



INSTRUCTION FOR SUBMITTING AN ARTICLE TO OJS

The INNOVA Research Journal provides authors, readers and external reviewers the following manual, which describes the steps to follow for user registration and article submission through the journal's OJS platform.

1. USER REGISTRATION IN OJS

All authors participating in the article must have a registered user account in the journal; however, only one of the authors should submit the article for evaluation.

External reviewers must also register a user account to be assigned articles. **Readers** do not need to create an account, as the journal provides open access to its content.

Click the following link to register

<https://revistas.uide.edu.ec/index.php/innova/user/register>

Fill in your profile details as required in the form. Enter the full name of your institutional affiliation (no abbreviations). If you are not affiliated with a specific institution, enter "Independent Consultant," followed by your country of residence.

Remember to approve the privacy policy by clicking on the statement: "Yes, I consent to my data being collected and stored in accordance with the [policy statement](#)." Finally, click **REGISTER**.

Yes, I agree to have my data collected and stored according to the privacy statement.

Yes, I would like to be notified of new publications and announcements.

Would you be willing to review submissions to this journal?

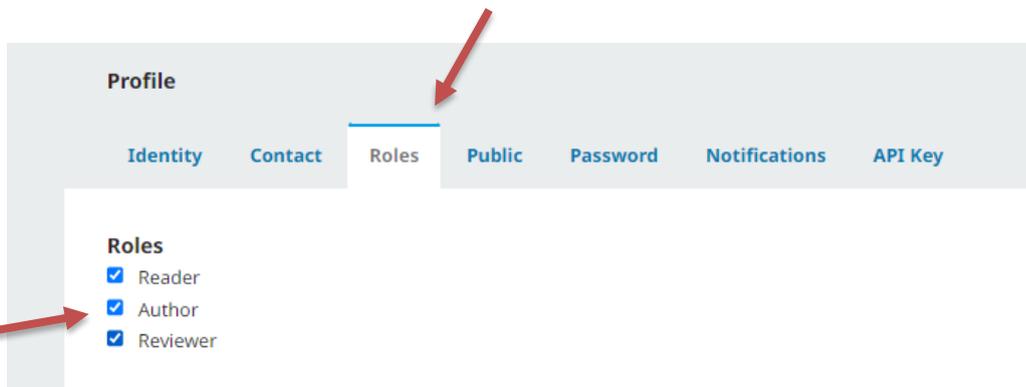
Yes, request the Reviewer role.

After completing the registration process, you will see a message confirming that your **registration is complete**. Go to the "EDIT MY PROFILE" option, find the "TASKS" section, check the "AUTHOR" option, and then click **SAVE**.

Registration complete

Thanks for registering! What would you like to do next?

- View Submissions
- Make a New Submission
-  Edit My Profile
- Continue Browsing



Profile

Identity Contact **Roles** Public Password Notifications API Key

Roles

- Reader
- Author
- Reviewer

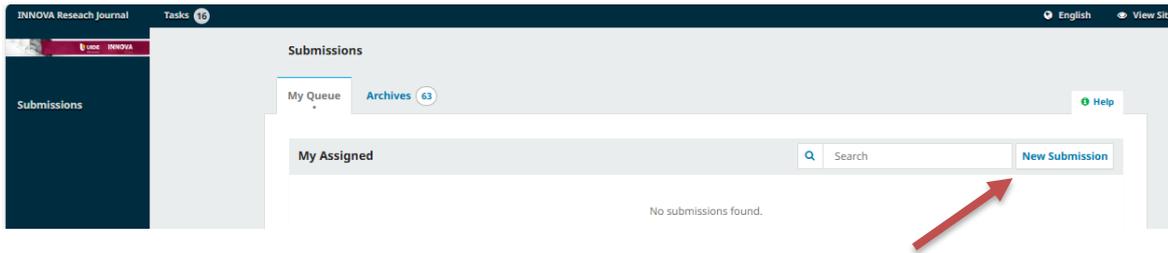
2. SUBMITTING AN ARTICLE FOR EVALUATION

1) Log in to the platform using your registered account.

