



INSTRUCTIONS TO UPLOAD SUBMISSION

INNOVA Research Journal makes available to authors, readers and/or external reviewers the following manual describing the steps to follow for user registration and article submission through the journal's OJS platform.

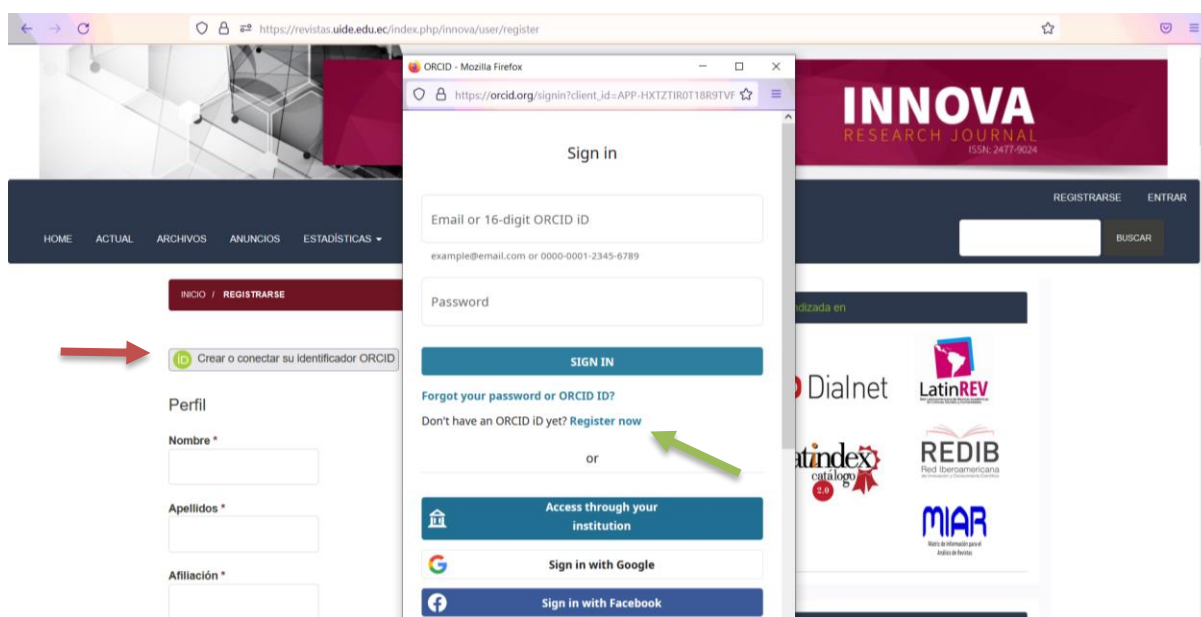
1. OJS USER REGISTRATION

All authors who are participating in the article must have a registered user in the journal, only one of the authors must upload the article for evaluation. The external reviewers should also register your user name to assign articles. Readers do not need to create a user name because the journal is open access.

Enter the following link register your user
[Register | INNOVA Reseach Journal \(uide.edu.ec\)](https://revistas.uide.edu.ec/index.php/innova/user/register)

The author has two options to register as detailed below:

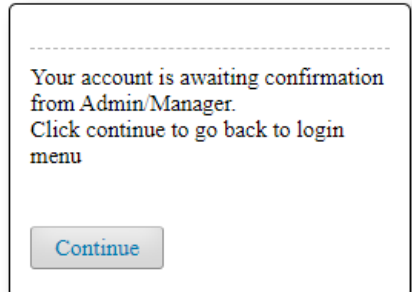
OPTION 1 (RECOMMENDED): Click on the "Create or connect your ID ORCID". Enter your ORCID data. If you do not have an account, register at www.orcid.org or as indicated by the green arrow in the image.



OPTION 2: register your profile data as requested on the form. Enter the full name of the Institutional Affiliation. If you do not represent a specific one, enter “Independent Consultant” followed by the country of origin. Remember to approve the **Privacy Policy** and click on **REGISTER**.

After completing your user registration, a **Registration Complete** message will appear. Go to the **EDIT MY PROFILE** option, find the TASKS option, select the **AUTHOR** option and then **SAVE**.

A message will appear indicating that your account is awaiting authorization from the Administrator. Please wait for authorization within one business day. You will receive a confirmation message indicating that the registration process is complete.

