Welcome back!

Thank you for your interest in OTE! This guide will explain the common processes associated with submitting an article to the journal:

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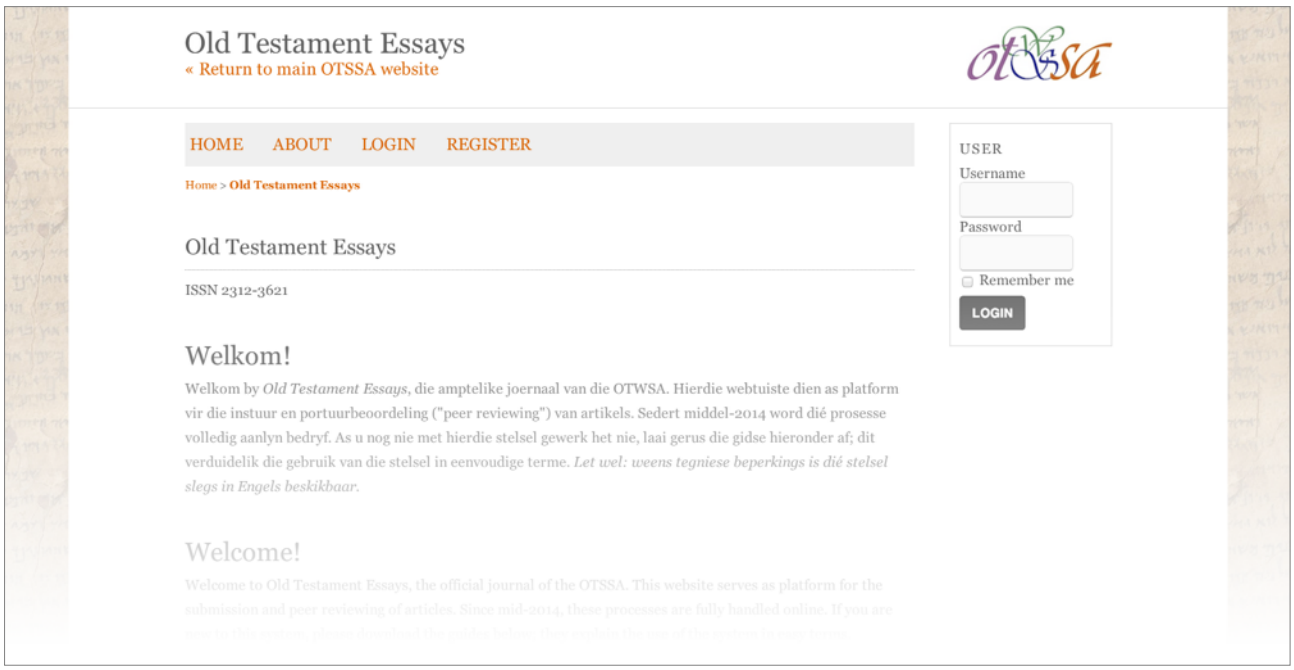
2. Check the status of your submission 8
3. Respond to review feedback 11
4. Check final copyediting 15

1. SUBMIT AN ARTICLE

NOTE: To submit an article, you must have registered an account and indicated that you are an article author. If you have not yet done so, please download the "How to register an account" guide from otwsa-otssa.org.za/ote.

STEP 1

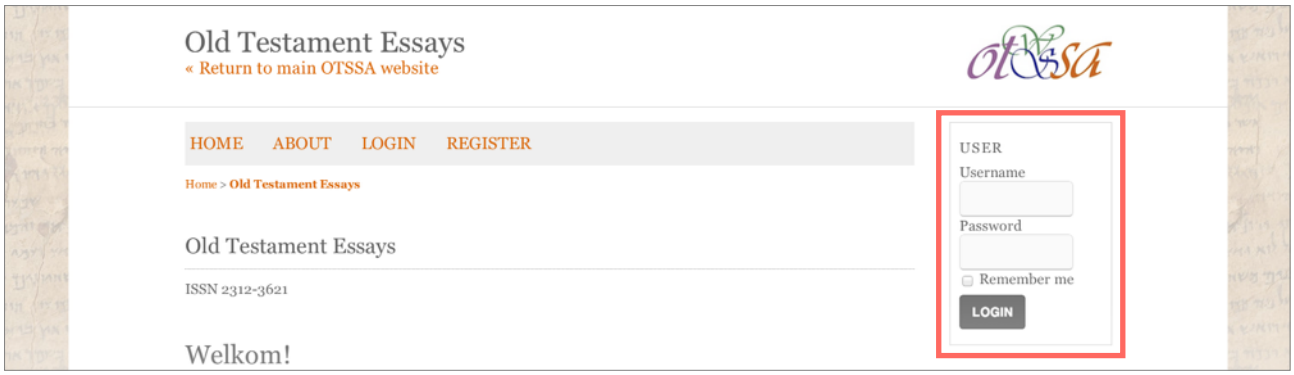
Go to otwsa-otssa.org.za/ote



STEP 2

Log in using the box on the right

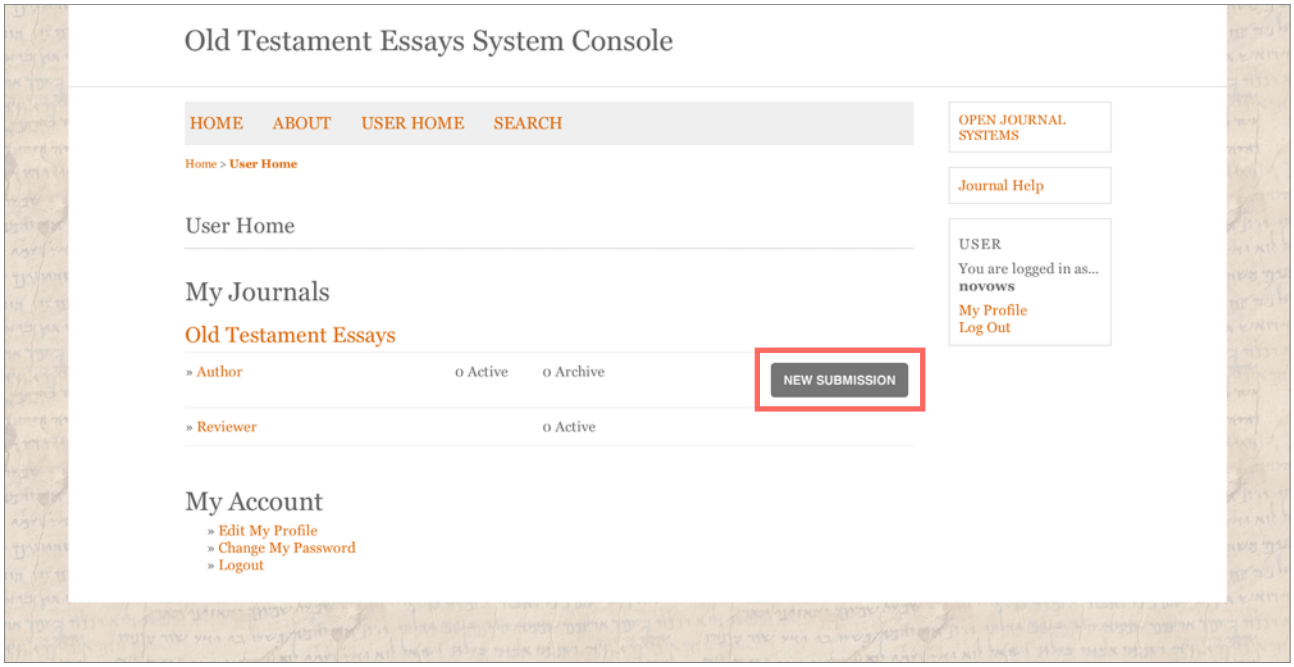
Enter the username and password you selected when you initially registered your account. If you have forgotten your password, please visit this page.



