

SUBMITTING AN ARTICLE

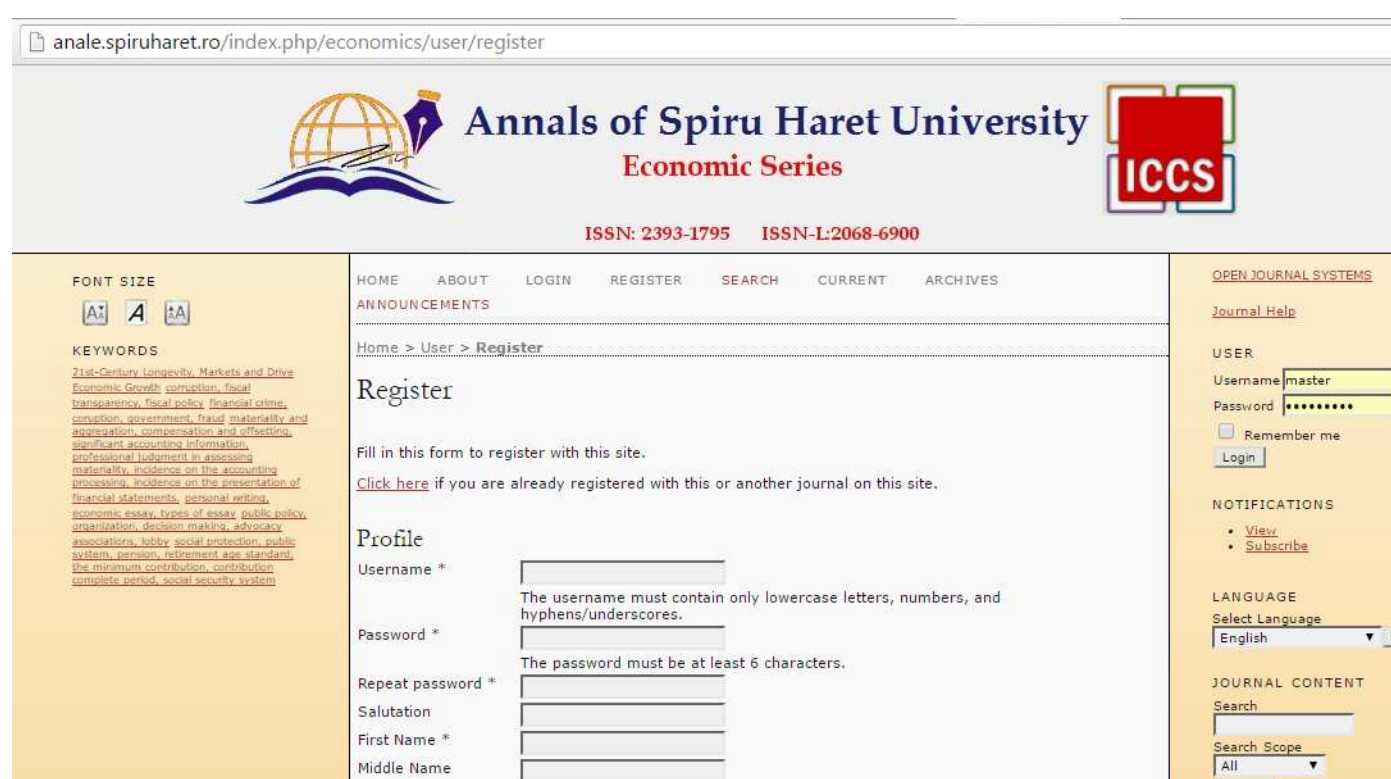
REGISTER AND PROFILE

Annals of Spiru Haret University. Economic Series (AES) uses a registration system for all users involved in the editorial and publishing process. The journal's Privacy Policy applies to all registered users. Each registered user has a Profile, which can be edited or added after the user is logged in to the journal. The link for the Profile is found in the right-hand margin under User and on the User Home page.

For all users, there is an email update option, which results in the user being notified by email of each new issue's Table of Contents.

HOW DO I REGISTER?

You can register by clicking on "Log In" or "Register" on the site home page or on any journal's home page. (<http://ojs.spiruharet.ro/index.php/annals/user/register>). Alternatively, you can ask a Journal Manager to register you. Contact information can be found in About the Journal.



