

# Electronic Submission Tutorial

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Dear all

Here are the steps that you need to follow when submitting your manuscript via the journal site. Submitting your manuscript electronically will enable you to track your submission all the way through. For a successful submission, you have to follow the following steps:

1) Log in to the journal site using the link below.

<http://scholarworks.uaeu.ac.ae/ijre/>

2) Click on Submit Article.

The screenshot shows the Scholarworks@UAEU website. The header includes navigation links: Home, About, FAQ, and My Account. The main content area displays the journal's title, 'International Journal for Research in Education', and a brief description. On the left sidebar, the 'Submit Article' button is highlighted with a red circle. Other sidebar options include 'Journal Home', 'About This Journal', 'Aims & Scope', 'Editorial Board', 'Policies', 'Most Popular Papers', and 'Receive Email Notices or RSS'. The 'Submit Article' button is located under the 'Policies' section.

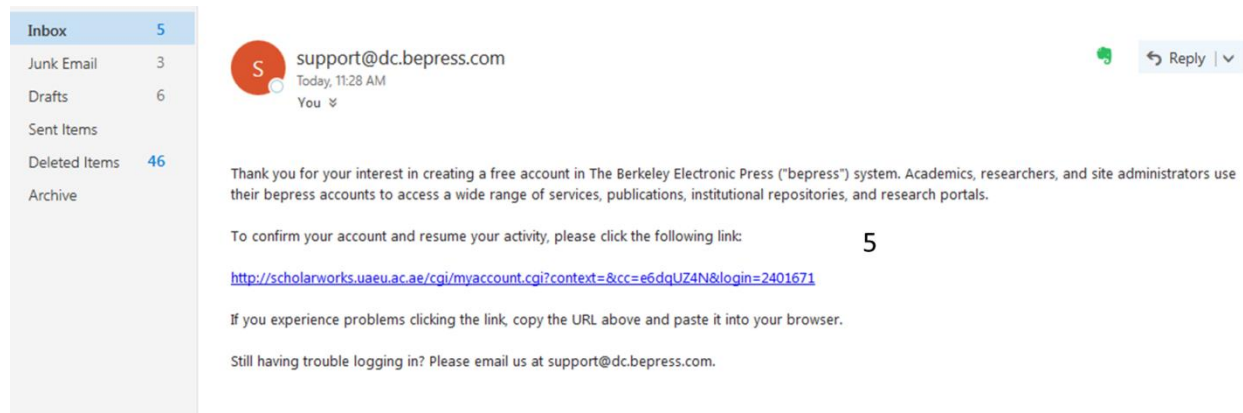
3) Create your own account by clicking on Sign up.

The screenshot shows the homepage of the International Journal for Research in Education. On the left is a navigation menu with links like 'Journal Home', 'About This Journal', 'Aims & Scope', 'Editorial Board', 'Policies', 'Submit Article', 'Most Popular Papers', 'Receive Email Notices or RSS', and a search section. The main content area has a 'Home > URE' breadcrumb, the journal title, and two primary actions: 'Login' and 'Create new account'. The 'Create new account' section includes a text prompt, a 'Sign up' button (highlighted with a red circle and the number 3), and a 'Remember me' checkbox. Below the login fields is a 'Forgot your password?' link and instructions for new email addresses.

4) Fill in the form and click on Sign Up.

This screenshot displays the account creation form. It includes a navigation menu on the left and the journal title at the top. The form itself is titled 'Please complete this form to create your user account...' and lists required fields marked with an asterisk: Email address, First/Given Name, Middle Initial, Last/Family Name, Suffix, Institutional Affiliation, Password, and Re-enter Password. A 'Sign up' button is at the bottom. The form fields are highlighted with a red box and the number 4. The 'Institutional Affiliation' dropdown is set to 'United Arab Emirates University'.

5) You will receive a confirmation email.



6) ) Log in to the journal site using the link below and repeat the second step.

<http://scholarworks.uaeu.ac.ae/ijre/>



7) Login into your account using your email and the password you selected for yourself

## Scholarworks@UAEU

[Home](#)
[About](#)
[FAQ](#)
[My Account](#)

Journal Home

About This Journal

Aims & Scope

Editorial Board

Policies

Submit Article

Most Popular Papers

Receive Email Notices or RSS

Select an issue:

All Issues

Enter search terms:

in this journal

[Home](#) > [JRE](#)

**International Journal for Research in Education**

**Login**

Email address:

Password:

☐ Remember me

[Forget your password?](#)

New Email Address? Please log in and choose [Edit Profile](#) on your [My Account](#) page to update your contact information or customize your password.

**Create new account**

You will need to create an account to complete your request. It's fast and free.

8) Read the instructions carefully before starting uploading your files and then click on accept.

Submit Article

Most Popular Papers

Receive Email Notices or RSS

Select an issue:

All Issues

Enter search terms:

in this journal

ISSN: 2219-6064

Policies and Submission Guidelines

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The submission process consists of the following steps:

1. Read and accept the Article Submission Agreement
2. Provide information about yourself
3. Provide information about any authors
4. Upload your article and related items

**Before you begin, please be sure you have the following items:**

- Article Title
- An **abstract** (separate from the article body)
- Keywords** for your article (optional)
- Article in one of the following formats: Microsoft Word, or RTF.

Articles must be submitted without a title page, abstract, or page numbers. These will be provided by the system.