STEP 3

Start the submission process

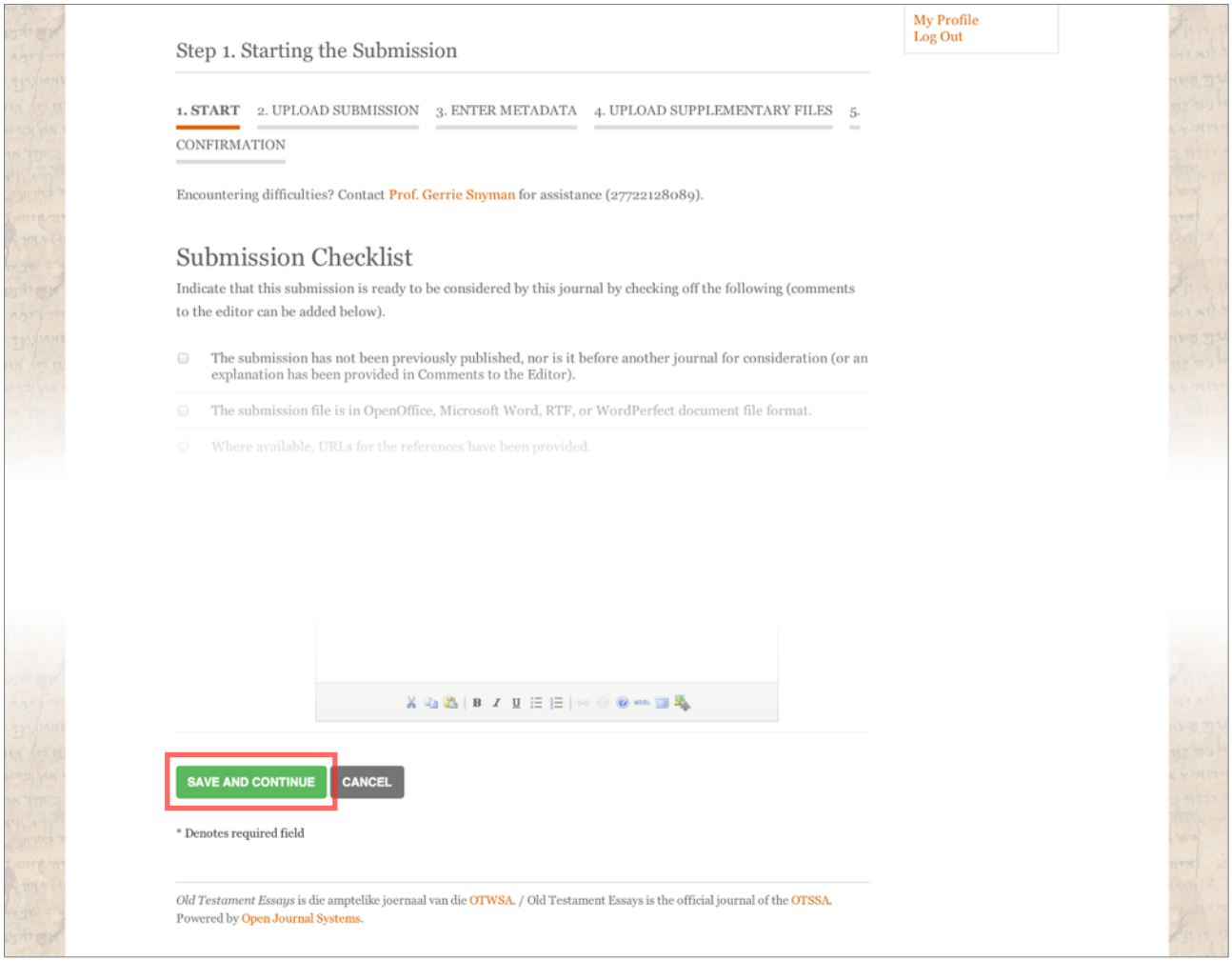
Once you have logged in, you will arrive at your 'User Home'. Under the "Old Testament Essays" heading, you will see your role(s): "Author" and (optionally) "Reviewer". To start the process of submitting a new article, click the 'New Submission' button.



STEP 4

Complete the “Start” step

Please complete the submission checklist and accept the copyright notice. In the final field, you may optionally add comments for the editor. When you are ready to continue, click the ‘Save and continue’ button at the bottom of the screen.

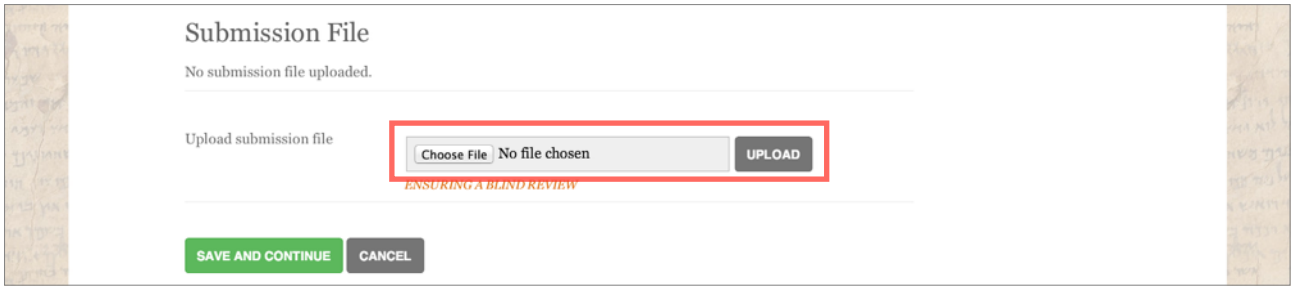


STEP 5

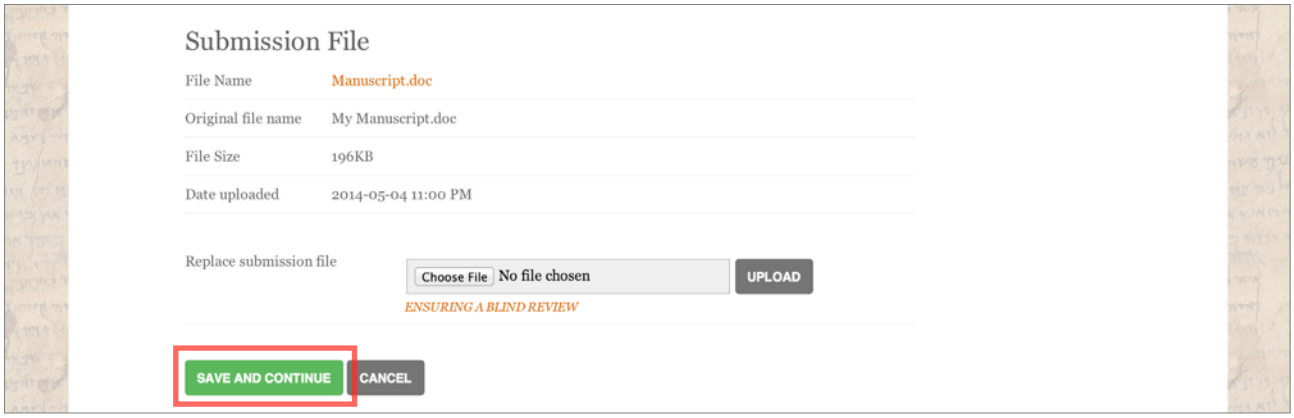
Complete the "Upload Submission" step

Please select your article manuscript using the file upload field. Next, click the 'Upload' button to complete the upload.

Additionally, please ensure that your manuscript is 'Blind Review' compliant — click the "Ensuring a Blind Review" link below the file upload field for more information.



