
Welcome back!

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

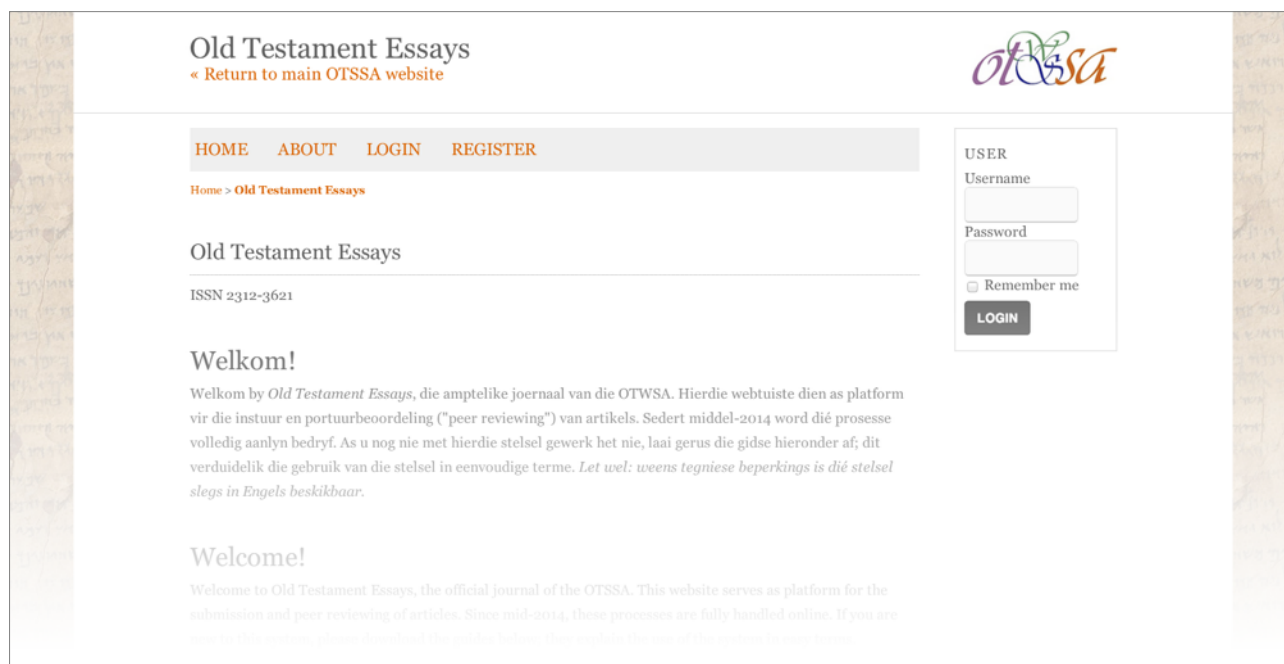
1. Submit an article	2
2. Check the status of your submission	8
3. Respond to review feedback	11
4. Check final copyediting	15

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



The screenshot shows the homepage of the Old Testament Essays website. The header includes the site title "Old Testament Essays" with a link to the main OTSSA website, and the OTSSA logo. A navigation bar contains links for HOME, ABOUT, LOGIN, and REGISTER. Below the navigation bar, there is a breadcrumb trail "Home > Old Testament Essays". The main content area features the title "Old Testament Essays" and the ISSN 2312-3621. A welcome message in Afrikaans and English is displayed. On the right side, there is a user login section with fields for Username and Password, a "Remember me" checkbox, and a LOGIN button.

Old Testament Essays
« Return to main OTSSA website

HOME ABOUT LOGIN REGISTER

Home > Old Testament Essays

Old Testament Essays
ISSN 2312-3621

Welkom!

Welkom by *Old Testament Essays*, die amptelike joernaal van die OTWSA. Hierdie webtuiste dien as platform vir die instuur en portuurbeoordeling ("peer reviewing") van artikels. Sedert middel-2014 word dié prosesse volledig aanlyn bedryf. As u nog nie met hierdie stelsel gewerk het nie, laai gerus die gidse hieronder af; dit verduidelik die gebruik van die stelsel in eenvoudige terme. *Let wel: weens tegniese beperkings is dié stelsel slegs in Engels beskikbaar.*

Welcome!

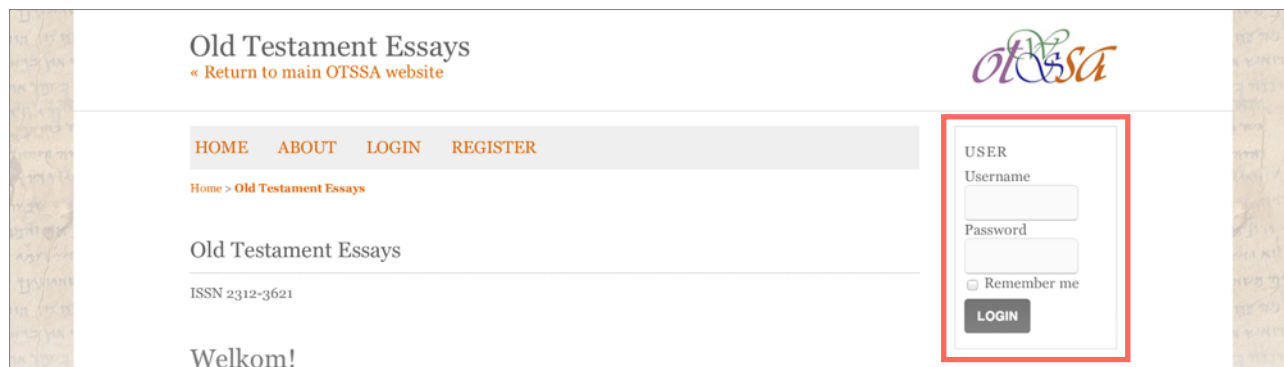
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USER
Username
Password
☐ Remember me
LOGIN

