

Atrio. Revista de Historia del Arte

Guide to Uploading Articles to OJS

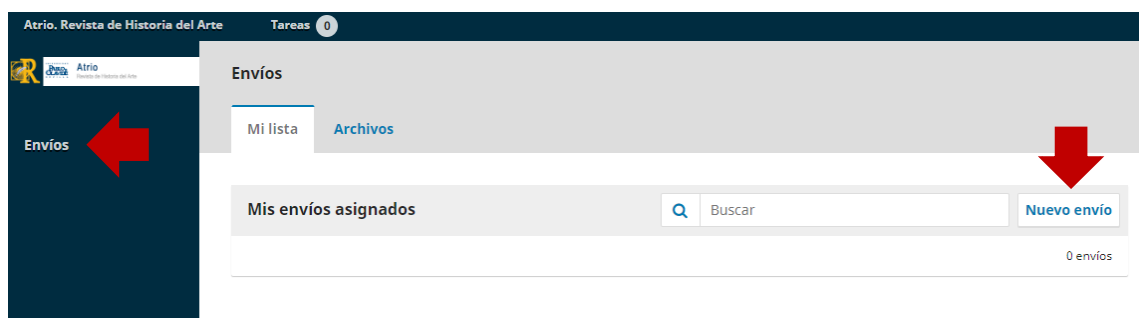
Do you want to submit an article to our journal? With this simple guide, we will go over the most relevant steps. Before continuing, we will check that:

- The text complies with the [original submission guidelines](#).
- It has been cited according to the [Chicago Manual of Style](#).
- We have all the necessary documents for submission: text file, images, author data document, authorship and originality commitment, and a document for images, as well as other possibilities such as transcriptions or data analyses.
- References to the authorship of the articles have been removed from the text file, images, and document for images, including this information in a separate file (full name, affiliation, email, ORCID code). [Click here to learn why this is important](#).

Once verified, we will follow these steps.

1. From the platform ([click here to access](#)), the first step will be to log in or create an account. Here, we can also retrieve our password in case we have lost it. If we already have an account, we just need to enter our username and password. To create an account, we will click "Not a user? Register on the site" and fill in the requested information (first name, last name, affiliated institution, email, username, and password), as shown in the following image

Once inside, we click on "Make a new submission." If this button does not appear, we should first click on "Submissions" in the sidebar and then "New submission."



2. On the Home tab, we choose the section of our proposal (article or reviews). On this page, we must read and accept the five points of the journal's rules and guidelines, as well as indicate the language in which our text is written.

Enviar un artículo

1. Inicio

2. Cargar el envío

3. Introducir los metadatos

4. Confirmación

5. Siguientes pasos

Idioma del envío

Español (España)

Se aceptan envíos en varios idiomas. Elija el idioma principal del envío desde el menú desplegable de abajo. *

Sección

Artículos

Seleccione la sección adecuada para el envío (ver Secciones y Política en [Acerca de la revista](#)). *

Requisitos de envío

Antes de continuar debe leer y confirmar que ha completado los requisitos siguientes.

☐

Para cualquier duda o dificultad con la plataforma, escribenos a atrio.revista@gmail.com

☐

¿Necesitas ayuda al subir tu texto? [Pulsa aquí para consultar nuestro breve manual de utilización de OJS.](#)

3. In the Upload Submission section, we upload the documents of our article or review by clicking on "Upload file."

Once the file upload window opens, we will indicate whether we are uploading a revision of a file (if not, we will select "Select file (to preserve history)"). We will choose the type of component it is (article text, author data document, image document, authorship and originality commitment, multimedia, transcriptions, data analyses, research instruments, or other); we will click on "upload file" and search for the file we want to add on our computer. After finishing uploading an item, we will click "continue" in the metadata section and, in the next step, "submit another" to proceed in the same way.

We recommend uploading the documents one by one, as explained, and not dragging them all together to ensure they upload correctly. When we have finished, we will click "Complete."

