

Submitting a manuscript of *Parallèles* through the OJS system

OJS is the online publication management system that the journal *Parallèles* utilizes for the submission and review of manuscripts. Manuscripts must always be submitted electronically. Before you submit your manuscript, please read the [instructions posted on our website](#).

A. Creating an account

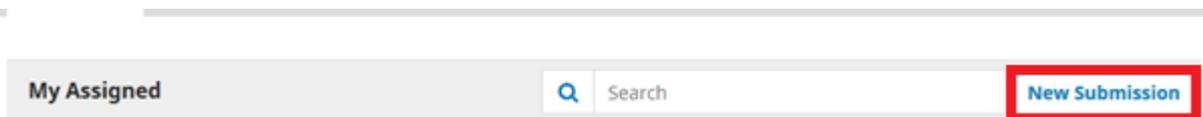
1. If you have never submitted a manuscript to *Parallèles* via the OJS-platform, please create an account on <https://oap.unige.ch/journals/paralleles/user/register>.
2. If you already have an account, please connect to the platform (see Point B below).

B. Connecting to OJS

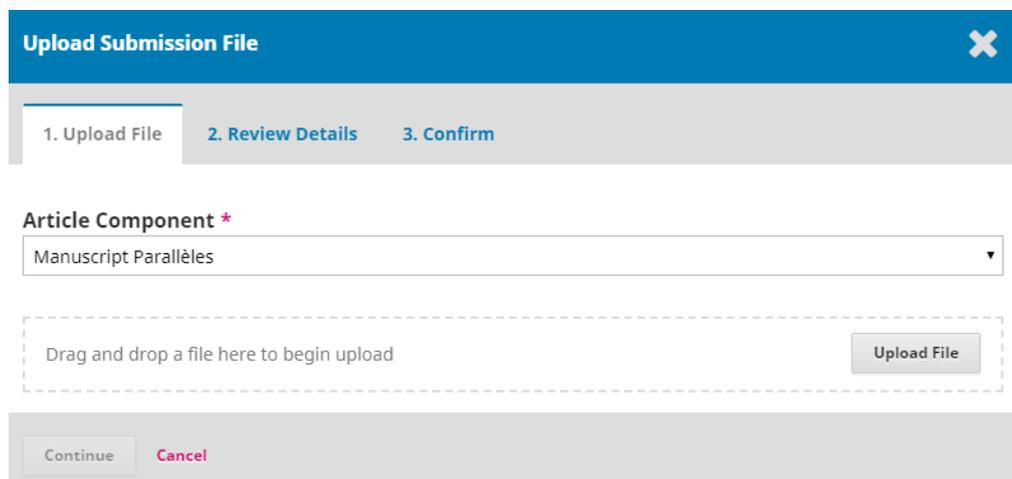
3. If you already have an account, go to <https://oap.unige.ch/journals/paralleles/login> and log onto the OJS platform. If you do not have an account yet, you can create one by clicking on **Register**.

C. Submitting a manuscript

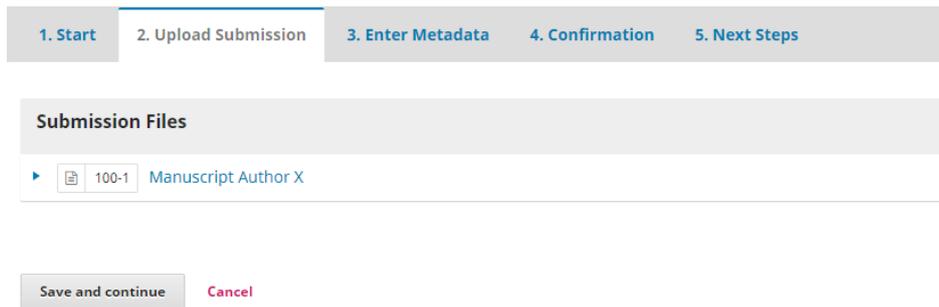
4. Once you are logged onto the platform, click on **New Submission**.



5. At step 1, check the 2 Submission Requirements and the Privacy Statement. Then click on **Save and continue**.
6. At step 2, choose **Manuscript Parallèles** and select the file to upload.

