



THE BRITISH UNIVERSITY IN EGYPT

**JOLETS**

Journal of Law and Emerging Technologies

# HOW TO MAKE A NEW SUBMISSION

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Journal of Law and Emerging Technologies



Click on the "Submit an Article" button below or Submissions from the top of the page

# 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

Submissions

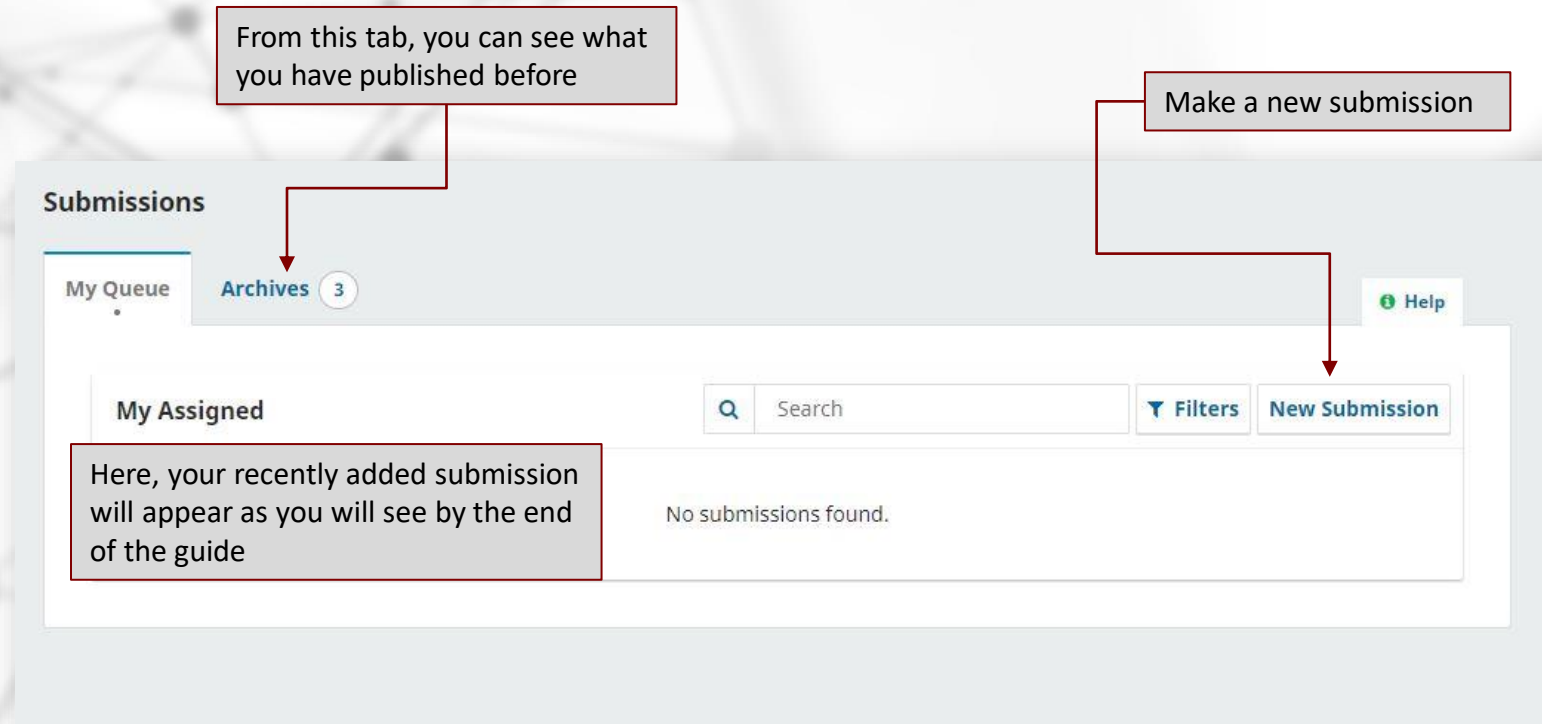
My Queue Archives 3 Help

My Assigned

Search Filters New Submission

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

No submissions found.

