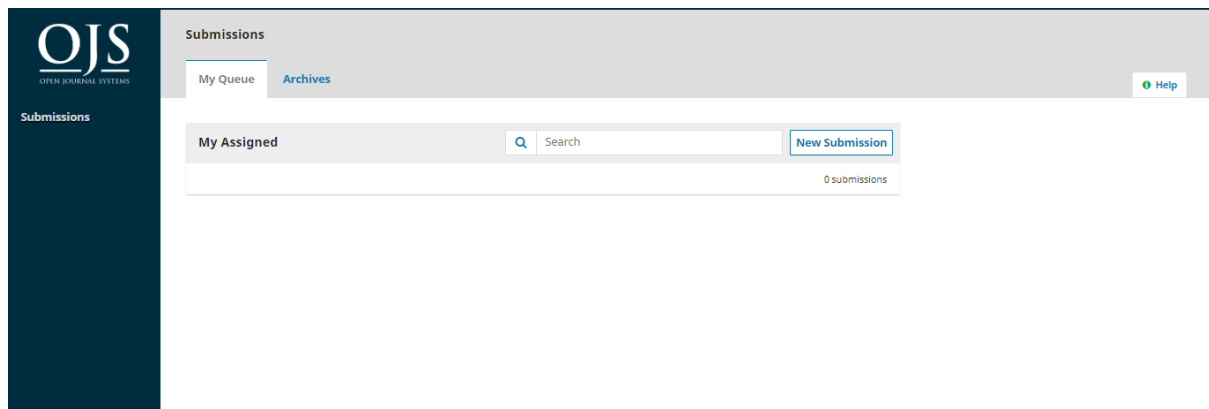


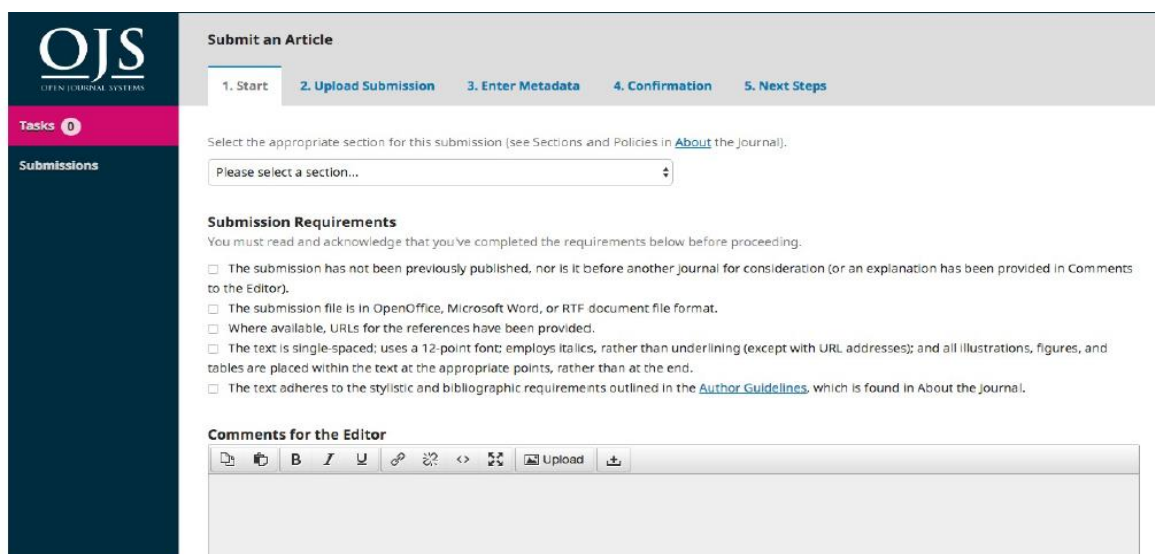
# Submitting an article to Alternation

Log into your account with the user name and password then 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.

