

## Step-by-step Guide for Submitting to *BC Studies* Through OJS

1. To create an OJS Author account, go to:  
<https://ojs.library.ubc.ca/index.php/bcstudies/user/register>

You should see a screen like this:

The screenshot shows a web browser window displaying the registration page for BC Studies. The browser's address bar shows the URL <https://ojs.library.ubc.ca/index.php/bcstudies/user/register>. The page header includes navigation links for 'About', 'Current', 'Archives', 'Announcements', and 'Website', along with a search icon. The main content area is titled 'Register' and features a form for user registration. The form includes an ORCID ID link, a 'Profile' section with fields for 'Given Name \*', 'Family Name', 'Affiliation \*', and 'Country \*'. A right-hand sidebar contains links for 'Open Journal Systems', 'Subscription', and 'Information'.

Home / Register

### Register

[Create or Connect your ORCID ID](#) [What is ORCID?](#)

**Profile**

*Given Name \**

*Family Name*

*Affiliation \**

*Country \**

Open Journal Systems

**Subscription**  
Login to access subscriber-only resources.

**Information**  
For Readers  
For Authors  
For Librarians

2. Fill out the required personal information. Boxes marked with a red star MUST be completed.

## Register



Create or Connect your ORCID ID

[What is ORCID?](#)

### Profile

*Given Name \**

*Family Name*

*Affiliation \**

*Country \**

3. Create your Login information, including your Username and Password.

### Login

*Email \**


*Username \**

*Password \**

*Repeat password \**

4. Click on the words “Privacy Statement” to read the Privacy Statement. Then, if you agree to it, tick the box that says: “Yes, I agree to have my data collected and stored according to the privacy statement.”

- 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.
- Yes, I would like to be contacted with requests to review submissions to this journal.


I'm not a robot   
reCAPTCHA  
Privacy - Terms

**Register**

Login

5. Tick either, both, or none of the other two boxes, based on your preference.

- 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.
- Yes, I would like to be contacted with requests to review submissions to this journal.

I'm not a robot   
reCAPTCHA  
Privacy - Terms

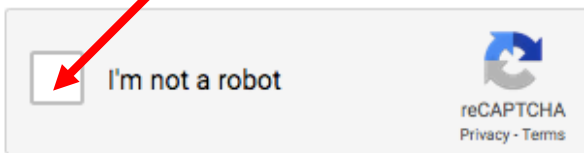
**Register**

Login

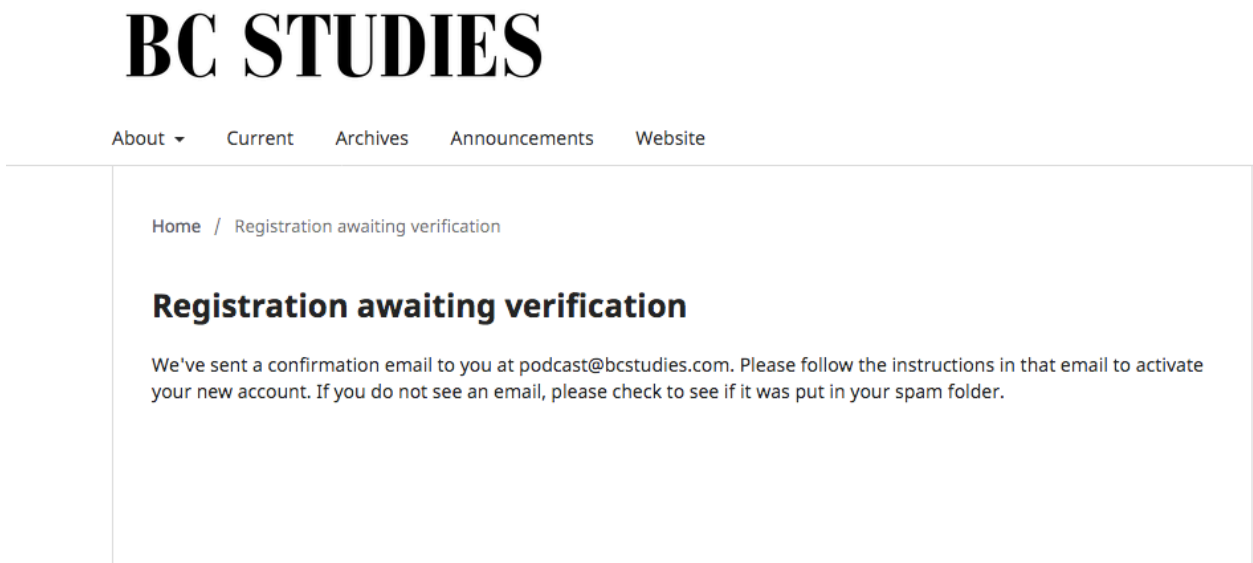
6. Tick the box that says "I'm not a robot." Check that all the information you have entered on this page is correct, and then click on the button that says "Register."



- 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.
- Yes, I would like to be contacted with requests to review submissions to this journal.



7. You will then see a screen that looks like this:



8. Check the email you used to create the profile. You should have received an email that looks like this. Click the link in the email.

