

Studies in African Languages and Cultures

AUTHOR'S GUIDEBOOK

Dear Author,

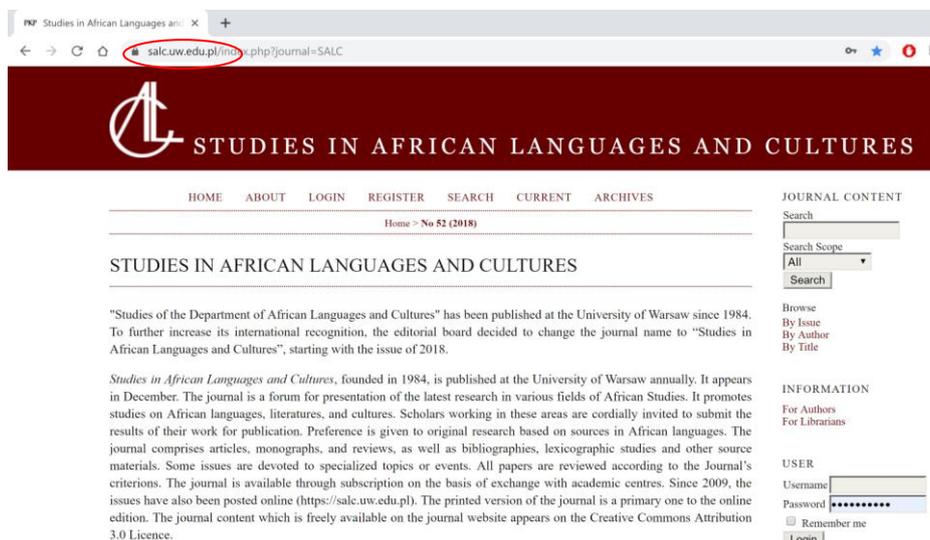
Starting with issue 54/2020 the articles submission for journal *Studies in African Languages And Cultures* (SALC) will be conducted using online form available online at www.salc.uw.edu.pl after User's registration. All you have to do is to create an account on our website where further instructions are given in detail on each screen you will see. In case of any problems this Guidebook is to help you go through all the process. Creating User's account on our website is *easy* and *safe*. Having your personal account gives you many *benefits*: you will get notifications about new issues on your e-mail address and your name will be included in the database of potential reviewers. Your personal data is protected by password. Moreover, you can use your account to submit articles to our journal in the future.

When formatting your article remember to *carefully* follow Author Guidelines which are available at www.salc.uw.edu.pl [ABOUT > SUBMISSIONS > ONLINE SUBMISSIONS].

If you already have an account or it has been registered for you go to **Step 13**. If you do not have an account on our website yet, you should follow the instructions below:

Step 1.

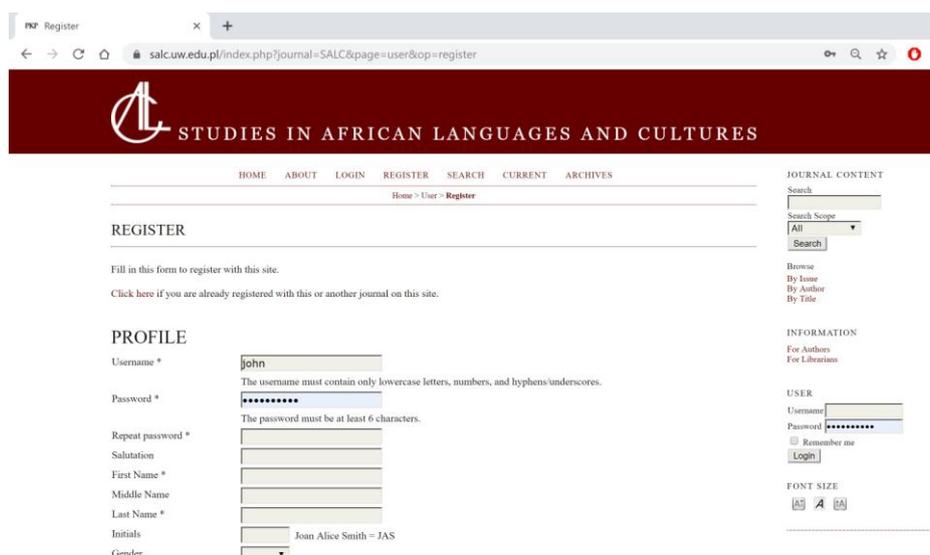
Go to SALC website at www.salc.uw.edu.pl.



