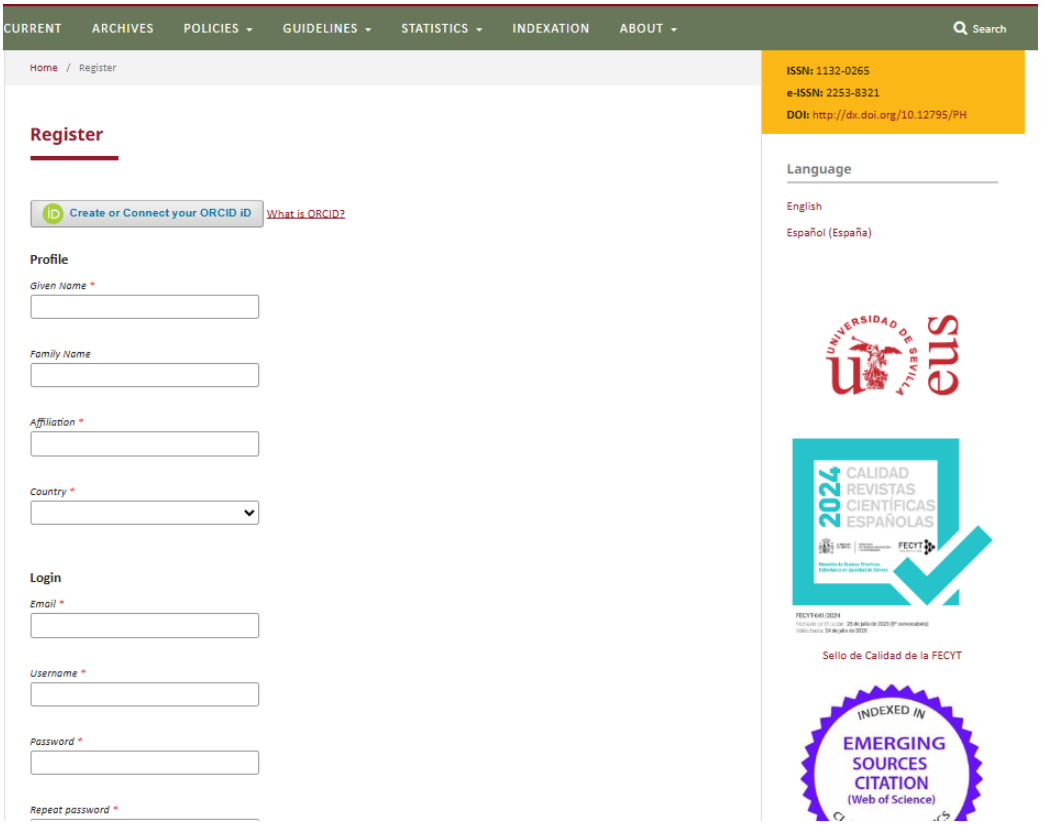
Instructions for Author Registration on the OJS platform and submission of the article

1. **REGISTER** AS AN OJS USER IN THE JOURNAL AND **LINK YOUR ORCID PROFILE** WITH THE OJS USER

> VERY IMPORTANT!!
>
> In the event that the article is signed by more than one author, **ALL of them** must carry out the registration process on the journal's platform and link their ORCID, since each of them plays the role of "author".

Enter the following link and create a profile with username and password: Register | Philologia Hispalensis



To do this, it is **mandatory** to carry out the following steps:

