

# Submission Guide [Sports Science and Health Advances]

## Step-by-Step Process

### 1. How to Register on Journal

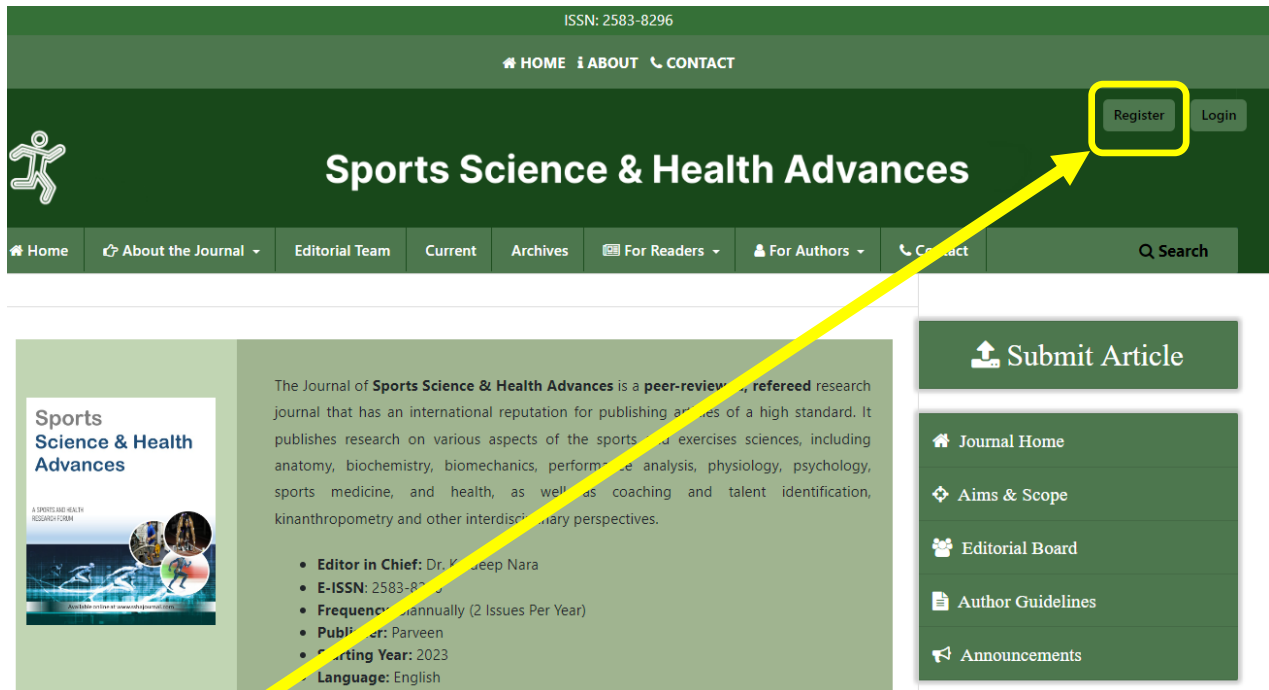


Figure 1 First Step to Register

### Step 1 . Click here to register

**After that, the next page will appear as per given below:**

## Register

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

Kindly create your ORCID ID using the [orcid.org](https://orcid.org)

### Profile

Given Name \*

Write your full name here. Do not use Dr./Prof. or any prefix

Family Name

It is not compulsory, you can skip it

Affiliation \*

Write the full name of your dept/Institution/University

Country \*

Select the name of country from drop down box

### Login

Email \*

Mention you email here

Username \*

Create username. You can use your name or other which can you remember easily.

Password \*

Password should be a minimum of 8 characters including lowercase and special characters for example: **abcd@2023**

Repeat password \*

Repeat your password

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.

