

JPAAP Guide for Authors - submission

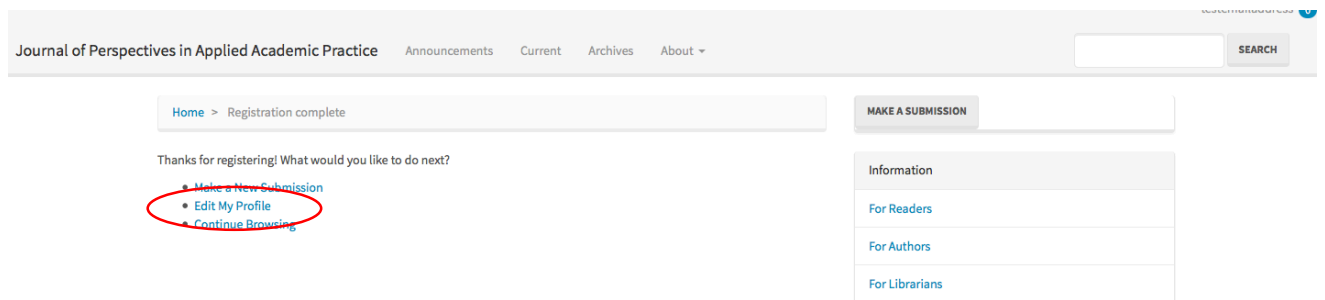
To submit a new article you must first register with the journal.

To register with JPAAP

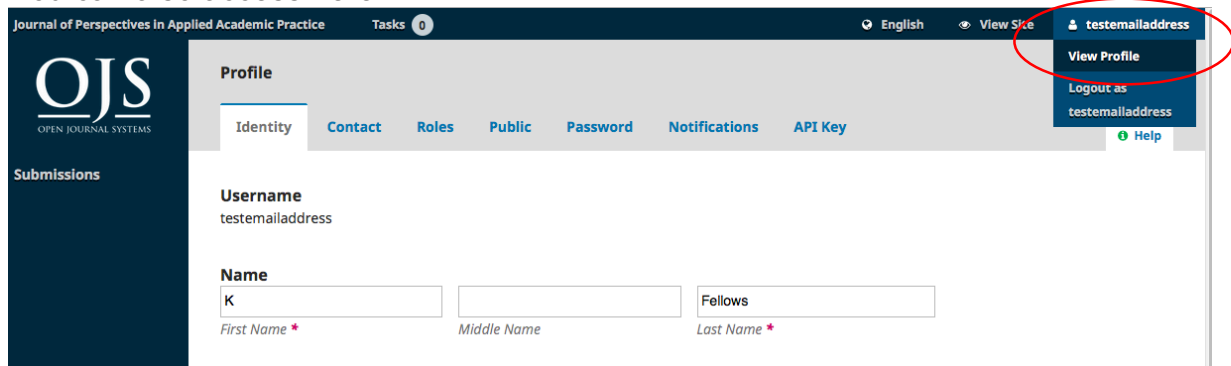
Go to <https://jpaap.napier.ac.uk/index.php/JPAAP/user/register>

Complete the registration details. You will then have a profile on the system which you can use to login.

Please go to **Edit your profile** and add further details about yourself which will be used in your profile as an author and if you are reviewing for us.




You can also access here:



Looking under Roles within your profile you will see Reviewing interests. Please be sure to complete this if you are a reviewer as we will send out articles according to interests. If you would like to review for JPAAP please get in touch jofpaap@gmail.com

Journal of Perspectives in Applied Academic Practice



Profile

Identity Contact **Roles** Public Password Notifications

Roles

- Reader
- Author

Reviewing interests

Save

Tasks 0


Submissions

To make a submission

From the Home page you can make a submission.

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MAKE A SUBMISSION

Information

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Journal Ethos

The *Journal of Perspectives in Applied Academic Practice* aims to provide a supportive publishing outlet to allow established and particularly new authors to contribute to the scholarly discourse of academic practice (both generally and in their discipline area) through the publication of papers that are theory-based and supported by evidence, as well as through the publication of Opinion Pieces and 'On the Horizon' papers on emerging work.

The [Submissions](#) and [Author Guidelines](#) provide further guidance on the thematic areas covered by the journal, and the format for submissions to the journal.

Or once you are logged in from here too:

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Submissions

My Queue Archives Help

My Assigned Search **New Submission**

326	K Fellows ffff: fff	Review	1/1
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1 of 1 submissions

Please ensure you read the Submission Preparation Checklist, Author Guidelines and our Copyright Notice before submitting your article.

Once you've read the guidelines use the blue bar at the top to move on submission.