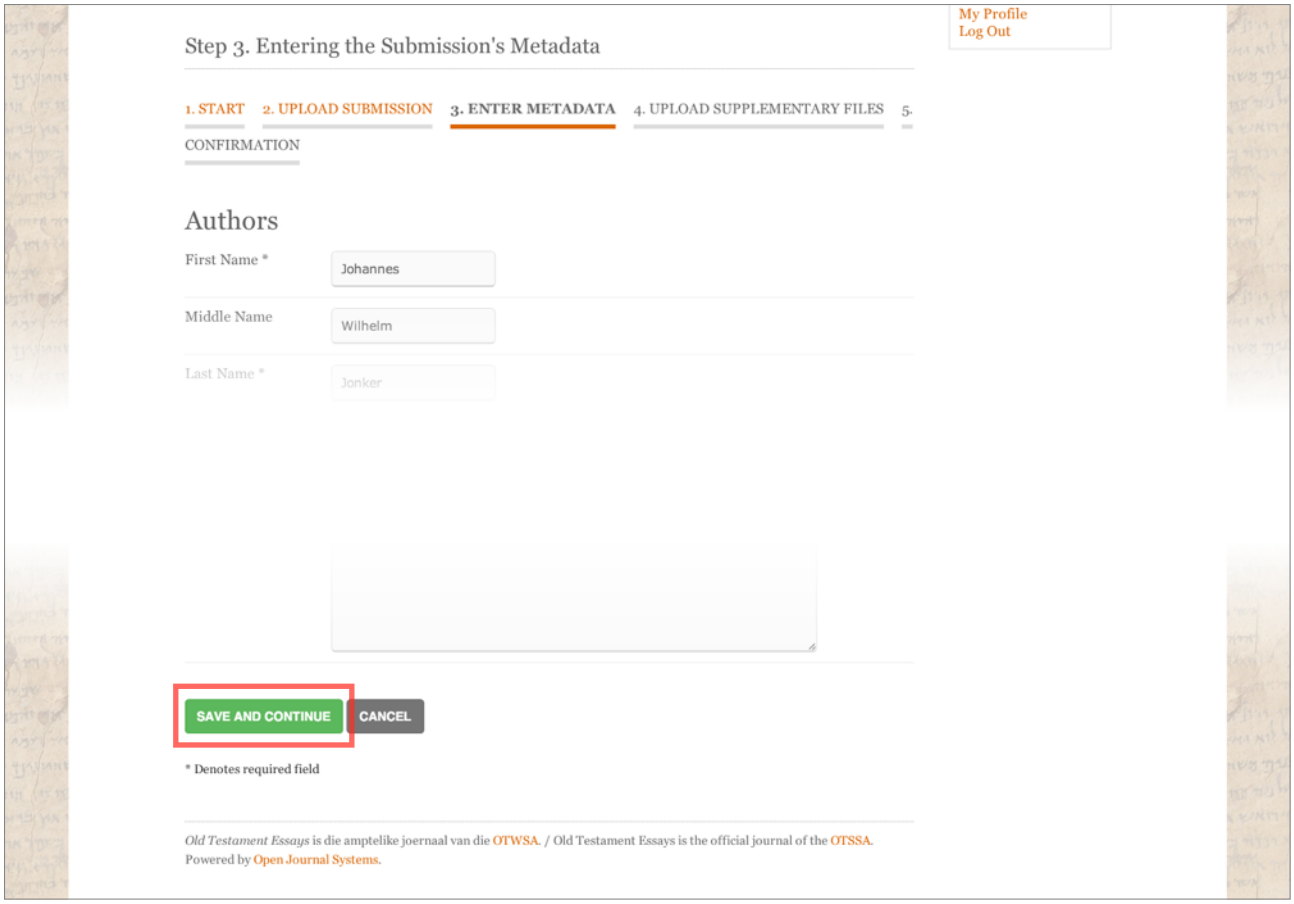
Once you have successfully uploaded your manuscript, click the 'Save and continue' button at the bottom of the screen.



STEP 6

Complete the "Enter Metadata" step

Please fill in all the fields using the instructions provided. In the "Indexing" section, example answers are provided below each field. When you have completed all fields, click the 'Save and continue' button.



STEP 7

Complete the "Uploading Supplementary Files" step

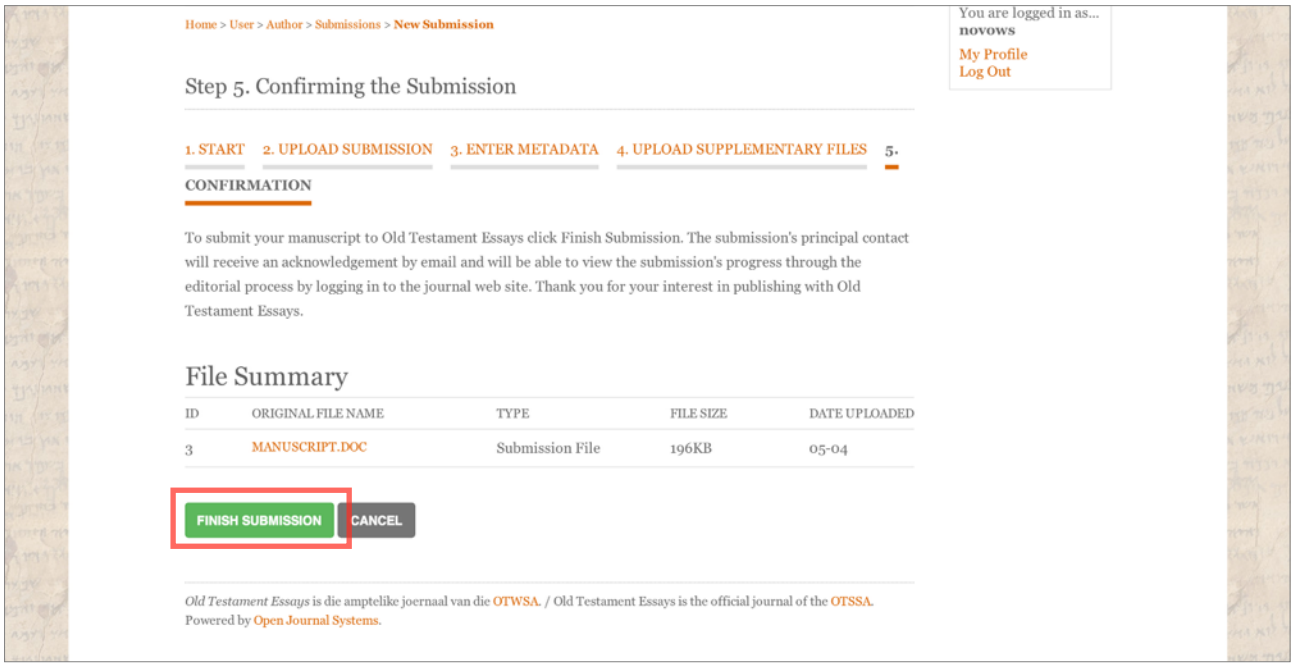
If you want to supply any files to supplement your article manuscript, please upload them one by one, using the file upload field provided. When you are finished, click the 'Save and continue' button.

STEP 8

Complete the “Confirmation” step

Click the ‘Finish submission’ button to complete your submission. Your article will now be queued for processing by the OTE editor, who will send your article to peer reviewers for a blind review. Once the process has been completed, you will receive an e-mail notification to confirm whether your article was accepted for publication. You may also be requested to make changes to your article.

To learn about these processes, please read the remaining two guides in this document.

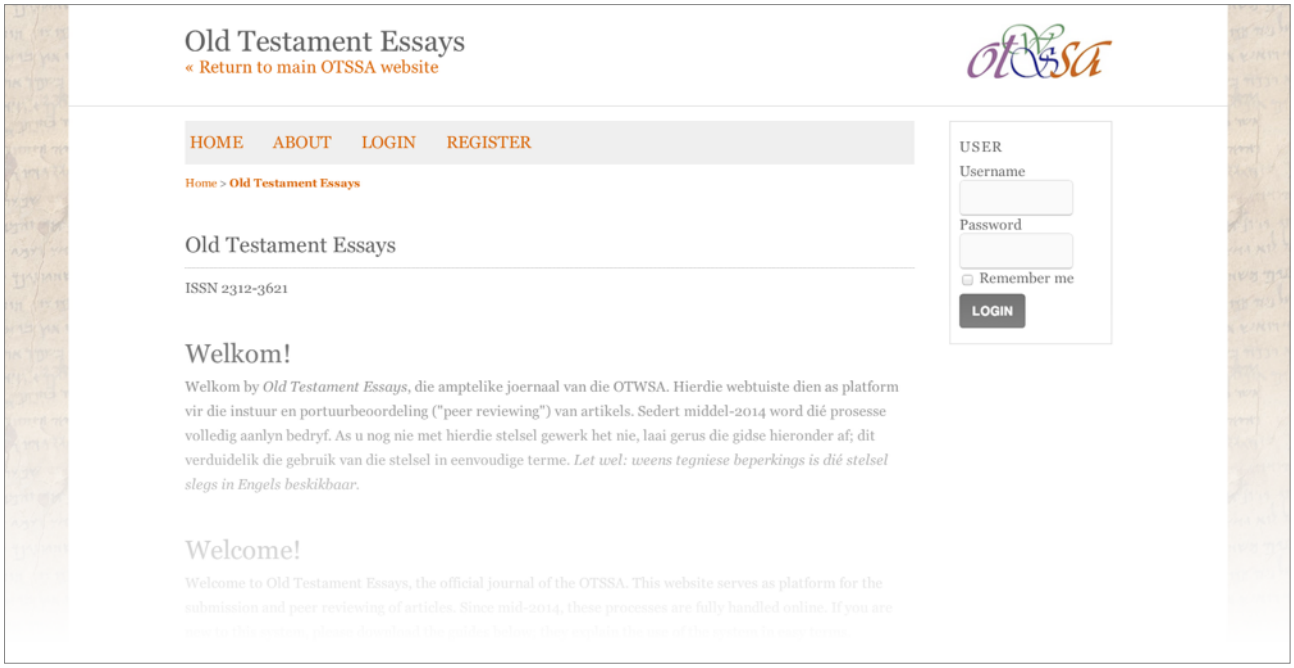


2. CHECK THE STATUS OF YOUR SUBMISSION

You will receive e-mail notifications when feedback/input is required from you. However, if you manually wish to check the status of your submission, you may do so by following these steps.

