
GUÍA
ENVIO DE MANUSCRITOS A
«COMMUNICATION PAPERS»

REVISTA CIENTÍFICA

ISSN: 2014-6752

www.communicationpapers.es



1. Registro en 'OJS.UdG'

Para iniciar el registro en el sistema 'OJS.UdG' de la Revista científica Communication Papers, debe entrar en la dirección <http://www.communicationpapers.es> y pulsar allí en la pestaña «Manuscript Sending».

The screenshot shows the homepage of the Communication Papers website. The header includes the logo (a red circle with 'cp'), the journal title 'communication papers', subtitle 'Media Literacy & Gender Studies', ISSN '2014-6752', and affiliation 'Universitat de Girona'. Social media links for 'communicationpapers.es', '/CommunicationPapers', and '@revicompapers' are also present. A navigation bar contains links: HOME, ABOUT, ISSUES, SUBMISSIONS, INDEXING, NEWS & EVENTS, REGISTRATION, SEARCH, LOG IN, and CONTACT. On the left, a sidebar menu lists: ISSUES (Current Issue, Back Issues, Next Issues, Most cited Articles), SUBMISSIONS (Manuscript Sending, Guidelines), and ABOUT US (Editorial Team, Scientific Committee). The main content area is titled 'LOG IN' and features a login form with fields for 'Username' and 'Password', a 'Remember my username and password' checkbox, and a 'Login' button. Below the form are links: '» Not a user? Register with this site » Forgot your password?' and the ISSN number 'ISSN: 2014-6752'.

Si usted aún no se ha registrado en la plataforma, debe hacer 'click' en el link «Not a user? Register with this site» en esta misma página. Si no recuerda su usuario o contraseña, debe hacer 'click' en el link «Forgot your password?». En caso de ser un usuario registrado y recuerde sus datos, prosiga.

The screenshot shows the 'REGISTRATION' page of the Communication Papers website. The header and sidebar are identical to the previous screenshot. The main content area is titled 'REGISTRATION' and contains a registration form. At the top, it says 'Fill in this form to register with this site.' and 'Click here if you are already registered with this or another journal on this site.' Below this is a 'PROFILE' section with a 'Form Language' dropdown menu set to 'English'. A note states: 'To enter the information below in additional languages, first select the language.' The 'Username *' field is required, with a note: 'The username must contain only lowercase letters, numbers, and'.

Una vez que completemos el registro y estemos identificados correctamente, el sistema le trasladará a la página principal de su usuario recién registrado:

The screenshot displays the user interface of the Communication Papers website. At the top, a dark header features the 'cp' logo on the left, the journal title 'communication papers' in large white letters, and the subtitle 'Media Literacy & Gender Studies' below it. To the right of the title, the website URL 'communicationpapers.es', the journal's Twitter handle '@revicompapers', and the ISSN '2014-6752' are listed. A horizontal navigation bar below the header contains links for HOME, ABOUT, ISSUES, SUBMISSIONS, INDEXING, NEWS & EVENTS, REGISTRATION, SEARCH, LOG IN, and CONTACT. On the left side, a vertical menu is organized into three sections: 'ISSUES' (with links for Current Issue, Back Issues, Next Issues, and Most cited Articles), 'SUBMISSIONS' (with links for Manuscript Sending and Guidelines), and 'ABOUT US' (with links for Editorial Team and Scientific Committee). The main content area, titled 'LOG IN' at the top left, shows a breadcrumb trail 'Home > User Home'. Below this, the journal title 'COMMUNICATION PAPERS' is repeated. A status bar indicates '» Author', '0 Active', '1 Archive', and a '[New Submission]' link. A 'MY ACCOUNT' section follows, containing links for '» Show My Journals', '» Edit My Profile', '» Change My Password', and '» Logout'. The ISSN '2014-6752' is displayed at the bottom of the main content area.

En esta pantalla, al pulsar en «Author», podrá comprobar el estado de sus envíos -si los hubiere- y tendrá la oportunidad de remitir sus colaboraciones entrando en el vínculo «New Submission».

2. Envío de colaboraciones a través de la plataforma

El proceso de envío de documentos consta de cinco sencillos pasos: «Start», «Upload Submission», «Enter Metadata», «Upload Supplementary Files» y «Confirmation».

2.1. Start

En este primer momento se deben aceptar todas las cláusulas que «Communication Papers» propone, elegir la sección en la que usted desea que se publique su colaboración y anexar, si lo estima oportuno, algún comentario para el editor. Una vez finalizado, pulse en «Save and Continue».