STEP 2

Log in using the box on the right

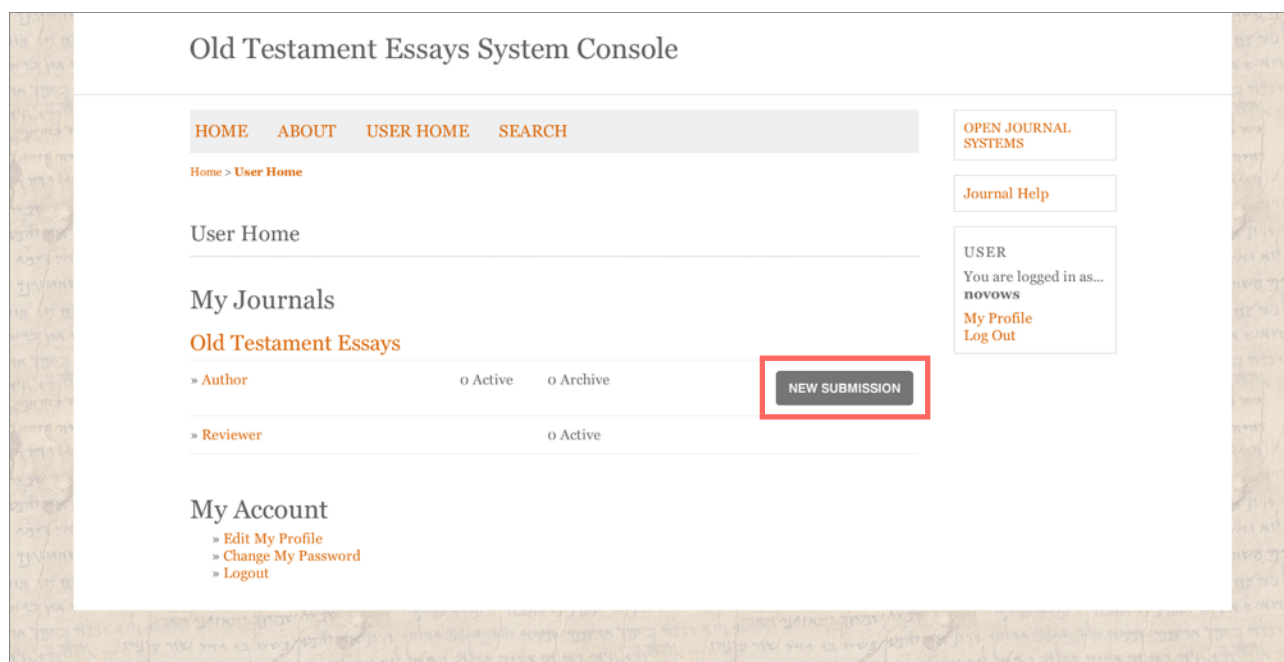
Enter the username and password you selected when you initially registered your account. If you have forgotten your password, please [visit this page](#).



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.

My Profile
Log Out

Step 1. Starting the Submission

1. **START** 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Prof. Gerrie Snyman](#) for assistance (27722128089).

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- ☐ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- ☐ The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- ☐ Where available, URLs for the references have been provided.

SAVE AND CONTINUE

CANCEL

* Denotes required field

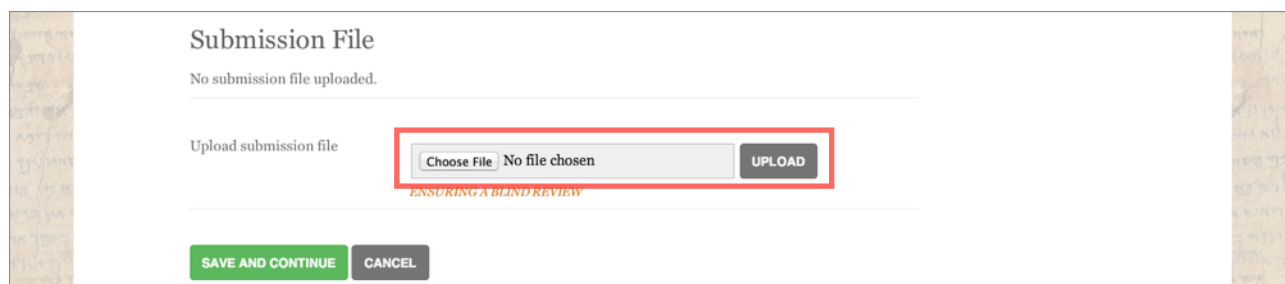
Old Testament Essays is die amptelike joernaal van die OTWSA. / Old Testament Essays is the official journal of the OTSSA.
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STEP 5

Complete the “Upload Submission” step

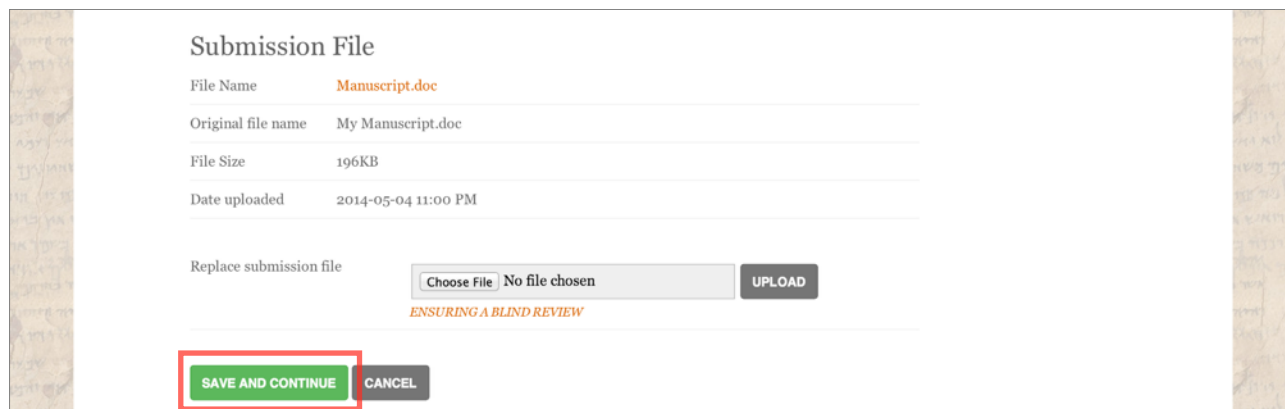
Please select your article manuscript using the file upload field. Next, click the ‘Upload’ button to complete the upload.

