



## Author's Walkthrough

### **Step 1:**

- Define the section you would like your submission to be placed in
- Check the boxes in the submission checklist to make sure that your article is ready to be processed

### **Step 1. Starting the Submission**

1. **START** 2. ENTER METADATA 3. UPLOAD SUBMISSION 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\*

Please select a section...  
Please select a section...  
Articles  
Section I:

#### **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).

- 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 Microsoft Word, RTF, or WordPerfect 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](#), which is found in About the Journal.
  - If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.
- 

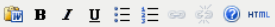
#### **Journal's Privacy Statement**

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

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#### **Comments for the Editor**

Enter text (optional)



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## Step 2:

Input data into each predefined area. You will need to make sure that you have your title and abstract information ready, prior to moving on to the next section.

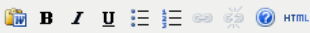
Home > User > Author > Submissions > New Submission

## Step 2. Entering the Submission's Metadata

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

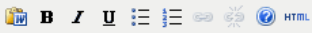
### Authors

First name*	<input type="text" value="ojsadmin"/>
Middle name	<input type="text"/>
Last name*	<input type="text"/>
Affiliation	<input type="text"/>
Country	<input type="text" value=""/>
Email*	<input type="text" value="ojsadmin@siue.edu"/>
URL	<input type="text"/>
Bio statement (E.g., department and rank)	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>



### Title and Abstract

Title*	<input type="text"/>
Abstract*	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>



### Indexing

Language	<input type="text" value="en"/>
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English=en; French=fr; Spanish=es. [Additional codes.](#)

### Supporting Agencies

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

Agencies	<input type="text"/>
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## Step 3:

You will want to upload a Microsoft Word (.doc or .docx) compatible document, so the proofreaders and editors are able to provide you with feedback on possible changes.

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### Step 3. Uploading the Submission

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

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

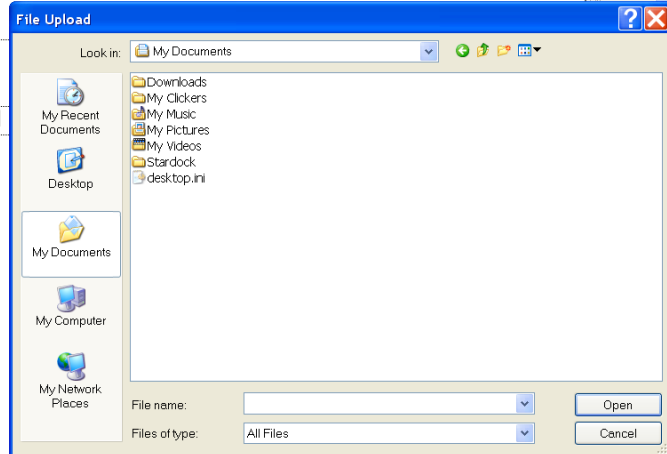
1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on 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.

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#### Submission File

No submission file uploaded.

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## Step 4:

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### Step 4. Uploading Supplementary Files

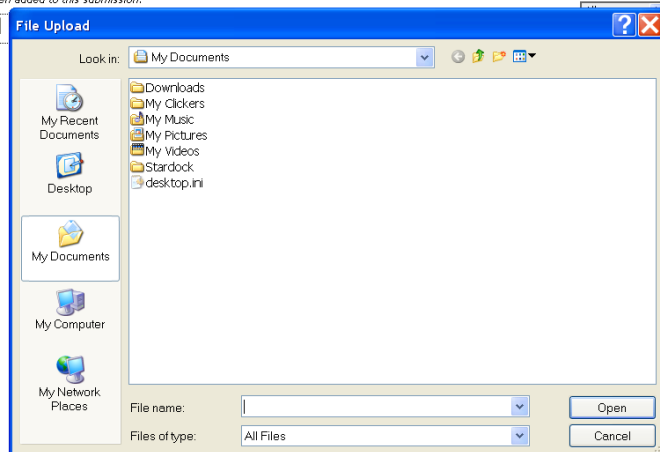
1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

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
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No supplementary files have been added to this submission.

Upload supplementary file



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## **Step 5:**

The last step provides information on the files associated with your specific submission. You will be able to track your submissions progress through the specific journal's website and any contact regarding the submission will develop through email.

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## **Step 5. Confirming the Submission**

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

To submit your manuscript to ITS Newsletter click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with ITS Newsletter.

### **File Summary**

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ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
2319	██████████	Submission File	83B	01-13

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**Finish Submission**