STEP 1

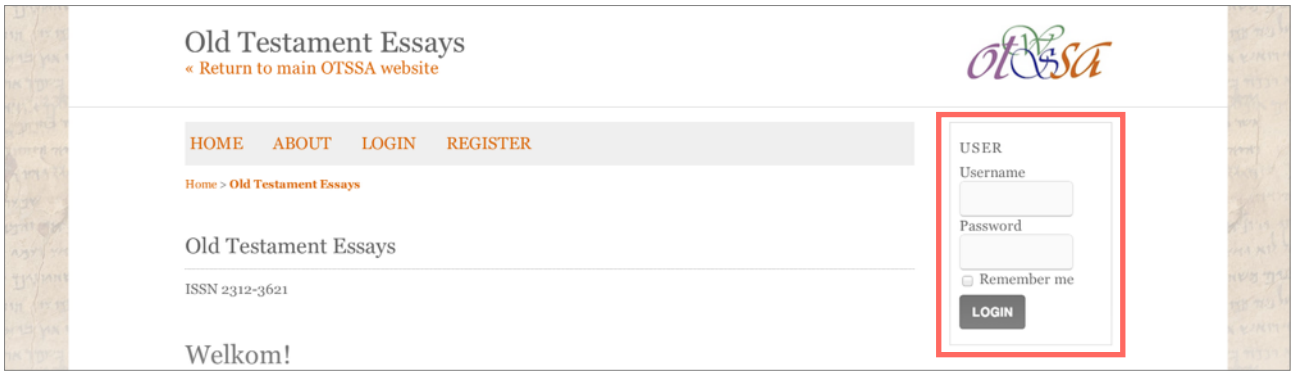
Go to otwsa-otssa.org.za/ote



STEP 2

Log in using the box on the right

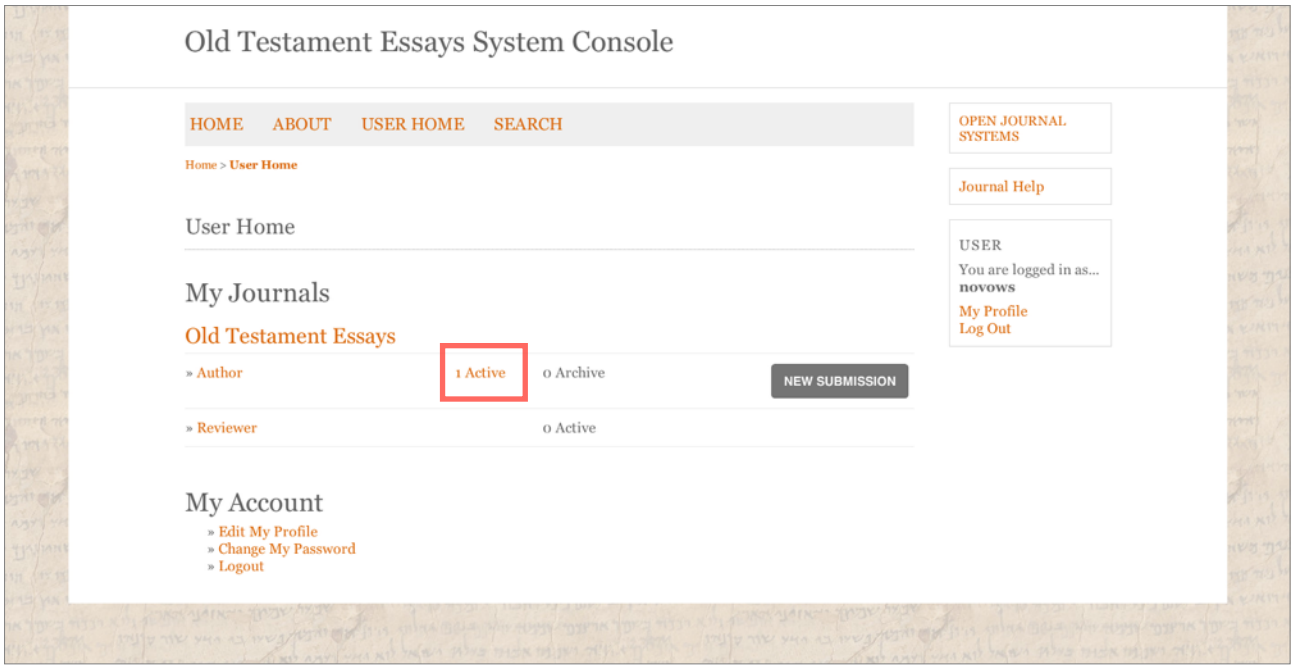
Enter the username and password you selected when you initially registered your account. If you have forgotten your password, please visit this page.



STEP 3

View your active submissions

Once you have logged in, you will arrive at your 'User Home'. Under the "Old Testament Essays" heading, you will see your role(s): "Author" and (optionally) "Reviewer". Click the "[X] Active" link next to the "Author" entry (where [X] is your number of active submission).



STEP 4

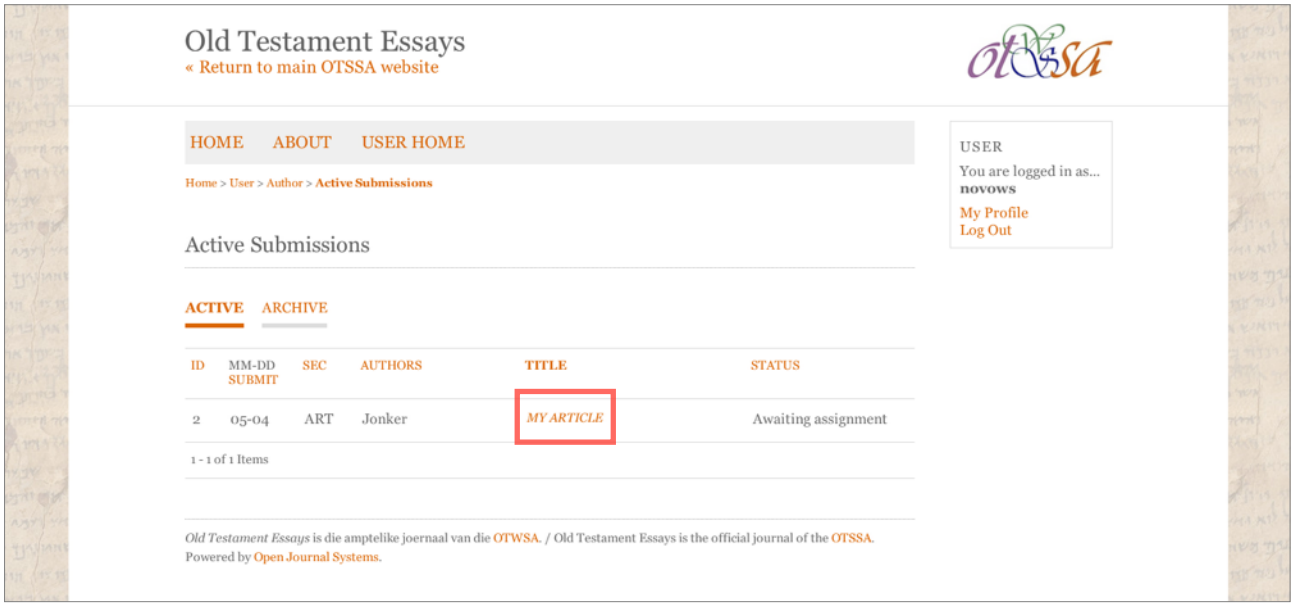
View the status of your submission

A table with your active submissions will be shown. The right-most column lists the status of your submission and will indicate one of the following:

- "Awaiting assignment": your article is awaiting assignment by the editor;
- "In review": your article is in the process of being reviewed by peer reviewers;
- "In editing": your article has been accepted for publication and is being edited.

