

Submitting Revised Manuscripts and Creative Works into OJS.

- 1. Log into our OJS website where you initially submitted your manuscript for review.
- 2. After logging in, you should be on the **User Home** page. Click the link towards the center of the page that says **Author** under the **My Journals** section.
- 3. Go to the author page and click the link corresponding with your article's title: http://ed-ubiquity.gsu.edu/ojs/index.php/ubiquity/author
- 4. On the article page (it should say **Summary** at the top of the page), click the link that says **Review**.
- 5. Towards the bottom of the page under the **Editor Decision** section, it should say **Upload Author Version**. Click the **Browse** button and find your revised document.
- 6. Click the **Upload** button.
- 7. Let the editor know that you have a new manuscript added into the system.

You should be set after that.

Uploading a Supplemental File

If you need to add a supplemental file (like a video recording, photograph, audio track, etc.), then you can add the file on the **Summary** page (see step 2). There's a link that says **Add a Supplementary File** on that page. Please remember that this is not for revisions to a main article.