

UPLOAD AN ARTICLE IN LFD

To upload an article in the LFD website:

- After you log in to OJS (<http://ojcs.siue.edu>), access the **User Home** page.
- Select the link for **Author**.
- On the Step 1 page, select the **Click Here** link in the Start a New Submission section.
- Select the appropriate section in the Journal Section area.
- Fill all of the checkboxes in the Submission Checklist area.
- Click the **Save and Continue** button.
- On the Step 2 page, enter the author, title, and abstract information.
- Click the **Save and Continue** button.
- On the Step 3 page, locate and upload the article. Ideally this should be a *.doc* file
- Click the **Save and Continue** button.
- On the Step 4 page, locate and upload any supplementary material (this is usually unnecessary).
- Click the **Save and Continue** button.
- On the Step 5 page, click the **Finish Submission** button to finalize the process.