Article Submission For Author

September 2021

DergiPark AKADEMİK

Requirements for submitting article

Firstly, you must register to the DergiPark.

Many journals require an ORCID number from the authors.

Register via below link and get the ORCID number.

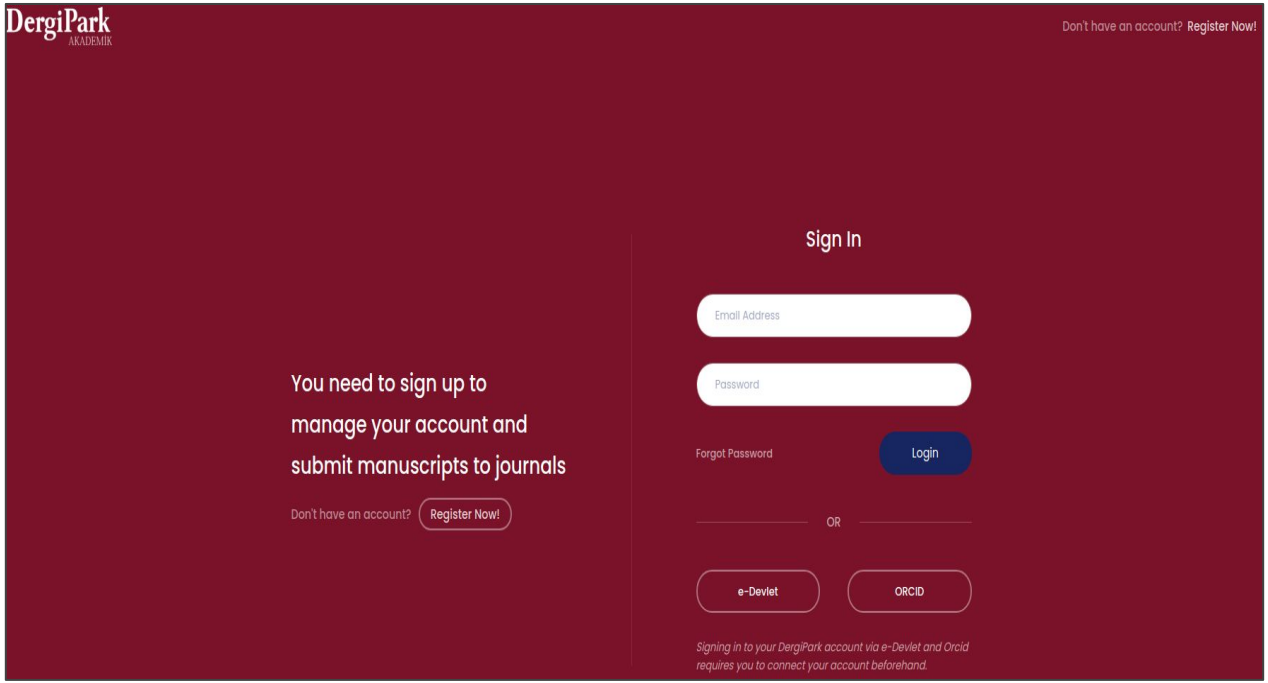
https://orcid.org/

To register for the DergiPark

1. You can click Login button on the upper right corner of the page in DergiPark.

https://dergipark.org.tr/en/login

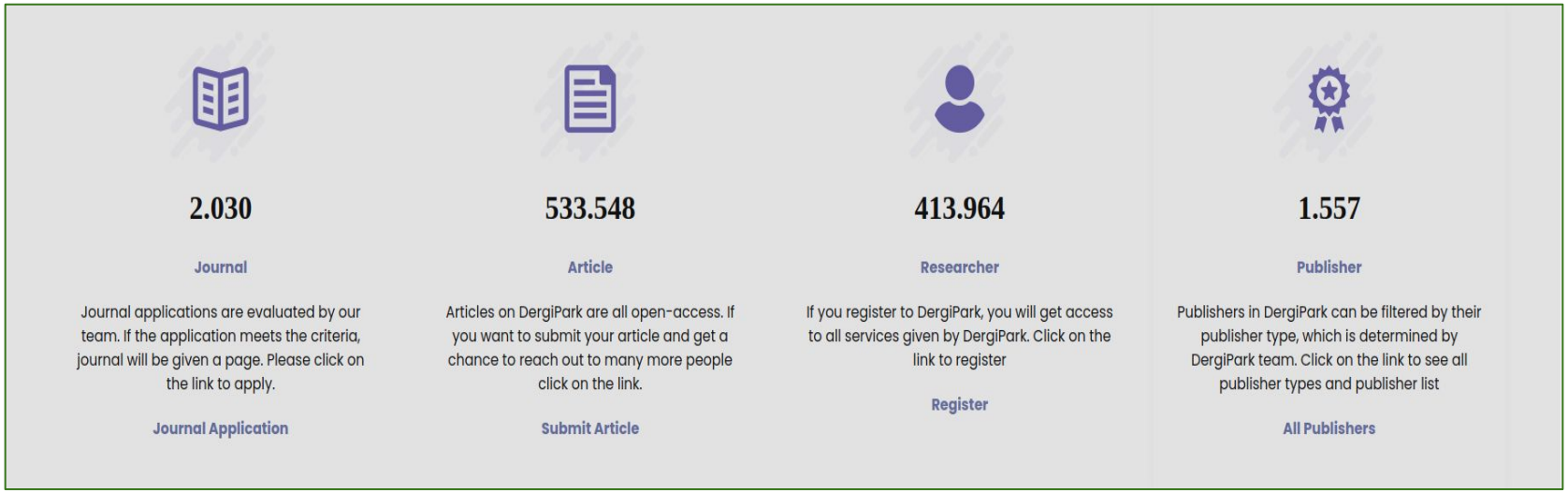
You can access the registration form by clicking the Register button on the left.