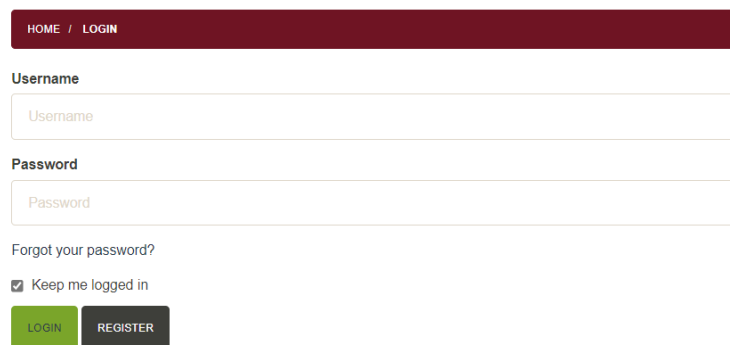


2. UPLOAD ARTICLE FOR EVALUATION

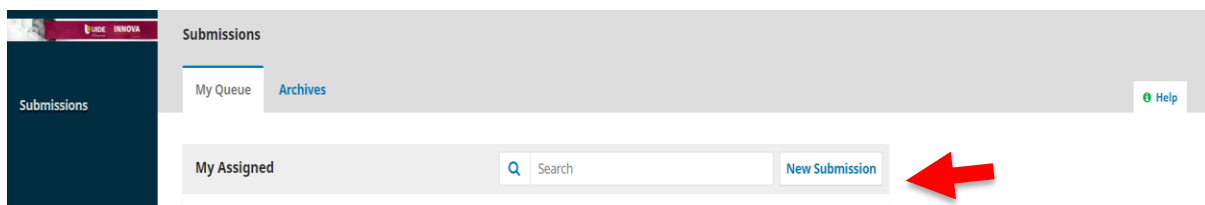
Login to the platform with your registered user.

<https://revistas.uide.edu.ec/index.php/innova/login>

If you do not remember your password, click on **Forgot your password?**

A screenshot of a login form. At the top is a dark red header with "HOME / LOGIN". Below it are two input fields: "Username" and "Password". There is a link "Forgot your password?" and a checked checkbox "Keep me logged in". At the bottom are two buttons: "LOGIN" (green) and "REGISTER" (dark grey).

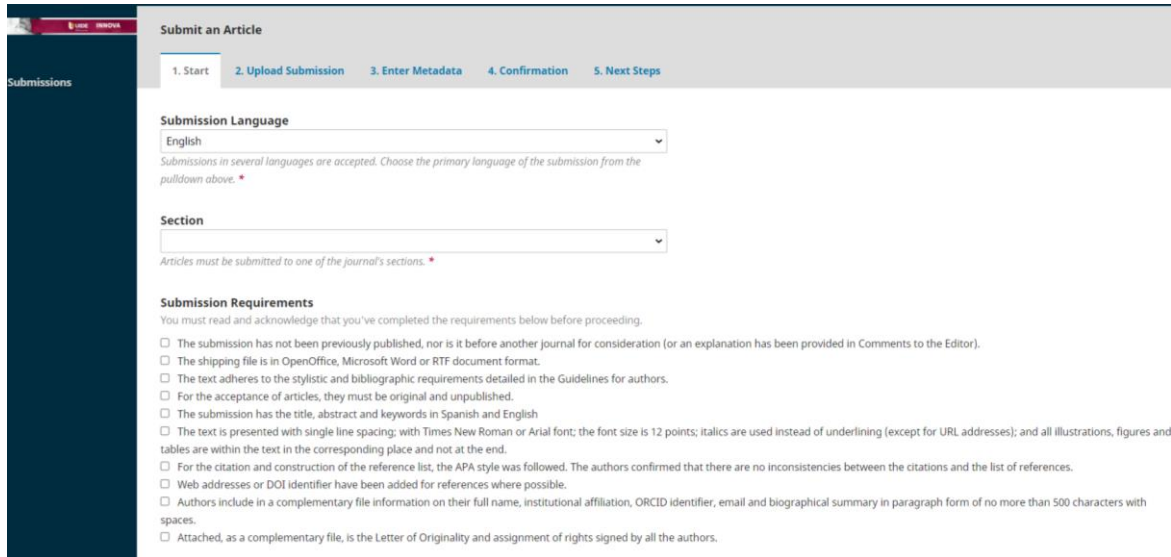
When you log in to your OJS account, select the **"NEW SUBMISSION"**.



