

GUIDE TO MAKING A SUBMISSION

OJS 3

LOGIN

Go to REDIE's OJS portal at <https://redie.uabc.mx/redie> and click on **Login** in the top right-hand corner. Enter your username and password, then click **Login**.

HOME / **Login**

Login

*Username **

*Password **

[Forgot your password?](#)

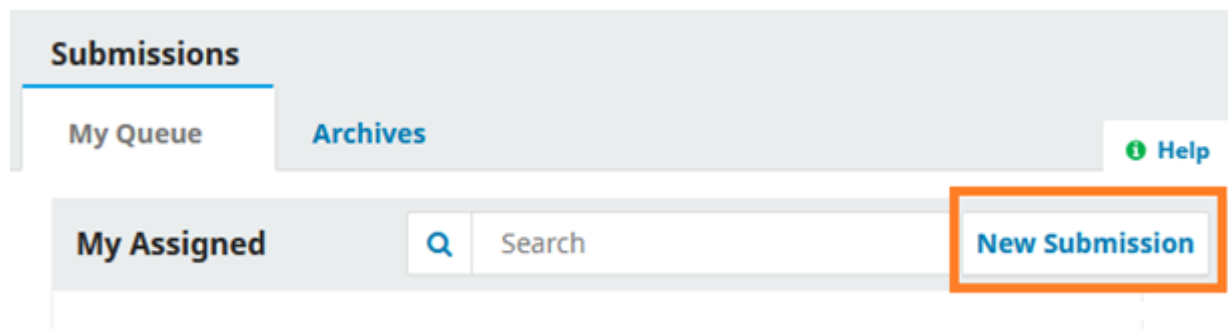
Keep me logged in

[Register](#)

Login

NEW SUBMISSION

To make a new submission, click on the link **New Submission**. This is a 4-step process.



Submissions

My Queue Archives [Help](#)

My Assigned Search **New Submission**

STEP ONE: Start

Select the **submission language** (Spanish or English). Both the title and the body of the article must be provided in the language selected.

- 1) Indicate the appropriate **Section** of the journal for your submission: Article, Review or Interview.

Submit an Article

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

Submission Language

English

*Submissions in several languages are accepted. Choose the primary language of the submission from the pull-down above. **

Section

Articles

*Articles must be submitted to one of the journal's sections. **

- 2) Review the section policy.

Section Policy

Contributions received for possible publication in this section should present original results from high-quality academic work on subjects of interest to the journal. All manuscripts sent to this section undergo a rigorous double-blind peer-review process. For submissions to this section, authors are required to send the following documents through the OJS tool:

1. Title page in a separate file
2. Summary structured in line with the requirements of the Original Articles section
3. Keywords
4. Body of the article structured in line with the requirements of the Original Articles section (for more information on submission requirements in this section, see the [Guidelines for Authors](#))

- 3) Check off the **Submission Requirements** indicating that the manuscript is ready for consideration by the journal. Include in the text box any additional comments you wish to share with the editor and check the boxes to confirm you accept the policy statements.









Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- Authors have read all guidelines, regulations and editorial policies.
- The contribution has not been previously published, nor is under review by any other journal (unless an explanation has been provided in the Comments to the Editor).
- The file submitted is in Microsoft Word format. The manuscript is double-spaced and written in 12-point Arial. Italics have been used instead of underlining (except for URLs). All illustrations, figures and tables have been included in the correct place and not at the end of the document.
- All metadata was provided when the paper was registered and full details have been given for each author, including name, e-mail address, affiliation, ORCID ID, postal address, short CV and, if applicable, Mexican CVU (*curriculum vitae único*).
- The text meets the bibliographic and stylistic requirements listed in the [Guidelines for Authors](#), available in the "About" section.
- For papers subject to peer review:
An abstract of no more than 150 words has been submitted, together with 3 keywords from the UNESCO or ERIC thesauruses. A Spanish translation of the abstract and keywords has also been included.
- URLs and DOIs have been included in references where required. **Note:** You should still check this box even if this does not apply to your references.
- If you are submitting work to a section of the journal that requires peer review, please ensure you have followed the instructions in the [Peer Review Process](#) section.

