

# Note to Authors

CRSP now asks all authors to register and submit items to the journal directly through the journal's web site

<http://pi.library.yorku.ca/ojs/index.php/crsp/user/register>

You are asked to upload the item, as well as provide metadata or indexing information associated with the item, to improve the search capacity for research online and for this journal.

Through this on-line system you are able to track the submission through the editorial process –as well as participate in the copyediting and proofreading of submissions accepted for publication –by logging in, and using the username and password provided. Please read below to help you to register. If you are interested in registering as a reviewer as well, please also follow the process for reviewers as well.

## Registering

To register with the site, visit this link:

<http://pi.library.yorku.ca/ojs/index.php/crsp/user/register>

You will be asked to create a username and a password which you will use to log into the system. Your password must be **at least 6 characters** long.

The required fields are all marked with an asterisk. You may ignore the other fields if you like, with the exception of the following:

- If you are registering as an **Author**, please check off the “Register as Author” checkbox, otherwise you will not be able to submit articles.
- If you are registering as a **Reviewer**, please check off the “Register as Reviewer” checkbox, and fill in your reviewing interests in the text box. Otherwise, you will not be able to receive reviews.

## Register

Fill in this form to register with this journal.

[Click here](#) if you are already registered with this or another journal on this site.

### Profile

Username\*  **Create a username**  
The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password\*  **Choose a password which must be at least 6 characters**

Repeat password\*  **characters**

Salutation

First name\*

Middle name

Last name\*  **Enter your name**

Initials  Joan Alice Smith = JAS

Affiliation

Signature

Email\*  **Enter your email address. Note that the system will send notices to this email address about your article.**  
[PRIVACY STATEMENT](#)

URL

Phone

Fax

Mailing Address

Country

Bio statement (E.g., department and rank)

Confirmation  Send me a confirmation email including my username and password

Working languages  English  
 Español (España)  
 Français (Canada)  
 Italiano  
 Português (Brasil)

Register as  Author: Able to submit items to the journal.  
 Reviewer: Willing to conduct peer review of submissions to the journal. Identify reviewing interests (substantive areas and research methods).

\* Denotes required field

**Click this button to submit your registration.**

**IMPORTANT! To register as an Author, click in the Author checkbox. If you don't click this box, you will be unable to submit your article.**

**To register as a Reviewer, click in the Reviewer checkbox, and please enter your reviewing interests in this text box.**

# Getting Started

Log in to your CRSP account.

Select your role as 'Author' on lefthand side:

## Submitting Articles

Step 1: Start the submission process by selecting the "Click here" link at the bottom of the page:

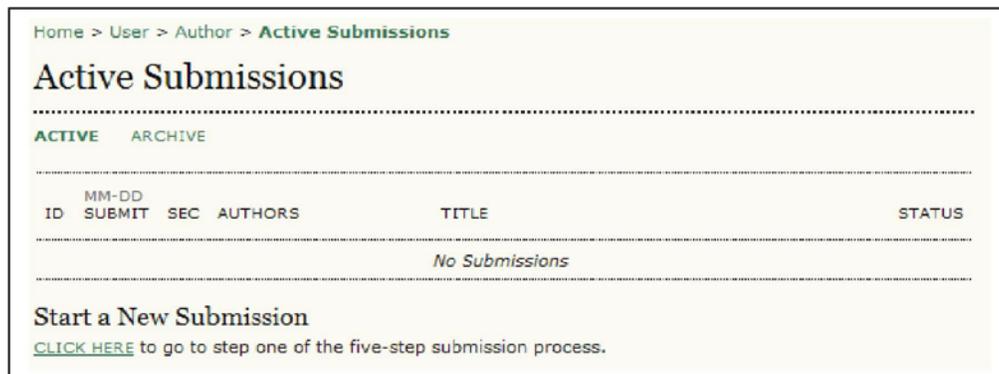


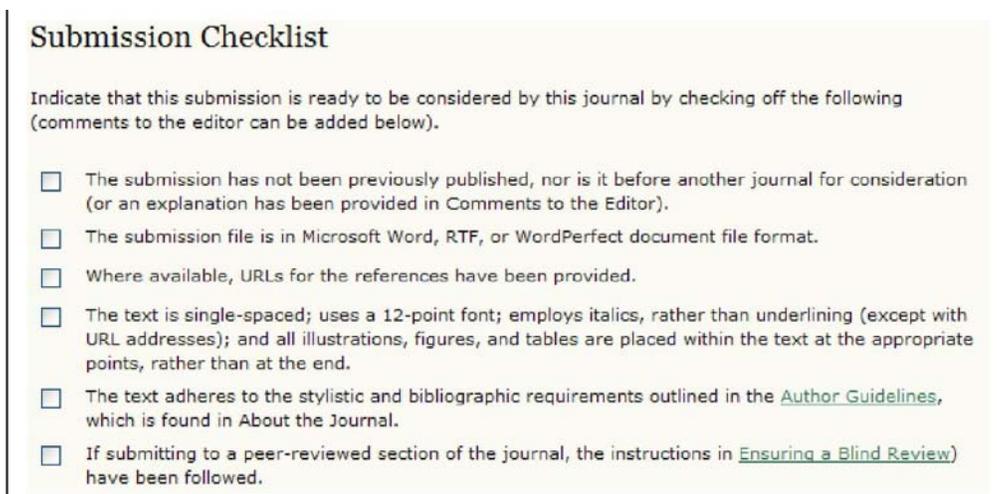
Figure 1: Starting a new submission

1. Select which section you feel is most appropriate for your article from the drop-down menu:



Figure 2: Selecting the Journal Section

2. Confirm each item in the Submission Checklist is correct and check each box:



**Submission Checklist**

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word, RTF, or WordPerfect document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

Figure 3: Submission Checklist

3. Optionally, you may add any comments you wish to send to the editor:



**Comments for the Editor**

Enter text (optional)

[Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, and HTML]

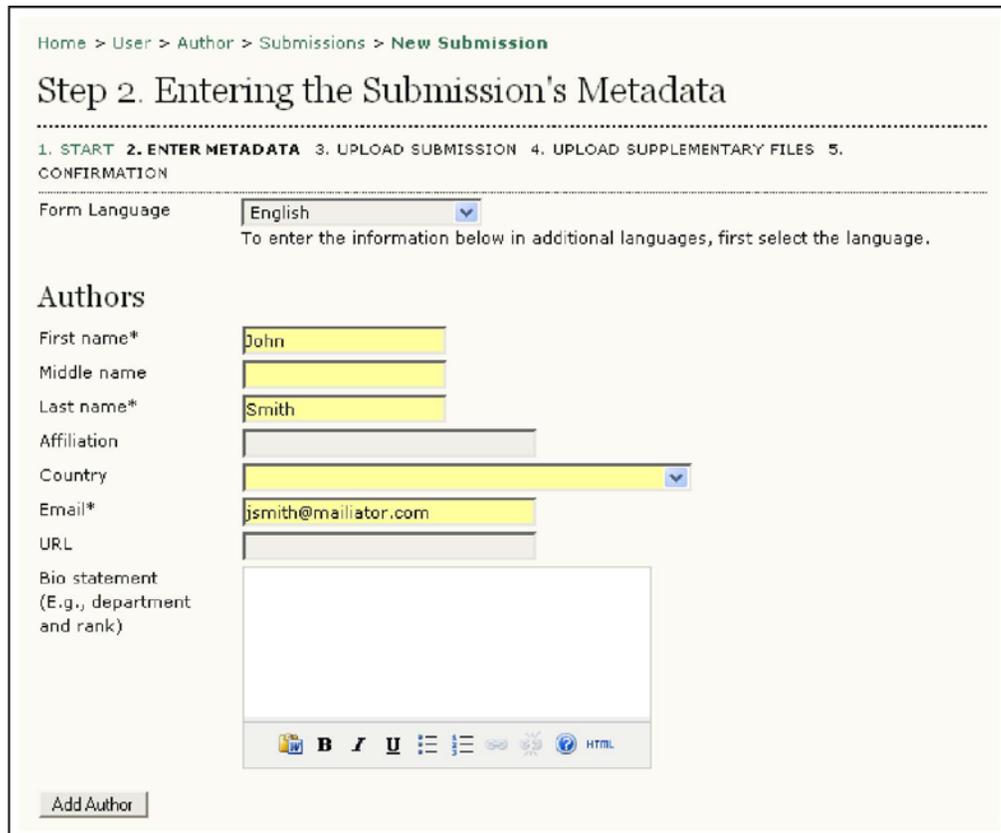
Figure 4: Comments and saving

4. Select “Save and continue”.

Please note that, depending on how the journal has been set up, you may be required to agree to a copyright notice and/or a competing interests statement. You may also see fee descriptions at this stage as well, although you will not have to pay for anything until you finalize the submission.

## Step 2: Enter the submission's metadata.

1. Complete the author details. All fields marked with an asterisk are required. If there are multiple authors, use the "Add Author" button to bring up additional fields:



Home > User > Author > Submissions > **New Submission**

### Step 2. Entering the Submission's Metadata

1. START 2. **ENTER METADATA** 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Form Language: English   
To enter the information below in additional languages, first select the language.

