

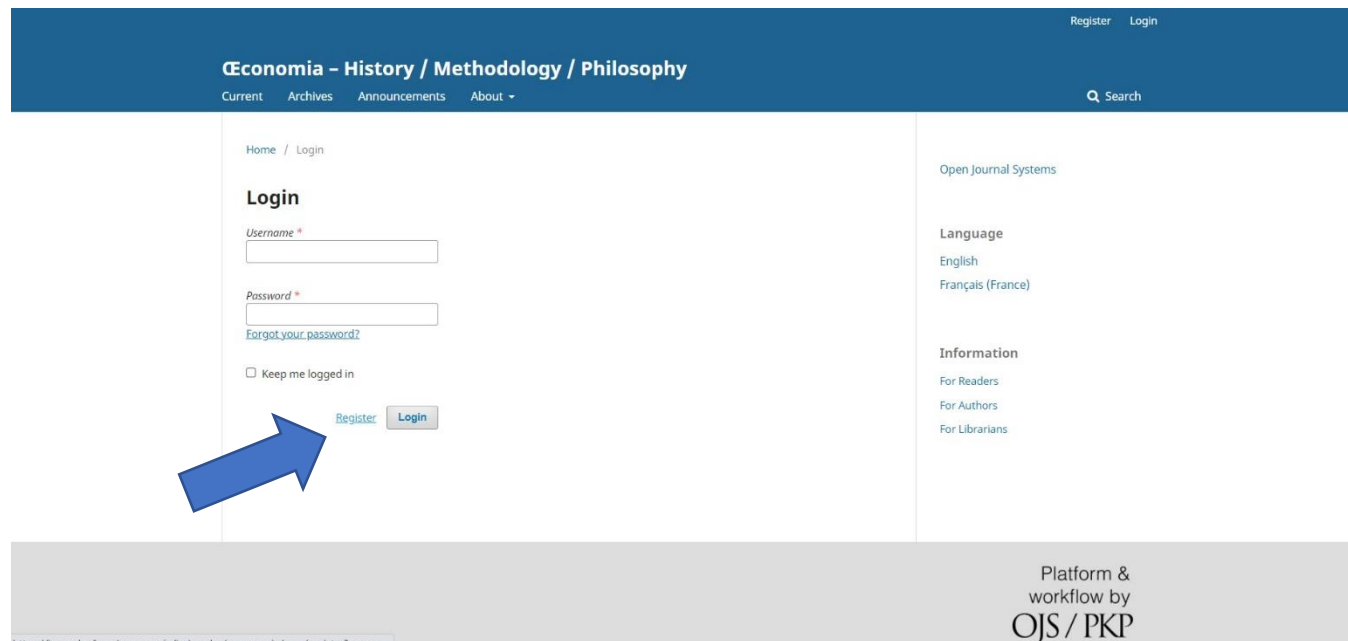
# Œconomia's tutorial for authors

## How to use our online platform

### Step 1 - Register / Login

Go to our submission platform: <https://journals.sfu.ca/oeconomia/index.php/oeconomia/login>

If you are not registered yet, select “Register”:



The screenshot shows the OEconomia website's login page. At the top, there is a dark blue header with the text "Œconomia - History / Methodology / Philosophy" and navigation links for "Current", "Archives", "Announcements", and "About". A search bar is also present. The main content area is divided into two columns. The left column contains a "Login" form with fields for "Username \*" and "Password \*", a "Forgot your password?" link, and a "Keep me logged in" checkbox. Below the form are "Register" and "Login" buttons. A large blue arrow points to the "Register" button. The right column contains links for "Open Journal Systems", "Language" (English and Français (France)), and "Information" (For Readers, For Authors, For Librarians). At the bottom right, it says "Platform & workflow by OJS / PKP".

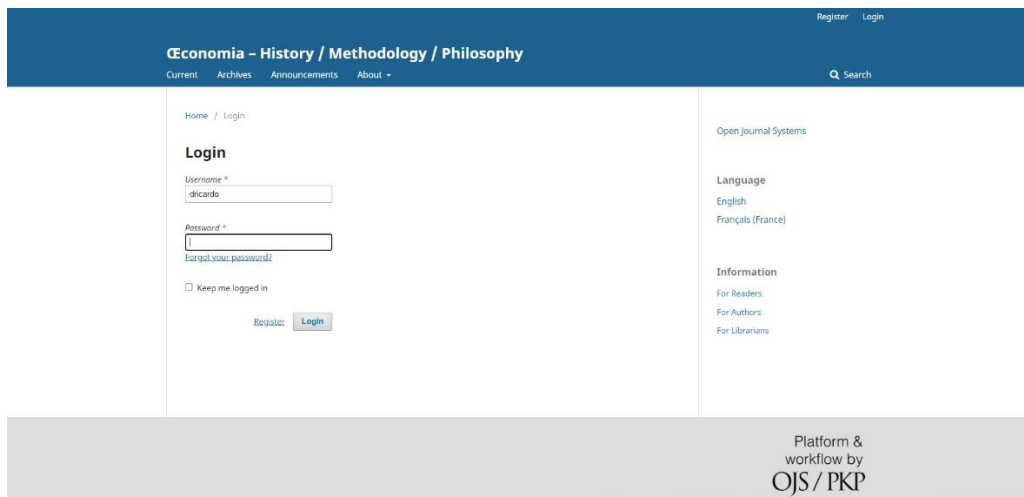
## Oeconomia's tutorial for authors How to use our online platform