The following image will appear where you must follow the five steps described in the tabs: 1) Start; 2) Upload Submission; 3) Enter metadata; 4) Confirmation; 5) Next steps.

1) Start

Please review the submission requirements and make sure your item complies all of the topics outlined.



Submit an Article

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

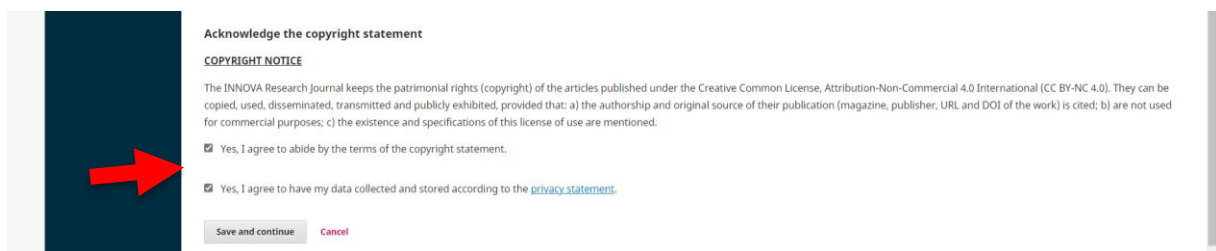
Submission Language
 English
*Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. **

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.

- 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 shipping file is in OpenOffice, Microsoft Word or RTF document format.
- The text adheres to the stylistic and bibliographic requirements detailed in the Guidelines for authors.
- For the acceptance of articles, they must be original and unpublished.
- The submission has the title, abstract and keywords in Spanish and English
- The text is presented with single line spacing; with Times New Roman or Arial font; the font size is 12 points; italics are used instead of underlining (except for URL addresses); and all illustrations, figures and tables are within the text in the corresponding place and not at the end.
- For the citation and construction of the reference list, the APA style was followed. The authors confirmed that there are no inconsistencies between the citations and the list of references.
- Web addresses or DOI identifier have been added for references where possible.
- Authors include in a complementary file information on their full name, institutional affiliation, ORCID identifier, email and biographical summary in paragraph form of no more than 500 characters with spaces.
- Attached, as a complementary file, is the Letter of Originality and assignment of rights signed by all the authors.

At the end of the page, read the "Copyright Statement" and check the options provided. After that, select "Save and Continue"



Acknowledge the copyright statement

COPYRIGHT NOTICE

The INNOVA Research Journal keeps the patrimonial rights (copyright) of the articles published under the Creative Common License, Attribution-Non-Commercial 4.0 International (CC BY-NC 4.0). They can be copied, used, disseminated, transmitted and publicly exhibited, provided that: a) the authorship and original source of their publication (magazine, publisher, URL and DOI of the work) is cited; b) are not used for commercial purposes; c) the existence and specifications of this license of use are mentioned.

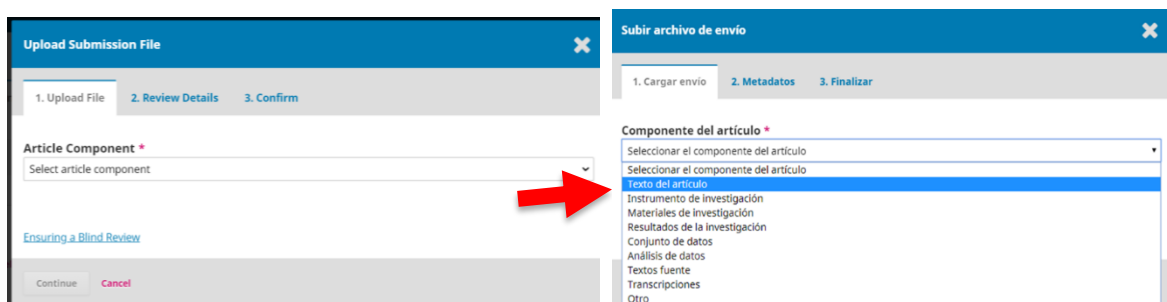
- Yes, I agree to abide by the terms of the copyright statement.
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue Cancel

2) Upload Submission

In this section you can upload the requested files: 1) Article; 2) Biography; 3) Originality statement and copyright.