The screenshot shows the registration page for the Annals of Spiru Haret University Economic Series. The page title is "anale.spiruharet.ro/index.php/economics/user/register". The header includes the journal logo, name, and ISSN information. The main content area is titled "Register" and contains a form with the following fields:

- Profile:** Username * (with a note: "The username must contain only lowercase letters, numbers, and hyphens/underscores."), Password * (with a note: "The password must be at least 6 characters."), Repeat password *, Salutation, First Name *, Middle Name.
- Navigation:** HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT, ARCHIVES.
- Announcements:** Home > User > Register.
- Keywords:** A list of keywords including "21st-Century Longevity, Markets and Drive Economic Growth, corruption, fiscal transparency, fiscal policy, financial crime, corruption, government, fraud, materiality and aggregation, compensation and offsetting, significant accounting information, professional judgment in assessing materiality, incidence on the accounting process, incidence on the preparation of financial statements, personal writing, economic essay, types of essay, public policy, organization, decision making, advocacy associations, lobby, social protection, public system, pension, retirement age, standards, the minimum contribution, contribution complete period, social security system".
- Right-hand sidebar:** OPEN JOURNAL SYSTEMS, Journal Help, USER (Username: master, Password: [masked], Remember me checkbox, Login button), NOTIFICATIONS (View, Subscribe), LANGUAGE (Select Language: English), JOURNAL CONTENT (Search, Search Scope: All).

Fig. 1. AES Registration Form

Please use the buttons in the image below to resize the text in order to fulfill your requirements. It might be seen in the upper left corner of all pages.

FONT SIZE



Fig. 2. Font size

PROFILE

You create a profile (including a username and password) when you register. You can edit your profile any time you are logged in. In the right navigation bar under the title "User", the link "My Profile" appears; click on that link and you are taken to your profile. Here you can change your contact information, reviewing interests, roles, and can manage email notifications for journals you have registered with.

WHY REGISTER?

When you register the system creates a "User Home" page for you which make it easier to access your journals. You must register if you wish to submit a paper to any journal or if you will be a member of the editorial team (eg, editor, reviewer, proofreader) of any journal.

Some journals restrict access to some portions of their site unless you are registered.

PRIVACY POLICY

The journal's privacy policy applies to all registered users. You can find more information on the journal's privacy policy in About the Journal.

Once you have an account, log in to the journal site and select the role of Author.



Fig. 3. Selecting the Author's role

To make a submission, select the Click Here link (under Start a New Submission) to proceed to the first step of the submission process.

1. Step One: Starting the Submission

Step 1 ensures that the Author understands the journal's submission rules. The Author will have to pick the appropriate section to submit to, and will be provided with information on the journal's privacy statement, copyright notice, competing interest statement and/or author fees. (Fig.4)

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

Home > User > Author > Submissions > New Submission

Step 1. Starting the Submission

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

Encountering difficulties? Contact [Rocsana Tonis \(Bucea-Manea\)](#) for assistance.

Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About](#) the Journal).

Section *

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 Microsoft Word or WordPerfect document file format.
- Aici inserati [Template-ul](#)
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

Copyright Notice



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Fig. 4. Submission Steps Technical Support

You must complete all required fields for the submission language you choose - English, in our case. Next, the author must check each of the items from the submission checklist. (Fig.4)

Copyright Notice

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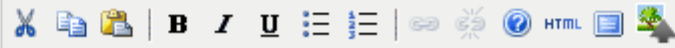
The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Comments for the Editor

Enter text (optional)



Save and continue Cancel

Fig.5 .Copyright Notice

The journal's copyright policy will appear next, and, if configured as a requirement, the author will need to agree to this policy. (Fig.5)

Authors can then review the Privacy Statement. (Fig.5)

Finally, the author can add any comments, which will be visible to the editor. Move to the next step by hitting the Save and Continue button, as seen before. (Fig.5)

1. Step Two: Uploading the Submission

Submission Step Two allows you to upload the submission file, a word-processing document.

- Click Browse to open a Choose File window for locating the file on the hard drive of your computer.
- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- Once the submission is uploaded, click Save and continue.



Step 2. Uploading the Submission

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

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Rocsana Tonis \(Bucea-Manea\)](#) for assistance.

Submission File

No submission file uploaded.

Upload submission file

No file selected.

[ENSURING A BLIND REVIEW](#)

Fig. 6. Uploading the Submission

3. Step Three: Entering the Submission's Metadata

The third step of the submission process serves to collect all relevant metadata from the author. The first section of metadata covers the authors. The submitting author will have their personal information automatically appear. Any additional information, such as Competing Interests should also be added at this time.

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

Authors

First Name *

Middle Name

Last Name *

Email *

ORCID iD

ORCID iDs can only be assigned by [the ORCID Registry](#). You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL

Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

Competing interests
[CI POLICY](#)

Bio Statement
(E.g., department and rank)

Fig. 7. Authors

If there are multiple authors for the submission, their information can be added using the Add Author button. You can also re-order the list of authors, make one of the authors the principal contact with the editor, and delete any authors added in error.

