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**Manual**  
**MANUSCRIPT SUBMISSION**  
**to «COMMUNICATION PAPERS»**  
**SCIENTIFIC JOURNAL**  
**ISSN: 2014-6752**  
**[www.communicationpapers.es](http://www.communicationpapers.es)**

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## 1. 'OJS.UdG' Registration

Go to <http://www.communicationpapers.es> and click on Submitting a manuscript for nonregistered users.

The screenshot shows the website header with the logo 'cp' in a red circle, the title 'communication papers Media Literacy & Gender Studies', ISSN 2014-6752, and contact information. A navigation menu includes HOME, ABOUT, ISSUES, SUBMISSIONS, INDEXING, NEWS & EVENTS, REGISTRATION, SEARCH, LOG IN, and CONTACT. The left sidebar has categories: ISSUES (Current Issue, Back Issues, Next Issues, Most cited Articles), SUBMISSIONS (Manuscript Sending, Guidelines), and ABOUT US (Editorial Team, Scientific Committee). The main content area is titled 'LOG IN' and contains a navigation bar with HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, and THESIS ABSTRACTS. Below this is a breadcrumb trail 'Home > Login'. The login form includes fields for Username and Password, a checkbox for 'Remember my username and password', and a 'Login' button. Links for 'Not a user? Register with this site' and 'Forgot your password?' are provided, along with the ISSN number 2014-6752.

A window will open that asks you for data to register yourself as Author. Once completed, click on Register.

The screenshot shows the website header and navigation menu, similar to the previous image. The left sidebar is the same. The main content area is titled 'REGISTRATION' and contains a navigation bar with HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, and THESIS ABSTRACTS. Below this is a breadcrumb trail 'Home > User > Register'. The registration form includes the text 'Fill in this form to register with this site.' and a link 'Click here if you are already registered with this or another journal on this site.' The 'PROFILE' section has a 'Form Language' dropdown menu set to 'English' and a note: 'To enter the information below in additional languages, first select the language.' Below this is a 'Username \*' field with a note: 'The username must contain only lowercase letters, numbers, and'.

Once registration is completed and you are correctly identified, the system transfers you to the User Home page:



The screenshot shows the user home page for Communication Papers. The header includes the logo (a red circle with 'cp'), the journal title 'communication papers', subtitle 'Media Literacy & Gender Studies', ISSN '2014-6752', and affiliation 'Universitat de Girona'. Contact information includes the website 'communicationpapers.es', a subpage '/CommunicationPapers', and a Twitter handle '@revicompapers'. A navigation menu lists: HOME, ABOUT, ISSUES, SUBMISSIONS, INDEXING, NEWS & EVENTS, REGISTRATION, SEARCH, LOG IN, CONTACT.

On the left, there are three main menu categories: ISSUES (Current Issue, Back Issues, Next Issues, Most cited Articles), SUBMISSIONS (Manuscript Sending, Guidelines), and ABOUT US (Editorial Team, Scientific Committee).

The main content area is titled 'LOG IN' and shows a breadcrumb trail: HOME > ABOUT > USER HOME > SEARCH > CURRENT > ARCHIVES > ANNOUNCEMENTS > THESIS ABSTRACTS. Below this is 'Home > **User Home**'. The journal title 'COMMUNICATION PAPERS' is displayed, followed by submission statistics: '» Author', '0 Active', '1 Archive', and a '[New Submission]' link.

The 'MY ACCOUNT' section contains links: '» Show My Journals', '» Edit My Profile', '» Change My Password', and '» Logout'. The ISSN '2014-6752' is listed at the bottom of this section.

In this window, click on *Author* to check the status of your submissions. You can send your submissions by the link *Click here to start submission process*.

## 2. Submitting manuscripts

The process of submitting documents consists of five simple steps: Start, Enter Metadata, Upload Submission, Upload Supplementary Files and Confirmation

### 2.1. Start

Here the author accepts the conditions established by *Communication Papers*, selects the section in which you wish to see your manuscript published and, if appropriate, add a comment to the editor. After, click on *Save and Continue*.

communicationpapers.es  
/CommunicationPapers  
@revicompapers

ISSN 2014-6752  
Universitat de Girona

HOME | ABOUT | ISSUES | SUBMISSIONS | INDEXING | NEWS & EVENTS | REGISTRATION | SEARCH | LOG IN | CONTACT

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ABOUT US  
Editorial Team  
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LOG IN

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS THESIS ABSTRACTS

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

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

Encountering difficulties? Contact [Marc Blasco Duatis](#) for assistance (+34 677600399).

