



(online) = ISSN 2285 – 3642

ISSN-L = 2285 – 3642

*Journal of Economic Development, Environment and People*

URL: <http://jedep.spiruharet.ro>

e-mail: [office\\_jedep@spiruharet.ro](mailto:office_jedep@spiruharet.ro)

## Submitting an Article

### REGISTER AND PROFILE

The journal uses a registration system for all users involved in the editorial and publishing process. The journal's Privacy Policy applies to all registered users. Each registered user has a Profile, which can be edited or added after the user is logged in to the journal. The link for the Profile is found in the right-hand margin under User and on the User Home page.

For all users, there is an email update option, which results in the user being notified by email of each new issue's Table of Contents. For journals operating in more than one language, Reviewers can indicate in their Profile the languages in which they are comfortable reviewing submissions.

### HOW DO I REGISTER?

You can register by clicking on "Log In" or "Register" on the site home page or on any journal's home page. (<http://cercetare.spiruharet.ro/ojs/index.php/jedep/user/register>). Alternatively, you can ask a Journal Manager to register you. Contact information can be found in About the Journal.

ACEU Alliance of Central-Eastern European Universities

Journal of Economic Development, Environment and People

ISSN 2285/3642  
ISSN-L 2285/3642

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JOURNAL CONTENT

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By Issue

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HOME ABOUT LOGIN REGISTER SEARCH CURRENT ARCHIVES

ANNOUNCEMENTS

Home > User > Register

REGISTER

Fill in this form to register with this site.

Click here if you are already registered with this or another journal on this site.

PROFILE

Username \*

The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password \*

The password must be at least 6 characters.

Repeat password \*

Salutation

First Name \*

Middle Name

Last Name \*

Initials

Joan Alice Smith = JAS

Gender

Affiliation

OPEN JOURNAL SYSTEMS

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Fig. 1. JEDEP Registration Form



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Please use the buttons in the image below to resize the text in order to fulfill your requirements. It might be seen in the upper left corner of all pages.

FONT SIZE



## PROFILE

You create a profile (including a username and password) when you register. You can edit your profile any time you are logged in. In the right navigation bar under the title "User", the link "My Profile" appears; click on that link and you are taken to your profile. Here you can change your contact information, reviewing interests, roles, and can manage email notifications for journals you have registered with

## WHY REGISTER?

When you register the system creates a "User Home" page for you which make it easier to access your journals. You must register if you wish to submit a paper to any journal or if you will be a member of the editorial team (eg, editor, reviewer, proofreader) of any journal.

Some journals restrict access to some portions of their site unless you are registered.

## PRIVACY POLICY

The journal's privacy policy applies to all registered users. You can find more information on the journal's privacy policy in About the Journal.

Once you have an account, log in to the journal site and select the role of Author.



**Fig. 1. Selecting the Author's role**

To make a submission, select the Click Here link (under Start a New Submission) to proceed to the [first step](#) of the submission process.



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**Fig. 2. Starting a Submission**

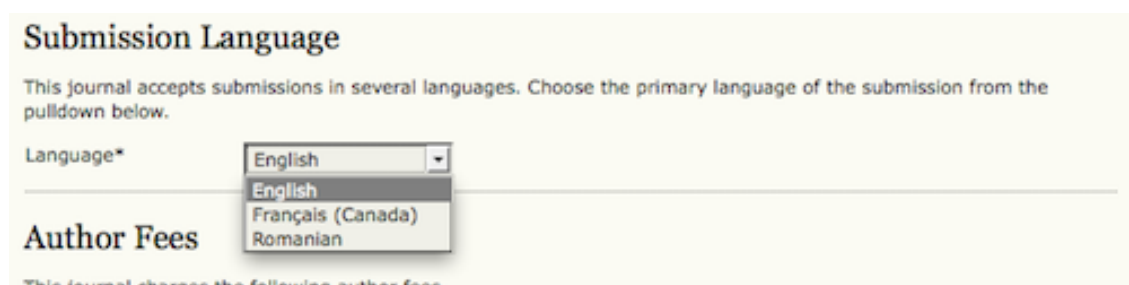
## 1. Step One: Starting the Submission

Step 1 ensures that the Author understands the journal's submission rules. The Author will have to pick the appropriate section to submit to, and will be provided with information on the journal's privacy statement, copyright notice, competing interest statement and/or author fees.



**Fig. 3. Submission Steps Technical Support**

If the journal allows content to be submitted in more than one language, you will be able to choose a specific language to complete the submission in. You must complete all required fields for the submission language you choose; you can also optionally fill out required and optional fields for the other languages supported by the journal. For example, if you choose French as your submission language, you must provide an article and title in French; but you may also provide that information in English (or whichever other language(s) supported by your journal), as well as any other metadata -- indexing keywords, etc



**Fig. 4. Submission Language**

Next, the author must check each of the items from the submission checklist.



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### 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 OpenOffice, 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.

