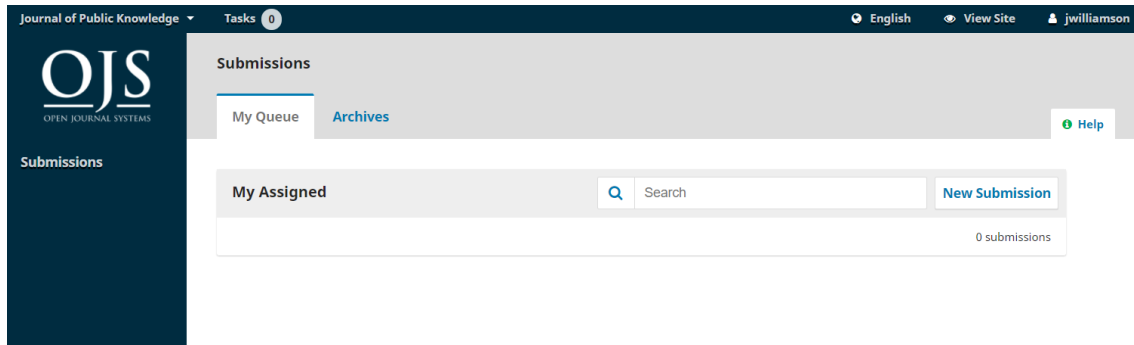# Submitting an Article #

Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.

Step 1

In **Step 1** you will provide preliminary information about your submission.

If the journal allows submissions in multiple languages, you can select the language of your submission from the drop-down menu. Languages can be enabled in Website Settings -> Setup -> Language.
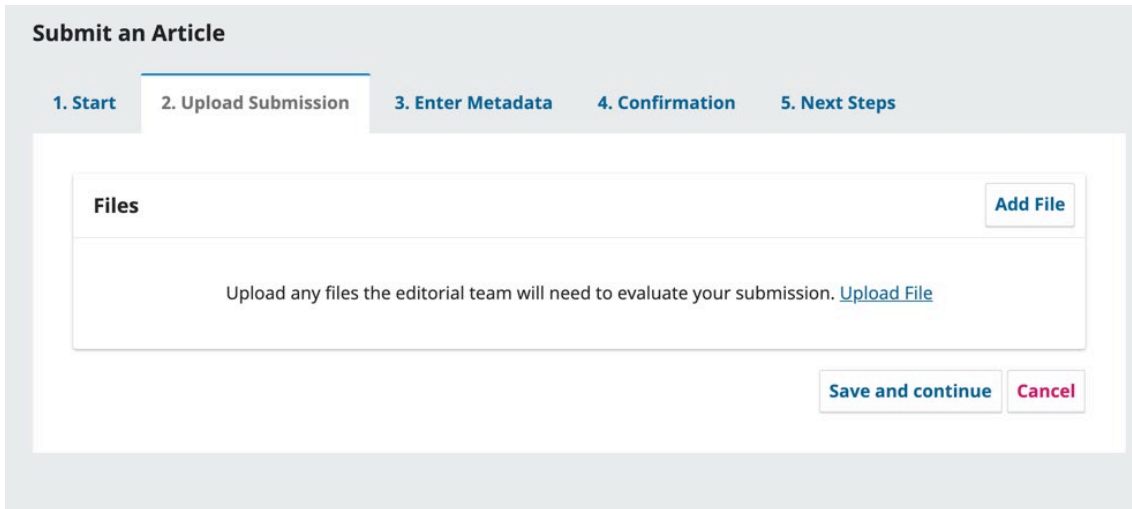
If the journal has Categories enabled and setup, you can select the categories your submission from the list. Categories can be setup in Journal > Categories.

Select the appropriate section for your submission (e.g., article, review, etc.). If you aren't sure which section is appropriate, make your best guess.

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 **Step 2**.

Step 2 [#]

On **Step 2**, a window will open allowing you to upload your submission file.

In OJS 3.3 authors can upload multiple files at once, as well as drag-and-drop files.

OJS 3.3 drag and drop multiple files.

Once you've uploaded all your files you can indicate the file type for each from a single menu panel, and metadata such as a description or license can be entered during the workflow.

Once you have finished uploading and labelling all of your files, click the **Save and Continue** button to move to **Step 3**.

Step 3 [#](#)

On **Step 3**, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), and the abstract. If the journal allows submissions in multiple languages, clicking on each metadata field will reveal the option to enter the metadata in the other languages that are enabled, allowing you to enter the title, subtitle and abstract in the other language(s). Scrolling down...

Submit an Article

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

Prefix

The

Examples: A, The

Title *

Official Knowledge and Adult Education Agents

Français (Canada)

This field is required.

Subtitle

An Ethnographic Study of the Adult Education team of a Local Development-Oriented Nongovernmental Organization in the North of Portug

Abstract *

Nongovernmental organizations, particularly those related to development work (local development-oriented nongovernmental organizations; LDNGO), and their agents have been assuming, in Portugal, an important role in the field of adult education. These organizations develop with the State, at the national level, and with supranational institutions and programs different types of relationships and arrangements, as a result of the activity in such educational arena. This article intends to question, on the basis of an ethnographic study of an adult education team of an LDNGO and using the pedagogical discourse model of Bernstein, the relationship that these agents establish with the official knowledge (pedagogical discourse) emerging from State-dependent intervention bodies. The results of the study shows that, even in strongly prescriptive working contexts, it is possible to develop

...you are able to add any additional contributors.

List of Contributors   **Add Contributor**

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Joe Williamson	jwilliamson@mail.com	Author	☑	☑

You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.

Hit **Save**, and the new contributor will appear on the screen.