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.



The screenshot shows the 'Submission File' section of a web form. At the top, it says 'No submission file uploaded.' Below this is a label 'Upload submission file' followed by a file selection interface. This interface includes a button labeled 'Choose File', the text 'No file chosen', and an 'UPLOAD' button. A red rectangular box highlights the 'Choose File' button, the 'No file chosen' text, and the 'UPLOAD' button. Below the file selection area is a link that reads 'ENSURING A BLIND REVIEW'. At the bottom of the form are two buttons: 'SAVE AND CONTINUE' (in green) and 'CANCEL' (in grey).

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



The screenshot shows the 'Submission File' section after a successful upload. It displays a table with the following information: File Name (Manuscript.doc), Original file name (My Manuscript.doc), File Size (196KB), and Date uploaded (2014-05-04 11:00 PM). Below the table is a label 'Replace submission file' followed by a file selection interface with a 'Choose File' button, 'No file chosen' text, and an 'UPLOAD' button. A red rectangular box highlights the 'Choose File' button, the 'No file chosen' text, and the 'UPLOAD' button. Below the file selection area is a link that reads 'ENSURING A BLIND REVIEW'. At the bottom of the form are two buttons: 'SAVE AND CONTINUE' (in green) and 'CANCEL' (in grey). The 'SAVE AND CONTINUE' button is highlighted with a red rectangular box.

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.

The screenshot shows a web form titled "Step 3. Entering the Submission's Metadata". In the top right corner, there are links for "My Profile" and "Log Out". A progress bar at the top indicates five steps: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA (highlighted with an orange underline), 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION. The main section is titled "Authors" and contains three input fields: "First Name *" with the value "Johannes", "Middle Name" with the value "Wilhelm", and "Last Name *" with the value "Jonker". Below these fields is a large, empty text area. At the bottom of the form, there are two buttons: "SAVE AND CONTINUE" (highlighted with a red rectangle) and "CANCEL". A footnote states "* Denotes required field". At the very bottom, a footer line reads: "Old Testament Essays is die amptelike joernaal van die OTWSA. / Old Testament Essays is the official journal of the OTSSA. Powered by Open Journal Systems."

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.

The screenshot shows a section for uploading supplementary files. It includes the label "Upload supplementary file" and a file selection interface with a "Choose File" button, the text "No file chosen", and an "UPLOAD" button. Below this, the text "ENSURING A BLIND REVIEW" is displayed. At the bottom, there are two buttons: "SAVE AND CONTINUE" (highlighted with a red rectangle) and "CANCEL".

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.

Home > User > Author > Submissions > New Submission

You are logged in as...
novows
My Profile
Log Out

Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to Old Testament Essays click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Old Testament Essays.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
3	MANUSCRIPT.DOC	Submission File	196KB	05-04

FINISH SUBMISSION CANCEL

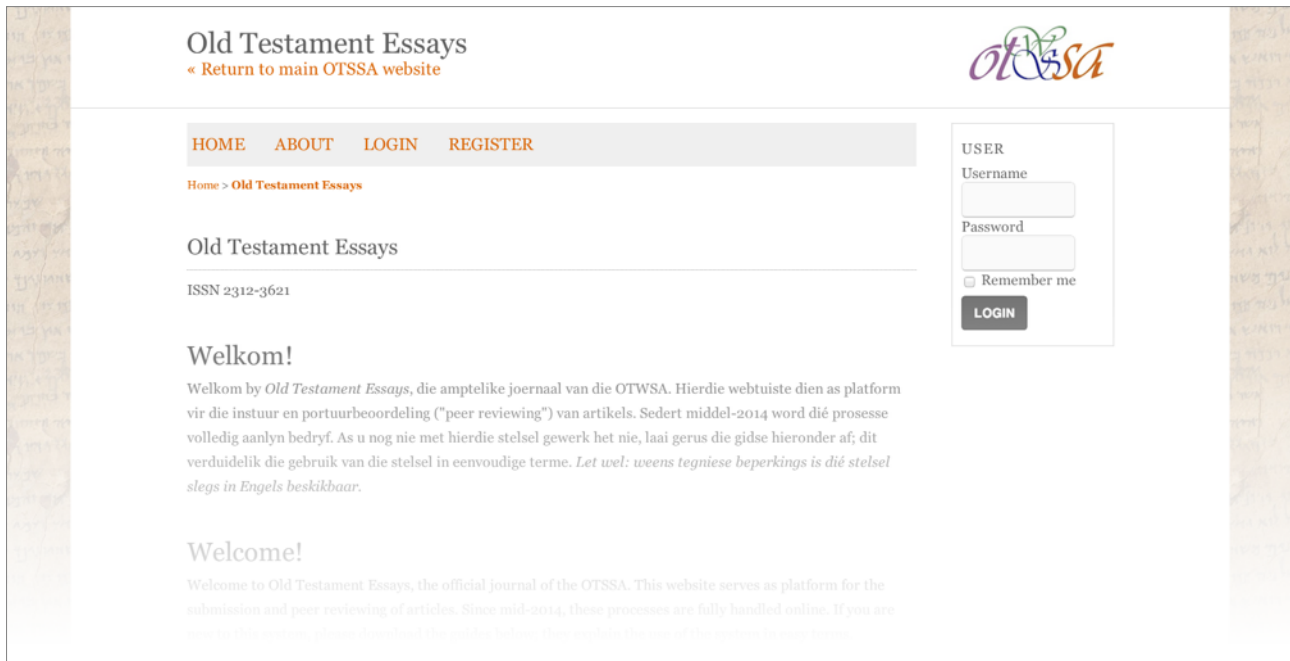
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2. CHECK THE STATUS OF YOUR SUBMISSION

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



The screenshot shows the homepage of the Old Testament Essays website. At the top, the title "Old Testament Essays" is displayed with a link to the main OTSSA website. Below this is a navigation bar with links for HOME, ABOUT, LOGIN, and REGISTER. A breadcrumb trail indicates the current location: Home > Old Testament Essays. The main content area features the journal's title, ISSN, and a welcome message in both Afrikaans and English. On the right side, there is a user login section with fields for Username and Password, a "Remember me" checkbox, and a LOGIN button.