After filling the registration form (as shown in the example to your right), you will receive a registration confirmation message at your email address.

Check your mailbox (including the spam box) and follow the instructions received by email to activate your account.

Once you have activated your account, you can return to the main page:

<https://journals.sfu.ca/oeconomia/index.php/oeconomia/login> and log into your new profile (as shown below):



Home / Login

**Login**

Username \*  
dricardo

Password \*  
[ ]

[Forgot your password?](#)

Keep me logged in

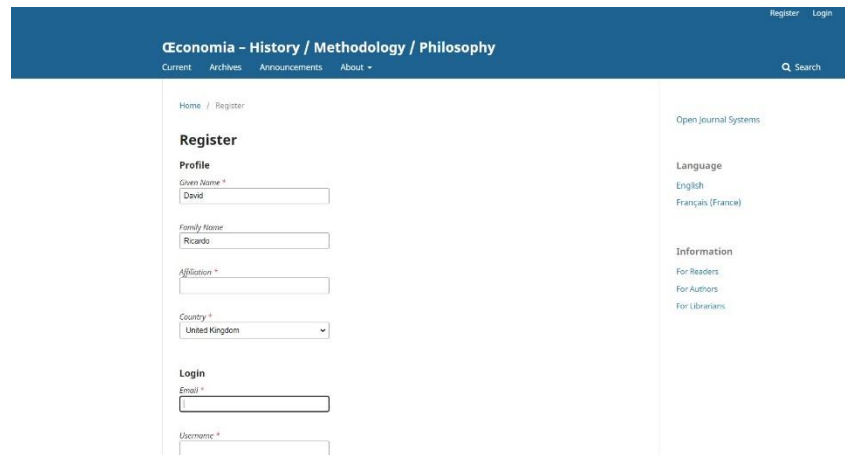
[Register](#) [Login](#)

Open Journal Systems

Language  
English  
Français (France)

Information  
For Readers  
For Authors  
For Librarians

Platform & workflow by  
OJS / PKP



Home / Register

**Register**

**Profile**

Given Name \*  
David

Family Name  
Ricardo

Affiliation \*

Country \*  
United Kingdom

**Login**

Email \*

Username \*

Open Journal Systems

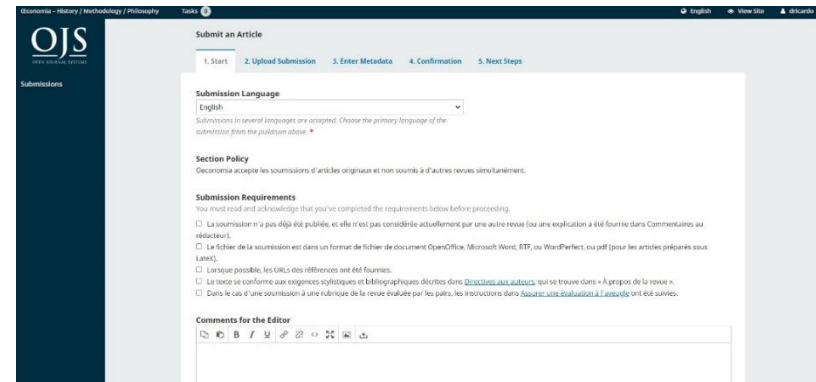
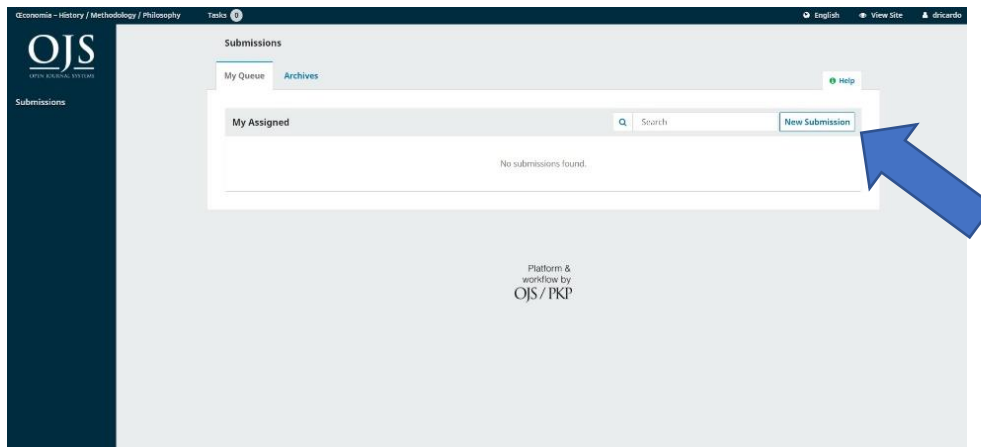
Language  
English  
Français (France)