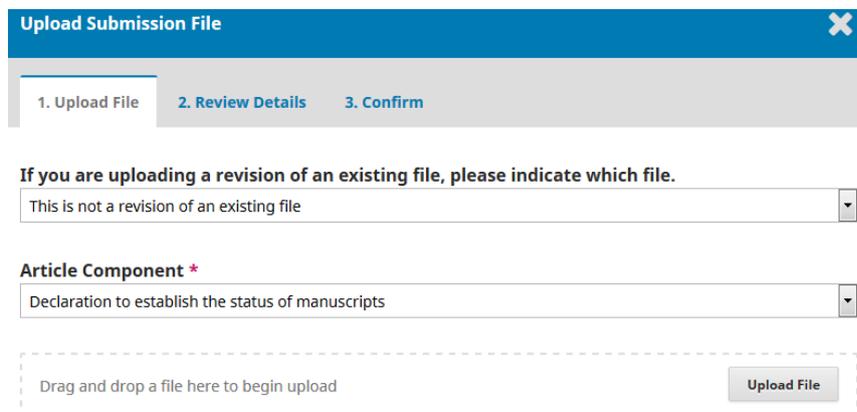
A screenshot of the 'Upload Submission File' dialog box. The title bar is blue with the text 'Upload Submission File' and a close button (X). Below the title bar, there are three steps: '1. Upload File' (highlighted), '2. Review Details', and '3. Confirm'. Underneath, there is a dropdown menu labeled 'Article Component *' with 'Manuscript Parallèles' 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, there are 'Continue' and 'Cancel' buttons.

7. Click twice on **Continue** and then on **Complete**. Your file is now displayed:



The screenshot shows a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Below the progress bar is a section titled 'Submission Files' containing a file entry with a document icon, the ID '100-1', and the name 'Manuscript Author X'. At the bottom of the section are two buttons: 'Save and continue' and 'Cancel'.

8. Please also upload the Declaration to establish the status of manuscripts. To do so, click on **Upload file** at the top right. Choose the following options and select the file:



The screenshot shows a dialog box titled 'Upload Submission File' with a close button (X) in the top right corner. The dialog has three steps: 1. Upload File, 2. Review Details, and 3. Confirm. Below the steps is 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 that is another dropdown menu labeled 'Article Component *' with the selected option 'Declaration to establish the status of manuscripts'. At the bottom, there is a dashed box containing the text 'Drag and drop a file here to begin upload' and an 'Upload File' button.

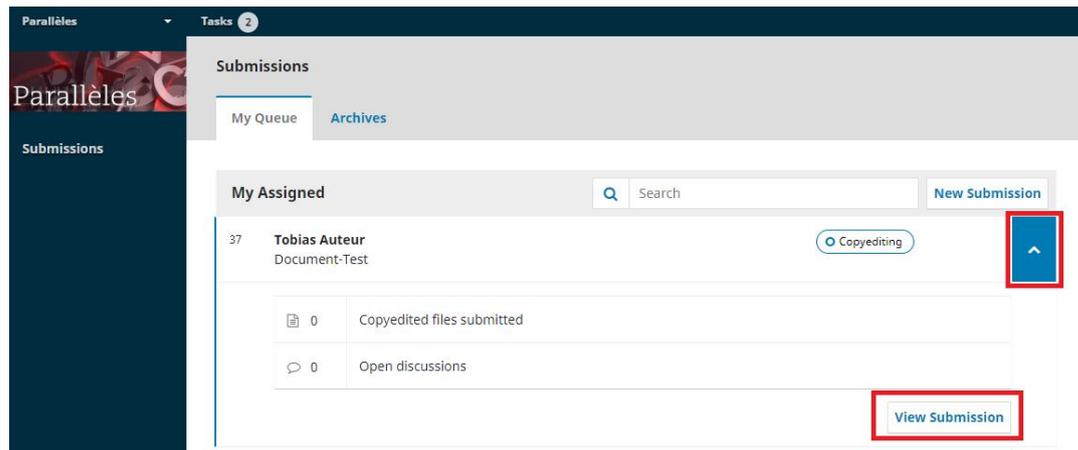
9. Click twice on **Continue** and then on **Complete**. The declaration has now been added.
10. Click on **Save and continue** in order to get to step 3.
11. At step 3, enter the title and the abstract of your manuscript. At the bottom of the page, enter at least three keywords that characterize your manuscript. Click on **Save and continue** in order to get to step 4.
12. Click on **Finish Submission** and confirm with **OK**. Your manuscript has now been submitted.

