

IJCLCLP OJS: Author

Please make sure you have registered as **author** before submitting.

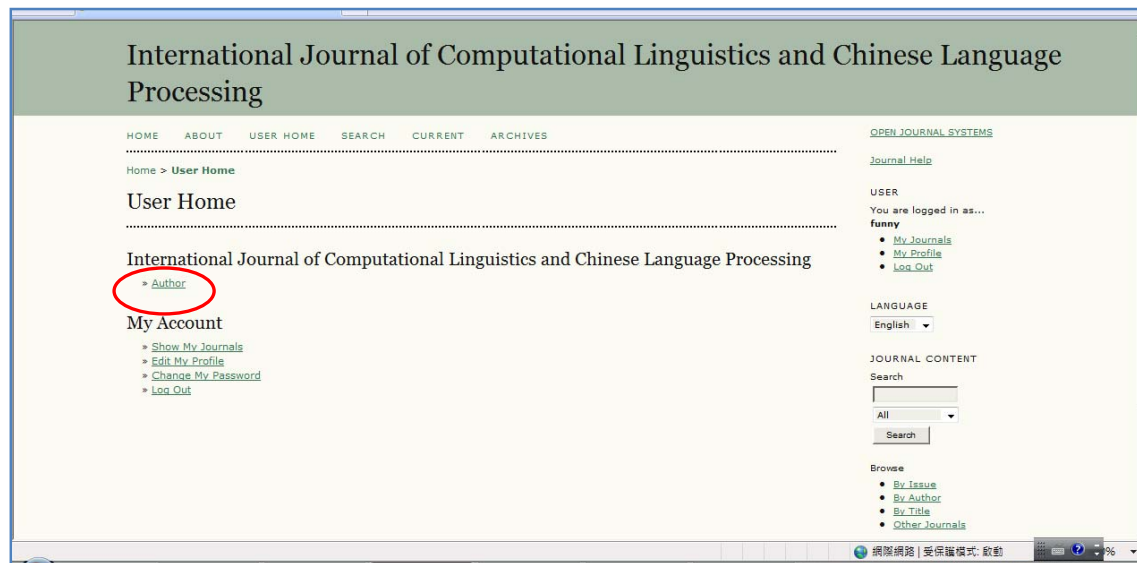
Authors are able to register and submit items to the journal directly through the journal's web site. The Author is asked to upload the item, as well as provide metadata or indexing information associated with the item, to improve the search capacity for research online and for this journal.

The Author is also able to accompany an item with Supplementary Files in the form of data sets, research instruments, or source texts that will enrich the item, as well as contribute to more open and robust forms of research and scholarship.

The Author is able to track the submission through the editorial process - as well as participate in the copyediting and proofreading of submissions accepted for publication - by logging in, and using the username and password provided.


Getting Started:

- ⦿ Log in to your OJS account.
- ⦿ Select your role as 'Author':



Submitting Articles:

Step 1: Start the submission process by selecting the “Click here” link at the bottom of the page:



Home > User > Author > **Active Submissions**

Active Submissions

ACTIVE ARCHIVE

MM-DD	ID	SUBMIT	SEC	AUTHORS	TITLE	STATUS
<i>No Submissions</i>						

Start a New Submission
[CLICK HERE](#) to go to step one of the five-step submission process.

1. Select which section you feel is most appropriate for your article from the drop-down menu:



International Journal of Computational Linguistics and Chinese Language Processing

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES OPEN JOURNAL SYSTEMS

Home > User > Author > Submissions > **New Submission**

Step 1. Starting the Submission

1. **START** 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Abbiv Ho](#) for assistance (886-2-27883799 ext. 1502).

Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About](#) the Journal).

Section* Please select a section...

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).

The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been

USER
You are logged in as...
funny
• [My Journals](#)
• [My Profile](#)
• [Log Out](#)

LANGUAGE
English

JOURNAL CONTENT
Search
All
Search

Browse
• [By Issue](#)
• [By Author](#)
• [By Title](#)
• [Other Journals](#)

2. Confirm each item in the Submission Checklist is correct and check each box:

Select the appropriate section for this submission (see Sections and Policies in [About](#) the Journal).

Section*

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).

- 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 or PDF document file format.
- Authors should not be added.
- The text is double-spaced; 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.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in [About the Journal](#).