Old Testament Essays
« Return to main OTSSA website

HOME ABOUT LOGIN REGISTER

Home > Old Testament Essays

Old Testament Essays
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Welcome!

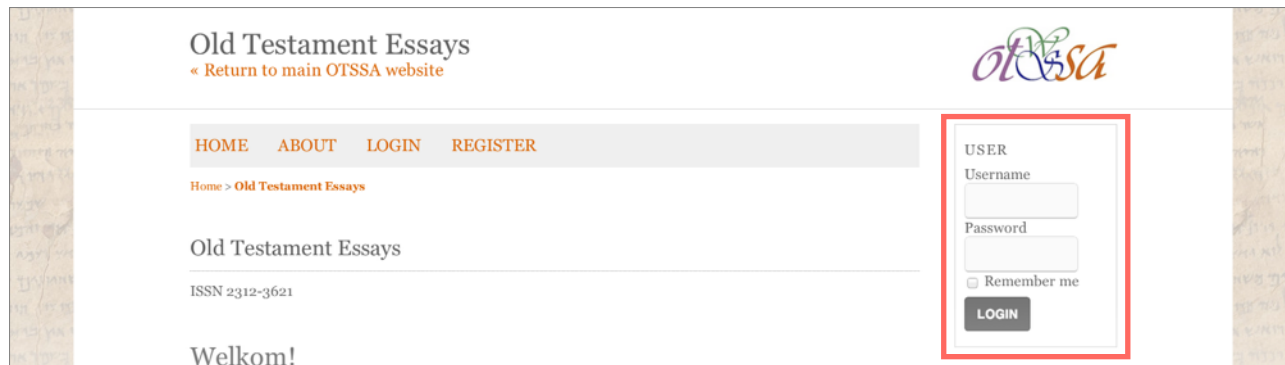
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USER
Username
Password
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Old Testament Essays
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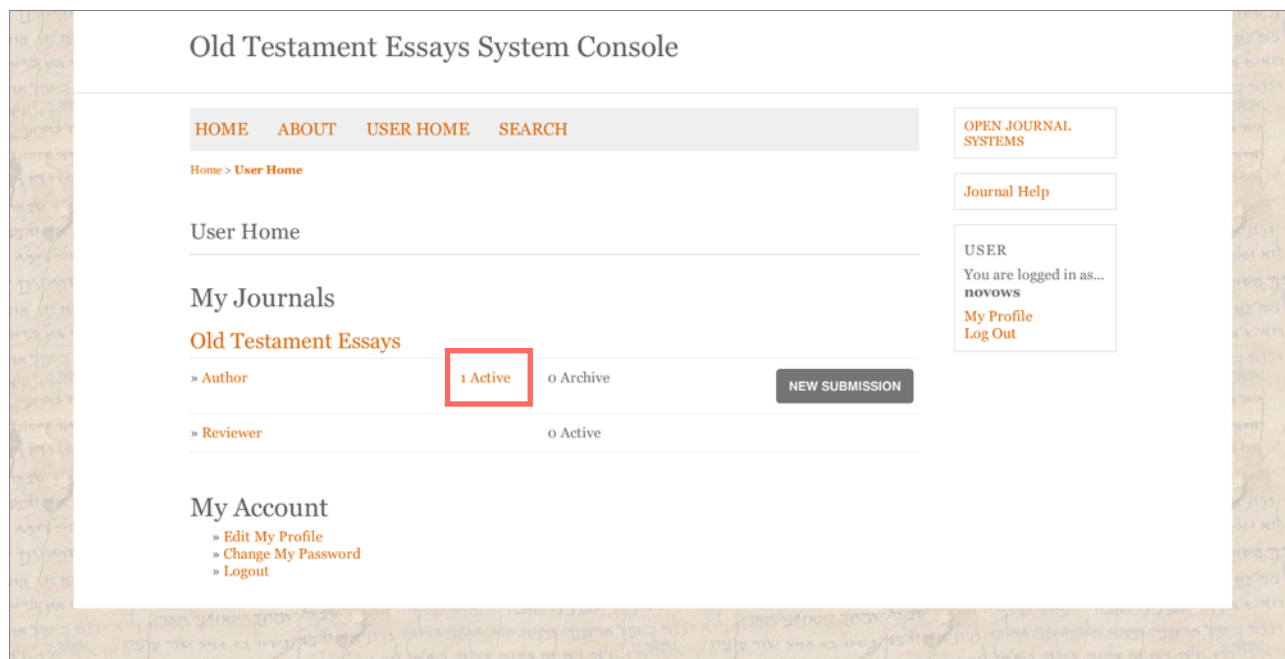
Welkom!

USER
Username
Password
☐ Remember me
LOGIN

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).



Old Testament Essays System Console

HOME ABOUT USER HOME SEARCH

Home > User Home

User Home

My Journals

Old Testament Essays

» Author 1 Active o Archive NEW SUBMISSION

» Reviewer o Active

My Account

» Edit My Profile
» Change My Password
» Logout

OPEN JOURNAL SYSTEMS

Journal Help

USER
You are logged in as...
novows
My Profile
Log Out

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.

