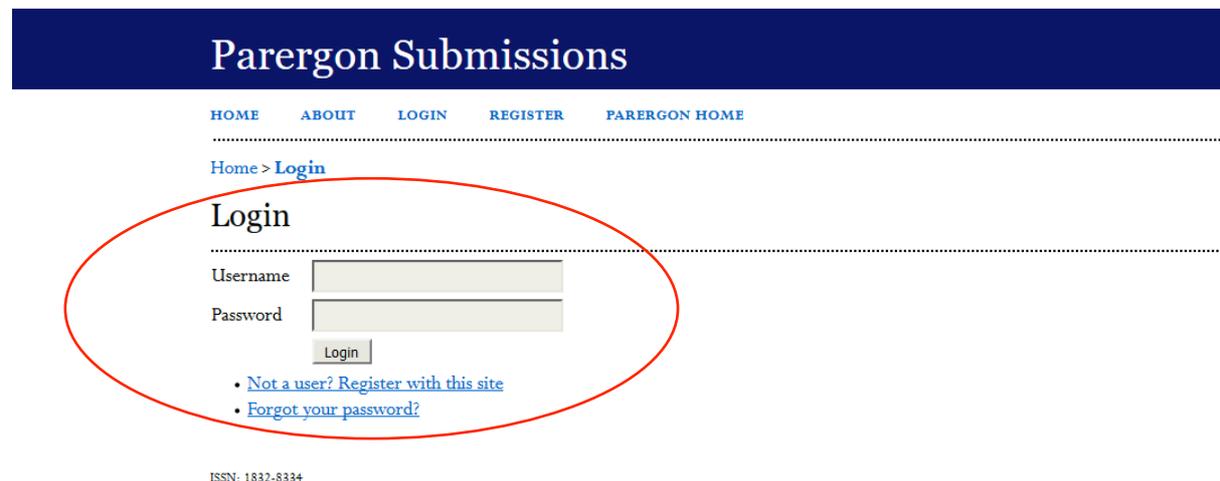


How to submit an article to *Parergon*: Journal of the Australian and New Zealand Association for Medieval and Early Modern Studies

This is a short guide to walk you through the process of submitting an article to *Parergon* via the website. Please note this is the ONLY way to submit an article, you cannot email submissions directly to us as they must be uploaded into the system. Submitting an article through the online system is very easy and straightforward, however, we have created this guide to help you understand what to expect and to help you resolve or avoid any problems you may potentially encounter.

1. Logging-in

First of all, go to <http://parergon.org> and click ‘Submissions’ at the menu at the top of the page. You will then be taken to the *Parergon* Submissions Page. You can login by clicking on ‘Login’ at the top of the page. Enter your username and password – if you have not registered before or have forgotten your password, follow the links underneath to create a new account or reset your password.



The screenshot shows the 'Parergon Submissions' page. At the top, there is a dark blue header with the text 'Parergon Submissions' in white. Below the header is a navigation menu with links: HOME, ABOUT, LOGIN, REGISTER, and PARERAGON HOME. A breadcrumb trail reads 'Home > Login'. The main content area is titled 'Login' and contains a form with two input fields: 'Username' and 'Password'. Below the password field is a 'Login' button. Two links are provided: 'Not a user? Register with this site' and 'Forgot your password?'. The entire login form area is circled in red. At the bottom left, the ISSN number 'ISSN: 1832-8334' is displayed.

2. Check your status as an ‘author’

Go to user home to check if you are registered as an author. If you did not select author when you registered, please contact us at info@anzamems.org and ask to be enrolled as an author.

Parergon Submissions

HOME ABOUT USER HOME PARERAGON HOME

Home > User Home

User Home

Parergon Submissions

Author	0 Active	0 Archive	[New Submission]
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My Account

- [Edit My Profile](#)
- [Change My Password](#)
- [Logout](#)

ISSN. 1832-8334

3. Starting a submission via ‘user home’

As a registered author, you will be able to start a submission via user home by clicking on ‘New Submission’. This should send you right to the start of the submission process.

4. Submitting an article in 5 steps

a) Step 1: Starting the submission

Tick off the boxes in the submission checklist – please read these carefully to be sure you have everything ready for the next steps in the submission process.

Do you have any comments for the editors? Write in the free text field below the submission checklist.

Click on ‘Save and continue’ to go to the next step.

Parergon Submissions

HOME ABOUT USER HOME PARERAGON HOME

Home > User > Author > Submissions > New Submission

Step 1. Starting the Submission

L:START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONSIDERATION

Encountering difficulties? Contact [Marina Gerzic](#) for assistance.