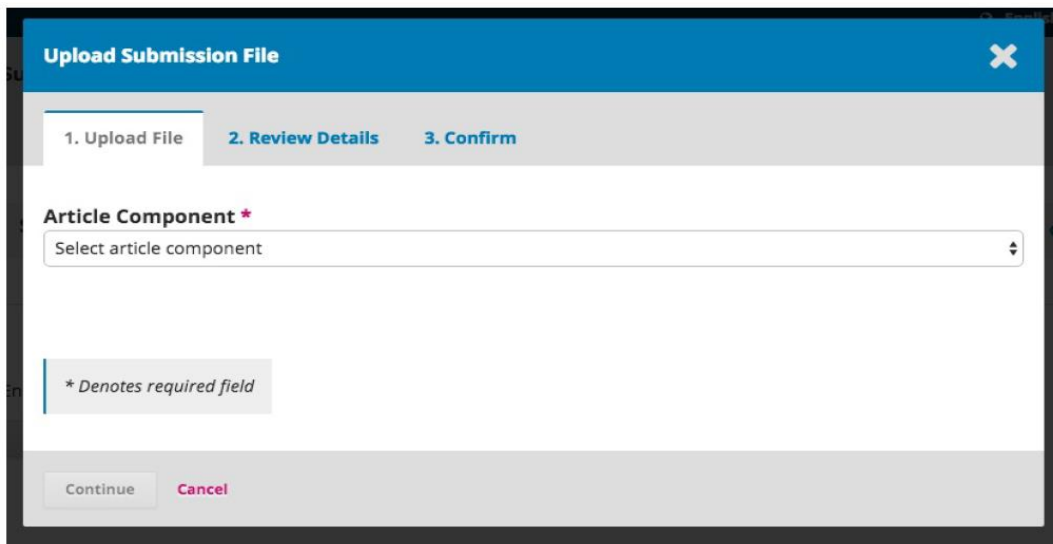


To begin select the appropriate section for your submission (e.g., article, review, etc.). If you aren't sure which section is appropriate, make your best guess.

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**.

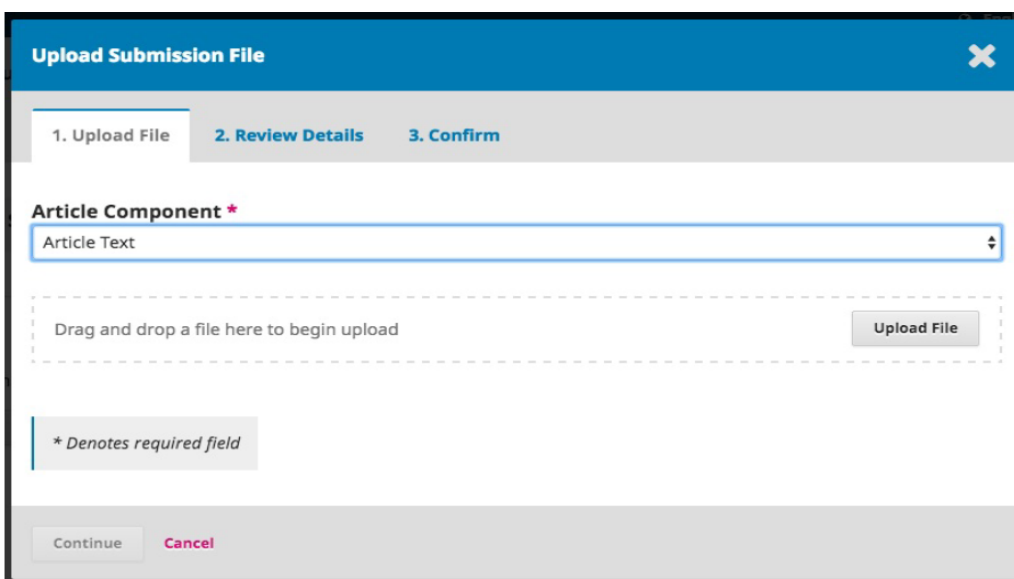
## Step 2

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



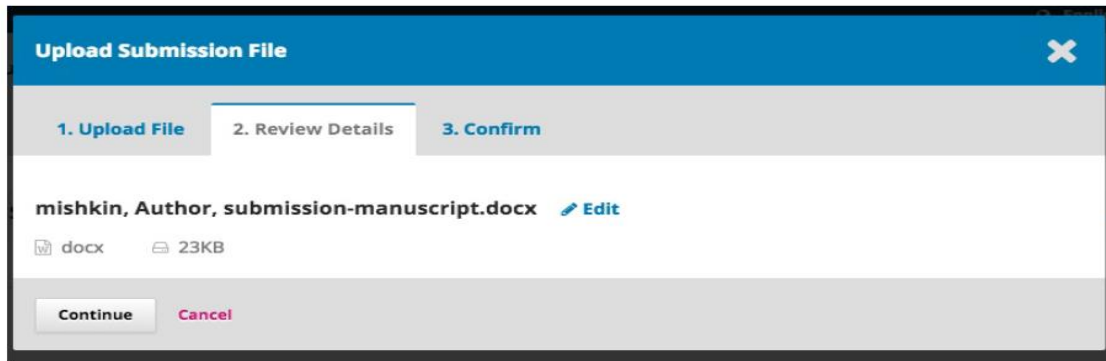
The screenshot shows a dialog box titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (selected), "2. Review Details", and "3. Confirm". The main content area features a dropdown menu labeled "Article Component \*" with the placeholder text "Select article component". Below the dropdown is a note: "\* Denotes required field". At the bottom of the dialog are two buttons: "Continue" and "Cancel".