Information  
For Readers  
For Authors  
For Librarians

## Step 2 – Start submission

Once you have logged in, you should land on you “Dashboard” page (see image below). If not, click on your username on the top right corner of the page and then select “Dashboard.”

From the Dashboard, you can submit your paper by selecting “New submission”. This will open a four-step submission form. You can stop the submission process and any step and come back to it later (changes will be saved).



### Step 3 - Complete your submission

Before hitting the “Confirm submission button”, please go back to the different steps and check the following.

#### Information on author(s)

Please make sure that you have provided complete and correct information on you and on your co-authors. To add a co-author:

The screenshot shows the '4. Confirmation' step of the submission process. The form includes the following fields:

- Prefix:** A dropdown menu with examples: A, The.
- Title \*:** A text input field with a red error message: "This field is required." A blue arrow points to this field.
- Subtitle:** A text input field.
- Abstract \*:** A rich text editor with a toolbar and a red error message: "This field is required."

Below the form is a 'List of Contributors' table:

Name	E-mail	Role	Primary Contact	In Browse Lists
David Ricardo	fsergi@adhoc.ch	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom right of the table is an 'Add Contributor' button, which is highlighted by a blue arrow. At the bottom of the form are 'Save and continue' and 'Cancel' buttons.

### Ensure a blind review

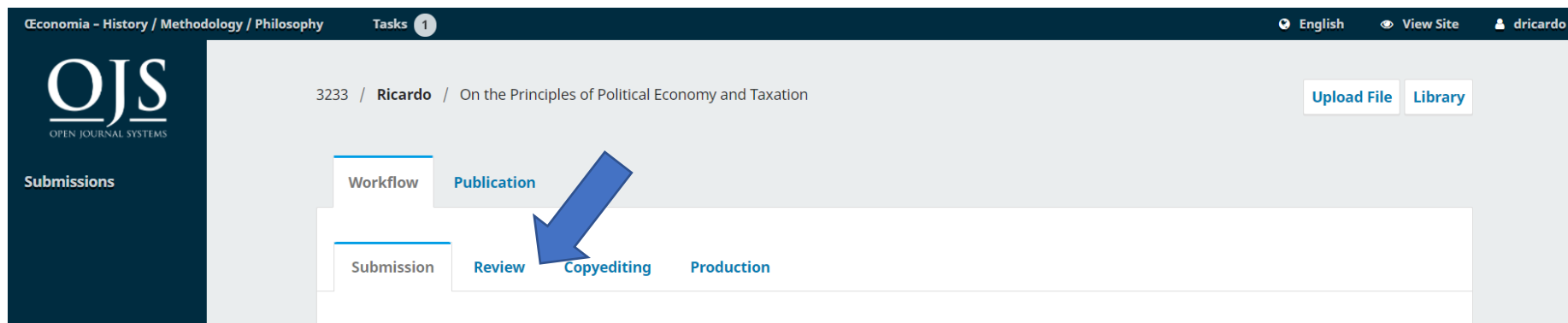
To ensure the integrity of the blind peer-review for submission to this press, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:

- The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc.
- The authors of the document have removed personal information from the file properties by taking the following steps:
  - Microsoft Word for Windows:
    - Go to File. Select Info.
    - Click on Check for Issues
    - Click on Inspect Document
    - In the Document Inspector dialog box, select the check boxes to choose the type of hidden content that you want inspected.
    - Click Remove All
    - Click Close
    - Save the document
  - Microsoft Word for MacOS:
    - Go to Tools
    - Click Protect Document
    - Select Remove personal information for this file on save
    - Click OK and save the file
  - PDF:
    - Go to File
    - Select Properties
    - Remove any name in the author field
    - Click OK
    - Save the document

## Step 4 – Checking your submission status

And it's done: Thank you for submitting your paper to *Æconomia: History, Methodology, Philosophy!*

We will do our best to assess your submission as soon as possible. In the meanwhile, you can follow the status of your submission on the submission website (logging in with the same username and password). After selecting your submission on your dashboard, you will access to the submission status. You will be notably able to see if reviewers have already been assigned to your submission and if their reports are underway:



If you need any help or further information, please contact: [francesco.sergi@u-pec.fr](mailto:francesco.sergi@u-pec.fr).