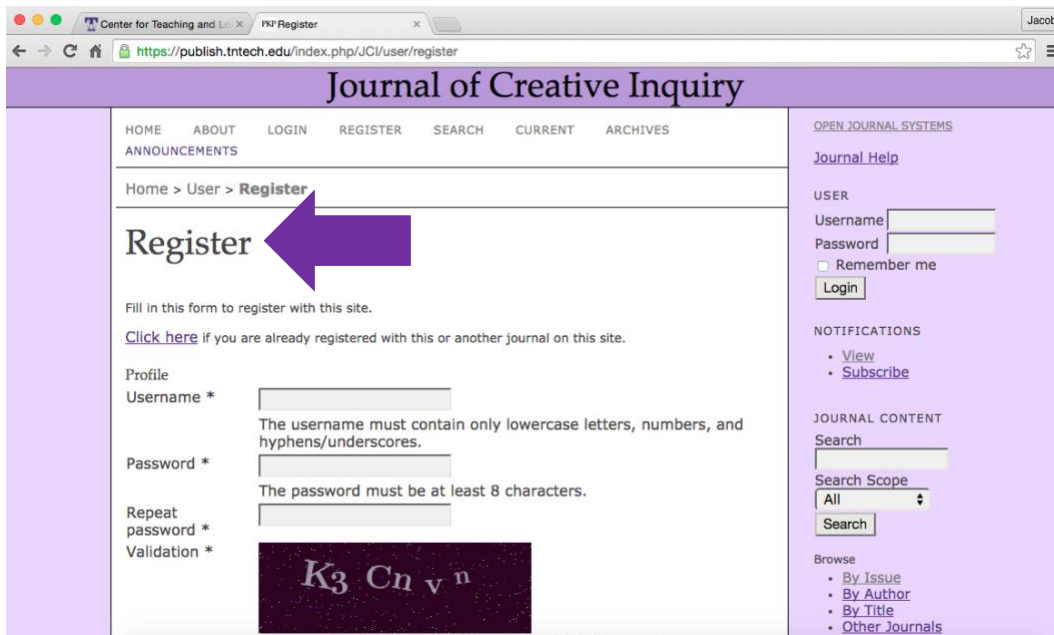


## Journal of Creative Inquiry (JCI) Submission Guide

Step 1: Go to <https://publish.tntech.edu/index.php/JCI/index>. Select **Register**.



Step 2: Complete the Registration Form. Use your TTU email username and password. Make sure you have these boxes checked.



Country

Bio Statement  
(E.g.,  
department  
and rank)

Confirmation

Register as

Send me a confirmation email including my username and password

Reader: Notified by email on publication of an issue of the journal.

Author: Able to submit items to the journal.

Reviewer: Willing to conduct peer review of submissions to the site.  
Identify reviewing interests (substantive areas and research methods):

\* Denotes required field

Step 3: Enter the **username and password** to login.

HOME ABOUT LOGIN REGISTER SEARCH

Home > **Login**

**Login**

Username

Password

Remember my username and password

[Not a user? Register with this site](#)

[Forgot your password?](#)

OPEN JOURNAL SYSTEMS

[Journal Help](#)

