
MANUAL MANUSCRIPT SUBMISSION «Comunicar»

Media Education Research Journal

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www.revistacomunicar.com

<https://www.revistacomunicar.com/ojs>

Open Journal System 3



<https://www.revistacomunicar.com/ojs/index.php/comunicar/login>

I. OJS 3 Register

To register on the OJS platform for Comunicar, enter the following address

<https://www.revistacomunicar.com/ojs/index.php/comunicar/user/register>

You have two ways to register:

1. FIRST OPTION (RECOMMENDED):

Click on the button "**Create or Connect your ORCID ID**" and use the data of your ORCID



id Create or Connect your ORCID ID

Sign into ORCID or [Register now](#)

Personal account Institutional account

Sign in with your ORCID account

Email or ORCID iD

ORCID password

Sign into ORCID

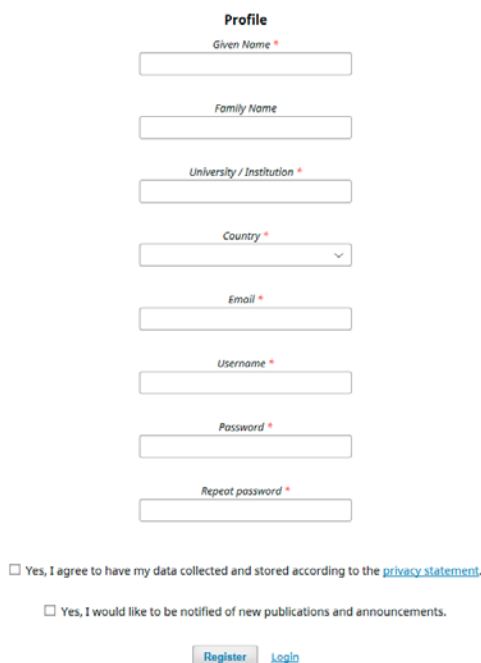
[Forgotten your password? Reset it here](#)

Sign in with a social media account 

2. SECOND OPTION:

Fill in the required data, accept the privacy policy and press the register button.



Profile

Given Name *

Family Name

University / Institution *

Country *

Email *

Username *

Password *

Repeat password *

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Yes, I would like to be notified of new publications and announcements.

Once you complete the registration you log in with our username and password:

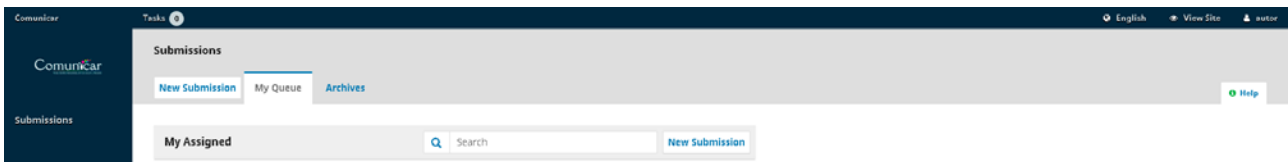
Username *

Password *

[Login](#)

II. Submission of contributions using the platform

Once you've identified ourselves, we enter the initial author screen. Click on “New submission”.



There are four simple steps in the process of sending documents: “Start”, “Upload submission”, “Enter metadata” and “Confirmation”.

1. Start

First, you must specify the language of the submission (Spanish or English), choose the section of the journal where you want your manuscript to be published. You must also accept all the clauses that “Comunicar” proposes.

Submit an Article

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

Submission Language
English
Submissions are accepted indistinctly in the two official languages of the journal: English or Spanish. *

Section
Dossier (Monographic)
Select section *

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

- The author(s) certifies that this work has not been published, nor is it under consideration for publication in another journal.
- The author(s) is(are) responsible for their content and for having contributed to the conception, design and execution of the work, analysis and interpretation of data, and for having participated in the drafting of the text and its revisions, as well as in the approval of the version that is finally submitted.
- Changes to the content, if any, after revision, and changes to the style of the manuscript by the “Comunicar” editorial staff are accepted.
- Grupo Comunicar Ediciones maintains the patrimonial rights (copyright) of the published works, and facilitates and allows their reuse under the license Creative Commons Attribution-NonCommercial-NoDerivativeWorks 4.0.
- The author(s) further declares that he or she is free from any personal or commercial association that may involve a conflict of interest in connection with the submitted article, as well as having respected the ethical principles of research.
- This manuscript will be reviewed by external evaluators, with the double-blind pair system. The article has to be anonymized in all its sections, according to the guidelines.
- The author(s) declare that they are aware of and accept the general guidelines of Comunicar: <http://bit.ly/2UuDVUl>
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

[Save and continue](#) [Cancel](#)

Once the data is included, click on “Save and continue”.

2. Upload Submission (article text, cover letter and title page, graphs, images and figures).

A) From the dropdown list, select the type of document:

- Article text.
- Cover letter and title page.
- Graphs, images and figures.

Click on “upload file” (or drag and drop the file) and click on “continue”.

