

Author guide



Main steps of submission and publishing of a study:

Dear Authors,

Below you can find the process and steps of submitting and publishing your articles to CEJER. The whole process takes place within the OJS system, the visibility of the platform is helped with screenshots.

First we take a look at the steps:

- 1. Anonymisation of the study**
- 2. Registration on OJS surface**
- 3. Submission of the study and plagiarism checking (by the editor)**
- 4. The study will be reviewed, based on the reviewer's opinion, it will either be accepted or revisions will be requested. If the reviewer proposes major changes, another round of reviewers will be run similarly to the previous review**
- 5.: If the reviewer / editor finds the revision appropriate, the study will be accepted for publication**

The steps of the submission of the publication can be seen below in the form of a step-by-step guide supplemented by screenshots

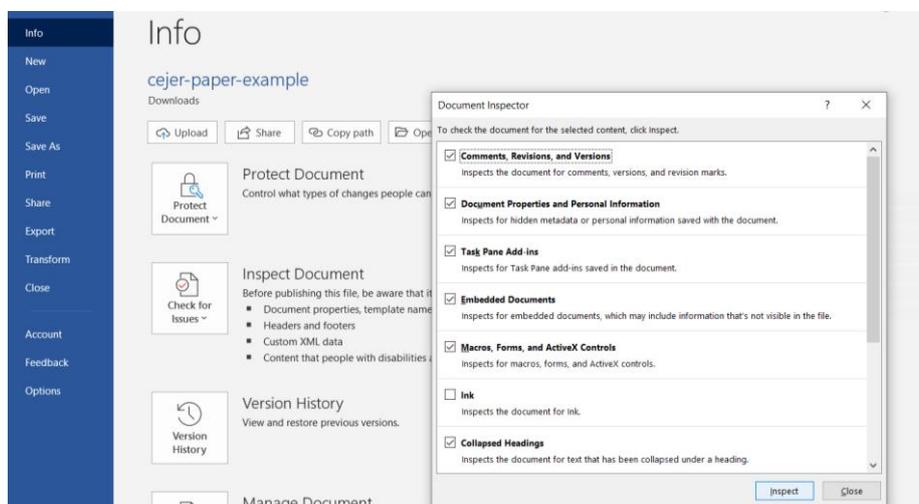
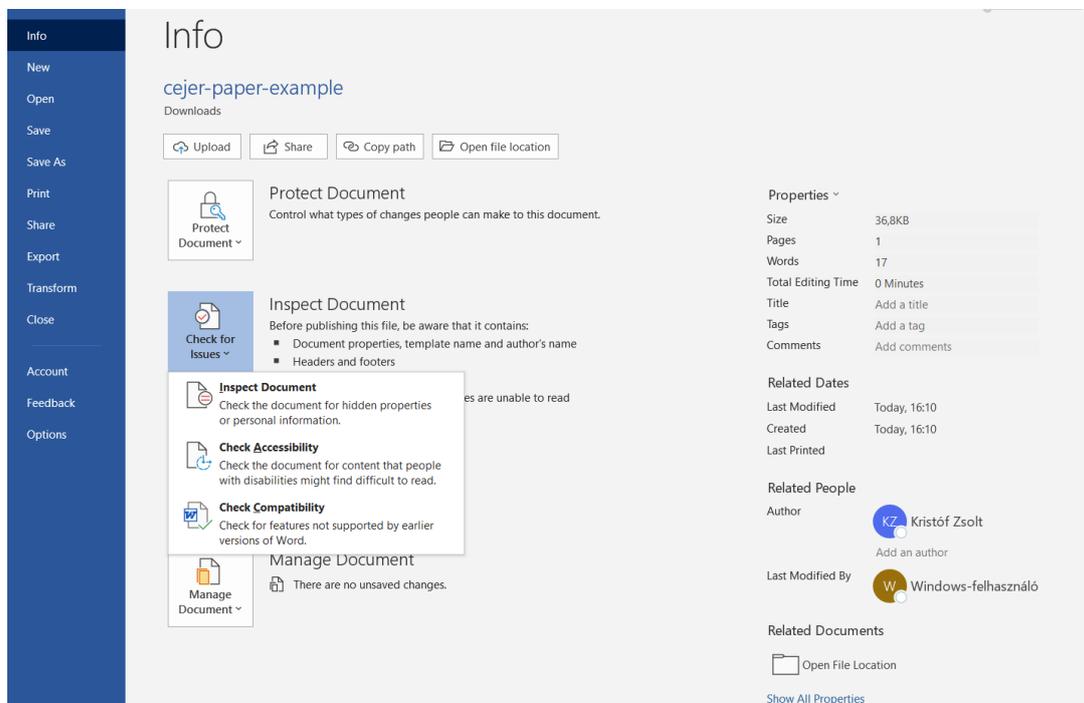
Step 0: Please check Submission Preparation Checklist

