# LUMEN Journal System

Author Guide 2014.12.02

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### Interface

Ak	out the	Journal Li	umei	n: Al	A Jour	rnal of Catholic S of the Jounrnal	tudies	
HOME	ABOUT	REGISTER	CURRENT	i	ARCHIVES	USER HOME		USER
Home > L			rent Issu	e			User Block	Username Password
Logi	readcru <b>n</b>	MD						Remember me
Username Password							Font Size Block	FONT SIZE
	Login	mber my username r with this site rd?	and password	d			Information Block	INFORMATION  • For Readers  • For Authors  • For Librarians

ISSN: 2307-2458

# Register (1)

To register with the journal, click the Register link on the topmost navigation bar.

НОМЕ	ABOUT	REGISTER	CURRENT	ARCHIVES	USER HOME			
Home > L	Home > Login							
Logi	n							
Username Password								
rasswora	Remember my username and password  Login							
» Not a user? Register with this site » Forgot your password?								
ISSN: 230	7-2458							

# Register (2)

### Register

Fill in this form to register with this site.

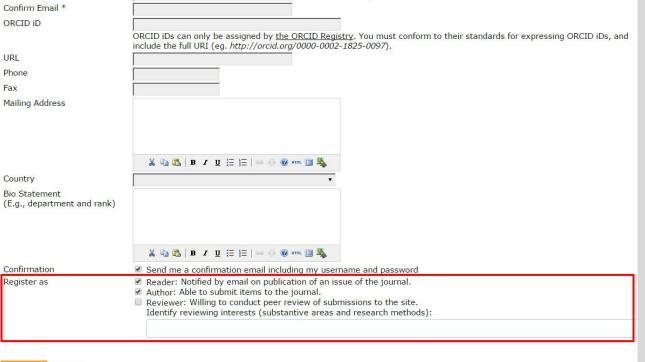
#### **Profile**

Username *	
Password *	The username must contain only lowercase letters, numbers, and hyphens/undersco
Repeat password *	The password must be at least 6 characters.
Salutation	
First Name *	
Middle Name	
Last Name *	
Initials	Joan Alice Smith = JAS
Gender	
Affiliation	
Signature	(Your institution, e.g. "Simon Fraser University")
Email *	PRIVACY STATEMENT
Confirm Email *	

### Filling out the Registration Form

★ Your <u>username</u> and your <u>email</u> <u>address</u> must be unique; furthermore, while you can change your email address at a later date, you will be unable to change your username.

# Register (3)



PRIVACY STATEMENT

Selecting Roles

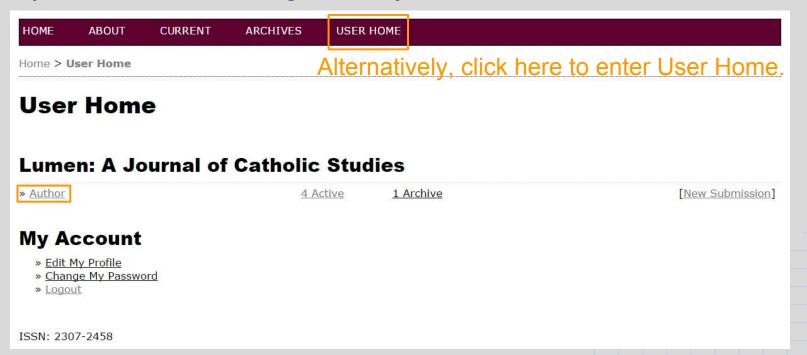
You may be able to register as: Reader / Author / Reviewer



Email \*

# User Home (1)

Once you have an account, log in to the journal site and select the role of Author.



# User Home (2)

**ABOUT** CURRENT ARCHIVES USER HOME Home > User > Author > Active Submissions **Active Submissions** Click Archive to list all declined submissions, as well as any published ACTIVE ARCHIVE submissions along with information on which issue they appear in. MM-DD TITLE STATUS AUTHORS Machón Incomplete DELETE Reynolds Awaiting assignment BIG BANG TO THE. Sweet de Aviz PATTERNS OF UNITY: AN INTERDISCIPLINARY IN EDITING 1 - 4 of 4 Items

This section will list any of your submissions that are still in process.

### Start a New Submission

CLICK HERE to go to step one of the five-step submission process

### Submitting an article

Refbacks

ALL NEW PUBLISHED IGNORED

DATE ADDED HITS URL ARTICLE TITLE STATUS ACTION

There are currently no refbacks.

Publish Ignore Delete Select All

The RefBacks section displays any incoming links from external web sites such as blogs, news sites, or other articles that link directly to your articles. Each RefBack can be edited.

