Studies in African Languages and Cultures
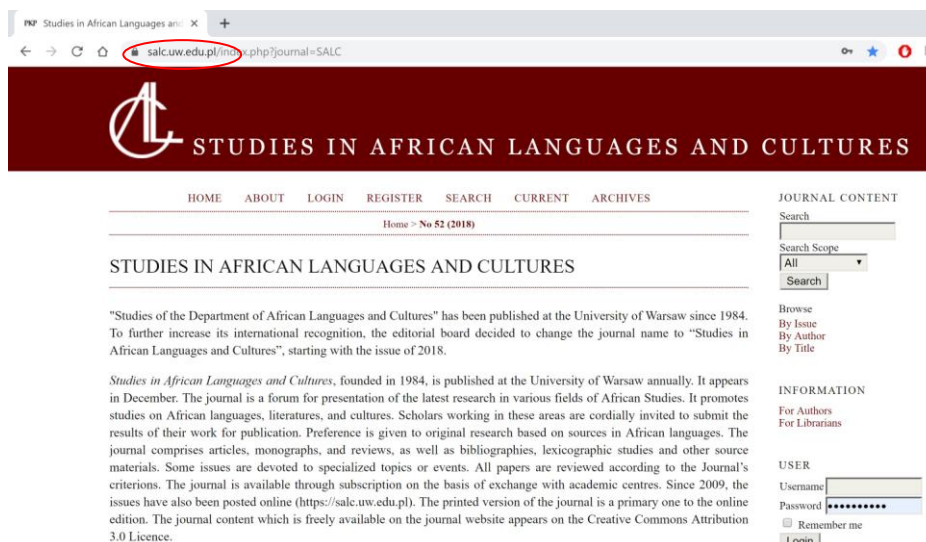
AUTHOR'S GUIDEBOOK

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:
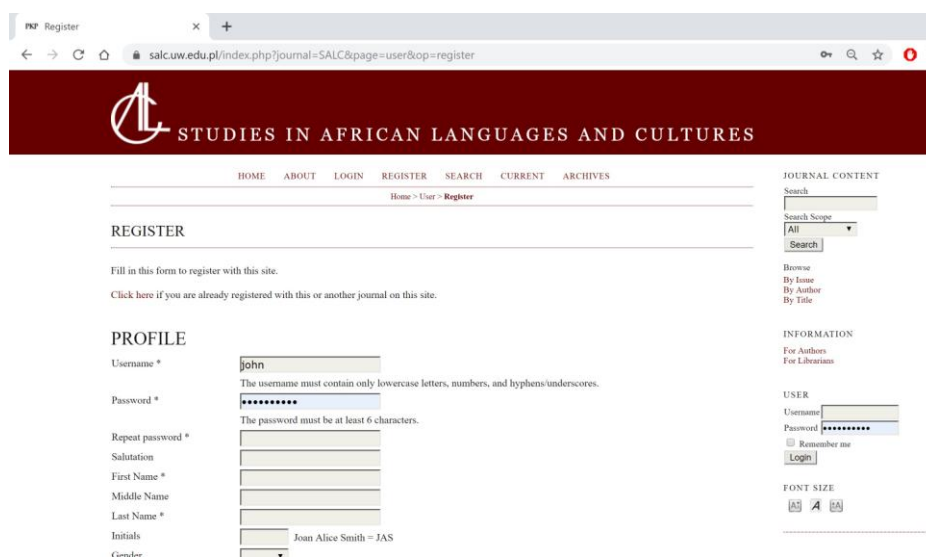
Step 1.