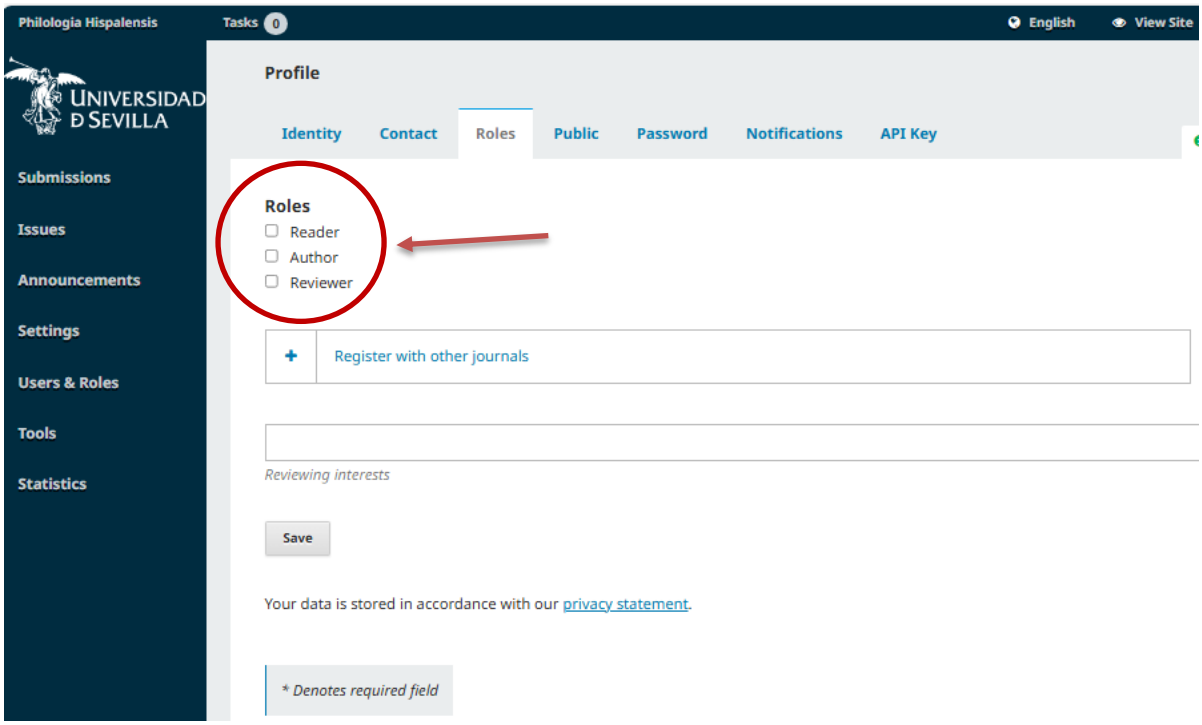
1. Link or connect your ORCID identifier (alphanumeric, non-commercial code that uniquely identifies scientists and other academic authors). If you do not have the aforementioned digital identifier, you must create it and then link it (https://orcid.org/register).
2. Create your profile on the platform: fill in the requested academic data form. Please note that the email must be of an institutional nature (personal emails are not allowed).
3. Activar su cuenta.

2. SUBMISSION

The submission process consists of the following steps:

1. Access your registration dashboard.

    a) Continue to fill in the data of your profile (Identity, Contact, Tasks, Public, Password, Notifications). Pay special attention to the "**Identity**", "**Tasks**" tabs (mark the reader option and mainly the "author") and "**Audience**". Don't forget to relink your ORCID.


