on **Save and Continue** button to proceed to the next step.



7. On this step you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), the abstract, additional contributors and Keywords. Click on **Save and Continue** to move forward

Submit an Article

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

**Prefix** **Title \***  
Examples: A, The

**Subtitle**  
The optional subtitle will appear after a colon (:), following the main title.

**Abstract \***

**List of Contributors**

Name	E-mail	Role	Primary Contact	In Browse Lists
Prasetya Muhamad Aditya	prasetyadityaaa@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Powered by Tridion

8. After all is set, then you will be asked to complete the submission. Click on **Finish Submission** button to finish it. Occassionally it will take 1 – 5 minutes to complete the submission.

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

9. Once finished, the screen will tell you that the submission is completed. The editor will be notified that your article has been submitted.



The screenshot shows a progress bar for a submission process. The steps are: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation (which is highlighted in green), and 5. Next Steps. The background is a light grey, and the progress bar has a dark grey background with white text for the step numbers.

#### **Submission complete**

Thank you for your interest in publishing with Journal of Islamic Monetary Economics and Finance.

#### **What Happens Next?**

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

## **10. FINISH**