**Fig. 5. Submission Checklist**

The journal's copyright policy will appear next, and, if configured as a requirement, the author will need to agree to this policy.

### Copyright Notice

Submission of an original manuscript to the Journal will be taken to mean that it represents original work not previously published, that it is not being considered elsewhere for publication; that the author is willing to assign copyright to the journal as per a contract that will be sent to the author just prior to publication and, if accepted for publication, it will be published in print and online and it will not be published elsewhere in the same form, for commercial purposes, in any language, without the consent of the publisher.

The journal takes the stance that the publication of scholarly research is meant to disseminate knowledge and, in a not-for-profit regime, benefits neither publisher nor author financially. It sees itself as having an obligation to its authors and to society to make content available online now that the technology allows for such a possibility.

- ☐ The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

**Fig. 6. Copyright Notice**

Authors can then review the Privacy Statement.

### 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.

**Fig. 7. Journal's Privacy Statement**

Finally, the author can add any comments, which will be visible to the editor. Move to the next step by hitting the Save and Continue button.



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Comments for the Editor

Enter text (optional)

Save and continue Cancel

**Fig. 8. Comments for the Editor**

## 2. Step Two: Uploading the Submission

Submission Step Two allows you to upload the submission file, a word-processing document.

- Click Browse to open a Choose File window for locating the file on the hard drive of your computer.
- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- 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.
- Once the submission is uploaded, click Save and continue.

Home > User > Author > Submissions > **New Submission**

### Step 2. Uploading the Submission

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

Encountering difficulties? Contact [John Marr](#) for assistance (604.525.5488).

#### Submission File

File name	6-8-2-SM.docx
Original file name	test.docx
File size	9KB
Date uploaded	2009-12-28 04:29 PM

Replace submission file

Save and continue Cancel

**Fig. 9. Uploading the Submission**





### 3. Step Three: Entering the Submission's Metadata

The third step of the submission process serves to collect all relevant metadata from the author. The first section of metadata covers the authors. The submitting author will have their personal information automatically appear. Any additional information, such as Competing Interests should also be added at this time.

The screenshot shows a web form titled "Authors" with the following fields and content:

- First name\***: Fred
- Middle name**: (empty)
- Last name\***: Chan
- Email\***: fc@mailinator.com
- URL**: (empty)
- Affiliation**: (empty text area)
- Country**: (dropdown menu)
- Competing interests**: I have no competing interests. (with a link to [CI POLICY](#))
- Bio statement (E.g., department and rank)**: Department of Health Studies, University of Anywhere

At the bottom left of the form is a button labeled "Add Author".

**Fig. 10. Authors**

If there are multiple authors for the submission, their information can be added using the Add Author button. You can also re-order the list of authors, make one of the authors the principal contact with the editor, and delete any authors added in error.



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Bio statement  
(E.g., department  
and rank)

Department of Health Studies  
University of Anywhere

✂ 📄 📁 📧 📧 | **B** *I* U | 📌 📌 | 🔗 🌐 HTML 🖨

⬆ ⬆ Reorder authors to appear in the order they will be listed on publication.

☒ Principal contact for editorial correspondence.

First name\*

Middle name

Last name\*

Email\*

URL

Affiliation

**Fig. 11. Biographical Statement**

Next, enter the submission title and abstract.

Title and Abstract

Title\*

Abstract\*

**Fig. 12. Title and Abstract**

You will then add indexing information. This will help others find your article. The suggested indexing options were determined by the Journal Manager.



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**Indexing**

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Academic discipline and sub-disciplines	<input type="text" value="Library Studies"/> Publishing; Communications; Library Studies; Education
Subject classification	<input type="text" value="Libraries - Public Services"/> <a href="#">Library of Congress Classification</a>
Keywords	<input type="text" value="libraries, publishing, research services"/> Scholarly Communication; Libraries; Publishing; Open Source
Language	<input type="text" value="en"/> English=en; French=fr; Spanish=es. <a href="#">Additional codes.</a>

**Fig. 13. Indexing**

The next section allows you to enter the name of any organization that may have supported your research.

**Supporting Agencies**

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

Agencies

**Fig. 14. Supporting Agencies**

The author has to provide his list of references separately. This will allow the journal's Editors and Copyeditors to check your references using a Citation Markup Assistant. You should provide your list with each reference on a separate line.





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## References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

### References

Baziel, Jana Evans and Mannur, Anita. "Nation, Migration, Globalization: Points of Contention in Diaspora Studies." In *Theorizing Diaspora: A Reader*. Ed. Jana Evans Braziel and Anita Mannur. Bodim, UK: Blackwell P, 2003. 1-22.

Balibar, Etienne. "The Borders of Europe." *Cosmopolitics: Thinking and Feeling beyond the Nation*. Ed. Pheng Cheah and Bruce Robbins. Minneapolis: U of Minnesota P, 1998. 216-29.

Chow, Rey. *Writing Diaspora: Tactics of Intervention in Contemporary Cultural Studies*. Bloomington and Indianapolis: Indiana UP, 1993.