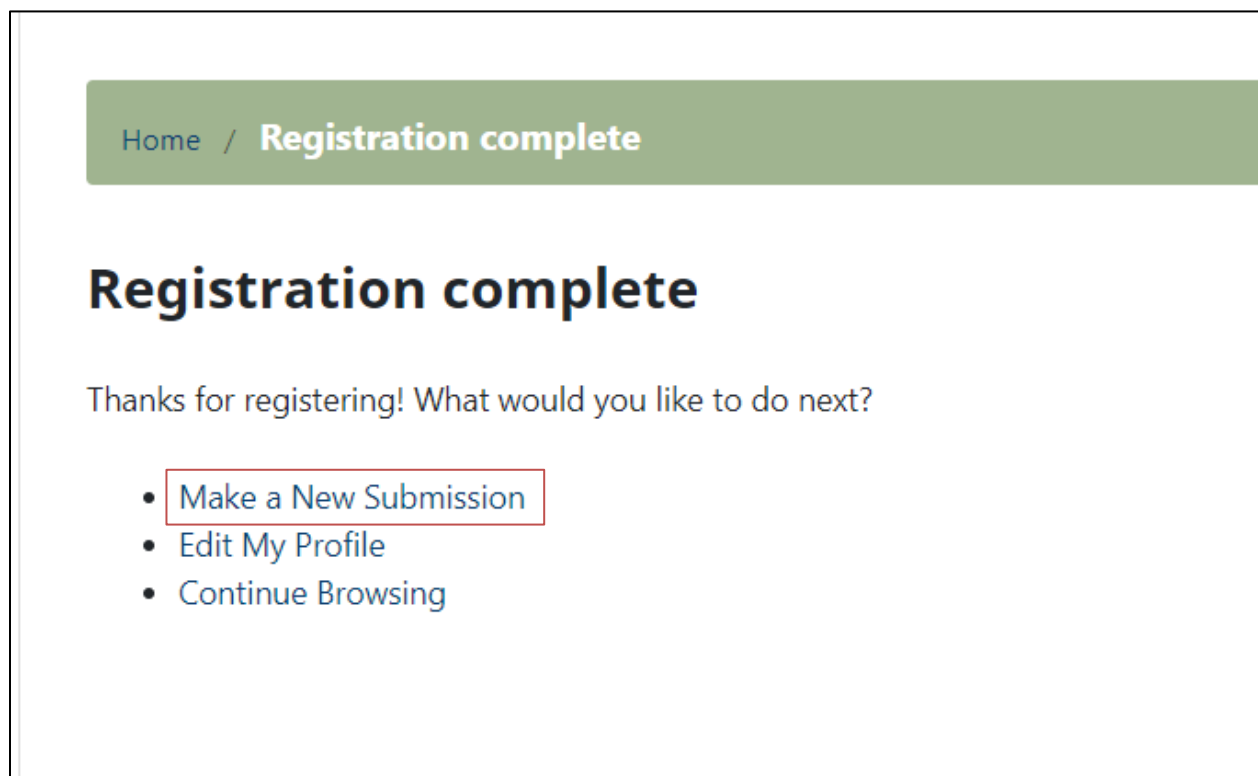
Yes, I would like to be contacted with requests to review submissions to this journal.

If you want to be a reviewer, then select this option. Otherwise, select only above given options

[Login](#)

Finally, recheck that you have filled all the information correctly, if yes, then click Register Button.

## Step 2. How to Submit an article



The screenshot shows a web page with a green header bar containing the text "Home / Registration complete". Below the header, the main heading is "Registration complete". Underneath, there is a message: "Thanks for registering! What would you like to do next?". A list of three options is provided: "Make a New Submission", "Edit My Profile", and "Continue Browsing". The first option, "Make a New Submission", is highlighted with a red rectangular border.

After successful registration, the candidates will appear in the following window showing above. To submit the article you have to click on “Make a New Submission”.

