

Studies in African Languages and Cultures

AUTHOR'S GUIDEBOOK

Dear Author,

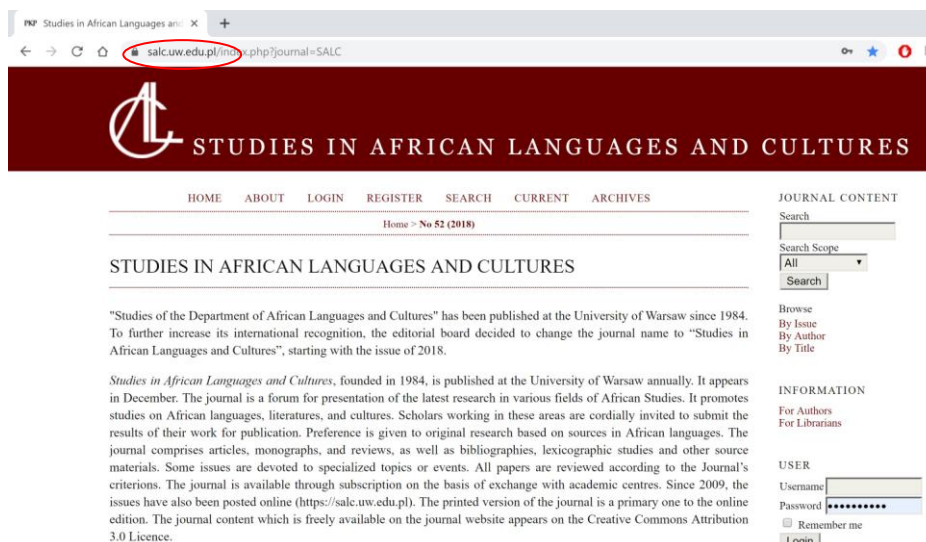
Starting with issue 54/2020 the articles submission for journal *Studies in African Languages And Cultures* (SALC) will be conducted using online form available online at www.salc.uw.edu.pl after User's registration. All you have to do is to create an account on our website where further instructions 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.

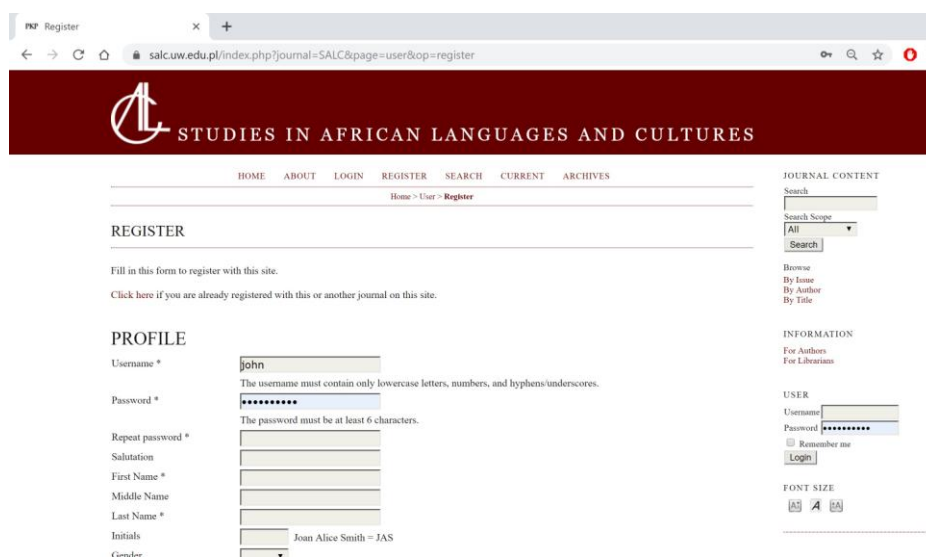
Go to SALC website at www.salc.uw.edu.pl.



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, 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 mission.

Step 2.