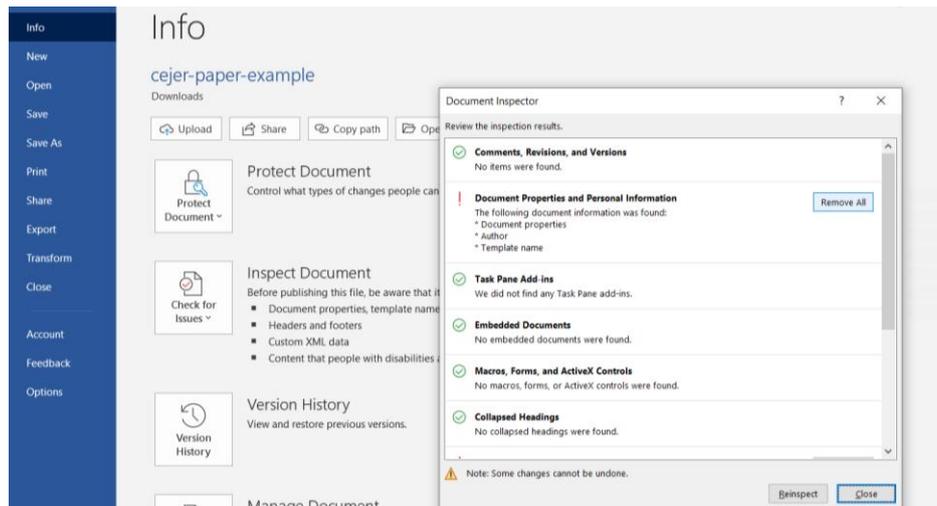
<https://ojs.lib.unideb.hu/CEJER/about/submissions>

Step 1:

Anonymisation of the study: The study should not include the authors' names, affiliations, or other information indicating who the authors of the paper are.

How to anonymize a Word document in word:





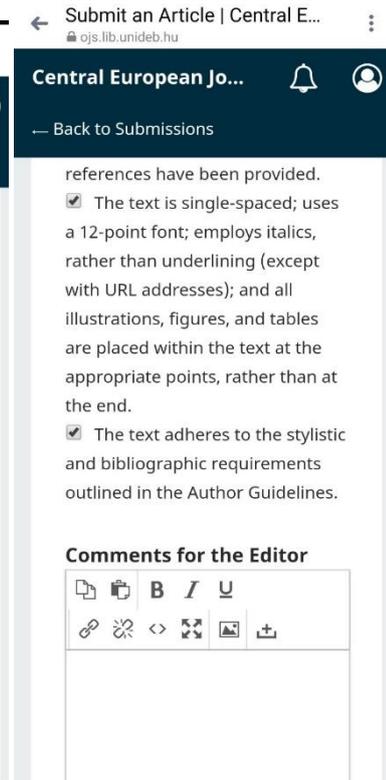
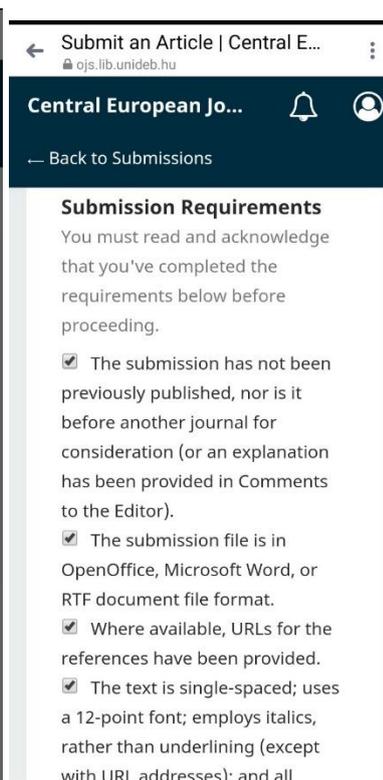
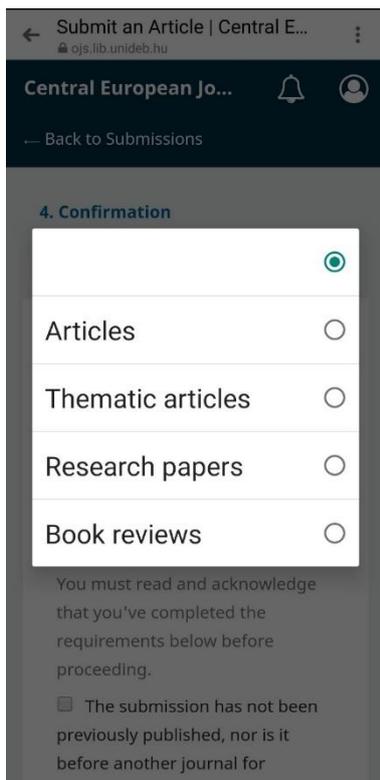
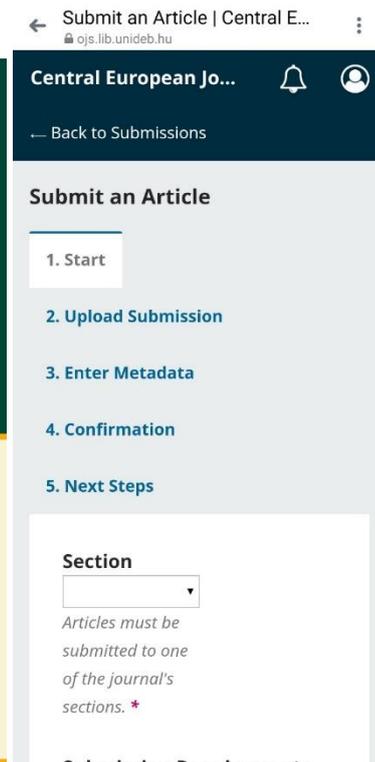
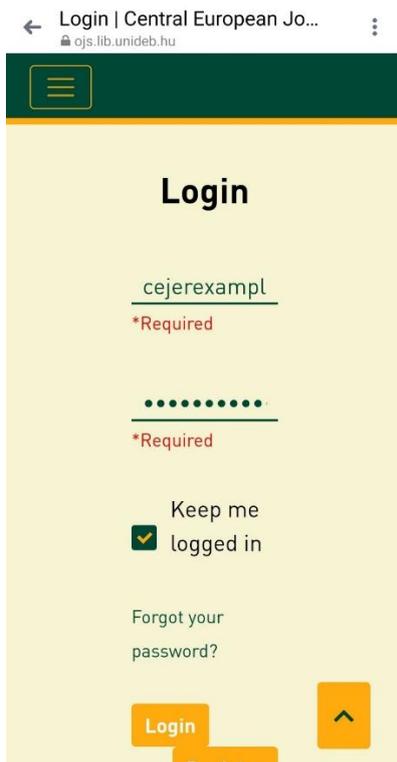
- If the CEJER template is used by the author, the process of publishing might be faster

<https://ojs.lib.unideb.hu/CEJER/templates>

Step 2: Registration on the OJS surface (See: Register guide, when the link is available, it will also be inserted here).

