

## Open Journal Systems (OJS) Instructions for Authors

### Orientation

When logged in to OJS as an author, you will see two panels: My Assigned and My Authored. If you have never submitted to this journal, both panels will be empty.

### Make a submission

To the right of your screen, choose New Submission to begin a new submission.

Making a new submission is an easy-to-follow 5-step process. Follow along with the on-screen instructions to complete the process.

#### 1. Start

Select an appropriate section for your submission.

Read and agree to all the Submission Requirements.

Add any comments to the editor (optional).

Review the Privacy Statement to ensure you agree.

#### 2. Upload Submission

The first version of your paper needs to be anonymous. Delete your name, affiliation and contact details from the file to be uploaded.

Upload your submission files.

Upload File: Each file needs to be assigned as a particular component (article or review).

You'll upload each of your files one at a time.

#### 3. Add Details

Use the Edit link to rename the default file name chosen by the system. Delete your name from the default file name.

Confirm: Use Add Another File link to upload the Copyright Agreement. Download the Copyright Agreement document from the journal copyright page <http://webbut.unitbv.ro/index.php/Bulletin/Copyright>. Complete the agreement with your detail and sign it before uploading.

Complete.

Select Save and Continue to move to the next step.

#### 4. Enter Metadata

Add your submission details, such as title and abstract.

You can add additional authors by using the Add Contributors link.

Add three to five keywords for your submission.

#### 5. Confirmation

Take a moment to confirm the details you've entered. At this point, you can jump back to any of the previous steps to change the details you've entered.

### Track your Submission

When your submission is under consideration, you can keep an eye on it's status by logging into the website and going to the Submissions page.

Here you'll find your submissions listed with the current stage of the editorial workflow it is in. Click the stage name to interact with that stage.

### Review Stage

During the review stage, you'll see a status update at the top, which will keep you informed as reviewers are recruited, assigned and submit their reviews.

During the review stage, you may be asked to submit revisions which address any concerns raised. If needed, you'll find a Revisions panel where you can upload new files for the editor.