The screenshot shows the homepage of the Communication Papers website. The header includes the logo (a red circle with 'cp'), the journal title 'communication papers', subtitle 'Media Literacy & Gender Studies', ISSN '2014-6752', and the affiliation 'Universitat de Girona'. A navigation bar contains links: HOME, ABOUT, ISSUES, SUBMISSIONS, INDEXING, NEWS & EVENTS, REGISTRATION, SEARCH, LOG IN, and CONTACT. On the left, there are two main menu categories: 'ISSUES' (Current Issue, Back Issues, Next Issues, Most cited Articles) and 'SUBMISSIONS' (Manuscript Sending, Guidelines). Below these are 'ABOUT US' links (Editorial Team, Scientific Committee). The main content area is titled 'LOG IN' and shows a breadcrumb trail: Home > User > Author > Submissions > New Submission. It lists the five steps of the submission process: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, 5. CONFIRMATION. A note mentions contacting Marc Blasco Duatis for assistance. The 'JOURNAL SECTION' section asks the user to select a section from a dropdown menu. The 'SUBMISSION LANGUAGE' section is also visible.

2.2. Upload Submission

Seleccione el archivo que desea subir a la plataforma (máximo 25mb) y pulse «Upload». Una vez que el sistema le indique que el archivo se ha subido correctamente pulse en «Save and continue». Si se ha confundido de archivo pulse en reemplazar fichero y repita el proceso hasta que lo haya culminado exitosamente.

This screenshot shows the 'Upload Submission' step of the submission process. The breadcrumb trail is: Home > User > Author > Submissions > New Submission. The steps are listed as: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, 5. CONFIRMATION. A note states: 'To upload a manuscript to this journal, complete the following steps.' followed by a numbered list: 1. On this page, click Browse (or Choose File) which opens 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 at the bottom of this page. A note mentions contacting Marc Blasco Duatis for assistance. The 'SUBMISSION FILE' section indicates 'No submission file uploaded.' and shows a file selection interface with a button 'Seleccionar archivo' (which says 'nada seleccionado'), an 'Upload' button, and a link 'ENSURING A BLIND REVIEW'. At the bottom, there are 'Save and continue' and 'Cancel' buttons. The ISSN '2014-6752' is displayed at the very bottom.

2.3. Enter Metadata

En este momento debe indicar el autor o autores, en el caso de que tenga más de uno, el título y resumen del trabajo, disciplina académica y palabras clave, definición del idioma utilizado e instituciones colaboradoras. Toda esta información debe estar escrita en español o inglés. Al terminar de completar estos datos pulse en «Save and continue».

The screenshot shows the 'New Submission' form in the journal's submission system. The left sidebar contains navigation links under 'ISSUES', 'SUBMISSIONS', and 'ABOUT US'. The main content area is titled 'LOG IN' and 'HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS THESIS ABSTRACTS'. The breadcrumb trail is 'Home > User > Author > Submissions > New Submission'. The progress bar shows '1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION'. The 'Form Language' is set to 'English'. The 'AUTHORS' section includes fields for 'First Name *', 'Middle Name', 'Last Name *', 'Email *', 'URL', and 'Affiliation'. The 'Country' dropdown is set to 'Spain'. The 'Bio Statement (E.g., department and rank)' field is empty. The 'Fraser University' checkbox is checked.

2.4. Upload Supplementary Files

Aquí subiremos al servidor la carta de cesión de derechos. Recuerde que en nuestra página web (en la pestaña 'Guidelines') puede encontrar la carta de cesión de derechos. Una vez cumplimentada guarde dicho archivo sin dividir en su computadora incorporando la firma de los autores. Posteriormente pulse en «Seleccionar archivo», busquemos el fichero y pulsamos «Upload». Después pulse en «Save and continue».

The screenshot shows the 'Upload Supplementary Files' step in the journal's submission system. The left sidebar contains navigation links under 'ISSUES', 'SUBMISSIONS', and 'ABOUT US'. The main content area is titled 'LOG IN' and 'HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS THESIS ABSTRACTS'. The breadcrumb trail is 'Home > User > Author > Submissions > New Submission'. The progress bar shows '1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION'. The text explains that this step allows Supplementary Files to be added to a submission. The table below shows the status of the upload:

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

The 'Upload supplementary file' section includes a 'Seleccionar archivo' button, a 'nada seleccionado' status, and an 'Upload' button. The 'ENSURING A BLIND REVIEW' checkbox is checked. The 'Save and continue' button is highlighted in blue. The 'Cancel' button is also visible. The ISSN number 2014-6752 is displayed at the bottom.

