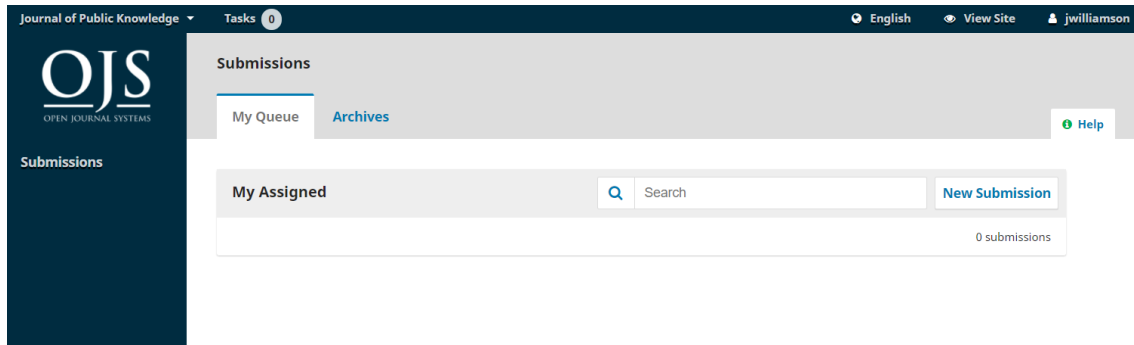


Submitting an Article

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.

Submit an Article

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

Submission Language

English

*Submissions in several languages are accepted. Choose the primary language of the submission from the pull-down above. **

Section

*Articles must be submitted to one of the journal's sections. **

Categories

Medicine

Medicine > Oncology

Biology

Psychiatry

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

The submission file is in OpenOffice, Microsoft Word, or RTF document file format.

Where available, URLs for the references have been provided.

The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

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.

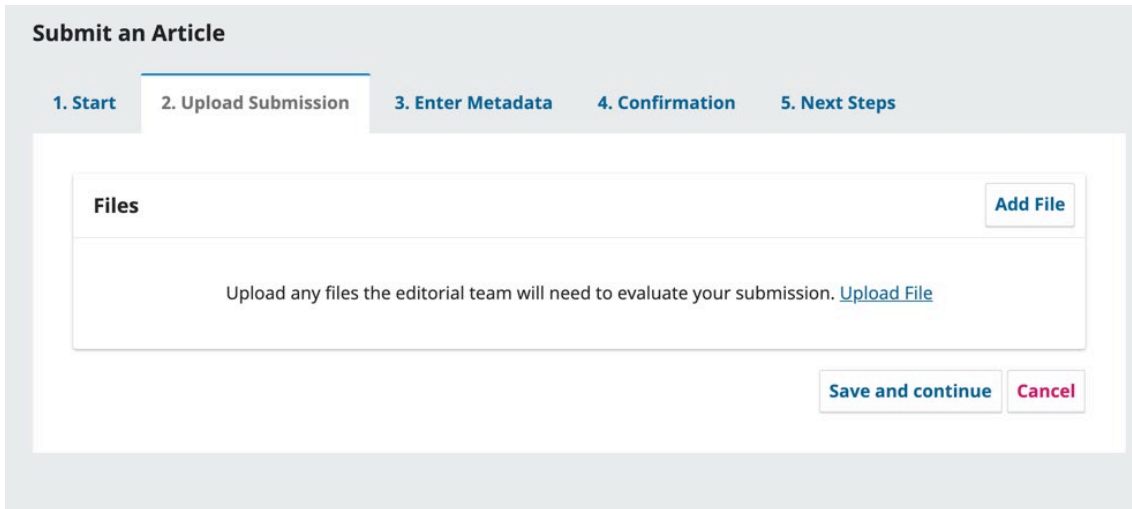
If the journal has Categories enabled and setup, you can select the categories your submission from the list. Categories can be setup in Journal > Categories.

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.



The screenshot shows a web interface titled "Submit an Article" with a progress bar at the top containing five steps: 1. Start, 2. Upload Submission (highlighted), 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Below the progress bar is a "Files" section with an "Add File" button in the top right corner. The main area contains the text: "Upload any files the editorial team will need to evaluate your submission. [Upload File](#)". At the bottom right of the form are two buttons: "Save and continue" and "Cancel".

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 Portugal

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 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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.

Add Contributor
✕

Name

Frederic
First Name *

Serletis
Last Name *

Middle Name

Contact

seletis@mailinator.com
Email *

Country

Canada
Country *

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

| List of Contributors | | | Order | Add Contributor |
|----------------------|----------------------|--------|-----------------|-----------------|
| Name | E-mail | Role | Primary Contact | In Browse Lists |
| ▶ Joe Williamson | jwilliamson@mail.com | Author | ✔ | ✔ |
| ▶ Frederic Serletis | serletis@mail.com | Author | | ✔ |

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.

Categories

- Perspectives on Citizen Science
- Critical Essay
- Futures

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.