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Archivos de envío

Q

Buscar

Subir archivo

12374-1 TEXTO ARTÍCULO.docx junio 14, 2019 Texto del artículo Editar Eliminar
12375-1 FIGURA 1.jpg junio 14, 2019 Imagen
12376-1 DATOS PERSONALES DEL AUTOR.docx junio 14, 2019 Texto del artículo
12377-1 RELACIÓN DE FIGURAS.jpg junio 14, 2019 Texto del artículo

Attention! Sometimes, with documents with similar names, the platform may warn us that we are uploading the same file a second time. If we receive this warning, we will check the option "Select file (to preserve history)".

5. In the next step, "Enter Metadata," we must include information that facilitates the management of our article, both in the language in which the text is written and in English (title, abstract, and keywords, the latter written one by one and separated by commas).

1. Inicio 2. Cargar el envío 3. Introducir los metadatos 4. Confirmación 5. Sigüientes pasos

Prefijo **Título ***

Si el título del libro comienza con "Un/a" o "El/La/Los/Las" (o algo similar que no debiera considerarse en el orden alfabético) sitúa esta palabra en Prefijo.

Subtítulo

Resumen

Autoría y colaboradores/as [Añadir colaborador/a](#)

In this same step, we need to edit our user data (to add our affiliation or ORCID). To do this, we will click on the arrow next to our name and select "Edit." Likewise, we can add collaborators if the article is co-authored.





Autoría y colaboradores/as					Añadir colaborador/a
Nombre	Correo electrónico	Rol	Contacto principal	En listas de navegación	
▼ Rafael Molina Martín	rmolmar@alu.upo.es	Autor/a	☒	☒	
Editar Eliminar					

To add another collaborator, after clicking "Add collaborator," we must include the full name, email, country, affiliation, and ORCID of the new participant. In the first two fields, we will enter the first and last name separately, while in the third we will enter them together. Additionally, apart from choosing their role (author or translator), we will check the option "Primary contact for editorial correspondence." If we want them to be registered in the Atrio database, we will also click "Include this collaborator in lists." Finally, we will click "Save."

Añadir colaborador/a

Nombre

Nombre

##user.givenName## *

Autor

##user.familyName##

##user.preferredPublicName.description##

Nombre Autor

##user.preferredPublicName##

Contacto

atrio.revista@gmail.com

Correo electrónico *

País

España

País *

Detalles del usuario/a

URL

https://orcid.org/XXXX-XXXX

Identificador ORCID

Universidad Pablo de Olavide, Sevilla, España

Afiliación

6. Finally, in "Confirmation," we will complete the submission. If we want to review any of the previous phases, we can do so by clicking on the corresponding tab in the top bar and returning to this last step when we are sure everything is correct.

Enviar un artículo

1. Inicio

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4. Confirmación

5. Siguiendo pasos

Se ha subido su envío y ya está listo para ser enviado. Puede volver atrás para revisar y ajustar la información que desee antes de continuar. Cuando esté listo haga clic en "Finalizar envío".

Finalizar envío

Cancelar

With this, our proposal will have been successfully received. If at any time we want to see the status of our submission, we can do so by accessing the platform with our login details.

Envío completo

Gracias por su interés por publicar con Atrio. Revista de Historia del Arte.

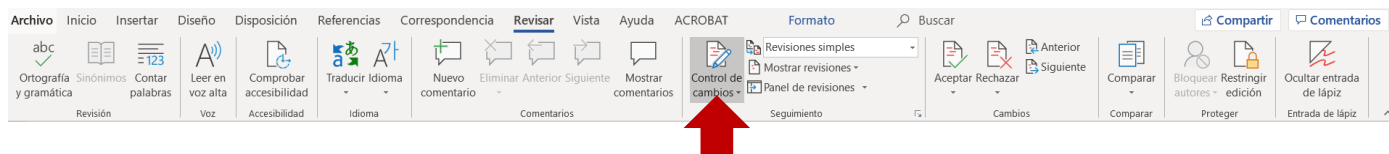
¿Y ahora qué?