#### Authors

First name\*

Middle name

Last name\*

Affiliation

Country

Email\*

URL

Bio statement  
(E.g., department and rank)

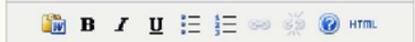
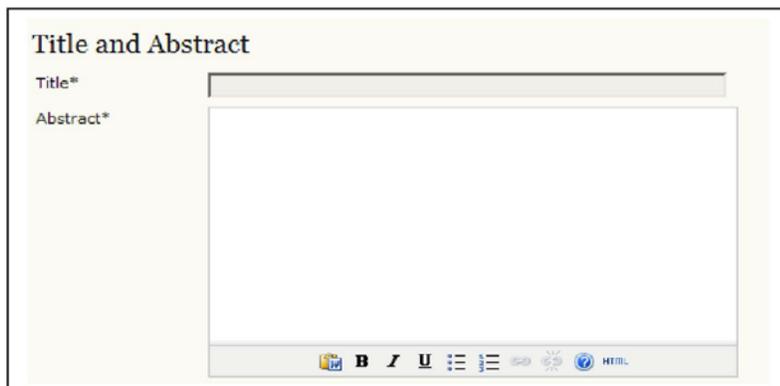
Rich text editor toolbar: 

Figure 5: Adding author information

2. Add the title and abstract, in multiple languages if appropriate:



### Title and Abstract

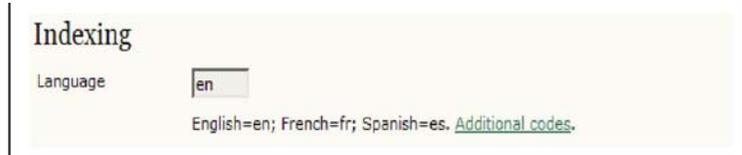
Title\*

Abstract\*

Rich text editor toolbar: 

Figure 6: Adding title and abstract information

### 3. Complete the indexing: (optional)



The screenshot shows a section titled "Indexing". Below the title, there is a label "Language" followed by a text input field containing the value "en". Below the input field, there is a line of text: "English=en; French=fr; Spanish=es. [Additional codes.](#)"

Figure 7: Indexing

### 4. Enter the names of any supporting agencies: (optional)



The screenshot shows a section titled "Supporting Agencies". Below the title, there is a line of text: "Identify agencies that provided funding or support for the work presented in this submission." Below this text, there is a label "Agencies" followed by a large, empty text input field.

Figure 8: Adding supporting agency information and saving

### 5. Select "Save and continue".

## Step 3: Upload the submission.



The screenshot shows a page titled "Step 3. Uploading the Submission". At the top, there is a breadcrumb trail: "Home > User > Author > Submissions > **New Submission**". Below the title, there is a horizontal line and a list of steps: "1. START 2. ENTER METADATA 3. **UPLOAD SUBMISSION** 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION". Below this, there is a paragraph: "To upload a manuscript to this journal, complete the following steps." followed by a numbered list of five steps. Below the list, there is a line of text: "Encountering difficulties? [Contact for assistance.](#)". Below this, there is a horizontal line and a section titled "Submission File". Below the title, there is a line of text: "No submission file uploaded." Below this, there is a label "Upload submission file" followed by a text input field, a "Browse..." button, and an "Upload" button. Below the input field and buttons, there is a horizontal line and two buttons: "Save and continue" (highlighted in green) and "Cancel".

Figure 9: Uploading your article

- 1 Click Browse to open a Choose File window for locating the file on the hard drive of your computer.
- 2 Locate the file you wish to submit and highlight it.
- 3 Click Open on the Choose File window, which places the name of the file on this page.
- 4 Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- 5 Once the submission is uploaded, click "Save and continue".

#### Step 4: Upload supplementary files. (optional)

Home > User > Author > Submissions > **New Submission**

### Step 4. Uploading Supplementary Files

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1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION **4. UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

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ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				

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Upload supplementary file

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Figure 10: Uploading supplementary files, such as images, charts, audio, etc.

- 1 This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.
- 2 Locate the file you wish to submit and highlight it.
- 3 Click Open on the Choose File window, which places the name of the file on this page.
- 4 Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- 5 Once the submission is uploaded, click "Save and continue".

## Step 5: Confirming the submission.

With the previous four steps of the submission process completed, click "Finish Submission" to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the editorial process by logging in to the journal web site.

Home > User > Author > Submissions > **New Submission**

### Step 5. Confirming the Submission

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1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES **5. CONFIRMATION**

To submit your manuscript to New OJS Journal click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with New OJS Journal.

#### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
316	<a href="#">PAPER.DOCX</a>	Submission File	32KB	07-06