

# How to register with RPER as an author in OJS3

In this document we show you step-by-step how to register with Open Journal Systems (OJS), the open source software that we use for managing RPER, as an author. This step is needed if you want to submit a paper to RPER.

## The Login Page

Assuming that you are currently not logged into OJS, clicking the Submit item in the menu or requesting any other function that requires login, gets you to the **LOGIN PAGE** (see Fig. 1). If you are already registered as a user, you can login here by entering **Username** and **Password**. In order to submit a paper to RPER you need to be registered as author. The steps you need to take as a registered user to register as author are described below (Section “Register as Author”).

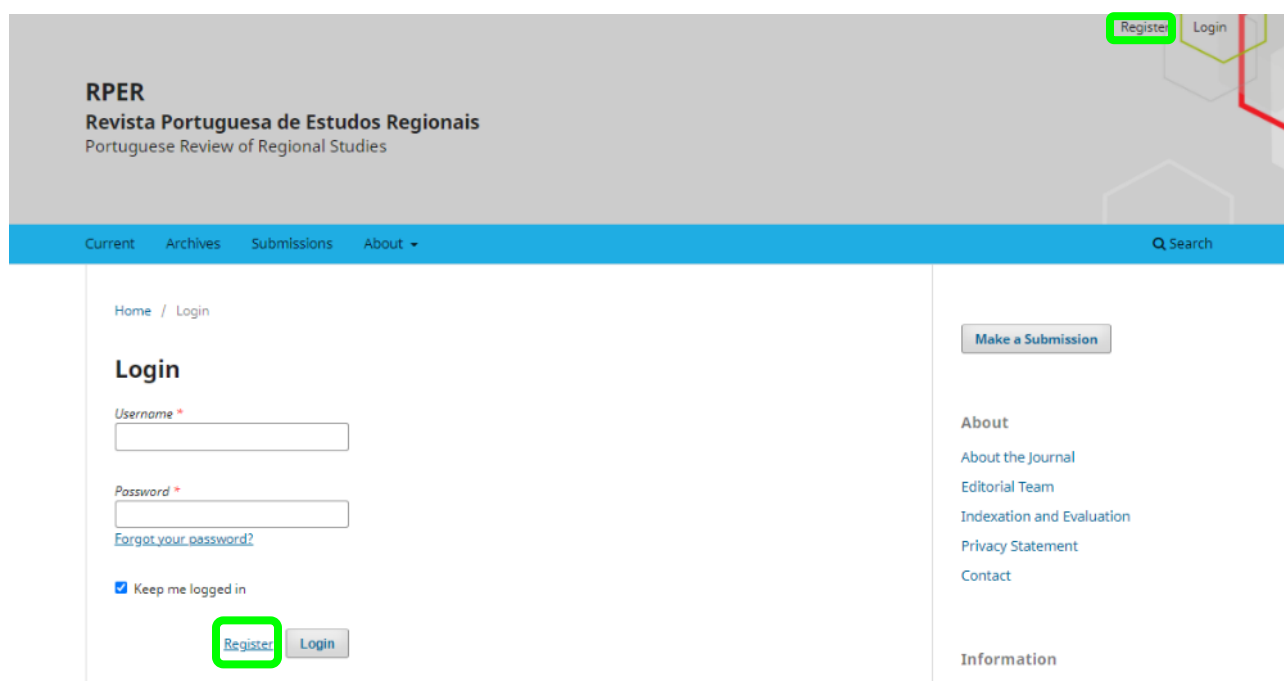
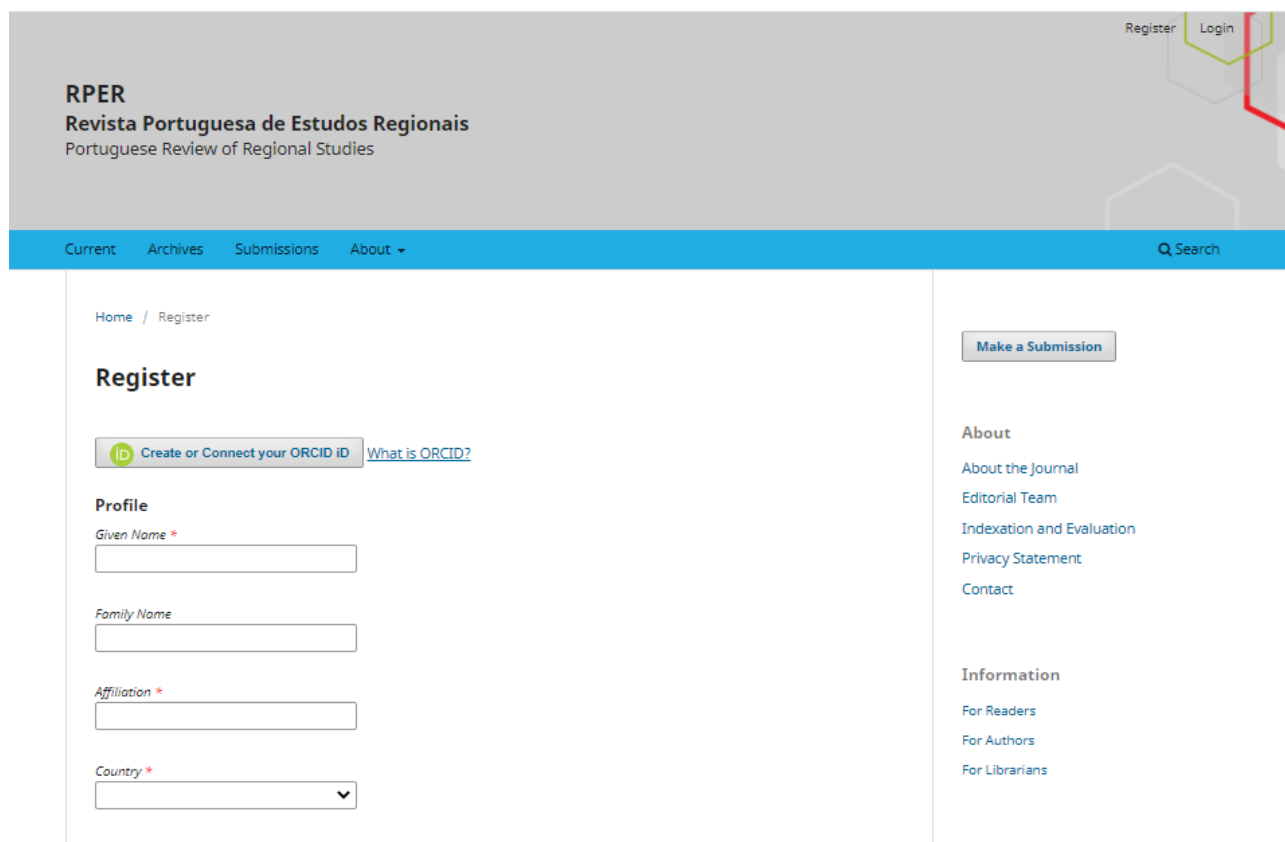