The following image will appear, select the option "Article text"



Upload Submission File

1. Upload File 2. Review Details 3. Confirm

Article Component *
 Select article component

Ensuring a Blind Review

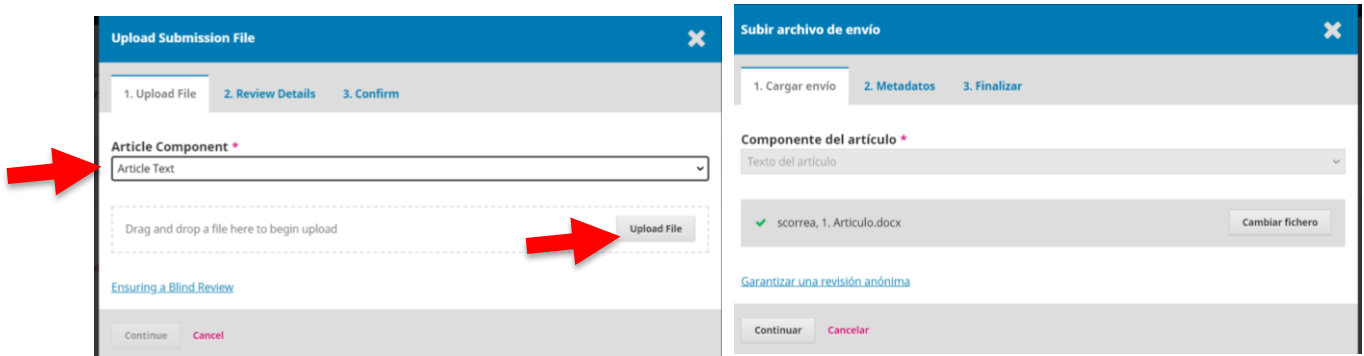
Continue Cancel

Subir archivo de envío

1. Cargar envío 2. Metadatos 3. Finalizar

Componente del artículo *
 Seleccionar el componente del artículo
 Seleccionar el componente del artículo
 Texto del artículo
 Instrumento de investigación
 Materiales de Investigación
 Resultados de la Investigación
 Conjunto de datos
 Análisis de datos
 Textos fuente
 Transcripciones
 Otro

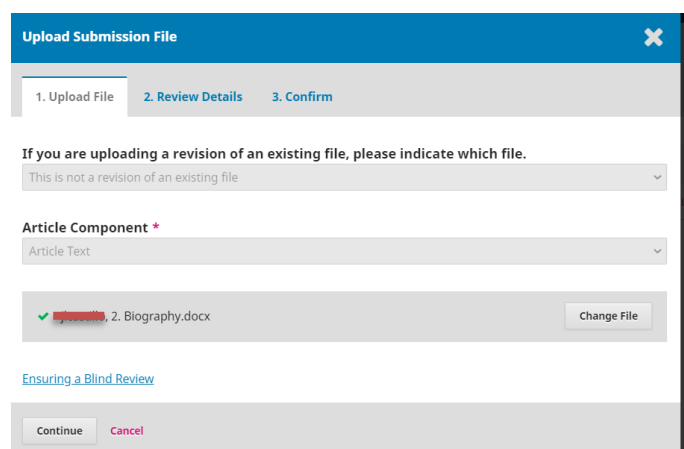
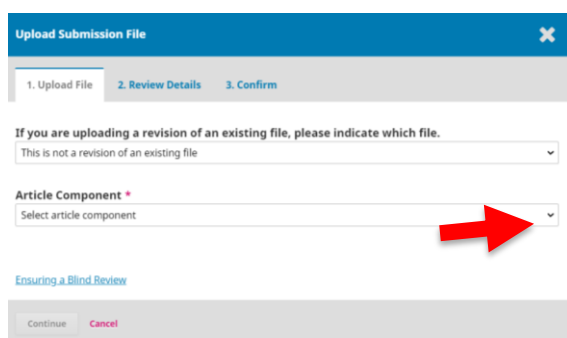
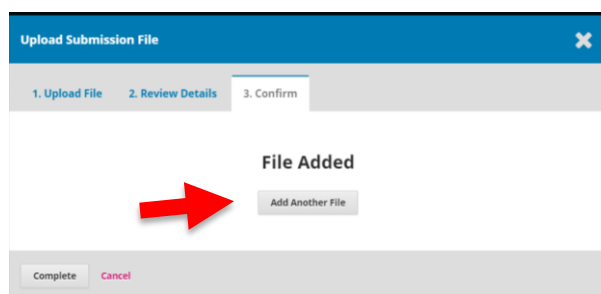
To upload the file, you can select the Upload file option or Drag the document directly, then click continue.