Text box for additional comments:

Comments for the Editor

		B	<i>I</i>	<u>U</u>						

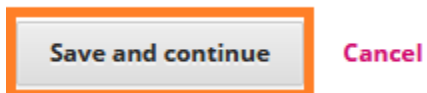
Policy statement check boxes:

- 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

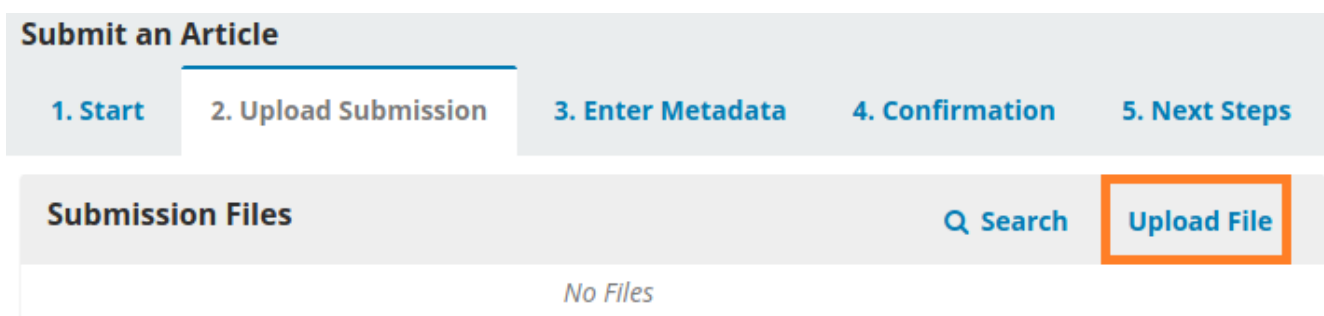
4) Finally, click on **Save and continue** to continue the process.