**JOURNAL SECTION**

Select the appropriate section for this submission (see Sections and Policies in [About](#) the Journal).

Section \*

**SUBMISSION LANGUAGE**

### 2.2. Upload Submission (the manuscript)

Choose the folder where the article manuscript you wish to submit is saved (25 mb maximum). When the system indicates that the file has been successfully uploaded, click on *Save and Continue*. If you have uploaded the wrong file, click on Replace submission file and repeat the process until the file you want to send is correctly uploaded.

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SUBMISSIONS  
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LOG IN

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS THESIS ABSTRACTS

Home > User > Author > Submissions > **New 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 [Marc Blasco Duatis](#) for assistance (+34 677600399).

**SUBMISSION FILE**

No submission file uploaded.

Upload submission file

ISSN: 2014-6752

## 2.3. Enter Metadata

Here the author, or authors if applicable, enter the title and abstract of the document, the academic discipline and key words, and indicate the language of the article and the collaborating institutions. This information must be written in Spanish (or the language in which the document is written) and English. once completed, click on Save and Continue.

The screenshot shows the 'Enter Metadata' step of the submission process. The left sidebar contains navigation menus for 'ISSUES', 'SUBMISSIONS', and 'ABOUT US'. The main content area is titled 'LOG IN' and includes a breadcrumb trail: 'HOME > User > Author > Submissions > New Submission'. Below the breadcrumb, there are steps: '1. START', '2. UPLOAD SUBMISSION', '3. ENTER METADATA', '4. UPLOAD SUPPLEMENTARY FILES', and '5. CONFIRMATION'. The 'Form Language' is set to 'English'. A note states: 'To enter the information below in additional languages, first select the language.' The 'AUTHORS' section contains the following fields: 'First Name \*', 'Middle Name', 'Last Name \*', 'Email \*', 'URL', 'Affiliation' (with a text area and a note '(Your institution, e.g. "Simon Fraser University")'), 'Country' (a dropdown menu showing 'Spain'), and 'Bio Statement (E.g., department and rank)'.

## 2.4. Upload Supplementary Files

Here it is compulsory to upload the Cover Letter and Front Page. Remember in our page [www.communicationpapers.es](http://www.communicationpapers.es) (in the tab 'Guidelines') you can find the 'Letter of transfer of rights'. Once completed please save the file on your computer undivided incorporating the signature of the authors. Then click on "Select File", seek the file and click "Upload".

The screenshot shows the 'Upload Supplementary Files' step of the submission process. The left sidebar is the same as in the previous screenshot. The main content area is titled 'LOG IN' and includes the same breadcrumb trail. Below the breadcrumb, the steps are: '1. START', '2. UPLOAD SUBMISSION', '3. ENTER METADATA', '4. UPLOAD SUPPLEMENTARY FILES', and '5. CONFIRMATION'. A text block explains: '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.' Below this is a table with columns: 'ID', 'TITLE', 'ORIGINAL FILE NAME', 'DATE UPLOADED', and 'ACTION'. The table is empty, with a note below it: 'No supplementary files have been added to this submission.' Below the table, there is a text input field for 'Upload supplementary file' with a button 'Seleccionar archivo' and a button 'Upload'. Below this is a button 'Save and continue' and a button 'Cancel'. At the bottom, the ISSN number 'ISSN: 2014-6752' is displayed.

In File Name write «Letter of transfer of rights» and in Type choose «Other» and click on *Save and Continue*.

The screenshot shows the 'SUPPLEMENTARY FILE METADATA' form. The left sidebar contains navigation menus for ISSUES, SUBMISSIONS, and ABOUT US. The main content area includes a breadcrumb trail: Home > User > Author > Submissions > New Submission. Below the breadcrumb is a progress indicator: 1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION. A link '<< Back to Supplementary Files' is present. The 'Form Language' is set to 'English'. A note states: 'To enter the information below in additional languages, first select the language.' The form fields are: Title \* (Letter of transfer of rights), Creator (or owner) of file, Keywords, Type (Research Instrument), and Brief description.