Philologia Hispalensis
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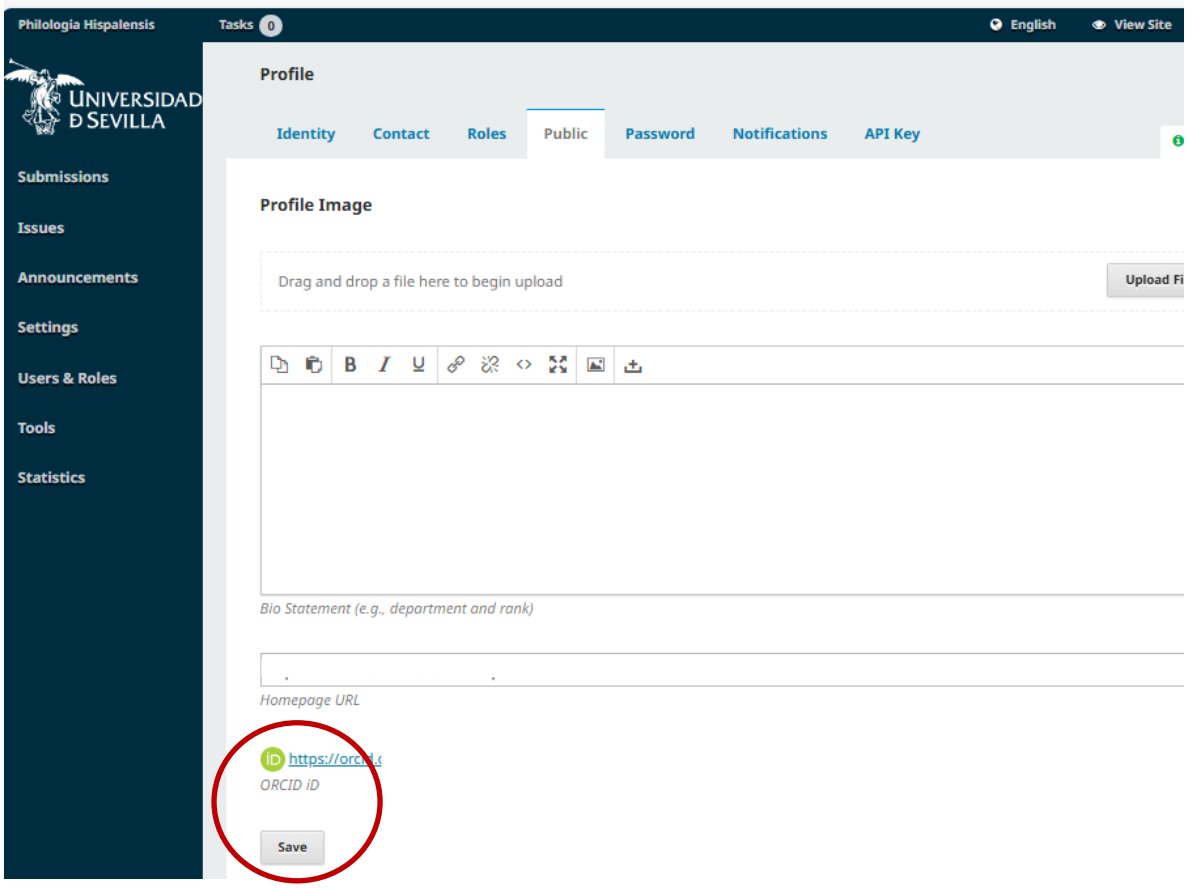
Reviewer
Register with other journals
Reviewing interests
Save
Your data is stored in accordance with our privacy statement.
