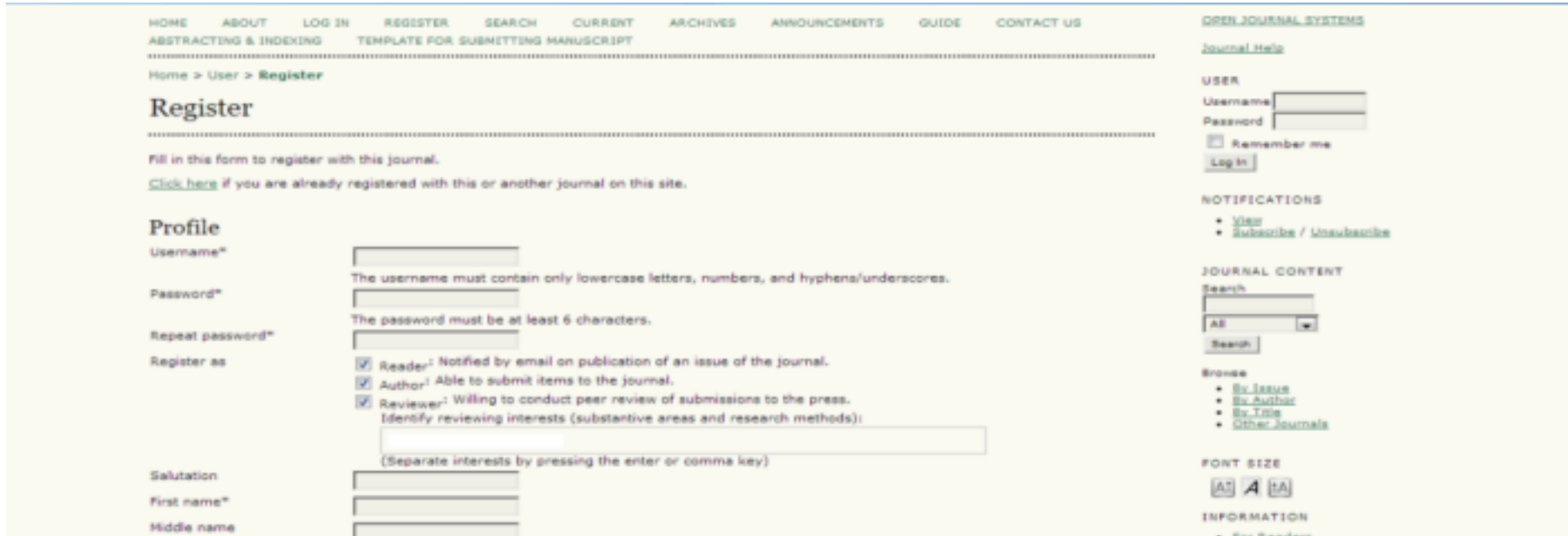


OJS Author Guides (To submit an article)

1. Please register at <http://ejournals.ukm.my/index/user/register> for new user.



The screenshot shows the 'Register' page of the OJS system. The page has a navigation bar at the top with links: HOME, ABOUT, LOG IN, REGISTER, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, GUIDE, CONTACT US. Below the navigation bar, there is a breadcrumb trail: Home > User > Register. The main heading is 'Register'. Below the heading, there is a form with the following fields and options:

- Username***: A text input field. Below it, a note states: 'The username must contain only lowercase letters, numbers, and hyphens/underscores.'
- Password***: A text input field. Below it, a note states: 'The password must be at least 6 characters.'
- Repeat password***: A text input field.
- Register as**: A section with three checkboxes:
 - ☒ Reader: Notified by email on publication of an issue of the journal.
 - ☒ Author: Able to submit items to the journal.
 - ☒ Reviewer: Willing to conduct peer review of submissions to the press.
- Identify reviewing interests (substantive areas and research methods):**: A text input field.
- Salutation**: A dropdown menu.
- First name***: A text input field.
- Middle name**: A text input field.

On the right side of the page, there are several sections:

- OPEN JOURNAL SYSTEMS**: A link to 'Journal Help'.
- USER**: A section with 'Username' and 'Password' input fields, a 'Remember me' checkbox, and a 'Log In' button.
- NOTIFICATIONS**: A section with links to 'View', 'Subscribe / Unsubscribe', and 'Unsubscribe'.
- JOURNAL CONTENT**: A section with a 'Search' input field, a dropdown menu set to 'All', and a 'Search' button.
- Browse**: A section with links to 'By Issue', 'By Author', 'By Title', and 'Other Journals'.
- FONT SIZE**: A section with three buttons: 'A', 'A', and 'A'.
- INFORMATION**: A section with a link to 'For Readers'.

