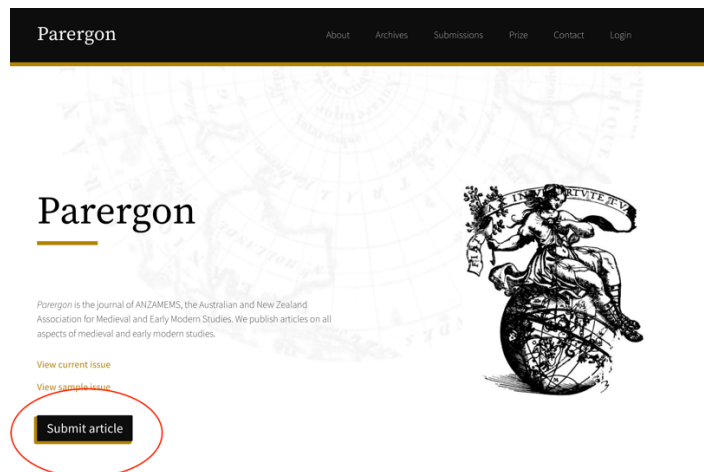


# How to submit an article to *Parergon*: Journal of the Australian and New Zealand Association for Medieval and Early Modern Studies

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 on ‘Submit article’ on the home page of the website. You will then be taken to the *Parergon* Submissions Page.



If you already have a username and password, click on ‘Login’. If you have forgotten your password, follow the link underneath to reset your password or create a new account. If you have not registered before, click on ‘Register’.



## Submission information

[Login or Register](#) to make a submission.

## 2. Registering

To register, fill in the information on the registration page. You will then be sent an email asking you to confirm your account.

# Register

Profile

Given Name \* Required

Family Name

Affiliation \* Required

Country \* Required

Login

Email \* Required

Username \* Required

Password \* Required

Repeat password \* Required

Privacy Options


☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

☐ Yes, I would like to be notified of new publications and announcements.

☐ Yes, I would like to be contacted with requests to review submissions to this journal.

Reviewing interests

☐ I'm not a robot

  
reCAPTCHA  
Privacy - Terms

Register

Login

### 3. Making a new submission

Once you are logged in, you can then make a new submission, or review your pending submissions. To start a new submission, click on 'Make a new submission'. You will then be taken to the online submission portal.



## Submission information

[Make a new submission](#) or view your pending submissions.

## 4. Submitting an article in 4 steps

### Step 1: Starting the submission

Tick off the boxes under the submission requirements – please read these carefully to be sure you have everything ready for the next steps in the submission process. If you have any comments for the editors, please write in the text field below the submission checklist. Confirm if you would like to be contacted about this submission, then read and acknowledge the copyright statement. You will also need to agree to have your data collected and stored as per the privacy statement.

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

**Submit an Article**

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation


5. Next Steps

**Submission Requirements**

You must read and acknowledge that you've completed the requirements below before proceeding.

- ☐ With full references in footnotes that are in MHRA style, with no bibliographies;
- ☐ See: <http://www.mhra.org.uk/style/quick.html>;
- ☐ In a Word document form, not PDF;
- ☐ With a 100-word abstract;
- ☐ 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.

**Comments for the Editor**



**Corresponding Contact \***

☐ Yes, I would like to be contacted about this submission.

**Acknowledge the copyright statement**

Authors grant to *Parergon* an irrevocable, fee-free licence to publish their articles in printed form and in other media (including electronic) that are the subject of sub-licensing agreements between *Parergon* and third parties. Any royalties or revenues received under such sub-licensing agreements will be collected and retained by the publisher of *Parergon*, the Australian and New Zealand Association for Medieval and Early Modern Studies (Incorporated).

Authors retain copyright of their articles and may republish them anywhere provided that *Parergon* is acknowledged as the original place of publication, and that the work is not published again within the first twelve (12) months of the article's initial publication in *Parergon* (with the exception of the Open Access Provisions below).

Authors are required to certify that their articles are entirely their own work, and that the material contained within them is new and has not, either wholly or substantially in part, been previously published elsewhere.

It is the author's responsibility to obtain permission to quote material from other copyright sources and/or reproduce any images or illustrations. Authors also bear any costs pertaining to reproduction permissions and/or the purchase of acceptable print-quality digital versions. Any Permissions to Reproduce must cover the original print publication, as well as the subsequent electronic distribution of the work via various commercial online databases, and documentation must be provided to *Parergon*.

☐ Yes, I agree to abide by the terms of the copyright statement.

☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

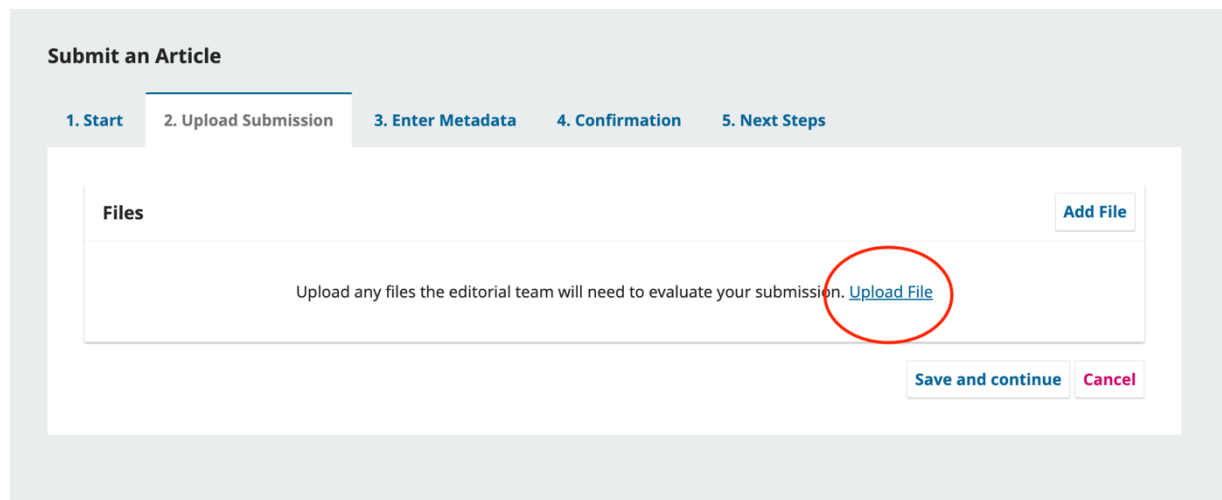
Save and continue

Cancel

## b) Step 2: Uploading the submission

To select the file of your article from your computer, click ‘Upload File’. Please note you will need to upload your file in a Word document (\*.doc / \*.docx). Please **DO NOT** upload the file in PDF format.

Remember not to include any identifying markers in your submission – this includes removing author identification from your Word document. For a helpful guide on how to ensure a blind review, see <https://www.glossa-journal.org/site/blindreview/>



**Submit an Article**

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

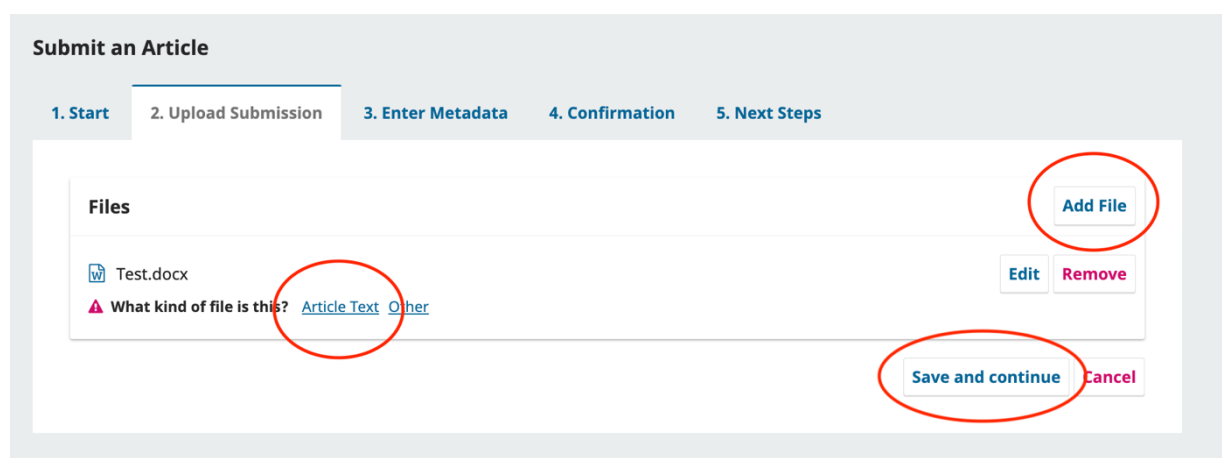
**Files** Add File

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

Save and continue Cancel

Once your file has been uploaded, select ‘Article Text’ to indicate that you have uploaded the main text. If you wish to add further files to your submission (such as data sets, source texts, etc.), click on ‘Add File’.


Once you have uploaded all files, click on ‘Save and continue’.




**Submit an Article**

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

**Files** Add File

 Test.docx Edit Remove

 What kind of file is this? [Article Text](#) [Other](#)

Save and continue Cancel

### c) Step 3: Entering the submission's metadata

You now have to add the title, subtitle and abstract as your submission's metadata.

If your submission has more than one author, click on “Add Contributor” to add their details.

Then click on ‘Save and continue’.

