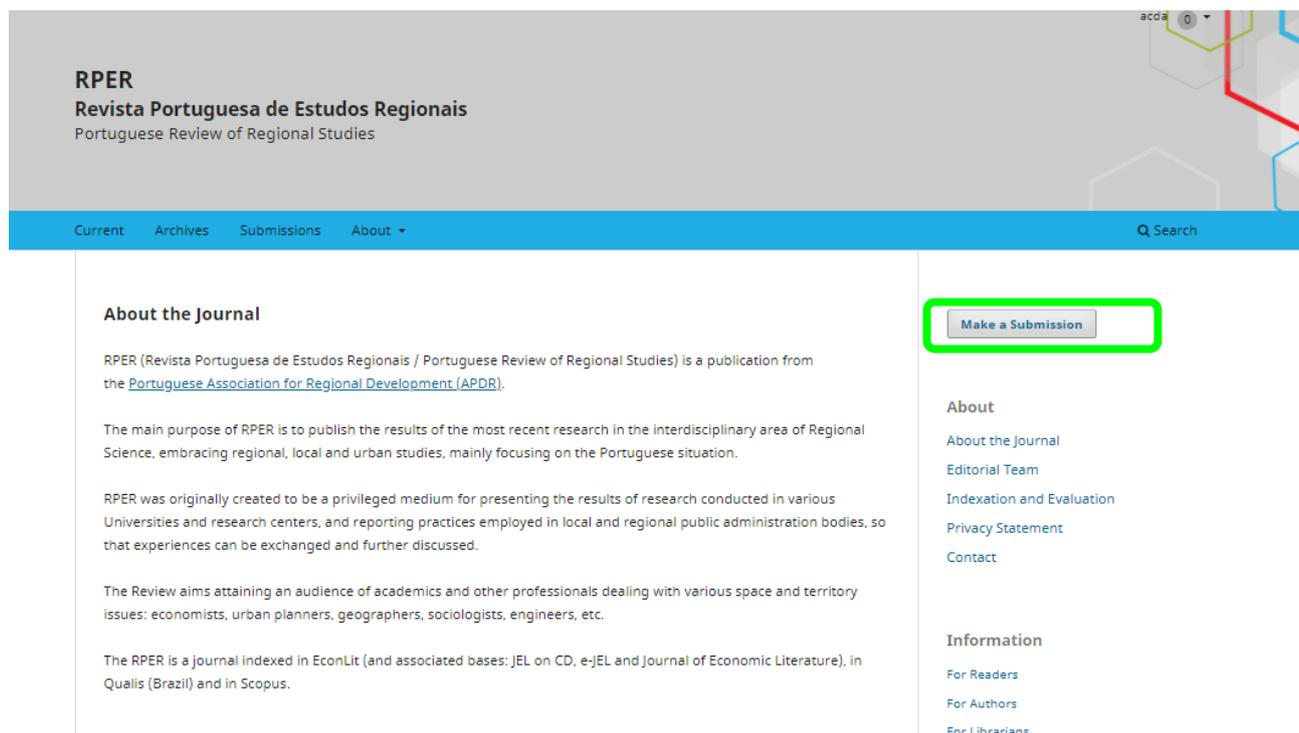# How to submit a paper to RPER in OJS3

This document provides step-by-step instructions on how to submit an article to RPER. Before you can submit an article to RPER you need to be registered as an author to our implementation of OJS (Open Journal Systems). If you need help with this preliminary step, see the document "How to register with RPER as an author".
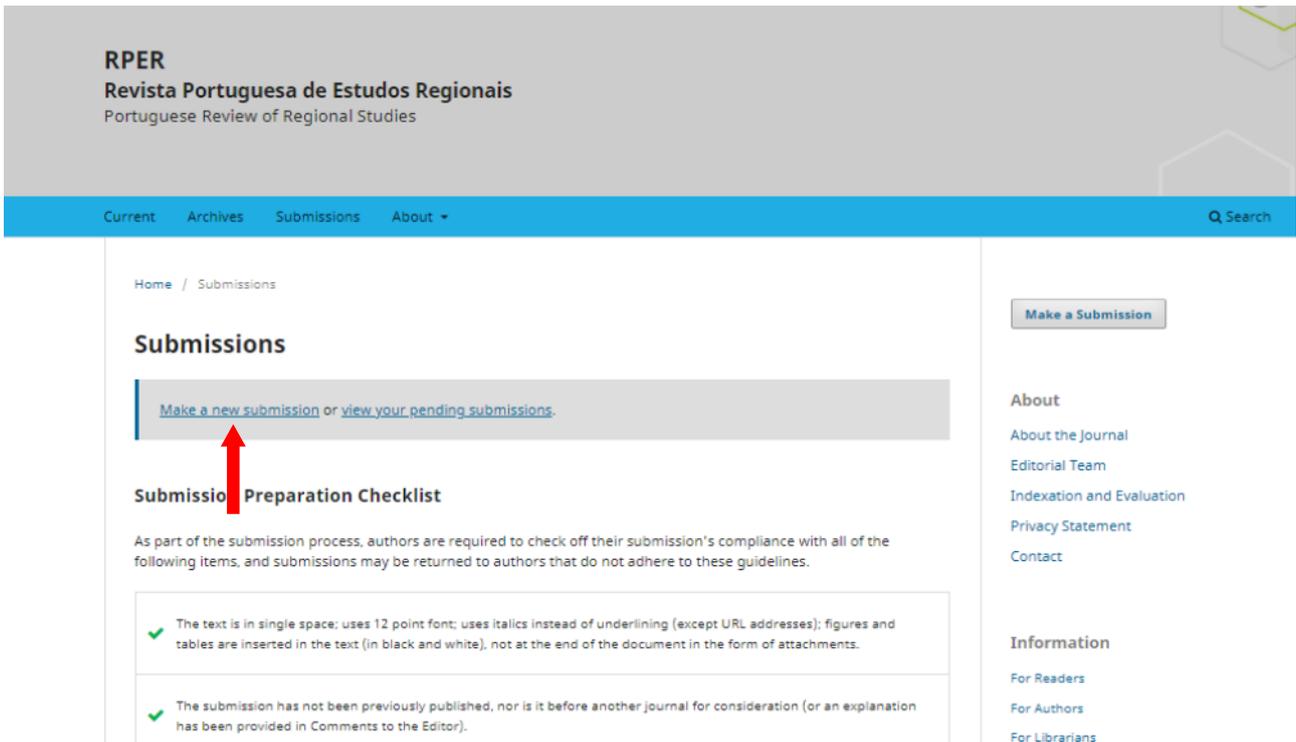
Start your submission

To start your submission, go to the RPER homepage (https://www.review-rper.com) and click the "Make a Submission" button (marked in green).


This gets you to a page with instructions and a direct link to the "**online submission system**" of RPER. Click this link to get to OJS.

Since you are not yet authenticated to OJS (unless from an earlier login), you are requested to login. Click the "Login" link and enter your credentials.

