
MANUAL MANUSCRIPT SUBMISSION «Comunicar»

Media Education Research Journal

ISSN: 1134-3478; e-ISSN: 1988-3294

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

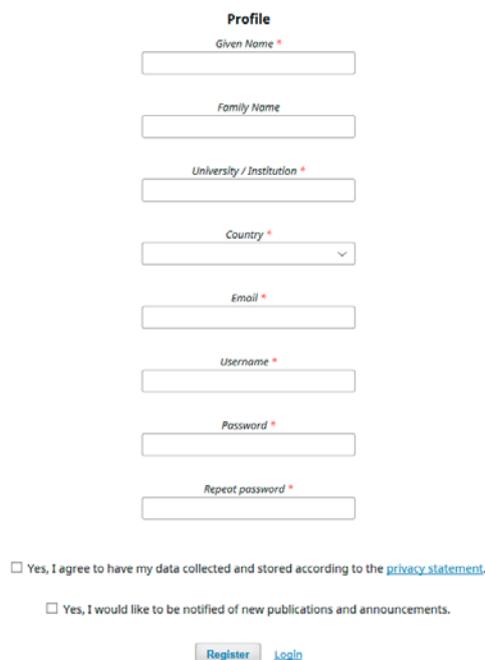
[Forgotten your password? Reset it here](#)

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.

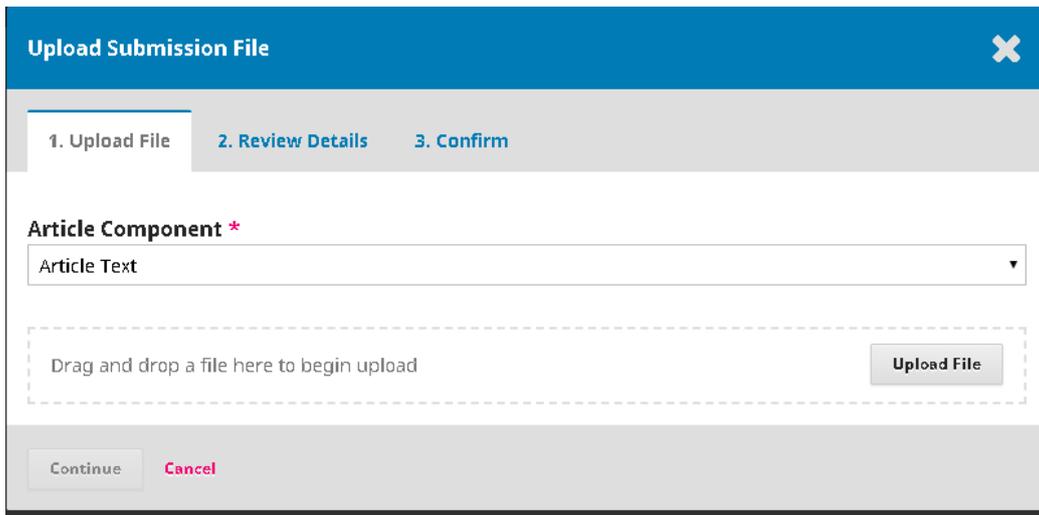
Once the data is included, click on “Save and continue”.

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

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

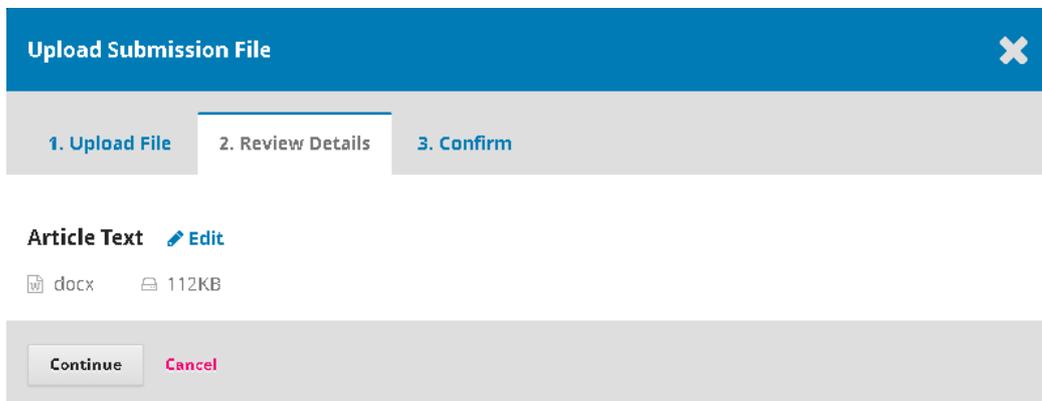
- Article text.
- Cover letter and title page.
- Graphs, images and figures.