Step 3: Submission of the ANONIMISED study on the OJS surface:

<https://ojs.lib.unideb.hu/CEJER>



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Examples:
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List of Contributors

Name	E-mail	Role	Primary Contact	In Browse Lists
Example Cejer	gabcsi.hegedus@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

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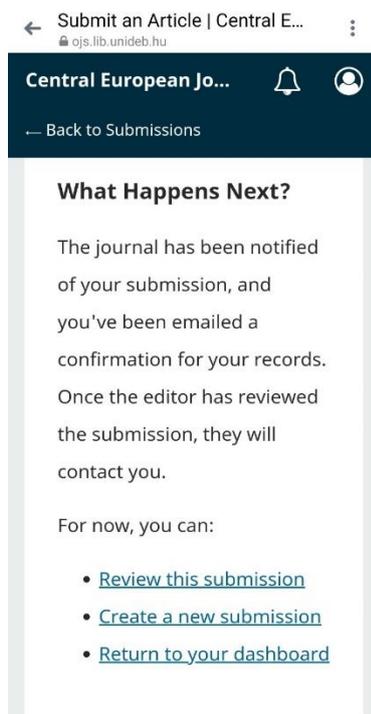
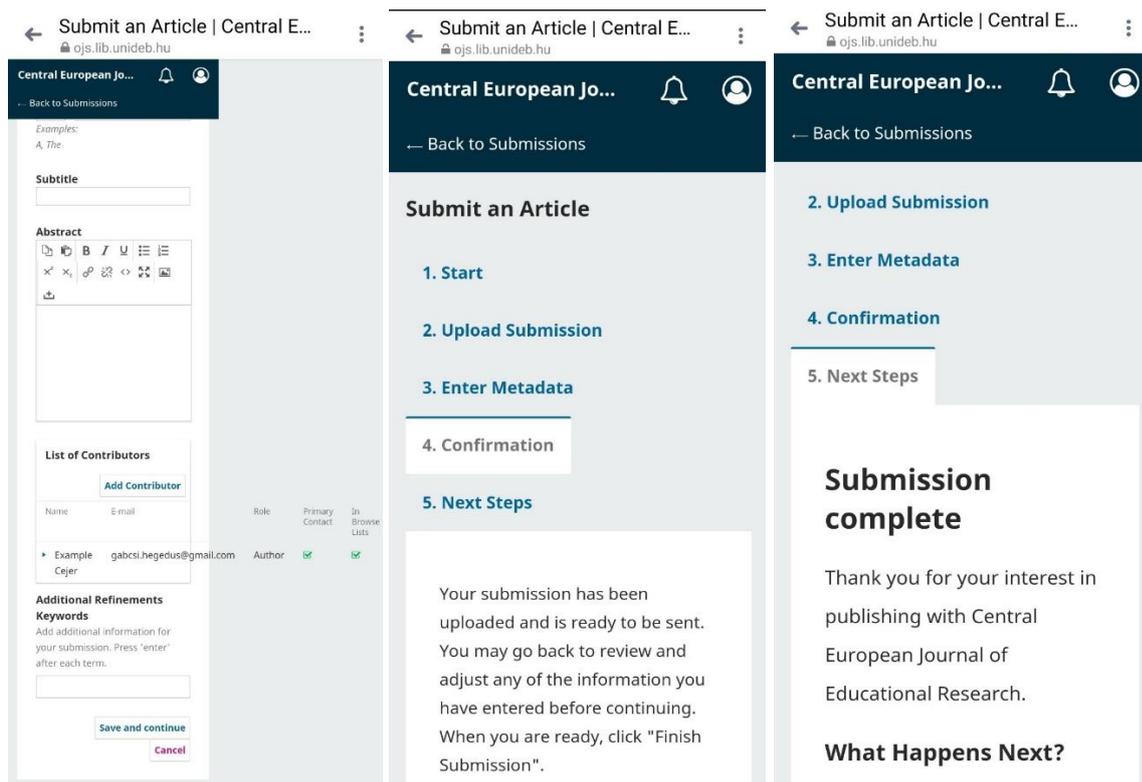
Affiliation

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

Contributor's role *

Author
 Translator

Principal contact for editorial correspondence.
 Include this contributor in browse lists?