First, you **MUST** select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. **This must be selected before your file will upload.**



The screenshot shows the same "Upload Submission File" dialog box, but now in the "2. Review Details" step. The "Article Component \*" dropdown menu is now set to "Article Text". Below the dropdown is a dashed box containing the text "Drag and drop a file here to begin upload" and an "Upload File" button. The note "\* Denotes required field" remains. At the bottom are "Continue" and "Cancel" buttons.

Once you've made that selection, you can then upload your first file. It is important to note that you can only upload **one** file at a time. Additional files can be uploaded later in the process. Typically, this first file will be the body of your manuscript. Hit the **Continue** button once the file uploads.

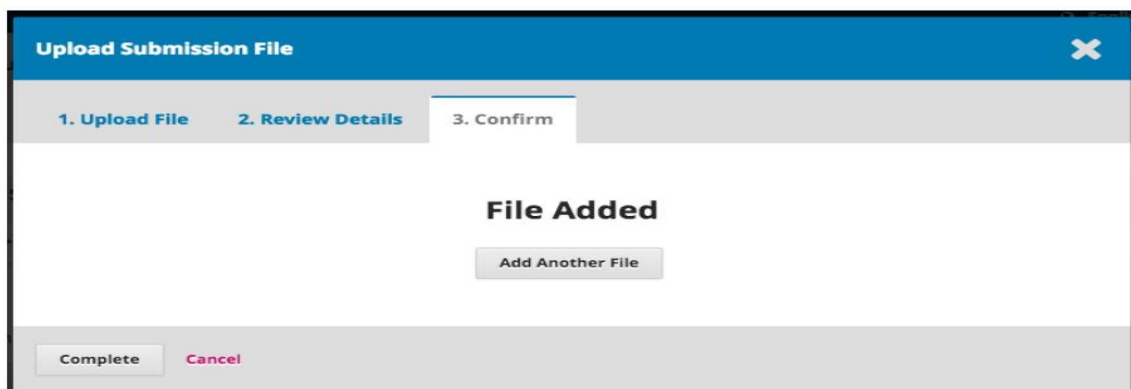


After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes.

Click the **Continue** button.

Next, you have the option to repeat the process to upload additional files (e.g., a data set or an image).

Once you have finished uploading all of your files, click **Complete**; this will close the upload window.



You will be brought back to the *Submit an Article* screen where you will see the files you've uploaded. If you need to make changes, expand the blue arrow to the left of your file and make any changes using the *Edit* link.

Click 'Save and Continue' 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), the abstract, and scrolling down.....

The screenshot shows the 'Submit an Article' interface with the '3. Enter Metadata' step selected. The form includes the following fields:

- Prefix:** A text box containing 'An'. Below it, a note reads 'Examples: A, The'.
- Title \*:** A text box containing 'approach for externalization of expert tacit knowledge'.
- Subtitle:** A text box containing 'Using a query management system in an e-learning environment'. Below it, a note reads 'The optional subtitle will appear after a colon (:), following the main title.'
- Abstract \*:** A rich text editor containing the following text: 'E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the learners seek subject expertise to clarify their subject queries, and a learner query can be routed to an expert for externalization of expert knowledge provided the learner knows the subject expert or the expertise group. However, learners new to e-learning systems are not aware of the expertise group to which the query should be sent, which results in time delays, non-response, inaccurate solutions and loss of knowledge capture. Several models have been proposed to resolve this task, but thus far, these efforts have focused completely on returning the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.'

.....any additional contributors.

This screenshot shows the 'List of Contributors' section. It features a table with the following data:

Name	E-mail	Role	Primary Contact	In Browse Lists
Apostolos Mishkin	mishkin@mailinator.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table, there is a note: 'The metadata specifications are based on ONIX for Books which is an international standard used by the book industry for communication of product information.' Below this, there is a section for 'Additional Refinements' with a 'Keywords' text box. At the bottom, there are 'Save and continue' and 'Cancel' buttons.

The 'Add Contributor' modal window contains the following form fields:

- Name:** Three text boxes for 'First Name \*' (containing 'Frederic'), 'Middle Name' (containing 'Serletis'), and 'Last Name \*' (containing 'Seri').
- Contact:** A text box for 'Email \*' containing 'seletis@mailinator.com'.
- Country:** A dropdown menu currently showing 'Canada'.