USER

Username

Password

Remember me

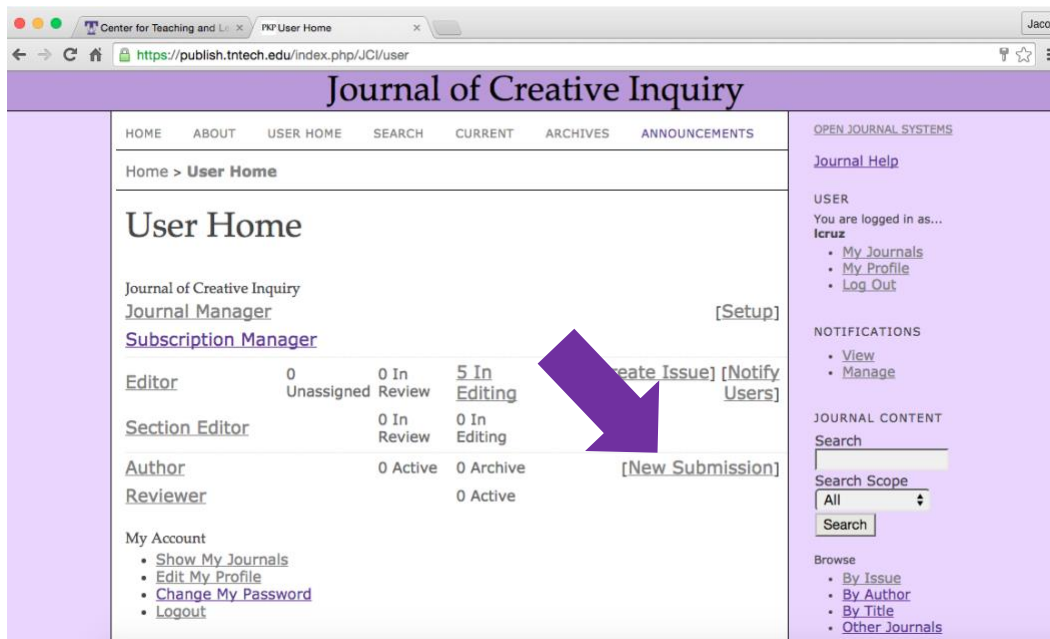
JOURNAL CONTENT

Search

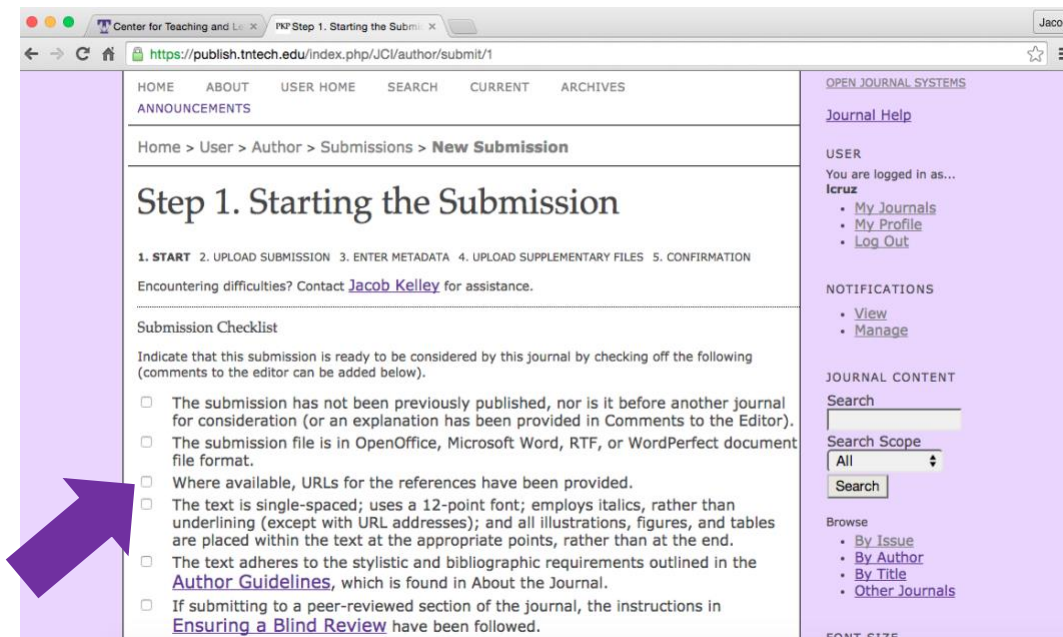
Search Scope

FONT SIZE

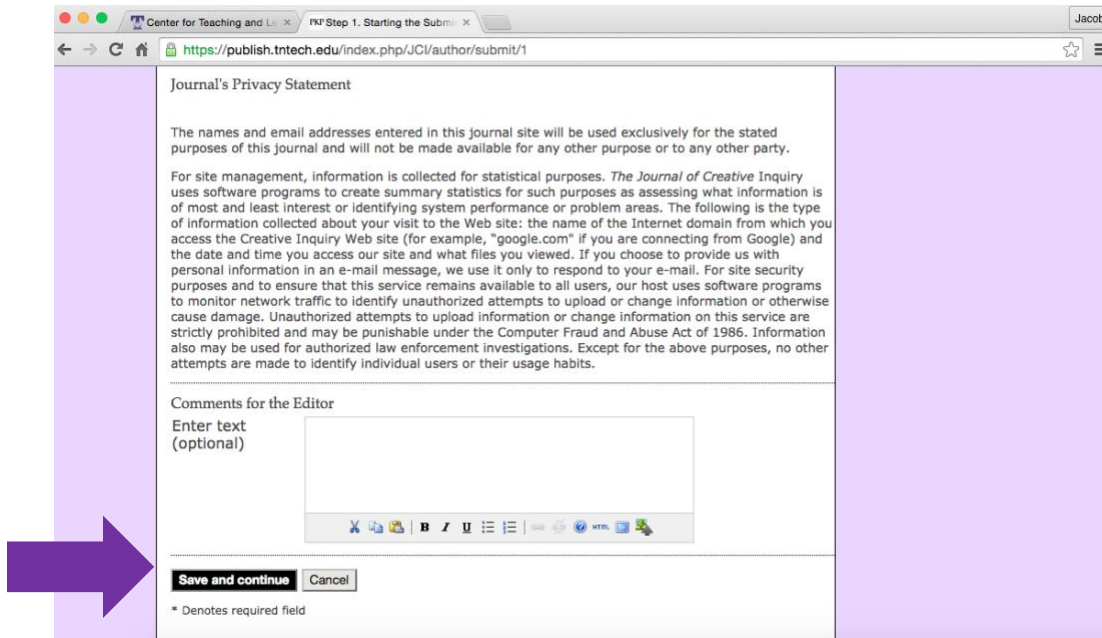
