# AUTHOR INSTRUCTIONS FOR SUBMITTING A MANUSCRIPT (Feb. 2022)

1.   Authors need firstly to register on the platform and fill in their biodata. Authors can register as readers, authors, and, if willing, as reviewers. But completing all the information is essential. Please note the salutation is important as is the rest of the data. If you are registering as a reviewer, your reviewing interests and languages are very important. Whatever you write in your bio statement is what will appear as author information in the journal, including your ORCID and affiliation. These data can be edited at any time you wish; however, the USERNAME and EMAIL CANNOT be changed.
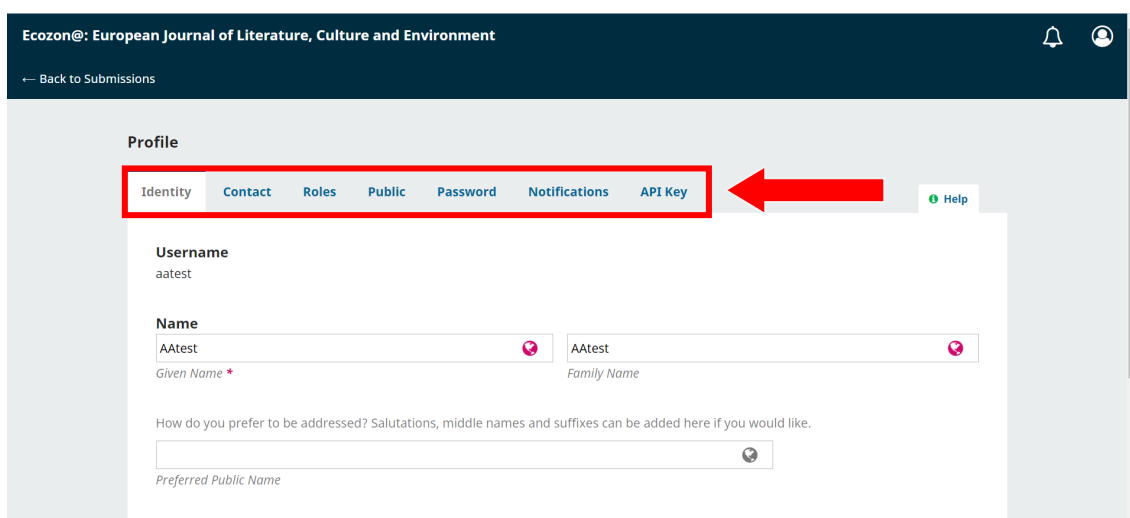
Profile

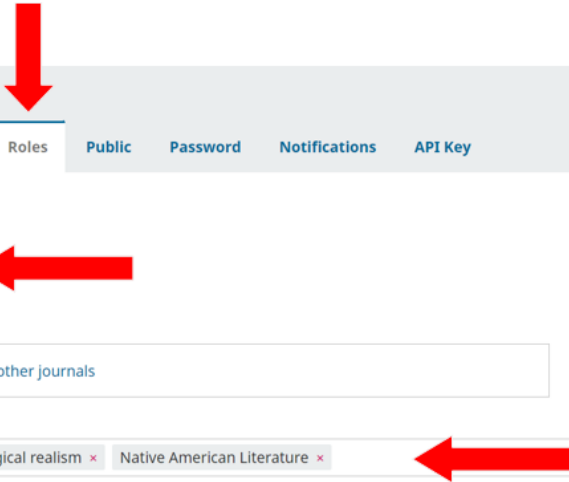Identity   Contact   **Roles**   Public   Password   Notifications   API Key

ℹ Help

Roles
☑ Reader
☑ Author
☑ Reviewer

➕   Register with other journals

ecofeminism ×   magical realism ×   Native American Literature ×

Reviewing interests

Identity   Contact   Roles   Public   Password   Notifications   API Key
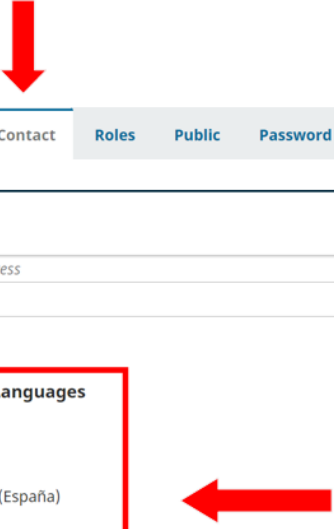
ℹ Help

Mailing Address

Spain   ⌄

Country *

Working Languages
☐ Català
☐ Deutsch
☑ English
☑ Español (España)
☐ Euskara
☐ Français (Canada)
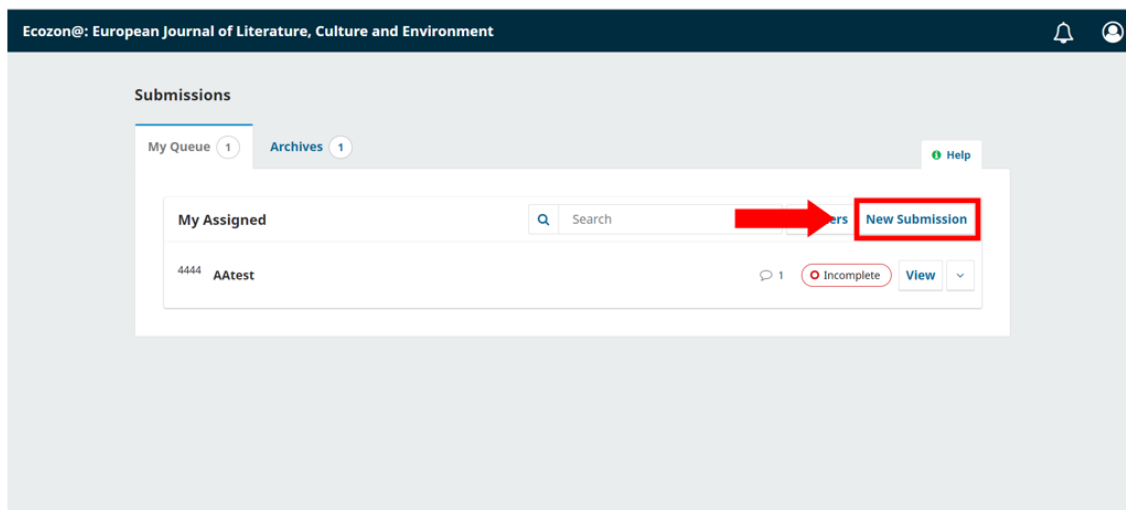☐ Italiano
☐ Português (Brasil)
☐ Português (Portugal)

Your data is stored in accordance with our privacy statement.

2. Go to YOUR NAME TAG AT THE TOP RIGHT CORNER OF THE WINDOW, AND select DASHBOARD

CLICK ON "NEW SUBMISSION"

3. **Step One**. SELECT THE LANGUAGE and click on the section for which you are submitting your article. Read carefully the checklist and if your submission complies, tick the boxes. If you are submitting artwork, or something which does not apply, click yes anyway, or you will not be able to continue. Save and continue to step Two.

Submit an Article

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

Submission Language

English

Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. *

Section

Articles must be submitted to one of the journal's sections. *

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

☐ If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed. You have made sure that your name is NOT INCLUDED in the file. This is not relevant to submissions of creative writing, visual arts or book reviews.).

☐ 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 does not include any redundant publication nor self-plagiary.

☐ The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format. For Visual Arts, please submit any valid image format (JPEG, PNG, JPG).

☐ The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal. Referencing is MLA. Where available, URLs for the references have been provided. The text is spaced with 1'15 (14 point); uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

☐ Author has included a title, abstract and keywords in the language of the article and in both English and Spanish. The translation of these is the author's responsibility; however, the translation can be provided when the submission has been accepted.

☐ Author has completed his/her bio statement on the journal platform with institutional affiliation, rank, department, ORCID, and major fields of research.

☐ Author has completed the sections on metadata (academic discipline and subject classifications) and has listed any supporting agencies.

☐ There is no charge for submission of manuscripts nor fees for publication.

IF YOU HAVE ANY CONCERNS OR DOUBTS, YOU CAN LEAVE A MESSAGE FOR THE EDITOR BY WRITING IN THE "COMMENTS FOR THE EDITOR" BOX.

YOU HAVE TO ACCEPT THE TERMS OF THE COPYRIGHT STATEMENT AND THE PRIVACY STATEMENT BEFORE CLICKING "SAVE AND CONTINUE"

Comments for the Editor

Acknowledge the copyright statement

Authors who publish with this journal agree to the following terms:

a) Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution License that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal (CC BY-NC for articles and CC BY-NC-ND for creative work, unless author requests otherwise.

b) Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.

c) Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See The Effect of Open Access).

☐ Yes, I agree to abide by the terms of the copyright statement.

☐ Yes, I agree to have my data collected and stored according to the privacy statement.

Save and continue Cancel

* Denotes required field

4. **Step Two**. Upload your submission from your computer and save. IF YOU WISH TO UPLOAD ANY OTHER FILES YOU CAN CLICK ON THE "ADD FILE" BUTTON. If you do not need to upload any supplementary files, just click on "Save and continue".
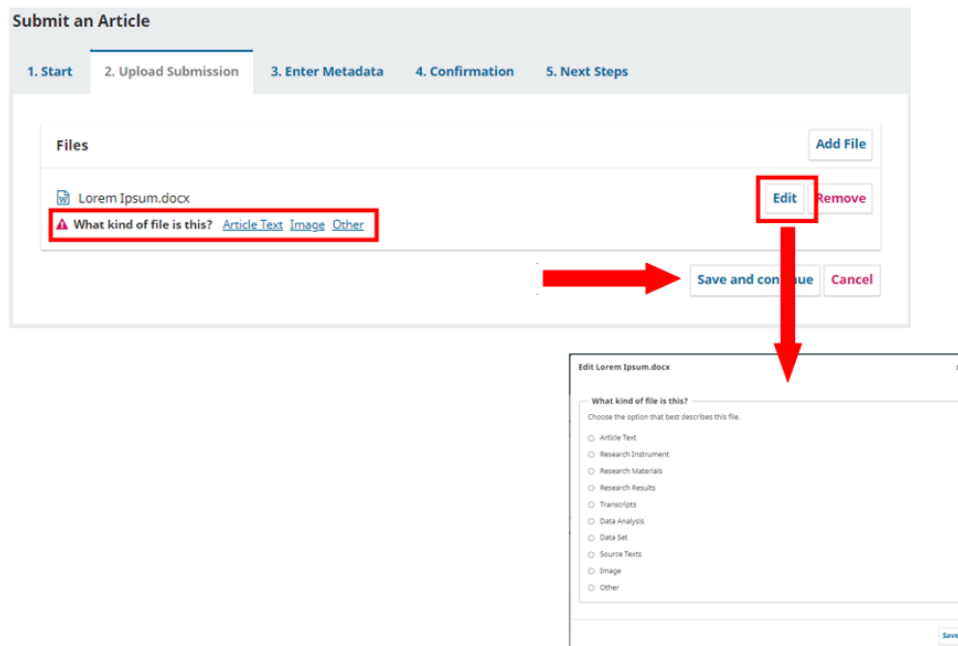
Submit an Article

1. Start   **2. Upload Submission**   **3. Enter Metadata**   **4. Confirmation**   **5. Next Steps**

**Files**   **Add File**

Upload any files the editorial team will need to evaluate your submission. Upload File

Save and continue   **Cancel**

5. **Step Three**. Next WRITE your abstracts and metadata for the article. Check this out in the Author Guidelines. IF YOU WISH TO ADD ANOTHER CONTRIBUTOR TO YOUR SUBMISIION YOU CAN DO SO BY CLICKING THE "ADD CONTRIBUTOR" BUTTON (THEY SHOULD BE REGISTERED IN THE JOUNAL TO BE ADDED AS CONTRIBUTORS). If you are unable to submit the abstract in the different languages at this time, let the editor know and do so at a later date.
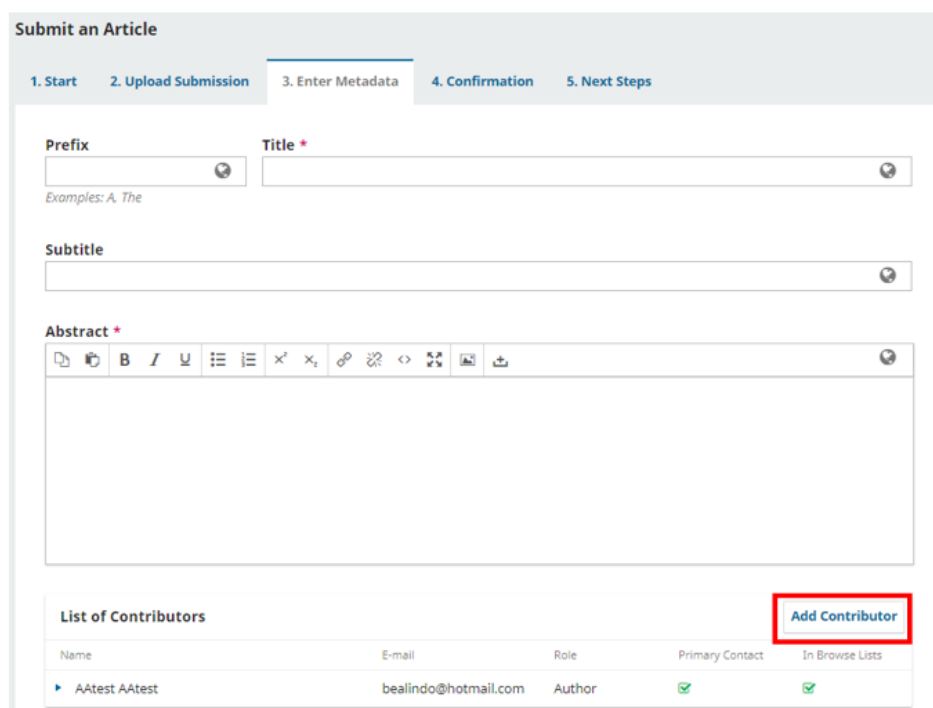
7. Once you have entered the title and abstract for your article, complete the indexing boxes with the terms that are most suitable for your research. Please, write the terms using the same format as the ones provided in the examples. While academic disciplines are capitalized, keywords should not (unless proper nouns). FOR EACH KEYWORD HIT "ENTER"

Next, write down the name or names of institutions and agencies that provided funding or any kind of support for the article IN THE SECTION "SUPORTING AGENCIES" BELOW KEYWORDS. If there are none, click on the "Save and continue" button.

Submission Metadata

These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

Source

Is this submission derived from another resource? If so, you may enter a URL or description of that resource.

Additional Refinements
Keywords
Add additional information for your submission. Press 'enter' after each term.

Deutsch
Español (España)
Français (Canada)
Italiano

Supporting Agencies
Add additional information for your submission. Press 'enter' after each term.

| |
| --- |
| Deutsch |
| Español (España) |
| Français (Canada) |
| Italiano |

**References**

Save and continue · Cancel

8. Once you click on the "Save and continue" button, you will be in **Step Five**: Confirming the Submission. If you wish to verify your article, click on the title. Then, click on "Finish Submission". Once you have confirmed your submission, your article will be received by the editorial board and moved to the review process. While it is being revised, you will not be able to make any changes.
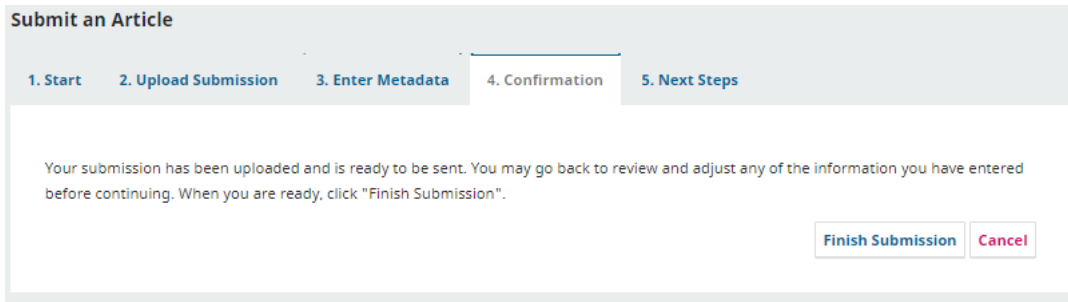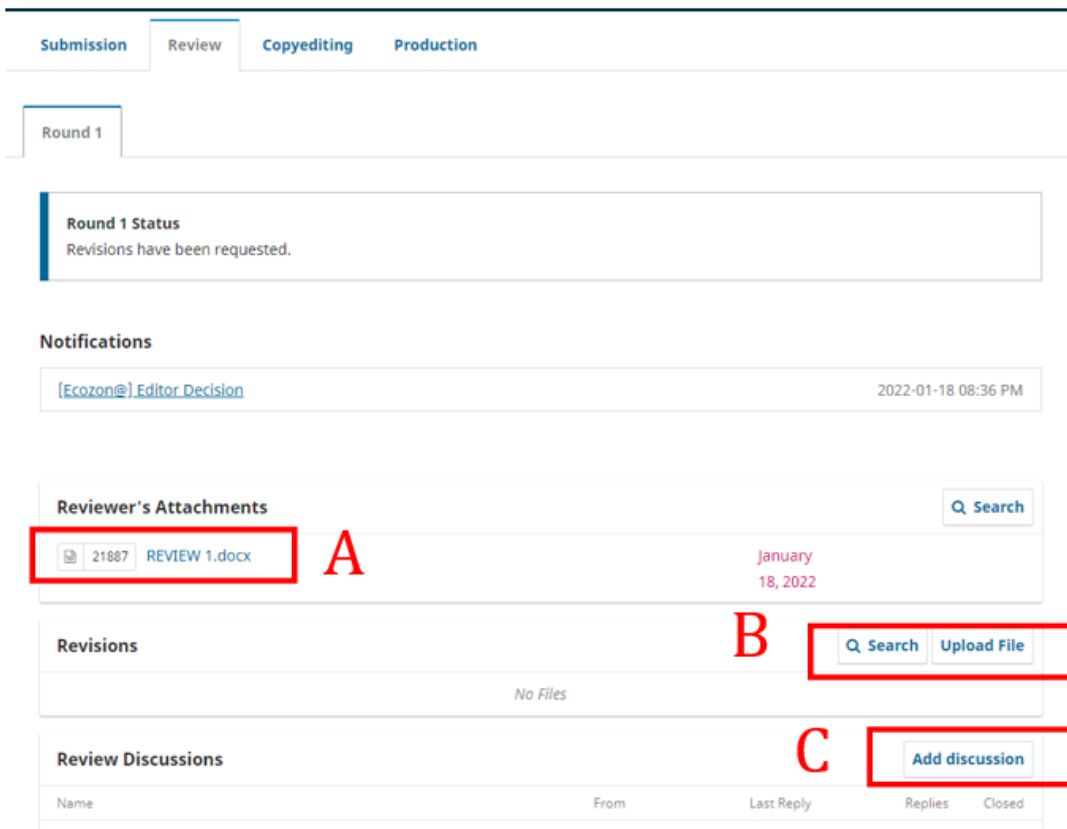
9. Once you click on "Finish Submission" your manuscript will be submitted.
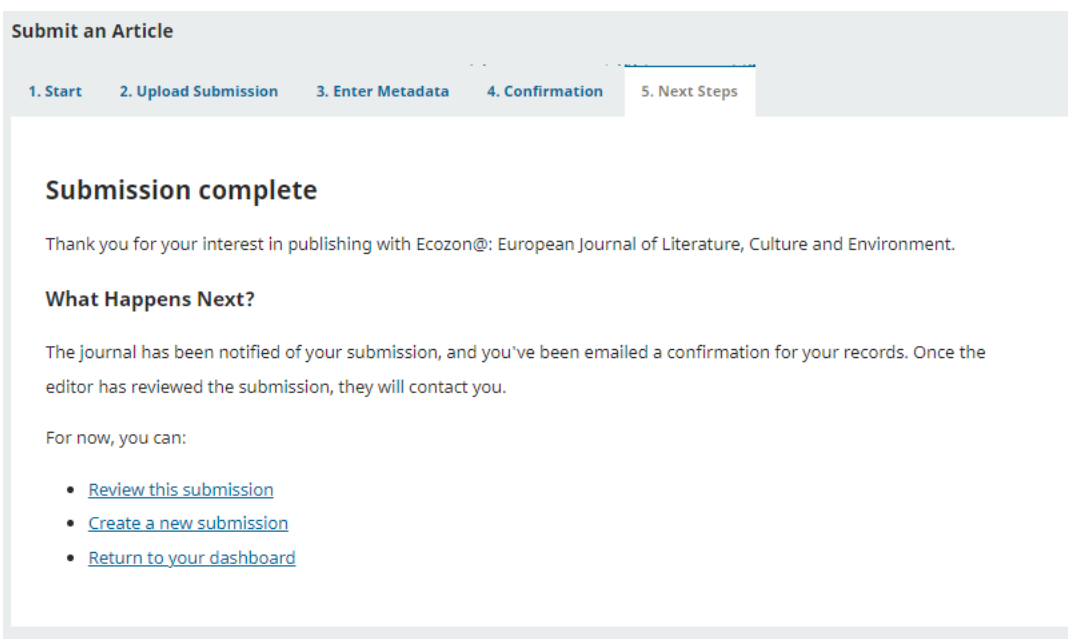
10. **After you submit your manuscript**, the peer review process will begin. When the first round of reviews is done, you will receive a notification from the editor with the decision regarding your submission and the suggestions of the reviewers. By clicking on MY QUEUE, you can see your original manuscript and its status.
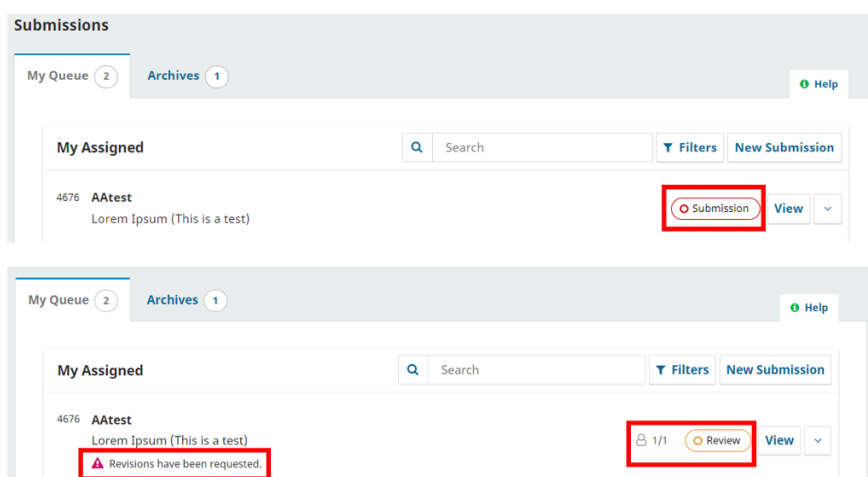
11. Once you click on the status, you will be redirected to a different window containing the information from the peer review. Here you can download the uploaded files by the reviewers by clicking on the name of the files (A). YOU CAN ALSO UPLOAD A REVISED VERSION OF YOUR MANUSCRIPT BY CLICKING ON THE "UPLOAD FILE" (B) IN THE REVISIONS SECTION AND ADD A DISCUSSION WHERE YOU CAN INCLUDE THE EDITOR AND THE GUEST/SECTION EDITORS (C)

12. The file you upload will appear in the review homepage. You will be able to open, download, or delete it.

13. This file with your revised version will be used by the editors to begin a new round of reviews (if needed) or to be checked and accepted.

14. If your contribution is accepted, you will receive an email confirming so. You will be emailed again during the editing process for the galley proof.