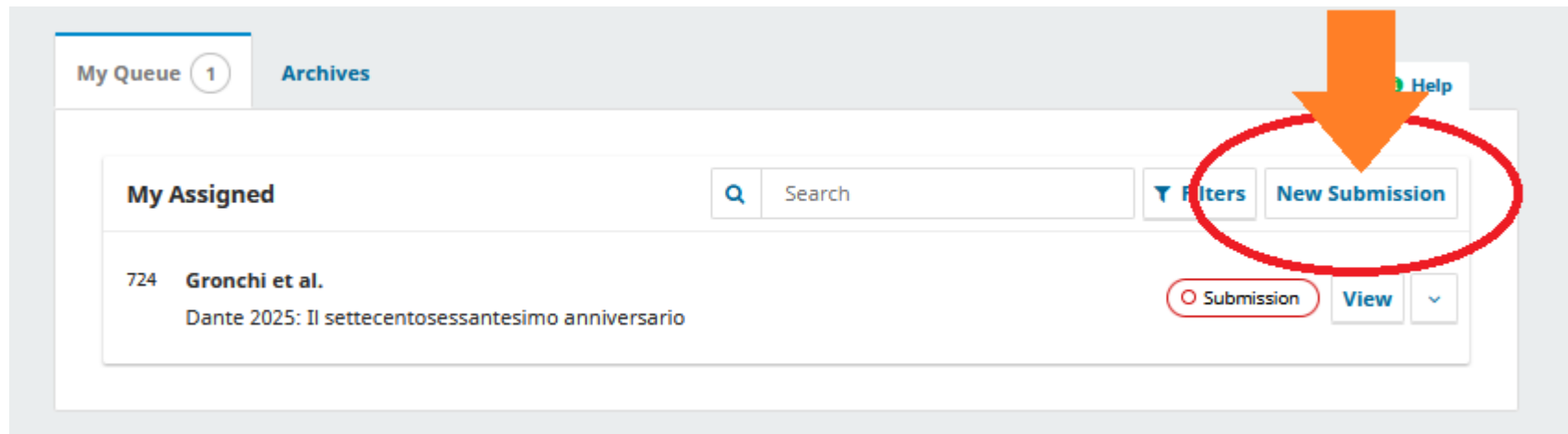


# OJS – Submission

**FrancoAngeli *Journals***

Guide for the submission's wizard  
January 2022

- To submit an unpublished paper to a **FrancoAngeli** journal, please start the submission process clicking on the link in the journal homepage's menu bar. If you're already registered, log in and click on "New Submission" from your dashboard.



- In the first step, choose the language of your paper. If requested, indicate the Journal's section you are proposing your work for.
- Read the requirements and accept the treatment of personal data. If you want, you can also share optional notes with the editor.
- Click on «Save and continue» to go on.

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Submission Language

English

Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. \*

Section

Materiali per la ricerca e l'approfondimento

Articles must be submitted to one of the journal's sections. \*

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

☒

 The submission file is in OpenOffice, Microsoft Word, or RTF document file format.

☒

 Where available, URLs for the references have been provided.



☒




 The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.



☒



 The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.



Comments for the Editor




















☒ Yes, I agree to have my data collected and stored according to the [privacy statement](#).



Save and continue

Cancel

- In the second step, you can upload all the files of your submission (text document, images, tables, ...).
- Add your documents clicking on «Add File» (A) then select them from your device folder.
- You have to indicate the file type for each document (B).
- Save to continue (C).

**Submit a Monograph**

1. Prepare 2. Upload Submission 3. Catalog 4. Confirmation 5. Next Steps

**Files**

Articolo di prova.docx Edit Remove

What kind of file is this? Appendix Bibliography Book Manuscript Chapter Manuscript Glossary Index Preface Prospectus Table Figure  
Photo Illustration Other

Save and continue Cancel

(A) (B) (C)

- In the third step, you can submit the metadata of your paper.
- You have to insert data twice (A), both in your paper's main language and in English.
- Your account is automatically indicated as main author. You can insert co-authors clicking on «Add Contributor» (B, see the following slide).
- Add the keywords and the references of your paper, then save and continue.

1. Start
2. Upload Submission
3. Enter Metadata
4. Confirmation
5. Next Steps

Prefix
Title \*
Subtitle
Abstract \*
List of Contributors
Additional Refinements
Keywords
References

Examples: A, The
La metropolitana di Milano
La metropolitana di Milano

(A)

(B)
Add Contributor

Name
E-mail
Role
Primary Contact
Browse Lists

Peter Saint
peter.saint@itsjustademo.ab
Author

Additional Refinements
Keywords
Add additional information for your submission. Press 'enter' after each term.

