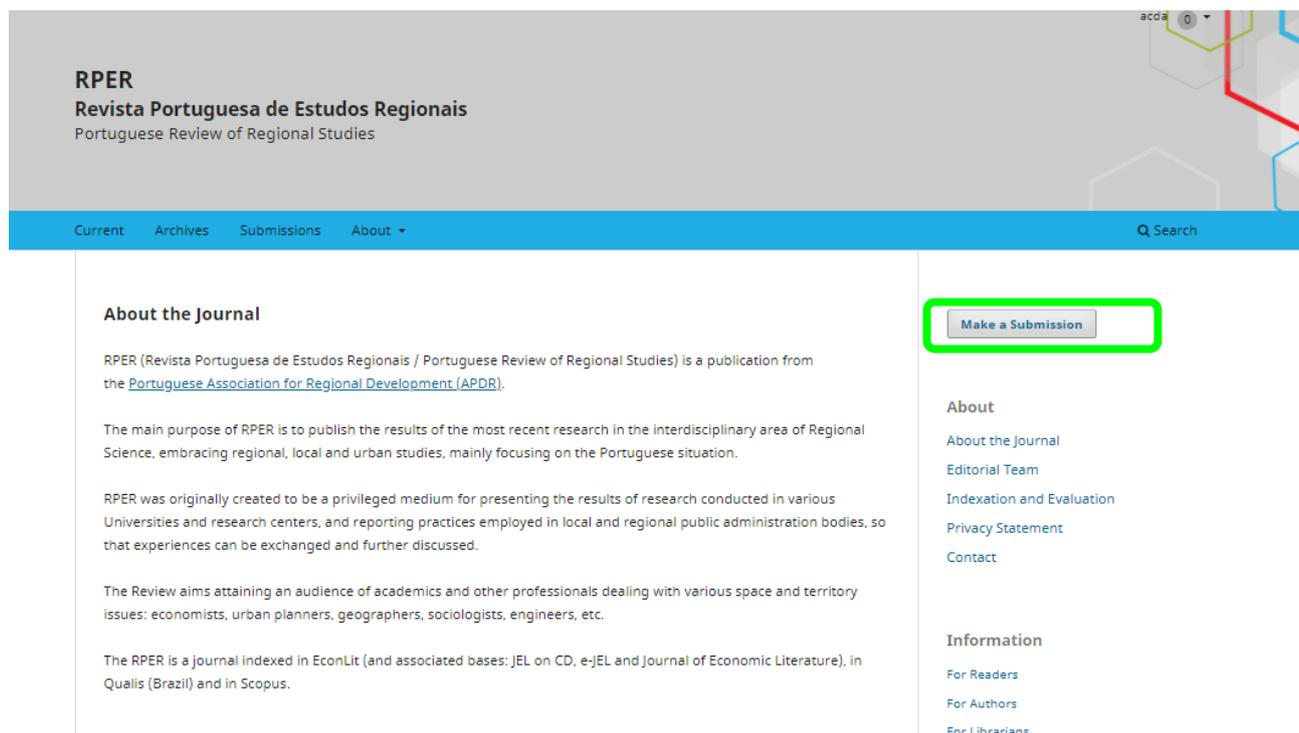


How to submit a paper to RPER in OJS3

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”.