Figure 1: Login Page

Since you are not a user yet, you need to follow one of the Register links (marked in green) on this page. Clicking this link gets you to the **REGISTRATION PAGE** (see Fig. 2 and Fig. 3).

## The Registration Page

Open Journal Systems (OJS) uses site level registration. This means that your username and password identifies you for all the journals hosted by the respective installation of OJS. You don't have to register for each journal separately.



The screenshot shows the registration page for RPER (Revista Portuguesa de Estudos Regionais). The page header includes the journal title and navigation links for 'Current', 'Archives', 'Submissions', and 'About'. A search bar is located in the top right. The main content area is titled 'Register' and features a form with the following elements:

- A button labeled 'Create or Connect your ORCID iD' with a link to 'What is ORCID?'.
- A 'Profile' section with four required fields: 'Given Name \*', 'Family Name', 'Affiliation \*', and 'Country \*' (a dropdown menu).
- A 'Make a Submission' button on the right side.
- A sidebar on the right with 'About' and 'Information' sections, each containing several links.

Figure 2: Registration Page (top part)

To register with OJS, fill in the form on the registration page or use the box "Create or Connect your ORCID ID". Required fields are marked by \*. "Username" and "Email" (page 3) must be unique for the site. If you have already registered to the site with this "Username" or "Email", your registration will be rejected and you will be asked to log in with the already existing credentials. Please note that your password is stored only in encrypted form. Therefore, there is no way (for you or for the site administrator) to retrieve the clear-text version of your password. If you forget your password, you can only request OJS to reset it (generate a new password) by clicking the link "**Forgot your Password?**" on the Login Page.

The screenshot shows the bottom part of a registration page. On the left, there is a 'Login' section with four input fields: 'Email \*', 'Username \*', 'Password \*', and 'Repeat password \*'. Below these fields are three checkboxes with labels: 'Yes, I agree to have my data collected and stored according to the [privacy statement](#).', 'Yes, I would like to be notified of new publications and announcements.', and 'Yes, I would like to be contacted with requests to review submissions to this journal.' At the bottom left of this section are two buttons: 'Register' and 'Login'. On the right side, there is a 'Language' section with two options: 'Português (Portugal)' and 'English'.