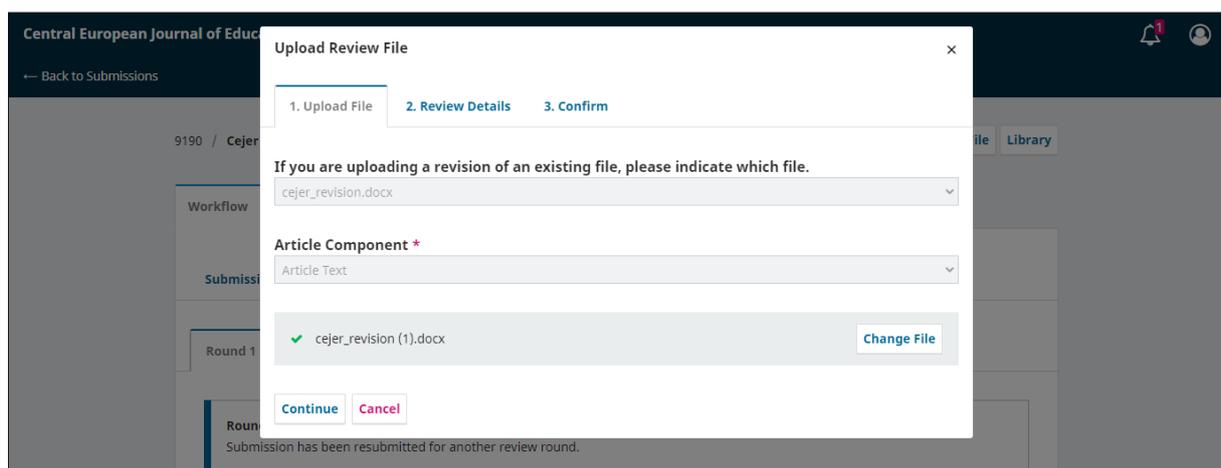
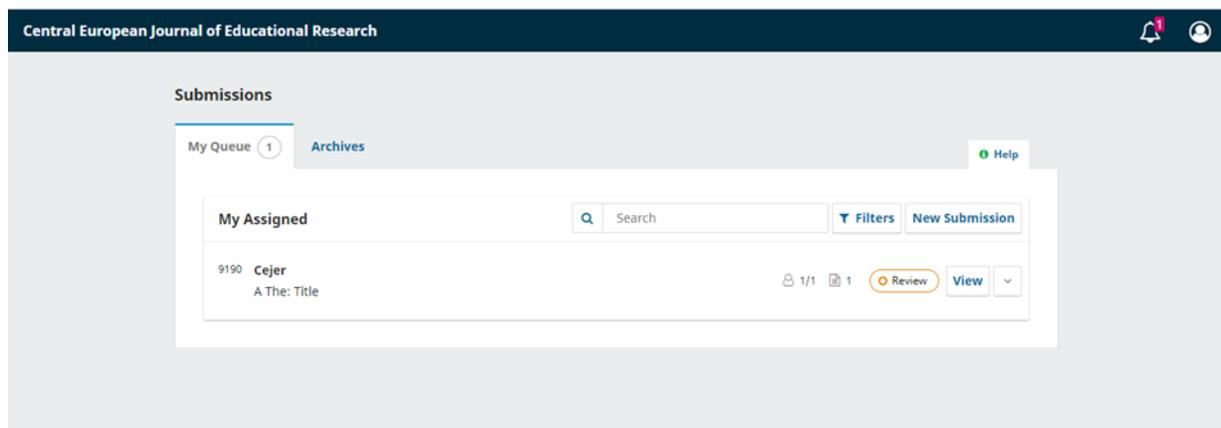