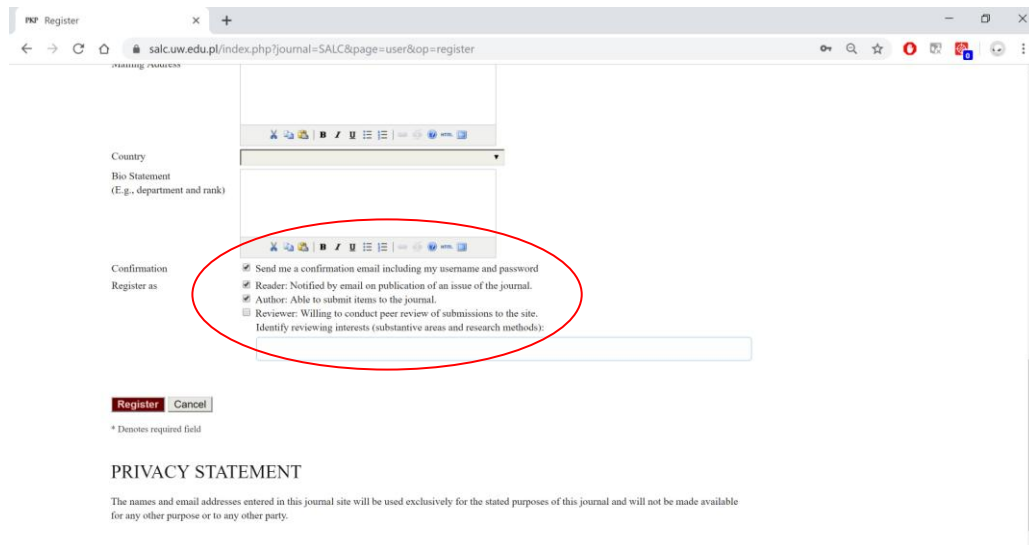
Click on REGISTER visible in the toolbar. You will see the Registration Form. We kindly ask you to fill in *all* the boxes carefully (to be sure that you have provided all the necessary data for the article's publication process).



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 instructions to fill in the form and a link for already registered users. The 'PROFILE' section contains fields for Username (filled with 'john'), Password (masked with dots), Repeat password, Salutation, First Name, Middle Name, Last Name, Initials (filled with 'Joan Alice Smith = JAS'), and Gender. The page also contains a 'JOURNAL CONTENT' section with a search bar and a 'USER' section with fields for Username and Password, a 'Remember me' checkbox, and a 'Login' button. The page also contains a 'FONT SIZE' section with a dropdown menu.

Step 3.

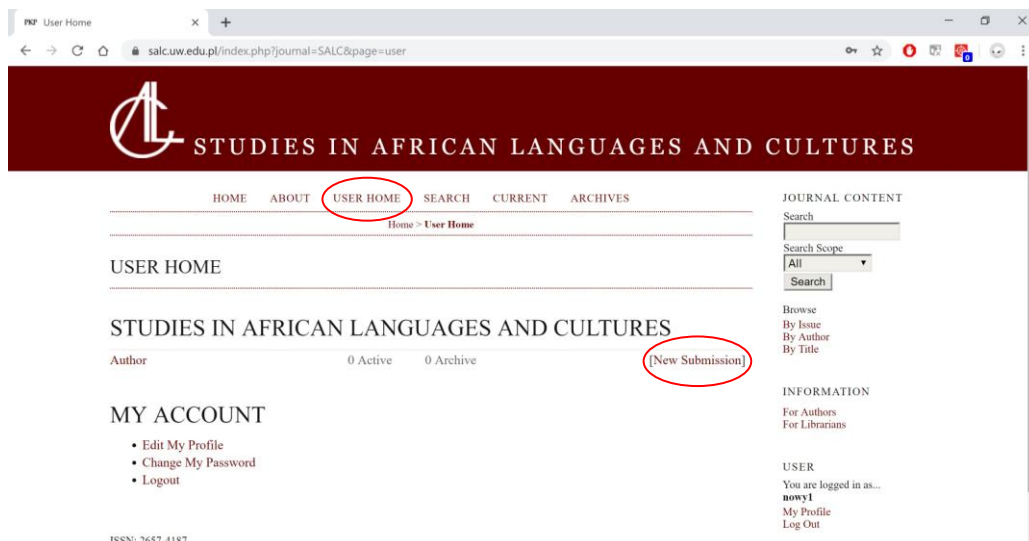
In the form, be sure to check the boxes if you want to get the e-mail notifications. Chose also your roles (Author, Reader, Reviewer). If you want to submit an article, remember to check the box AUTHOR. When you are done click REGISTER.



