

Submitting an Article

Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.

The screenshot shows the OJS Submissions interface. At the top, there's a navigation bar with 'Journal of Public Knowledge', 'English', 'View Site', and a user profile 'mishkin'. The sidebar on the left has 'Tasks 0' and 'Submissions'. The main area is titled 'Submissions' and has a 'My Queue' tab. Below this, there are two tables: 'My Assigned' and 'My Authored', both showing 'No Items'. A 'New Submission' button is on the right. A 'Help' icon is in the top right.

Step 1

In **Step 1** you will provide preliminary information about your submission.

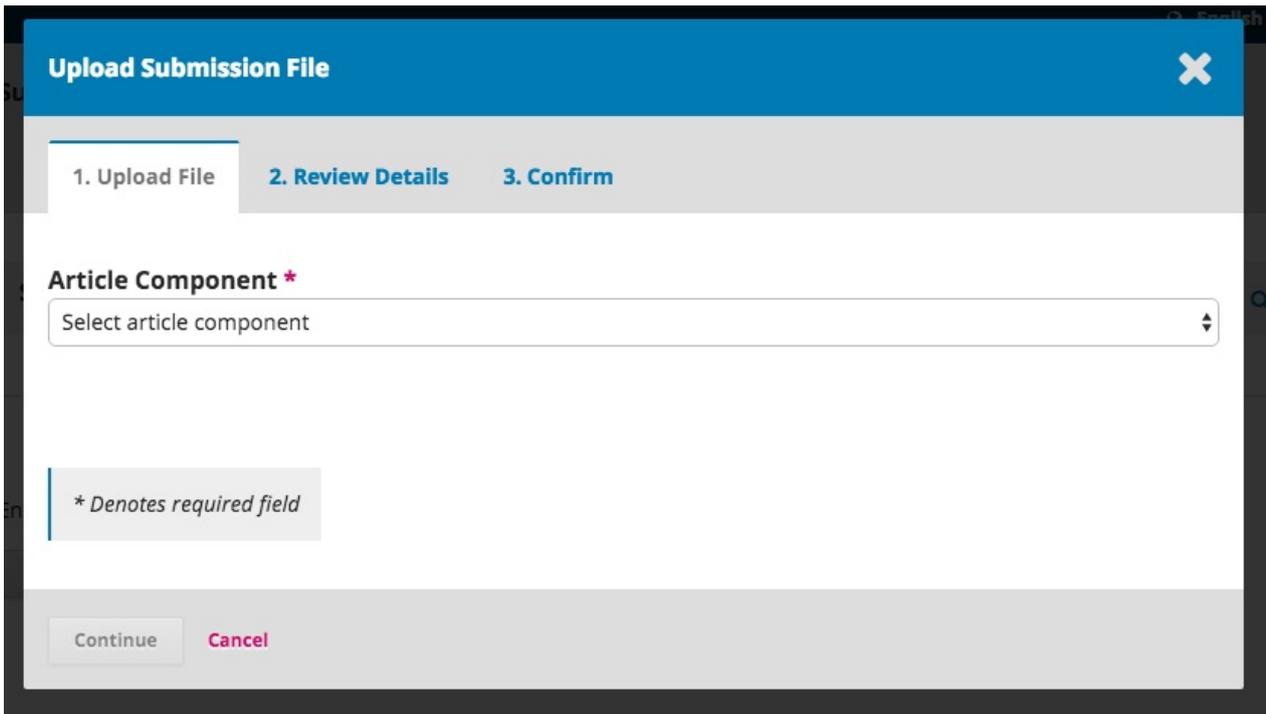
The screenshot shows the 'Submit an Article' page. The top navigation bar is the same as in the previous screenshot. The main area is titled 'Submit an Article' and has a progress bar with five steps: '1. Start', '2. Upload Submission', '3. Enter Metadata', '4. Confirmation', and '5. Next Steps'. Below the progress bar, there's a dropdown menu for selecting a section. The 'Submission Requirements' section contains several checkboxes. The 'Comments for the Editor' section has a rich text editor with various formatting options.