**Figure 3: Registration Page (bottom part)**

At the bottom of the registration page (see Fig. 3) you find a checkbox for the reviewer role. Check this option if you are willing to act as a reviewer for RPER.

When you filled in the registration form properly and clicked “**Register**”, OJS logs you in and offers you three options. You can

1. **Make a new submission** (submit a new paper for RPER)
2. **Edit my profile** (edit the profile that you just created)
3. **Continue Browsing** (read papers and issues on the RPER homepage)

The easiest way to submit a paper to RPER is to click on “**Make a New Submission**” and to follow the step-by-step instructions.

The screenshot shows the page after registration. At the top, there is a breadcrumb trail: 'Home / Registration complete'. Below this, there is a message: 'Thanks for registering! What would you like to do next?'. Underneath the message are three bullet points, each with a blue link: '• [Make a New Submission](#)', '• [Edit My Profile](#)', and '• [Continue Browsing](#)'.

**Figure 4: After registration**

In the old version of OJS, new users were registered only as “Reader” by default. Users who registered under the old version of OJS or were registered as “Reviewers” may not be able to submit a paper. If such a user wants to submit a paper, she needs to register as an “Author” as described in the section below.

## Register as Author

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If you are registered with RPER, but not as “Author”, you need to log in, and update your profile.

Depending on the roles you have, you may or may not get to your personal dashboard after you log in (see Fig. 5). In any case, on the top right-hand side of the page you will find your “username” (“fwir!” in Fig. 5). Move the cursor over this button and then click on “View Profile” to get to the **EDIT PROFILE PAGE** (see Fig. 6).