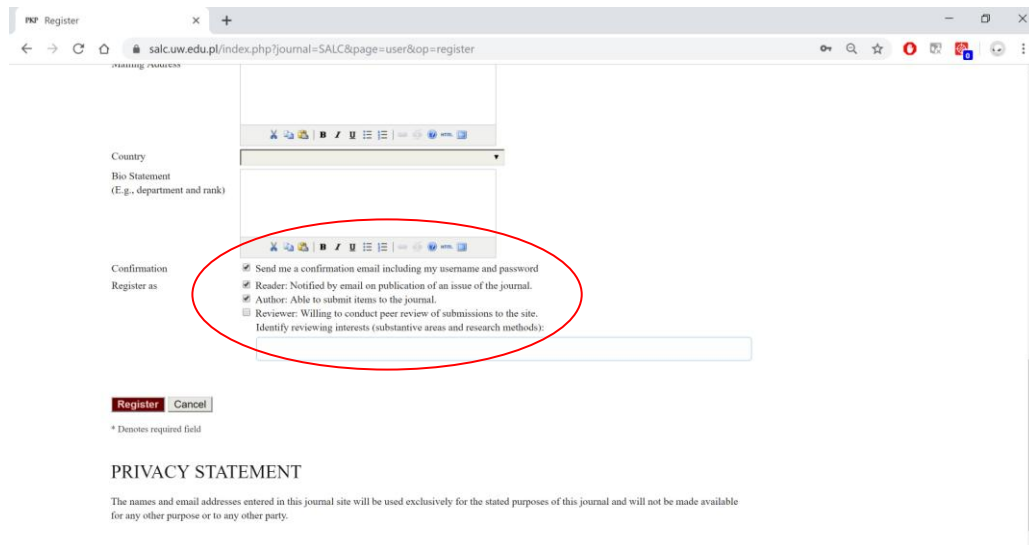Go to SALC website at www.salc.uw.edu.pl.

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).

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.

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.

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.
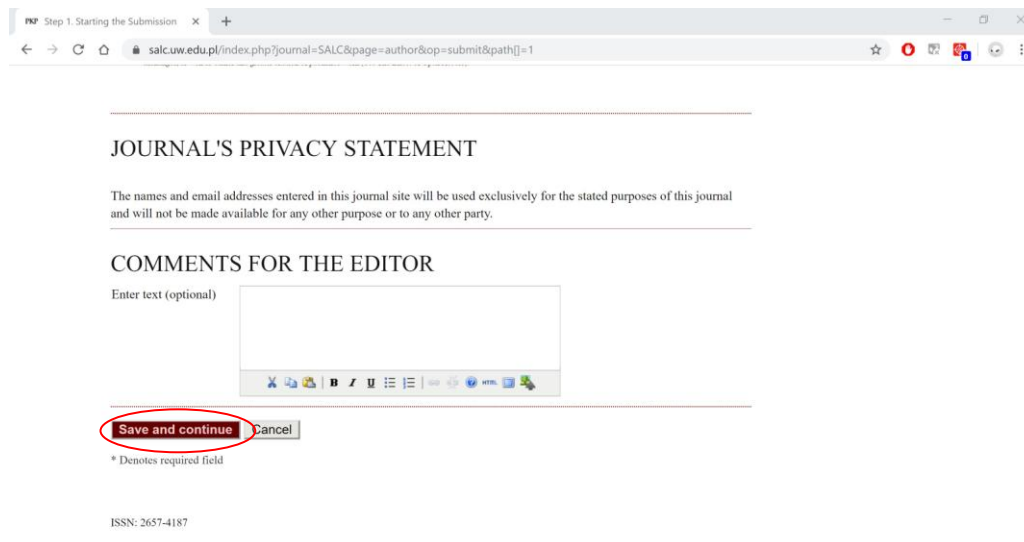
Step 6.

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

Step 7.

Scroll down. You can enter any additional comments for the editor (e.g. the names of the co-authors etc.). When you are done click SAVE AND CONTINUE.
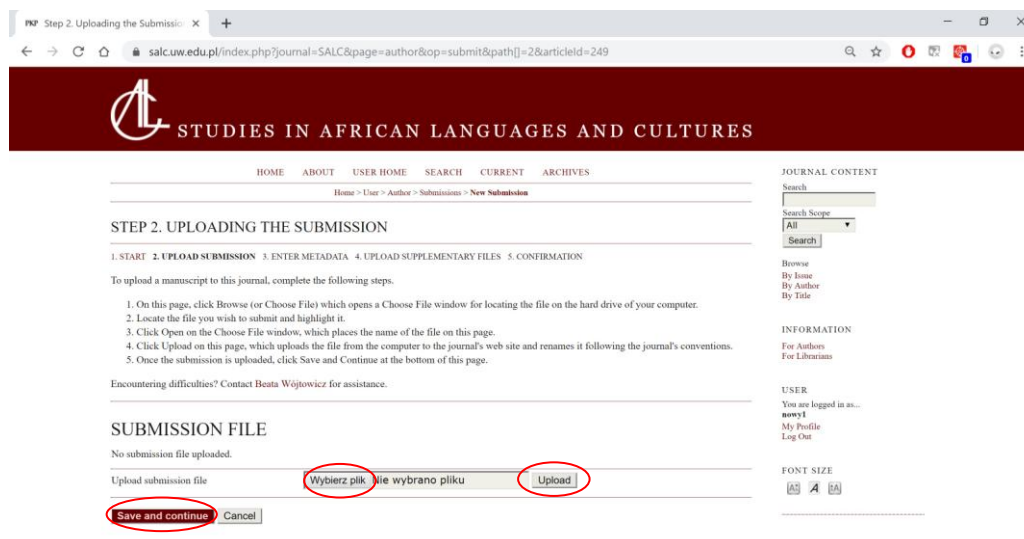
Step 8.