The screenshot shows the homepage of the journal "Studies in African Languages and Cultures". The browser address bar shows "salc.uw.edu.pl/index.php?journal=SALC". The page features a dark red header with the journal's logo and title. Below the header is a navigation menu with links for HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT, and ARCHIVES. The main content area includes a search bar, a "JOURNAL CONTENT" section with a search scope dropdown set to "All", and a "USER" section with fields for Username and Password, a "Remember me" checkbox, and a "Login" button. The page also contains introductory text about the journal's history and a Creative Commons Attribution 3.0 Licence notice.

Step 2.

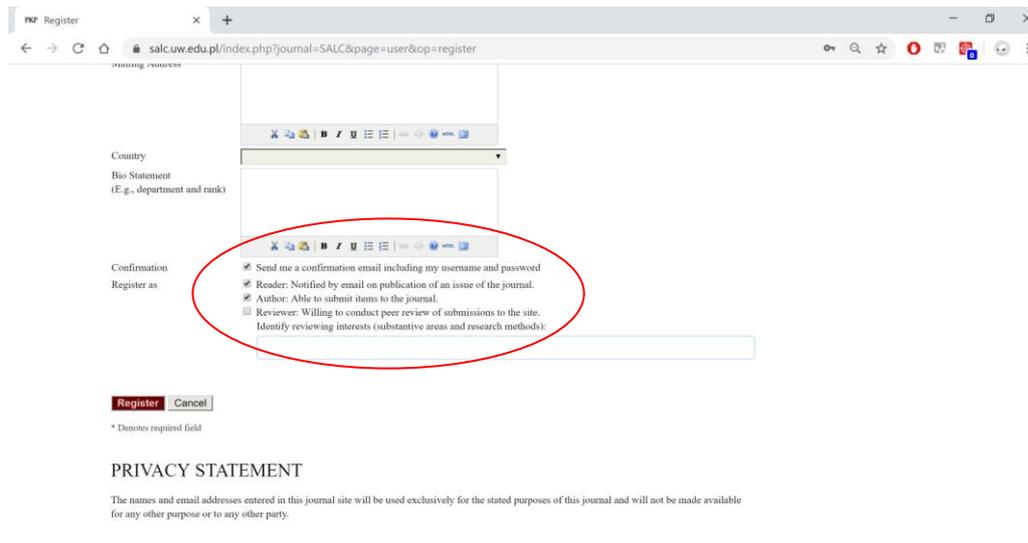
Click on REGISTER visible in the toolbar. You will see the Registration Form. We kindly ask you to fill in *all* the boxes carefully (to be sure that you have provided all the necessary data for the article's publication process).



The screenshot shows the registration form on the SALC website. The browser address bar shows "salc.uw.edu.pl/index.php?journal=SALC&page=user&op=register". The page features a dark red header with the journal's logo and title. Below the header is a navigation menu with links for HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT, and ARCHIVES. The main content area includes a "REGISTER" section with a "PROFILE" form. The form fields include Username (filled with "john"), Password (filled with "*****"), Repeat password (filled with "*****"), Salutation, First Name, Middle Name, Last Name, Initials (filled with "Joan Alice Smith = JAS"), and Gender. The form also includes a "Remember me" checkbox and a "Login" button. The page also contains a "JOURNAL CONTENT" section with a search bar and a "FONT SIZE" section with a dropdown menu.

Step 3.