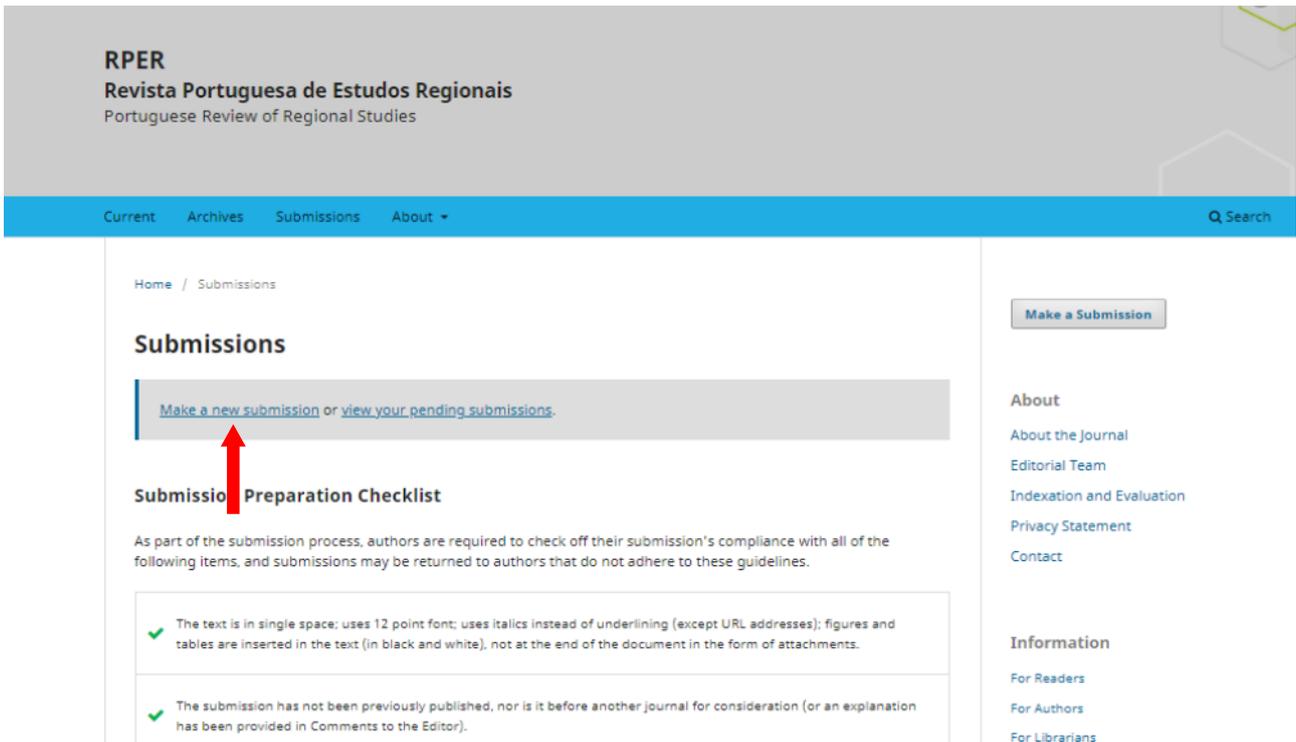
Start your submission

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



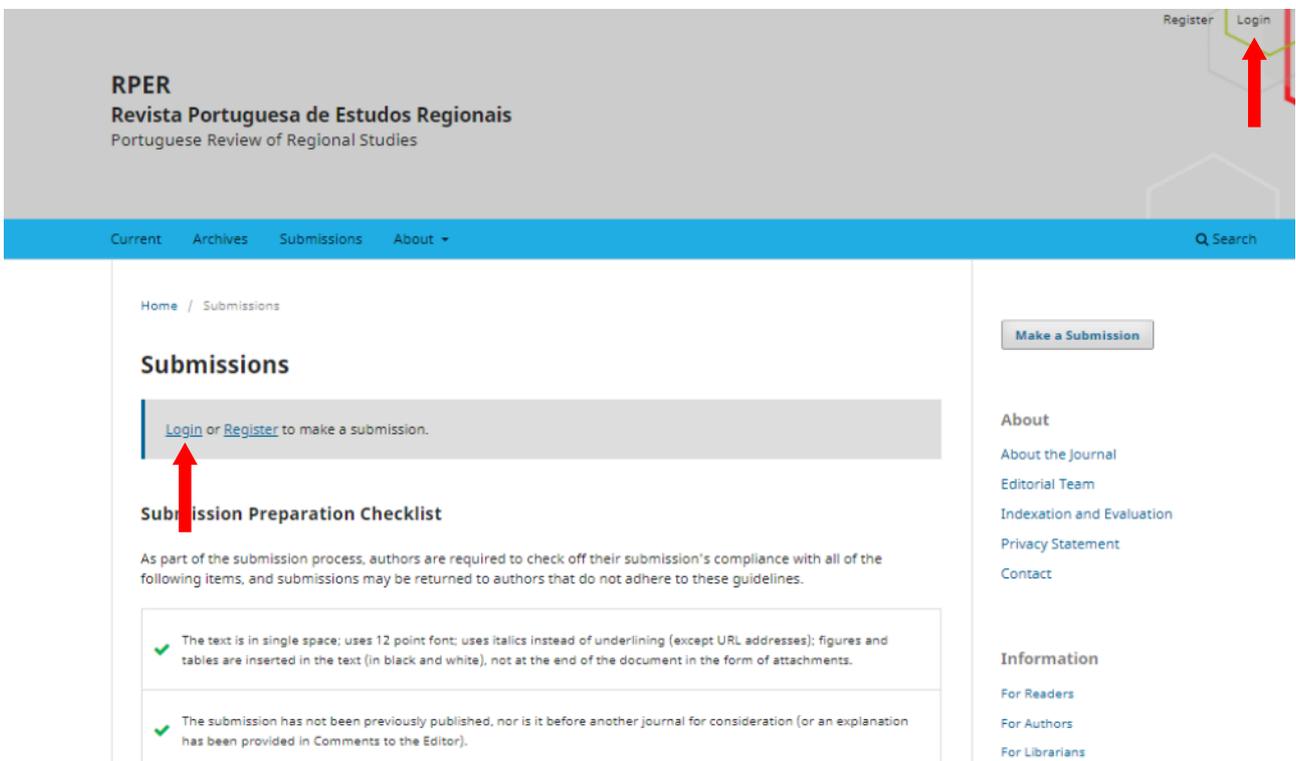
The screenshot shows the RPER website homepage. The header includes the journal title "RPER Revista Portuguesa de Estudos Regionais" and a navigation menu with "Current", "Archives", "Submissions", and "About". A search bar is located in the top right. The main content area features an "About the Journal" section with descriptive text. On the right side, a "Make a Submission" button is highlighted with a green border. Below this button is a list of links under the heading "About", including "About the Journal", "Editorial Team", "Indexation and Evaluation", "Privacy Statement", and "Contact". Further down, there is an "Information" section with links for "For Readers", "For Authors", and "For Librarians".