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JOURNAL CONTENT
Search

All
Search

Browse
• [By Issue](#)
• [By Author](#)
• [By Title](#)
• [Other Journals](#)

FONT SIZE
A A A

INFORMATION
• [For Readers](#)
• [For Authors](#)
• [For Librarians](#)

3. Optionally, you may add any comments you wish to send to the editor:

Comments for the Editor

Enter text (optional)

B *I* U

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- 1

[Link](#) [Unlink](#) ? HTML

4. Select "Save and continue".

Step 2: Enter the submission's metadata.

1. Complete the author details. All fields marked with an asterisk are required. If there are multiple authors, use the "Add Author" button to bring up additional fields.
2. Add the title and abstract, in multiple languages if appropriate
3. Complete the indexing
4. Enter the names of any supporting agencies
5. Select "Save and continue".

Step 3: Upload the submission.

1. Click Browse to open 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".

Step 4: Upload supplementary files(optional).

Step 5: Confirming the submission.

With the previous four steps of the submission process completed, click "Finish Submission" to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the editorial process by logging in to the journal web site.

OJS in

Each time you log in, you will be presented with a list of all of your outstanding submissions, including their status.

The screenshot displays the user interface of the journal's submission system. The main heading is "International Journal of Computational Linguistics and Chinese Language Processing". The navigation menu includes "HOME", "ABOUT", "USER HOME", "SEARCH", "CURRENT", and "ARCHIVES". The current page is "Active Submissions", with a breadcrumb trail: "Home > User > Author > Active Submissions".

Under "Active Submissions", there are tabs for "ACTIVE" and "ARCHIVE". A table lists the submission details:

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
6	03-21	NLP	lin, ho	CHINESE KNOWLEDGE INFORMATION PROCESSING	QUEUED FOR REVIEW

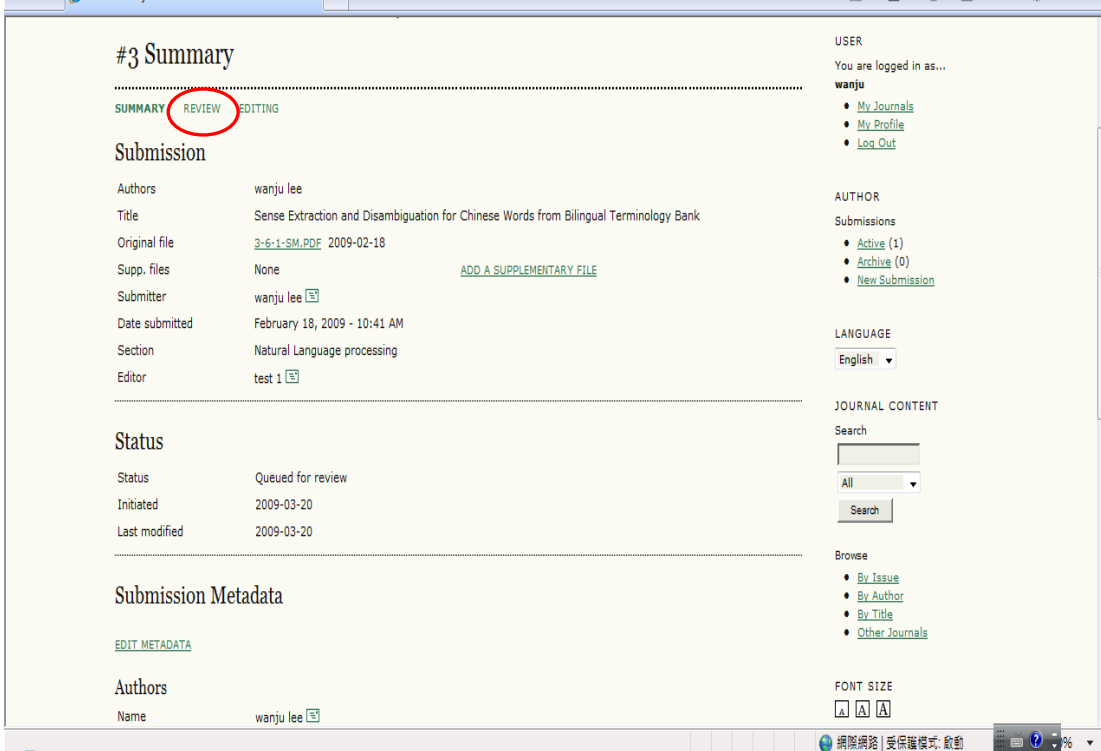
Below the table, it indicates "1 - 1 of 1 Items". There is a link "Start a New Submission" and a note: "CLICK HERE to go to step one of the five-step submission process." A tooltip for the word "home" is visible, showing its Chinese meanings: "home: 家庭; 故鄉; 原產地; 休息所; 根據地; 賓館院; 中要害的; 完全地; 家; 家園".