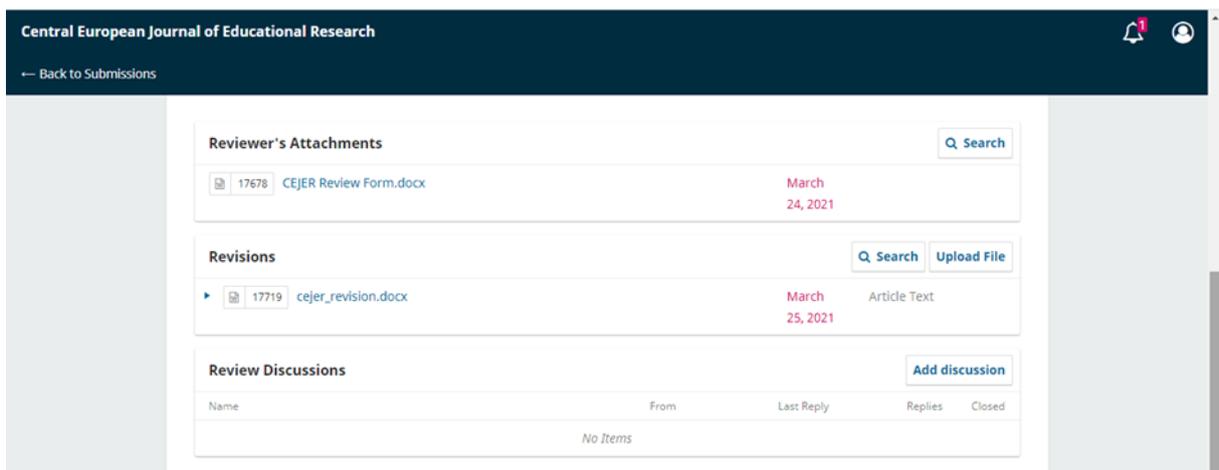
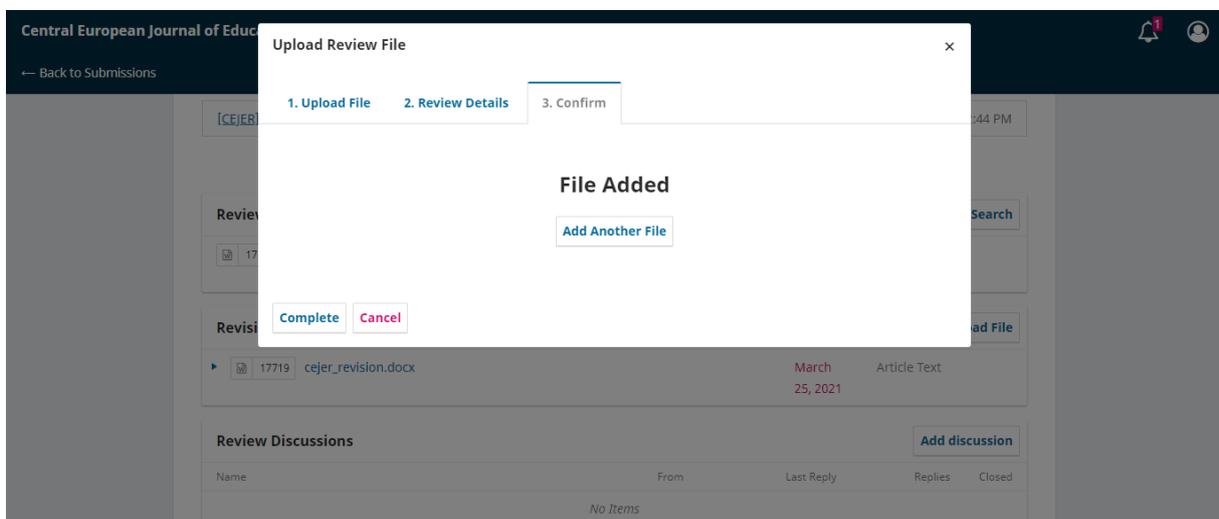
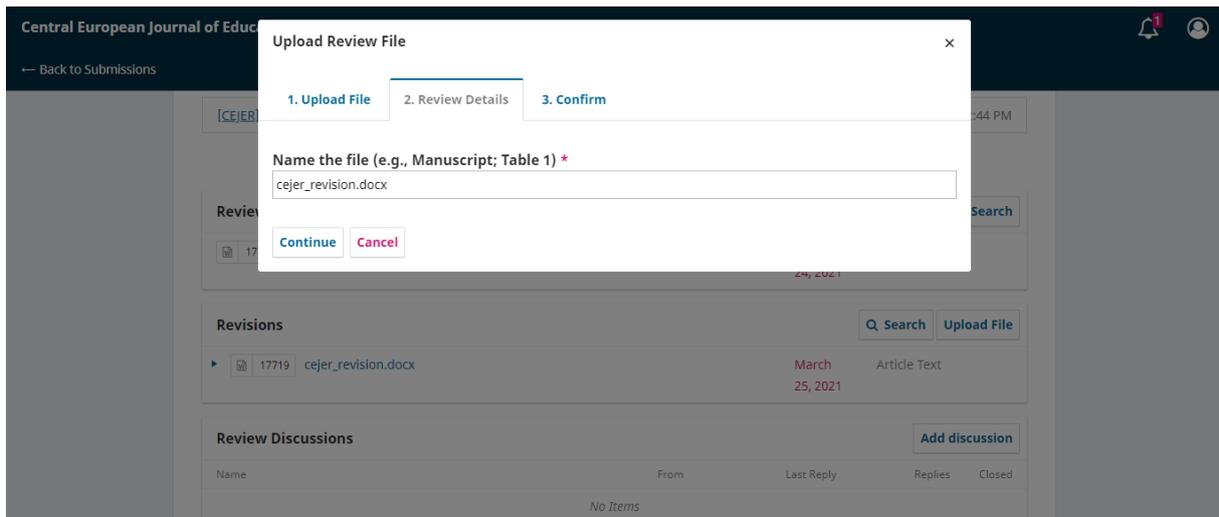
Step 4: The study will be sent to an editor, who will communicate with the author within the system from this point on. The author will be notified by email each time (if you do not receive an e-mail, please contact the editor-in chief: Demeter-Karászi Zsuzsa, e-mail address:

zsuzsanna.karaszi@gmail.com, and the editor will contact you by e-mail.

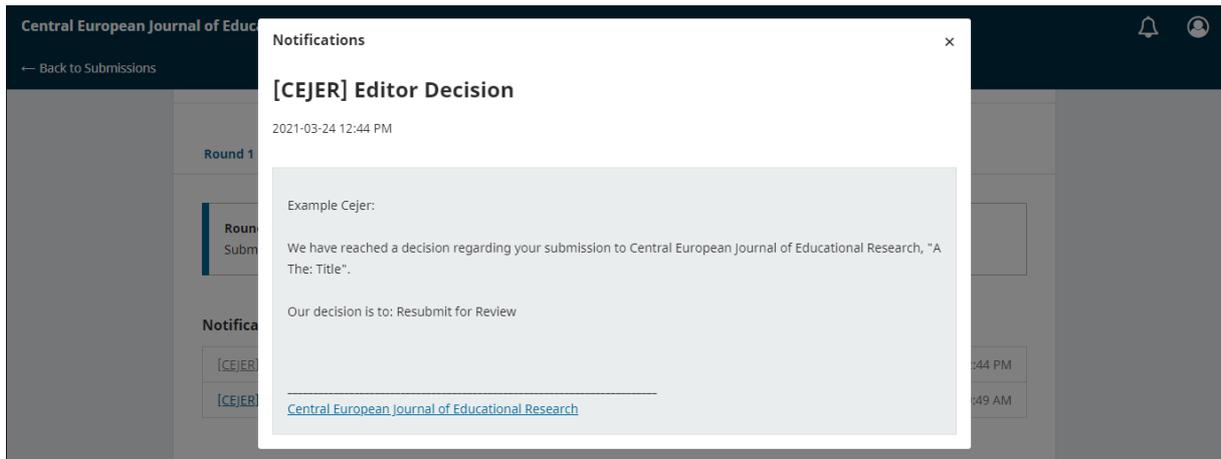
Step 5: The editor runs the plagiarism screening on the plagiarism software, if the article is not correct, it will be rejected. Then the corrected article must be submitted again, if appropriate, the editor forwards it to a reviewer, who reviews the article by filling in a review form.

Step 6: The editor's opinion will be sent to the author within the system by the editor. The author will be notified by e-mail of the expected time of the revised version, which the author will also be able to upload on the surface.





Step 7: If the reviewer only requests a small change, there will be no more review circles, if the reviewer requests a major change, the review circle will run again.



Step 8: The reviewed version will be accepted and then sent to a native proofreader. Afterwards, the proofread version by the native reviewer will be sent to the author by e-mail. If the final version is approved, it will be published.