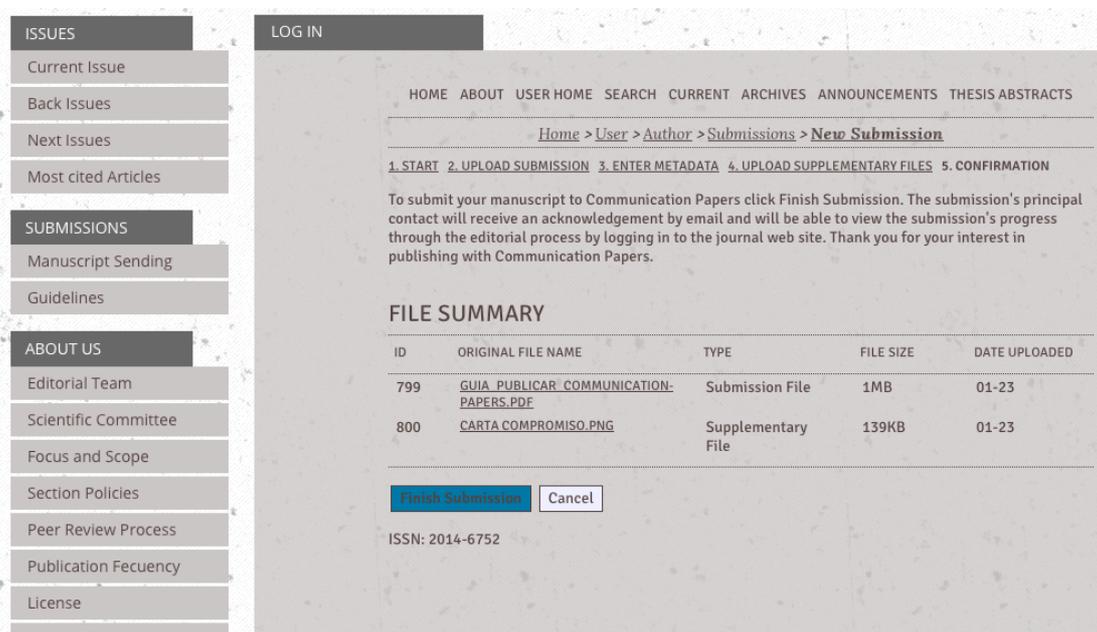
The screenshot shows the 'UPLOAD SUPPLEMENTARY FILES' step. The left sidebar is the same as in the previous screenshot. The main content area includes the same breadcrumb trail and progress indicator. A text block explains: 'This optional step allows Supplementary Files to be added to a submission. The 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.' Below this is a table with the following data:

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
65	Letter of transfer of rights	Carta Compromiso.png	01-23	<a href="#">EDIT</a>   <a href="#">DELETE</a>

Below the table, there is an 'Upload supplementary file' section with a file selection button 'Seleccionar archivo' (nada seleccionado), an 'Upload' button, and a 'REVIEW' link. At the bottom, there are 'Save and continue' and 'Cancel' buttons. The ISSN number 2014-6752 is displayed at the very bottom.

## 2.5. Confirmation

Here we confirm the submission and send the document:

