

INSTRUCTIONS FOR SUBMITTING ARTICLES TO JAAACS

Before beginning these instructions, [please review all Submission Guidelines here](#).

1. Please make sure that you have created an account in the JAAACS website system. To do this, please [click here for "Instructions for Creating an Account with JAAACS."](#)
2. Next, ensure that you are registered as an "Author" in the website system.

To do this:

- a. Go to <http://ojs.library.ubc.ca/index.php/index/login>
- b. Sign in using your username & password.
- c. Click 'My Profile' on the right-side menu bar.
- d. Scroll down to "Roles" and make sure 'Author' is selected.



- e. Click Save.
- f. Return to your User Home.

3. On your User Home, you will see a line for "Author." The columns to the right of this title correspond to all of your activity as an author for JAAACS.

The screenshot shows the JAAACS User Home page. At the top, there is a header with the journal title and navigation links: HOME, ABOUT, CURRENT, ARCHIVES, USER HOME, SEARCH, ANNOUNCEMENTS. Below this is a 'SUBMISSIONS' section with a breadcrumb trail 'Home > User Home'. The main content area is titled 'IAAACS' and contains a table with the following data:

IAAACS	1 Active	0 Archive	[New Submission]
Author			
Reviewer		0 Active	

A red circle highlights the 'Author' link, and a red arrow points to the '[New Submission]' link. On the right side, there is a 'USER' section with the text 'You are logged in as...' and a list of links: My Journals, My Profile, Log Out, and Log Out as User. At the bottom right, there is a 'FONT SIZE' section with three icons.

4. On this screen (User Home), click 'New Submission' to the right of "Author" (see red arrow above).
5. This will begin the five step process to submit your article.

6. First, select the type of article you are submitting under "Section." For more information about the different types of articles, click [here](#). If you are unsure and wish for the editorial team to determine this, please select 'Articles.'



The screenshot shows the submission interface for the Journal of the American Association for the Advancement of Curriculum Studies. A red arrow points to the '1. START' step in the submission process. A dropdown menu is open, showing the following options: 'Articles', 'Critical Review Essays', 'Theoretical Analyses', 'International Dialogues', and 'Multi-vocal Response and Discussion Pieces'. The 'Articles' option is selected. The page also includes a navigation menu, a user profile section, and a submission checklist.

**Journal of the American Association
for the Advancement of Curriculum Studies**

HOME ABOUT CURRENT ARCHIVES USER HOME SEARCH ANNOUNCEMENTS

SUBMISSIONS

Home > User > Author > Submissions > New Submission

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

Encountering difficulties? Contact [Joseph Kyser](#) for assistance.

Journal Section

Select the appropriate section for this submission (see Submission Checklist for more information).

Section *

Submission Checklist

Indicate that this submission is ready to be considered for publication (check all that apply to be added below).

- The submission has not been previously published and is not currently under consideration elsewhere.
- The submission file is in Microsoft Word or Adobe PDF formats.
- The submission follows the most recent *American Psychological Association Style Guide* or *APA Style Guide*.

USER

You are logged in as...

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)


USER

CONTENT

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

7. Review and check off each of the “Submission Checklist” items once you have completed the task.

Submission Checklist 

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- [Click here for instructions on how to create an account.](#)
- [Click here for instructions on how to submit an article.](#)
- The submission has not been previously published and is not currently under consideration elsewhere.
- The submission file is in Microsoft Word or Adobe PDF formats.
- The submission follows the most recent *American Psychological Association Style Guide* or *APA Style Guide*.
- Where available, “digital object identifier system” or dois per APA specifications are added to each reference in the submission’s references.
- The text is in Palatino 12 pt font single-spaced; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed at the end of the manuscript.
- A blinded copy of the manuscript is uploaded that removes all identifying marks from the submission (invited submissions do not need to be blinded). Additionally, an un-blinded coverage page is uploaded with the Author’s or Authors’ identifying information followed by brief autobiographic sketches (2-3 sentences). Follow the link for the guidelines for a Blind Review: [Ensuring a Blind Review](#).
- All *first submissions* are accompanied by a Letter to the Editor that briefly explains the central issue or topic of the piece and its importance to the field of curriculum studies. In addition, the author may want to describe something of the submission’s history and the ways in which it can be seen to fit into a larger body of work.
- All *revised submissions* are submitted as marked up manuscripts, with all changes documented, and are accompanied by a detailed Letter to the Editor that explains how each of the reviewer’s suggestions was variously integrated into the manuscript or addressed. Where authors disagree with particular suggestions for revision, they will explain their reasons for doing so. Revised manuscripts cannot be reviewed in the absence of a clear explanation and record of the edits that have or have not been made in response to reviewer comments.
- The Letter to the Editor should be uploaded as its own supplementary file during the submission process.