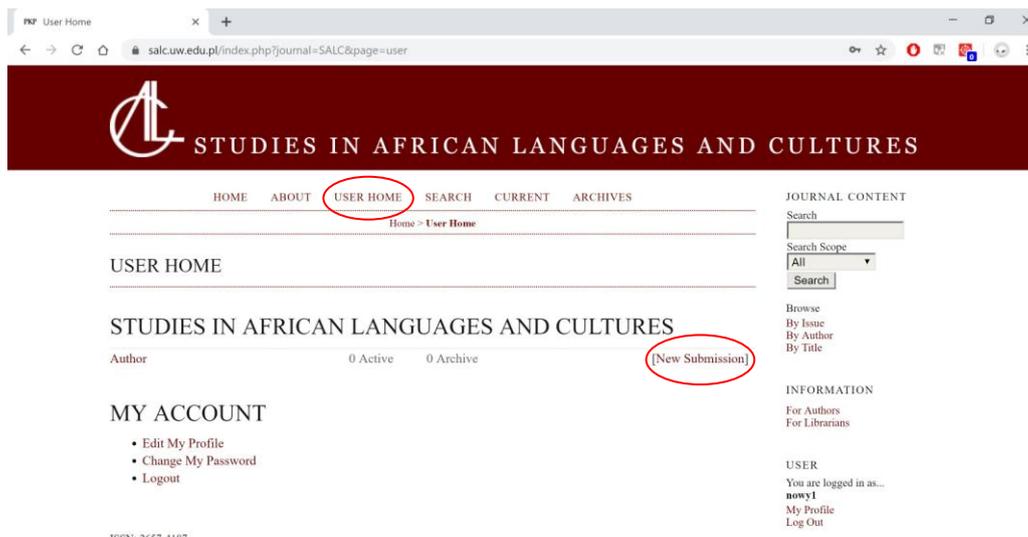
In the form, be sure to check the boxes if you want to get the e-mail notifications. Chose also your roles (Author, Reader, Reviewer). If you want to submit an article, remember to check the box AUTHOR. When you are done click REGISTER.



The screenshot shows a web browser window with the URL salc.uw.edu.pl/index.php?journal=SALC&page=user&cop=register. The form includes fields for Country, Bio Statement (E.g., department and rank), and Confirmation. The Confirmation section has three checked options: "Send me a confirmation email including my username and password", "Reader: Notified by email on publication of an issue of the journal.", and "Author: Able to submit items to the journal.". There is also an unchecked option for "Reviewer: Willing to conduct peer review of submissions to the site." Below the form are "Register" and "Cancel" buttons, a note that an asterisk denotes a required field, and a "PRIVACY STATEMENT" section.

Step 4.

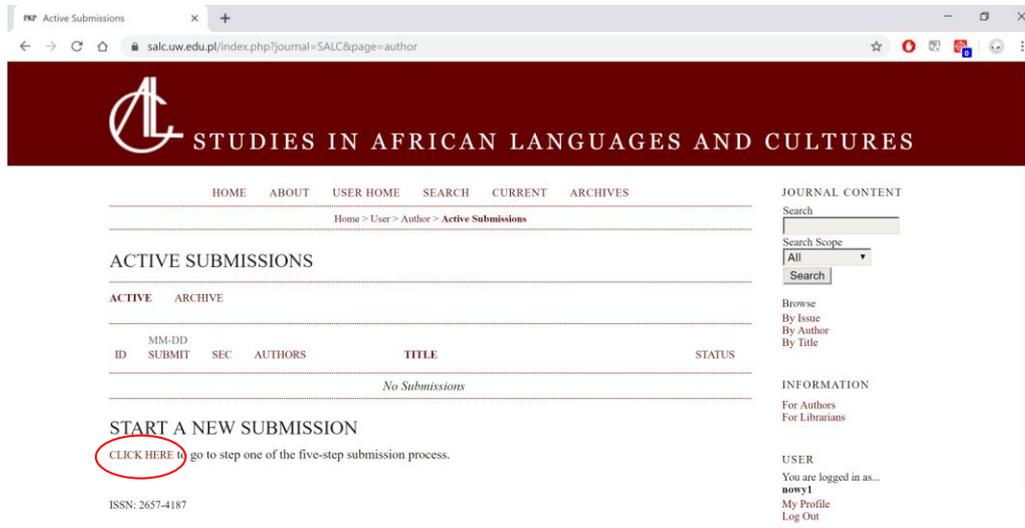
Congratulations! Your account has been created. The details of your account should be sent to the e-mail address provided. You are logged in as the Author (if not go to **Step 13**). Click USER HOME on the toolbar. Then, click NEW SUBMISSION.