### Submit an Article

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

**Section Policy**  
Section default policy

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

- To submit your manuscript, you need the following files: 1. Title page; 2. A main document file (abstract, keywords, main text and references); 3. Author Agreement Form
- The text is single-spaced; uses a 10-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The submission file is in Microsoft Word format
- The submission has not been previously published, nor is it before another journal for consideration. Author agreement form
- Where available, URLs for the references have been provided. Include a DOI for all works that have a DOI.
- The text adheres to the stylistic and bibliographic requirements outlined in the author guidelines, which is found in To the author.
- If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.
- The following step of the submission process, name all authors of the paper. For more than one, use the "Add Contributor" button. Take care of the order of the authors. First of all, enter the first author.
- Make sure that a corresponding author is appointed and that affiliation, email addresses are given for all authors.
- Is mandatory to provide ORCID ID number of the corresponding author and all co-authors upon submission of the manuscript. (Please do not send ORCID identifier without any information in them.)

Next: There are five sections (See Picture Above) you have to complete for article submission

### Section 1 Start: Tick all the check boxes

**Corresponding Contact \***

- Yes, I would like to be contacted about this submission.
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

\* Denotes required field

Then click on Save and Continue

## Section 2 Upload Submission

**Submit an Article**

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

**Files**

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

**Add File**

**Save and continue**   **Cancel**

Click on add file and upload the MS Word files of your article and other necessary files as per journal guidelines. Then Click Save and continue

## Section 3 Enter Metadata

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

**Prefix**   **Title \***

Examples: A, The

**Subtitle**

**Abstract \***

**List of Contributors**   **Add Contributor**

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Parveen Kumar	parveenchalcrsu@gmail.com	Author	✓	✓

**Additional Refinements**

**Keywords**

Add additional information for your submission. Press 'enter' after each term.

**Save and continue**   **Cancel**

Enter Your Title Here

Paste your abstract here

To add the author click on add contributor

You can add multiple authors here

## How to add an Author? (Add Contributor)

Note: The OJS system Denotes the Author as a “Contributor”

**Add Contributor** [X]

**Name**

Given Name \* Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

**Contact**

Email \*

**Country**

Country \*

**User Details**

Homepage URL ORCID ID See below to request authenticated ORCID ID

Affiliation

Write Author Name Here.

Remember Do not use Dr./Professor or any other prefix because it effects your meta-data as well as citations

Then fill all the necessary fields

Very Soon We enable the ORCID Option also

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

**Contributor's role \***

Author

Translator

Principal contact for editorial correspondence.

Include this contributor in browse lists?

**ORCID**

ORCID ID not authenticated! Please request authentication from the contributor.

Send e-mail to request ORCID authorization from contributor

Delete ORCID ID and access token!

\* Denotes required field

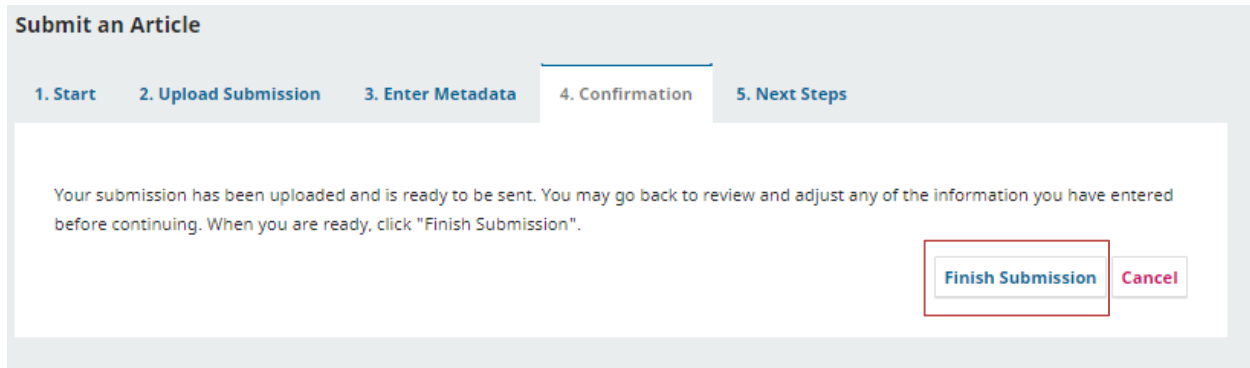
Save Cancel

Here you can change the role of contributor or author like to select the principal author for your article