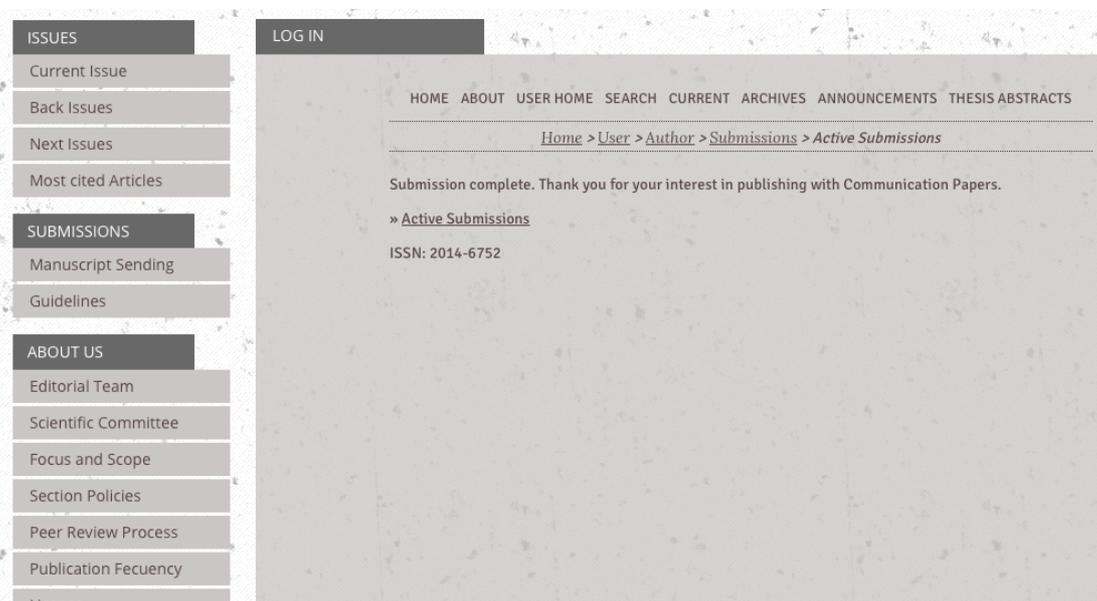


The screenshot shows the journal's submission confirmation page. On the left is a navigation menu with categories: ISSUES (Current Issue, Back Issues, Next Issues, Most cited Articles), SUBMISSIONS (Manuscript Sending, Guidelines), and ABOUT US (Editorial Team, Scientific Committee, Focus and Scope, Section Policies, Peer Review Process, Publication Frequency, License, Code of Ethics). The main content area has a 'LOG IN' button and a breadcrumb trail: HOME > ABOUT > USER HOME > SEARCH > CURRENT > ARCHIVES > ANNOUNCEMENTS > THESIS ABSTRACTS. Below this is a sub-breadcrumb: Home > User > Author > Submissions > **New Submission**. A progress bar shows five steps: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION (highlighted). A message states: 'To submit your manuscript to Communication Papers 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 Communication Papers.' Below this is a 'FILE SUMMARY' table:

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
799	<a href="#">GUIA_PUBLICAR_COMMUNICATION-PAPERS.PDF</a>	Submission File	1MB	01-23
800	<a href="#">CARTA_COMPROMISO.PNG</a>	Supplementary File	139KB	01-23

At the bottom of the table are two buttons: 'Finish Submission' (highlighted in blue) and 'Cancel'. Below the buttons, the ISSN number 'ISSN: 2014-6752' is displayed.

Click on *Finish Submission* to send all the documentation. You will now transfer to a window to confirm submission.



The screenshot shows the journal's submission completion page. The navigation menu on the left is identical to the previous screenshot. The main content area has a 'LOG IN' button and a breadcrumb trail: HOME > ABOUT > USER HOME > SEARCH > CURRENT > ARCHIVES > ANNOUNCEMENTS > THESIS ABSTRACTS. Below this is a sub-breadcrumb: Home > User > Author > Submissions > **Active Submissions**. A message states: 'Submission complete. Thank you for your interest in publishing with Communication Papers.' Below this is a link: » [Active Submissions](#). At the bottom, the ISSN number 'ISSN: 2014-6752' is displayed.

If you click on Active Submissions you can check on the status of the submission:

ISSUES

- Current Issue
- Back Issues
- Next Issues
- Most cited Articles

SUBMISSIONS

- Manuscript Sending
- Guidelines

ABOUT US

- Editorial Team
- Scientific Committee
- Focus and Scope
- Section Policies
- Peer Review Process
- Publication Fecueny

LOG IN

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS THESIS ABSTRACTS

[Home](#) > [User](#) > [Author](#) > **Active Submissions**

ACTIVE ARCHIVE

ID	MM-DDSUBMIT	SEC	AUTHORS	TITLE	STATUS
177	01-23	ART	(Media Literacy & Gender Studies)	<a href="#">ALFABETIZACIÓN TRANSMEDIÁTICA</a>	Awaiting assignment

1 - 1 of 1 Items

**START A NEW SUBMISSION**

[CLICK HERE](#) to go to step one of the five-step submission process.  
ISSN: 2014-6752

To check submission status, go to: [www.communicationpapers.es](http://www.communicationpapers.es) (tag 'Log In'), enter your registration data and go to Author on the User Home page that appears immediately after logging in. If you have any doubts, queries or problems, please contact us at [revistacommunicationpapers@gmail.com](mailto:revistacommunicationpapers@gmail.com) and we will be glad to help.