To begin select the appropriate section for your submission (e.g., article, review, etc.). If you aren't sure which section is appropriate, make your best guess.

Read and agree to all of the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.

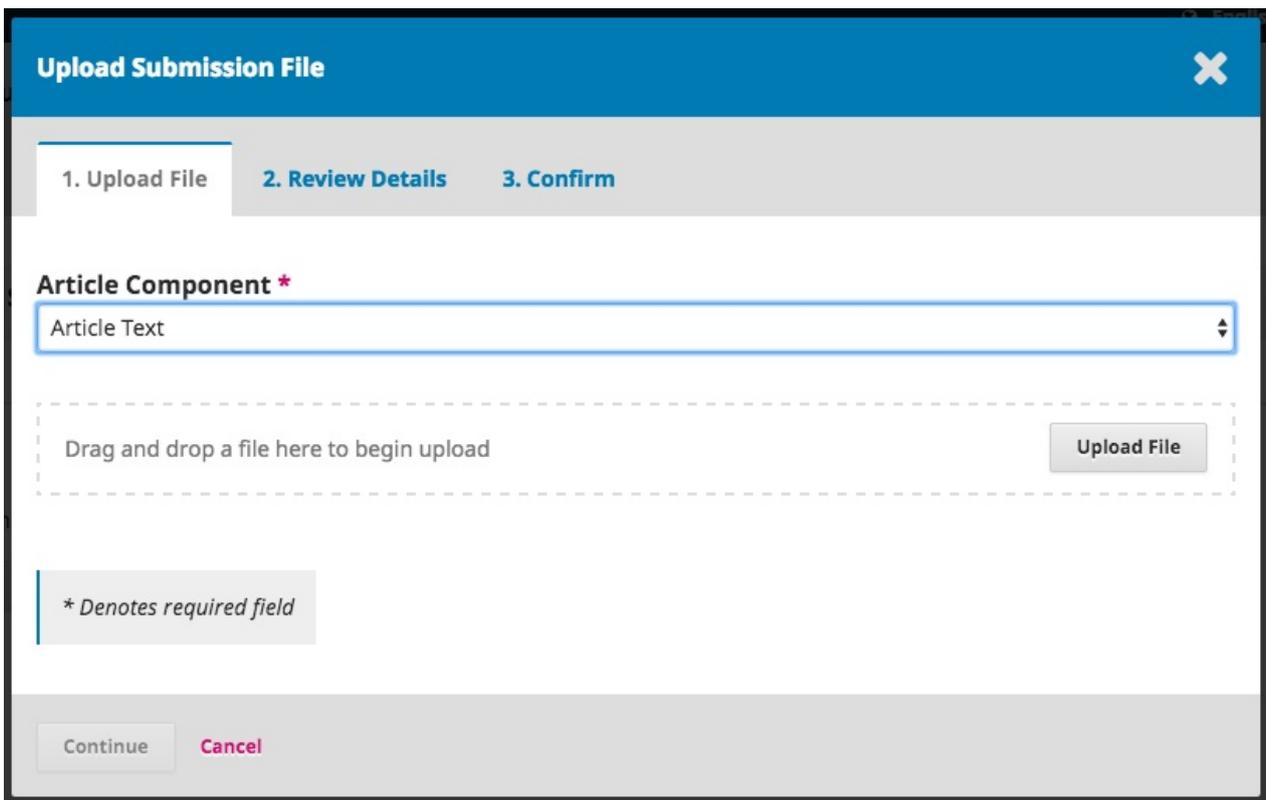
Step 2

On **Step 2**, a window will open allowing you to upload your submission file.