Next, enter the submission title and abstract.

Title and Abstract

Title *

Abstract *

B *I* U |
 |
 |

Fig. 8. Title and Abstract

You will then add indexing information. This will help others find your article. The suggested indexing options were determined by the Journal Manager.

Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Academic discipline and sub-disciplines

Subject classification

Keywords

Language
English=en; French=fr; Spanish=es. [Additional codes.](#)

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

References

Provide a formatted list of references for works cited in this submission. Please separate individual references with blank line.

References

Fig. 9. Indexing, Supporting Agencies, References

The next section allows you to enter the name of any organization that may have supported your research. The author has to provide his list of references separately. This will allow the journal's Editors and Copyeditors to check your references using a Citation Markup Assistant. You should provide your list with each reference on a separate line.

Hit the Save and Continue button to move on to Step 4.

4. Step Four: Uploading Supplementary Files

This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.

- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- Once the submission is uploaded, click Save and Continue.

Step 4. Uploading Supplementary Files

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

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				

Upload supplementary file No file selected. [INSURING A BLIND REVIEW](#)

Fig. 10. Uploading Supplementary Files

5. Step Five: Confirming the Submission

This final step provides a summary of your submission.



HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

Home > User > Author > Submissions > New Submission

Step 5. Confirming the Submission

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

To submit your manuscript to Annals of Spiru Haret University – Economics Series 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 Annals of Spiru Haret University – Economics Series.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
<i>No files have been attached to this submission.</i>				

Finish Submission Cancel

Fig. 11. Confirming the Submission

Click Finish Submission to submit your article. You will receive an acknowledgement by email and will be able to view your submission's progress through the review and editorial process by returning to the Active Submissions section of your Author page.

The Author User Home Page

After clicking on the Author link on your User Home page, you will be directed to your Author's User Home page, which includes information on Active Submissions; a link to start a new submission; and information on any Refbacks you may have.

Active Submissions

This page will list any of your submissions to the journal that are still in process (e.g., awaiting assignment to an editor, undergoing review, being edited) or incomplete (in which case you can return and finish the submission at any point).

Each completed submission will fall into one of the following categories:

- **Awaiting Assignment:** the submission has been completed by you; at this point you cannot delete the submission from the system by yourself. The Editor can now see the submission and must assign an Editor or Section Editor to it.
- **Queued for Review:** the submission has been vetted and is now in the review process. You should receive notice shortly on the review decision.
- **Queued for Editing:** the submission has completed the review process and has been accepted for publication; it will now make its way through the system's copyediting, layout editing and proofreading processes.

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

Home > User > [Author](#) > [Submissions](#) > Active Submissions

Active Submissions

Submission complete. Thank you for your interest in publishing with Annals of Spiru Haret University – Economics Series.

- [Active Submissions](#)

Fig. 12. Active Submissions

As the author, you can click on the hyperlinked title of any listed submission and review it. Clicking a submission title will bring you to your submission's Summary page. From here, you could revise the title or abstract (by clicking the Edit Metadata link). If the editor asks for revisions, you will upload the changes this way too (in the Review section of your submission).


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Home > User > [Author](#) > [Submissions](#) > #485 > [Summary](#)

#485 Summary

SUMMARY REVIEW EDITING

Submission

Authors	Elena Gurgu
Title	once upon a time in bucharest
Original file	None
Supp. files	None
Submitter	Mrs. Elena Gurgu 
Date submitted	April 4, 2016 - 05:51 PM
Section	ARTICLE
Editor	None assigned
Author comments	scxdxcd


[ADD A SUPPLEMENTARY FILE](#)

Status

Status	Awaiting assignment
Initiated	2016-04-04
Last modified	2016-04-04

Submission Metadata

EDIT METADATA

Authors	
Name	Elena Gurgu 
Affiliation	"Spiru Haret University"
Country	Romania
Competing interests	—

[CI POLICY](#)

Fig. 18. Submission Summary

RefBacks

The RefBacks section displays any incoming links from external web sites such as blogs, news sites, or other articles that link directly to your articles. Each RefBack can be edited: it can be ignored, deleted, or published, in which case it appears publicly at the end of your published article on the web site.

Archive

Your Archive page will list all declined submissions, as well as any published submissions along with information on which issue they appear in ¹.

¹ Please see the entire tutorial at: <http://pkp.sfu.ca/ojs/docs/userguide/2.3.3/userguide.pdf>.