#### Submit an Article


[1. Start](#) [2. Upload Submission](#) [3. Enter Metadata](#) [4. Confirmation](#) [5. Next Steps](#)

**Prefix**  
  
Examples: A, The

**Title \***

**Subtitle**

**Abstract**  



**List of Contributors**

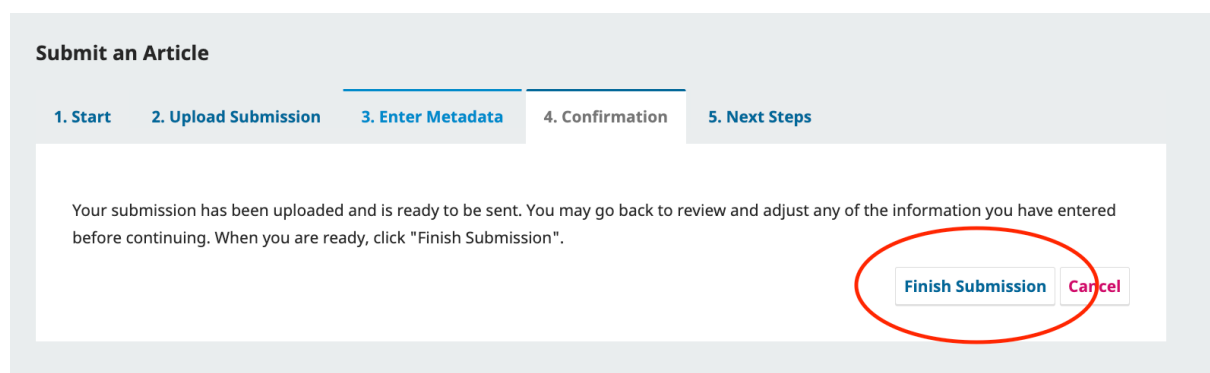
[Add Contributor](#)

Name	E-mail	Role	Primary Contact	<a href="#">In Browse Lists</a>
▶ Tom Laveve	parergontwitter@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save and continue](#) [Cancel](#)

#### d) Step 4: Confirm your submission

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



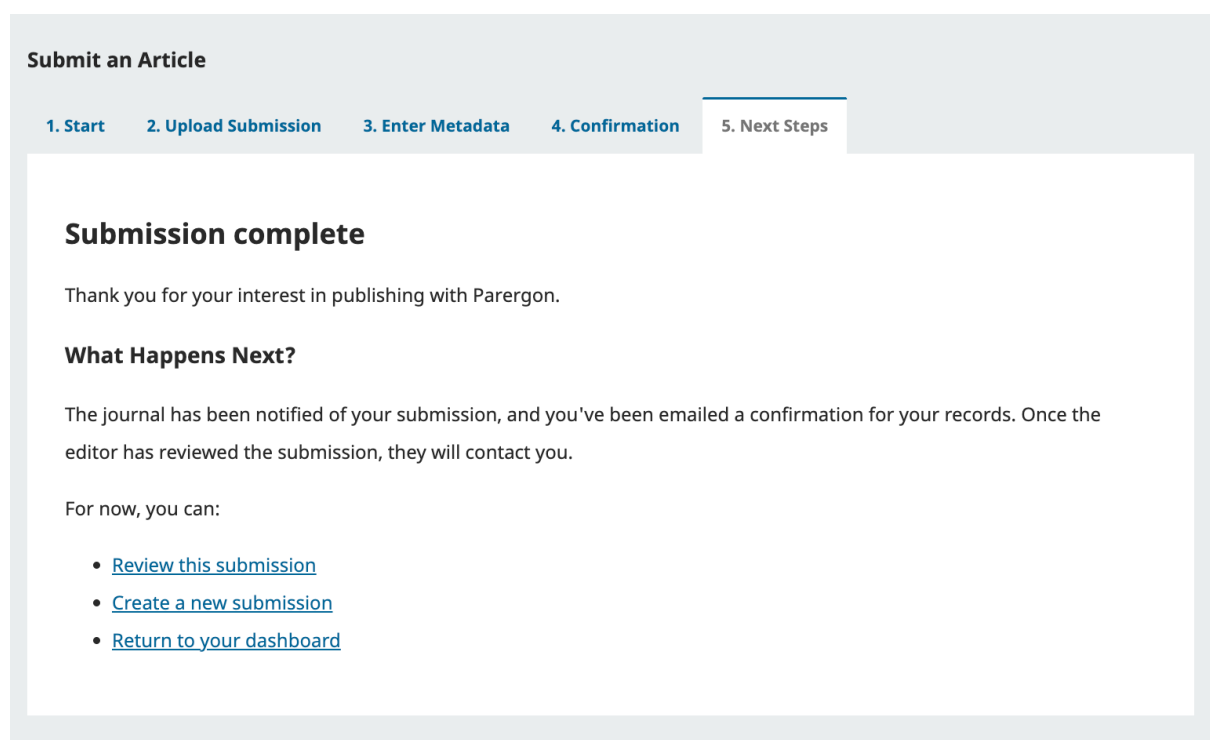
**Submit an Article**

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Finish Submission](#) [Cancel](#)

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.



**Submit an Article**

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

**Submission complete**

Thank you for your interest in publishing with Parergon.

**What Happens Next?**

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

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](mailto:info@anzamems.org). Thank you for your interest in *Parergon*.