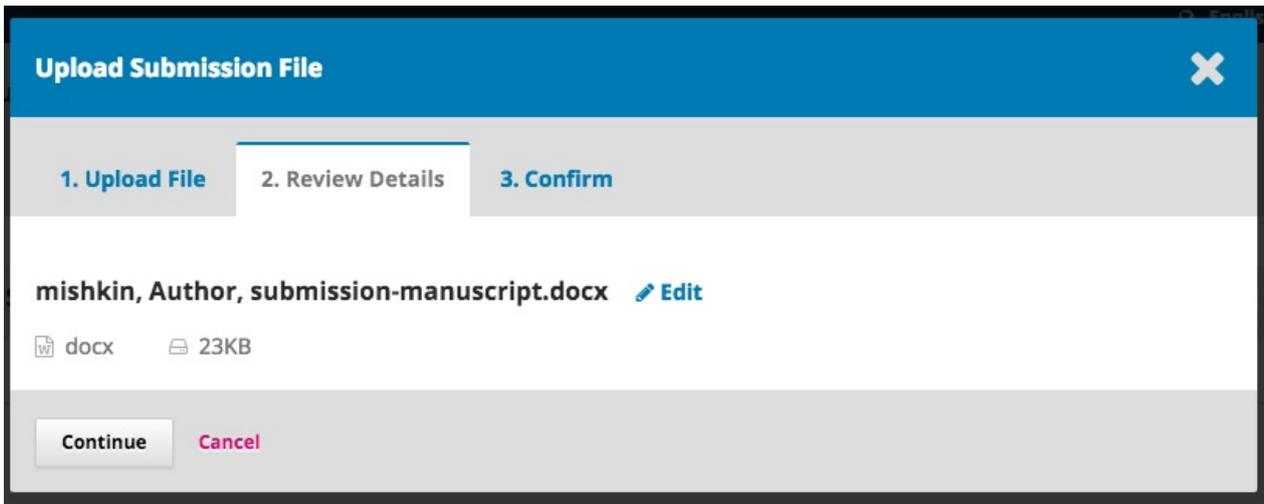
The screenshot shows a dialog box titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (highlighted), "2. Review Details", and "3. Confirm". The main content area features a dropdown menu labeled "Article Component *" with the text "Select article component" and a downward arrow. Below this is a note: "* Denotes required field". At the bottom, there are two buttons: "Continue" and "Cancel".

First, you **MUST** select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. **This must be selected before your file will upload.**



The screenshot shows the same "Upload Submission File" dialog box. The "Article Component *" dropdown menu is now set to "Article Text". Below the dropdown is a dashed box containing the text "Drag and drop a file here to begin upload" and an "Upload File" button. Below this is a note: "* Denotes required field". At the bottom, there are two buttons: "Continue" and "Cancel".

Once you've made that selection, you can then upload your first file. It is important to note that you can only upload **one** file at a time. Additional files can be uploaded later in the process. Typically, this first file will be the body of your manuscript. Hit the **Continue** button once the file uploads.