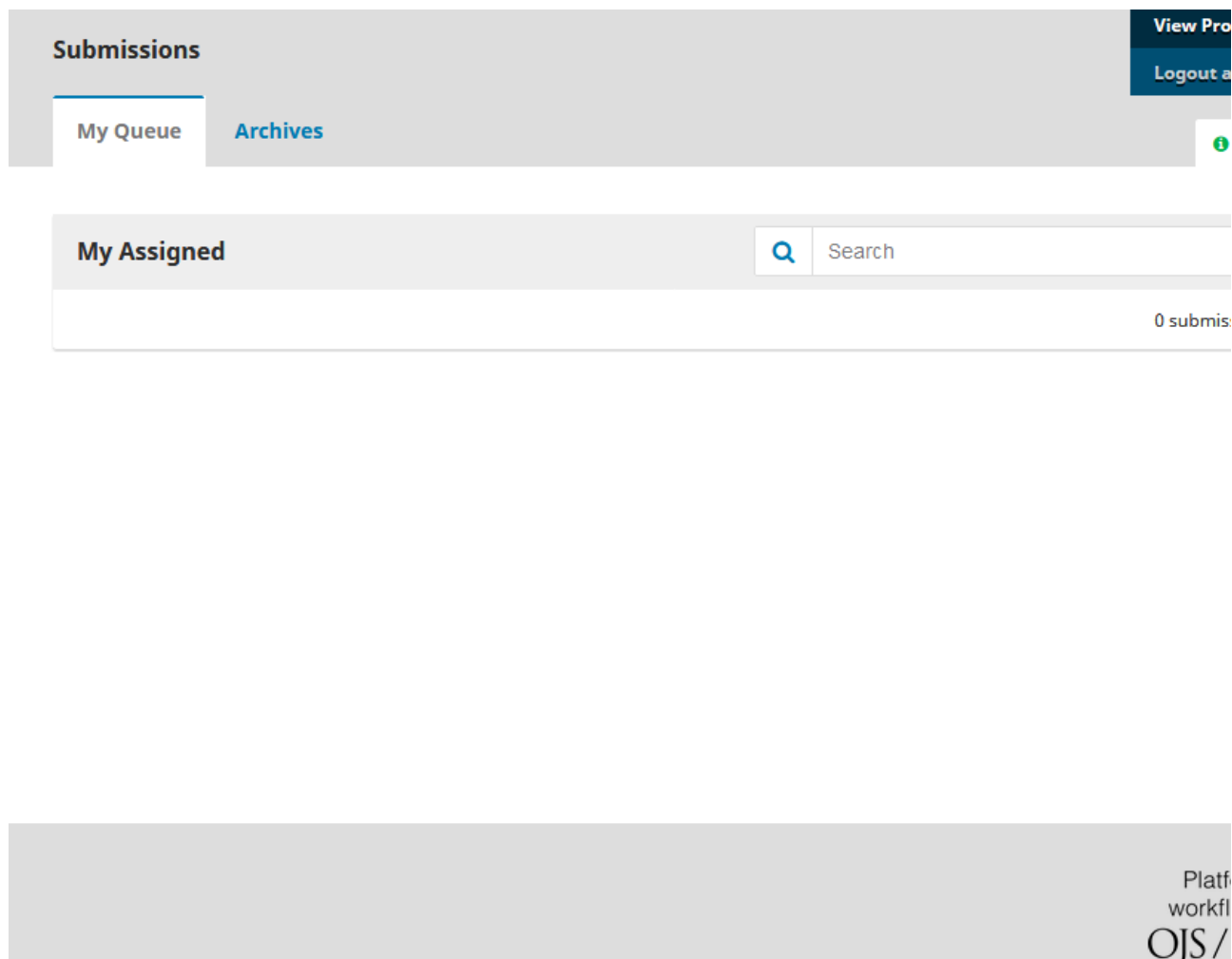


Figure 5: User Home

## The Edit Profile Page

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The Edit Profile Page has seven tabs and allows you to adjust your profile. We will not discuss all the options, only the steps necessary for registration as “author”.

Activate the tab named “Roles” (see the red arrow in Fig. 6). The “Roles” tab is displayed in Fig. 7. Make sure that the option “Author” is checked (red arrow), click the “Save” button and you are ready to submit your new paper to RPER.

## Start your Paper Submission

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The submission process is described in detail in “How to Submit a Paper to RPER”. On Fig. 7, starting a submission is easy: Click the link “Submissions” (green arrow) and then “New Submission” (Figure 8, green arrow).

