HOW TO MAKE A NEW SUBMISSION

Journal of Law and Emerging Technologies
FIRST STEP:

After logging in the site, click on the Submission button.
SECOND STEP: This page shows you the newly added submissions and published ones.

From this tab, you can see what you have published before.

Make a new submission.

Here, your recently added submission will appear as you will see by the end of the guide.
THIRD STEP:

Choose your submission’s language.

And choose the relevant section (Research and Studies, Cases Commentary, Book Reviews, Conferences and Seminars Reports).

Then, choose the relevant category to your submission, knowing that it could be classified by more than one category.
**FOURTH STEP:**

**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 submission file is in Microsoft Word file format, Font type Simplified Arabic.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 14-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.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

**Comments for the Editor**

You can leave notes to the editor if you want as an image or a message with the ability to control from this menu.

- Yes, I agree to have my data collected and stored according to the privacy statement.
FIFTH STEP:

Upload 2 files

1. A file that contains everything except the author’s data, with all metadata erased, as will be mentioned later

2. A cover containing the author’s data
SIXTH STEP:

Write a summary of no more than 300 words in both Arabic and English

Name the main title and when you click on the title box, two boxes will appear, please fill the title in both Arabic and English

Name the subtitle if any

Here the list of editors appears, and you can edit your name or add a co-editor
SEVENTH STEP:

You can fill in as many as you like from this metadata, but the most important are the keywords (in both Arabic and English) and the list of references.
EIGHTH STEP: Now that you have filled out all the data, you can go back by clicking on any tab to modify any of the previous data or finish submission.
NINTH STEP: Now that you have filled out all the data, you can go back by clicking on any tab to modify any of the previous data or finish submission.
TENTH STEP: You can follow up with the reviewers’ decisions and communicate with the editors from this page by adding new discussions.

Your submission will show up here

Pre-Review Discussions
Name From Last Reply Replies Closed

Add discussion

Note here that 2 files are were added as explained previously
1. Author’s cover
2. A file containing the text without identifying the Author
ELEVENTH STEP: From the Review Tab, you can receive the amendments you need to modify on your submission.

Add new discussion or newly amended file from here.
HOW TO ENSURE ALL FILES ARE ANONYMIZED

To ensure the integrity of anonymous peer-review, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:

• The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc.

• The authors of the document have removed personal information from the file properties by taking the following steps:

**Microsoft Word for Windows:**
- Go to File
- Select Info
- Click on Check for Issues
- Click on Inspect Document
- In the Document Inspector dialog box, select the check boxes to choose the type of hidden content that you want inspected.
- Click Remove All
- Click Close
- Save the document

**Microsoft Word for MacOS:**
- Go to Tools
- Click Protect Document
- Select Remove personal information for this file on save
- Click OK and save the file

**PDF:**
- Go to File
- Select Properties
- Remove any name in the author field
- Click OK
- Save the document

For more info or inquiry, please have a look the [Open Journal Systems Guidelines](https://www.openjournalsystems.org/guidelines) or contact us on jolets@bue.edu.eg
THANK YOU