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, but now in the "2. Review Details" step. The progress indicator shows "1. Upload File" and "2. Review Details" (active), with "3. Confirm" next. The "Article Component" dropdown is now labeled "Article Text" and includes an "Edit" link. Below the dropdown, the file name "docx" and size "112KB" are displayed. At the bottom are "Continue" and "Cancel" buttons.

- 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”.

The screenshot shows a modal window titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar, there are three tabs: "1. Upload File", "2. Review Details", and "3. Confirm", with the "3. Confirm" tab selected. The main content area displays "File Added" and a button labeled "Add Another File". Below this, there is a warning message: "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." At the bottom of the dialog, there are two buttons: "Complete" and "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.

The screenshot shows a modal window titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar, there are three tabs: "1. Upload File", "2. Review Details", and "3. Confirm", with the "2. Review Details" tab selected. The main content area contains a dropdown menu with the text "If you are uploading a revision of an existing file, please indicate which file." and the selected option "This is not a revision of an existing file". Below this is another dropdown menu labeled "Article Component *" with the selected option "Cover letter and title page". A dashed box contains the text "Drag and drop a file here to begin upload" and an "Upload File" button. At the bottom of the dialog, there are two buttons: "Continue" and "Cancel".

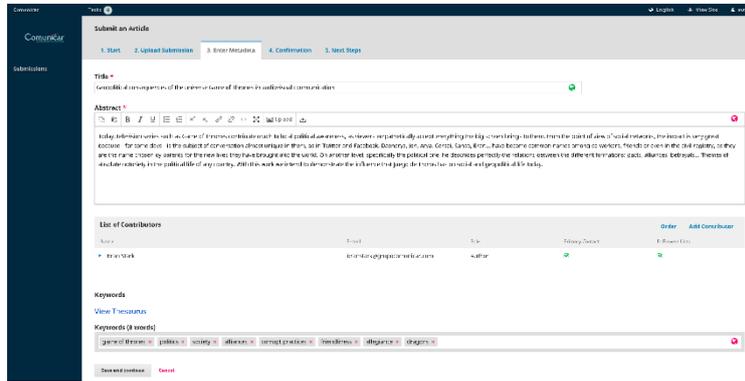
When you finish uploading the files, the file upload screen appears. Check it and, if everything is correct, click “save and continue”.

The screenshot shows the "Submit an Article" page in the Comunicar system. The page has a dark sidebar on the left with the Comunicar logo and "Submissions" text. The main content area has a progress bar with five steps: "1. Start", "2. Upload Submission", "3. Enter Metadata", "4. Confirmation", and "5. Next Steps", with "2. Upload Submission" selected. Below the progress bar is a table titled "Submission Files" with columns for file name, date, and description. The table contains two rows: "434-1 Article Text" dated "May 26, 2019" and "435-1 Cover letter and title page" dated "May 26, 2019". At the bottom of the page, there are two buttons: "Save and continue" and "Cancel".