Now is the time to upload your article. Click on WYBIERZ PLIK (CHOSE FILE) and chose your article file on your computer's hard drive (it should be in DOCX or ODT format). Then, click UPLOAD. When you are done click SAVE AND CONTINUE to proceed.

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.

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.

Step 11.

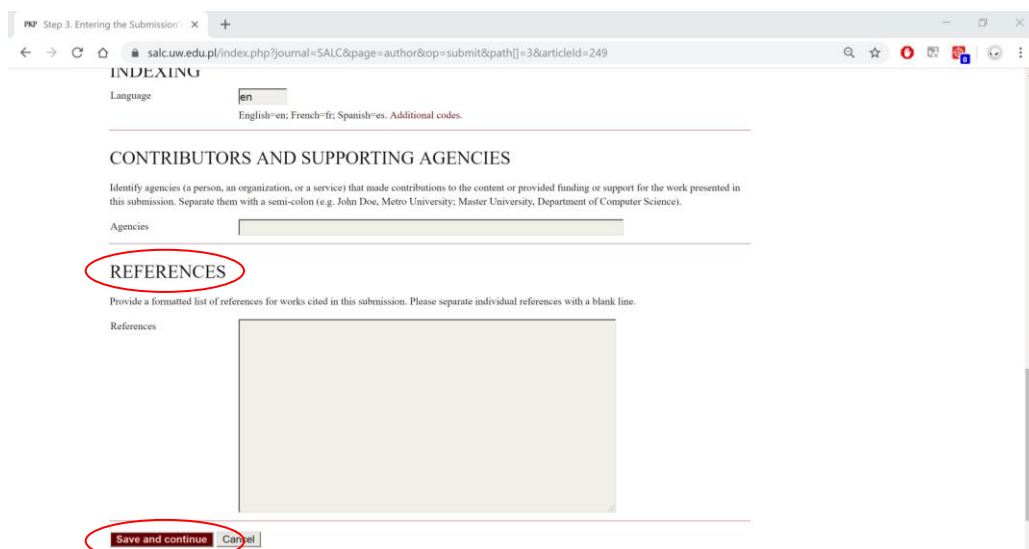Now upload any supplementary files (e.g. maps, pictures, diagrams, photos etc.). The files format should be JPEG, BMP, PDF. The process is the same as in **Step 8**. When you are done or there are no supplementary files click SAVE AND CONTINUE.
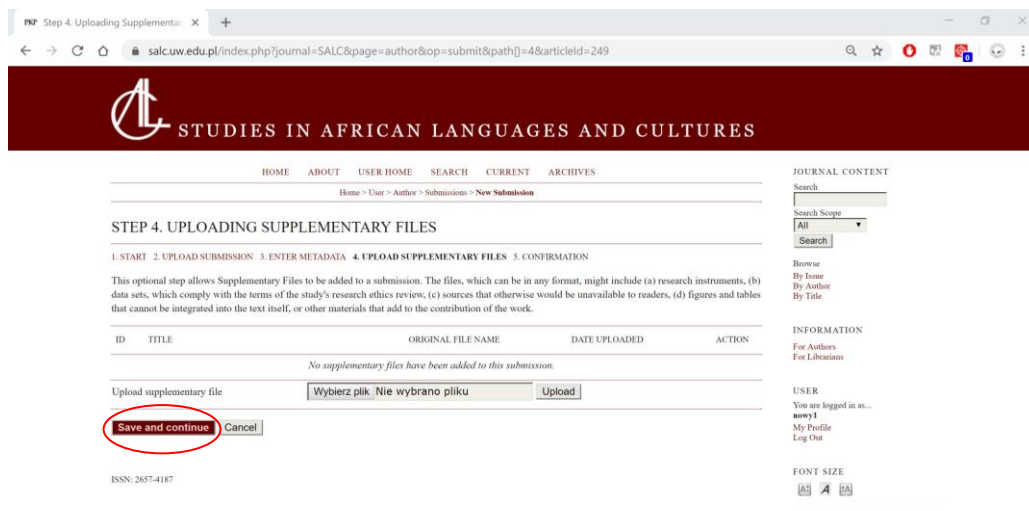
Step 12.