D. Submitting a revised version of a manuscript

The editorial board might ask you to revise your manuscript. In order to upload the revised version of your manuscript, please follow the instructions below.

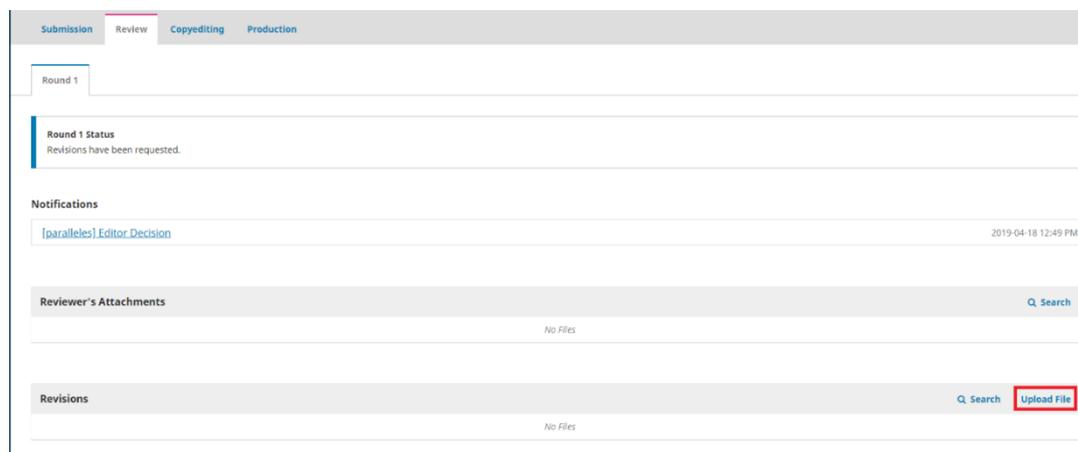
13. Log onto the platform (see section B).

14. On the Submissions-page, click on the arrow next to your submission and choose **View submission**.



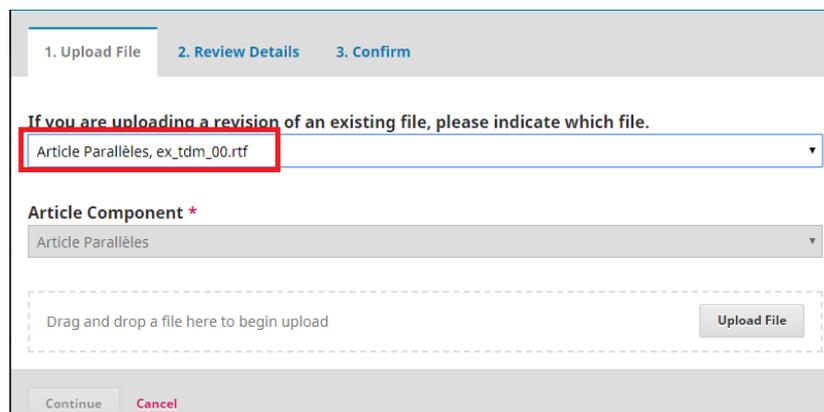
The screenshot shows the 'Submissions' page for 'Parallèles'. The 'My Assigned' section lists a submission by 'Tobias Auteur' for 'Document-Test' in the 'Copiediting' state. A red box highlights the upward arrow icon next to the submission, and another red box highlights the 'View Submission' button at the bottom right of the submission card.

15. In the **Review** tab, click on **Upload file**:



The screenshot shows the 'Review' tab for a submission. The 'Upload File' button is highlighted with a red box. The page also shows 'Round 1 Status' (Revisions have been requested), 'Notifications' (Editor Decision), and 'Revisions' (No Files).

16. Select **Manuscript Parallèles** and chose the file you want to upload.



The screenshot shows the 'Upload File' step in the review process. The dropdown menu for 'Article Parallèles, ex_tdm_00.rtf' is highlighted with a red box. The page also shows the 'Article Component' dropdown (Article Parallèles) and the 'Upload File' button.