Additional Refinements

Keywords

elearning ×
query management ×
|
🌐

Français (Canada)

Save and continue
Cancel

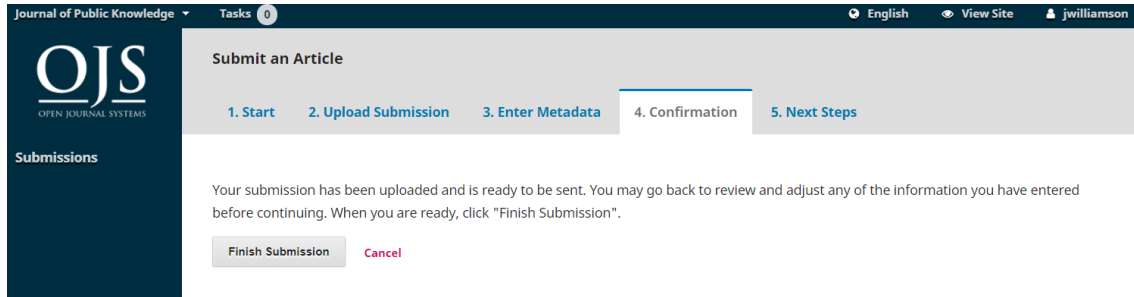
To enter keyword, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword.

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.

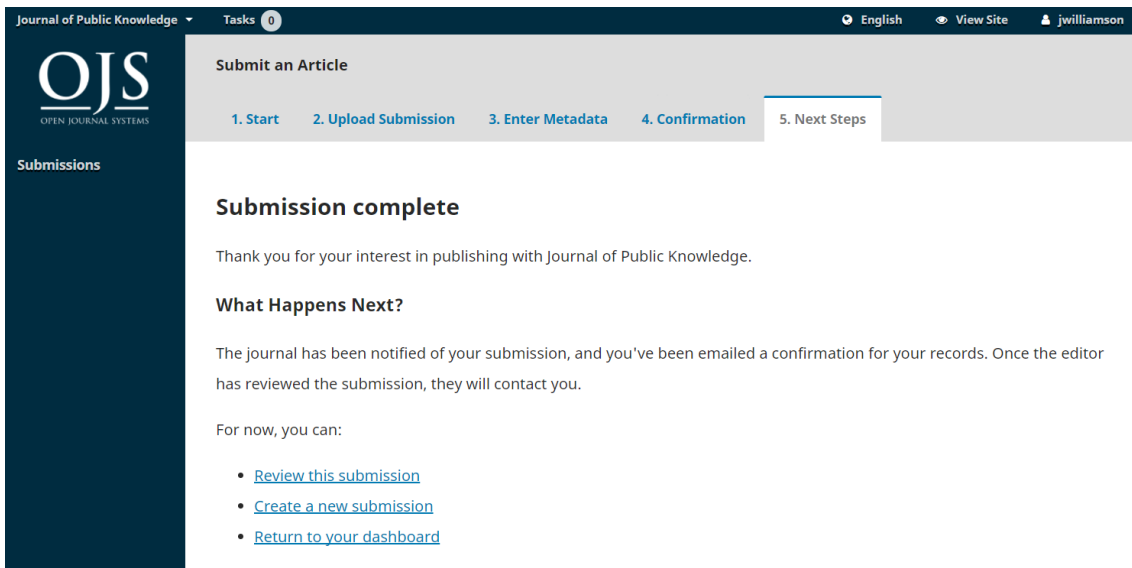
Click **Finish Submission**.



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



Step 5



The screenshot shows the 'Submit an Article' page in the Journal of Public Knowledge submission system. The user is logged in as 'jwilliamson'. The page has a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Next Steps' step is active. The main content area is titled 'Submission complete' and includes a thank you message, a section 'What Happens Next?' explaining that the editor has been notified, and a list of actions: 'Review this submission', 'Create a new submission', and 'Return to your dashboard'.

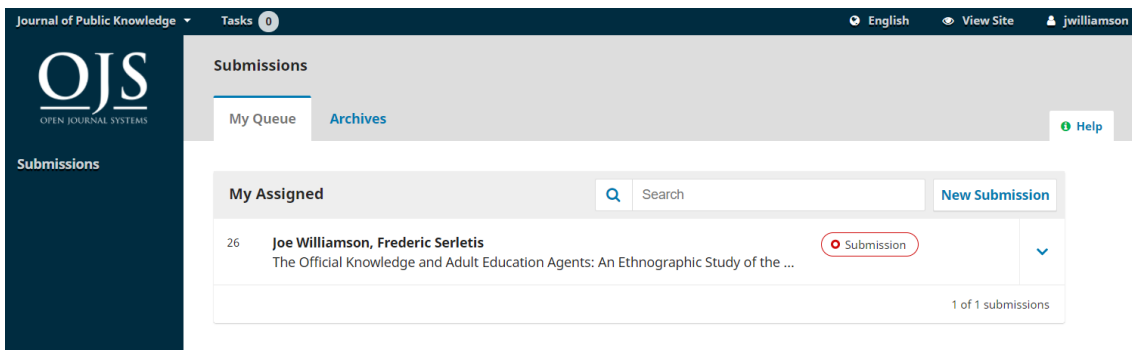
Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- 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.



The screenshot shows the 'Submissions' dashboard for the user 'jwilliamson'. The dashboard has tabs for 'My Queue' and 'Archives'. Under 'My Assigned', there is a search bar and a 'New Submission' button. A table lists the submission: '26 Joe Williamson, Frederic Serletis The Official Knowledge and Adult Education Agents: An Ethnographic Study of the ...'. The submission status is 'Submission', which is circled in red. There is a 'Help' button in the top right corner. At the bottom right of the table, it says '1 of 1 submissions'.

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