This is especially important so that you do not include any identifying information about the authors, as the article you submit will be sent to reviewers.

No part of the submission is final until all steps have been completed and you click the final **Submit** button. The review process begins as soon as International Journal for Research in Education receives a readable article, along with the abstract and article title. You may revise any of these elements later by clicking the submitted article's title on your **My Account** page.

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9) Once you accept, you will be able to start the submission process.

About This Journal  
Aims & Scope  
Editorial Board  
Policies

Submit Article

Most Popular Papers

Receive Email Notices or RSS

Select an issue:  
All Issues Browse

Enter search terms:  
Search  
in this journal

Advanced Search

ISSN: 2219-6064

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## International Journal for Research in Education



### Article Submission Agreement for *International Journal for Research in Education*

#### Warranties & Ownership Overview

Please review the following submission agreement ("Submission Agreement") and indicate your agreement below.

Thank you for submitting an article to *International Journal for Research in Education* (the "Journal").

#### To submit an article (the "Article"): 9

1. You must be the author, or the authorized agent of the author(s) and copyright holder (if different from the author(s));
2. the author(s) must have approved the work for publication;
3. the author(s) must have agreed to submit the article to the Journal;
4. the author(s) must accept full responsibility for the content of the Article;
5. the Article must be the Author(s) original work and must not contain any libelous or unlawful statements or infringe on the rights or privacy of others or contain material or instructions that might cause harm or injury
6. the Article must not have been previously published, is not pending review elsewhere, and will not be submitted for review elsewhere pending the completion of the editorial decision process at the Journal.

By submitting the Article, you represent and warrant that the above are true.

10) Fill in the form your personal information.

Most Popular Papers

Receive Email Notices or RSS

Select an issue:  
All Issues Browse

Enter search terms:  
Search  
in this journal

Advanced Search

ISSN: 2219-6064

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#### about you...

Please make sure that your contact information is complete and correct, as the editors of the journal may need to contact you regarding your submission.

Please be sure to enter your name and affiliation exactly as they should appear on a published article (including appropriate capitalization and punctuation).

Required fields are marked with an \*.

10

First/Given Name \*

Middle Initial

Last/Family Name \*

Suffix (e.g.: "Jr.")

Institutional Affiliation \* United Arab Emirates University (e.g. "University of California, Berkeley")

Phone Number

Fax Number

Postal Address (line 1)

Postal Address (line 2)

11) After filling in all your information , click on continue.



Postal Address (line 3)

Postal Address (line 4)

City

State

Zip Code/Post Code

Country

11

Continue

12) Fill in the form your Co-Authors and click on continue.

International Journal for Research in Education

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1 2 3 4

Provide Information about Any Co-Authors

Please click **Add author** to enter each co-author. This will be the final author list that appears on your publication. When you have finished, press **Continue**.

Add Authors ?

If no email address is entered the author will not be notified about the status of the submission or be able to access or change any information regarding this submission using these web tools.

**Author's email address (optional):**  Add author

When the list below is accurate and complete, click **Continue**.

Name/Email	Institution	Order		
Abdurrahman Ghaleb Almekhlafi Dr. <almekhlafi@uae.ac.ae>	United Arab Emirates University	1st author	Delete	Edit

Continue

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13) Fill in the form with article title, short title, and key words.

Select an issue:

Enter search terms:

in this journal

Advanced Search

ISSN : 2219-6064

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about your Submission...

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**REQUIRED Article Title**

Please use Headline Style Capitalization --e.g., *The Scholarly Communication Crisis*

Enter your article title:

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**Short Title**

Enter a shortened version of your article's title.

Shortened Title (reduced to 65 characters or less).  
 This will be used in the header of the final published article.

**Keywords**

Please separate keywords/keyword phrases with commas.

Enter keywords:

14) You need to also select the discipline from the provided list.

## Disciplines

Please indicate the academic discipline(s) that best describes your submission. Click [here](#) to view the complete list of disciplines.

**Available:**

- ☐ Architecture
- ☐ Arts and Humanities
- ☐ Business
- ☐ Education
- ☐ Engineering
- ☐ Law
- ☐ Life Sciences
- ☐ Medicine and Health Sciences
- ☐ Physical Sciences and Mathematics
- ☐ Social and Behavioral Sciences

14

**Selected:**

15) Write or paste the abstract into the provided field.

**Abstract**

Learn how your abstract can [improve the discovery of your article](#) in Google and Google Scholar.

Type or paste your abstract:

**B I** | | | | | | | | | | | | | | | | | | | | | |

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**Cover Page Footnote**

Please enter footnote/acknowledgments here and not in body of the manuscript.

Please enter footnote/acknowledgments:

16) Upload the manuscript from your computer with a cover letter and then click submit

**Full Text of Submission**

Please upload your primary submission file. If your file is a Microsoft Word or RTF Document, the system will automatically generate a PDF for you.

☒ Upload file from your computer  
☐ Import file from remote site

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Please upload the full text of your submission:

**Browse...** No file selected.

**Cover Letter**

Clearly state the purpose of the paper and its expected contribution in your cover letter. You may upload your cover letter or use the box below to type or paste the cover letter.

**Browse...** No file selected.

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**Submit** Completing your upload may take some time; please only click on the submit button once.

17) Now, you have come to the end of the submission process. From now on, you can track your research online using your account.



The end of instructions.

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