Old Testament Essays
« Return to main OTSSA website

HOME ABOUT USER HOME

Home > User > Author > Active Submissions

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
2	05-04	ART	Jonker	MY ARTICLE	Awaiting assignment

1 - 1 of 1 Items

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USER
You are logged in as...
novows
My Profile
Log Out

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:

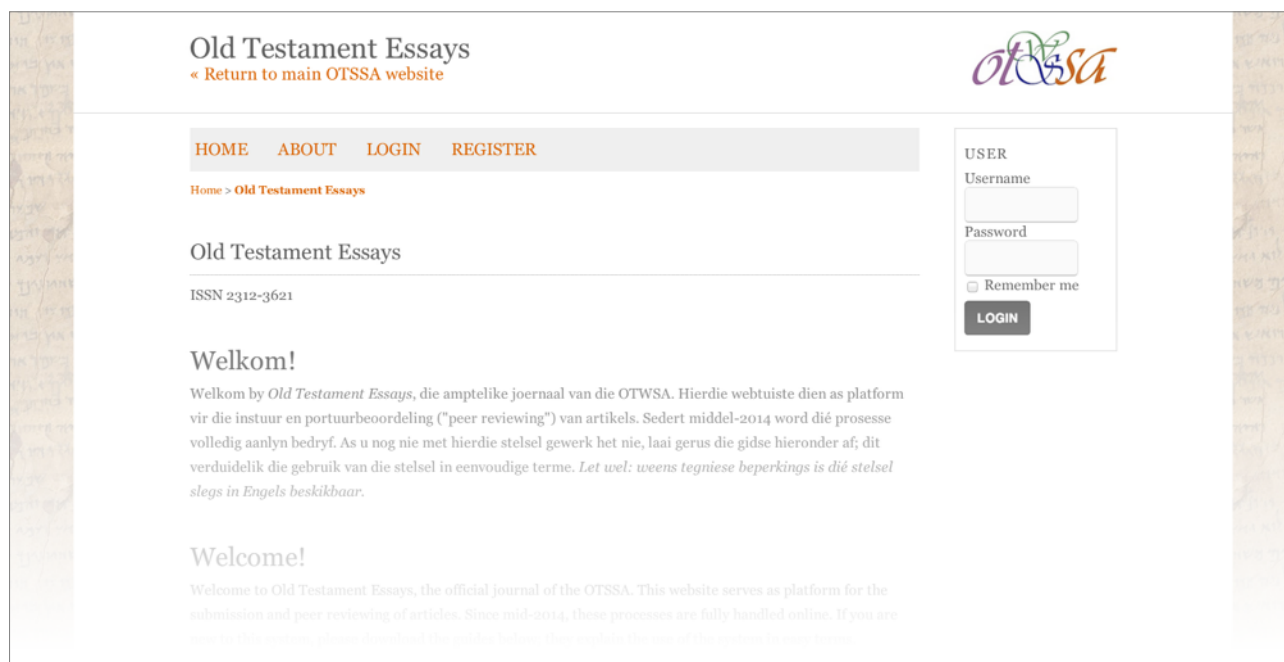
1. Directly accept your submission for publication;
2. Require revisions to your submission before publication;
3. Ask that you modify your article and resubmit it for peer review;
4. Decline your article.

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

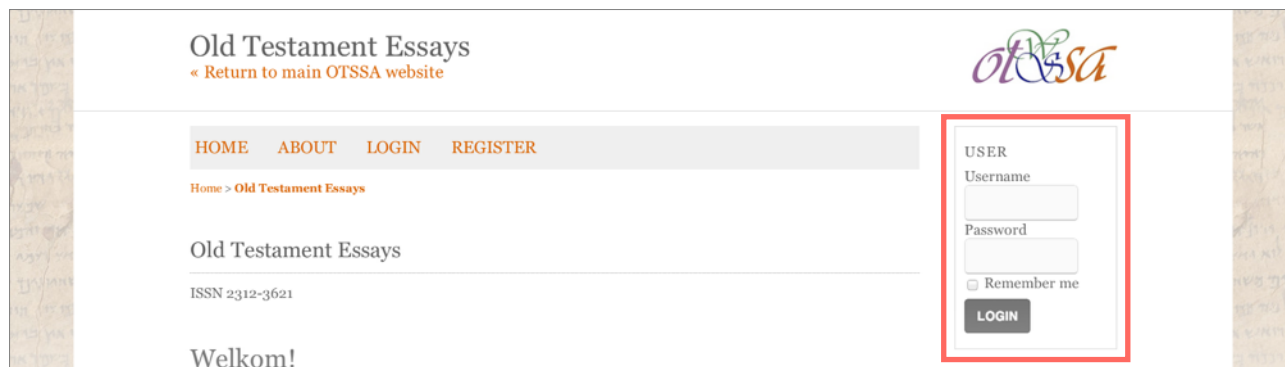


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Old Testament Essays
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HOME ABOUT LOGIN REGISTER