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" (active), "2. Review Details", and "3. Confirm". The main content area features a dropdown menu labeled "Article Component *" with "Article Text" selected. Below the dropdown is a dashed box containing the text "Drag and drop a file here to begin upload" and an "Upload File" button. At the bottom of the dialog are "Continue" and "Cancel" buttons.

B) In review Details, press “Continue”.

The screenshot shows the same dialog box, now in the "2. Review Details" step. The "Article Text" dropdown is now displayed as a list item with an "Edit" icon next to it. Below the list item, the file type "docx" and size "112KB" are shown. The "Continue" and "Cancel" buttons remain at the bottom.

- C) In the Confirm field, click “Add another file” if you want to include another file (cover letter or graphs, images and figures) and repeat the process. If you have finished uploading files, click on “Complete”.

Upload Submission File [X]

1. Upload File 2. Review Details 3. Confirm

File Added

Add Another File

Do not forget to include at least the two prescriptive files:
1) Anonymized manuscript.
2) Cover letter.
Review the sending manual in the General Guidelines of Comunicar.

Complete Cancel

NOTE: If the file has been mistaken, replace it as follows:

- Start the “upload file” process as described above.
- Select the file you want to replace from the drop-down list.
- Upload the new file and continue.

Upload Submission File [X]

1. Upload File 2. Review Details 3. Confirm

If you are uploading a revision of an existing file, please indicate which file.

This is not a revision of an existing file

Article Component *

Cover letter and title page

Drag and drop a file here to begin upload **Upload File**

Continue Cancel

When you finish uploading the files, the file upload screen appears. Check it and, if everything is correct, click “save and continue”.

Submit an Article

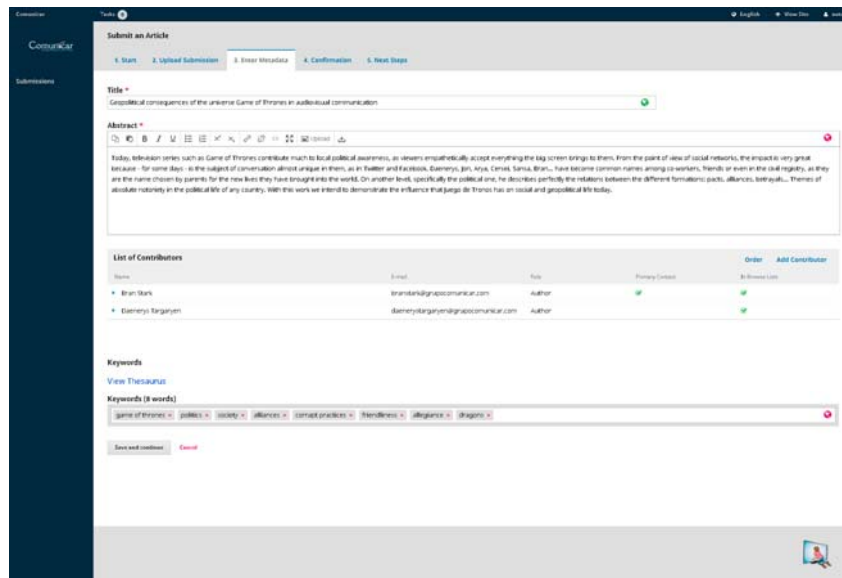
1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission Files [Search] [Upload File]

File Name	Date	Description
434-1 Article Text	May 26, 2019	Article Text
435-1 Cover letter and title page	May 26, 2019	Cover letter and title page

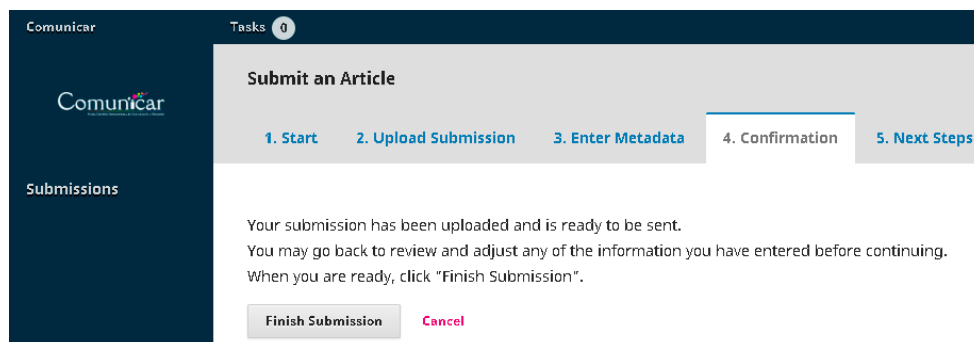
Save and continue Cancel

Once all the authors have been included, click “Save and continue”.



4. Confirmation

Once you ensure that everything has been included correctly, click “Finish submission” and the submission process is complete.



To check the status of the submission just enter the “Submissions” button, click on the active submission, and the system will indicate the status of the process at all times.

If you have any questions or difficulties, please do not hesitate to contact us at info@grupocomunicar.com and we will gladly assist you.