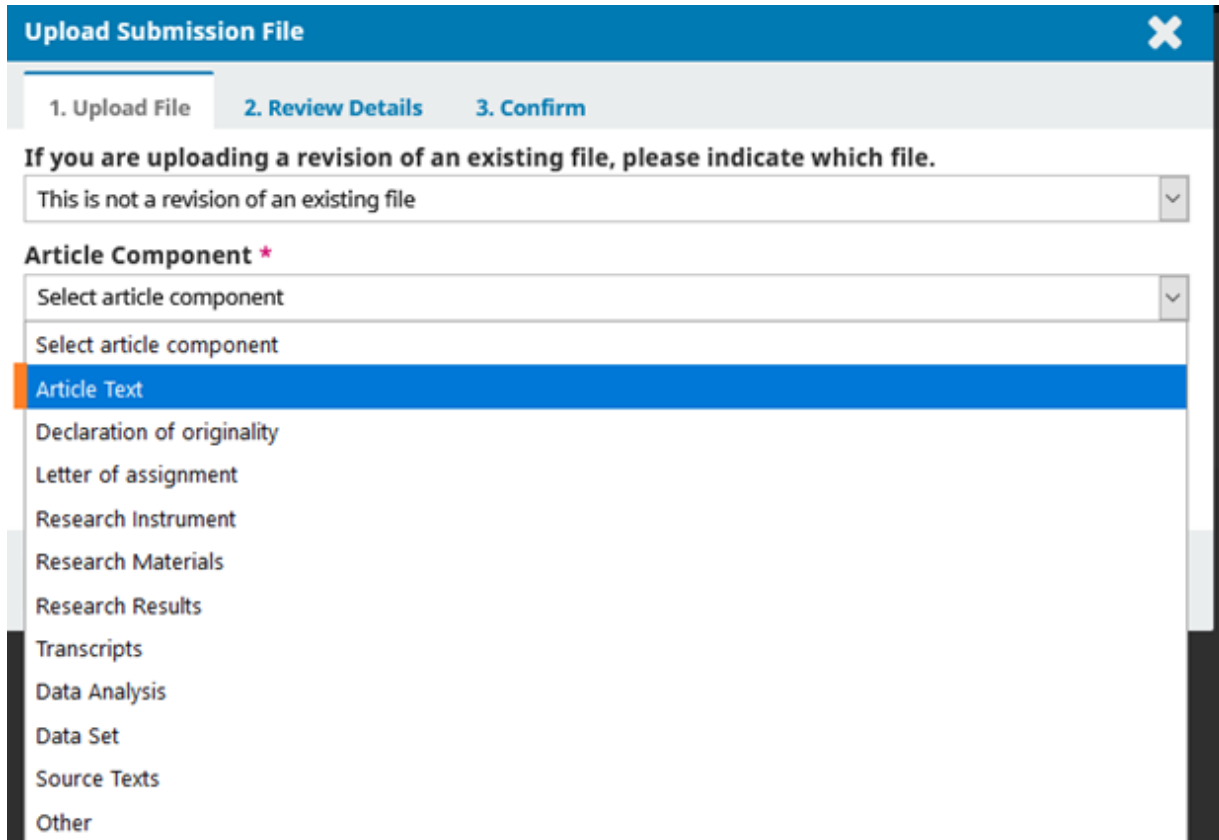
STEP TWO: Upload submission

1) Upload the document in the section **Upload File**, which should be in Word format and prepared for double-blind review.

Note: No information revealing the identity of the authors should be included in the body of the article or in footnotes, in order to ensure anonymous evaluation by the peers conducting the review. After the manuscript has been accepted, identifying information will be included on the cover page.

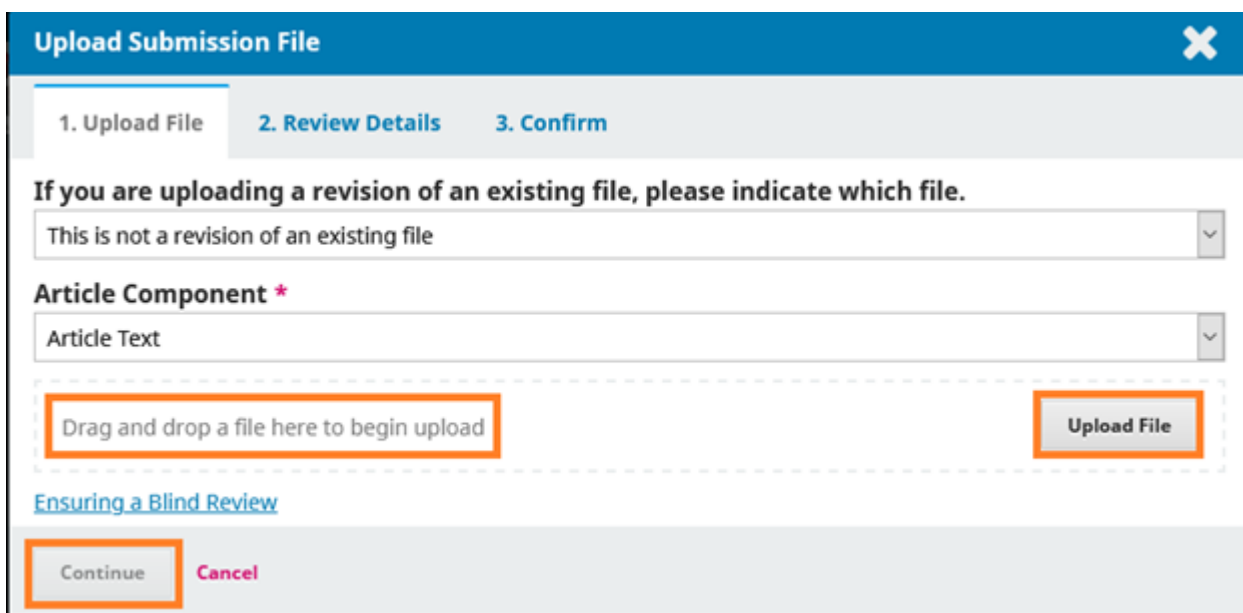


2) Under **Article Component**, select **Article Text**.



