



How to Submit a Manuscript

C. Kyle Rudick, PhD.

University of Northern Iowa

Associate Editor of the *PTO Journal*

1. Hello everyone! My name is Kyle Rudick and I'm an assistant professor of communication studies at the University of Northern Iowa and an associate editor of the Pedagogy and Theatre of the Oppressed Journal. Today, I'm going to walk you through how to submit a manuscript through the Digital Commons-UNI Scholarworks Website. So, let's begin...
2. On the journal's homepage, you'll see a gold column on the left side of the screen. Now, before submitting your manuscript, I highly encourage you to click on the "About this Journal" and "Aims & Scope" links and read the information on those pages. That information will give you valuable insight into the form and content our journal is looking to publish. Once you're ready, go ahead and click the "Submit Article" button in the middle of the gold column.
3. After click that button, you'll be prompted to either login or create a new account. Since this will be your first time to submit a manuscript, you should go ahead and click the "Sign-up" icon on the right side of the screen.
4. On this screen, you should be prompted to fill in your information, including your name, institutional affiliation, and user password. Your email will be used for your user name when you login in the future.
5. The next webpage should show that you've created a new account. You'll have to go to the email address you used to create your account to finalize the process.
6. In your email account, you should have an email from UNI Scholarworks. Open it, and then click on the "Here" sign in the middle of the email to confirm your account.
7. Great! Now, it should take you back to the submission screen. This provides an overview of the submission process. Take a minute to read through the instructions, and then click on the "Continue" button.

8. This screen shows the legal components of publishing with our journal. Make sure to read through the contract before moving on to the next page. By clicking the “Accept” button, you accept the policies and terms of agreement of this journal. Once you’re ready to continue, click the “Accept” button at the bottom of the screen.

9. On this page, you’ll fill out an extended form of your contact information, including your name, address, and phone number. Be sure to fill in all the boxes before clicking the “Continue” button at the bottom of the screen.

10. On this screen, you’ll have the option to add a co-author. I’m going to go ahead and add one here to show you how to do it. If you don’t have a co-author for your manuscript, you can skip the next two slides. In the box, write in your co-author’s email and click the “Add” button on the right side of the screen.

11. After doing so, you’ll be prompted to write in the contact information of your co-author. Go ahead and do so, and then click the “Add to the list of authors” button at the bottom of the screen.

12. You’ll notice that both authors’ information now appears on the screen and that you can toggle author order. Once you’re satisfied with the information the page, click the “Continue” button at the bottom of the page.

13. Great! Now, you’re ready to actually start uploading your manuscript. This page is pretty long, so I’m going to go over it using a few slides. First, enter in your manuscript’s title. Make sure your title is inviting while also encompassing the major components of your manuscript. Second, enter in your short title. This should correspond to your running head in your manuscript. Next, enter in your keywords. Make sure to use concepts found within your paper. The better the keywords reflect your manuscript, the more likely that search engines, such as Google, will direct traffic to your article once it’s published. Finally, select if your manuscript will be in article or multimedia format. We’re going to submit this as an article and let later videos tackle the multimedia submissions.

14. After scrolling down, you should see more boxes to fill in. First, write in your abstract. The information entered here should reflect the abstract found in your manuscript. Your abstract should be a succinct overview of your manuscript’s theoretical/conceptual frameworks, methodology, key findings, and/or arguments. In the “Cover Page Box,” put your name, institutional affiliation, highest degree earned, and a short biographical sketch. You’re now ready to upload your manuscript. You can do so by clicking the “Upload file from your computer” button and then clicking the “Choose file” button.

15. After clicking the “Choose File” button, your internet browser should bring up a window. Find your manuscript file in your computer. Make sure that the title of your file does not contain any identifiers, like your name or institutional affiliation. Once you have selected the file, click the “Open” button.

16. Follow the same formula to upload your cover letter. Your cover letter should be addressed to the journal editor, should guarantee that your manuscript is not under evaluation at another outlet, and should give a brief paragraph of the manuscripts’ strengths as well as how it conforms to the journal’s mission.

17. Once you have all the information entered, review the page to make sure it is all correct. This is your last opportunity to correct any information or file before submitting. Once you are confident that your submission is ready, click the “Submit” button at the bottom of the page.

18. Congratulations! You have submitted your manuscript to the Pedagogy and Theatre of the Oppressed Journal. If you have any questions during the review process, please feel free to contact us at ptojournaleditor@gmail.com. Thank you for your submission and we look forward to working with you in the future!