Note: you will receive appropriate e-mail feedback when your article's status changes or when input/feedback is required from you.

You may click the article title for a more detailed summary of your submission.



3. RESPOND TO REVIEW FEEDBACK

Once a peer review of your submission has been completed, the journal editor will decide on one of the following outcomes:

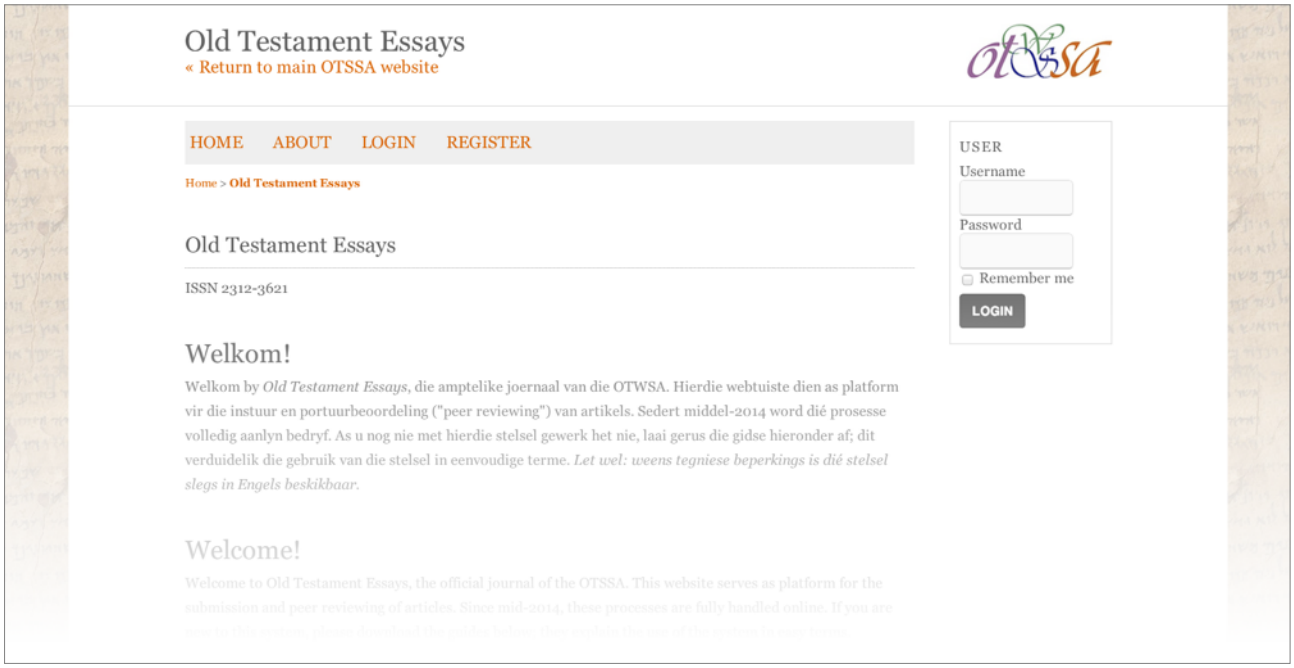
1. Directly accept your submission for publication;
2. Require revisions to your submission before publication;
3. Ask that you modify your article and resubmit it for peer review;
4. Decline your article.

Once the above decision has been made, you will receive an e-mail notification with detailed feedback.

NOTE: If outcomes 2 or 3 are reached, you need to make revisions to your article and re-upload it with your submission. To do so, complete the following steps.

STEP 1

Go to otwsa-otssa.org.za/ote



STEP 2

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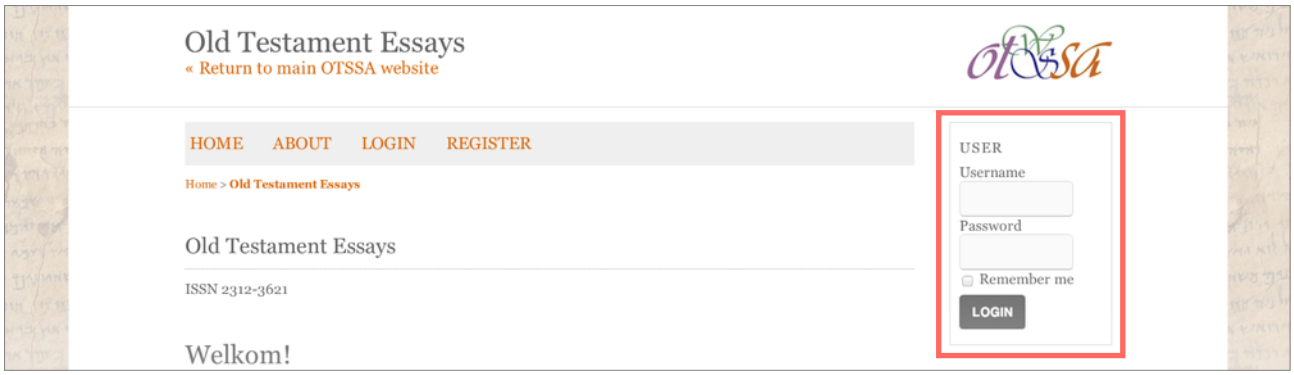
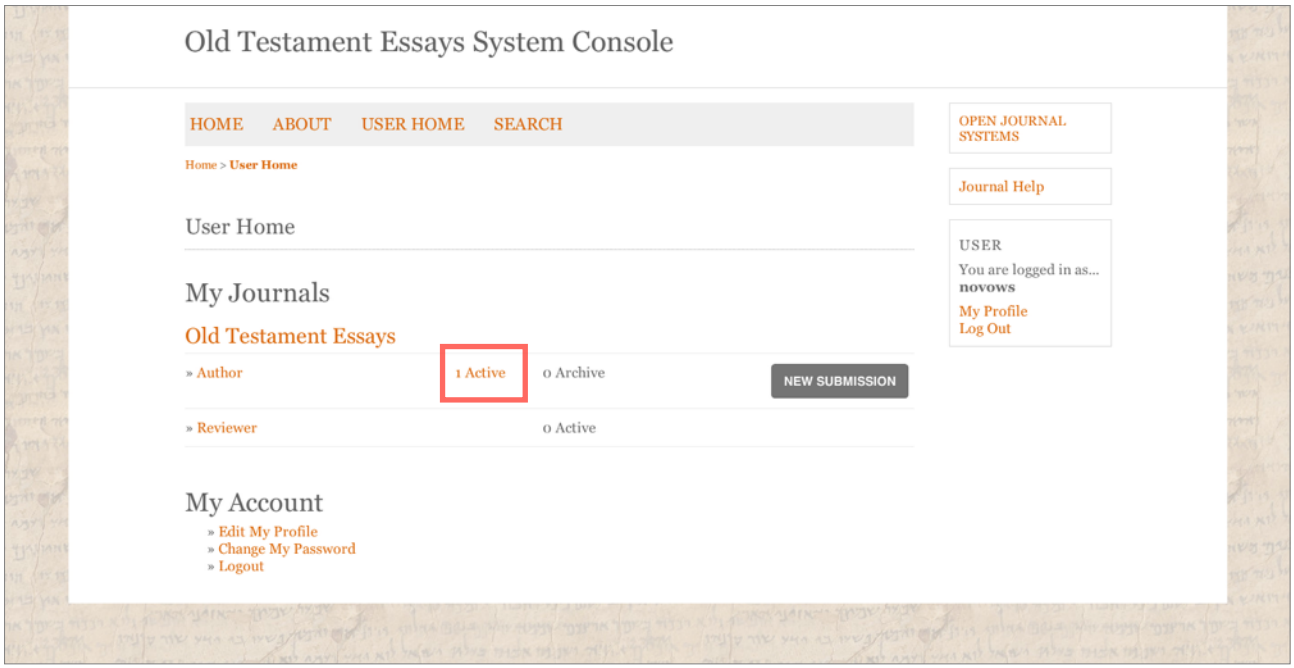