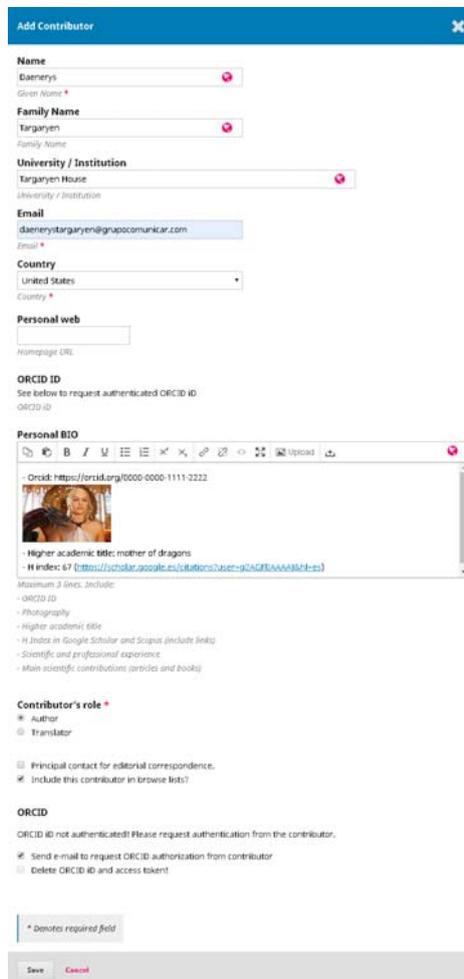
3. Entering Submission Metadata

Here you must indicate:

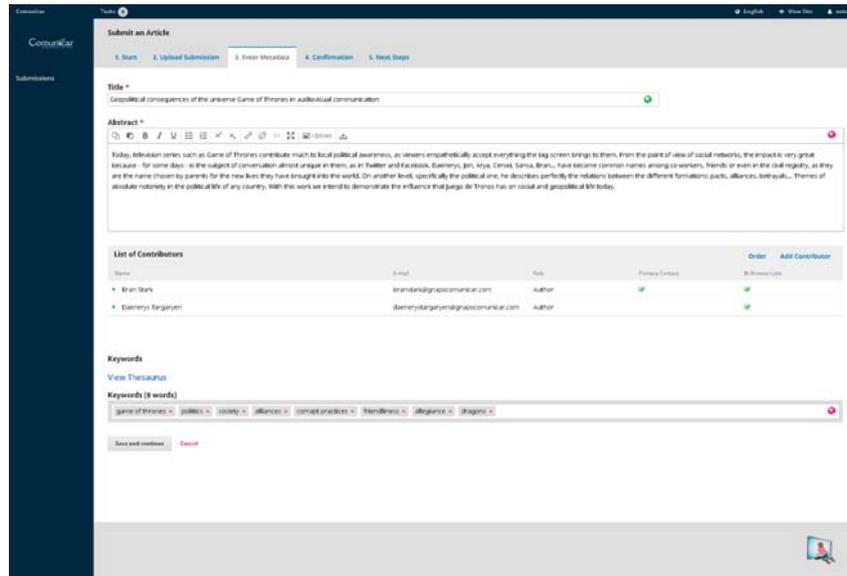
- a) Title of the manuscript (in Spanish and English).
- b) Abstract (in Spanish and English).
- c) Keywords (in Spanish and English).



At this point, the user who is sending the message appears as the author. If you need to add coauthors, click on “add contributors” and fill in all the necessary data. It is also necessary to click the tab “Send an email to request ORCID authorization from contributor” at the end of the form. This way, the co-author will receive an e-mail message to validate his/her ORCID user.

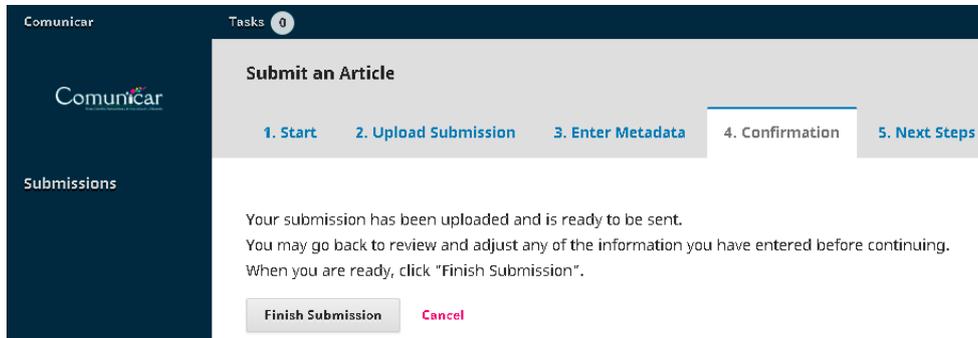


Once all the authors have been included, click “Save and continue”.



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@comunicarjournal.com and we will gladly assist you.