Home > Old Testament Essays

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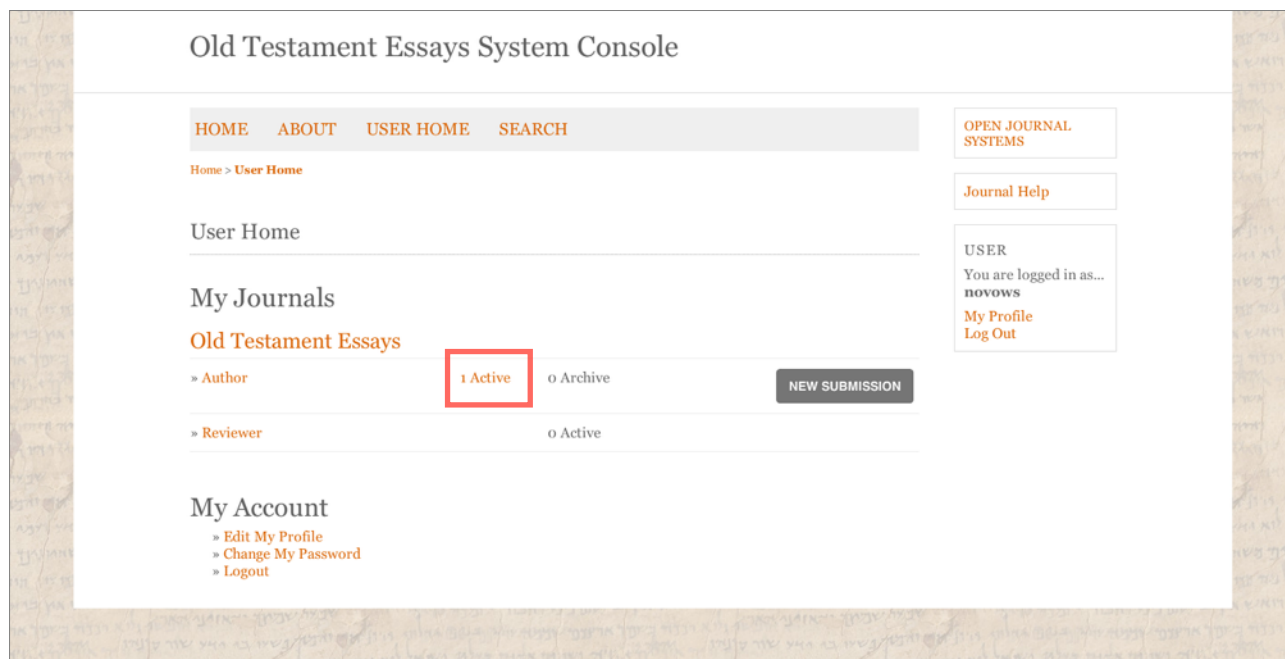
Welkom!

USER
Username
Password
☐ Remember me
LOGIN

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).



Old Testament Essays System Console

HOME ABOUT USER HOME SEARCH

Home > User Home

User Home

My Journals

Old Testament Essays

» Author 1 Active o Archive NEW SUBMISSION

» Reviewer o Active

My Account

» Edit My Profile
» Change My Password
» Logout

OPEN JOURNAL SYSTEMS
Journal Help

USER
You are logged in as...
novows
My Profile
Log Out

STEP 4

Locate your submission

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

Old Testament Essays
« Return to main OTSSA website

HOME ABOUT USER HOME BROWSE ISSUES

Home > User > Author > Active Submissions

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
2	05-04	ART	Jonker	TEST ARTICLE	IN REVIEW: REVISIONS REQUIRED

1 - 1 of 1 Items

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STEP 5

Open the “Review” tab

Click the “Review” tab link.

Old Testament Essays
« Return to main OTSSA website

HOME ABOUT USER HOME BROWSE ISSUES

Home > User > Author > Submissions > #2 > Summary

#2 Summary

SUMMARY REVIEW EDITING

Submission

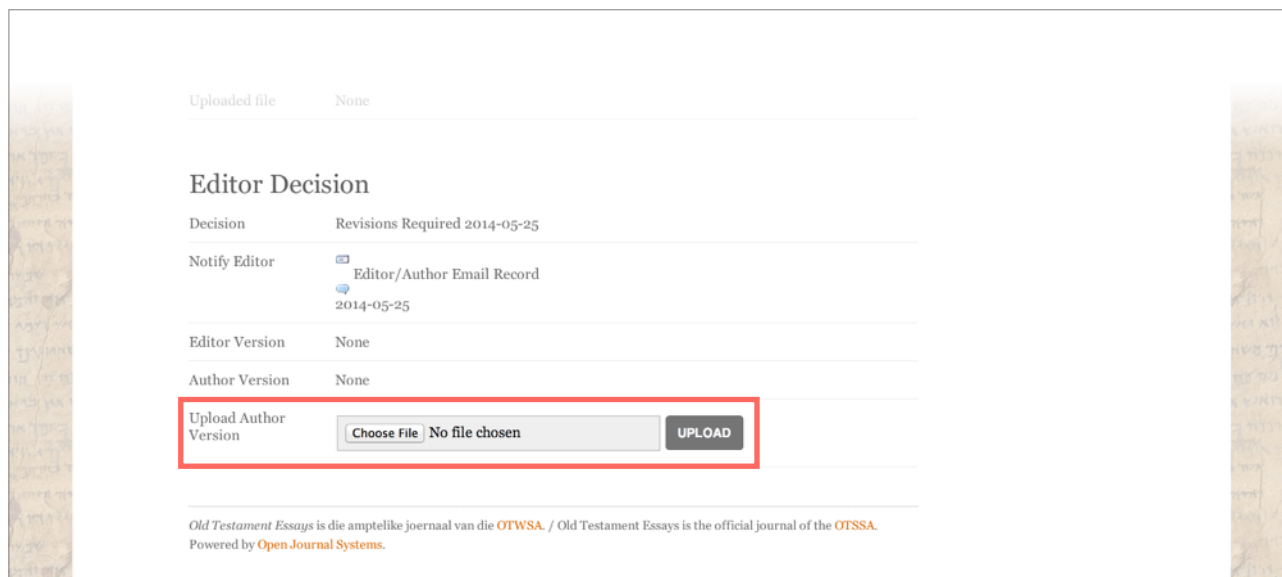
Authors Johannes Wilhelm Jonker

Title ToetsTitel

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.