Step 4: Select **New Submission**. You will not have all the categories (Journal Manager, Subscription Manager, etc.). You should just have Author.



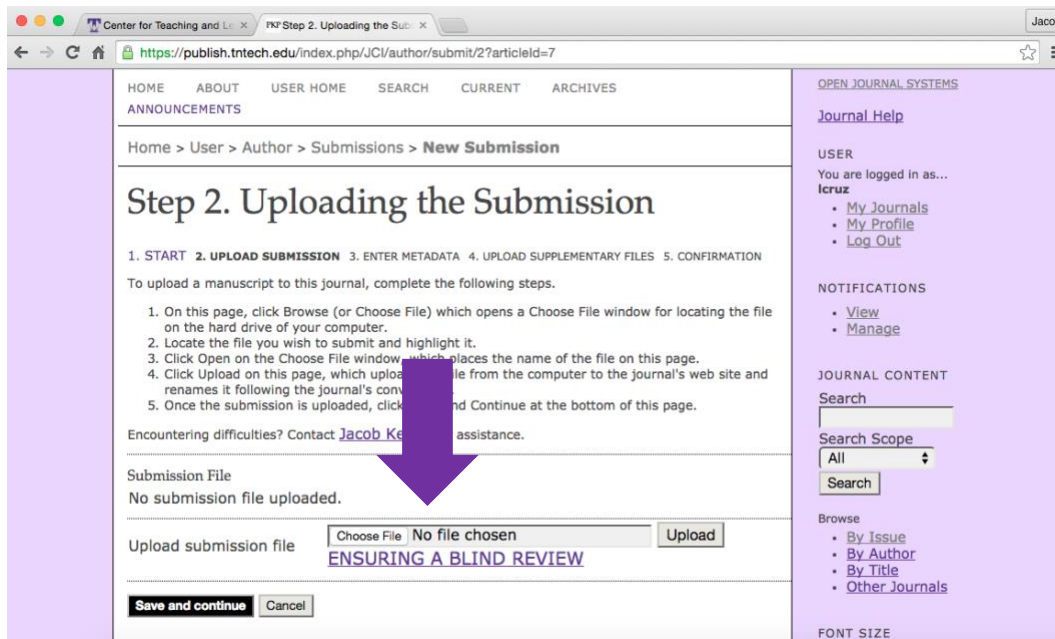
Step 5: Read the **Submission Checklist**. Make sure you have these boxes checked.