English

References

Save and continue
Cancel

- When, in the third step, you add a person to the list of authors, you will see this window.
- Complete the fields as shown in the figure, taking care above all to the mandatory ones, marked with a red asterisk.
- Then save to come back to the third step main page.

Submit a Manuscript

1. Prepare

Prefix

Examples:

Subtitle

Il settecento

Abstract

Lorenzini

blanc

Inter

Morb

List of

Name

Rosa

Chapter

Name

### Add Contributor

**Name**

Nicola De Enrico

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**

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**Country**

Italy

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Homepage URL ORCID ID

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Affiliation

Bio Statement (e.g., department and rank)

**Contributor's role \***

☒ Author

☐ Volume editor

☐ Chapter Author

☐ Translator

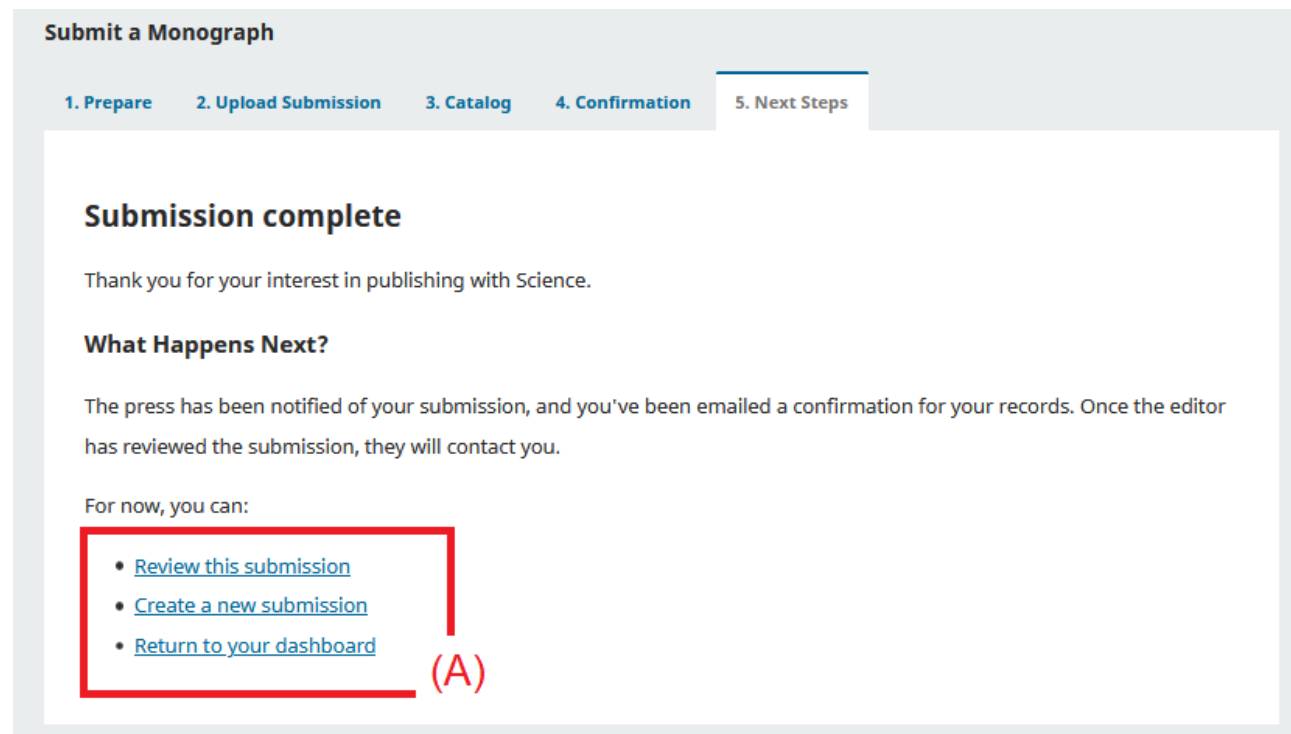
☐ Principal contact for editorial correspondence.

☒ Include this contributor in browse lists?

\* Denotes required field

Save Cancel

- In the fourth step, you can confirm the submission of your paper. You can still turn back and edit the inserted data. If you finished, confirm and wait for the ok. You will now see the fifth and final screen.
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