The screenshot shows a web browser window with the URL `salc.uw.edu.pl/index.php?journal=SALC&page=user&cop=register`. The page is titled "Register" and contains a registration form. The form includes fields for "Country" and "Bio Statement (E.g., department and rank)". Below these is a "Confirmation Register as" section with 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." and a text input field for "Identify reviewing interests (substantive areas and research methods):". At the bottom of the form are "Register" and "Cancel" buttons. A note below the buttons states "* Denotes required field". Below the form is a "PRIVACY STATEMENT" section with a paragraph of text.

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 a web browser window with the URL `salc.uw.edu.pl/index.php?journal=SALC&page=user`. The page is titled "User Home" and 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 is a "USER HOME" section with a "STUDIES IN AFRICAN LANGUAGES AND CULTURES" title and a "Author" section showing "0 Active" and "0 Archive" items. A "[New Submission]" button is circled in red. Below this is a "MY ACCOUNT" section with links for "Edit My Profile", "Change My Password", and "Logout". On the right side of the page, there is a "JOURNAL CONTENT" section with a search box and a "Search" button. Below this is an "INFORMATION" section with links for "For Authors" and "For Librarians". At the bottom of the page, there is a "USER" section with the text "You are logged in as..." and the username "nowy1", along with links for "My Profile" and "Log Out". The ISSN number "2637-4187" is displayed at the bottom left of the page.

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 currently shows '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 set to 'All', and a 'Search' button. Below that are options to 'Browse' by Issue, Author, or Title, and 'INFORMATION' for Authors and Librarians. At the bottom, the user is logged in as 'nowy1' with links for 'My Profile' and 'Log Out'. The ISSN number 2657-4187 is also visible.

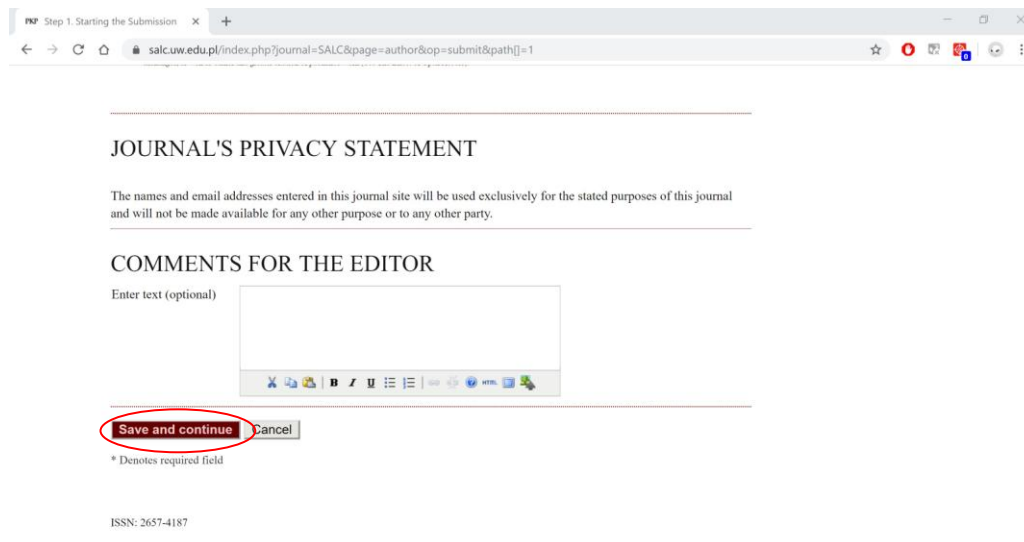
Step 6.

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 page. 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 this, there is a section titled 'JOURNAL SECTION' with the instruction '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 page. The user is logged in as 'nowy1'.

