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**.
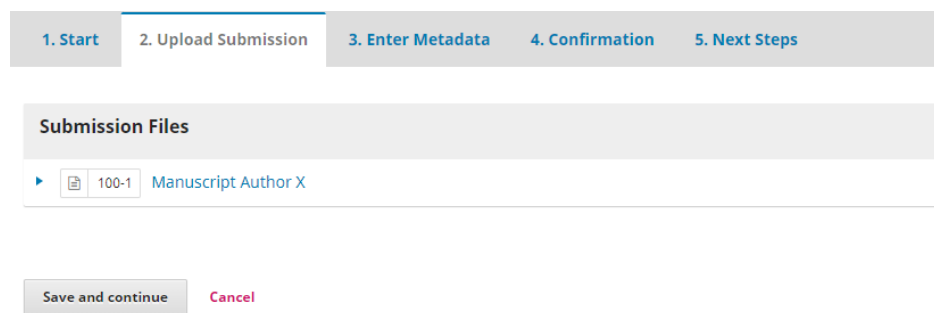
C. Submitting a manuscript

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.

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


8. Click on **Save and continue** in order to get to step 3.
9. 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.
10. Click on **Finish Submission** and confirm with **OK**. Your manuscript has now been submitted.

D. Submitting a revised version of a manuscript

If your manuscript is accepted by *Parallèles*, you might be asked to revise it. You will then need to upload the revised version of your manuscript:

11. Log onto the platform (see section B).
12. On the Submissions-page, click on the arrow next to your submission and choose **View submission**.
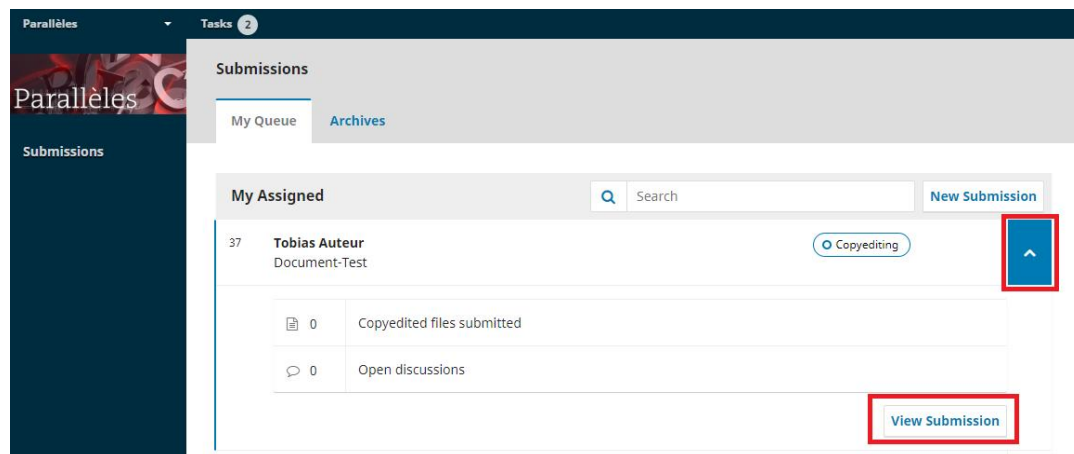
13. In the **Review** tab, click on **Upload file**:
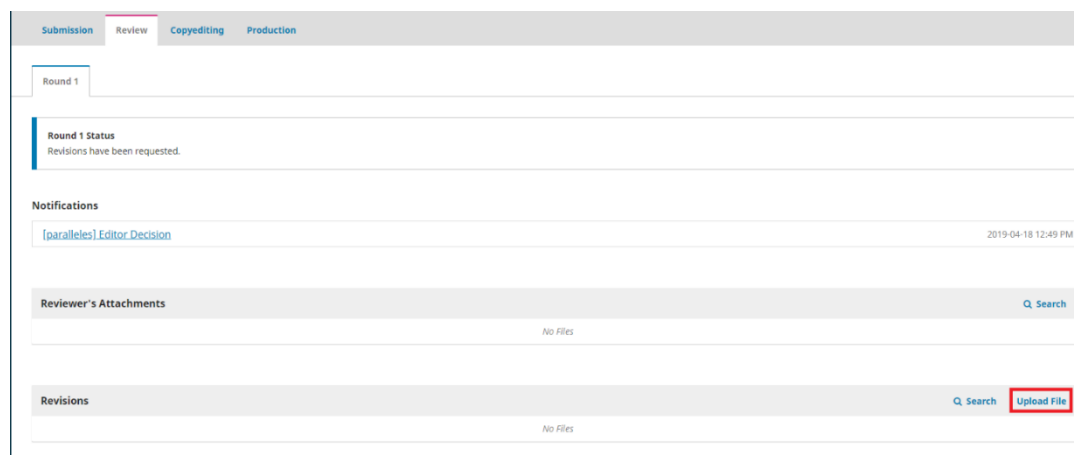
14. Select **Manuscript Parallèles** chose the file you want to upload.