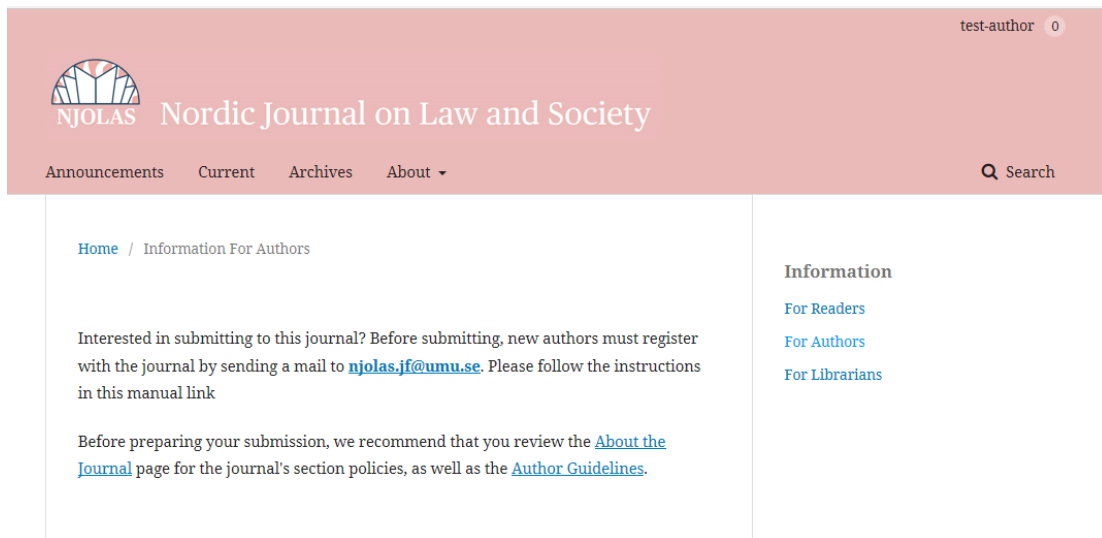


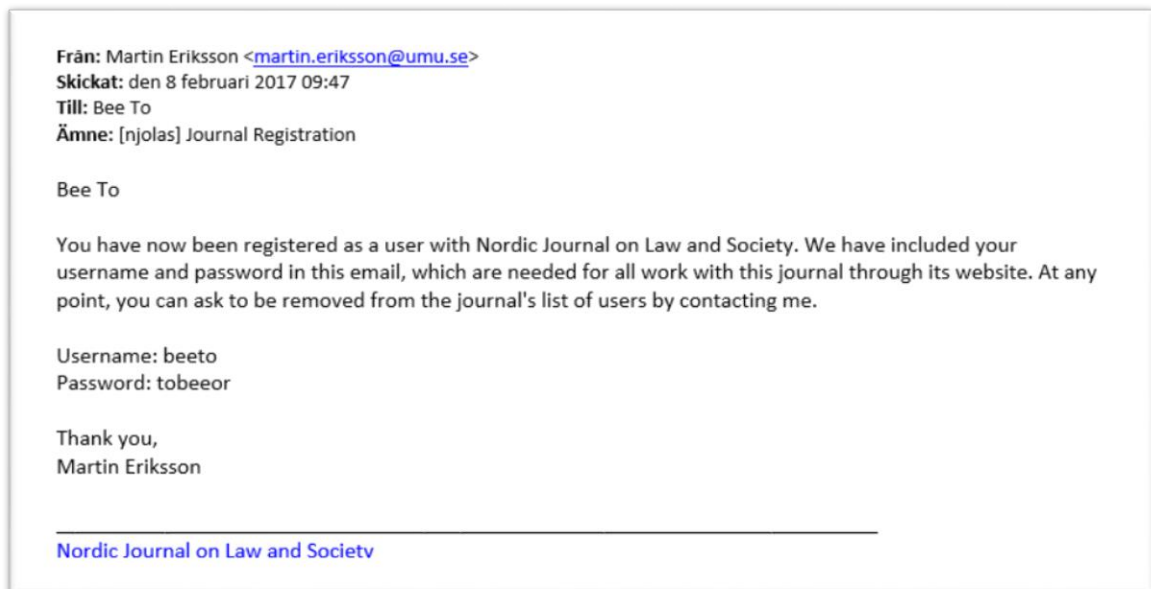
# NJOLAS – Manual for authors

Send a mail to [njolas.jf@umu.se](mailto:njolas.jf@umu.se) if you are interested in submitting articles to NJOLAS.



The screenshot shows the NJOLAS website header with the logo and navigation menu. The main content area is titled "Information For Authors" and contains instructions for new authors, including the email address [njolas.jf@umu.se](mailto:njolas.jf@umu.se) and links to "About the Journal" and "Author Guidelines". A sidebar on the right lists "Information" links for Readers, Authors, and Librarians.

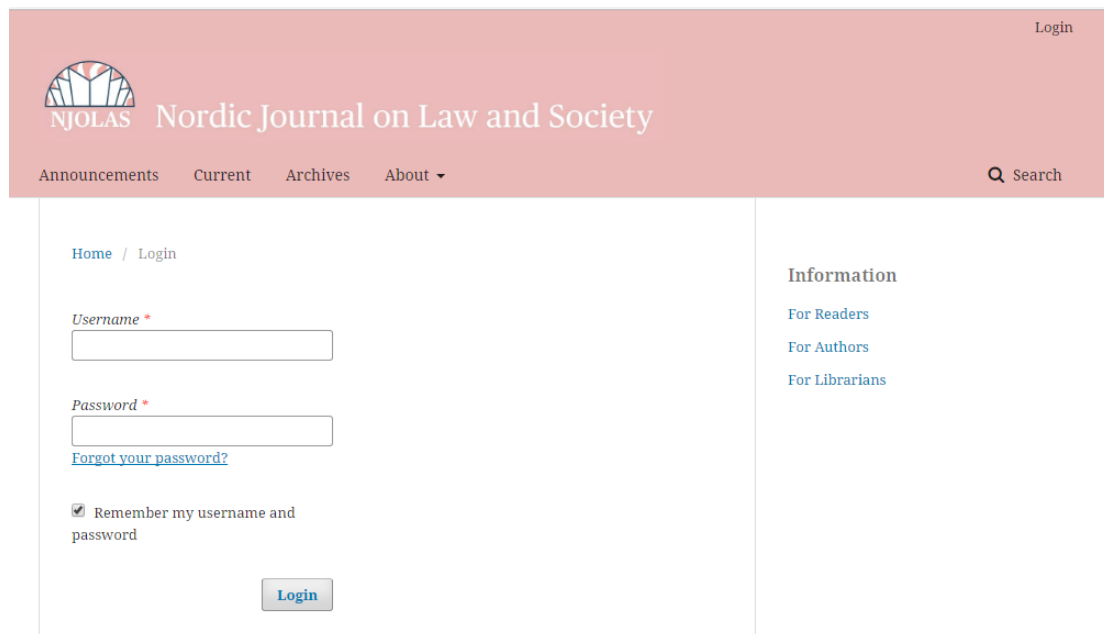
You will get an answer via e-mail with Username and Password:



The screenshot shows an email from Martin Eriksson (<[martin.eriksson@umu.se](mailto:martin.eriksson@umu.se)>) dated February 8, 2017, 09:47. The subject is "[njolas] Journal Registration". The email body states: "You have now been registered as a user with Nordic Journal on Law and Society. We have included your username and password in this email, which are needed for all work with this journal through its website. At any point, you can ask to be removed from the journal's list of users by contacting me." The registration details are: Username: beeto, Password: tobееor. The email is signed by Martin Eriksson and includes the footer "Nordic Journal on Law and Society".