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# Five-step Submission

### 1. START

Select Section / Checklist / Copyright Notice / Privacy Statement / Comments 2. UPLOAD SUBMISSION

### 3. ENTER METADATA

Authors /
Title and Abstract /
Indexing /
Contributors and
Supporting Agencies

4. UPLOAD SUPPLEMENTAR Y FILES

5. CONFIRMATION

File Summary

### Review Process (1)

HOME ABOUT CURRENT ARCHIVES USER HOME

Home > User > Author > Active Submissions

### **Active Submissions**

MM-DD				Click on the linked title to go to the			
<u>ID</u>	SUBMIT	SEC	AUTHORS	submission record.	STATUS		
26	25—15)	ART	Machón	BACK TO OUR ROOTS: THE SOUL OF PSYCHOLOGY, THE SOUL OF A	Incomplete <u>DELETE</u>		
22	11-27	BRV	Reynolds	BOOK REVIEW: BRENDAN PURCELL. «FROM THE BIG BANG TO THE	Awaiting assignment		
20	11-27	ART	Sweet	JOHN HENRY NEWMAN AND THE PROSPECTS FOR A DIALOGUE AMONG	IN REVIEW: REVISIONS REQUIRED		
19	11-27	ART	de Aviz	PATTERNS OF UNITY: AN INTERDISCIPLINARY DIALOGUE ON THE	IN EDITING		

# Review Process (2)

HOME ABOUT CURRENT ARCHIVES USER HOME

Home > User > Author > Submissions > #20 > Summary

### #20 Summary

Click here to see the Review Section

SUMMARY

REVIEW

**EDITING** 

### **Submission**

Authors William Sweet

Title John Henry Newman and the Prospects for a Dialogue among Faith, Reason, and Culture

Original file <u>20-53-1-SM.DOCX</u> 2014-11-27

Supp. files None Submitter 陳 华者 🗉

Date submitted November 27, 2014 - 07:23 AM

Section ARTICLES

Editor System Manager Send email to the editor responsible for the submission

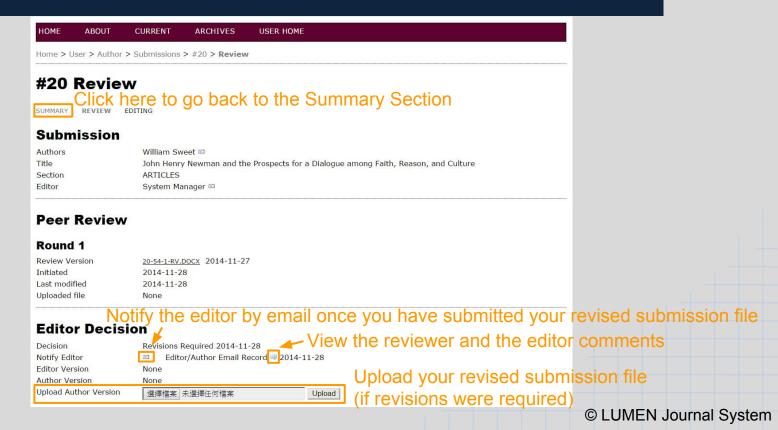
TADD A SUPPLEMENTARY FILE Upload a supplementary File

#### **Status**

Status In Review Where your submission is in the publishing process

Initiated 2014-11-28 Last modified 2014-12-01

# Review Process (3)



### Viewing and Changing Profile (1)

Log in and click the <u>Edit My Profile</u> link from your <u>User Home</u> page. Alternatively, once logged in you can always click the <u>My Profile</u> link from the <u>User Block</u> on the sidebar. From here, you can update your email address, or change your personal information.



### My Account

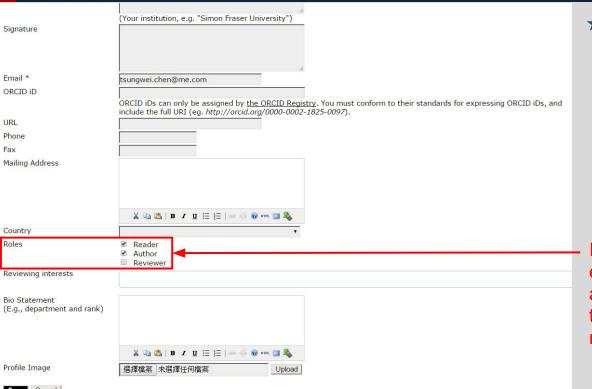
» Edit My Profile

- » Change My Password
- » Logout

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For Readers
 For Authors
 For Librarians

### Viewing and Changing Profile (2)



★ Please be aware that you can't completely delete your account from the system yourself.

If you want to register in another role (for example, if you are already a Reader, but also want to become an Author), check off the checkboxes next to any available <u>roles</u>, near the bottom of the page.

\* Denotes required field

# Resetting Password (1)

If you remember your password and just want to change it to something else: Log in, and from your <u>User Home</u> page or the <u>User Block</u> on the sidebar, click the <u>Change My</u> Password link.



### **User Home**

### Lumen: A Journal of Catholic Studies

[New Submission] » Author 1 Archive 4 Active

### My Account

- » Edit My Profile
- » Change My Password
- » Logout

USER

You are logged in as... author

- · My Profile
- Change My Password
- Log Out

FONT SIZE





INFORMATION

- For Readers
- For Authors
- For Librarians

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# Resetting Password (2)

If you have forgotten your password:

HOME	ABOUT	REGISTER	CURRENT	ARCHIVES	USER HOME
Home > Lo	ogin				
Logi	n				
Username					
Password			<b>3</b> 20		
		ber my username	and password		
	Login				
	er? Register v our password				
ISSN: 230	7-2458				