If the categories are enabled in the journal you are submitting to, you will be able to select a category for the manuscript submission, if it applies.

You may also see additional fields to complete, such as keywords. If additional languages are enabled for the journal, you can enter the metadata in these languages. Clicking on the metadata field will reveal the fields for other languages enabled in the journal.
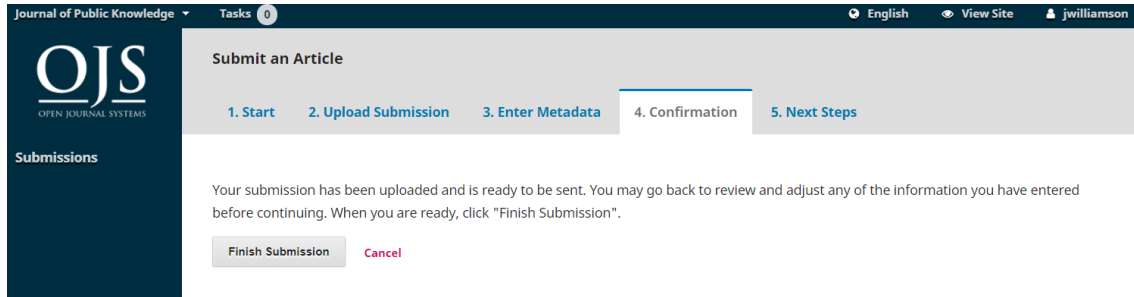
To enter keyword, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword.

Click **Save and Continue** to move forward.

Step 4 [#]

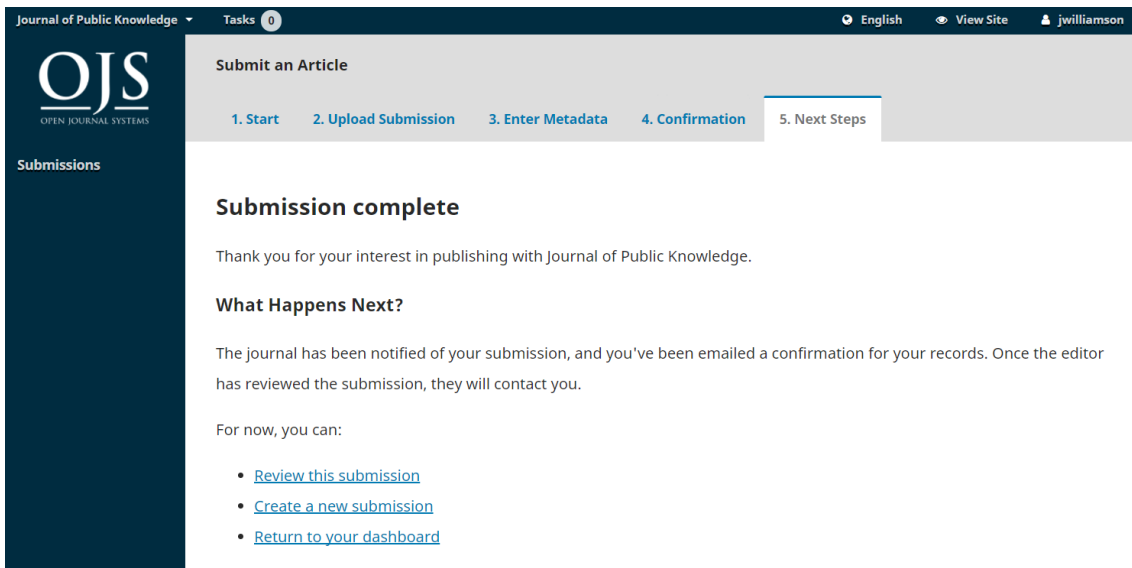On Step 4, you will be asked to confirm that you are happy with your submission.

Click **Finish Submission**.

A box will pop up asking you to confirm you are finished. Click **OK**.
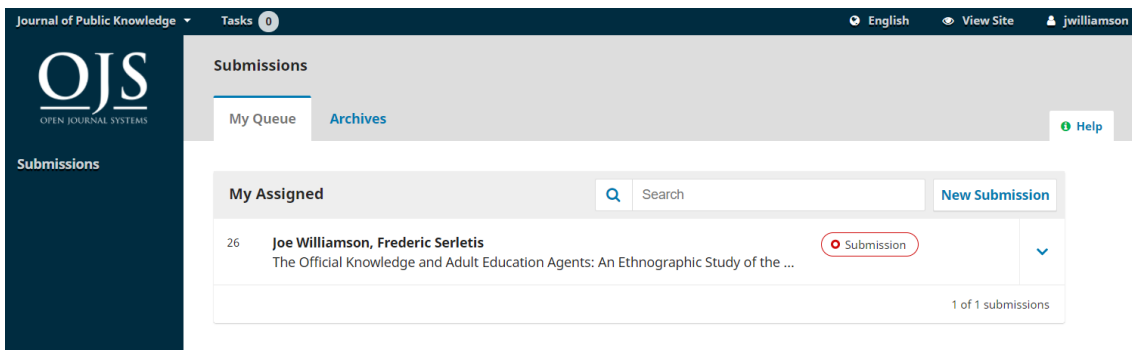
Step 5

Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- Review this submission
- Create a new submission
- Return to your dashboard

Once you complete a submission, you cannot make changes to it. If you want to replace the file you submitted or make other changes to the submission, you will need to contact the editor through the Pre-Review Discussions tool.

Dashboard

And here is your submission in your Dashboard. You can see that it is currently in the *Submission* stage.

Over the coming days, it will move into the Review stage, and if accepted, into the Copyediting and Production stages before being published.