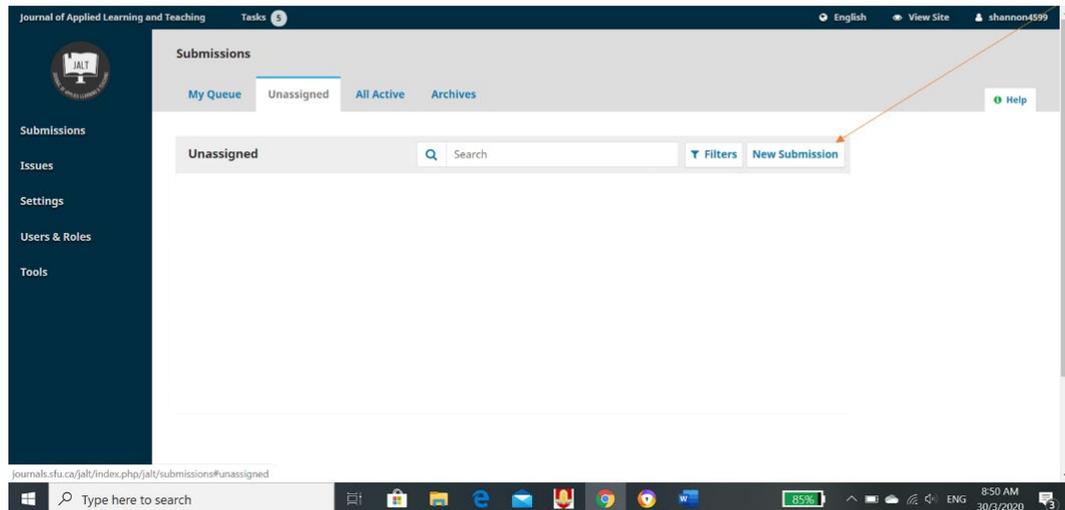
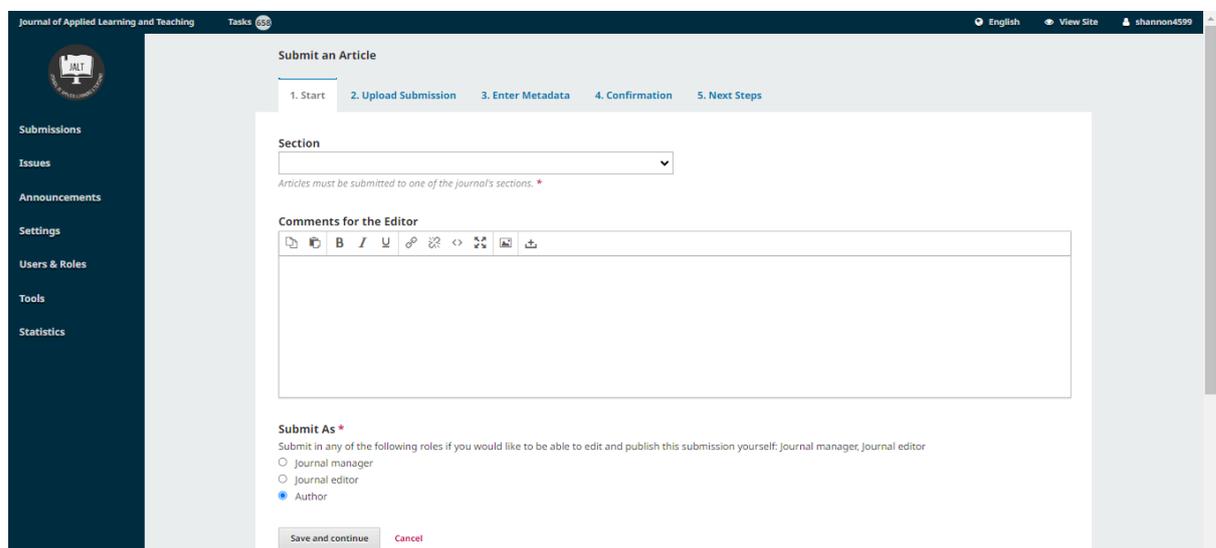