* Denotes required field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English
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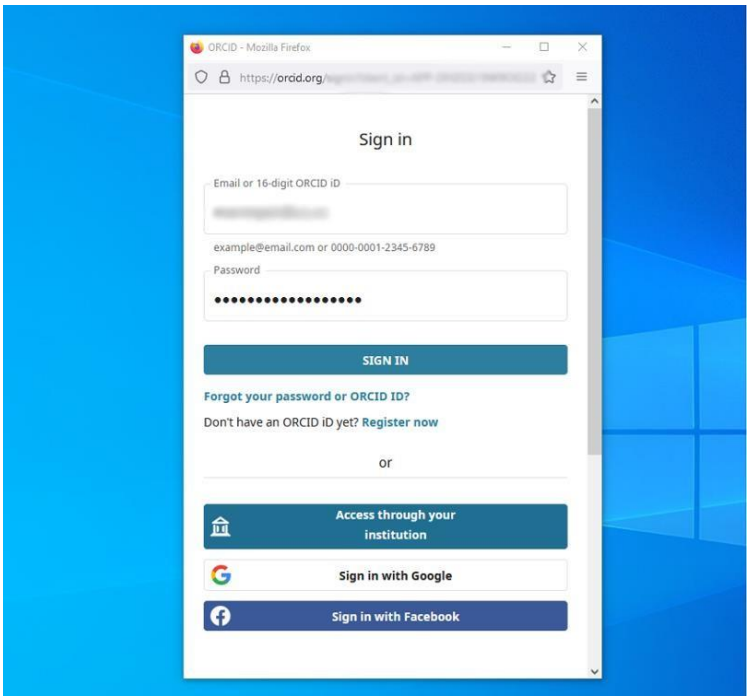
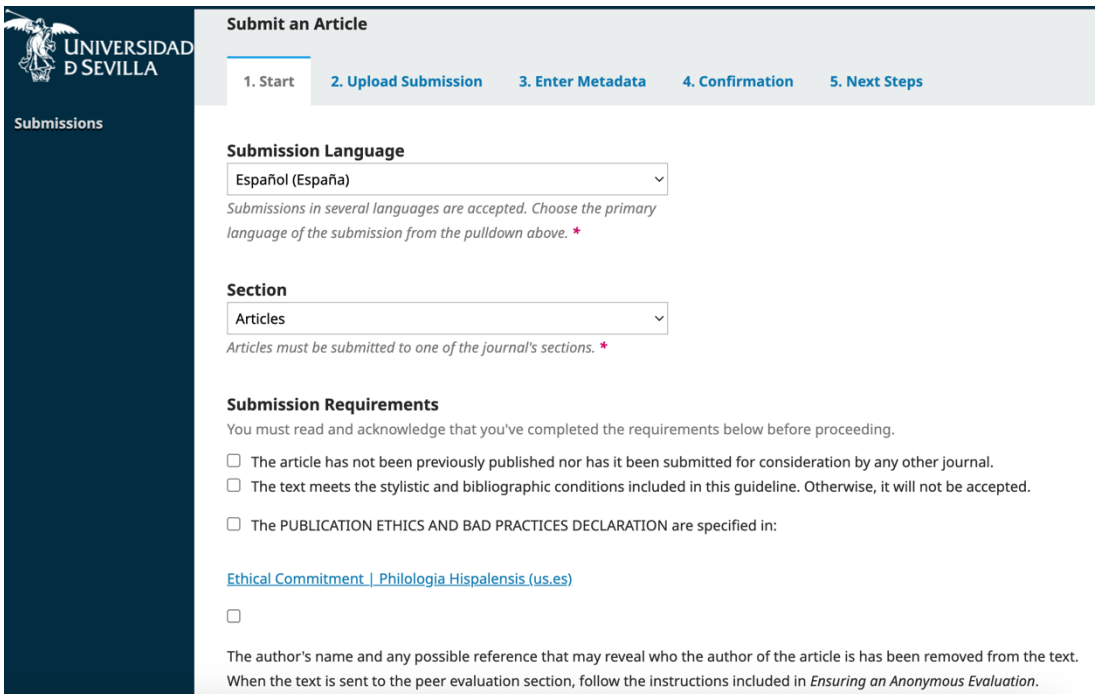
This will take you to the ORCID page where you will need to enter your username and password

