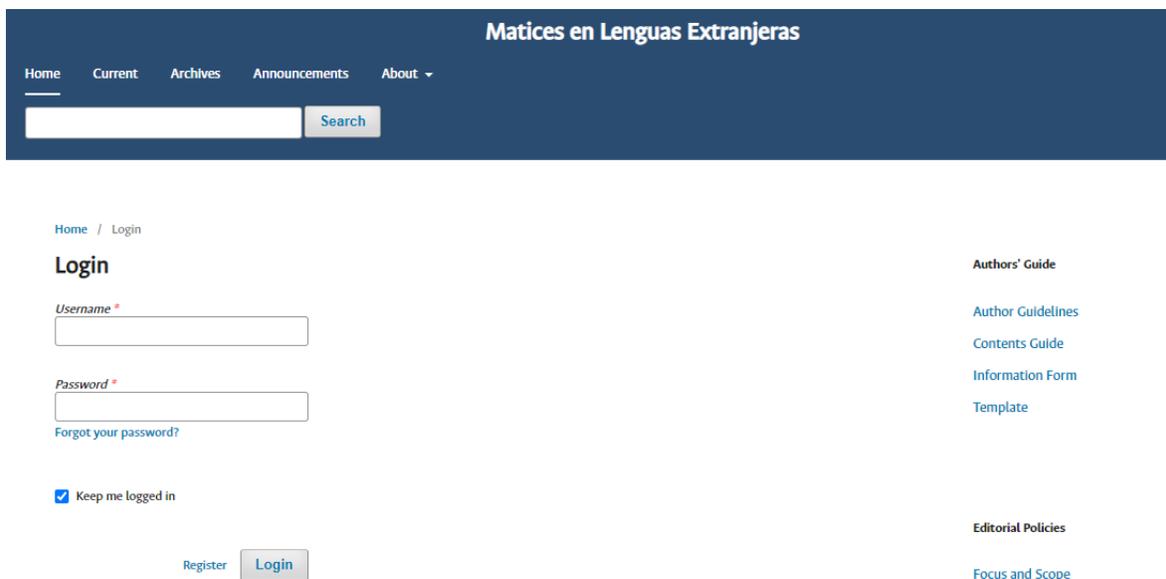


Steps to upload papers to the OJS

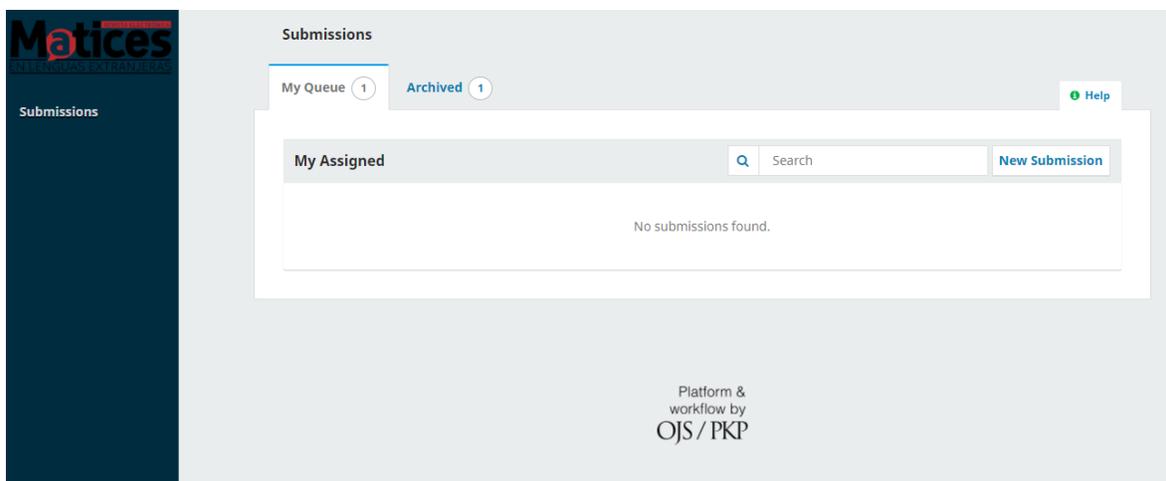
1. Go to the following link and log in:

<https://revistas.unal.edu.co/index.php/male/login>



The screenshot shows the login page for 'Matices en Lenguas Extranjeras'. At the top, there is a dark blue navigation bar with the site name and a search bar. Below the navigation bar, the page is divided into two columns. The left column contains the login form with fields for 'Username' and 'Password', a 'Keep me logged in' checkbox, and 'Register' and 'Login' buttons. The right column contains a list of links: 'Authors' Guide', 'Author Guidelines', 'Contents Guide', 'Information Form', 'Template', 'Editorial Policies', and 'Focus and Scope'.

2. In “My Queue” click on “New Submission”



The screenshot shows the 'Submissions' page in the OJS system. The page has a dark blue sidebar on the left with the 'Matices' logo and the word 'Submissions'. The main content area is light gray and features a 'Submissions' header with two tabs: 'My Queue' (with a count of 1) and 'Archived' (with a count of 1). A 'Help' button is visible in the top right corner. Below the tabs, there is a 'My Assigned' section with a search bar and a 'New Submission' button. The text 'No submissions found.' is displayed in the center of the page. At the bottom, it says 'Platform & workflow by OJS / PKP'.

3. Fill in the required information:

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 pull-down above. **

Section Policy

La revista electrónica *Matices en Lenguas Extranjeras* del Departamento de Lenguas Extranjeras de la Universidad Nacional de Colombia aceptará únicamente aquellos artículos que cumplan con las condiciones declaradas en [Directrices para autor/es](#)

IMPORTANT! Make sure that you have completed all the requirements and tick the boxes:

Submission Requirements

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

- ORCID ID
- Length of article
- Type of article
- Abstract
- Letter of article submission to the Editorial Committee signed by the author
- Personal and article information form
- Letter of statement to the journal *Matices* signed by the author
- Keywords
- Presentation (font, margins, line spacing, justification)
- File format
- Graphs, figures, tables, and other elements in original format in separate file
- Bibliographical references and citations
- Conformity with editorial policy of the journal

If not, you will not be able to continue:

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- Graphs, figures, tables, and other elements in original format in separate file
This field is required.
- Bibliographical references and citations
This field is required.
- Conformity with editorial policy of the journal
This field is required.

4. In the second step, upload all the files
 - Article in .doc format with author data
 - Article in .doc format without author data
 - Personal and article information form
 - Letter of statement to the journal Matices signed by the author
 - Letter of article submission to the Editorial Committee signed by the author
 - Tables, graphs, figures, and other items in their **original format** (According to the article)

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Submission Files Q Search Upload File

▶	 506485-1 paurregom, Artículos con datos de autor.docx	December 4, 2020	Article Text
▶	 506486-1 paurregom, Artículos sin datos de autor.docx	December 4, 2020	Article Text

Save and continue Cancel

Upload Submission File ✕

1. Upload File 2. Review Details 3. Confirm

If you are uploading a revision of an existing file, please indicate which file.

This is not a revision of an existing file ▼

Article Component *
Select article component ▼

[Ensuring a Blind Review](#)

Continue Cancel

5. Once the upload is complete, follow the instructions provided by the website.