Step 6: Read both the **Copyright Statement** and the **Privacy Statement**. Click **Save and Continue**.



Step 7: To upload your submission, click **Choose File**. After you have selected the appropriate file, click Upload. Finally, click **Save and Continue**.



Step 8: Enter the **metadata** for your submission.

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

Authors

First Name \*

Middle Name

Last Name \*

Email \*

ORCID ID

ORCID IDs can only be assigned by [the ORCID Registry](#). You must conform to their standards for expressing ORCID IDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL

Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

Bio Statement (E.g., department and rank)

NOTIFICATIONS

- View
- Manage

JOURNAL CONTENT

Search

Search Scope

Search

Browse

- By Issue
- By Author
- By Title
- Other Journals

FONT SIZE

INFORMATION

- For Readers
- For Authors
- For Librarians

Step 9: Enter the **Title** and **Abstract** of your submission. Click **Save and Continue**.

Title and Abstract

Title \*

Abstract \*

Indexing Language

English=en; French=fr; Spanish=es. [Additional codes.](#)

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

Step 10: Upload any **Supplementary Files**. Click **Save** and **Continue**.

The screenshot shows a web browser window with the URL <https://publish.tntech.edu/index.php/JCI/author/submit/4?articleId=7>. The page title is "Journal of Creative Inquiry". The navigation menu includes HOME, ABOUT, USER HOME, SEARCH, CURRENT, and ARCHIVES. The breadcrumb trail is "Home > User > Author > Submissions > New Submission". The main heading is "Step 4. Uploading Supplementary Files". Below the heading, there is a progress indicator: "1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION". A paragraph explains that this step allows supplementary files to be added to a submission. Below this is a table with columns: ID, TITLE, ORIGINAL FILE NAME, DATE UPLOADED, and ACTION. The table is empty, with the message "No supplementary files have been added to this submission." below it. At the bottom, there is a form with "Upload supplementary file", a "Choose File" button (showing "No file chosen"), and an "Upload" button. Below the form are "Save and continue" and "Cancel" buttons. A large purple arrow points to the "Save and continue" button. The right sidebar contains links for "Journal Help", "USER" (logged in as icruz), "NOTIFICATIONS", and "JOURNAL CONTENT".

Step 11: Click **Finish Submission**.

The screenshot shows a web browser window with the URL <https://publish.tntech.edu/index.php/JCI/author/submit/5?articleId=7>. The page title is "Journal of Creative Inquiry". The navigation menu is the same as in Step 4. The breadcrumb trail is "Home > User > Author > Submissions > New Submission". The main heading is "Step 5. Confirming the Submission". Below the heading, there is a progress indicator: "1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. **CONFIRMATION**". A paragraph explains that clicking "Finish Submission" will result in an acknowledgment by email. Below this is a "File Summary" table with columns: ID, ORIGINAL FILE NAME, TYPE, FILE SIZE, and DATE UPLOADED. The table contains one row: ID 14, ORIGINAL FILE NAME "GUIDED QUESTIONS.DOCX", TYPE "Submission File", FILE SIZE "130KB", and DATE UPLOADED "09-12". At the bottom, there are "Finish Submission" and "Cancel" buttons. A large purple arrow points to the "Finish Submission" button. The right sidebar is identical to the one in Step 4.