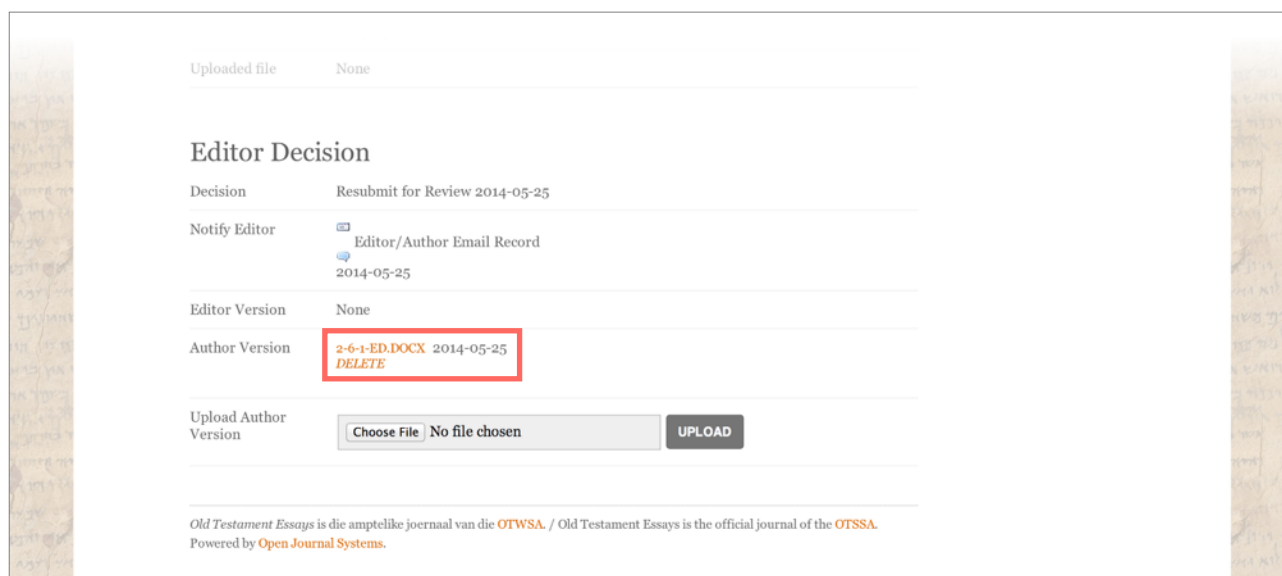
Uploaded file: None

Editor Decision

Decision	Revisions Required 2014-05-25
Notify Editor	 Editor/Author Email Record  2014-05-25
Editor Version	None
Author Version	None
Upload Author Version	<div>Choose File No file chosen</div> <div>UPLOAD</div>



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



Uploaded file: None

Editor Decision

Decision	Resubmit for Review 2014-05-25
Notify Editor	 Editor/Author Email Record  2014-05-25
Editor Version	None
Author Version	<div>2-6-1-ED.DOCX 2014-05-25</div> <div>DELETE</div>
Upload Author Version	<div>Choose File No file chosen</div> <div>UPLOAD</div>

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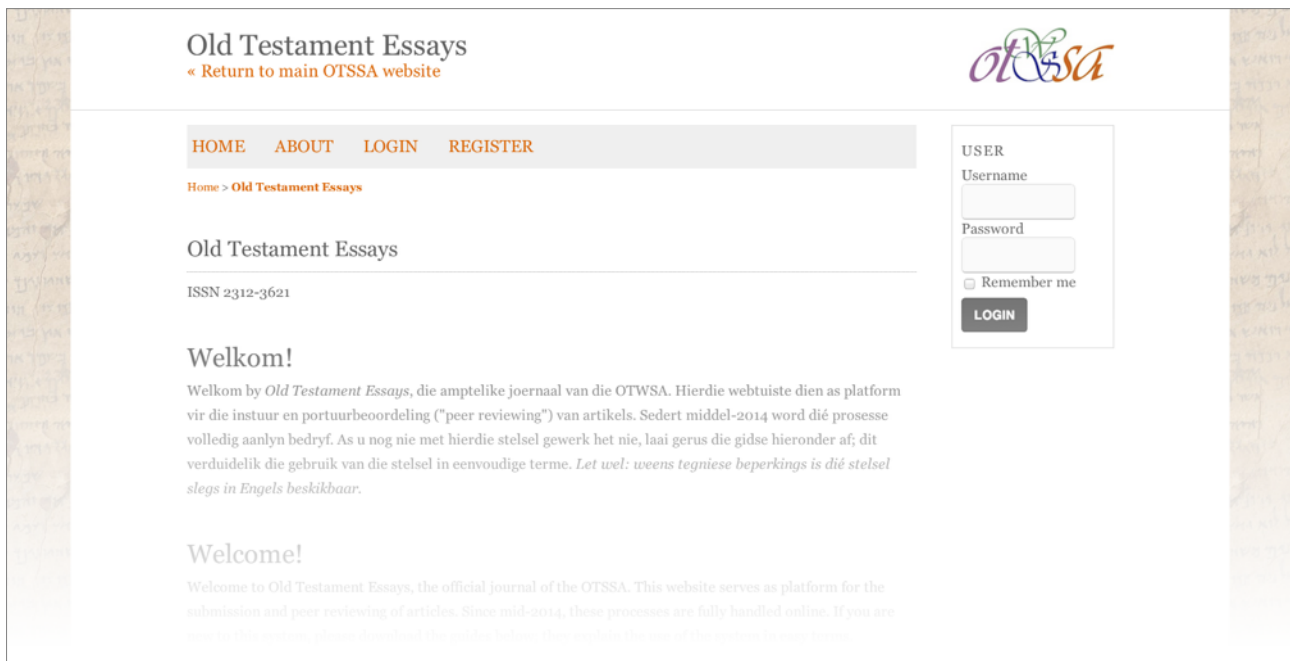
You will receive feedback on your submission via e-mail.