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 1. Starting the Submission

salc.uw.edu.pl/index.php?journal=SALC&page=author&op=submit&path[]=1

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)

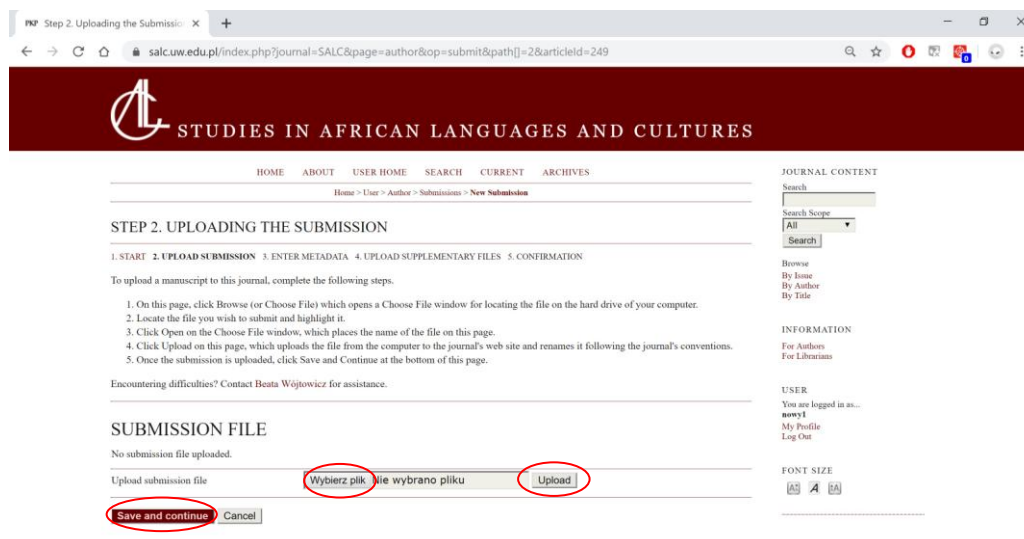
Save and continue Cancel

* Denotes required field

ISSN: 2657-4187


Step 8.

Now is the time to upload your article. Click on WYBIERZ PLIK (CHOOSE 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 2. Uploading the Submission

salc.uw.edu.pl/index.php?journal=SALC&page=author&op=submit&path[]=2&articleId=249

 **STUDIES IN AFRICAN LANGUAGES AND CULTURES**

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Author > Submissions > New Submission

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 Beata Wójciszewska for assistance.

SUBMISSION FILE

No submission file uploaded.

Upload submission file **Upload**

Save and continue Cancel

JOURNAL CONTENT

Search

Search Scope: All

Browse
By Issue
By Author
By Title

INFORMATION

For Authors
For Librarians

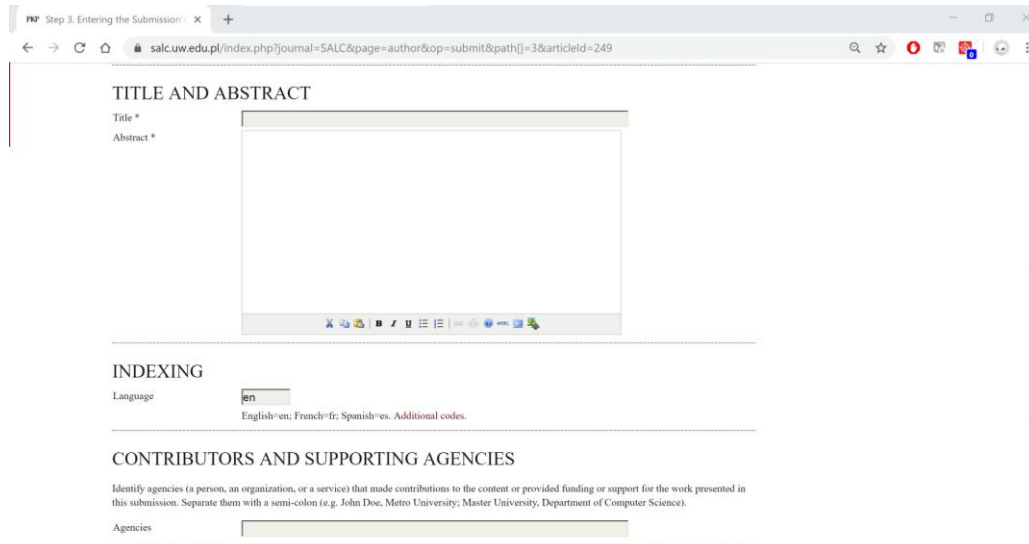
USER

You are logged in as...
newy1
My Profile
Log Out

FONT SIZE

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.