<https://revistas.uide.edu.ec/index.php/innova/login>

If you do not remember your password, click "**Forgot your password?**"

2) Once logged into your OJS account, select the "**NEW SUBMISSION**".

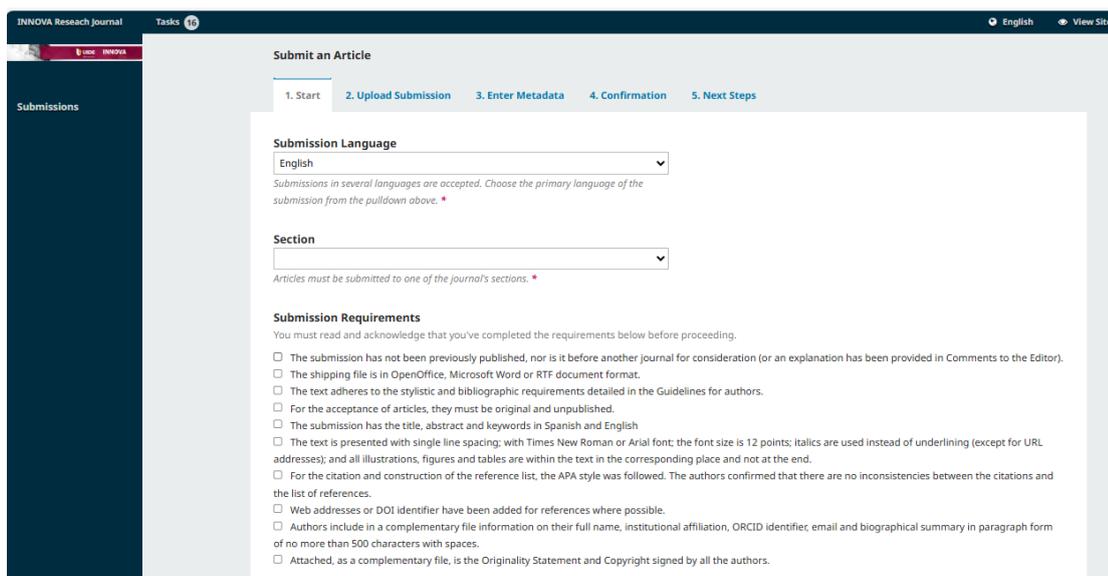


3) You will see the following screen, where you must follow the five steps described in the tabs:

- a. Submission
- b. Upload Submission
- c. Enter Metadata
- d. Confirmation
- e. Next Steps

a) Submission

Review the submission requirements and ensure that your article complies with all the guidelines stated.



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 pulldown above. *

Section
Articles must be submitted to one of the journal's sections. *

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

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The shipping file is in OpenOffice, Microsoft Word or RTF document format.
- The text adheres to the stylistic and bibliographic requirements detailed in the Guidelines for authors.
- For the acceptance of articles, they must be original and unpublished.
- The submission has the title, abstract and keywords in Spanish and English
- The text is presented with single line spacing; with Times New Roman or Arial font; the font size is 12 points; italics are used instead of underlining (except for URL addresses); and all illustrations, figures and tables are within the text in the corresponding place and not at the end.
- For the citation and construction of the reference list, the APA style was followed. The authors confirmed that there are no inconsistencies between the citations and the list of references.
- Web addresses or DOI Identifier have been added for references where possible.
- Authors include in a complementary file information on their full name, institutional affiliation, ORCID identifier, email and biographical summary in paragraph form of no more than 500 characters with spaces.
- Attached, as a complementary file, is the Originality Statement and Copyright signed by all the authors.

At the bottom of the page, read the **Copyright Declaration** and check the required options. After this, select **"Save and Continue."**

Acknowledge the copyright statement

COPYRIGHT NOTICE

Authors who publish in the INNOVA Research Journal keeps copyright and guarantee the journal the right to be the first publication of the work under the [Creative Commons License, Attribution-Non-Commercial 4.0 International \(CC BY-NC 4.0\)](#). They can be copied, used, disseminated, transmitted and publicly exhibited, provided that: a) the authorship and original source of their publication (magazine, publisher, URL and DOI of the work) is cited; b) are not used for commercial purposes; c) the existence and specifications of this license of use are mentioned.

