

# MANUSCRIPT SUBMISSION GUIDELINE

PLATAFORMA OJS (Open Journal System)

European Journal of Human Movement

*The aim of this document is to help researchers send the documents over the document management platform of the European Journal of Human Movement.*

The main objective of using the journal management platform, OJS (Open Journal System) is to automatically systemise the procedure for sending and managing the manuscripts, in order for the process to be efficient and transparent. It also permits the different players involved in the evaluation processes (authors, editor, reviewers, lay-out designers, etc.) to have the logical access to the contents (every profile has different degrees of access to the information). The system also registers all the processes, which permits external audits.

## Registering on the journal platform.

The first step to be able to send a scientific article to the *European Journal of Human Movement* consists of registering on the management platform of the journal. To do this, click on the tab, "REGISTER" or visit the website <http://goo.gl/XV8eQF>. The author must complete the compulsory fields, although it is advisable to complete all possible information.

The screenshot shows the website's navigation menu with 'REGISTER' highlighted in red and a red arrow pointing to it. Below the navigation is the journal's title 'European Journal of Human Movement'. The main content area includes a breadcrumb 'Home > Vol 32 (2014)', the journal title, and a detailed description of the journal's history and standards. On the right side, there is a 'LANGUAGE' section with a dropdown menu set to 'English' and a 'Submit' button. Below that is a 'Journal Help' link and an 'OPEN JOURNAL SYSTEMS' section. At the bottom right, there is a 'USER' section with input fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'Login' button.

After registering, some selection tabs appear indicating the type of user you want to be, at that time: a) Reader; b) Author. Authors must at least check the "author" section.

Upload an image

Confirmation  Send me a confirmation email including my username and password

Working Languages  English  
 Español

Register as  Reader Notified by email on publication of an issue of the journal.  
 Author. Able to submit items to the journal.

\* Denotes required field

### Privacy Statement

The names and e-mail addresses included in this journal will be exclusively used for the purposes established therein and will not be provided to third parties or to be used for other purposes.

European Journal of Human Movement EISSN: 2386-4095  
Motricidad. European Journal of Human Movement (previous title) EISSN: 2172-2862  
Short Title: Eur. J. Hum. Mov.  
Six-monthly Journal

Once all the data have been entered into the platform, the system will consider us as registered users.

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

# European Journal of Human Movement

Home > User Home

## User Home

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### European Journal of Human Movement

[» Author](#) 0 Active 0 Archive [\[New Submission\]](#)

### My Account

- » [Edit My Profile](#)
- » [Change My Password](#)
- » [Logout](#)

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Motricidad. European Journal of Human Movement (previous title) EISSN: 2172-2862  
Short Title: Eur. J. Hum. Mov.  
Six-monthly Journal

If we click on the "Author" option, we will access a section where the works are sent and where we can also consult the works sent, indicating the evaluation process status. In order to start a work sent, we also can click on [New Submission].

# European Journal of Human Movement

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

## Active Submissions

[ACTIVE](#)   [ARCHIVE](#)

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
<i>No Submissions</i>					

### Start a New Submission

[CLICK HERE](#) to go to step one of the five-step submission process.

## Refbacks

[ALL](#)   [NEW](#)   [PUBLISHED](#)   [IGNORED](#)

DATE ADDED	HITS	URL	ARTICLE	TITLE	STATUS	ACTION
<i>There are currently no refbacks.</i>						

[Publish](#)   [Ignore](#)   [Delete](#)   [Select All](#)

## Sending collaborations over the platform.

The process for sending documents over the OJS platform of the European Journal of Human Movement includes the following steps:

### Starting

- Tables and figures.** Each figure of the text is sent in a separate file in TIFF format with minimum quality of 300 PPP, and this is recognisable by its name (fig1.tif)
- Titles of the tables and figures are sufficiently descriptive to be understandable if they are taken out of context from the original manuscript.
- Tables and figures not prepared by the authors include details of authorship at the foot.
- The colours of the figures are sufficiently contrasting to be functional in black-and-white printers.
- In the case of tables, a Microsoft Word document is enclosed where all the tables appear in order of appearance in the manuscript.

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- The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

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### Comments for the Editor

Enter text (optional)

In this first section, we are asked to verify again several of the characteristics that our manuscript must satisfy.

## Uploading the manuscript

Home > User > Author > Submissions > New Submission

### Step 2. Uploading the Submission

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

To upload a manuscript to this journal, complete the following steps.

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.

Encountering difficulties? Contact [Administrator Journal EJHM](#) for assistance (+34 927257460).

#### Submission File

No submission file uploaded.

Upload submission file

Examinar...

No se ha seleccionado ningún archivo.

Upload

ENSURING A BLIND REVIEW

Save and continue

Cancel

Select the original manuscript (25 Mb. maximum)

## Uploading documents

Metadata entry of the work.

### Step 3. Entering the Submission's Metadata

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

Form Language

English

Submit

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

#### Authors

First Name \*

John

Middle Name

Last Name \*

Smith

Email \*

johnsmith@email.com

ORCID iD

ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL

Affiliation

University of London

(Your institution, e.g. "Simon Fraser University")

Country

United Kingdom

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

In this step, we must include the names of each author participating in the work, as well as the title of the work in English, the abstract and key words. We must also indicate if the article has had the backing of any institution or project.

## Uploading additional files

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

### Step 4. Uploading Supplementary Files

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
<i>No supplementary files have been added to this submission.</i>				
Upload supplementary file		<input type="button" value="Examinar..."/>	No se ha seleccionado ningún archivo.	<input type="button" value="Upload"/> ENSURING A BLIND REVIEW
<input type="button" value="Save and continue"/>		<input type="button" value="Cancel"/>		