The screenshot shows the "User Home" page on the SALC website. The page features a dark red header with the SALC logo and the text "STUDIES IN AFRICAN LANGUAGES AND CULTURES". Below the header is a navigation menu with links for HOME, ABOUT, USER HOME, SEARCH, CURRENT, and ARCHIVES. The "USER HOME" link is circled in red. Below the navigation menu, the page displays "USER HOME" and "STUDIES IN AFRICAN LANGUAGES AND CULTURES" with "Author" and "0 Active 0 Archive" information. A "[New Submission]" button is circled in red. The page also includes a "MY ACCOUNT" section with links for "Edit My Profile", "Change My Password", and "Logout". On the right side, there is a "JOURNAL CONTENT" search box and a "BROWSE" section with options for "By Issue", "By Author", and "By Title". At the bottom, there is an "INFORMATION" section for authors and librarians, and a "USER" section showing the user is logged in as "newy1" with links for "My Profile" and "Log Out". The ISSN number 2637-4187 is displayed at the bottom left.

Step 5.

On the following screen click **CLICK HERE** to start the five-step submission process. From now on all you have to do is to follow the instructions on the screen.



The screenshot shows the 'Active Submissions' page of the journal 'STUDIES IN AFRICAN LANGUAGES AND CULTURES'. The page features a dark red header with the journal's logo and title. Below the header is a navigation menu with links for HOME, ABOUT, USER HOME, SEARCH, CURRENT, and ARCHIVES. The main content area is titled 'ACTIVE SUBMISSIONS' and includes a table with columns for ID, MM-DD SUBMIT, SEC, AUTHORS, TITLE, and STATUS. The table is currently empty, displaying 'No Submissions'. Below the table, there is a section titled 'START A NEW SUBMISSION' with a red circle around the text 'CLICK HERE to go to step one of the five-step submission process.' The right sidebar contains a search box, a search scope dropdown, and a search button. Below that are links for 'Browse By Issue', 'By Author', and 'By Title'. Further down are 'INFORMATION' links for 'For Authors' and 'For Librarians', and a 'USER' section indicating the user is logged in as 'nowy1' with links for 'My Profile' and 'Log Out'.

Step 6.

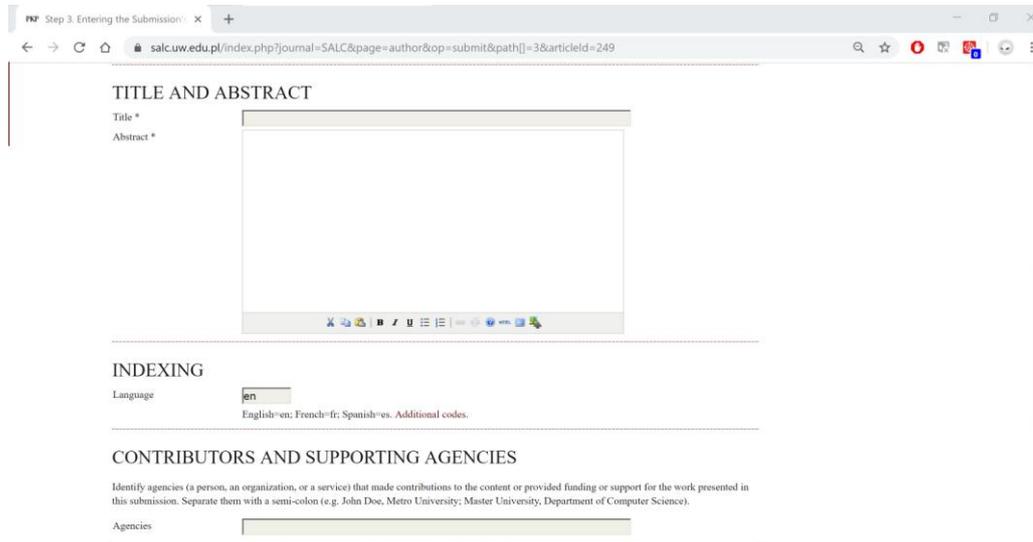
Chose the type of the text you are submitting (Editorials, Articles, Reviews).