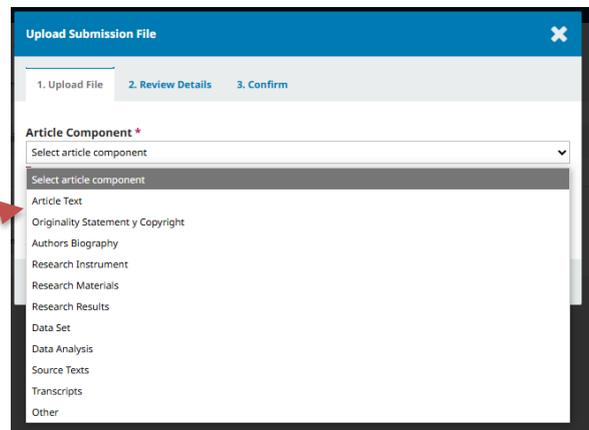
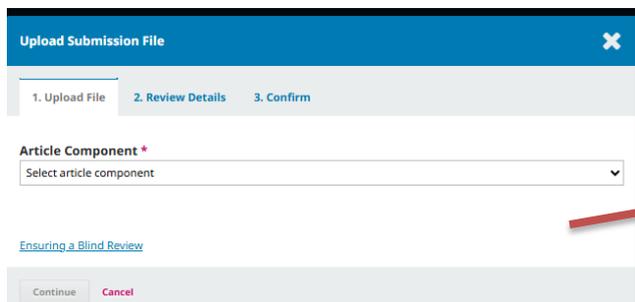
- Yes, I agree to abide by the terms of the copyright statement.
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue **Cancel**

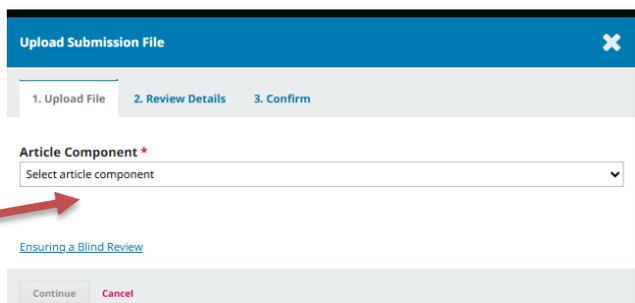
b) Upload Submission

In this section, you can upload the files required by the journal's guidelines: 1) Article; 2) Biography; 3) Originality and Copyright Statement.

The following screen will appear—select the **"Article Text"** option.



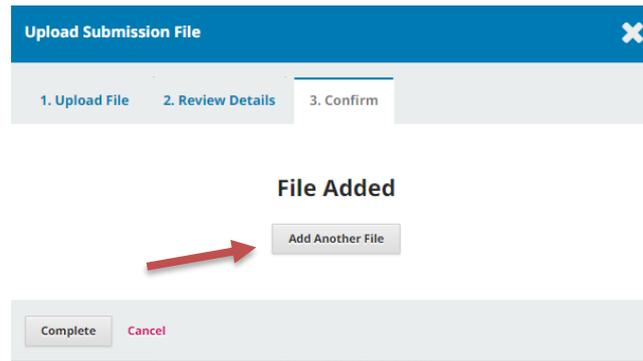
To upload the file, you can either click "Upload File" or drag the document directly into the upload box, then click "Continue."



