

INSTRUCTIONS FOR AUTHORS

The *SECRJ* is hosted by the Texas Digital Libraries (TDL) Open Journal System (OJS). The URL for the Journal is: <https://journals.tdl.org/secrj>.

CREATE A USER ACCOUNT

To submit a Case or Article to the *Southeast Case Research Journal (SECRJ)* you will need to create a user account by going to: (<https://journals.tdl.org/secrj/index.php/secrj/login/signIn>). Creating a user account takes about 10 minutes and only needs to be done once. The following instructions are provided on the account creation page:

1. Create a unique username using lowercase letters, numbers, hyphens and underscores. You cannot use uppercase letters in your username.
2. Create a password of at least 6 characters
3. Load your author information including name, institutional affiliation, email address, and phone number. The other information is useful
4. Please check the confirmation box to get automatic status updates on your submission from the OJS.
5. Check the Author box if you intend to submit to the journal.
6. Check the Reviewer box if you are willing to review cases for the journal.
7. Check the Reader box to get notification of new issues of the *SECRJ*.

FORMAT YOUR CASE

Write and format your submissions according to the editor's guidelines. The formatting guidelines can be found later in this journal, on the SECRA Webpage (<http://www.secra.org/>) and on the *SECRJ* Webpage (<https://journals.tdl.org/secrj>).

SUBMIT YOUR CASE

Once you have created your user account, you will be able to submit cases and articles to the journal. The submission process takes about 10 minutes.

Note: Be aware that there are two alternative formats for each page in TDL OJS. We will refer to these formats as A and B (Figures 1 and 2, following pages). There are minor differences in the two formats in terms of appearance, content, and layout. It is unclear to us why the formats change back and forth as you navigate between pages. In the future we will work with tech support to convert all pages in B format to A format. In the meantime, we are going to train everyone on both formats.

FIGURE 1

“User Home” Screen - Format A



The login process will take you to a landing page in Format A (Figure 1 shows the User Home landing page). After you login, select “User Home” in the pull down menu at the top of the page. This will take you to the User Home page (in Format B –Figure 2 below). On this page there will be two major sections listed in the left hand menu: “My Journals” and “My Account”. In the My Journals section, click on “Author”. This will take you to the Author Page (in Format A –Figure 3 below).

FIGURE 2:
User Home screen – Format B



On the Author page there are two major areas. Active Submissions which has a subsection “Start a New Submission”, and Refbacks.

Your Active Submission will be listed including the status of those submissions. The section will be blank if you have no active submissions.

The Refbacks section lists incoming links from external websites directed at your published cases and articles. This section will be blank until you have Refbacks. Instructions for using this section will be developed at a later date

TO START A NEW SUBMISSION

Under the subsection “Start a New Submission”, press the “CLICK HERE” button to be taken to the Five Step Submission Process:

FIGURE 3:
Author page – Format A



Upon landing on the Submission page you will see the first portion of the Five Step Submission Process (Figure 4 - Format A).

1. *Submission Checklist:* The first step is to run the submission checklist. Running the submission checklist will indicate that you think the submission is ready to be considered by the journal. You will be asked to check each of the following:
 - a. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
 - b. The submission file is in Microsoft Word (or RTF) document file format.
 - c. Where available, URLs for the references have been provided.
 - d. 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.
 - e. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
 - f. The instructions in Ensuring a Blind Review have been followed.
 - g. Read the Copyright Notice and Privacy Statement.

- h. Include “Comments for the Editor” if appropriate.
- i. Click “Save and continue” to go to step 2

FIGURE 4:

Step 1 in the Five Step Submission Process – Format A

The screenshot shows the 'SOUTHEAST CASE RESEARCH JOURNAL' submission interface. The main heading is 'STEP 1. STARTING THE SUBMISSION'. Below it, a progress bar shows five steps: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION. A link for 'Encountering difficulties? Contact Susan Elkins for assistance.' is provided. A 'SUBMISSION CHECKLIST' follows, with six items to be checked off: submission not previously published, file in Microsoft Word (or RTF) format, URLs for references, single-spaced text with 12-point font and italics, adherence to stylistic requirements, and following instructions for blind review. The right sidebar contains links for 'OPEN JOURNAL SYSTEMS' (Journal Help), 'USER' (logged in as chrisccassidy, with links for My Profile and Log Out), 'NOTIFICATIONS' (View, Manage), 'JOURNAL CONTENT' (Search, All, Search), 'Browse' (By Issue, By Author, By Title), and 'FONT SIZE'.

Screen shots of subsequent pages in the Five Step Submission Process are straightforward and not provided.

- 2. *Upload the Submission* by following the detailed instructions at the top of the page
 - a. 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.
 - b. Locate the file you wish to submit and highlight it.
 - c. Click Open on the Choose File window, which places the name of the file on this page.
 - d. 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.
 - e. Once the submission is uploaded, click Save and Continue at the bottom of this page.
- 3. *Enter the Submission Metadata.*

- a. List all authors and their contact information. Click “Add Author” for each additional author.
 - b. List the Title and a one-page Abstract (e.g. the “Case Synopsis” and “Case Objectives and Use”)
 - c. Include indexing terms: Keywords (disciplinary content, applicable theories, subject content), Type Submission, Methodologies Used, Research Approach, etc.
 - d. List contributors and agencies that provided support for the research (if applicable)
 - e. Upload a formatted list of References from your submission.
4. *Upload Supplementary Files* (if appropriate). This would be a good place to upload Company Releases for the editor.
 5. *Confirm the submission*. When you are certain the submission data is correct, click on the “Finish Submission” button.

The editor will contact the author after the review process has concluded with a decision on the submission. Possible decisions include:

- Submit elsewhere as not suitable for the SECRJ
- Desk reject as insufficiently developed and would be too much work for reviewers to evaluate
- Reject as needing such extensive revisions that eventual publication cannot be assured
- Revise as directed by reviewers and resubmit
- Conditional acceptance of submission
- Accept submission

Depending on how far the submission makes it through the process, the editor and reviewers will provide feedback to authors intended to help the author improve the submission.

The editor will provide the author with updates as the submission works its way through the subsequent review, copyediting, and proofreading processes. Authors may also check the Author page on the SECRJ Website for real time updates.