STEP 3

View your active submissions

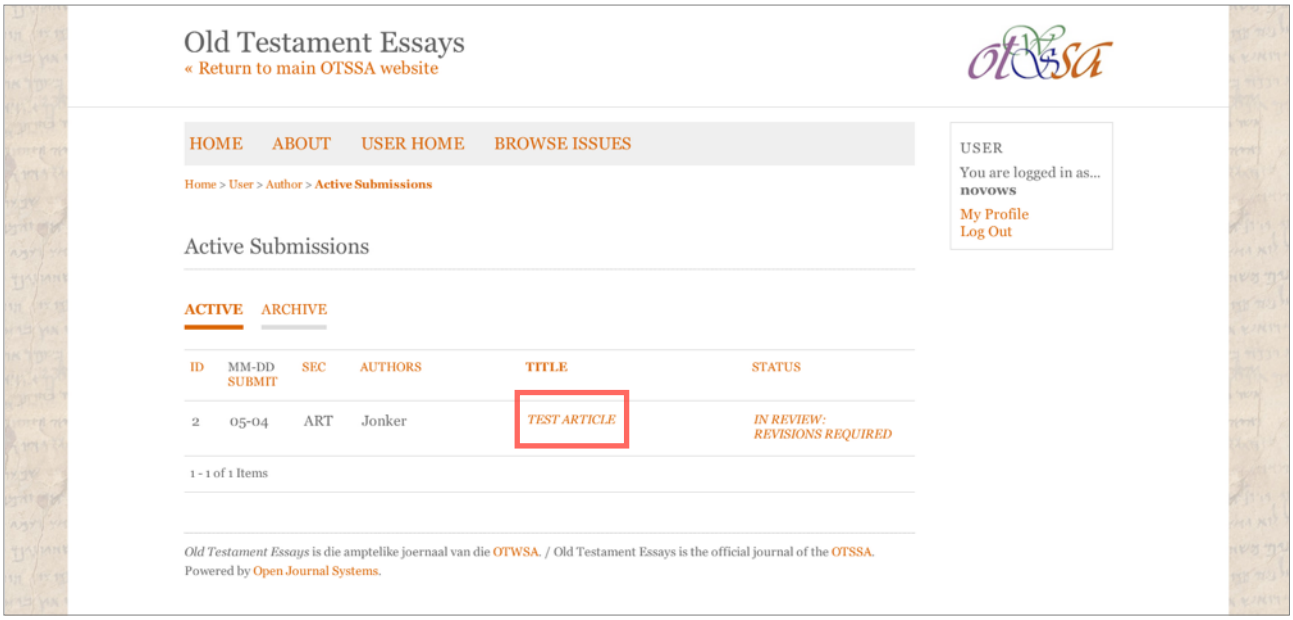
Once you have logged in, you will arrive at your 'User Home'. Under the "Old Testament Essays" heading, you will see your role(s): "Author" and (optionally) "Reviewer". Click the "[X] Active" link next to the "Author" entry (where [X] is your number of active submission).



STEP 4

Locate your submission

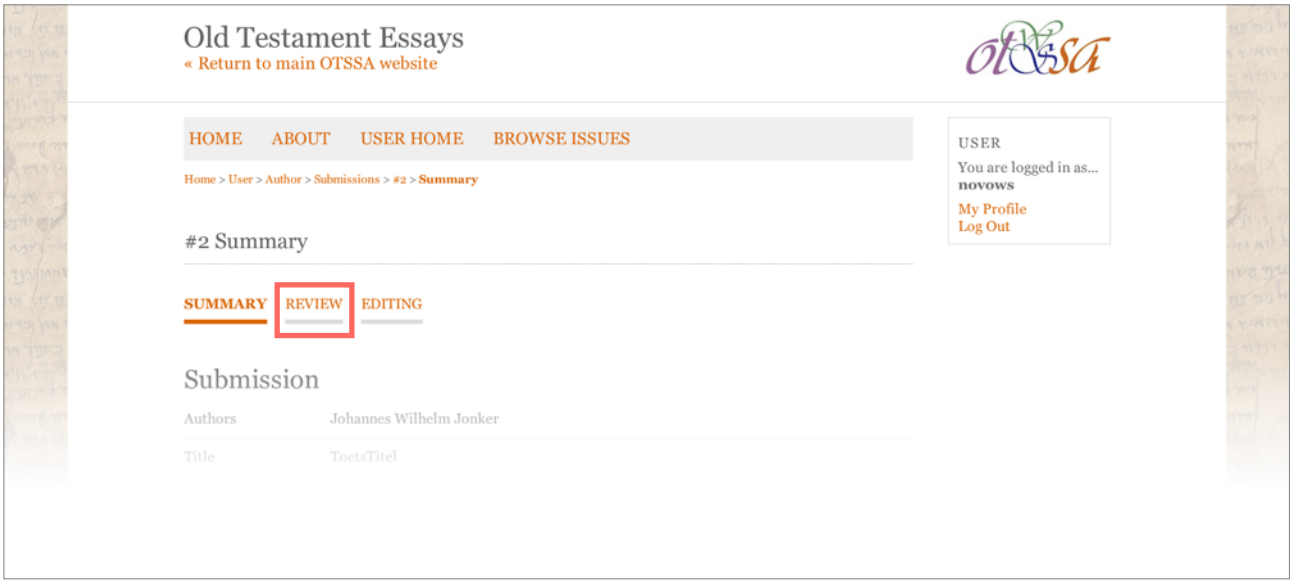
A table with your active submissions will be shown. Click the title of the submission in question.



STEP 5

Open the "Review" tab

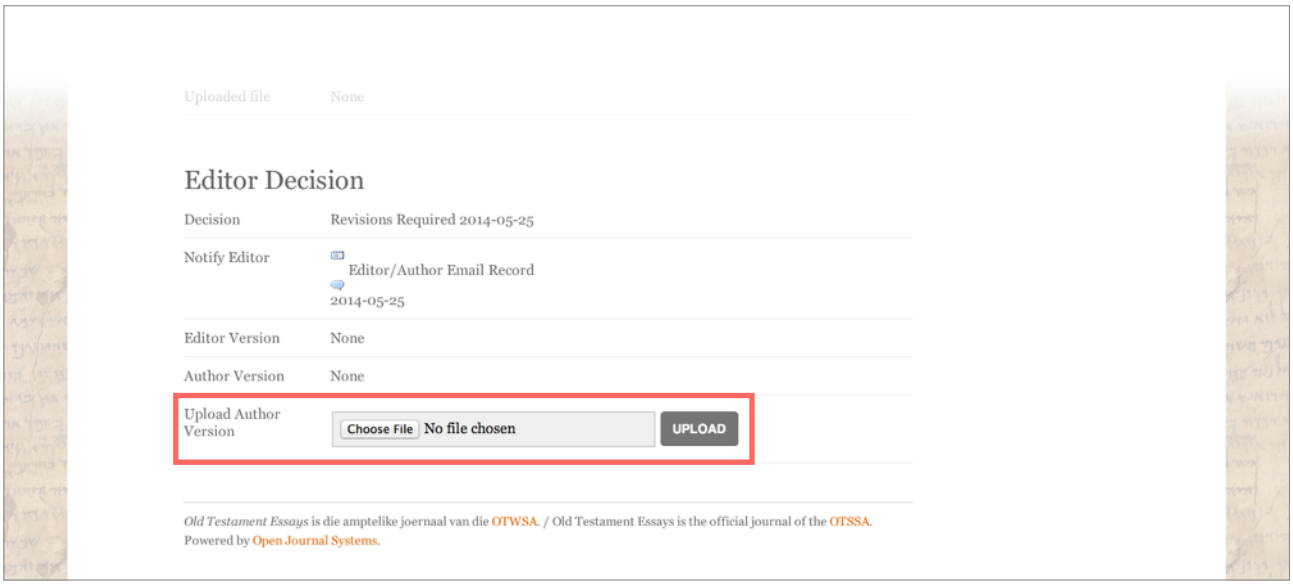
Click the "Review" tab link.



STEP 6

Upload your revised article

In the "Editor Decision" section lower down the page, upload your revised article. Please select your article manuscript using the file upload field. Next, click the 'Upload' button to complete the upload.



Once you have completed the file upload, confirm that your newly-uploaded file appears next to "Author Version", together with the current date.

