

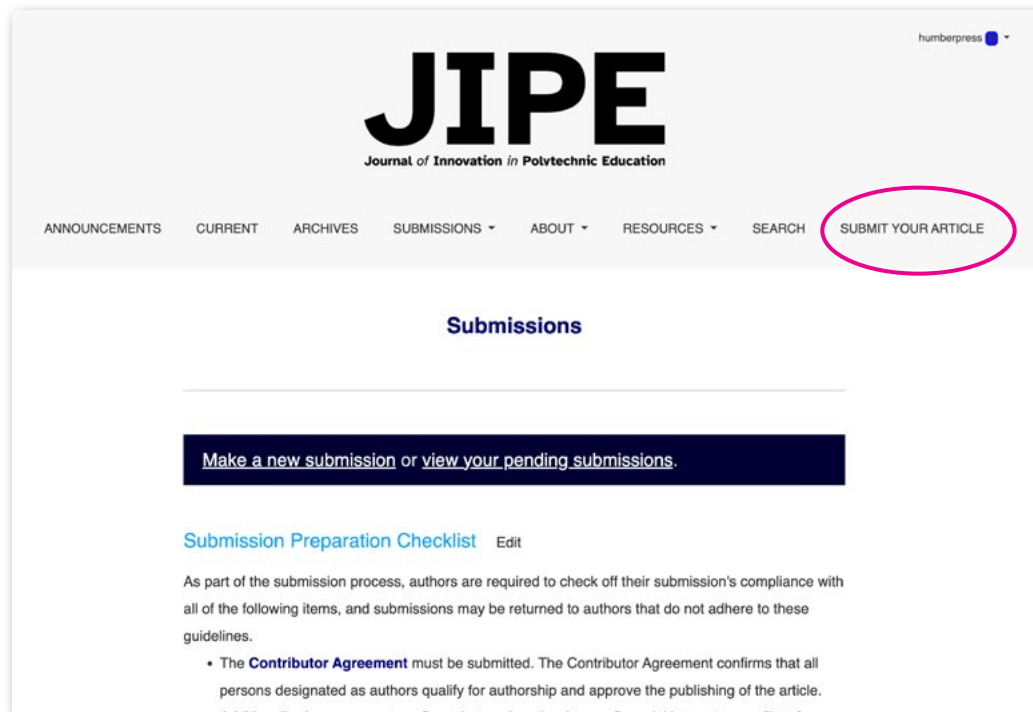
Submitting and Uploading Your Article with JIPE

How to Submit

In order to submit, **you must be logged** into your JIPE account.

Please note: You can close your submission and come back to complete it at any time, it will be saved on our system.

There are **two (2)** ways that you can submit your article:



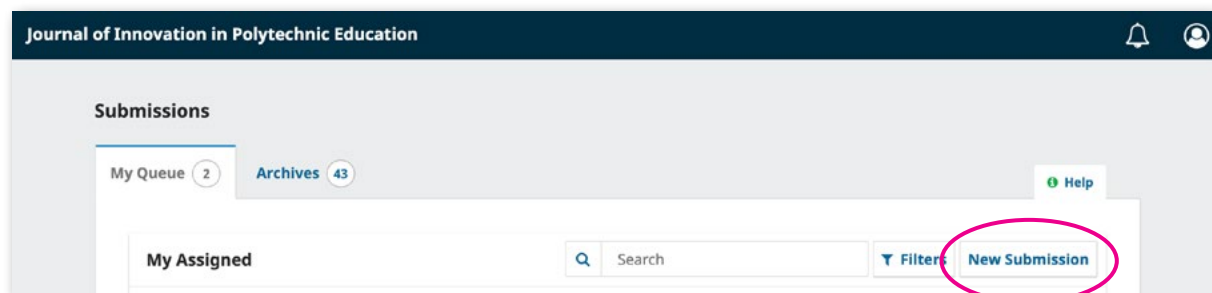
Option 1

1. Select “**Submit Your Article**” from our navigation menu (jipe.ca/index.php/jipe/about/submissions) then select the “**Make a new submission**” link. It will take you to the submission page.

OR

Option 2

2. On your **user dashboard**, select the “**New Submission**” button.



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Submission Dashboard

On the 'Submission Dashboard' under the first tab **'1. Start'**, select the section (submission type). A description of the submission you've selected will show up.

See the [JIPE Submission Handbook](#) to see the full description of all the submission types.

If you have co-authors in your submission who have user accounts with JIPE, please let us know in the **'Comments for the Editor'** so that we can add them to your submission process on the back-end.

The screenshot shows the 'Submit an Article' dashboard with five tabs: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Section' dropdown menu is open, listing options: Editorial, Original Research Papers, Review Articles, Brief Reports, Innovation Spotlights, Essays, Book Reviews, Presentation Summary, and Expression of Interest. Below the dropdown, there is a 'Comments for the Editor' section with a rich text editor toolbar and a large text input area. The toolbar includes icons for copy, paste, bold, italic, underline, bulleted list, numbered list, superscript, subscript, link, unlink, code, full screen, image, and upload.

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Uploading Your Submission Files

1. Under the tab '**2. Upload Submission**' select the '**Add File**' button or **Upload File** link. Select the files you want to upload.
2. **Indicate** file kind by clicking on the option (i.e. Article Text, Other, etc.)

You can submit your data sets, charts, graphics, etc. as an separate files when you upload your manuscript to JIPE—you must indicate file kind.