UPLOAD BIOGRAPHY AND ORIGINALITY STATEMENT

This option will indicate that the first file has been added. To upload the following documents, you will choose the option “**Add another File**”, in which you will return to the home tab and select ARTICLE TEXT to proceed to upload the **Biography**.

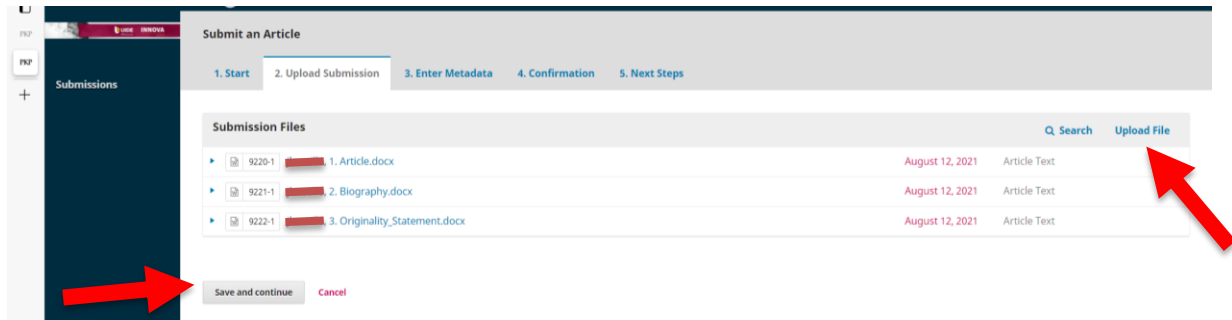
Repeat the same procedure to upload the Originality Statement and Copyright.



Finally, you will get to point “3. Finish” where you must click on **COMPLETE**.

Confirm that the three requested files appear, according to the image. If you were unable to upload a file, you can click Upload file and continue with the process described on the previous page.

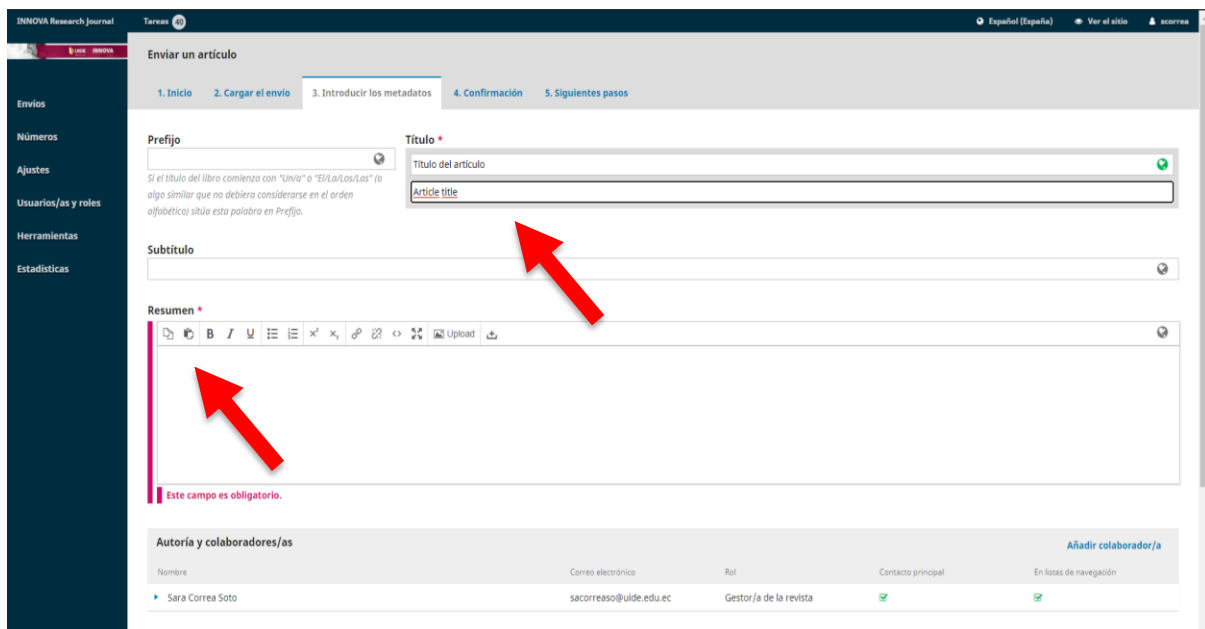
To finish option # 2, click on SAVE AND CONTINUE



3) Enter metadata

3.1 Adding titles and abstracts

Enter the title in Spanish and English language (write it down in sentence type format). Then complete the abstract in Spanish and English language (maximum length 250 words).

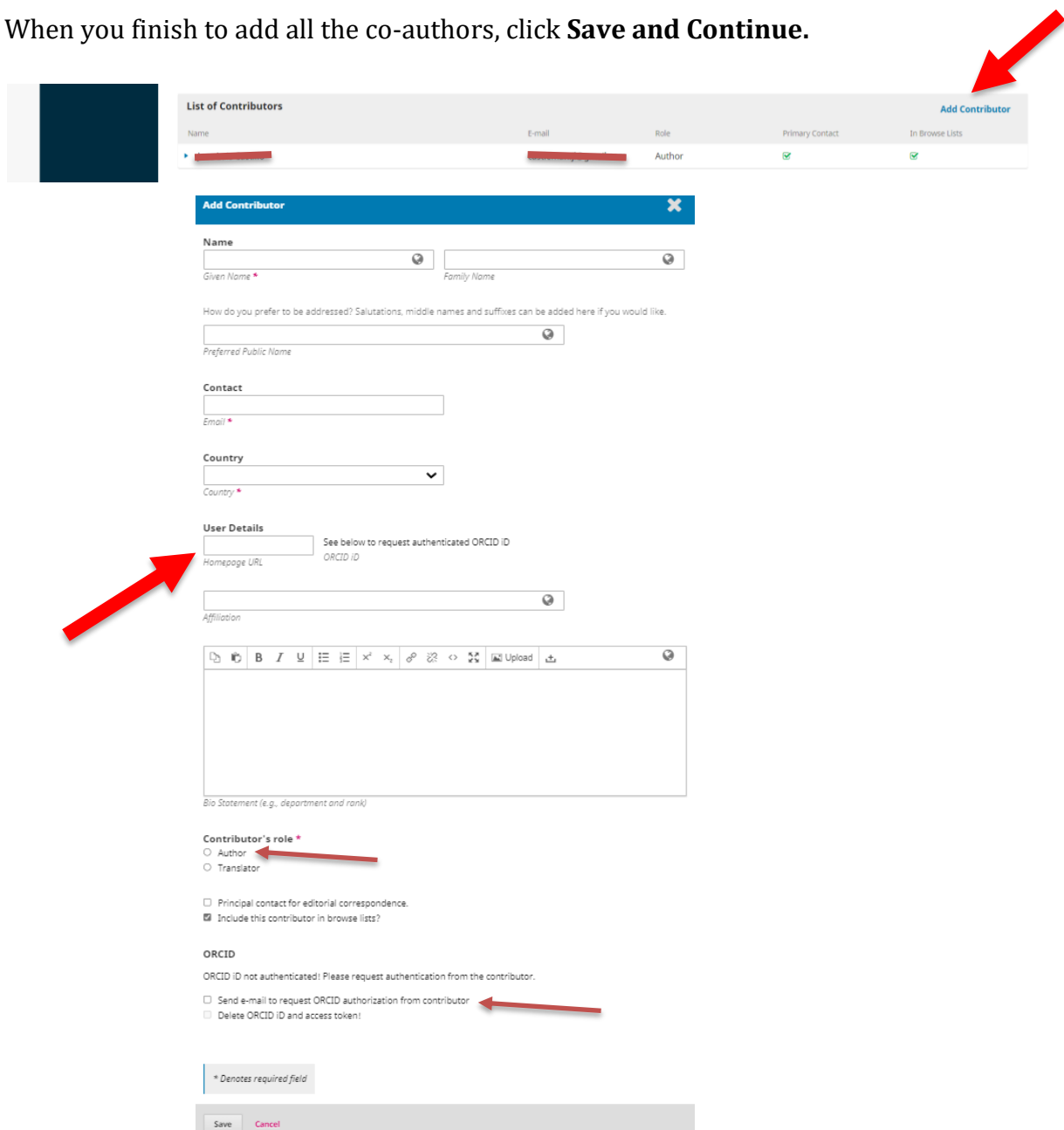


3.2 Include co-authors

Confirm the name of the author who submit the article. To add co-authors, you must select the option **“Add Contributor”**. Fill in the fields set (full name, email, country, link the ORCID identifier, to affiliation or institution to which it belongs and biography of the author of maximum 500 characters with spaces, if available).

It is important to add the ORCID identifier, at the bottom of the page, select the option **“Send email to request ORCID authorization from contributor”**. An email will be sent to the co-author to validate their ORCID username.

When you finish to add all the co-authors, click **Save and Continue**.



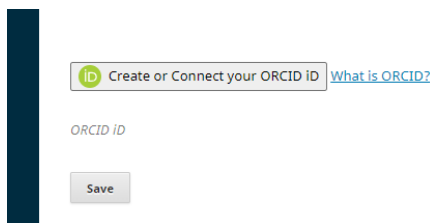
The screenshot shows the 'Add Contributor' form in OJS. At the top right, a red arrow points to the 'Add Contributor' button. Below the 'List of Contributors' table, the form fields are as follows:

- Name:** Two text boxes for 'Given Name' and 'Family Name'.
- Preferred Public Name:** A text box with a dropdown arrow.
- Contact:** A text box for 'Email'.
- Country:** A dropdown menu.
- User Details:** A text box for 'Homepage URL' and a text box for 'ORCID ID' with a note 'See below to request authenticated ORCID ID'.
- Affiliation:** A text box with a dropdown arrow.
- Bio Statement:** A rich text editor with a toolbar and a note '(e.g., department and rank)'.
- Contributor's role:** Radio buttons for 'Author' and 'Translator'. A red arrow points to the 'Author' option.
- Checkboxes:** 'Principal contact for editorial correspondence' (unchecked) and 'Include this contributor in browse lists?' (checked).
- ORCID:** A note 'ORCID ID not authenticated! Please request authentication from the contributor.' and two checkboxes: 'Send e-mail to request ORCID authorization from contributor' (checked, with a red arrow) and 'Delete ORCID ID and access token!' (unchecked).
- Footer:** A note '* Denotes required field' and 'Save' and 'Cancel' buttons.

ORCID Registration

The authors can authenticate and register the ORCID code in INNOVA Research Journal in two ways:

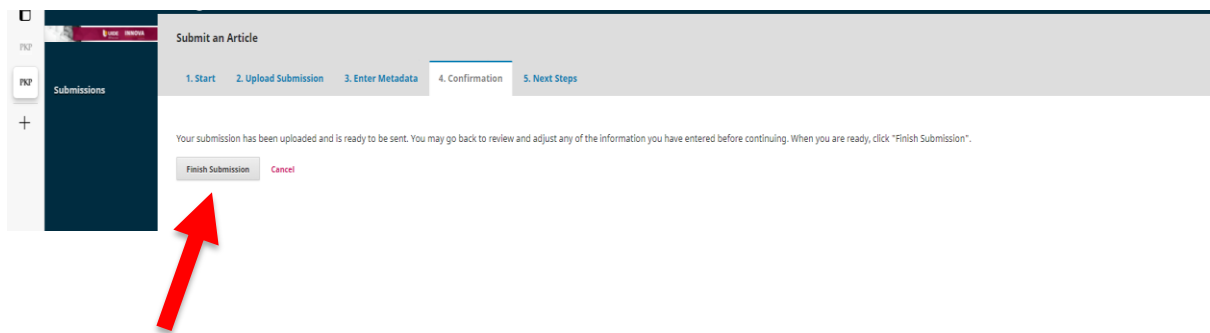
- 1) When registering your user (see first section of the document).
- 2) In the Profile section. If the author did not authenticate the ORCID when he registered his user, they can go to the user's Profile and select the Public tab. At the end of the section, click on the ORCID button and authorize the registration. Don't forget to Save the changes.



4) Confirmation

At this stage of submission, the author must be sure that they have uploaded the three requested files and filled in the metadata. Before finalizing the submission, you can go back and verify this information.

If you are sure of what you added, click on **FINISH SUBMIT** and the article will be uploaded and the editor will have access to this information.



If you have any questions, you can contact us at the email innova@uide.edu.ec