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The submission has not been previously published, nor is it before another journal for consideration.
- The submission file is in .doc file format ONLY. *Parergon* and *OJS* will not accept any other file format, currently.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#).
- To ensure a blind peer review, please check that your name or any identifying details do not appear in your document.

Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Comments for the Editor

Enter text (optional)

Save and continue Cancel

* Denotes required field

b) Step 2: Uploading the submission

Select the file of your article from your computer and click 'upload'. Note the purple link 'Ensuring a blind review'-this gives you guidance and how to make sure that you have left no identifying markers on the article itself which may compromise the double-blind review process. Once your file has been uploaded click on 'Save and continue'.

****Please note**** you will need to upload your file **ONLY in a Word document format (i.e. .doc or .docx)**.

Please **DO NOT** upload the file in the **.PDF format!**

Parergon Submissions

HOME ABOUT USER HOME PARERAGON HOME

Home > User > Author > Submissions > New Submission

FONT SIZE [A] [A] [A]

Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps:

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Marina Gerzic](#) for assistance.

Submission File

No submission file uploaded.

Upload submission file

Browse... No file selected. **Upload** [ENSURING A BLIND REVIEW](#)

Save and continue Cancel

ISSN: 1831-8334

c) Step 3: Entering the submission's metadata

While your personal information should be filled in, you now have to add the title, abstract, keywords etc. as your submission's metadata. Then click on 'Save and continue'.

Parergon Submissions

HOME ABOUT USER HOME PARERAGON HOME

Home > User > Author > Submissions > New Submission

Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Authors

First Name *

Middle Name

Last Name *

Email *

ORCID iD

ORCID iDs can only be assigned by [the ORCID Registry](#). You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL

Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

Bio Statement (E.g., department and rank)

Title and Abstract

Title *

Abstract *

Indexing

Provide terms for indexing the submission, separate terms with a semi-colon (term1; term2; term3).

Geo-spatial coverage

Chronological or historical coverage

Research sample characteristics

Language

English=en, French=fr, Spanish=es. [Additional codes](#)

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University, Master University, Department of Computer Science).

Agencies

* Denotes required field

ISSN: 1832-8334

d) Step 4: Uploading supplementary files [Optional]

You may upload any files as a supplement to your submission such as data sets, tables, figures etc. First click on 'Choose File' and your file directory will open; choose the file needed. Then click on 'Upload' and 'Save and continue' to add the file to your submission. This is an optional step, don't worry if you do not have any supplemental data to add.

Parergon Submissions

HOME ABOUT USER HOME PARERAGON HOME

Home > User > Author > Submissions > New Submission

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONTRIBUTION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary file have been added to this submission				

Upload supplementary file

Browse... No file selected. **Upload** [ENSURING A BLIND REVIEW](#)

Save and continue Cancel

ISSN: 1832-4334

e) Step 5: Confirm your submission

As the last step, confirm your submission by clicking on 'Finish Submission'.



The screenshot shows the Parergon Submissions website interface. At the top, there is a dark blue header with the text "Parergon Submissions". Below the header, there are navigation links: "HOME", "ABOUT", "USER HOME", and "PARERGON HOME". On the right side, there is a "FONT SIZE" section with three icons: "A", "A", and "AA". The main content area has a breadcrumb trail: "Home > User > Author > Submissions > New Submission". The title of the page is "Step 5. Confirming the Submission". Below the title, there is a progress bar with five steps: "1. START", "2. UPLOAD SUBMISSION", "3. ENTER METADATA", "4. UPLOAD SUPPLEMENTARY FILES", and "5. CONFIRMATION". A small text block below the progress bar reads: "To submit your manuscript to Parergon Submissions click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Parergon Submissions." Below this is a "File Summary" section with a table. The table has four columns: "ID", "ORIGINAL FILE NAME", "TYPE", "FILE SIZE", and "DATE UPLOADED". There is one row with the following data: "7", "PARERGON_SUBMISSIONGUIDE.DOC", "Submission File", "27KB", and "16-01". Below the table, there are two buttons: "Finish Submission" (circled in red) and "Cancel". At the bottom left, there is a small text "ISSN: 1832-8334".

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
7	PARERGON_SUBMISSIONGUIDE.DOC	Submission File	27KB	16-01

You will receive an automated email message confirming your submission-if you do not receive this message, first check your 'spam' file and if you do not see an email from *Parergon*, please contact us to verify that the submission has come through.

The next stage is that your submission will be checked over by the relevant section editor to ensure that it conforms to our style guide and is a suitable piece for the journal. If they are satisfied, they will begin the review process and you will be contacted in due course regarding the outcome of the review. If you have any problems submitting your article or any questions for us, please contact us at info@anzamems.org. Thank you for your interest in *Parergon*.