## GUIDANCE FOR REGISTRATION WITH THE JOURNAL "DELTION OF THE CHRISTIAN ARCHAEOLOGICAL SOCIETY"

To submit your article to the *Deltion* of the Christian Archaeological Society, **you must first register with the journal as an Author** (URL: <u>http://ejournals.epublishing.ekt.gr/index.php/deltion/</u> <u>user/register</u>) and then follow the steps described below.

## **Complete the following required fields:**

- 1. **Form Language:** Choose the main language in which the article is written from the dropdown menu. Your first and last name will appear with the first language selected.
- 2. Username
- 3. Password
- 4. Repeat password
- 5. Validation: Enter the characters which appear on the screen in the corresponding blank field.
- **6. First Name:** The **First** and **Last Name** of the author are registered in only one language, that in which the article you plan to submit is written.
- 7. Last Name
- 8. Email
- 9. Confirm Email
- 10. Affiliation (Capacity, Institution, Department): In case there are two or three components to Affiliation, these should be separated by an intervening semicolon (;), e.g. Postgraduate researcher; Aristotle University of Thessaloniki; School of History and Archaeology.
- 11. **ORCID ID:** This is an international researcher attribute that can be acquired with a simple registration and at no cost at <u>www.orcid.org</u>. It is a very useful way to attribute work to authors and to connect information online.
- 12. Country
- 13. Working Languages: you may complete more than one working language, e.g. Greek and English.
- **14. Register as:** You may select both fields, **Reader** and **Author**. Please note that registration as an Author is required to submit your article online.

## **PLEASE NOTE:**

- The First and Last Name of an author are entered in only one language, as detailed above. The other details are provided in two languages. To do this, first fill in your information in the language in which the article is written and click Submit (right beside the field Form Language) to define the language. Then provide the information in a second language chosen from the dropdown list, click on the Submit field and fill in your information, except for the first and last name of the author, which remain as they are in the first-choice language. Please do not save in between the two languages. To complete this process, click on the field Register.
- One of the two languages you select **must** be English because this is required by the **Open Journal System (OJS)**. The above process for providing information in another language to the OJS also obtains for the submission of the metadata for articles (see the online submission guidance).