The screenshot shows the 'Step 1. Starting the Submission' page. The header and navigation menu are identical to the previous screenshot. The main content area is titled 'STEP 1. STARTING THE SUBMISSION' and includes a list of steps: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, 5. CONFIRMATION. Below the list, there is a link for 'Encountering difficulties? Contact Beata Wójtowicz for assistance.' The 'JOURNAL SECTION' section asks the user to 'Select the appropriate section for this submission (see Sections and Policies in About the Journal)'. A dropdown menu is open, showing options: 'Please select a section...', 'Please select a section...', 'Editorials', 'Articles', and 'Reviews'. The 'Articles' option is highlighted with a red circle. The right sidebar contains the same search and user information as the previous screenshot.

Step 9.

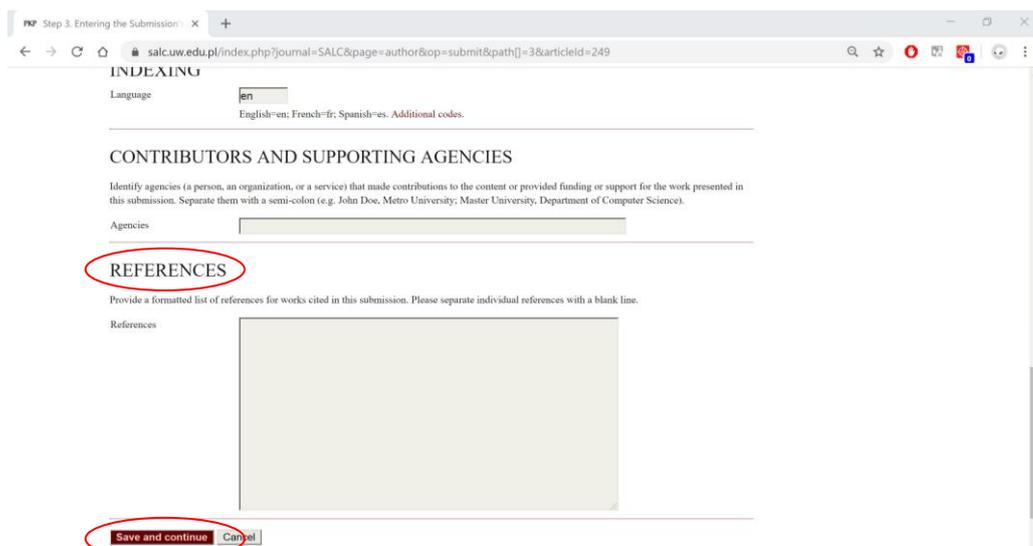
On the following screen fill in the boxes. Entering the title and abstract at this stage is necessary for electronic blind review process.



The screenshot shows a web browser window with the URL `salc.uw.edu.pl/index.php?journal=SALC&page=author&op=submit&path[]=3&articleid=249`. The page is titled "TITLE AND ABSTRACT" and contains a large text area for the title and abstract. Below this, there is an "INDEXING" section with a "Language" dropdown menu set to "en". Further down is the "CONTRIBUTORS AND SUPPORTING AGENCIES" section, which includes a text area for listing agencies.

Step 10.