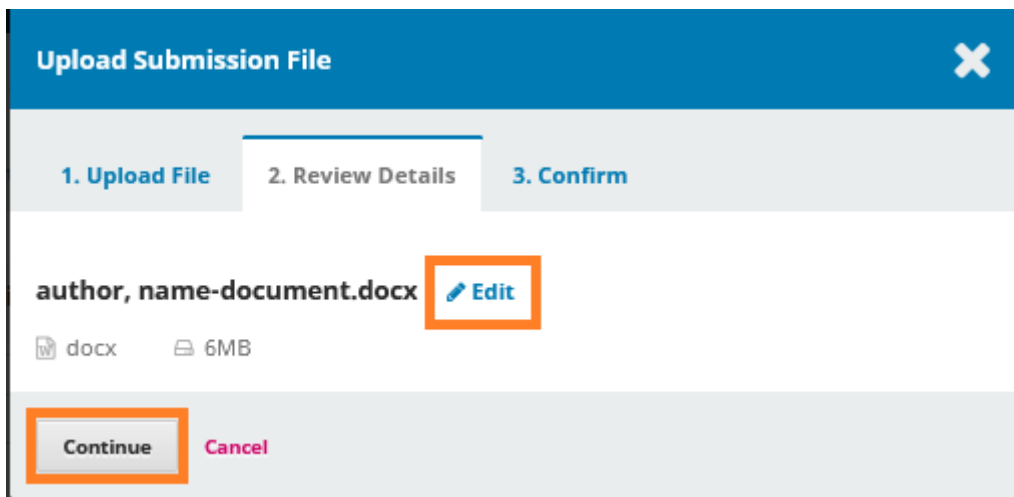
The screenshot shows a dialog box titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File", "2. Review Details", and "3. Confirm". The "1. Upload File" step is currently active. Below the progress indicator, there is a prompt: "If you are uploading a revision of an existing file, please indicate which file." followed by a dropdown menu with the selected option "This is not a revision of an existing file". Below this is a section titled "Article Component *" with a dropdown menu. The dropdown menu is open, showing a list of options: "Select article component", "Select article component", "Article Text" (highlighted in blue), "Declaration of originality", "Letter of assignment", "Research Instrument", "Research Materials", "Research Results", "Transcripts", "Data Analysis", "Data Set", "Source Texts", and "Other".

3) To upload the file, click on **Upload File** or drag the file into the area indicated. Once the document has been uploaded, click on **Continue**.

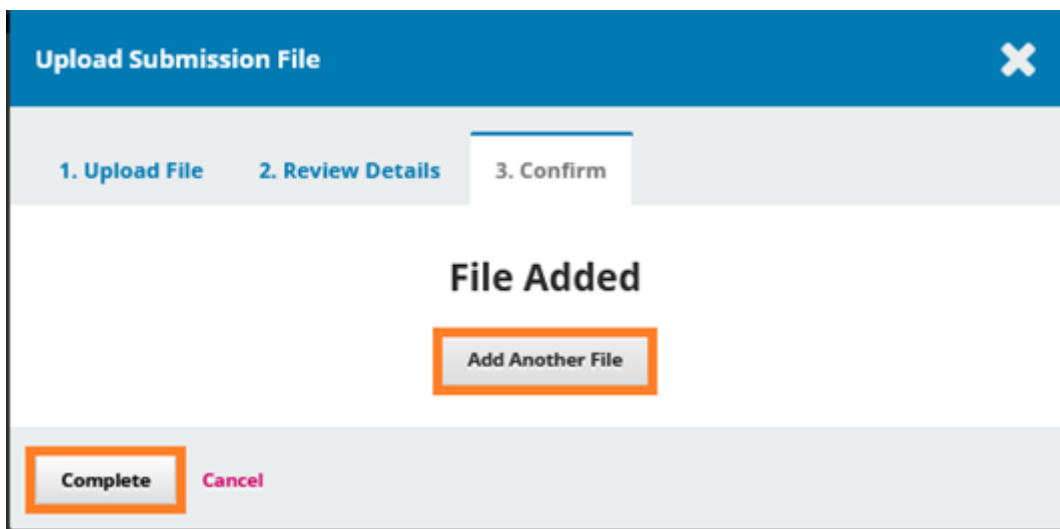


The screenshot shows the same "Upload Submission File" dialog box. The "Article Component" dropdown menu is now closed, and "Article Text" is selected. Below the dropdown menu is a dashed box containing a prompt: "Drag and drop a file here to begin upload" and an "Upload File" button. Below the dashed box is a link: "Ensuring a Blind Review". At the bottom of the dialog box are two buttons: "Continue" and "Cancel".

- 4) The system will ask you to confirm the metadata for the file uploaded. Here you can **edit** the file name if you need to. Then click **Continue**.



- 5) If you need to upload a **complementary file** (*declaration of originality, letter of assignment, author details with a declaration of no conflict of interest, and charts or figures*), select the option **Add Another File**, then click **Complete**.