Submission Guideline via portal

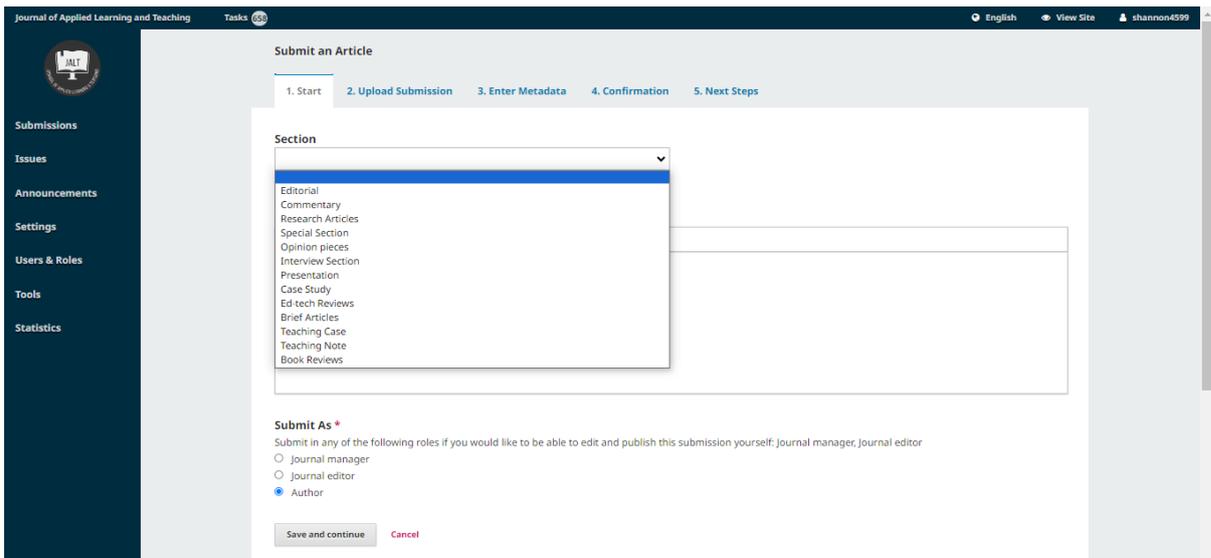
1. To submit an article, the first step is to go the Submissions Tab, click on New Submission as seen in the picture.



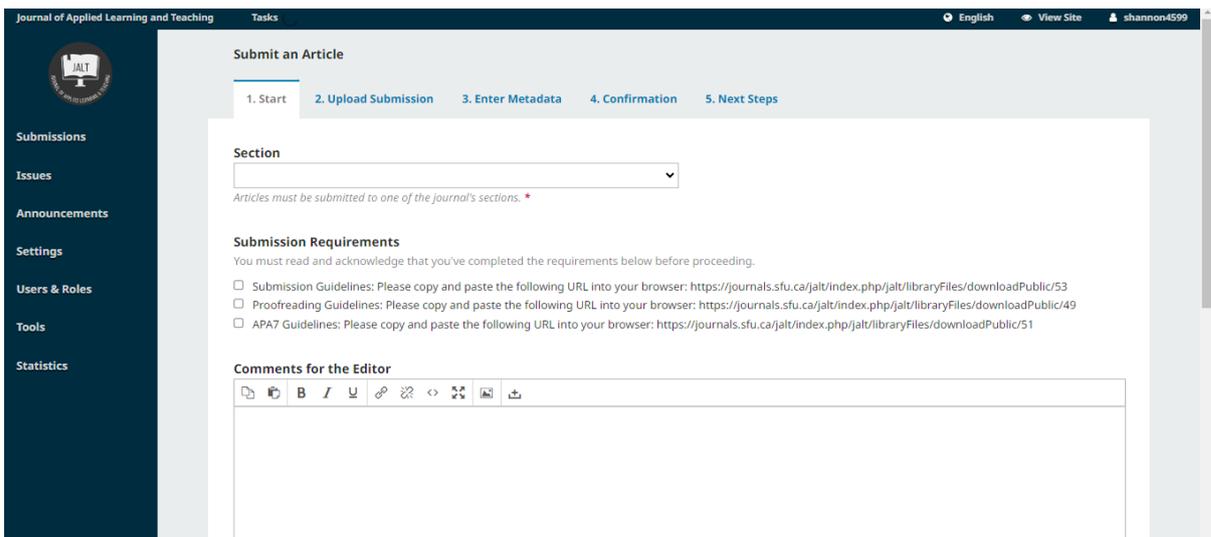
2. Once you enter the new submission page, below is what you will see.