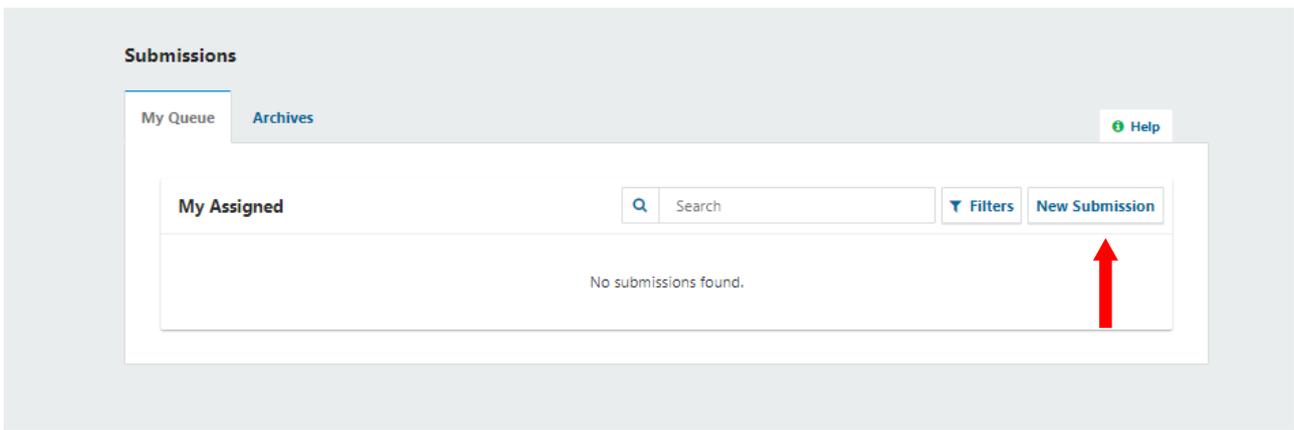
This gets you to a page with instructions and a direct link to the “**online submission system**” of RPER. Click this link to get to OJS.