STEP THREE: Metadata

This part concerns the article's *metadata*. To complete this step, you must:

- 1) Enter the title, abstract, names of contributors, keywords, supporting agencies, and references.

Submit an Article

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

Prefix

Examples: A, The

Title *

This field is required.

Subtitle

Abstract *

This field is required.

List of Contributors [Add Contributor](#)

- 2) To add more than one author, click on **Add Contributor** as many times as necessary and complete the new fields that pop up.

List of Contributors					Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Name author	email@dominio.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

- 3) Once this step is complete, click on **Save and continue** to move to *Step Four* and confirm your submission.

References

Vandevelde, S., Van Keer, H., & Merchie, E. (2017). The challenge of promoting self-regulated learning among primary school children with a low socioeconomic and immigrant background. *Journal of Educational Research*, 110(2), 113-139. <https://doi.org/10.1080/00220671.2014.999363>

Weidman, A. C., Augustine, A. A., Murayama, K., & Elliot, A. J. (2015). Internalizing symptomatology and academic achievement: Bi-directional prospective relations in adolescence. *Journal of Research in Personality*, 58, 106-114.

Save and continue

Cancel

STEP FOUR: Confirm submission

At this point the system will inform you that the article is ready to be submitted to the editor.

- 1) If you do not need to change any information, you can complete your submission by clicking **Finish Submission**.

Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

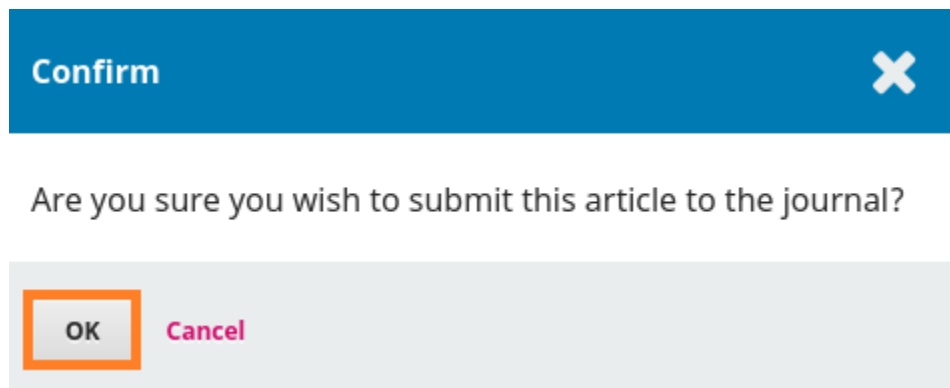
5. Next Steps

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".

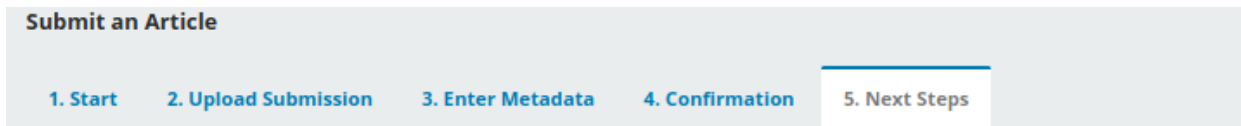
Finish Submission

Cancel

2) The system will open a new window to confirm submission of the article. To complete the submission, click **OK**.



After clicking **OK** you will see a confirmation message, which will also be sent automatically to your e-mail address.



Submission complete

Thank you for your interest in publishing with Revista Electrónica de Investigación Educativa.

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](#)

3) Now you can keep track of the editorial process from the **Submissions** section accessible from the login home page.

The screenshot shows a web interface for the 'Submissions' section. At the top, there is a header bar with the title 'Submissions'. Below this, there are two tabs: 'My Queue' with a notification badge showing the number '1', and 'Archives'. A 'Help' button is located in the top right corner. The main content area is titled 'My Assigned' and includes a search bar with a magnifying glass icon and the text 'Search', and a 'New Submission' button. Below the search bar, there is a table with one row of data. The first column contains the number '4981'. The second column contains the text 'Name author' and 'title article' on two lines. The third column contains a red-outlined button with a circular icon and the text 'Submission'. The fourth column contains a downward-pointing chevron icon.

My Assigned			
4981	Name author title article	Submission	▼