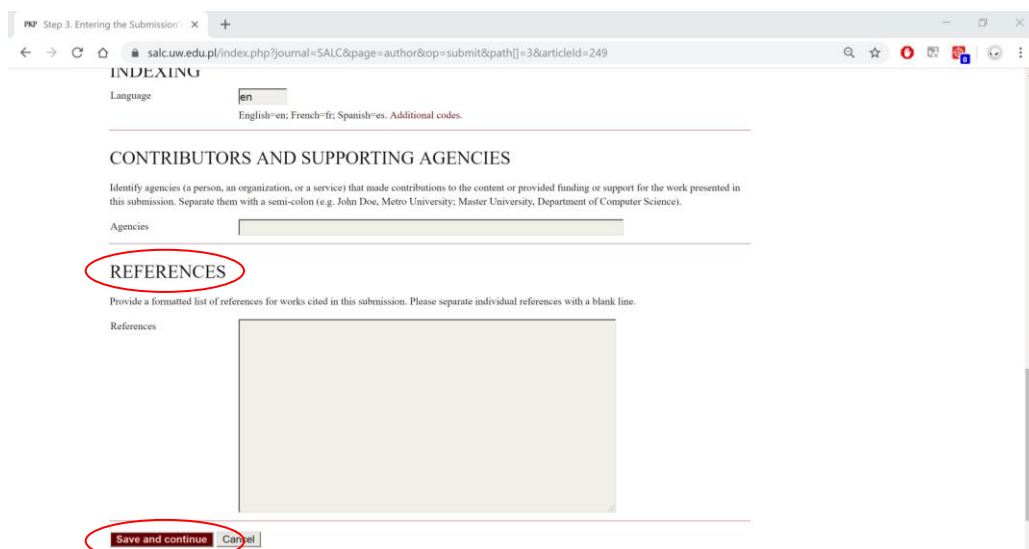


The screenshot shows a web browser window with the URL `salc.uw.edu.pl/index.php?journal=SALC&page=author&op=submit&path[]=3&articleid=249`. The page is titled "TITLE AND ABSTRACT" and contains the following sections:

- TITLE AND ABSTRACT**: A section with two text input fields labeled "Title *" and "Abstract *".
- INDEXING**: A section with a "Language" dropdown menu set to "en". Below it, the text reads "English=en; French=fr; Spanish=es. Additional codes."
- CONTRIBUTORS AND SUPPORTING AGENCIES**: A section with a text input field labeled "Agencies". Above the field, the text reads: "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)."

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**.

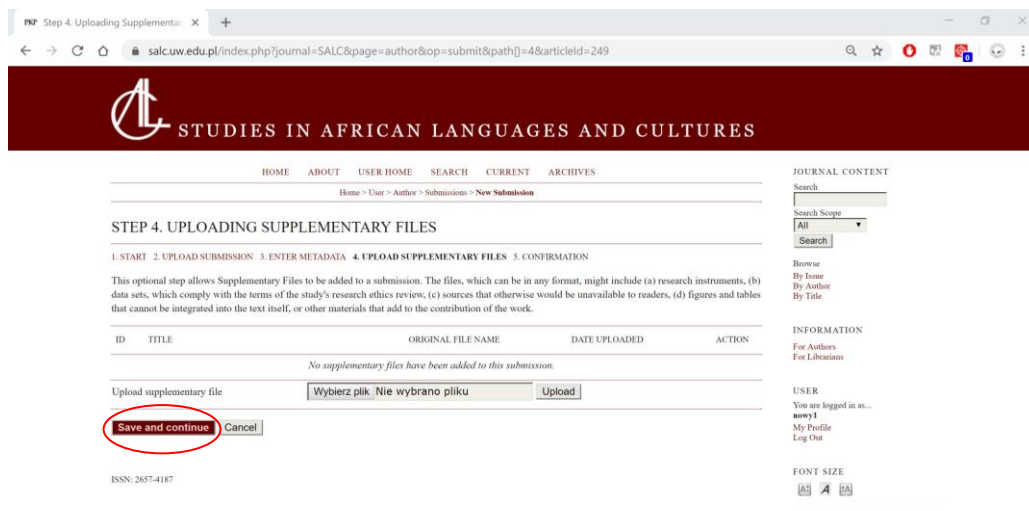


The screenshot shows the same web browser window as in Step 9, but scrolled down to the "REFERENCES" section. The "INDEXING" and "CONTRIBUTORS AND SUPPORTING AGENCIES" sections are visible above. The "REFERENCES" section includes:

- A section header "REFERENCES" circled in red.
- Instructions: "Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line."
- A text input field labeled "References" with a large empty area for text.
- At the bottom of the form, two buttons are circled in red: "Save and continue" and "Cancel".

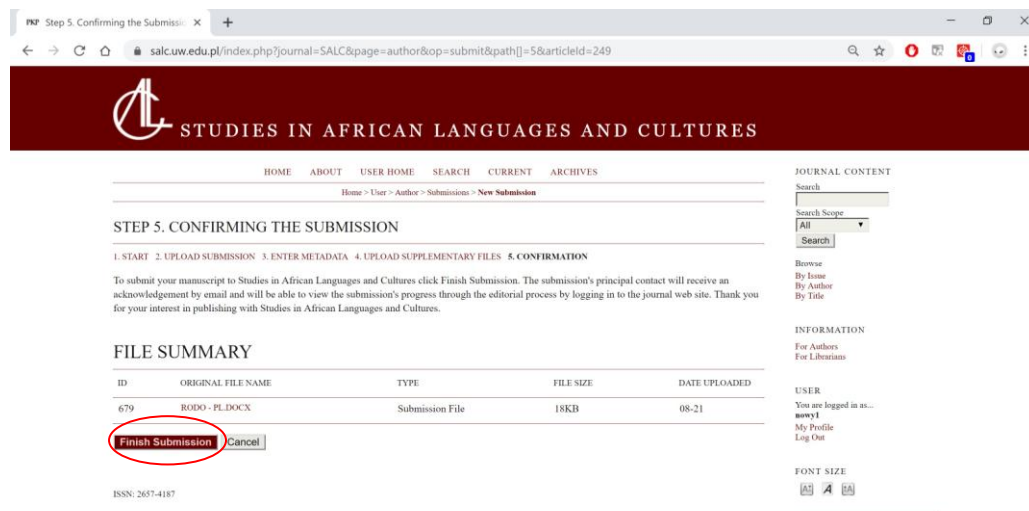
Step 11.

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.

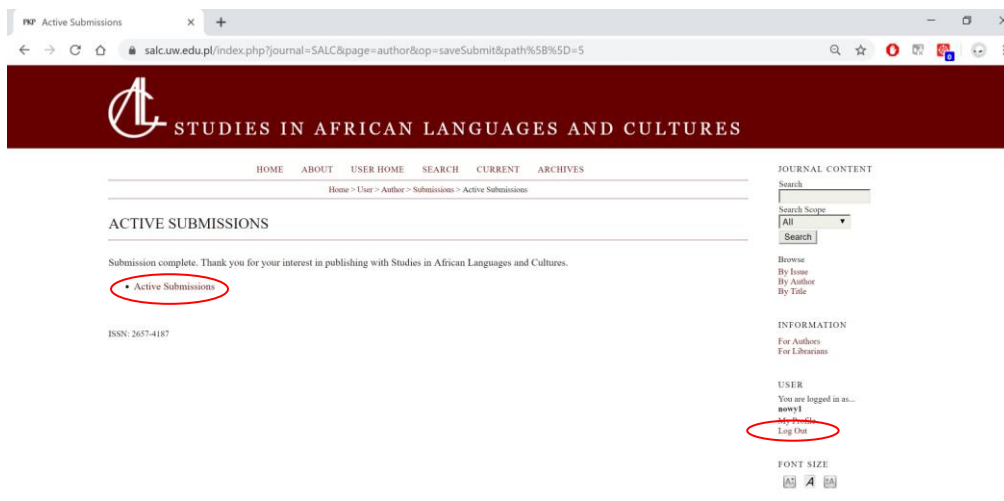


Step 12.

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/