Finally, Click to save button to continue

You can add multiple authors with this process

## Step 4 Confirmation



**Submit an Article**

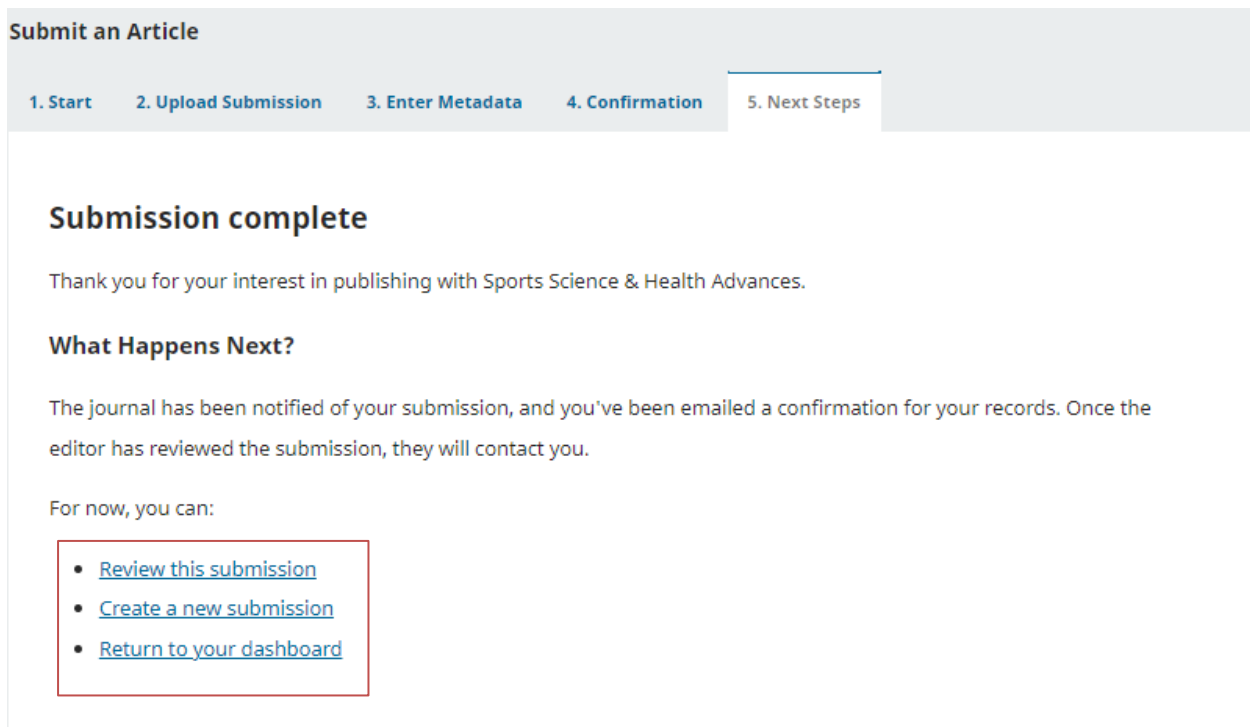
1. Start   2. Upload Submission   3. Enter Metadata   **4. Confirmation**   5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Finish Submission](#) [Cancel](#)

Click on it to finish the submission. This is the last step.

## Step 5 Submission Complete



**Submit an Article**

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   **5. Next Steps**

### Submission complete

Thank you for your interest in publishing with Sports Science & Health Advances.

#### What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

After the successful submission, you can track the status of your article to login into your dashboard.

If you still facing problems in registration and submission mail us at [support@sshajournal.com](mailto:support@sshajournal.com).