Daftary, Farhad. *The Isma'ilis: Their History and Doctrines*. Cambridge: Cambridge UP, 1992.

Fanon, Frantz. *The Wretched of the Earth*. Trans. Constance Farrington.

**Fig. 15. References**

Hit the Save and Continue button to move on to Step 4.

## 4. Step Four: Uploading Supplementary Files

This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.

- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- 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.
- Once the submission is uploaded, click Save and Continue.



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Home > User > Author > Submissions > **New Submission**

## Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 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
No supplementary files have been added to this submission.				

Upload supplementary file

**Fig. 16. Uploading Supplementary Files**

## 5. Step Five: Confirming the Submission

This final step provides a summary of your submission.

Home > User > Author > Submissions > **New Submission**

## Step 5. Confirming the Submission

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

To submit your manuscript to Journal of Open Journal Systems 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 Journal of Open Journal Systems.

### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
8	<a href="#">TEST.DOCX</a>	Submission File	9KB	12-28

**Fig. 17. Confirming the Submission**

Click Finish Submission to submit your article. You will receive an acknowledgement by email and will be able to view your submission's progress through the review and editorial process by returning to the [Active Submissions](#) section of your Author page.



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## The Author User Home Page

After clicking on the Author link on your User Home page, you will be directed to your Author's User Home page, which includes information on [Active Submissions](#); a link to [start a new submission](#); and information on any [Refbacks](#) you may have.

### Active Submissions

This page will list any of your submissions to the journal that are still in process (e.g., awaiting assignment to an editor, undergoing review, being edited) or incomplete (in which case you can return and finish the submission at any point).

Each completed submission will fall into one of the following categories:

- Awaiting Assignment: the submission has been completed by you; you cannot now delete the submission from the system yourself. The Editor can now see the submission, and must assign an Editor or Section Editor to it.
- Queued for Review: the submission has been vetted and is now in the review process. You should receive notice shortly on the review decision.
- Queued for Editing: the submission has completed the review process and has been accepted for publication; it will now make its way through the system's copyediting, layout editing and proofreading processes.

Home > User > Author > **Active Submissions**

### Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
4	—	ART	Chan	<a href="#">UNTITLED</a>	Incomplete <a href="#">DELETE</a>
1	12-28	ART	Chan	<a href="#">A STUDY OF ELECTRONIC PUBLISHING</a>	Awaiting assignment <a href="#">PAY SUBMISSION FEE</a>
2	12-28	ART	Chan	<a href="#">LEARNING TO PUBLISH</a>	IN REVIEW <a href="#">PAY SUBMISSION FEE</a>
3	12-28	ART	Chan	<a href="#">OPEN SOURCE SOFTWARE AND SCHOLARLY PUBLISHING</a>	IN EDITING <a href="#">PAY TO PUBLISH</a>

1 - 4 of 4 Items

### Start a New Submission

[CLICK HERE](#) to go to step one of the five-step submission process.

### Refbacks

ALL NEW PUBLISHED IGNORED

DATE ADDED	HITS	URL	TITLE	STATUS	ACTION
There are currently no refbacks.					

Fig. 18. Active Submissions



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As the author, you can click on the hyperlinked title of any listed submission and review it. Clicking a submission title will bring you to your submission's Summary page. From here, you could revise the title or abstract (by clicking the Edit Metadata link). If the editor asks for revisions, you will upload the changes this way too (in the Review section of your submission).

Home > User > Author > Submissions > #1 > Summary

## #1 Summary

---

**SUMMARY**   REVIEW   EDITING

---

### Submission

Authors	Fred Chan
Title	A study of electronic publishing
Original file	<a href="#">1-1-1-SM.DOCX</a> 2009-12-28
Supp. files	None <a href="#">ADD A SUPPLEMENTARY FILE</a>
Submitter	Fred Chan
Date submitted	December 28, 2009 - 07:21 AM
Section	Articles
Editor	None assigned
Author comments	test

---

### Author Fees

Article Submission	100.00 CAD	<a href="#">PAY NOW</a>
Fast-Track Review:	100.00 CAD	<a href="#">PAY NOW</a>
Article Publication	100.00 CAD	<a href="#">PAY NOW</a>

---

### Status

Status	Awaiting assignment
Initiated	2009-12-28
Last modified	2009-12-28

---

### Submission Metadata

[EDIT METADATA](#)

Authors

**Fig. 19. Submission Summary**



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## RefBacks

The RefBacks section displays any incoming links from external web sites such as blogs, news sites, or other articles that link directly to your articles. Each RefBack can be edited: it can be ignored, deleted, or published, in which case it appears publicly at the end of your published article on the web site.

## Archive

Your Archive page will list all declined submissions, as well as any published submissions along with information on which issue they appear in.<sup>1</sup>

---

<sup>1</sup> Please see the entire tutorial at: <http://pkp.sfu.ca/ojs/docs/userguide/2.3.3/userguide.pdf>