2. Click on New Submission.



The screenshot shows the 'My Account' page of the OJS system. The page has a navigation bar at the top with links: > Author, 0 Active, and [New Submission] (highlighted with a red box). Below the navigation bar, there is a section titled 'My Account' with the following links:

- > Show My Journals
- > Edit My Profile
- > Change My Password
- > Log Out

3. Select section for your article.

Home > User > Author > Submissions > **New Submission**

Step 1. Starting the Submission

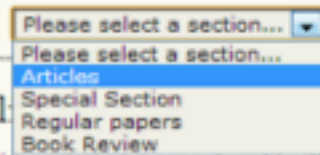
1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

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Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section*



Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- ☐ Authors are to check manuscripts for accuracy of language before submitting to the journal. The Editorial Board will NOT edit submitted manuscripts for style or language. Non acceptance of a manuscript may result if there are an unacceptable number of grammatical errors.
- ☐ Authors are required to use the style template (Style Sheet Template) with Tables and Figures embedded in the text itself. Format the manuscript accordingly before submission. The mechanical elements of arrangements, spacing, length, and consistency of usage in form and descriptions should be studied before submission.
- ☐ Authors are required to inform the Editorial Board the software used if the manuscript contain any phonetic or IPA symbols. Authors are required to send the manuscript in Word Doc and PDF format.
- ☐ This is a double-blind review process; please be sure that your name does not appear anywhere in the manuscript or in the filename. Author's name, designation and institutional address should be in a separate document.
- ☐ Authors are required to conform to the Reference Guidelines (APA style) as given.
- ☐ Authors **MUST** cite an article or articles from GEMA. Go to GEMA's homepage at <http://ejournal.ukm.my/gema> to review online articles.

4. Please tick in the box and make sure you followed all the submission guidelines to avoid your article to be rejected.

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- ☒ Authors are to check manuscripts for accuracy of language before submitting to the journal. The Editorial Board will NOT edit submitted manuscripts for style or language. Non acceptance of a manuscript may result if there are an unacceptable number of grammatical errors.
- ☒ Authors are required to use the style template (Style Sheet Template) with Tables and Figures embedded in the text itself. Format the manuscript accordingly before submission. The mechanical elements of arrangements, spacing, length, and consistency of usage in form and descriptions should be studied before submission.
- ☒ Authors are required to inform the Editorial Board the software used if the manuscript contain any phonetic or IPA symbols. Authors are required to send the manuscript in Word Doc and PDF format.
- ☒ This is a double-blind review process; please be sure that your name does not appear anywhere in the manuscript or in the filename. Author's name, designation and institutional address should be in a separate document.
- ☒ Authors are required to conform to the Reference Guidelines (APA style) as given.
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 - Teaching of English (issues and topics on ELT, ESL or EFL).
 - Literature; postcolonial literature, new literatures in English, popular literature.
 - Teaching of other Languages (issues and topics on teaching of other languages).
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- ☒ The Editorial Board reserves the right to make editorial changes to any manuscript accepted for publication to enhance clarity and style.
- ☒ Papers **should be more than 5000 words and not more than 8000 words.**

5. Tick in the box for Copyright Notice and enter your comments in the box to add the additional comments. Then clicks Save and continue.

- ☒ An author may publish **ONLY in alternate issue of GEMA**. The rule remains in case of co-authorship.
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Enter text (optional)

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6. Submit your manuscript and upload the manuscript. Then click Save and continue.

Home > User > Author > Submissions > **New Submission**

Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Dr. Afendi Hamat](#) for assistance.

Submission File

No submission file uploaded.

Upload submission file

Choose File

No file chosen

Upload

Save and continue

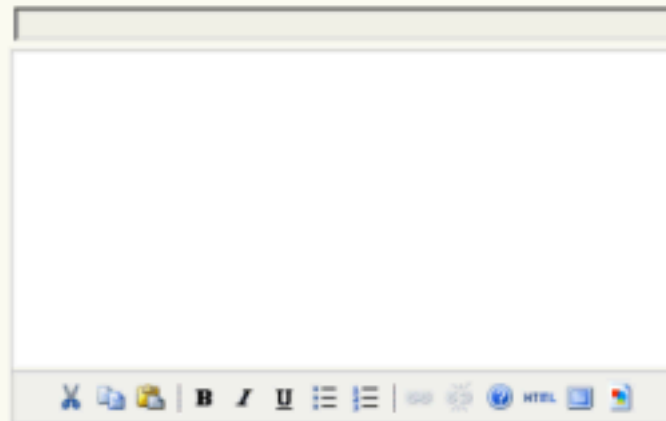
Cancel

7. Fill in your manuscript title and abstract. This is compulsory.

Title and Abstract

Title*

Abstract*



A form for entering the title and abstract. It consists of two text input fields: a smaller one for the title and a larger one for the abstract. Below the abstract field is a rich text editor toolbar with icons for cut, copy, paste, bold, italic, underline, bulleted list, numbered list, link, unlink, HTML, and a color picker.

Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Academic discipline and sub-disciplines

Language, education, Sociology, Psychology, Culture

Keywords

Linguistics, language learning, ESL, TESL, TEFL, language learning and technology, research methods in language studies, literature

Language

English=en; French=fr; Spanish=es. [Additional codes.](#)

8. Fill in the references and each reference separate with a blank line. Then click Save and continue.

Keywords

Language
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Supporting Agencies

Identify agencies that provided funding or support for the work presented in this submission.

Agencies

References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

* Denotes required field

9. Upload your supplementary files such as suggested names of reviewer and then Save and continue. If you don't have any supplementary files, just proceed by click on Save and continue.

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Home > User > Author > Submissions > **New Submission**

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA **4. UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary files have been added to this submission.				
<div>Upload supplementary file<div>Choose FileNo file chosenUpload</div></div>				

Save and continue

Cancel

10. Your manuscripts successfully uploaded and click Finish Submission.

Home > User > Author > Submissions > **New Submission**

Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES **5. CONFIRMATION**

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