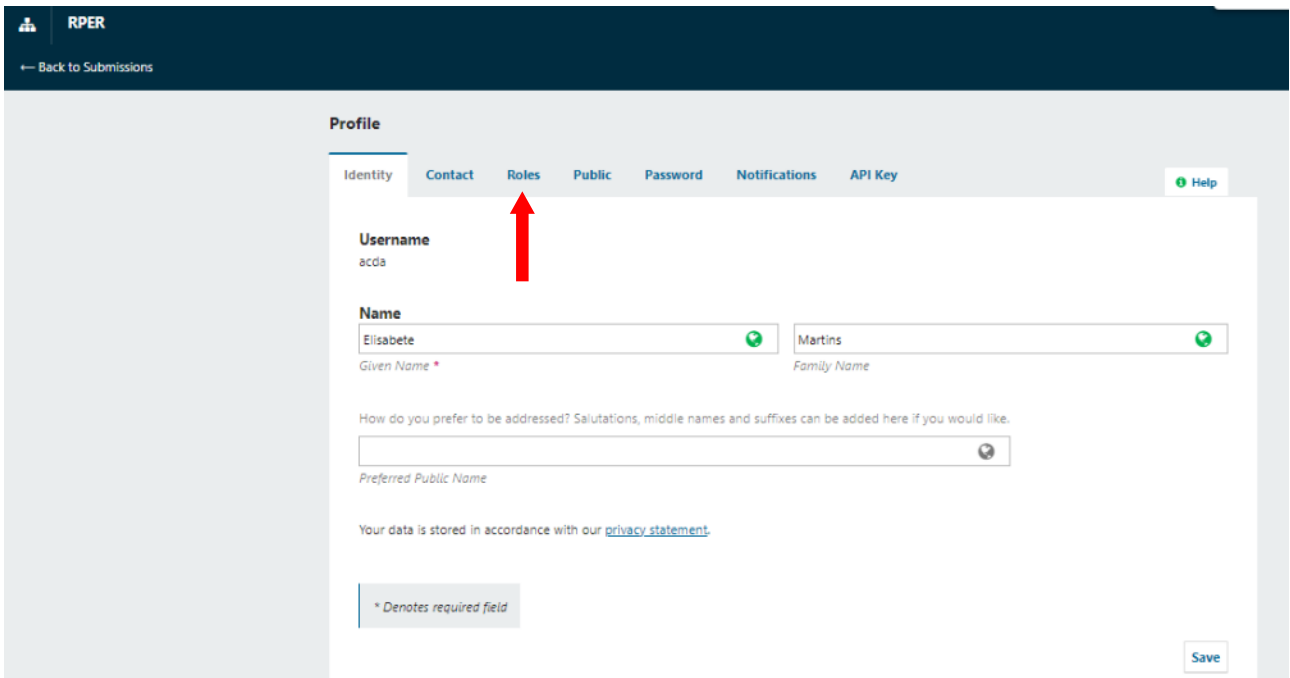


Figure 6: Edit Profile Page

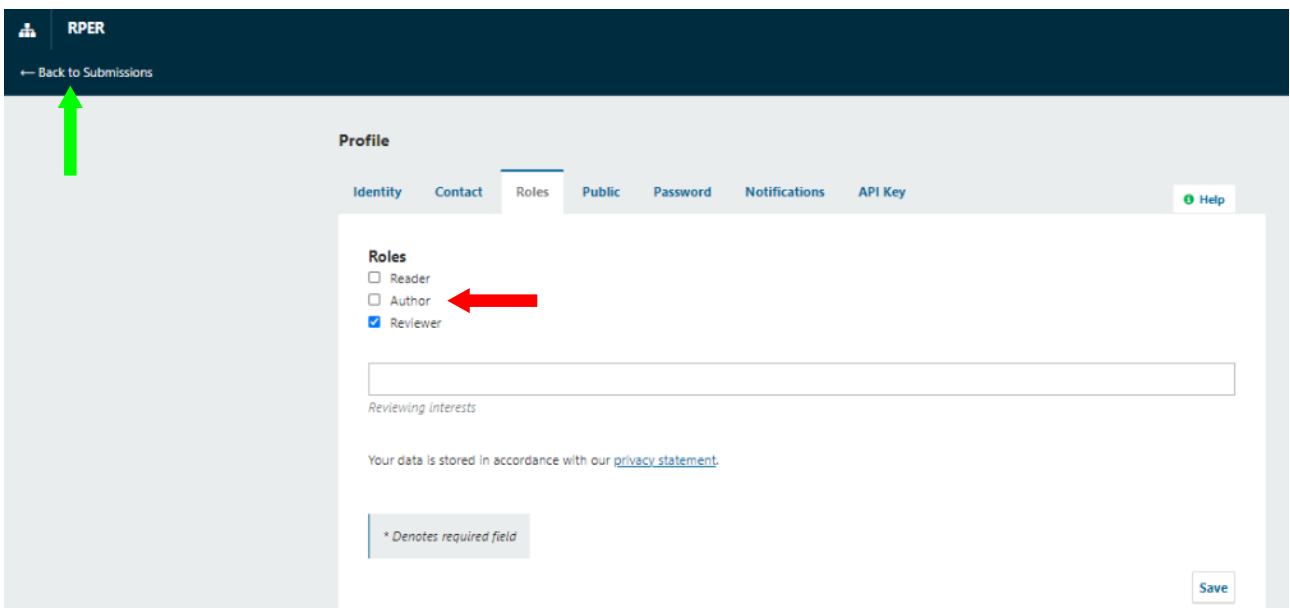


Figure 7: Edit Profile – Roles

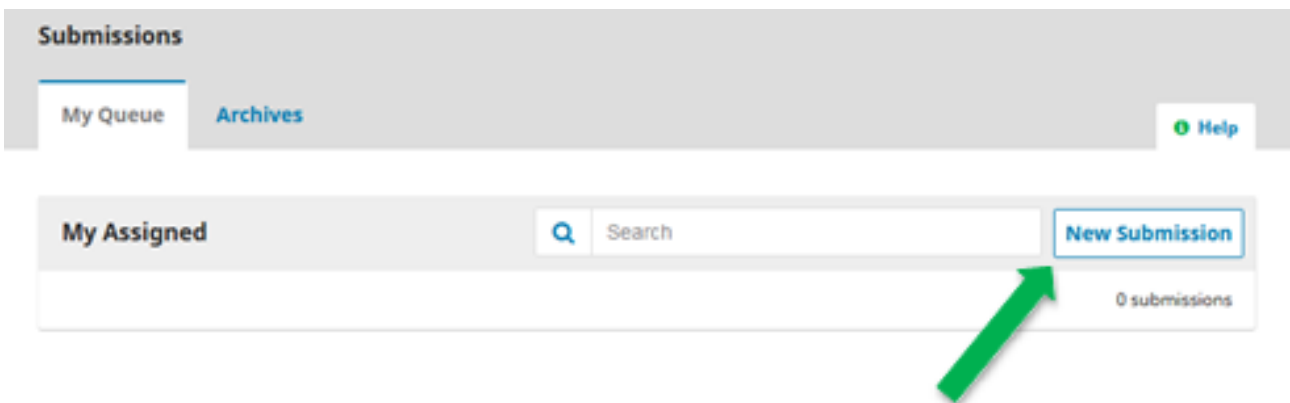


Figure 8: Start a new Submission