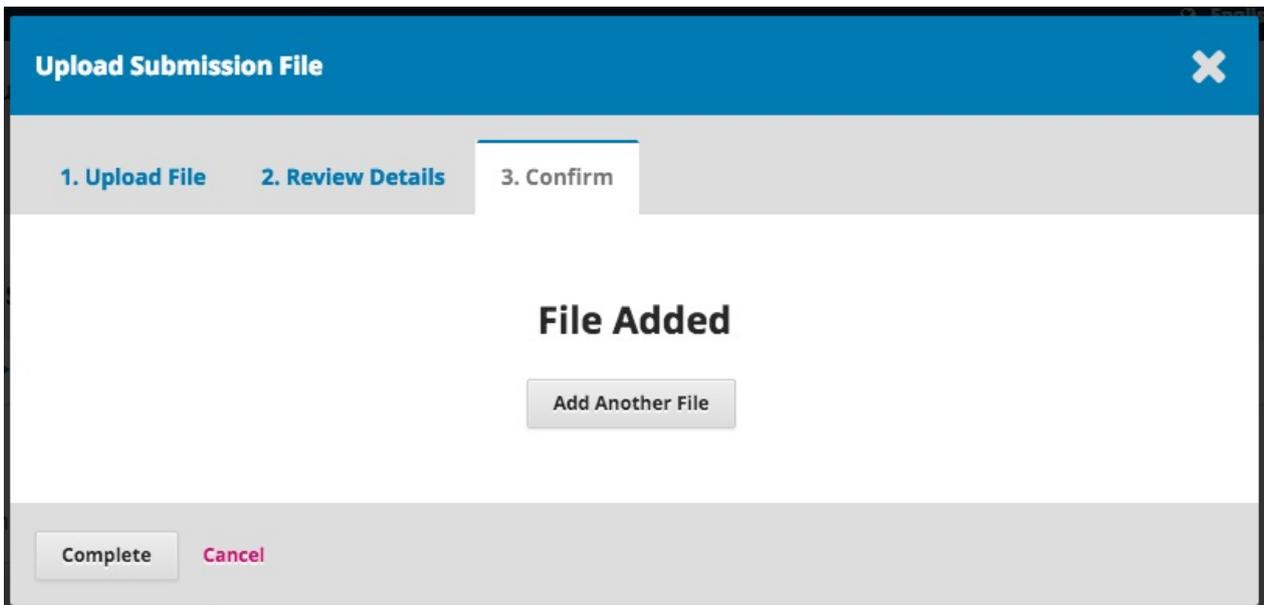


After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes.

Click the **Continue** button.

Next, you have the option to repeat the process to upload additional files (e.g., a data set or an image).

Once you have finished uploading all of your files, click **Complete**; this will close the upload window.



You will be brought back to the *Submit an Article* screen where you will see the files you've uploaded. If you need to make changes, expand the blue arrow to the left of your file and make any changes using the *Edit* link.

Click 'Save and Continue' to move to Step 3.

Step 3

On **Step 3**, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), the abstract, and scrolling down...

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Submit an Article

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

Prefix
An
Examples: A, The

Title *
approach for externalization of expert tacit knowledge

Subtitle
Using a query management system in an e-learning environment
The optional subtitle will appear after a colon (:), following the main title.

Abstract *

E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the learners seek subject expertise to clarify their subject queries, and a learner query can be routed to an expert for externalization of expert knowledge provided the learner knows the subject expert or the expertise group. However, learners new to e-learning systems are not aware of the expertise group to which the query should be sent, which results in time delays, non-response, inaccurate solutions and loss of knowledge capture. Several models have been proposed to resolve this task, but thus far, these efforts have focused completely on returning the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

...any additional contributors.

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List of Contributors [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Apostolos Mishkin	mishkin@mailinator.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The metadata specifications are based on ONIX for Books which is an international standard used by the book industry for communication of product information.

Additional Refinements

Keywords

You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.

Add Contributor ✕

Name

*First Name ** *Middle Name* *Last Name **

Contact

*Email **

Country

Canada ▾

*Country **

Hit **Save**, and the new contributor will appear on the screen.

List of Contributors			Order	Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Apostolos Mishkin	mishkin@mailinator.com	Author	✔	✔
▶ Frederic Serletis	seletis@mailinator.com	Author		✔

Depending on the journal you are submitting to, you may see additional fields to complete, such as keywords.

Additional Refinements

Keywords

elearning ✕
query management ✕
✕

[Cancel](#)

To enter keyword, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword.

Click **Save and Continue** to move forward.

Step 4

On Step 4, you will be asked to confirm that you are happy with your submission.

Click **Finish Submission**.