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Home > Submissions MAKE A SUBMISSION

Submissions

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Submission Preparation Checklist

A part of the submission process authors are required to check off the submission

You will now be in the administrative side of the journal so your screen will look a little bit different:

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OJS
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Submit an Article

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

Tasks 0

Submissions

Acknowledge the copyright statement

Authors who publish with this journal agree to the following terms:

- Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a [Creative Commons Attribution License](#) that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.
- Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.
- Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See [The Effect of Open Access](#)).

Journal of Perspectives in Applied Academic Practice has made best effort to ensure accuracy of the contents of this journal, however makes no claims to the authenticity and completeness of the articles published. Authors are responsible for ensuring copyright clearance for any images, tables etc which are supplied from an outside source.

I agree to abide by the terms of the copyright statement.

Section *

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

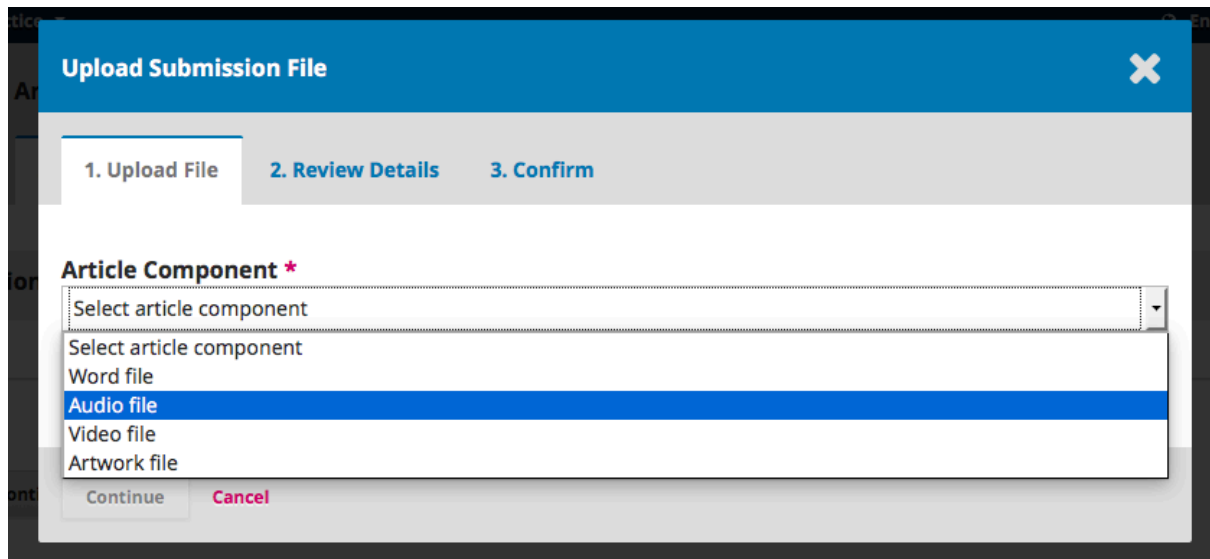
Submission Requirements

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

- The submission should not have been previously published, nor be before another journal or peer-reviewed conference for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word format. Video and audio files should be submitted separately to the Word file. Further information on submitting file formats other than Word should be directed to jofpaap@gmail.com prior to submission.
- Where available, URLs and DOIs for the references have been provided. You can find and add DOIs to your journal articles by registering your email address at

Fill in all the details. And click to continue.

You will now have a pop up window:



Choose the type of file you are submitting. If you are submitting an audio or video file please check your format with us first by emailing jofpaap@gmail.com

Follow the steps through.

You will now see a screen with your file uploaded. Click Save and Continue to then enter your metadata details.



Complete your metadata including a 300 word abstract and 5 key words.

Follow through to finish your submission.

Your article has now been submitted and will be assigned an editor in due course. You can view your article by clicking on Submissions in the left hand menu bar or in My assigned:

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Submissions My Queue Archives Help

My Assigned Search New Submission

326	K Fellows ffff: fff	Review	1/1
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1 of 1 submissions

Detailed description: This screenshot shows the OJS Submissions page. The top navigation bar includes the journal title, a 'Tasks' notification with a '0' badge, and user information. The left sidebar features the OJS logo and a 'Submissions' menu item. The main content area has tabs for 'My Queue' and 'Archives'. Under the 'My Assigned' tab, there is a search bar and a 'New Submission' button. A table lists one submission with ID 326, author 'K Fellows', and a 'Review' task. A 'Help' link is visible in the top right.

If you have any tasks they will be highlighted in the top bar for you to address:

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Submissions My Queue Archives Help

Detailed description: This screenshot is similar to the first one, but the 'Tasks 0' notification in the top bar is circled in red to draw attention to it.

You can also see the stage of your article:

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1 of 1 submissions

Detailed description: This screenshot is similar to the previous ones, but the 'Review' button in the submission table is circled in red to highlight the current stage of the article.