UPLOADING BIOGRAPHY AND ORIGINALITY STATEMENT

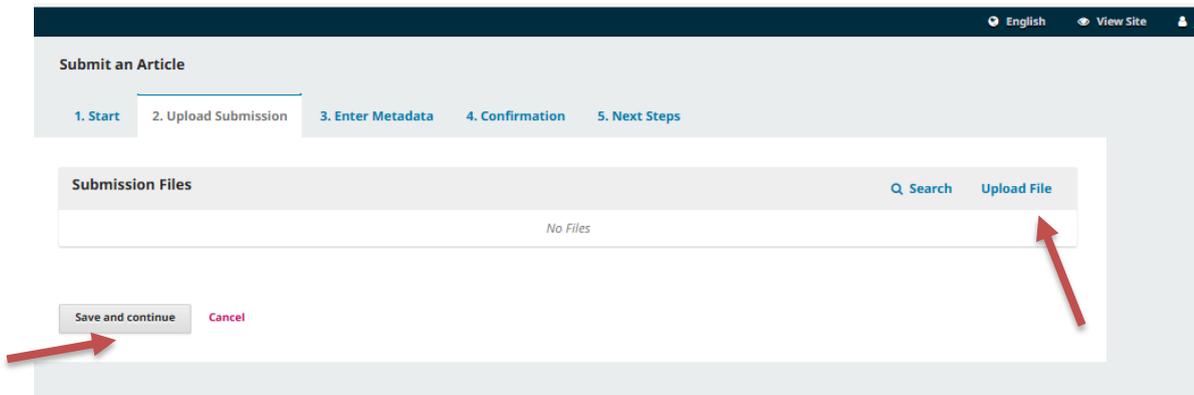
After adding the first file, you will need to upload the remaining documents. Click "Upload Another File," which will return you to the main tab, where you can select "AUTHOR BIOGRAPHY" to upload the biography.

Repeat the same process to upload the Originality and Copyright Statement.



Finally, proceed to step "3. Finish," where you must click **COMPLETE**. Confirm that all three required files appear on the screen. If you missed uploading a file, click "**Upload File**" and continue following the steps above.

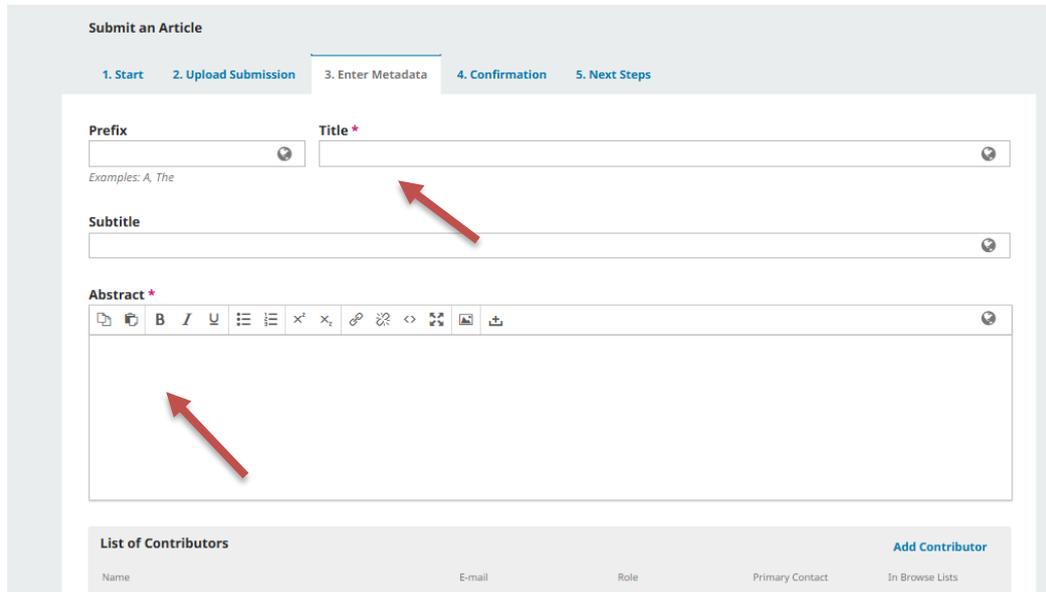
To complete step 2, click "**SAVE AND CONTINUE.**"