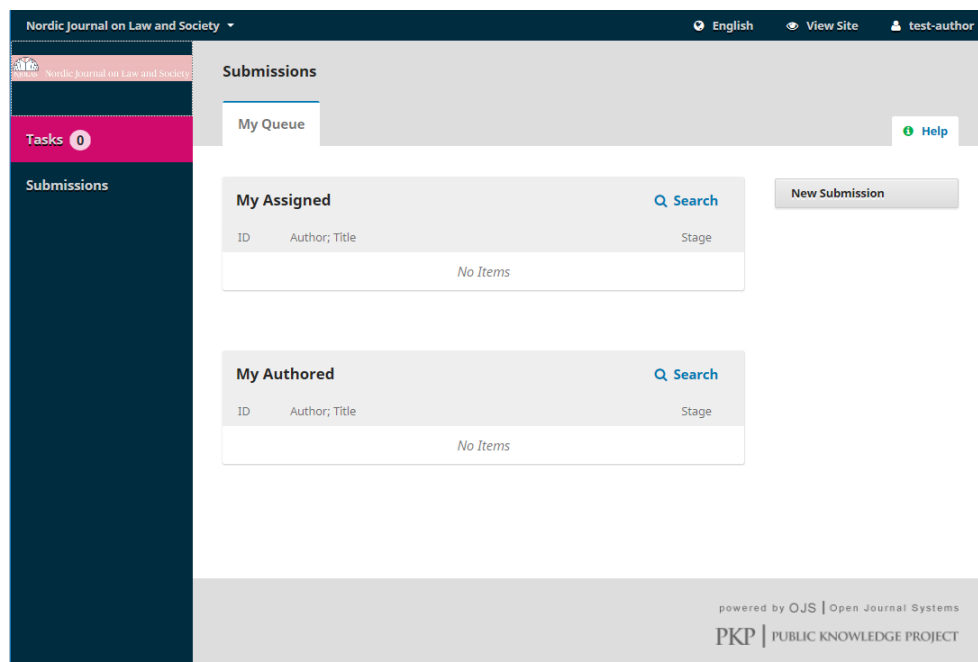
## How to login to NJOLAS

Click on "Login" in the upper right corner. You will then be see this page:



The screenshot shows the login page for the Nordic Journal on Law and Society (NJOLAS). The page has a red header with the NJOLAS logo and the text "Nordic Journal on Law and Society". In the top right corner, there is a "Login" link. Below the header, there are navigation links: "Announcements", "Current", "Archives", and "About". A search bar is located in the top right corner. The main content area is divided into two columns. The left column contains the login form with fields for "Username \*" and "Password \*", a "Forgot your password?" link, a checkbox for "Remember my username and password", and a "Login" button. The right column contains an "Information" section with links for "For Readers", "For Authors", and "For Librarians".

Fill in your Username and Password and click the Login button.  
The page for submissions will show up:



The screenshot shows the "Submissions" page for the Nordic Journal on Law and Society. The page has a dark blue header with the text "Nordic Journal on Law and Society" and "English View Site test-author". The main content area is divided into two columns. The left column contains a "Tasks 0" section and a "Submissions" section. The right column contains a "Submissions" section with a "My Queue" tab and a "Help" button. Below the "My Queue" tab, there are two sections: "My Assigned" and "My Authored". Each section has a search bar and a "New Submission" button. The "My Assigned" section has a table with columns for "ID", "Author; Title", and "Stage", and it shows "No Items". The "My Authored" section has a table with columns for "ID", "Author; Title", and "Stage", and it shows "No Items".

If you want to go back to NJOLAS start page, click on "View site" at the top:



At the start page, you can see your Username at the top and to the right.