When your login is successful, you will see the "Submission Dashboard" of OJS. This is the starting point of your paper submission. Click "**New Submission**". If you do have any earlier submissions, they are listed here.
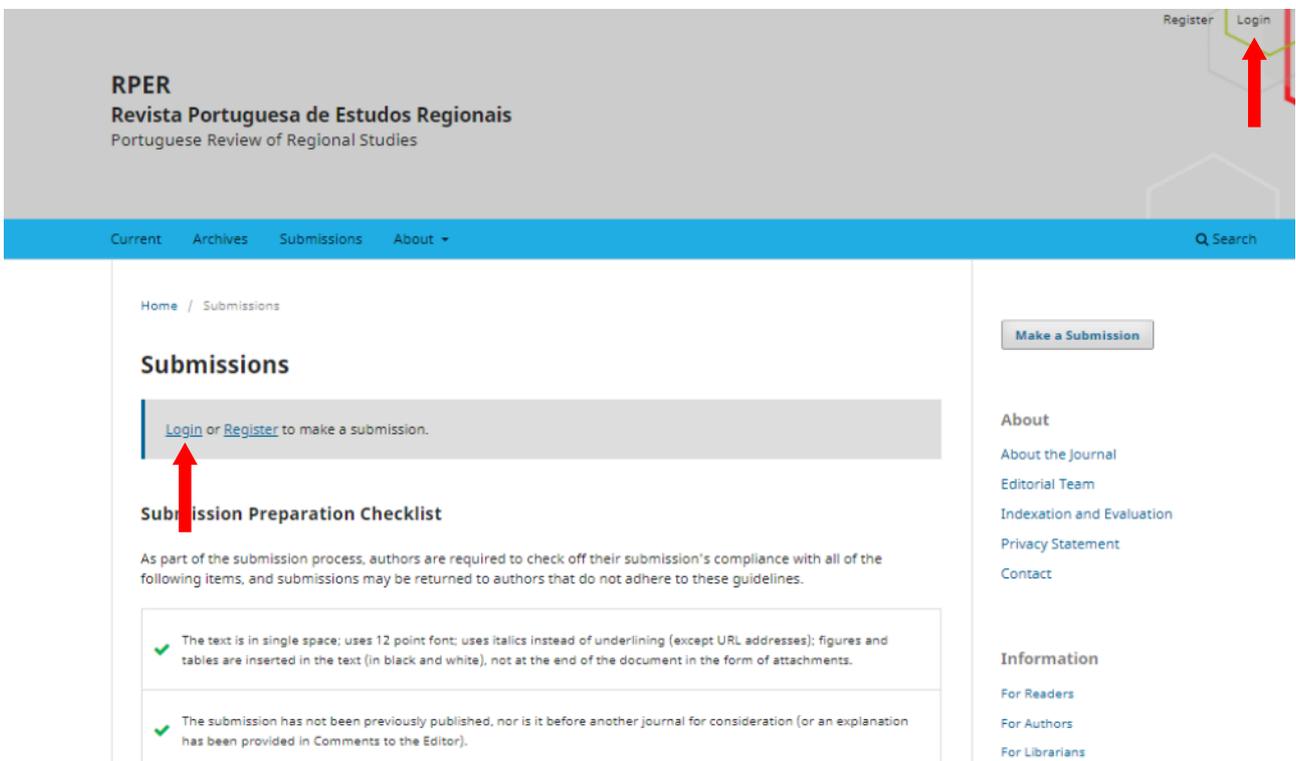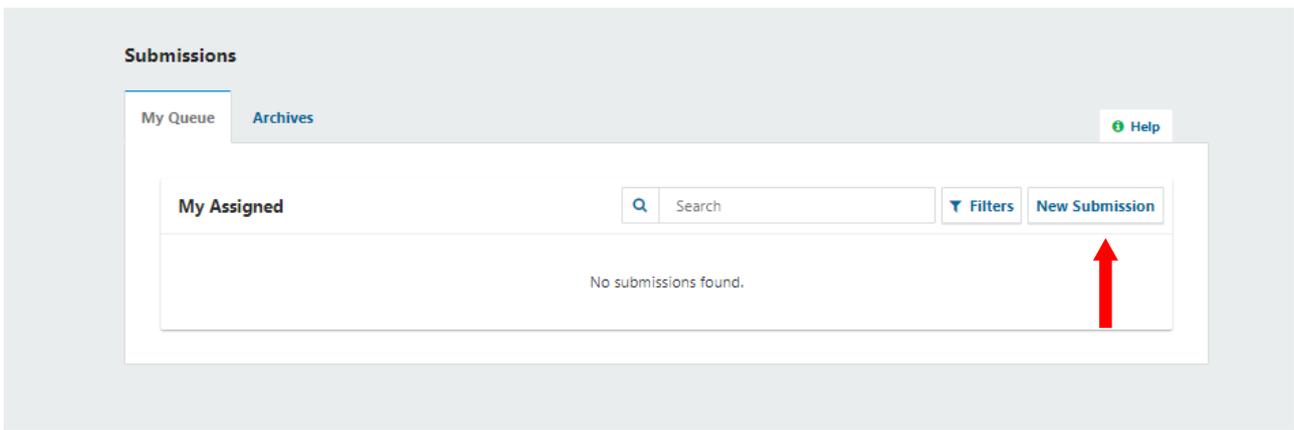
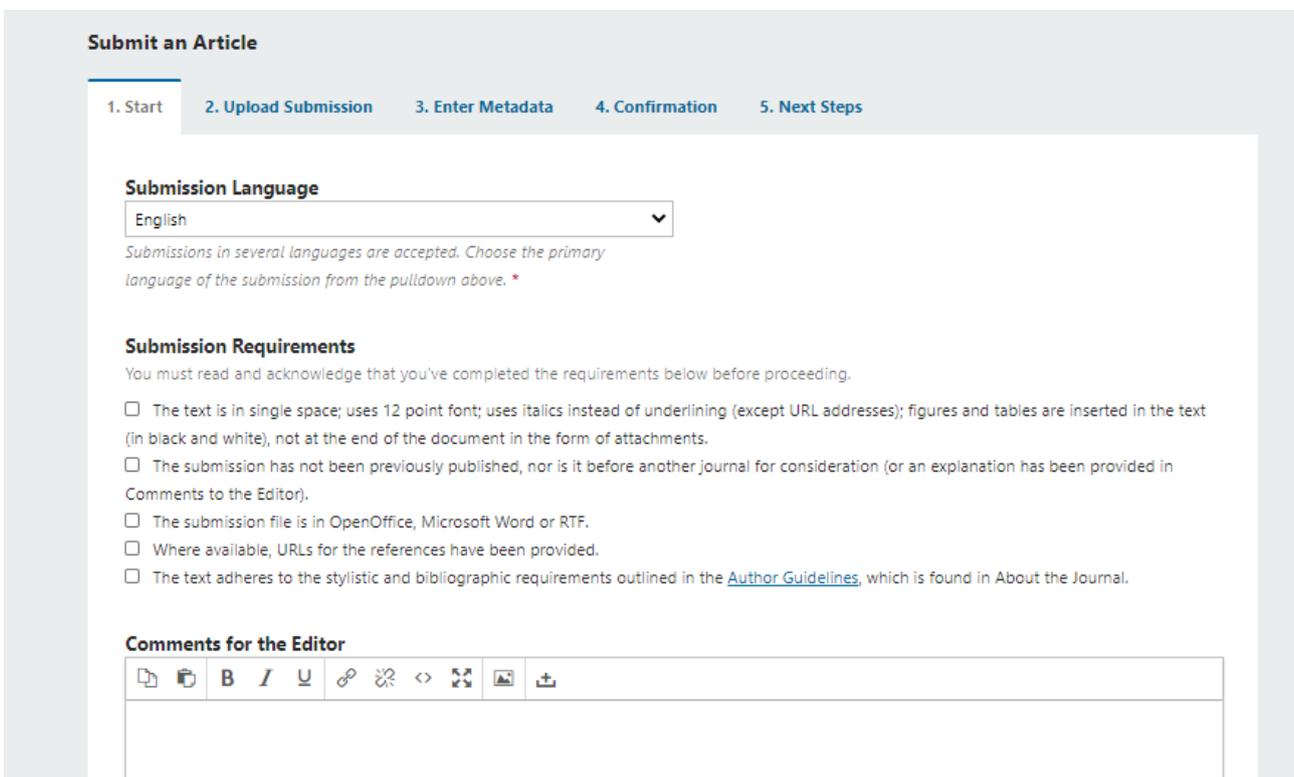## The five step submission process