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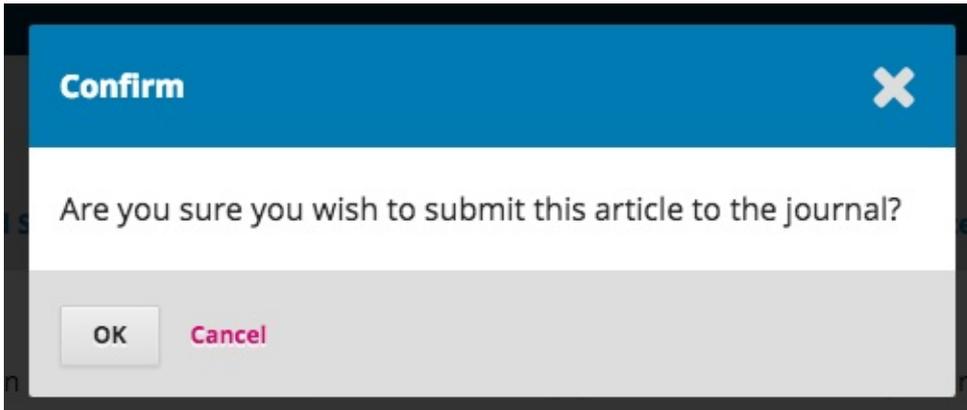
Submit an Article

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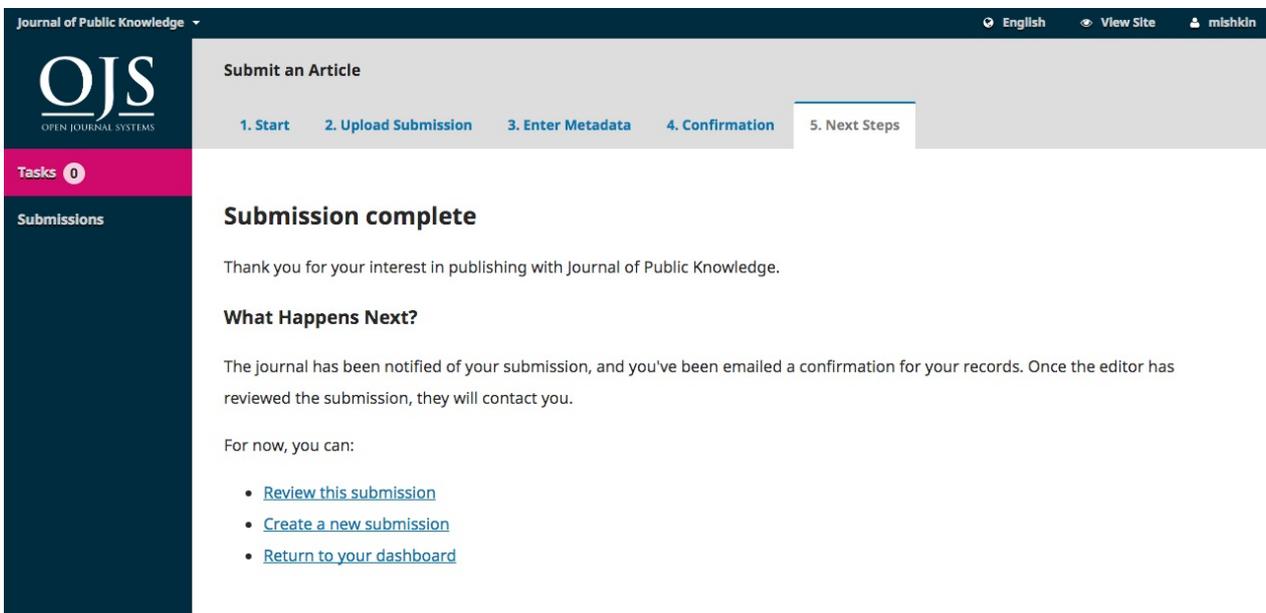
Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Cancel](#)

A box will pop up asking you to confirm you are finished. Click **OK**.



Step 5



Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

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

Dashboard

And here is your submission in your Dashboard. You can see that it is currently in the *Submission* stage.

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OJS OPEN JOURNAL SYSTEMS

Tasks 0 Submissions

Submissions

My Queue Help

My Assigned Search

ID	Author; Title	Stage
No Items		

New Submission

My Authored Search

ID	Author; Title	Stage
▶ 52	Mishkin et al.; approach for externalization of expert tacit knowledge	Submission

1 of 1 items

Over the coming days, it will move into the Review stage, and if accepted, you will be notified via email.