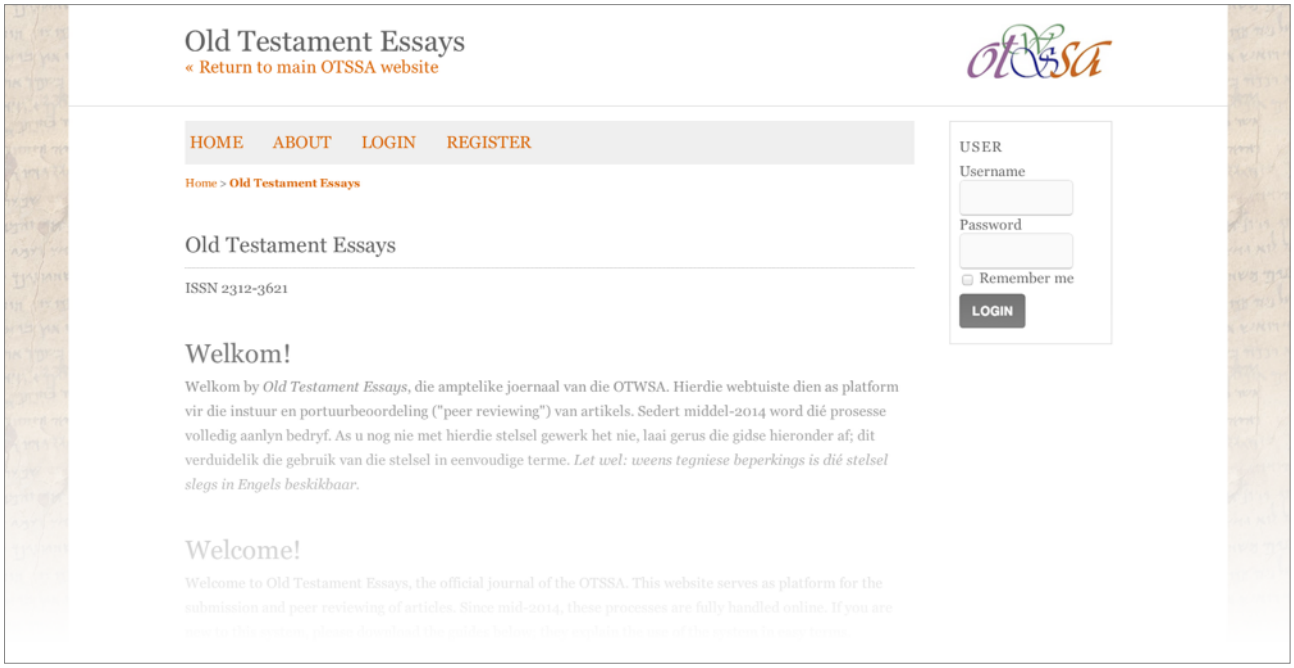
You will receive feedback on your submission via e-mail.

4. CHECK FINAL COPYEDITING

Once your article has undergone copyediting by the OTE editor(s), you may have the opportunity to provide final feedback. You will receive an e-mail notification if this is the case. To provide your final comments, follow these steps.

STEP 1

Go to otwsa-otssa.org.za/ote



STEP 2

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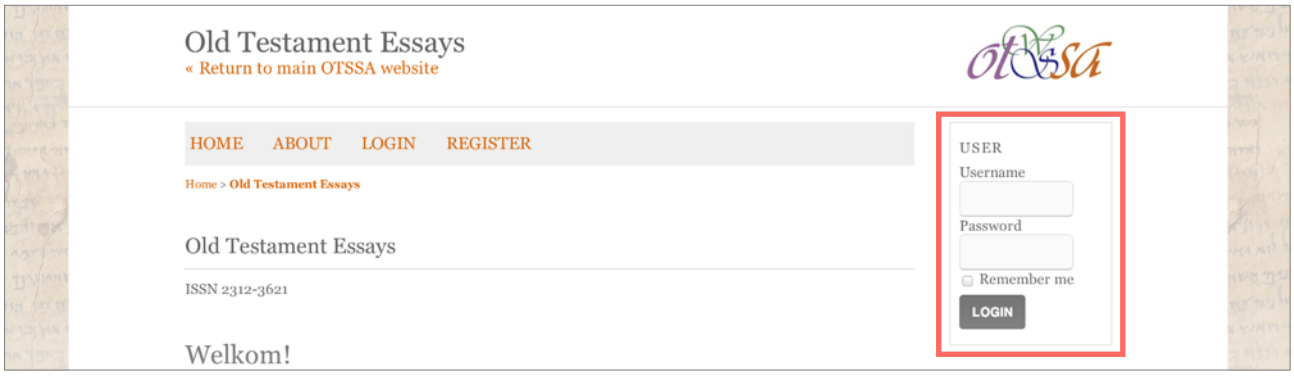

STEP 3

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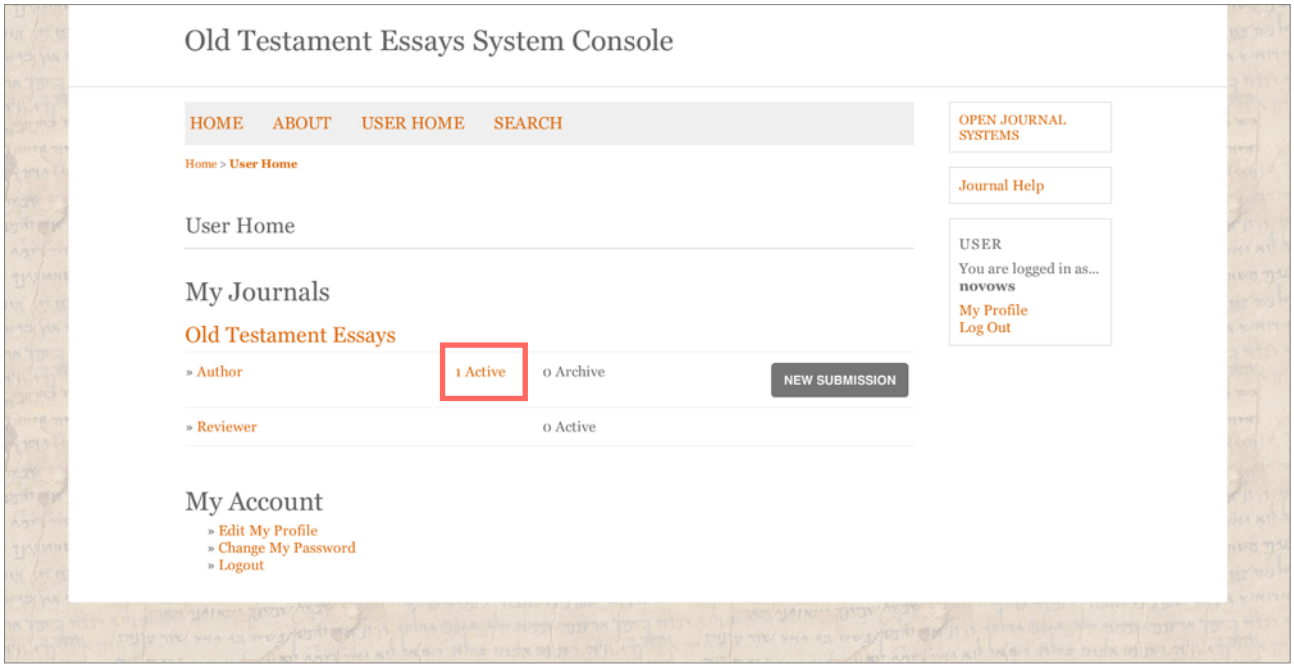