By clicking "**New Submission"**, you enter a five-step process. OJS guides you through it step-by-step.

Step 1: Start

The process starts with a set of fundamental questions. Before you can upload your paper, you need to

1. Submission Language
2. Submission Requirements
3. Acknowledge the submission requirements.

You may also add some comments to the editor at this step. When you are finished, click "**Save and continue**" to proceed to the second step.

Step 2: Upload your Submission

At this step you can upload the files of your submission. This may be just one file or a whole range of files.

In order to support the editors in their job, you need to categorize the documents you upload by selecting the respective type. **The "Article text" must be anonymous (do NOT add any information about the authors, acknowledgements, funding, etc.).**

When you are done uploading the document(s) and back at the "Upload Submission" tab, click "**Save and continue**" to proceed to the third step of the submission process.

Step 3: Enter Metadata

In the third step you enter so-called "Metadata", i.e., information about your submission. The most important metadata is title, abstract, Subjects (JEL classifications) and Keywords of your submission.

In the lower part of this form you should add all your co-authors. Just click "**Add Contributor**" to get to the respective form. If there are no co-authors to add, click "**Save and continue**".

Add a contributor

To add one or more contributors, click "**Add Contributor**" in the form and fill in the personal data of your contributors. Add them one after the other.

For every co-author, click "**Save**" to store the information and to jump back to the "**Enter Metadata**" tab of the submission process.

Additional refinements

At Additional refinements, please add the Subjects (JEL classifications), minimum of 2 and Keywords, minimum of 2.

When done with adding all data, click "Save and continue" to move on to step 4 of the submission process.

Step 4: Confirmation

In step 4 of the submission process you confirm your submission and hand it over to the editor. You may go back to review and adjust any of the information you have entered. When you click "**Finish Submission**" you close the submission process and – after a final confirmation – hand over your submission to the editor.

Step 5: Next Steps

Step 5 of the submission process just acknowledges your submission. The form offers you three options you may want to take at this step.