On the right side, there are sections for "OPEN JOURNAL SYSTEMS" (with "Journal Help"), "USER" (logged in as "funny" with links for "My Journals", "My Profile", and "Log Out"), "AUTHOR" (with links for "Submissions", "Active (1)", "Archive (0)", and "New Submission"), and "LANGUAGE" (set to "English"). At the bottom right, there is a "JOURNAL CONTENT" search box.

Articles may be listed as awaiting assignment to an editor, queued for editing, etc. Clicking on the article title link or the status link will provide further details.

Responding to Reviews

Log in to your account and click on the linked title of your submission. From the 'Summary' page, you will be able to review the fields you entered at the time of submission.



The screenshot shows a web interface for a journal submission. The main heading is "#3 Summary". Below it, there are three tabs: "SUMMARY", "REVIEW", and "EDITING". The "REVIEW" tab is highlighted with a red circle. The page is divided into several sections:

- Submission:** A table of submission details.

Authors	wanju lee
Title	Sense Extraction and Disambiguation for Chinese Words from Bilingual Terminology Bank
Original file	3-6-1-SM.PDF 2009-02-18
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	wanju lee ✉
Date submitted	February 18, 2009 - 10:41 AM
Section	Natural Language processing
Editor	test 1 ✉
- Status:** A table of submission status.

Status	Queued for review
Initiated	2009-03-20
Last modified	2009-03-20
- Submission Metadata:** A section with an [EDIT METADATA](#) link.
- Authors:** A table of author information.

Name	wanju lee ✉
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On the right side of the page, there are several utility sections:

- USER:** "You are logged in as... wanju" with links for [My Journals](#), [My Profile](#), and [Log Out](#).
- AUTHOR Submissions:** [Active \(1\)](#), [Archive \(0\)](#), and [New Submission](#).
- LANGUAGE:** A dropdown menu set to "English".
- JOURNAL CONTENT:** A search box with a dropdown menu set to "All" and a "Search" button.
- Browse:** Links for [By Issue](#), [By Author](#), [By Title](#), and [Other Journals](#).
- FONT SIZE:** Three icons for adjusting font size.

The browser's taskbar at the bottom shows the text "網際網路 | 受保護模式: 啟動" and a percentage icon.

Go to the "Review" section:

The screenshot displays a web interface for a journal submission system. The main content area is titled "#3 Review" and is divided into three sections: "Submission", "Peer Review", and "Editor Decision".

- Submission:** Shows the author as "wanju lee", the title as "Sense Extraction and Disambiguation for Chinese Words from Bilingual Terminology Bank", the section as "Natural Language processing", and the editor as "test 1".
- Peer Review:** Labeled "Round 1", it shows a review version "3-7-1-AV.PDF" from 2009-02-18, initiated on 2009-03-20, last modified on 2009-03-20, and no files uploaded.
- Editor Decision:** Shows a decision of "Revisions Required" from 2009-03-20. It includes a "Notify Editor" button with an envelope icon (circled in red), an "Editor/Author Email" link (circled in blue), an "Editor Version" of "3-11-1-ED.DOC" from 2009-03-20, and an "Author Version" of "None". There is an "Upload" button at the bottom.

On the right side, there are navigation menus for "USER" (logged in as wanju), "AUTHOR" (with links for My Journals, My Profile, and Log Out), "LANGUAGE" (set to English), "JOURNAL CONTENT" (with a search box), "Browse" (with links for By Issue, By Author, By Title, and Other Journals), and "FONT SIZE" (with icons for A, A, and A).

From here you can read the reviewer's version and the editor's version. Read or submit comments using the "Editor/Author" icon. (The red circle is the email that you can write and send to section editor; the blue circle is the sheet you use it to reply reviewers' comments.)

Use the file upload tool to submit any changes for your article.