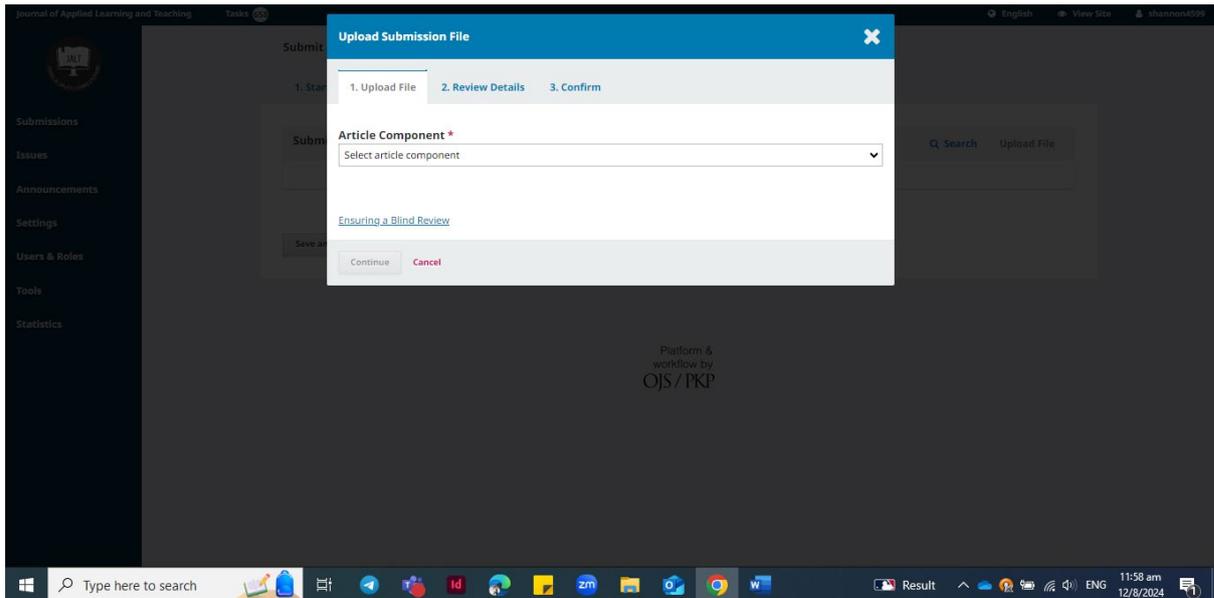
3. Select the applicable or appropriate document type from the drop-down list accordingly (Peer-reviewed articles/Interview/Brief Articles...) and Select Submit As "Author". You may then click on 'save and continue'.



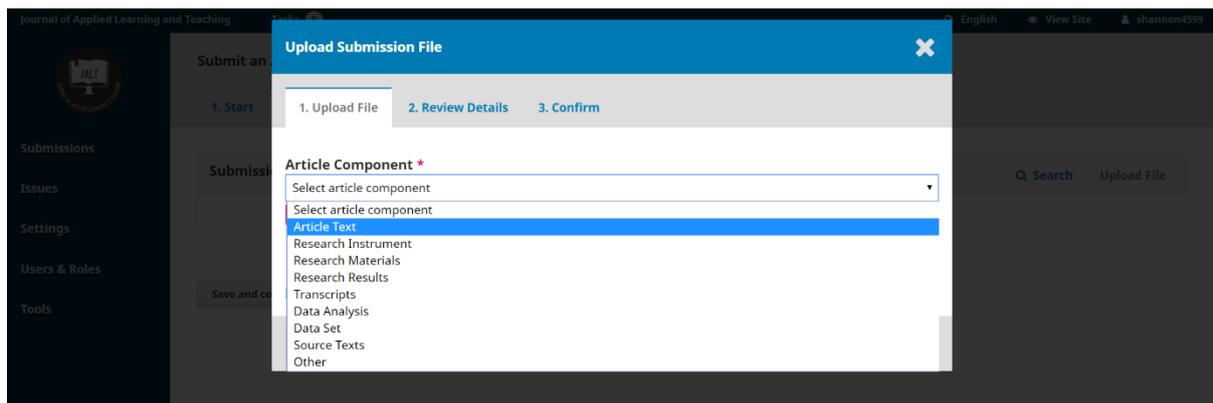
4. Please ensure that you read and acknowledge completion of the following **Submission requirements** before proceeding:



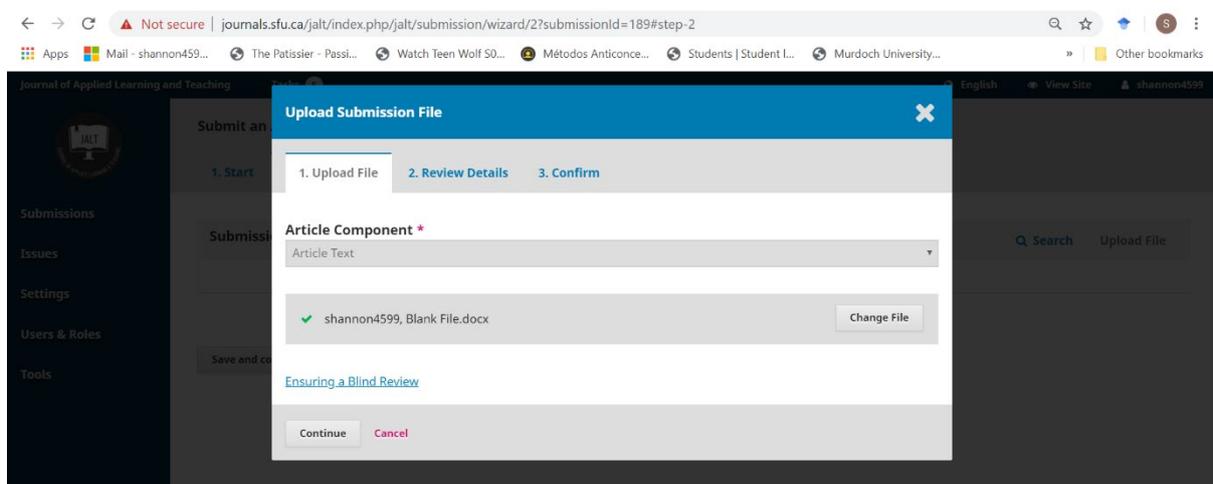
5. Next, you will then be directed to 'Upload Submission' to upload your document.



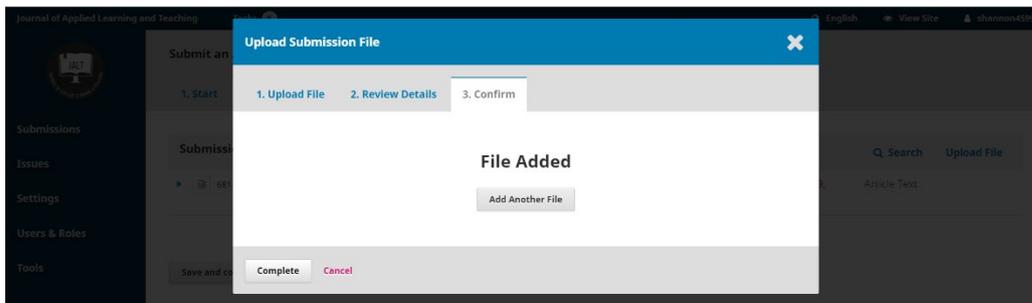
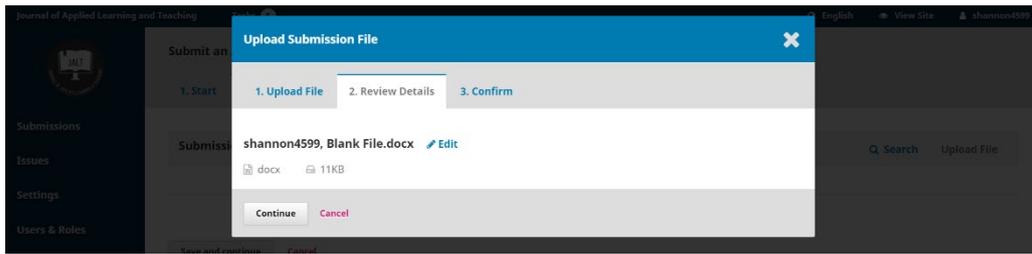
6. Select Article Text