8. Click ‘Save and continue.’

9. Please upload your article on this screen. There are three steps to this page:

- a. First, click 'ENSURING A BLIND REVIEW' and follow the listed instructions to make sure that your identity is hidden from the editorial team.
- b. Second, click 'Choose File' and navigate to your article on your local drive. Once selected, click 'Choose.'
- c. Third, click 'Upload.'

The screenshot shows the submission page for the Journal of the American Association for the Advancement of Curriculum Studies. The page includes a navigation menu with links like HOME, ABOUT, CURRENT, ARCHIVES, USER HOME, SEARCH, and ANNOUNCEMENTS. The main content area is titled 'SUBMISSIONS' and contains a breadcrumb trail: Home > User > Author > Submissions > New Submission. Below this, there are five numbered steps: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION. A paragraph instructs users to complete the following steps to upload a manuscript. The steps are: 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. Below the instructions, there is a section for 'Submission File' which shows 'No submission file uploaded.' and 'Upload submission file'. There are three callouts: '1' points to the link 'ENSURING A BLIND REVIEW', '2' points to the 'Choose File' button, and '3' points to the 'Upload' button. At the bottom of the submission area, there are 'Save and continue' and 'Cancel' buttons. On the right side of the page, there are sections for 'USER' (logged in as...), 'FONT SIZE' (with icons for A+, A, A-), 'JOURNAL CONTENT' (with a search box and dropdown), and 'Browse' (with links for By Issue, By Author, By Title, and Other Journals). A 'Journal Help' link is also present at the bottom right.

d. Click 'Save and continue.'

10. Complete the form for author(s) information. If there are multiple authors for the article, you can add another entry by clicking 'Add Author' (see red arrow below).

Also, please make sure you include a brief author bio for each author. We ask that these bios are kept at **150 words maximum**.

Home > User > Author > Submissions > New Submission

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

Authors

First Name *

Middle Name

Last Name *

Email *

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

Country

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

Google Analytics account number
To track published article readership using Google Analytics, enter an account number here (e.g. UA-xxxxxx-x).

←

• [My Journals](#)
• [My Profile](#)
• [Log Out](#)
[is User](#)

FONT SIZE

JOURNAL CONTENT
Search
Search Scope

Browse
• [By Issue](#)
• [By Author](#)
• [By Title](#)
• [Other Journals](#)

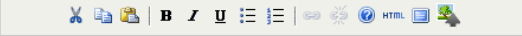
[Journal Help](#)

11. Continue by completing the title and abstract boxes.

Title and Abstract

Title *

Abstract *



12. *Optional:* Add your references with a line between each reference.

References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

* Denotes required field

13. Click 'Save and continue.'

- Next, please upload any supplemental files here. All authors should upload a 'Letter to the Editor' here. You can find what the Letter to the Editor should include by clicking [here](#).

- Once you have clicked, 'Upload,' click 'Save and continue.'

16. Confirm that all of your files are listed on the screen below. If everything is listed correctly, click 'Finish Submission.'

Journal of the American Association
for the Advancement of Curriculum Studies

HOME ABOUT CURRENT ARCHIVES USER HOME SEARCH ANNOUNCEMENTS

SUBMISSIONS

Home > User > Author > Submissions > New Submission

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

To submit your manuscript to JAAACS click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with JAAACS.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
205218	CRITICAL REVIEW ESSAY.DOCX	Submission File	35KB	02-13

Finish Submission Cancel

USER
You are logged in as...

- [My Journals](#)
- [My Profile](#)

Out

FONT SIZE
A A A

JOURNAL CONTENT
Search
Search Scope
All
Search

Browse

17. The last screen confirms your submission. You should receive an email confirming the submission shortly.

You will be contacted once the editorial team has had an opportunity to give your manuscript a preliminary review.