La revista ha sido notificada acerca de su envío y a usted se le enviará un correo electrónico de confirmación para sus registros. Cuando el editor haya revisado el envío contactará con usted.

Por ahora, usted puede:

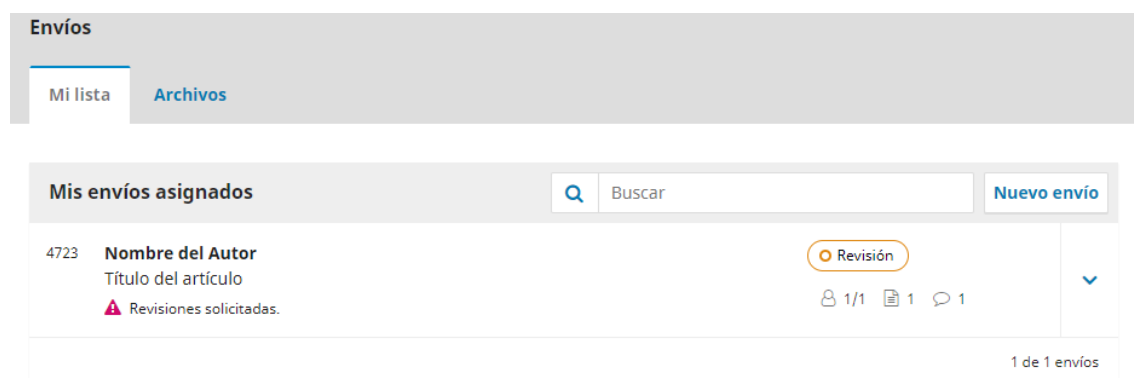
- [Revisar este envío](#)
- [Crear un nuevo envío](#)
- [Volver al escritorio](#)

In later phases, if the article is accepted, it is likely that a revision will be required. To facilitate the work, any modifications to the document will be made by activating the Track Changes mode in our text editor. In newer versions of Microsoft Word, it can be activated from the toolbar in the Review tab.



If, for any reason, we are unable to activate it, we will ensure that all changes are easily identifiable (for example, by marking them in color) to facilitate the editorial process.

Additionally, at any time, we can also access the platform to read a discussion with the editors or create a new one to notify them of any issues we consider important regarding our submission. To do this, we will log in to the platform, which will automatically redirect us to our personal area, where we can see active submissions and tasks.



In this space, we will click on the submission we want to read or start a discussion about (any message that arrives through this medium will be notified to us via email), and we will go to "Review Discussions" at the bottom of the next page.



To read an existing conversation, we will click on the title of the discussion. If we want to respond, we will click on "Add message" within the window that opens. We write our response and click "Accept" to complete the process.

Acepto los cambios ✕

Participantes [Editar](#)
Atrio. Revista de Historia del Arte (atrio)
Nombre y Usuario

Mensajes

Nota: Todos los cambios quedan aceptados.

Añade mensaje

To create a new discussion, in case we want to make any clarifications regarding our submission, we will check "Add discussion," and in the window that opens, we will choose the participants we want to include in the conversation, enter a title (subject), and write the message—we can also attach documents by clicking on "upload file." To send the message, we click "Accept".

Añadir discusión ✕

Participantes

- ☐ Nombre del Autor
- ☐ Atrio. Revista de Historia del Arte, Editor/a de la revista

Materia *

Mensaje *

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Code, Image, Video, Audio, Document, Upload.

Archivo adjuntos [Buscar](#) [Subir archivo](#)

No hay archivos

* Campos obligatorios

Aceptar **Cancelar**

With all this, we have reached the end of the guide, where we have learned how to correctly upload our article to the journal's platform, read active discussions, and initiate a new one.

If you have any questions, contact us at atrio@upo.es

The editorial team of *Atrio. Revista de Historia del Arte*