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.

Depending on the journal you are submitting to, you may see additional fields to complete, such as keywords.



Additional Refinements  
Keywords

elearning x query management x

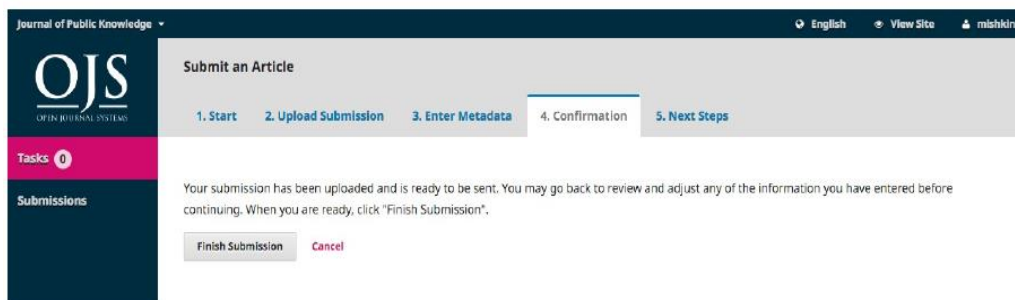
Save and continue Cancel

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**.



Journal of Public Knowledge English View Site mishkin

OJS  
OPEN JOURNAL SYSTEMS

Submit an Article

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

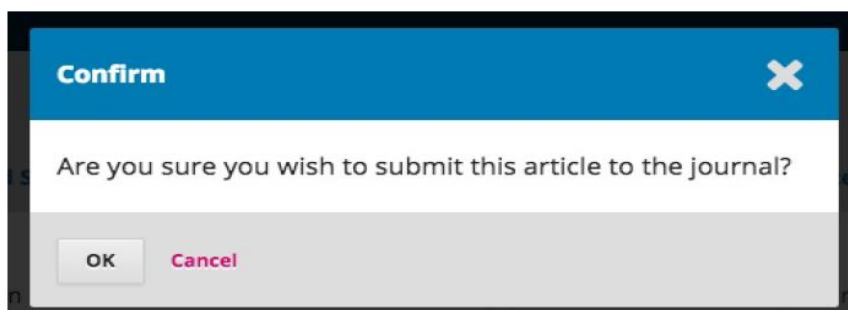
Tasks 0

Submissions

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission Cancel

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

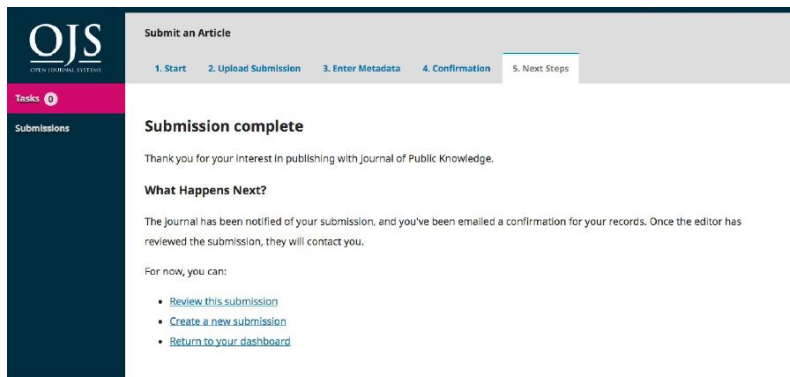


Confirm

Are you sure you wish to submit this article to the journal?

OK Cancel

## Step 5



The screenshot shows the 'Submit an Article' page in OJS. The navigation bar includes '1. Start', '2. Upload Submission', '3. Enter Metadata', '4. Confirmation', and '5. Next Steps'. The main content area displays 'Submission complete' with a thank you message and a 'What Happens Next?' section. It provides instructions and links for the user to review, create a new submission, or return to the dashboard.

**Submit an Article**

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

**Submission complete**

Thank you for your interest in publishing with Journal of Public Knowledge.

**What Happens Next?**

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [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

## 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 in OJS. It features a 'My Queue' section with 'No Items' and a 'My Authored' section with one submission. The submission is titled 'Mishkin et al., approach for externalization of expert tacit knowledge' and is in the 'Submission' stage. A 'New Submission' button is visible in the top right.

**Submissions**

My Queue Help

**My Assigned** Q Search New Submission

ID	Author: Title	Stage
No Items		

**My Authored** Q Search

ID	Author: Title	Stage
52	Mishkin et al., approach for externalization of expert tacit knowledge	<a href="#">Submission</a>

1 of 1 Items

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