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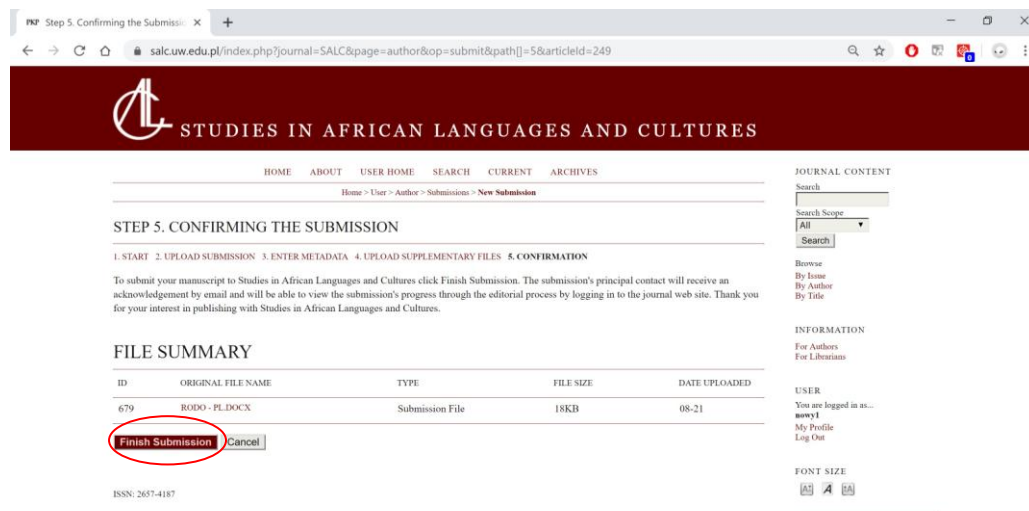
Click FINISH SUBMISSION. Your article has been *successfully* submitted you will get the e-mail with confirmation in a few minutes and see the screen as below:

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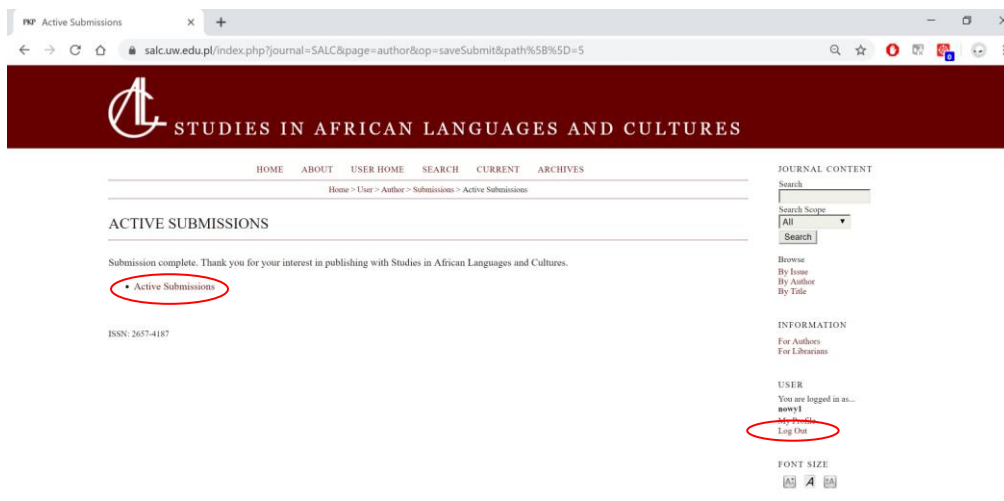
Thank you for submitting your article to *Studies in African Languages and Cultures*!

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.