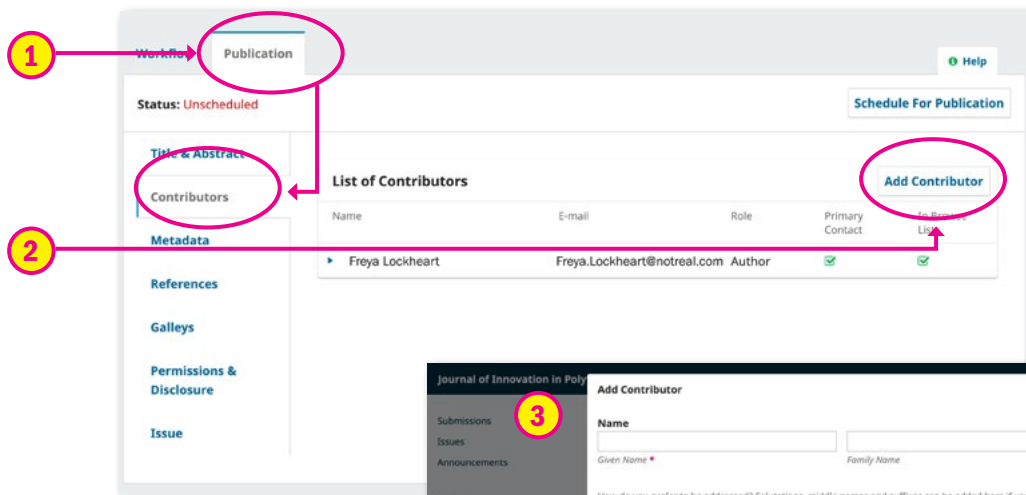


# Adding Contributors (Co-authors)

If your paper has co-authors and they wish to participate in the discussions in the article workflow, they **must** have an account so we can add them, otherwise they can be added in the publication metadata so their author name is included on the published JIPE article page.

## Adding Contributors

1. On your submission dashboard, select the “Publication” tab.
2. Go to “Contributors” then select the “Add Contributor” button.



3. The “Add Contributor” form will open up. Please fill out all the required areas. If your co-author has an ORCID ID, please ensure to use the email registered to their ORCID ID.

If your co-author(s) would like to be part of the discussion on JIPE’s backend and have a JIPE account, please let us know so we can add them as a user.

The 'Add Contributor' form is shown with a red circle and the number '3' next to the 'Add Contributor' button in the background. The form fields include: Name (Given Name and Family Name), Preferred Public Name, Contact (Email), Country, User Details (Homepage URL, ORCID ID), Affiliation, Contributor's role (Author, Translator), and ORCID ID authentication options. The 'Include this contributor in browse lists?' checkbox is checked. The form also includes a 'Save' button and a 'Cancel' button.