# 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 <u>http://parergon.org</u> 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'.

Parergon		

## Submission information



### 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.

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□ 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	

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



#### 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.

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### 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 <u>https://www.glossa-journal.org/site/blindreview/</u>

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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'.

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### 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'.

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

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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.

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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*.