c) Enter Metadata

c.1 Add Titles and Abstracts

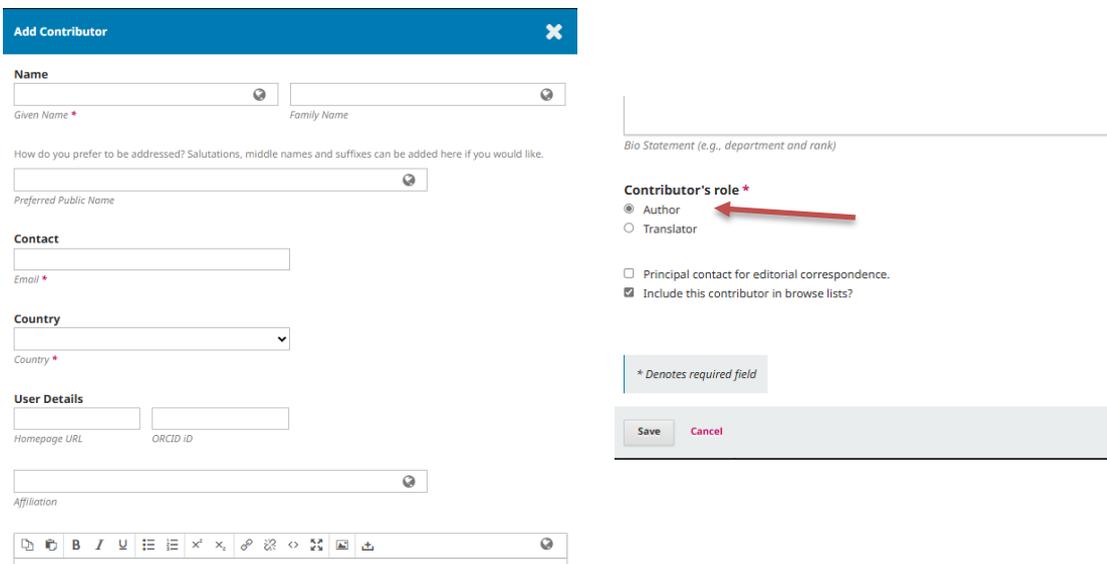
Enter the title in Spanish and English version (**sentence case format**). Then, complete the abstract in Spanish and English version (**maximum length: 250 words**).



c.2 Add Contributors

Confirm the name of the submitting author. To add co-authors, select **"Add Contributor"** and fill in the required fields (full name, email, country, **ORCID identifier link**, institutional affiliation, and author biography—maximum 500 characters, including spaces, if available).

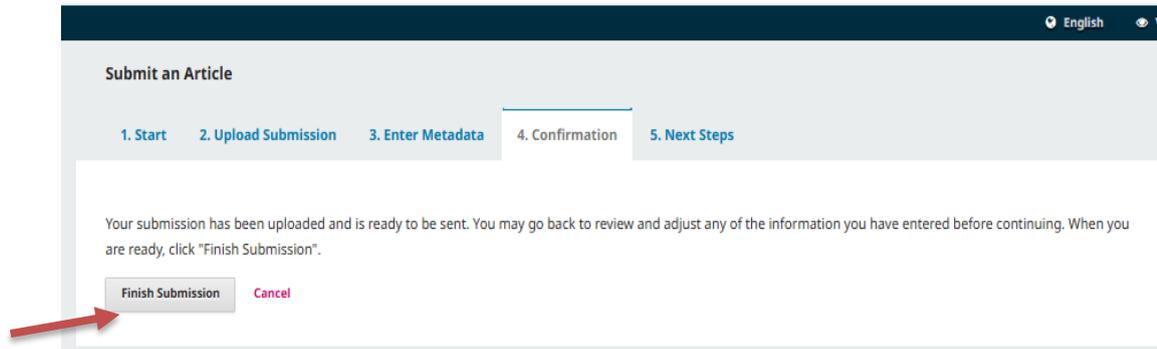
Once all co-authors are entered, click **"Save and Continue."**



d) Confirmation

At this stage, the author must ensure that all three required files have been uploaded and that the metadata has been completed. Before finalizing the submission, you may go back and review this information.

If everything is correct, click "**FINISH SUBMISSION**". This completes the article submission process, and the editor will gain access to the submission.



If you have any questions, please feel free to contact us at innova@uide.edu.ec