If you click on your name you can change your profile, logout or go to the Dashboard:

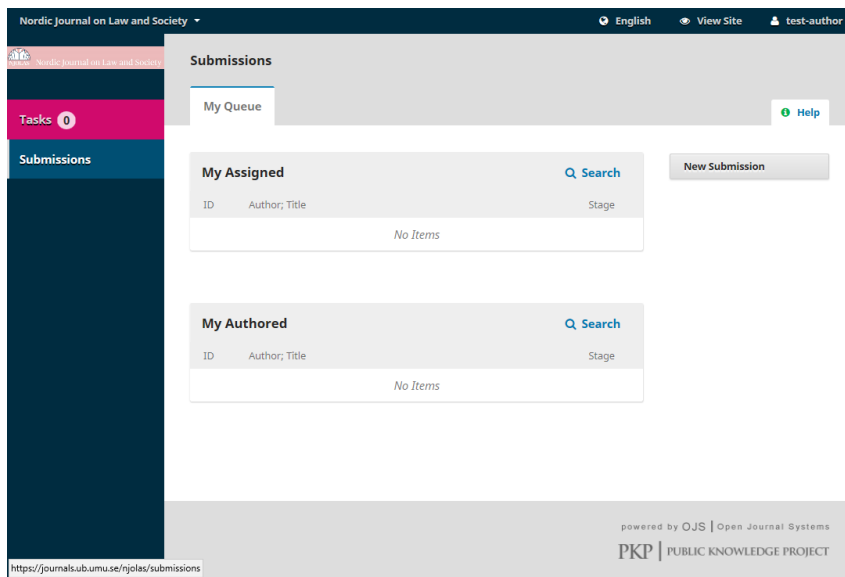


## The Dashboard

From the dashboard, you can submit and follow your review process. It's your primary page when you are working with NJOLAS as an author.

### *How to submit an article*

Begin with clicking on Dashboard. If you are submitting for the first time you will see this page:



Click on "New Submission" and this page shows up. Begin by selecting "Articles" in Sections.



Read and check every requirement.

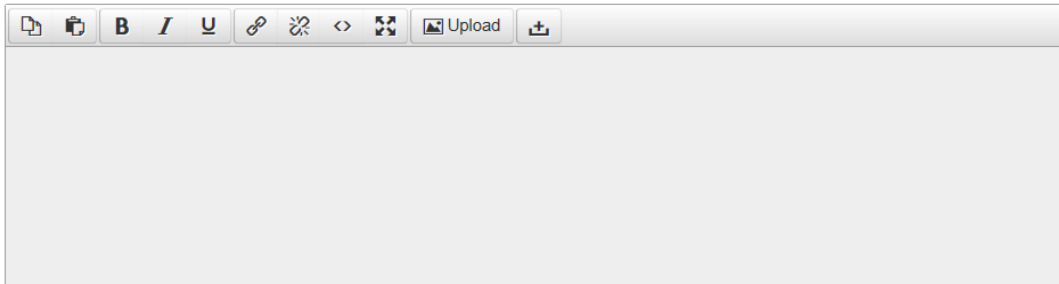
#### Submission Requirements

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

- 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 OpenOffice, Microsoft Word, or RTF 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.

If you have comments for the editor, you can write them here:

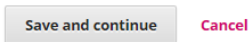
### Comments for the Editor



A rich text editor toolbar with the following icons from left to right: a document icon, a copy icon, a bold (B) icon, an italic (I) icon, an underline (U) icon, a link icon, an unlink icon, a source code icon, a full screen icon, an 'Upload' button with a document icon, and a save icon.

