

Article Submission

Having completed the registration process as an author you can submit your text to the Journal. Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to **Step 1** of a five (5) step process to upload and describe your submission.

Step 1: Provide preliminary information about your submission. You can select the submission language from the drop-down menu as well as the section to which it belongs (Research Article, Research Note, Book Review, Editor's Note, Policy Paper). Then read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click **Save and Continue** to go to **Step 2**.

Step 2: In the second step you can upload your submission files. The journal's platform enables you to upload multiple files simultaneously as well as upload files by drag-and-drop. Once you've uploaded all your files, you can indicate the file type for each. Metadata such as description or permission can be imported later into the workflow. After you're done uploading and tagging all your files, click **Save and Continue** to skip to **Step 3**.

Step 3: In the third step you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title and subtitle) and the abstract. As the Journal allows submissions in Greek and English, clicking on each metadata field will bring up the option to enter the metadata and you will be able to enter the title, subtitle and abstract in both languages. You can then add any co-authors or contributors and assign the submission to the corresponding author. You can add more co-authors or contributors from the **Add Contributor** button. This will open a new window with fields for entering their information.

When filling in the contributor information, it is strongly recommended to enter the ORCID iD, if available. The registration of the identifier on the platform of the Journal

is done automatically, with the consent of the author or contributor. At the end of the Add Contributor tab you select the:

Send e-mail to request ORCID authorization from contributor

The metadata is completed in Greek and English.

Step 4: In the next step you will be asked to confirm your submission. When you are ready, press the **Complete Submission** button. A box will appear asking for confirmation, tap **OK**.

Step 5: Your submission is complete! The editors have been notified of your submission. At this point, the following links will appear:

- Review this submission (return to the submission page)
- Create a new submission
- Return to your dashboard

Once you've completed a submission, you can't make changes to it. If you want to overwrite the file you submitted or make other changes to the submission, you will need to contact the editor via **Add Discussion** from the Workflow in the Dashboard by selecting the submission.