## [BCS] Validate Your Account



Leanne Coughlin via Open Access Journal Hosting - UBC Library <noreply@ojs.library.ubc.ca>

Reply all | v

Today, 4:24 PM

BC Studies Podcast v

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

John Doe

You have created an account with BC Studies: The British Columbian Quarterly, but before you can start using it, you need to validate your email account. To do this, simply follow the link below:

<https://ojs.library.ubc.ca/index.php/bcstudies/user/activateUser/testaccount1/z9wiZUPu>

Thank you,  
Leanne Coughlin

9. The link should take you to a screen like this. Your account is now set up and ready to go.

# BC STUDIES

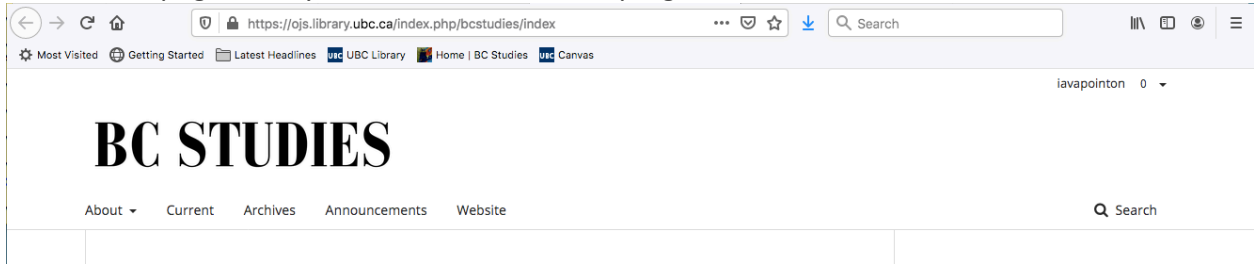
[About](#) v [Current](#) [Archives](#) [Announcements](#) [Website](#)

[Home](#) / [Open Journal Systems](#)

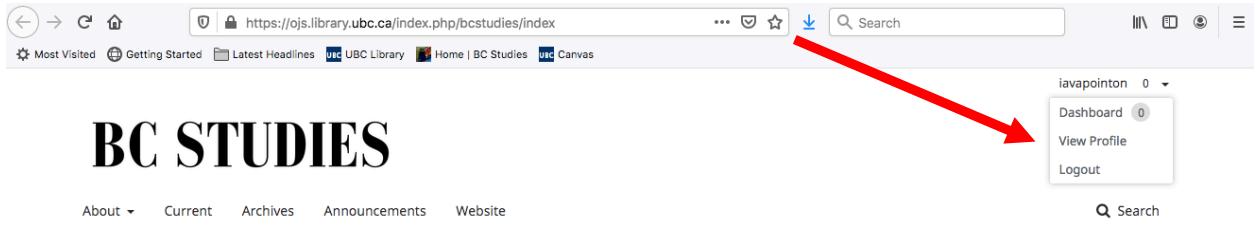
## Open Journal Systems

Thank you for activating your account. You may now log in using the credentials you supplied when you created your account.

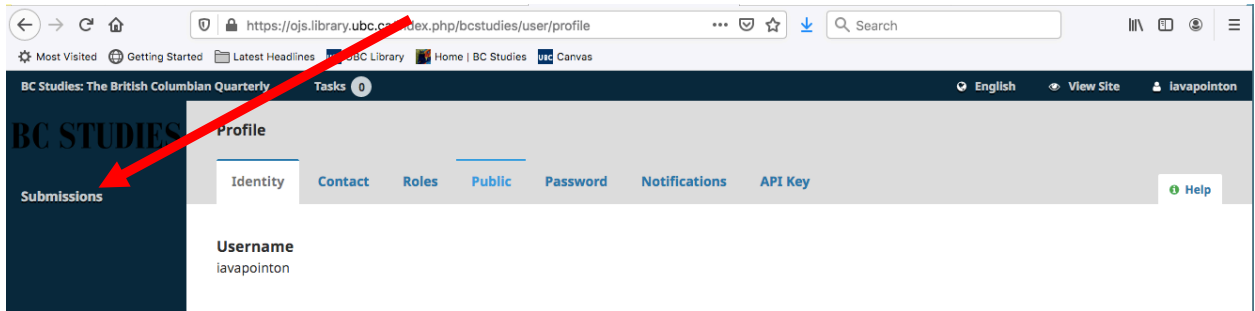
10. To submit your work, make sure you are signed into your OJS Author profile. You should see this page, with your username at the top right:



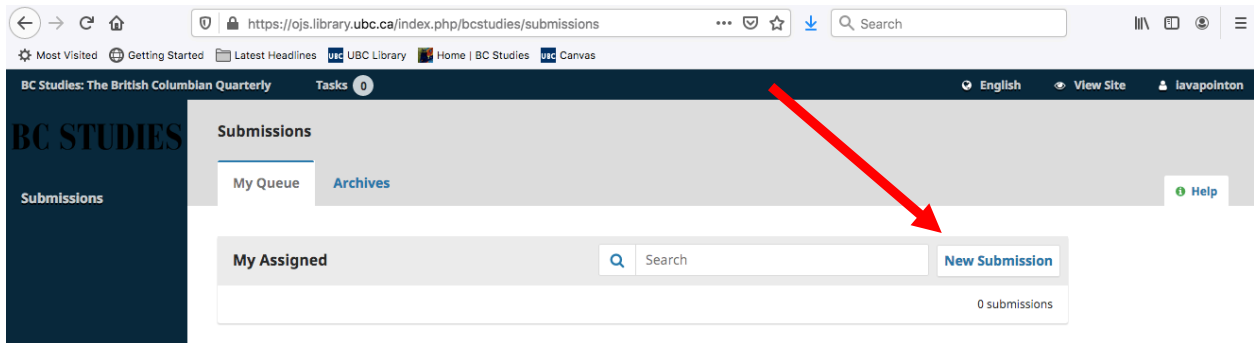
11. Hover over your username, and you will see this drop-down menu. Click on “View Profile”:



12. You should now see a screen like this. Click on “Submissions” in the left column.



13. You should now see a screen like this. Click the “New Submission” button, and follow the instructions:



Please do not hesitate to ask if you have any further questions!