The image shows a screenshot of a web application's 'Submissions' page. At the top, there's a header with 'Submissions' and two tabs: 'My Queue' and 'Archives' (which has a '3' next to it). A red arrow points from the text 'From this tab, you can see what you have published before' to the 'Archives' tab. Below the tabs, there's a section titled 'My Assigned'. To the right of this title are three buttons: a search button with a magnifying glass icon, a 'Filters' button with a funnel icon, and a 'New Submission' button. A red arrow points from the text 'Make a new submission' to the 'New Submission' button. Below these buttons, there's a large white box containing the text 'No submissions found.' To the left of this box, a red arrow points from the text 'Here, your recently added submission will appear as you will see by the end of the guide' to the box. In the top right corner of the page, there is a 'Help' button with an information icon.

# THIRD STEP:

## 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

Research and Studies ▼

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

### Categories

- ☐ Artificial Intelligence
- ☐ Biotechnology
- ☐ E-Justice
- ☐ Digital Economy
- ☐ Space Law
- ☒ Cyber Security
- ☐ Personal Data Protection

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

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, source code, list, image, and insert. Below the toolbar is a large text area for comments.

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](#).

Save and continue

Cancel

You must agree to all terms and privacy statement



# FIFTH STEP:

**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

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:

**Submit an Article**

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

**Prefix**  **Title \***

Examples: A, The

**Subtitle**

**Abstract \***

The abstract must be 300 words or less.

Words: 0   POWERED BY TINY

**List of Contributors** [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
<input type="text"/>	<input type="text"/>	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Submission Metadata**

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

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

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

# SEVENTH STEP:

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

**Coverage Information**

**Type**

The submission type is usually one of 'image', 'text', or other multimedia types including 'software' or 'interactive'. Please choose the one most relevant for your submission. Examples may be found at <http://dublincore.org/documents/2001/04/12/usageguide/generic.shtml#type>

**Source**

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

**Rights**

If you wish, you may enter a brief statement about the access rights held in or over this submission.

**Additional Refinements**

**Subjects**  
Add additional information for your submission. Press 'enter' after each term.

**Disciplines**  
Add additional information for your submission. Press 'enter' after each term.

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

**References**

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

**Submit an Article**

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission

Cancel

## 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

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Submissions

My Queue 1

Archives 3

My Assigned

Q Search

Y Filters

New Submission

BO

Submission

View

Click on view to see the details of the submission, follow up on the procedures, and any other discussions with the Section Editor

Click on view to see the details of the submission, follow up on the review procedures, and any other discussions with the Section Editor

# TENTH STEP:

You can follow up with the reviewers' decisions and communicate with the editors from this page by adding new discussions.

The screenshot displays the 'Publication' workflow page. At the top, there are tabs for 'Workflow' and 'Publication'. Below these, there are sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. A red box with the text 'Your submission will show up here' has an arrow pointing to the 'Submission Files' section. The 'Submission Files' section contains a table with two rows of files. The first row is labeled '321' and the second row is labeled '333'. To the right of the table, there is a 'Search' button and a 'Download All Files' button. Below the 'Submission Files' section, there is a 'Pre-Review Discussions' section. A red box with the text 'You can add new discussion from here' has an arrow pointing to the 'Add discussion' button. The 'Pre-Review Discussions' section contains a table with columns for 'Name', 'From', 'Last Reply', 'Replies', and 'Closed'. The table is currently empty, with the text 'No Items' displayed below it.

**Workflow** **Publication**

**Submission** **Review** **Copyediting** **Production**

Your submission will show up here

**Submission Files** [Search](#)

▶		321			Research cover (including the researcher's name and his degree or job).
▶		333			Article Text (without indicating the researcher's identity)

[Download All Files](#)

**Pre-Review Discussions**

You can add new discussion from here

[Add discussion](#)

Name	From	Last Reply	Replies	Closed
No Items				

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.

Workflow

Publication

Submission

Review

Copyediting

Production

Round 1

Round 2

Round 1 Status

New reviews have been submitted and are being considered by the editor.

Review Discussions

Add new discussion or newly amended file from here

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

# 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

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For more info or inquiry, please have a look the [Open Journal Systems Guidelines](#) or contact us on [jolets@bue.edu.eg](mailto:jolets@bue.edu.eg)



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**THANK YOU**