To register for the DergiPark

2.You can access the registration form by clicking the "Register" button on the main page of DergiPark.

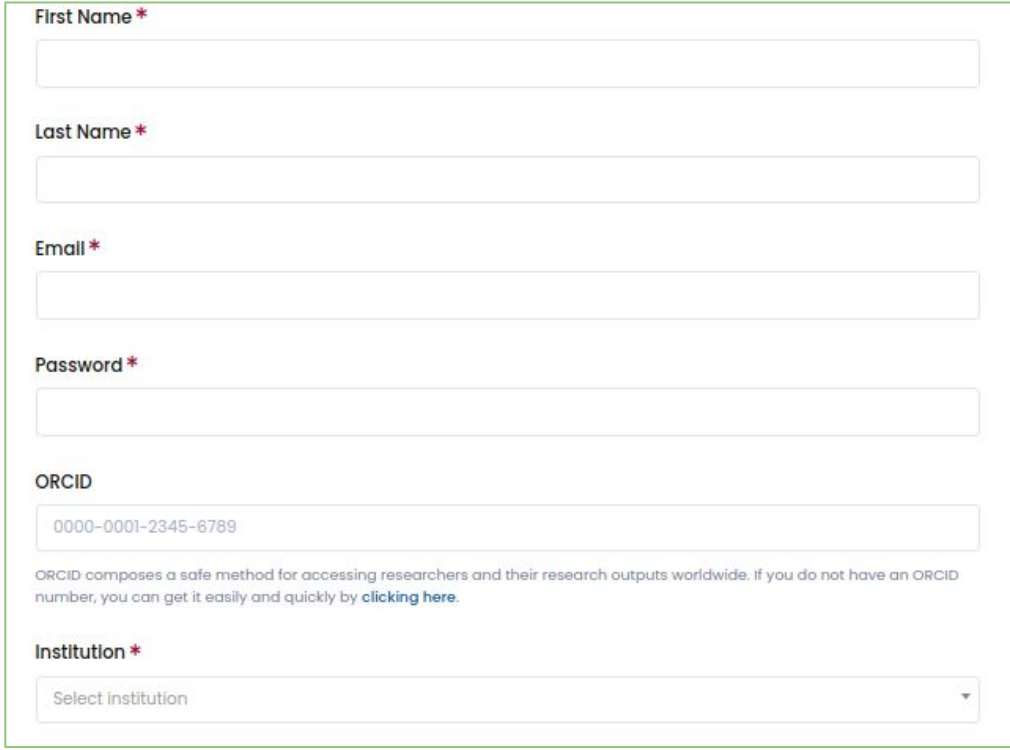
https://dergipark.org.tr/en/



https://dergipark.org.tr/en/register/

Registration Form

- The fields with asterisk in the form are required to be filled.
- When you register to the DergiPark, we send an email to you.
- You can activate your account by clicking the activation to your email.
- After logging in, you must verify your account to receive notifications from the system.



Journal Selection

You can select one of the journals that you have determined on the DergiPark or you have filtered according to your research fields, click on journal's cover and go to the main page of the journal.

For this;

- Click on the "Journals" menu on the DergiPark home page or scroll down the page and click **"Submit Article"** button both of two options redirect you to the journal list.
- You can search on the page containing the journal list or using filters on the left on the page.
  You can select the journal that you determined. This selection redirects to the journal's home page.
- You can send your article to the journal by clicking the "**Submit Article**" button on the page of the journal.
- **Before submitting an article, you do not forget looking journal's period, about and author guidelines pages.**
- For your questions, you can use "Contact" menu on the page of journal's.

Article submission steps

First of all, click on the “Submit Article” button. The article submission process consists of 5 steps.

