

## JATSS – Article Submission and Metadata Guide for Authors

### 1. Introduction and Warnings

The information you enter during the submission process (title, abstract, keywords, author names, etc.) forms the metadata of your article. Therefore, you must fill in all fields carefully and accurately.

Only the first letters of author names and surnames should be capitalized (e.g., “Hasan Kaya”, “Ali Can Çelik”).

Institution information should be provided in the format: University, Faculty, Department, City/Country.

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### 2. Logging into the System

Go to your journal’s homepage. Click the “Login” button at the top right. If you do not have an account yet, you can create one by clicking the “Register” link.

#### Register

Click on the ‘**Create or Connect ORCID ID**’ button.”

Fill in the requested information in the form that opens, then click the ‘**Sign in to ORCID**’ button.”

Make sure that your user information is filled in completely and correctly.

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### 3. Starting the Article Submission

After logging in, click the “**Make a Submission**” button in your user panel to start the submission process.

Login→ Username→ Password

Submissions →New Submission→Submit an Article

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### 4. Submission Checklist

**Submission Requirements** You must read and acknowledge that you've completed the requirements below before proceeding.

- If you did not provide a phone number during registration, please enter and save one from the "Contact" tab of User Profile menu on the top right of your screen.
- Please enter and save your ORCID ID (<https://orcid.org/> .....)
- Please be sure to read the [Author Guidelines](#) before submitting your manuscript.
- The manuscript should not have been previously published or should not be submitted to any journal for review
- Manuscripts must be written in Microsoft Office Word 2007 or later
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

✓ After checking all the boxes, click the ‘**Save and Continue**’ button

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## 5. Uploading Files

At this step, you need to upload your article:

- Upload the article text file (must be in Word format and prepared according to the template. Also, ensure that the Author Information Form on the last page of the template is completely filled in before uploading your article).
- Upload supplementary files as well (Author Scoring Form, Copyright Transfer Agreement Form, bank receipt showing that the Article Application & Processing Fee and if necessary due to the content of your article, Ethics Committee Approval Form, Declaration Letter Sample in English).

Once all files are uploaded, click the “**Continue**” button to proceed.

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## 6. Entering Article and Author Information

✓ This step is very important!

Copy-pasting the required information from your manuscript, which is already prepared according to the template, will ensure correct formatting.

Enter the title and abstract of your article:

- If you are working in the English interface: first enter English, then Turkish.
- If you are working in the Turkish interface: first enter Turkish, then English.

Enter the keywords one by one. Press the “Enter” key after each keyword so that the system records them separately.

The information of the author logged into the system may have been automatically added to the author list. Ensure that this information (first name, last name, institution, country, email) is complete and correct.

✓ **To add a second author:**

- Click the List of Contributors ( Add Contributor) button

Fill in the following information in the form that opens:

- First Name
- Last Name
- Email Address
- Country
- Affiliation (University, Faculty, Department, City/Country)
- Contribution Role (e.g., Author, Corresponding Author)

“Should this contributor be included in the browse lists? The checkbox next to this statement must be selected.

- ✓ **ORCID**
- ✓ The statement ‘**.ORCID ID not authenticated! Please request authentication from the contributor**’ means the following
- ✓ **Send e-mail to request ORCID authorization from contributor**
- ✓ To request ORCID authorization from the contributor, tick the box to the left of “**Send e-mail to request ORCID authorization from contributor**” Then click on the text ‘**Send email to request ORCID authorization from the contributor**’ to ensure that an email is sent through the journal system to the second author, prompting them to link their ORCID ID to the system. By clicking the link in the email, the second author will complete a process similar to the one you used to add your own ORCID ID, thereby adding their ORCID ID to the journal system. **This email is time-limited. After sending the email by clicking ‘Send email to request ORCID authorization from the contributor,’ inform the second author that they need to check their email and complete this step.**
- ✓ **Each author must be added individually using this method. Authors who are not added to the system will not appear in the article.**

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## 7. Final Check and Submission

Carefully review all information and uploaded files.

If everything is correct, click the “Finish Submission” button to submit your article.

The system will display a confirmation message and notify the editorial team.

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- ✓ Additional Information and Recommendations

All correspondence with the journal will be sent to the email address defined in the system. Make sure you actively use this address.

You can track the status of your submission from the “My Submissions” section in your user panel.