STEP 4

Locate your submission

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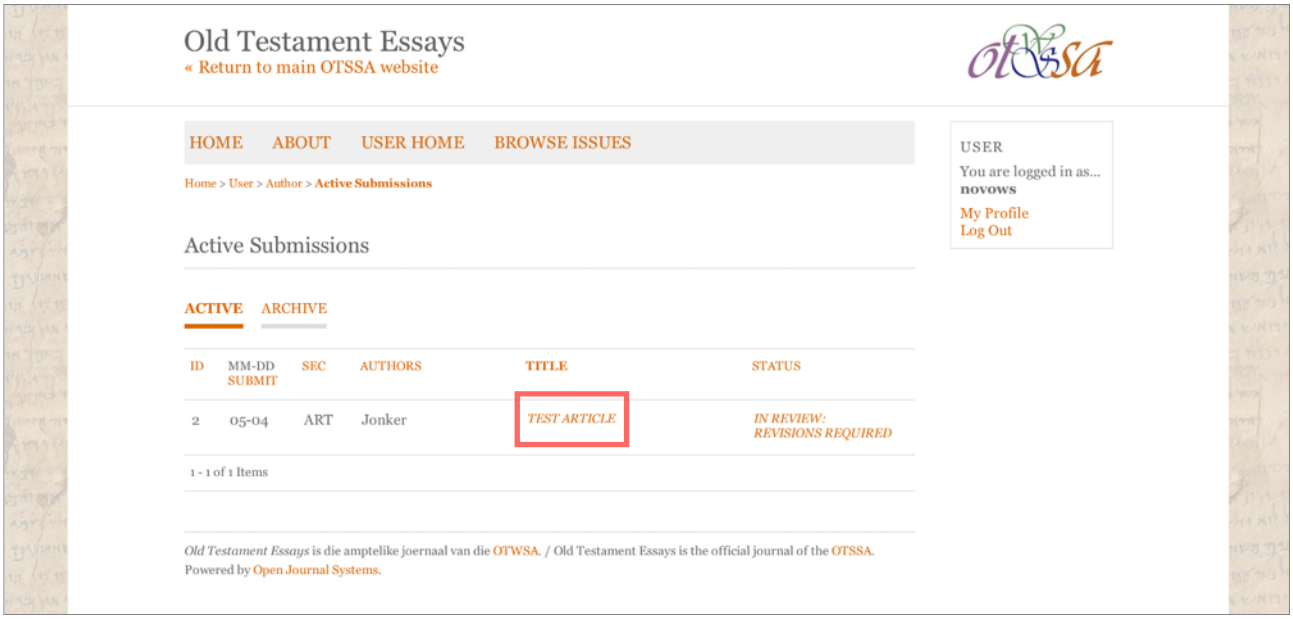


STEP 5

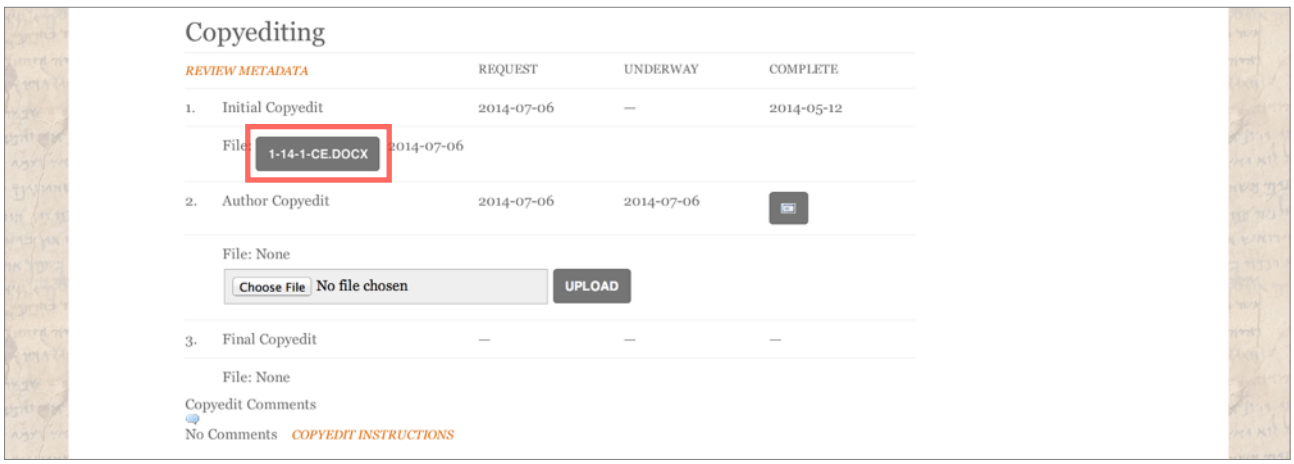
Open the "Editing" tab

Click the "Editing" tab link.

STEP 6

Download the copyedited version of your article

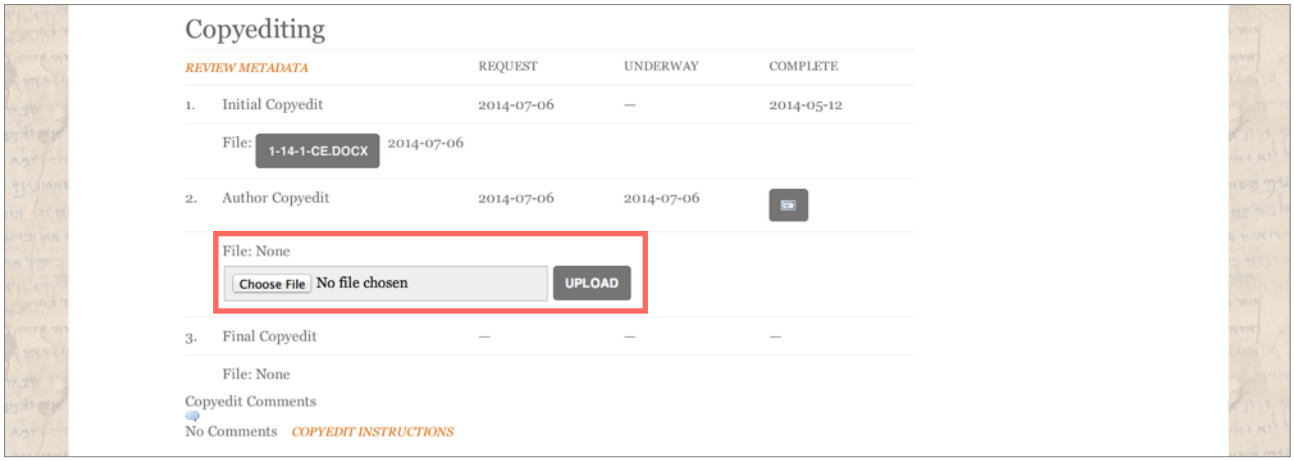
Scroll down to the "Copyediting" section. Click the file link below "Initial Copyedit" to download the copyedited version of your article.



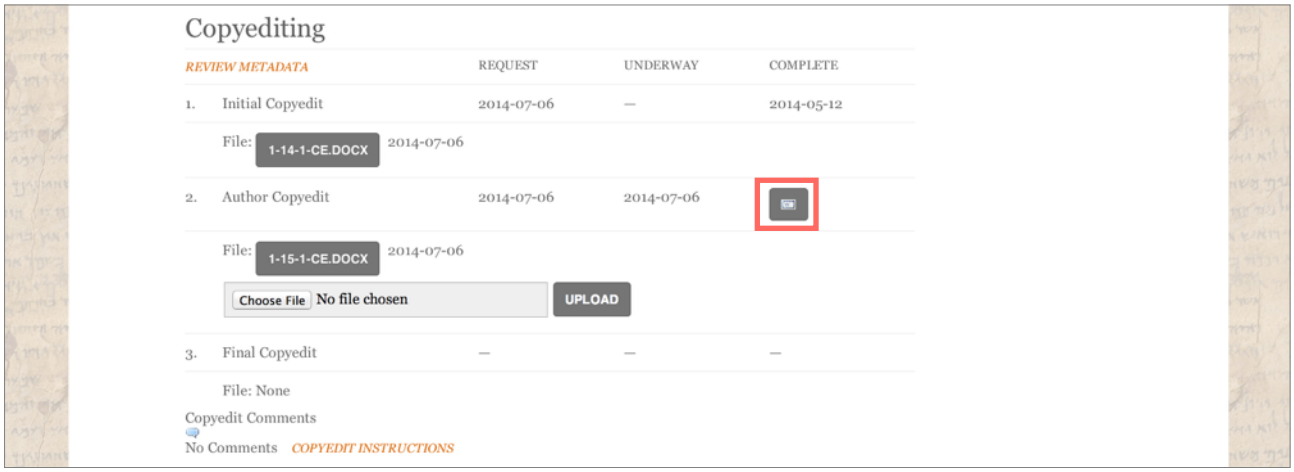
STEP 7

Review the copyediting and upload your final version

Review the copyedited article you downloaded and indicate any changes you would like to request. Save the final version of the article and upload it to the OTE system using the file input field. Click the "Upload" button to complete the upload.



STEP 8

Notify the editor of your copyediting

To complete the copyediting procedure, click the e-mail icon in the "Complete" column. Click "OK" in the popup that appears. Fill out the e-mail form and click "Send" to send the required notification to the editor.