En «Title» escriba «Letter of transfer of rights» y en «Tipo» seleccione la opción «Other» y pulse en «Save and continue».

ISSUES

Current Issue

Back Issues

Next Issues

Most cited Articles

SUBMISSIONS

Manuscript Sending

Guidelines

ABOUT US

Editorial Team

Scientific Committee

Focus and Scope

Section Policies

Peer Review Process

Publication Fecueny

License

Code of Ethics

LOG IN

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS THESIS ABSTRACTS

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

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

<< Back to Supplementary Files

Form Language

English

To enter the information below in additional languages, first select the language.

SUPPLEMENTARY FILE METADATA

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title *

Letter of transfer of rights

Creator (or owner) of file

Keywords

Type

Research Instrument

 Specify other

Brief description

ISSUES

Current Issue

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Publication Fecueny

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Code of Ethics

LOG IN

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS THESIS ABSTRACTS

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

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 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.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
65	Letter of transfer of rights	Carta Compromiso.png	01-23	EDIT DELETE

Upload supplementary file

Seleccionar archivo

 nada seleccionado

Upload

 ENSURING A BLIND REVIEW

Save and continue

Cancel

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2.5. Confirmation

Una vez finalizado todo este proceso llegamos a la última pantalla donde confirmamos los datos y enviamos los documentos:

The screenshot shows the 'New Submission' page. On the left is a sidebar with navigation links: ISSUES (Current Issue, Back Issues, Next Issues, Most cited Articles), SUBMISSIONS (Manuscript Sending, Guidelines), and ABOUT US (Editorial Team, Scientific Committee, Focus and Scope, Section Policies, Peer Review Process, Publication Fecency, License, Code of Ethics). The main content area has a 'LOG IN' button at the top. Below it is a navigation bar with links: HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, THESIS ABSTRACTS. The breadcrumb trail is 'Home > User > Author > Submissions > New Submission'. A progress bar shows five steps: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION (highlighted). Below the progress bar, a message states: 'To submit your manuscript to Communication Papers 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 Communication Papers.' A 'FILE SUMMARY' table follows, listing two files: ID 799, 'GUIA_PUBLICAR_COMMUNICATION-PAPERS.PDF' (Submission File, 1MB, 01-23) and ID 800, 'CARTA COMPROMISO.PNG' (Supplementary File, 139KB, 01-23). At the bottom of the table are two buttons: 'Finish Submission' (highlighted in blue) and 'Cancel'. The ISSN 2014-6752 is displayed at the very bottom.

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
799	GUIA_PUBLICAR_COMMUNICATION-PAPERS.PDF	Submission File	1MB	01-23
800	CARTA COMPROMISO.PNG	Supplementary File	139KB	01-23

Pulse en «Finish Submission» y ya habrá remitido toda la documentación; entrará en la pantalla de confirmación del envío.

The screenshot shows the 'Active Submissions' page. The sidebar is identical to the previous page. The main content area has the same navigation bar. The breadcrumb trail is 'Home > User > Author > Submissions > Active Submissions'. A message states: 'Submission complete. Thank you for your interest in publishing with Communication Papers.' Below this is a link: '» Active Submissions'. The ISSN 2014-6752 is displayed at the bottom.

Si pulsa en «Active Submissions» podrá revisar el estado actual de su envío:

ISSUES

- Current Issue
- Back Issues
- Next Issues
- Most cited Articles

SUBMISSIONS

- Manuscript Sending
- Guidelines

ABOUT US

- Editorial Team
- Scientific Committee
- Focus and Scope
- Section Policies
- Peer Review Process
- Publication Fecency

LOG IN

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS THESIS ABSTRACTS

[Home](#) > [User](#) > [Author](#) > **Active Submissions**

ACTIVE		ARCHIVE			
ID	MM-DDSUBMIT	SEC	AUTHORS	TITLE	STATUS
177	01-23	ART	(Madia Literacy & Gender Studies)	ALFABETIZACIÓN TRANSMEDIÁTICA	Awaiting assignment

1 - 1 of 1 Items

START A NEW SUBMISSION

[CLICK HERE](#) to go to step one of the five-step submission process.
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Para comprobar el estado del envío sólo debe entrar en www.communicationpapers.es (pestaña 'Log In'), identificarse con los datos con los que se ha registrado y acceder a la sección «Author» en la pantalla de inicio de usuario, justo después de identificarse en el sistema. En caso de que tenga alguna duda o dificultad no dude en ponerse en contacto con nosotros en nuestro buzón de correo revistacommunicationpapers@gmail.com y le atenderemos gustosamente.