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

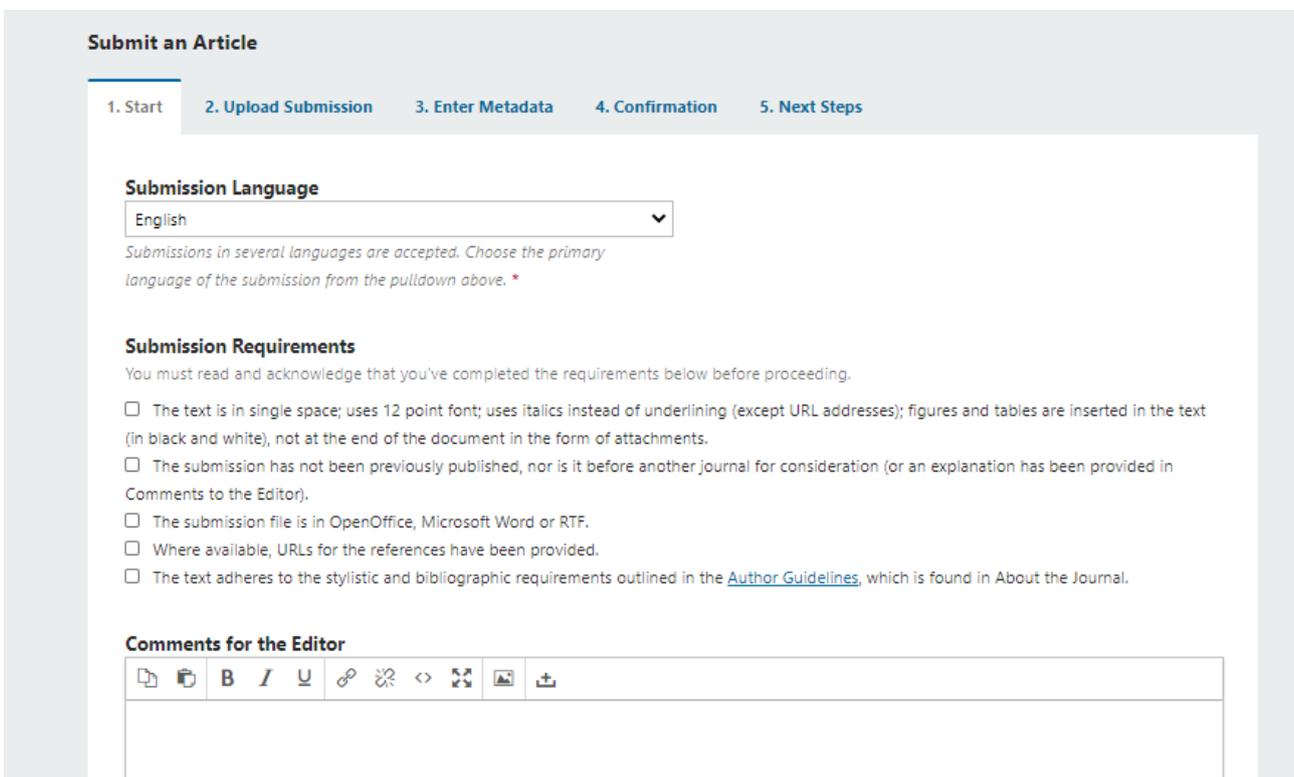
By clicking “**New Submission**”, you enter a five-step process. OJS guides you through it step-by-step.

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.



Acknowledge the copyright statement

RPER is an open journal, and uses the standard Creative Commons license.

Copyright

We want authors to retain the maximum control over their work consistent with the first goal. For this reason, authors who publish in RPER will release their articles under the [Creative Commons Attribution-NonCommercial](#) license. This license allows anyone to copy and distribute the article for non-commercial purposes provided that appropriate attribution is given to RPER and the authors. For details of the rights authors grant users of their work, see the ["human-readable summary" of the license](#), with a link to the full license. (Note that "you" refers to a user, not an author, in the summary).

Upon submission, the authors agree that the following three items are true:

- 1) The manuscript named above: a) represents valid work and neither it nor any other that I have written with substantially similar content has been published before in any form except as a preprint, b) is not concurrently submitted to another publication, and c) does not infringe anyone's copyright. The Author(s) holds APDR, RPER, and the Editors of RPER harmless against all copyright claims. d) I have, or a coauthor has, had sufficient access to the data to verify the manuscript's scientific integrity.
- 2) If asked, I will provide or fully cooperate in providing the data on which the manuscript is based so the editors or their assignees can examine it (where possible).
- 3) For papers with more than one author, I as the submitter have the permission of the coauthors to submit this work, and all authors agree that the corresponding author will be the main correspondent with the editorial office, and review the edited manuscript and proof. If there is only one author, I will be the corresponding author and agree to handle these responsibilities.

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

Yes, I agree to have my data collected and stored according to the [privacy statement](#).



[Save and continue](#) [Cancel](#)

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.

Submit an Article

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

Files

[Add File](#)

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)



[Save and continue](#) [Cancel](#)

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.

Add Contributor

Name

First Name * Middle Name Last Name *

Contact

Email *

Country

Country *

User Details

Suffix

URL ORCID ID

Bio Statement (e.g., department and rank) Powered by TinyMCE

Contributor's role *
 Author
 Translator

Principal contact for editorial correspondence.
 Include this contributor in browse lists?

* Denotes required field

Save **Cancel**

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.

Additional Refinements

Subjects
 Add additional information for your submission. Press 'enter' after each term.

Português (Portugal)

Keywords
 Add additional information for your submission. Press 'enter' after each term.

Português (Portugal)

Save and continue **Cancel**

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.

Submit an Article

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

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".



Submit an Article

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

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Confirm ×

Are you sure you wish to submit this article to the journal?



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.

Submit an Article

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

Submission complete

Thank you for your interest in publishing with RPER.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)