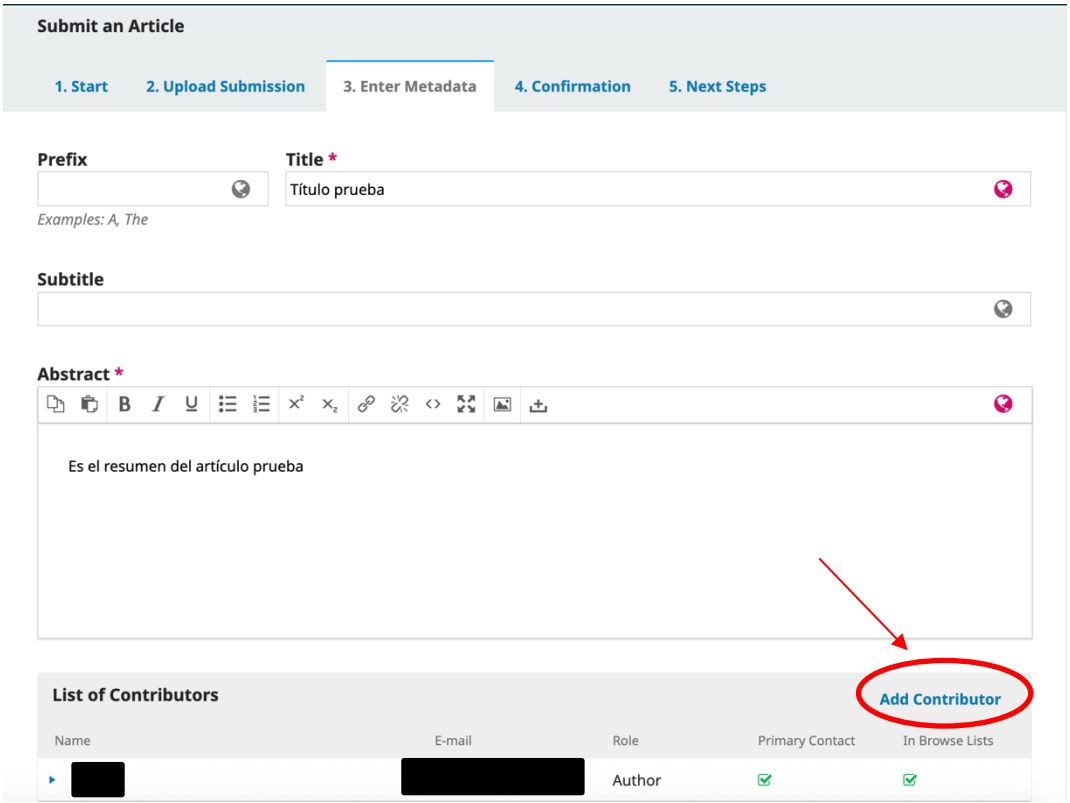


2. Submission

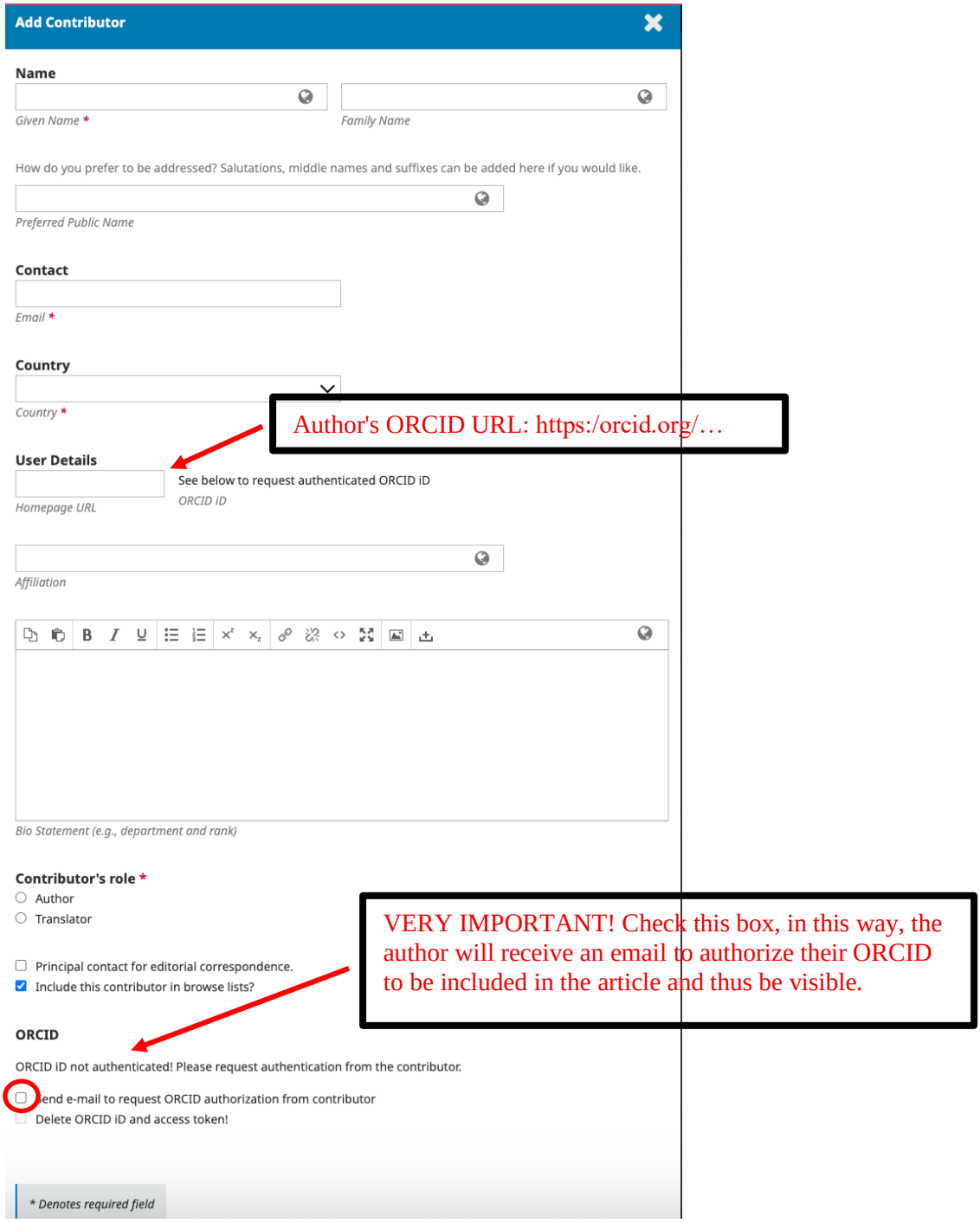
To submit an article to the journal, once registered, go to the "Submit an article" section. The following screen will appear with the different data that you have to fill in. Proceed to fill in the information in sections 1, 2, 3 and 4 following the instructions



VERY IMPORTANT. If the **authorship** of the article is **shared**, keep in mind that **the author who assumes the responsibility of uploading the article to the platform is in charge of filling** in tab 3. "Enter the metadata" **the data of the other co-authors** as well – a file for each author – (referred to in the OJS platform as "collaborators"), beyond the fact that they have previously carried out the mandatory registration process, **as well as enter the links to ORCID of these collaborators**, so that all of them are duly linked to the article.

