



Online submission guidance

- **Registration in the journal** (if not already a registered user). You must register as an author to submit a paper

- If you have already registered, upgrade your profile by choosing the option “author” in the “Roles” field.

- **Article submission:** from your personal user page as an author, choose to submit a new article.
 1. Choose the section of the journal for submission (e.g. book reviews, articles etc)
 2. Choose the main language in which the article is written from the dropdown list
 3. Agree with the submission preparation checklist
 4. Attach your paper
 5. Fill in the article metadata first in the language that the article has been written, including author information for all authors. The following metadata fields are obligatory
 - **Title**
 - **Abstract** (obligatory in two languages)
 - **Keywords** obligatory. Separate keywords with semi-colons (;)
 - **Language** insert en for English, fr for French
 - **References** copy and paste the bibliography of your article in this field.

Providing information in two languages: Fill in all information in the language that the article is written. Then provide in a second language, if desired.

First fill in one language, and choose the second language from the **Form Language** dropdown list (on the top of the article metadata form). Select **Submit** to define the language, and provide the article’s title, abstract and

related keywords in the second language, saving at the end. Do not save in between the two languages.

- We recommend that you fill as many fields as possible in the 'indexing' section beyond the obligatory ones above. Indexing makes your article more visible in the web.