

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 navigation menu includes Home, About, FAQ, and My Account. The main content area displays the journal title 'International Journal for Research in Education' and a description of the journal. The 'Submit Article' button is highlighted with a red circle. The 'Policies' link is also highlighted with a red circle and the number '2' next to it. The search bar is visible at the bottom of the page.

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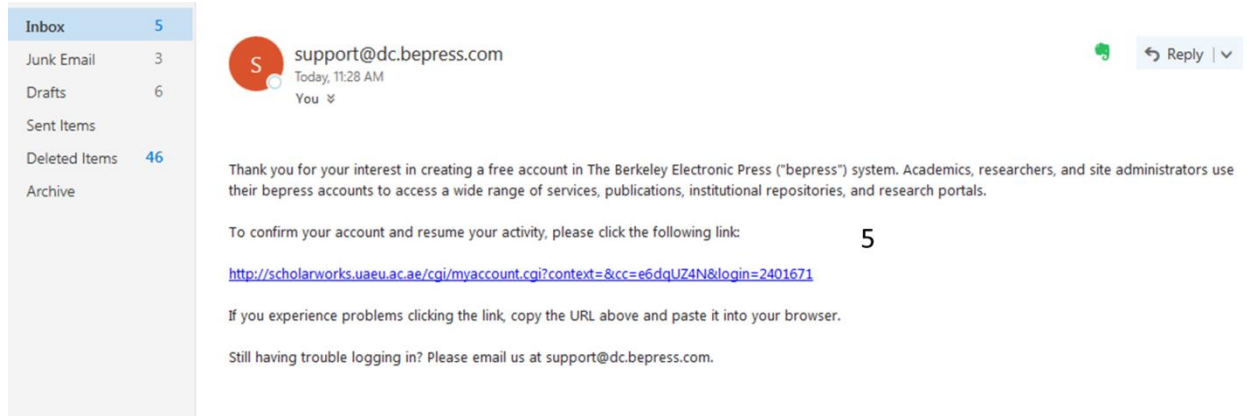
3) Create your own account by clicking on Sign up.

The screenshot shows the journal's homepage with a navigation menu at the top: Home, About, FAQ, My Account. The main content area is titled 'International Journal for Research in Education'. On the right side, there are two sections: 'Login' and 'Create new account'. The 'Create new account' section includes a text prompt: 'You will need to create an account to complete your request. It's fast and free.' Below this prompt is a blue 'Sign up' button, which is circled in red. A small number '3' is placed to the right of the button.

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

The screenshot shows the 'Sign up' form on the journal website. The form is titled 'International Journal for Research in Education'. It includes a disclaimer: 'Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Be press neither sells nor rents contact information to third parties. You will receive an email confirmation shortly.' Below this, it states 'Required fields are marked with an *'. The form fields are: Email address * (almekhlafi@uaeu.ac.ae), First/Given Name * (AbdarRahman), Middle Initial (Galeb), Last/Family Name * (AlMekhlafi), Suffix, Institutional Affiliation (Not on list? Please enter name in full. United Arab Emirates University), Password * (represented by dots), and Re-enter Password * (represented by dots). A blue 'Sign up' button is at the bottom of the form. A small number '4' is placed to the right of the form.

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

The screenshot shows the Scholarworks@UAEU website. At the top, there is a navigation bar with links for Home, About, FAQ, and My Account. Below this, there is a sidebar with various links such as Journal Home, About This Journal, Aims & Scope, Editorial Board, Policies, Submit Article, Most Popular Papers, and Receive Email Notices or RSS. The main content area features a breadcrumb trail: Home > URE. Below the breadcrumb, the title "International Journal for Research in Education" is displayed. The central part of the page is divided into two columns: "Login" and "Create new account". The "Login" column contains fields for "Email address" (with the value "almekhlaifi@uaeu.ac.ae") and "Password" (with a masked password "*****"). There is a "Remember me" checkbox and a "Login" button. A "Forgot your password?" link is also present. The "Create new account" column contains a "Sign up" button and a note: "You will need to create an account to complete your request. It's fast and free." Below the login fields, there is a note: "New Email Address? Please log in and choose Edit Profile on your My Account page to update your contact information or customize your password."

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

The screenshot shows the article submission instructions page. On the left, there is a sidebar with links for Submit Article, Most Popular Papers, Receive Email Notices or RSS, Select an issue: (All Issues dropdown, Browse button), Enter search terms: (Search button), in this journal dropdown, Advanced Search, ISSN: 2 2 1 9 - 6 0 6 4, Policies and Submission Guidelines, Copyright, and Contact Us. The main content area starts with the heading "The submission process consists of the following steps:" followed by a numbered list: 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. Below this, there is a section titled "Before you begin, please be sure you have the following items:" with a bulleted list: Article Title, An abstract (separate from the article body), Keywords for your article (optional), and Article in one of the following formats: Microsoft Word, or RTF. A note states: "Articles must be submitted without a title page, abstract, or page numbers. These will be provided by the system." A red-bordered box contains the text: "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." Below this, there is a note: "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." At the bottom, there is a large orange circle containing the number "8" and a "Continue" button.

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

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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.

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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 * (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)		11
City		
State		
Zip Code/Post Code		
Country		

Continue

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

International Journal for Research in Education

3 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@uaeu.ac.ae>	United Arab Emirates University	1st author	Delete	Edit

Continue 12

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

Select an issue:

Enter search terms:

Advanced Search
 ISSN : 2219-6064

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about your Submission...

REQUIRED Article Title

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

Enter your article title: 13

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.

<p>Available:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Architecture <input type="checkbox"/> Arts and Humanities <input type="checkbox"/> Business <input type="checkbox"/> Education <input type="checkbox"/> Engineering <input type="checkbox"/> Law <input type="checkbox"/> Life Sciences <input type="checkbox"/> Medicine and Health Sciences <input type="checkbox"/> Physical Sciences and Mathematics <input type="checkbox"/> Social and Behavioral Sciences 	<p>14</p> <p><input type="button" value="Select »"/></p> <p><input type="button" value="« Remove"/></p>	<p>Selected:</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>
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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* | | | | | | | HTML

15

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

Please upload the full text of your submission:

No file selected.

16

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.

No file selected.

17

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.