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



Old Testament Essays
« Return to main OTSSA website

HOME ABOUT LOGIN REGISTER

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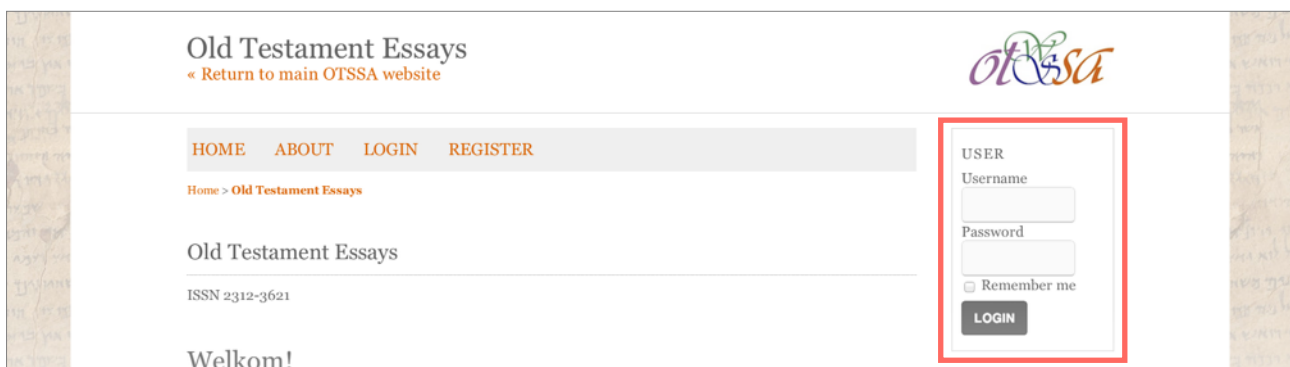
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STEP 2

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Welkom!

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Username
Password
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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).

The screenshot shows the 'Old Testament Essays System Console' interface. At the top, there's a navigation bar with links: HOME, ABOUT, USER HOME, and SEARCH. Below this, a breadcrumb trail reads 'Home > User Home'. The main heading is 'User Home'. Under 'My Journals', there's a section for 'Old Testament Essays' with two roles: 'Author' (1 Active) and 'Reviewer' (0 Active). The '1 Active' link for the Author role is highlighted with a red box. To the right of the roles is a 'NEW SUBMISSION' button. On the far right, a 'USER' sidebar shows the logged-in user 'novows' with links for 'My Profile' and 'Log Out'. At the bottom, a 'My Account' section includes links for 'Edit My Profile', 'Change My Password', and 'Logout'.

STEP 4

Locate your submission

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

The screenshot shows the 'Old Testament Essays' 'Active Submissions' page. The navigation bar includes HOME, ABOUT, USER HOME, and BROWSE ISSUES. A breadcrumb trail reads 'Home > User > Author > Active Submissions'. The main heading is 'Active Submissions'. Below this, there are tabs for 'ACTIVE' and 'ARCHIVE', with 'ACTIVE' selected. A table displays the active submissions with columns: ID, MM-DD SUBMIT, SEC, AUTHORS, TITLE, and STATUS. The first row shows ID 2, MM-DD SUBMIT 05-04, SEC ART, AUTHORS Jonker, TITLE TEST ARTICLE (highlighted with a red box), and STATUS IN REVIEW: REVISIONS REQUIRED. Below the table, it says '1 - 1 of 1 Items'. At the bottom, there's a footer with the text: 'Old Testament Essays is die amptelike joernaal van die OTWSA. / Old Testament Essays is the official journal of the OTSSA. Powered by Open Journal Systems.' On the right, a 'USER' sidebar shows the logged-in user 'novows' with links for 'My Profile' and 'Log Out'.

STEP 5

Open the “Editing” tab

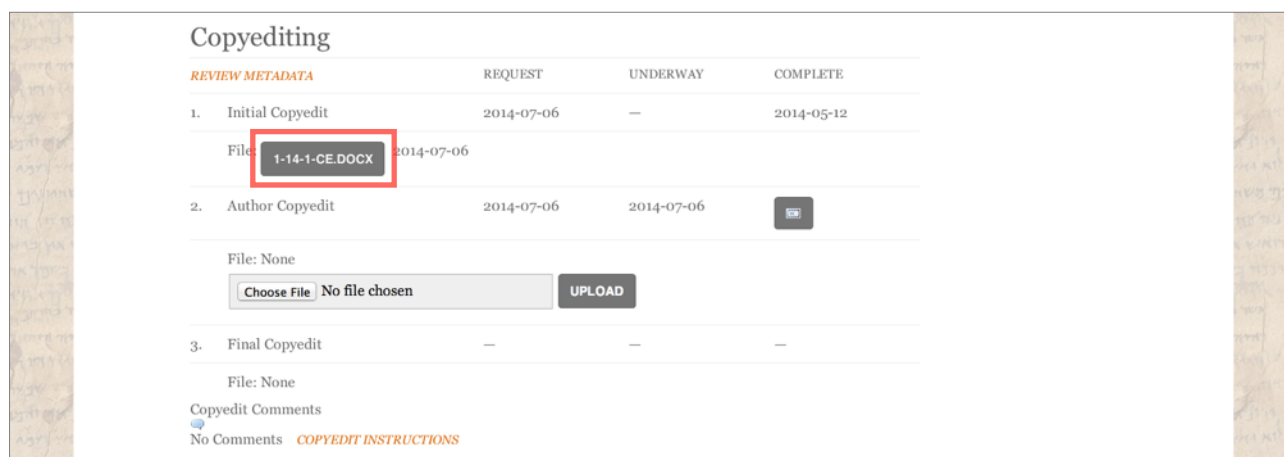
Click the “Editing” tab link.



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.

Copyediting

	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit	2014-07-06	—	2014-05-12
File: 1-14-1-CE.DOCX 2014-07-06			
2. Author Copyedit	2014-07-06	2014-07-06	
File: None			
<input type="button" value="Choose File"/> No file chosen <input type="button" value="UPLOAD"/>			
3. Final Copyedit	—	—	—
File: None			
Copyedit Comments			
No Comments COPYEDIT INSTRUCTIONS			

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.

Copyediting

	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit	2014-07-06	—	2014-05-12
File: 1-14-1-CE.DOCX 2014-07-06			
2. Author Copyedit	2014-07-06	2014-07-06	
File: 1-15-1-CE.DOCX 2014-07-06			
<input type="button" value="Choose File"/> No file chosen <input type="button" value="UPLOAD"/>			
3. Final Copyedit	—	—	—
File: None			
Copyedit Comments			
No Comments COPYEDIT INSTRUCTIONS			