

## Author registration guide for *M/C Journal*

**Please note:** This guide should be read in conjunction with the *M/C Journal* Submission and Style Guide, available at <http://journal.media-culture.org.au/index.php/mcjournal/about/submissions#authorGuidelines>. Articles should be prepared according to the *M/C Journal* Submission and Style Guide and submitted online via the process explained below.

Anything to add? Please e-mail Peta Mitchell ([peta.mitchell@uq.edu.au](mailto:peta.mitchell@uq.edu.au)).

### How to register as an author for *M/C Journal*

To be able to submit articles to *M/C Journal*, you first need to register and log in.

Go to the *M/C Journal* homepage: <http://journal.media-culture.org.au/index.php/mcjournal>.

On the navigational bar on the left-hand side of the journal, select “Register.”

You will be taken to a form to fill out your personal details. Note that username, password, first name, last name, and e-mail are all required fields. *M/C Journal* will only use your details for journal management and publication purposes. Your name, biography, and e-mail address will be published with accepted articles.

At the bottom of the page, before clicking “Register,” be sure to tick the box beside “Author” to allow you to make submissions to the journal. You are also able to nominate yourself as a peer reviewer for other submissions by checking the box “Reviewer.” Identify the areas you are interested in reviewing, and the Issue Editor will then be able to assign future submissions to you for reviewing.

You are now able to log in with your username and password and to make submissions. Use the “User” section of the navigational bar to log in. You will automatically taken to the “User Home” page, which can also be accessed from the navigational bar.

## How to submit articles to *M/C Journal*

Log in to your *M/C Journal* account and choose your role as “Author.” You will be taken to a list of all your currently active submissions. Beneath the list is a link to “Start a New Submission”; click on this link to begin the submission process.

The submission process consists of five steps:

### 1. Submission Checklist

First, select the most appropriate section of the journal for your article from the drop down menu. Choose between “feature”, “article”, and “artistic”. Note that there may also be an option for “editorial,” but please do not select this option as only the Issue Editor will write the editorial. If you are unsure which section best suits your submission, just choose “article” and the Issue Editor will be able to change it if necessary.

Next, complete the checklist to indicate your submission is ready to be considered by *M/C Journal*. Read each point carefully, and tick the box if your submission meets the criteria.

Finally, in the last text area, make a note of which issue of *M/C Journal* you are submitting to and any additional information for the editor, and click “Save and Continue.”

### 2. Enter Your Information (Metadata)

Next, fill out the personal information for your submission. If you are the sole author of the submission, the majority of the details should already be entered automatically from your user profile. If multiple authors have contributed to your submission, you can use the “Add Author” button to bring up additional fields. The principal contact for editorial correspondence can be switched between the multiple authors.

Enter the title of your submission and a 100-word abstract for the Issue Editor to judge the suitability of the submission.

Identify any agencies that provided funding or support for the work presented in your submission and click “Save and Continue.”

### 3. Upload Submission

Next, upload your file of your submission from your computer. Click “Browse” to locate your document file, select the file, click “Open,” and then click “Upload.” Note that files should be in Rich Text Format (.rtf); in a word processor, choose “Save As” and in the file format box choose Rich Text Format. Note, also, that your name should not appear anywhere in the uploaded file, as *M/C Journal* uses a double blind-peer review system.

Check that the correct file has been uploaded and click “Save and Continue.”

### 4. Upload Supplementary Files (Optional)

If your submission has any supplementary files, such as media files or images, etc., you may upload them here in the same manner as the submission file in the previous step. Fill out the required fields to allow the proper indexing of the supplementary files.

Check that the correct files have been uploaded and click “Save and Continue.”

## 5. Confirmation

Finally, confirm your submission by clicking “Finish Submission.”

You will receive an acknowledgement by e-mail and will be able to view your submission’s progress through the editorial process by logging on to your *M/C Journal* account and selecting your role as “Author”. The Issue Editor may contact you via e-mail to request revisions or clarifications to your submission. If accepted to *M/C Journal*, you will be contacted again to make a final copyedit before publication.

## From Submission to Publication

As an author, you are included in the editorial process of your submission at many different stages:

### 1. Viewing Submission Progress

The current status of your active submissions will be listed when you log in to *M/C Journal* and select your role as “Author.” An article’s status may be listed as “awaiting assignment to an editor,” “queued for review,” “queued for editing,” etc.

Clicking on the article’s title link will take you to the “Summary” page and provide further details on the article.

Clicking on the article’s status will take you to the page respective of the stage (e.g., the “Editing” page, the “Review” page) and provide further details on the submission’s progress.

### 2. Responding to Reviews and Making Revisions.

Once your submission has been reviewed, you are able to address referee comments. From the “Summary” page, go to the “Review” page by clicking the link at the top of the page. You can read comments about your submission or submit your own comments using the “Editor/Author” icon at the bottom of the page in the “Editor Decision” section. You can also view the version of the submission the reviewers are reviewing by clicking the file name (e.g., 1-2-1-RV.rtf) in the “Peer Review” section.

The Issue Editor may decide you need to make revisions to your submission before it is accepted. On the “Editor Decision” section of the “Review” stage, download the Issue Editor’s version of the file by clicking the file name beside “Editor Version.” Any required revisions will be listed either in an e-mail from the Issue Editor or within the document itself. After you have made the required revisions, upload the new version in the “Upload Author Version” field. The Issue Editor will then decide where to accept or reject the submission.

### 3. Copyediting

Occasionally, if your submission is accepted, a copy may be returned to you for copyediting; however, usually this will not be required of you. If you are required to copyedit your article, you will be notified via e-mail.

The status of the article will now be “Queued for Editing”. Select this link (not the article’s title link) to download and read through the edited version and make any necessary changes. Note that this is the final chance to make any minor changes to your submission before publication. In particular, ensure the article adheres to *M/C Journal* style standards (i.e., strict MLA style for referencing, use of Australian English, no foot- or endnotes, etc.).

You can add comments on your copyediting changes by selecting the icon at the bottom of the section. Once you have completed all necessary changes to your submission, upload the revised file in the “Author Copyedit” section and select

“Complete.” The file will then be sent back to the Issue Editor to be converted into a HTML document to be viewable online.

## **Reviewing**

If you volunteered as a reviewer when you registered your account, Issue Editors may send you submissions from other authors to review. You will be notified by e-mail when you are requested to review a submission.

Log in to your account and select your role as “Reviewer” (not “Author”). You will be taken to the “Active Submissions” page where all the submissions you have been requested to review will be listed. Select the submission’s title link to begin reviewing. Note, also, the due date of the review.

On the “Review” page, you can view some brief information about the submission. To begin the review process, simply scroll further down the “Review” page and follow the five steps as described on the page.