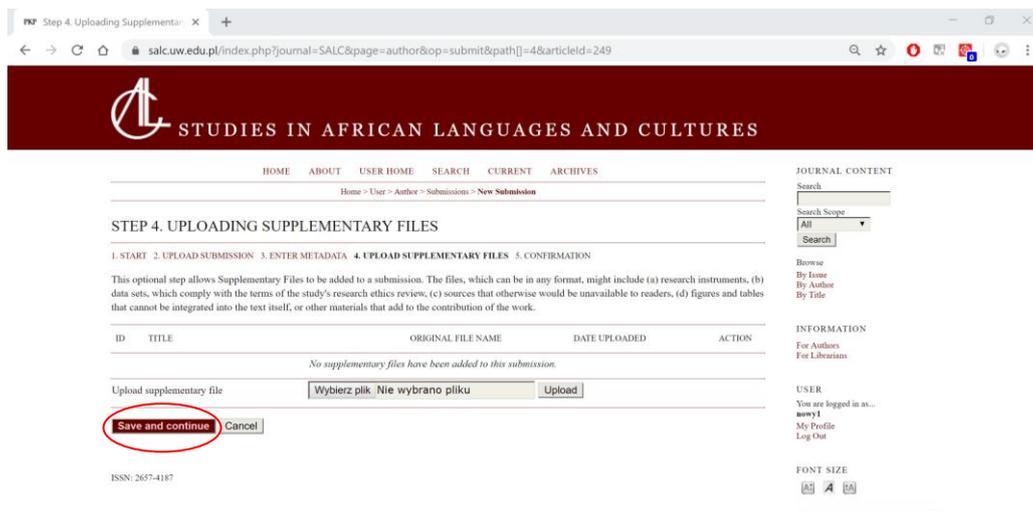
Scroll down and enter the additional information. We *recommend* you to enter the references as they will be send along with the title and abstract to the potential Reviewer before sending the article. When you are done click SAVE AND CONTINUE.



The screenshot shows the same web browser window, but scrolled down to the "REFERENCES" section. The "REFERENCES" heading is circled in red. Below it, there is a text area for entering references. At the bottom of the page, the "Save and continue" button is also circled in red.

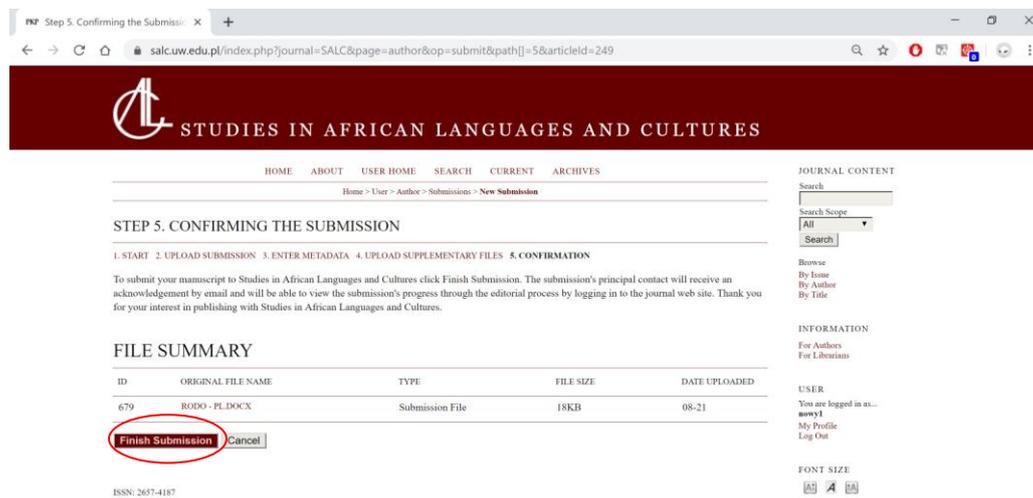
Step 11.

Now upload any supplementary files (e.g. maps, pictures, diagrams, photos etc.). The files format should be JPEG, BMP, PDF. The process is the same as in **Step 8**. When you are done or there are no supplementary files click SAVE AND CONTINUE.