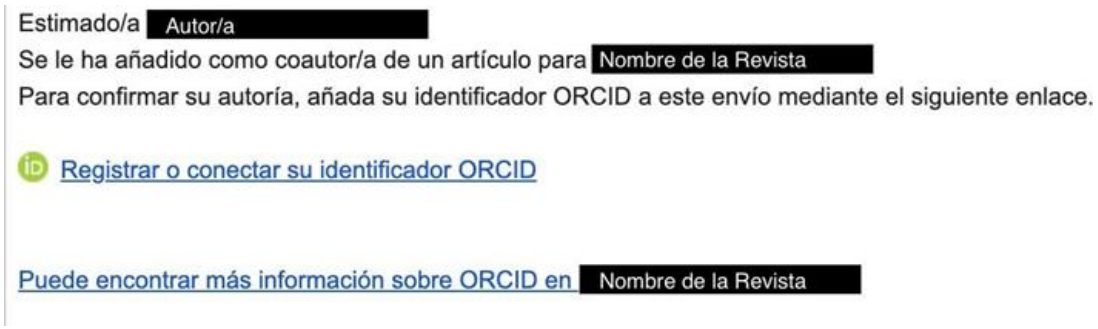
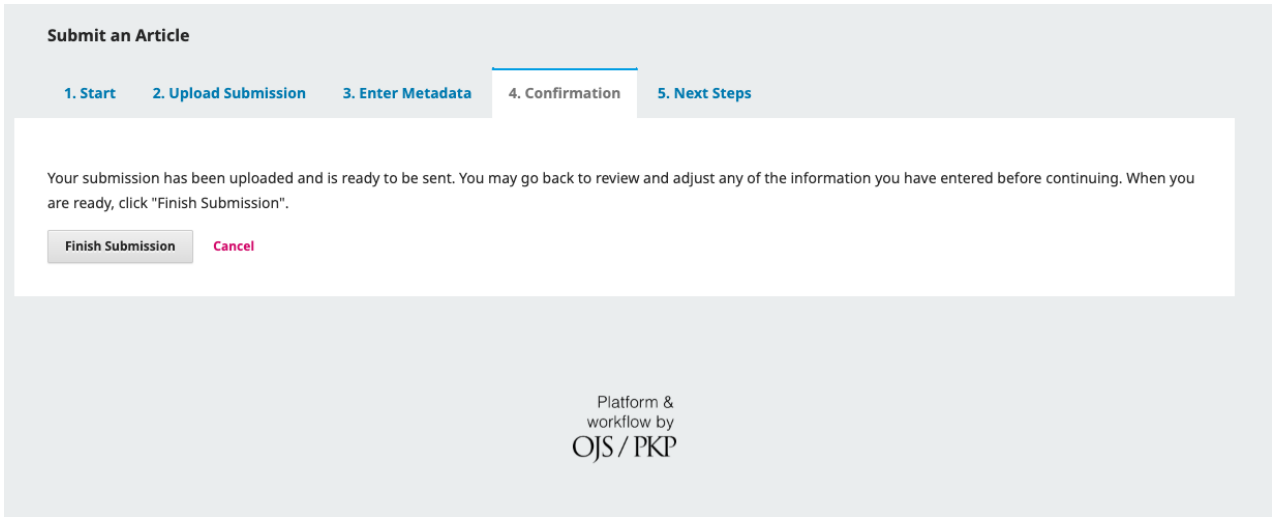


All the requested data will be completed, paying special attention to the information highlighted in the image (fill in a form for each co-author or collaborating author):


Add Contributor
Name
Given Name *
Family Name
How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.
Preferred Public Name
Contact
Email *
Country
Country *
User Details
Homepage URL
See below to request authenticated ORCID iD
ORCID iD
Affiliation
Bio Statement (e.g., department and rank)
Contributor's role *
Author
Translator
Principal contact for editorial correspondence.
Include this contributor in browse lists?
ORCID
ORCID iD not authenticated! Please request authentication from the contributor.
Send e-mail to request ORCID authorization from contributor
Delete ORCID iD and access token!
* Denotes required field
Author's ORCID URL: https:/orcid.org/…
VERY IMPORTANT! Check this box, in this way, the author will receive an email to authorize their ORCID to be included in the article and thus be visible.

In this way, an email will be sent to the co-author asking him or her to authorize his or her collaboration in the article by linking his or her ORCID profile:

Once this last step is completed, the ORCID will be visible on the OJS platform.



Finally, just confirm the submission: