

Guide for online submission

Open Journal Systems (OJS)

The editorial office of the journal of educational migration research uses the online editorial system OJS. Therefore, we would like to ask you to upload your contributions (the exposé as well as the finished manuscript) to this platform. In this way you can see for yourself in which phase your contribution is in, and you have the possibility to stay in contact with the editors. This short guide aims to help you to find your way around the system.

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Registration

The online editorial system is provided by the publisher Barbara Budrich. First register at <https://www.budrich-journals.de/index.php/zem/user/register> please.

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The username must contain only lowercase letters, numbers, and hyphens/underscores.

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When filling out the registration form, please make sure that you register as an author and check the corresponding box.

Country

Bio Statement
(E.g., department and rank)

Confirmation

Working Languages

Register as

Cookie

☐ Send me a confirmation email including my username and password

☐ Deutsch

☐ English

☒ Reader: Notified by email on publication of an issue of the journal.

☒ Author: Able to submit items to the journal.

☐ I agree that my data will be stored and processed.

☐ Ich bin kein Roboter. reCAPTCHA
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* Denotes required field

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ID	MM-DD Submit	Sec	Authors	Title	Status
37437	07-08	ART			Awaiting assignment
36344	12-04	ART			In Review

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Please follow the five steps below to submit a contribution:

Step 1: Starting the submission

To submit, you enter the data in the input mask, confirm the checklist and finish this action by clicking on "save and continue".

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Step 1. Starting the Submission

1. Start 2. Upload Submission 3. Enter Metadata 4. Upload Supplementary Files 5. Confirmation

Encountering difficulties? Contact [Josef Esser](#) for assistance ((+49) (0)2171 79491 50).

Submission Language

This journal accepts submissions in several languages. Choose the primary language of the submission from the pulldown below.

Language * English ▼

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- ☐ **Guide to Online Submission:**
A guide to submitting manuscripts online via Open Journal Systems (OJS) can be downloaded as a PDF [here](#).
- ☐ **Manuscript Instructions:**
Detailed manuscript instructions for authors can be downloaded [here](#).
- ☐ **Permanent Call for Papers:**
In addition to the thematic foci in each issue of ZeM, there is an open section in which non-thematic contributions relevant to migration research in educational science are also published. International contributions and/or contributions written in English as well as contributions from neighboring disciplines are especially welcome here. Submissions for these open parts are possible at any time. The permanent call for papers can be found [here](#)

Step 2: Uploading the submission

To upload, use the "Select file button" to select the desired file on your hard disk. It is important that you click on "Upload" before saving and continuing. If the upload was successful, the contribution file will appear under a corresponding file name.

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Step 2. Uploading the Submission

1. Start **2. Upload Submission** 3. Enter Metadata 4. Upload Supplementary Files 5. Confirmation

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Josef Esser](#) for assistance ((+49) (0)2171 79491 50).

Submission File

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Upload submission file

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Submission File

File Name

37437-39524-1-SM.docx

Original file name
210708 Guide for online submission.docx

File Size
127KB

Date uploaded
2021-07-08 01:58 PM

Replace submission file

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Upload

Save and continue
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Step 3: Entering the submission's metadata

In the next step you will be asked to enter metadata. This includes your personal data as well as an abstract. Please do **not** fill in the other fields about your curriculum vitae and institutions or organizations you may have supported.

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Step 3. Entering the Submission's Metadata

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Form Language

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To enter the information below in additional languages, first select the language.

Authors

First Name *

Middle Name

Last Name *

Email *

URL

Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

Bio Statement

(E.g., department and rank)

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Step 4: Uploading supplementary files

Here you are offered the possibility to upload additional data material (e.g. pictures or graphics). This step is optional.

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This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	Title	Original file name	Date uploaded	Action
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Step 5: Confirming the submission

This final step completes the upload of the submission. Here you will see your uploaded files. Afterwards, you can also view your submissions.



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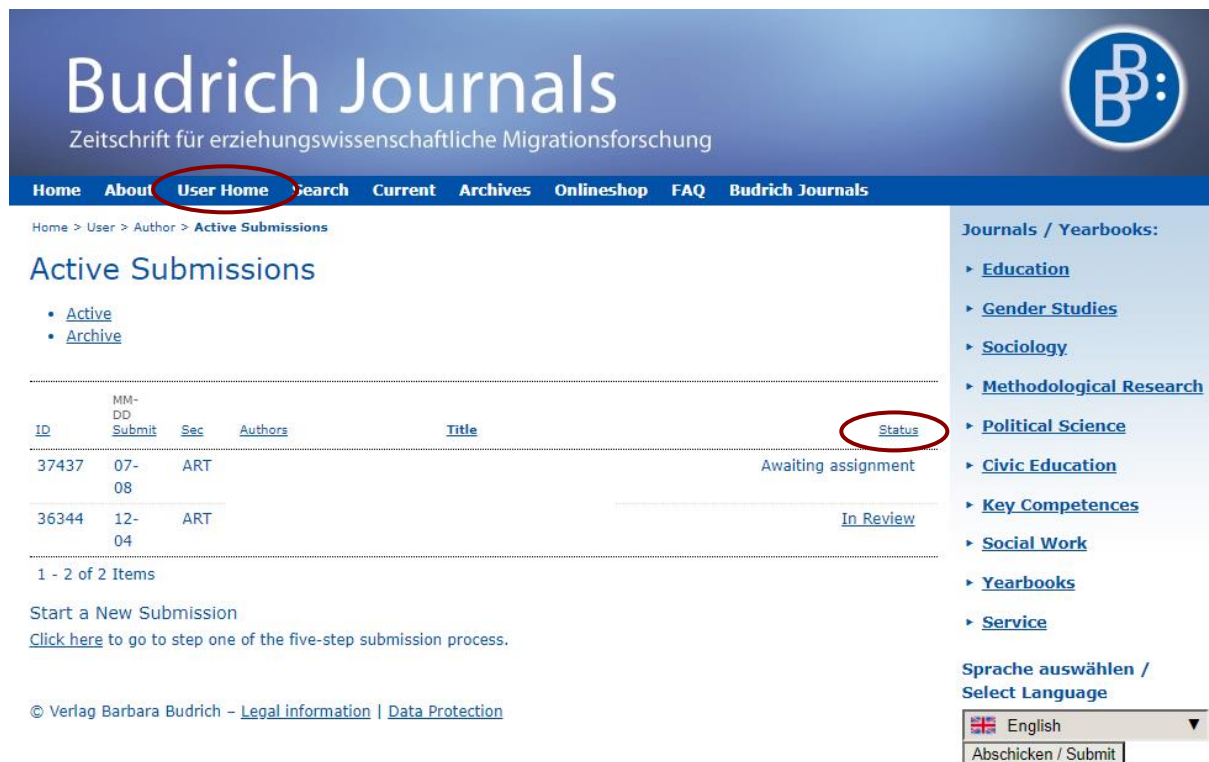
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Notice:

The "Guide for Online Submission" was created based on the "Leitfaden Online-Redaktion GENDER" and adapted accordingly for "Zeitschrift für erziehungswissenschaftliche Migrationsforschung (ZeM)".