### Privacy Statement

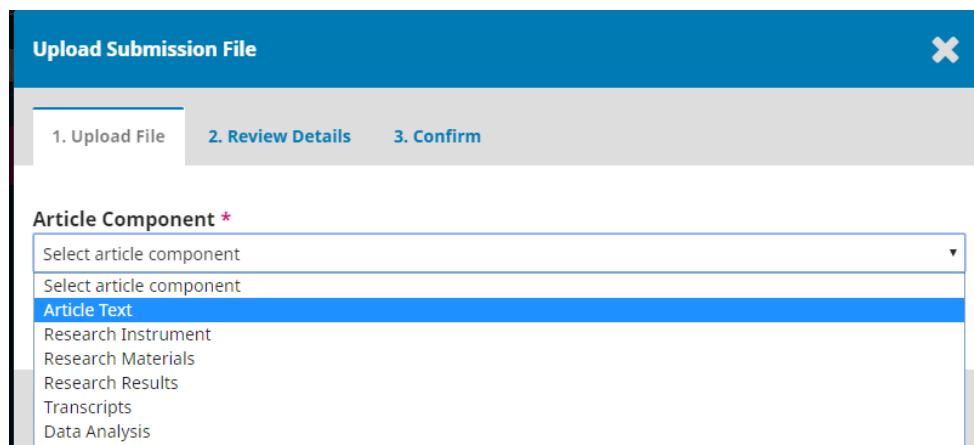
The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.



Two buttons: a grey button labeled 'Save and continue' and a red button labeled 'Cancel'.

Click on "Save and continue".

In the next stage, you should upload your article.



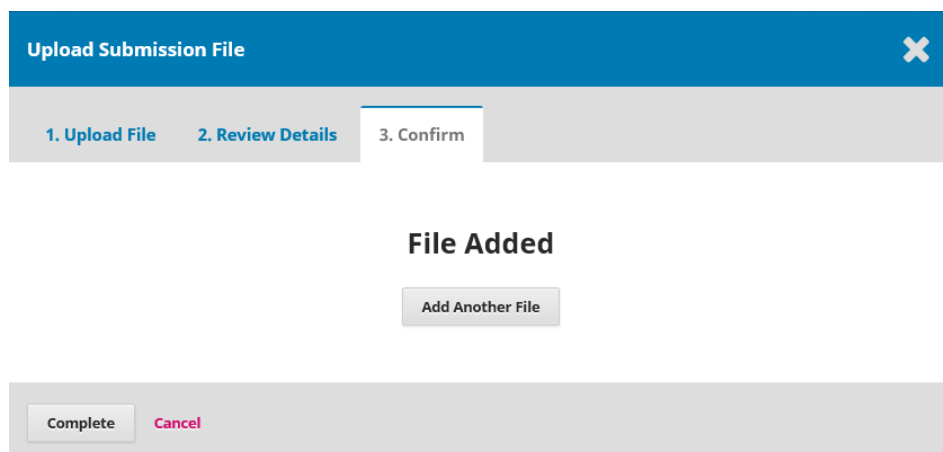
The 'Upload Submission File' dialog box has a blue header with a close button (X). Below the header is a progress bar with three steps: '1. Upload File' (active), '2. Review Details', and '3. Confirm'. The main content area is titled 'Article Component \*' and features a dropdown menu. The dropdown menu is open, showing a list of options: 'Select article component', 'Select article component', 'Article Text' (highlighted in blue), 'Research Instrument', 'Research Materials', 'Research Results', 'Transcripts', and 'Data Analysis'.

Select "Article Text" and upload your document (file):

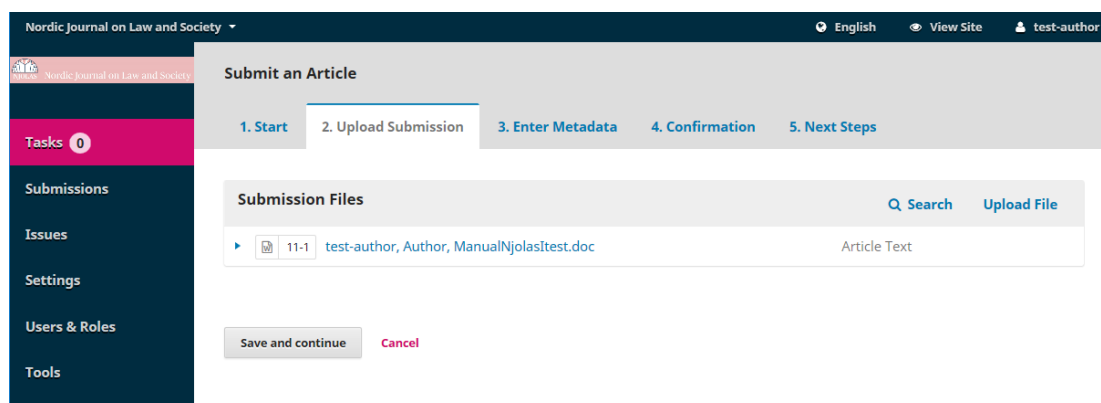
When the article is uploaded, it shows up like this:

Click on "Continue". On the next page, you can change names - just click "Continue" again.

This is your confirmation:



Click on "Complete".



And "Save and continue".

In the next stage, you should enter Metadata. In the example below there is a Title, and a subtitle. You must paste in your abstract here in the Abstract window.

**Submit an Article**

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

**Notification**  
Author added.

**Prefix**  **Title \***

*Examples: A. The*

**Subtitle**

*The optional subtitle will appear after a colon (:), following the main title.*

**Abstract \***

You can add on or more co-authors by clicking "Add Contributor:

**Add Contributor** ✕

**Name**

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

**Contact**

*Email \**

**Country**

*Country \**

The new co-author will show up in the "List of Contributors:

**List of Contributors** Order Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Test Author	kapepose@outlook.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Martin Eriksson	martin.eriksson@umu.se	Author	<input type="checkbox"/>	<input checked="" type="checkbox"/>



You should type your keywords for the article in the "Keywords" field. Just type your keyword(s) and press Enter. When you've finished click on "Save and continue".

### Submission Metadata

These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

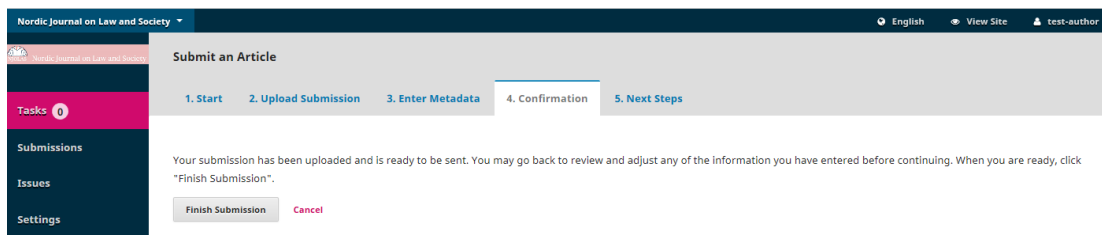
### Additional Refinements

#### Keywords

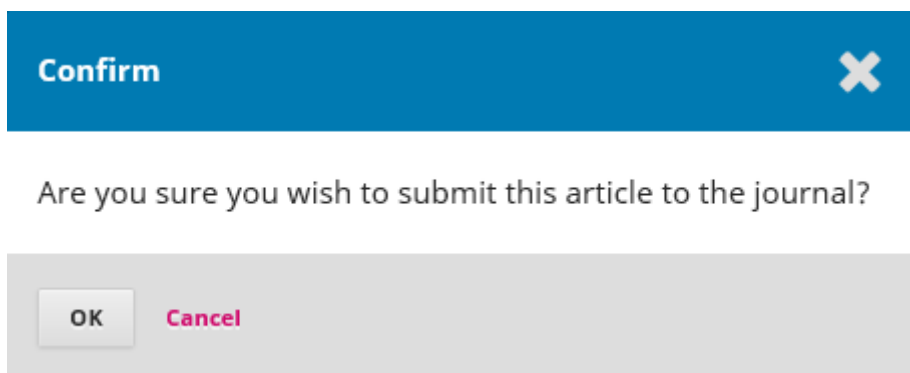
Save and continue

Cancel

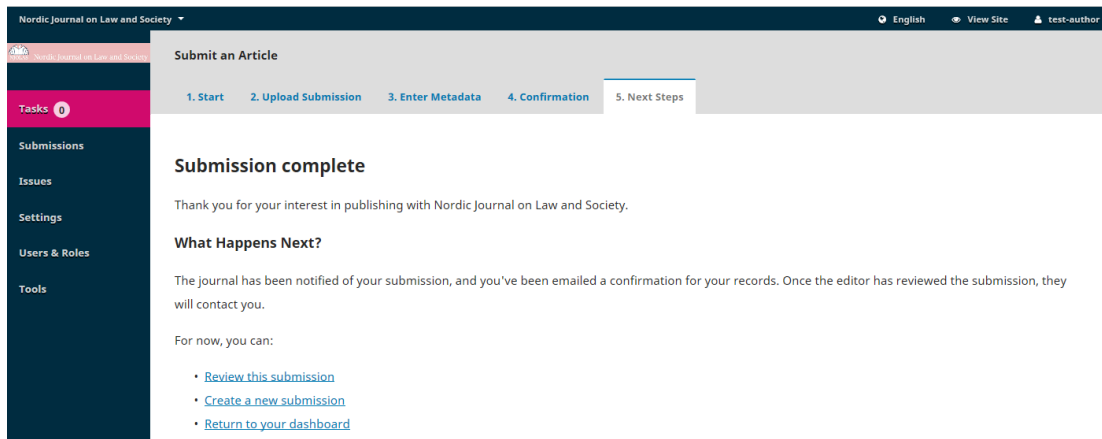
On this page, you are confirming your submission by clicking on "Finish Submission":



And "OK":

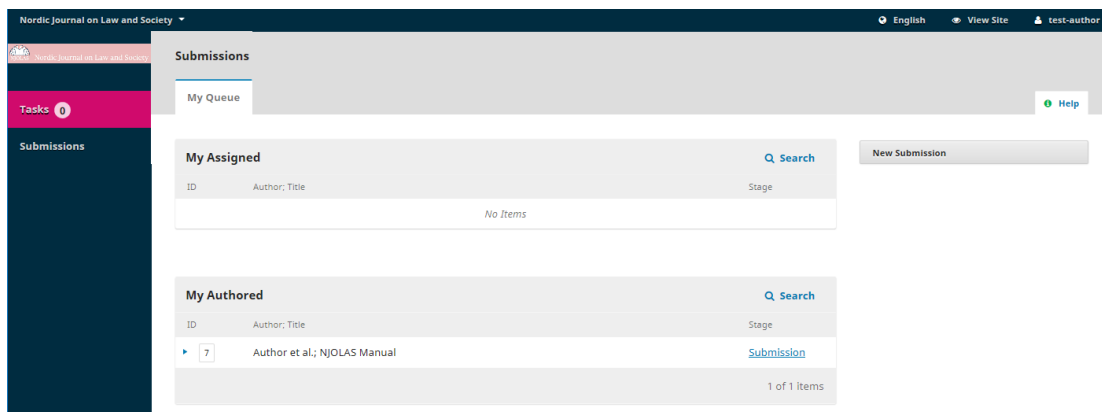


Now the submission is complete.



## Reviewing submissions

### Go to the Dashboard



Click on "Submission" to the right of your article. Your article is listed under "Submission Files".

Nordic Journal on Law and Society

English View Site test-author

Submission Library View Metadata

NJOLAS Manual  
Test Author, Martin Eriksson

Submission Review Copyediting Production

Submission Files [Search](#)

11-1	test-author, Author, ManualNjolasitest.doc	Article Text
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[Download All Files](#)

Pre-Review Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
No Items				

Click on the "Review" tab. Here you will get information on the review process:

Nordic Journal on Law and Society

English View Site test-author

Submission Library View Metadata

NJOLAS Manual  
Test Author, Martin Eriksson

Submission Review Copyediting Production

Stage not initiated.