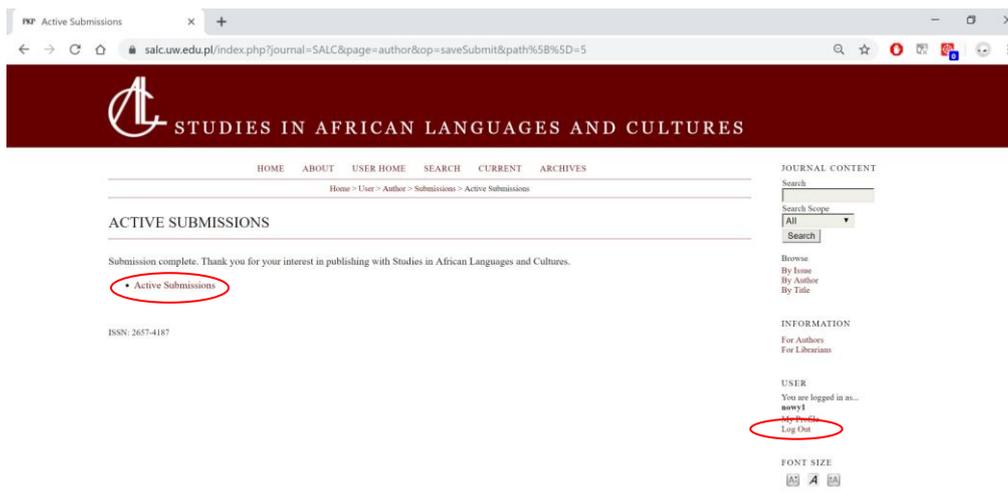


Step 12.

You should see the screen as below:



Click FINISH SUBMISSION. Your article has been *successfully* submitted you will get the e-mail with confirmation in a few minutes and see the screen as below:

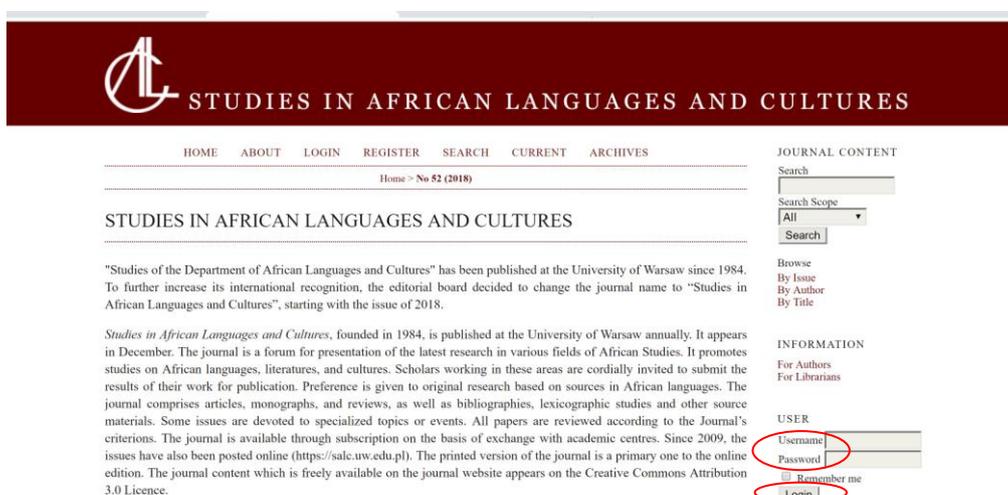


By clicking ACTIVE SUBMISSIONS you can check the status of your article. When you are done remember to LOG OUT. Any e-mails from the Editors, notifications about the status of your article and reviews will be visible after logging in. Additionally, any new notification will be automatically send to your e-mail address.

Thank you for submitting your article to *Studies in African Languages and Cultures*!

Step 13. How to log in?

To log in just type your USERNAME and PASSWORD and click LOGIN as indicated below (the form is situated in the right down corner of the screen). If the account has been registered for you by the Editors, the first time you log in you will be requested to change your password.



Author's Guidebook by Patryk Zajac
/SALC Editorial Secretary/