7. Upload the File



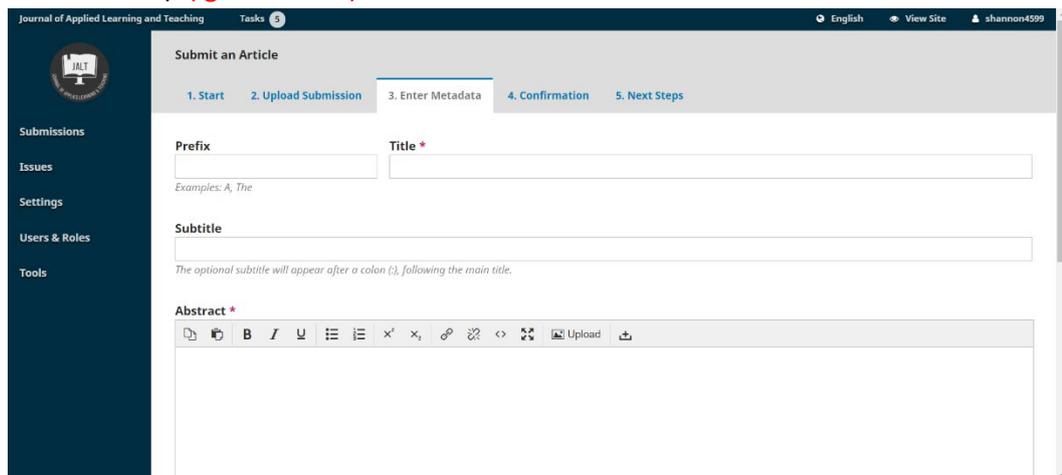
8. You will then see the screens below, just click **Continue**, followed by **Complete**.



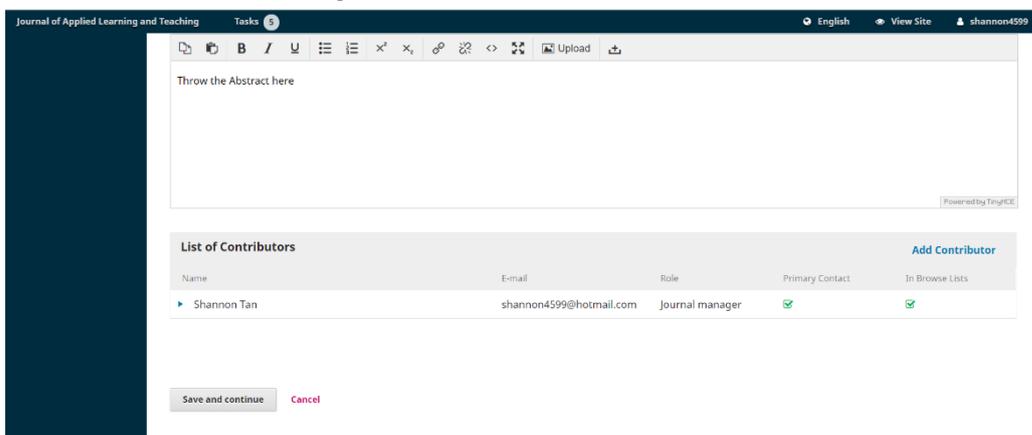
9. You will see the file being uploaded and press “save and continue”.

10. Next section is “**Enter Metadata**”.

- You will see the following: Please key in the following details (**Title, Subtitle (optional) and Abstract**). (**Ignore Prefix**)



11. Scroll down the page, you will see another section with Header “List of Contributors”. Click on “Add Contributor” on the right.



11a. Please key in the following details:

- a. Name (Given & Family Name)
- b. **PREFERRED NAME: (Leave this field blank or empty)**
- c. Contact: email address
- d. Select country of your association/university/affiliation
- e. Under “User details”, please provide your **ORCID link**. Leave Homepage URL empty
- f. Provide “Affiliation” details. (Example: Kaplan Higher Education Academy)

11b.

- Provide your **bio statement** (please state your **designation**).
- Under **Contributor's Role**: Please Click on either “Author” or “Translator”
- Please also click on the option “Principal contact for editorial correspondence” if you are the Corresponding author.
- **Once completed, please repeat the same steps for all other co-authors.**

***** Please ensure that the details and sequencing order of All the Authors are accurate before submitting.**

12. Click Finish Submission.

The screenshot shows the 'Submit an Article' interface. At the top, the page title is 'Submit an Article'. Below it is a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation (the current step), and 5. Next Steps. The main content area contains the text: 'Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".' At the bottom of this text are two buttons: 'Finish Submission' and 'Cancel'. The left sidebar contains navigation links: Submissions, Issues, Settings, Users & Roles, and Tools. The top navigation bar includes the site name 'Journal of Applied Learning and Teaching', a 'Tasks' menu with a notification icon, and user information: 'English', 'View Site', and 'shannon4599'.