When you move on to the next step, the previous step is saved.After all you can continue your process from your last step.

It is not possible to proceed to the next step without completing the mandatory fields.

1. Manuscript Information
First step contains subjects, keywords, abstract, title, submission type and submission references fields. You have to fill the keywords and press enter.

2. Authors
The author who submitted the article is added automatically. If there are other authors, they are added in the submission with the "Add Author" button. Authors’ ORCID numbers are filled in this step.

3. Files
The files requested by the journal are displayed on this page. You can proceed to the next step by uploading.

4. Additional Information
You can fill in the additional information field. At this step, the journal editor may want reviewer suggestion from the author.

5. Review and Send
The information filled in the article form is checked and the submission is completed.

1.Manuscript Information

The following informations are filled in this step.

- Submission Type
- Original Language
- Tittle, keywords, abstract
- Submission References

The required languages are indicated with asterisk.

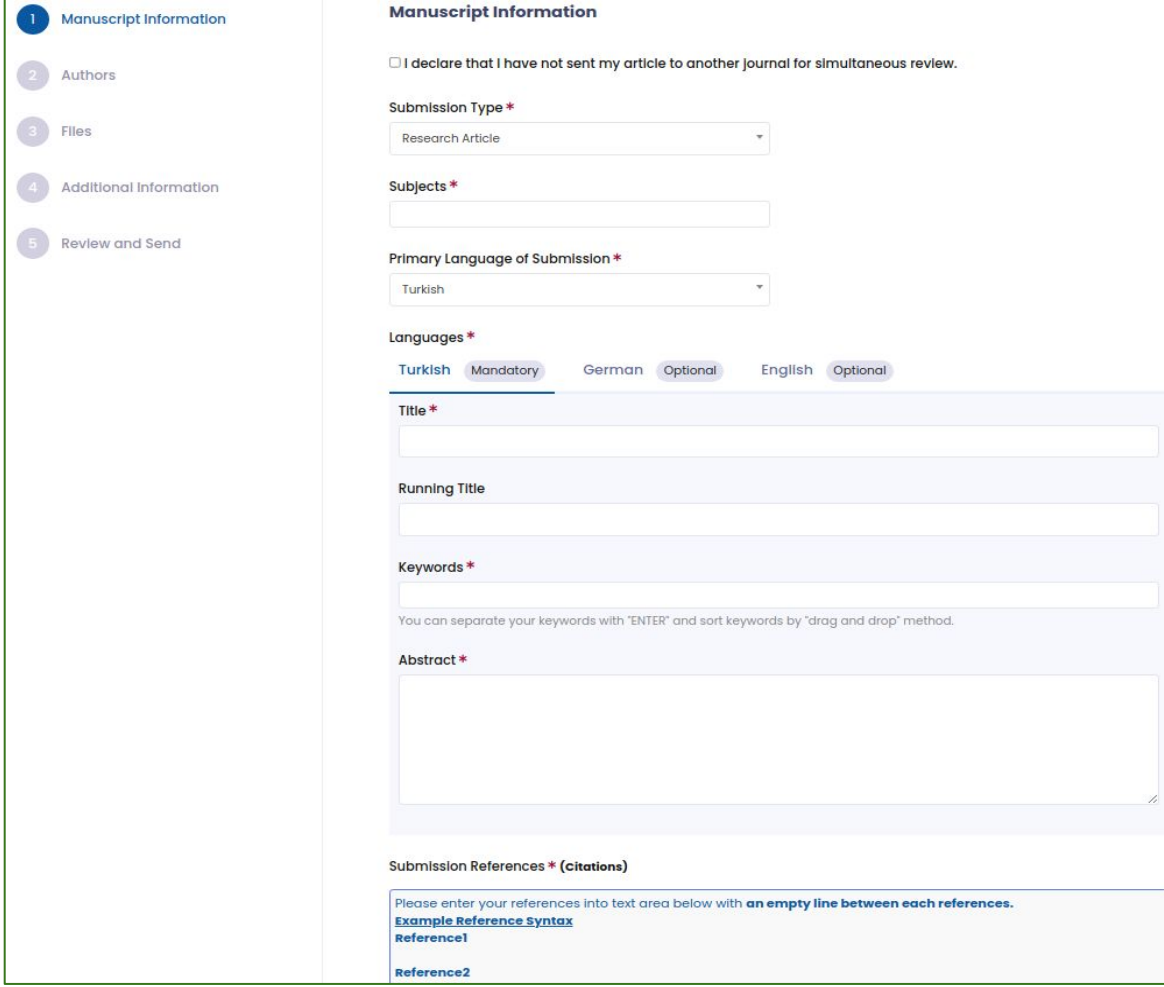
The number of characters (letters and spaces) for the abstract field should be between 50-5000.

At least 3 keywords must be filled.

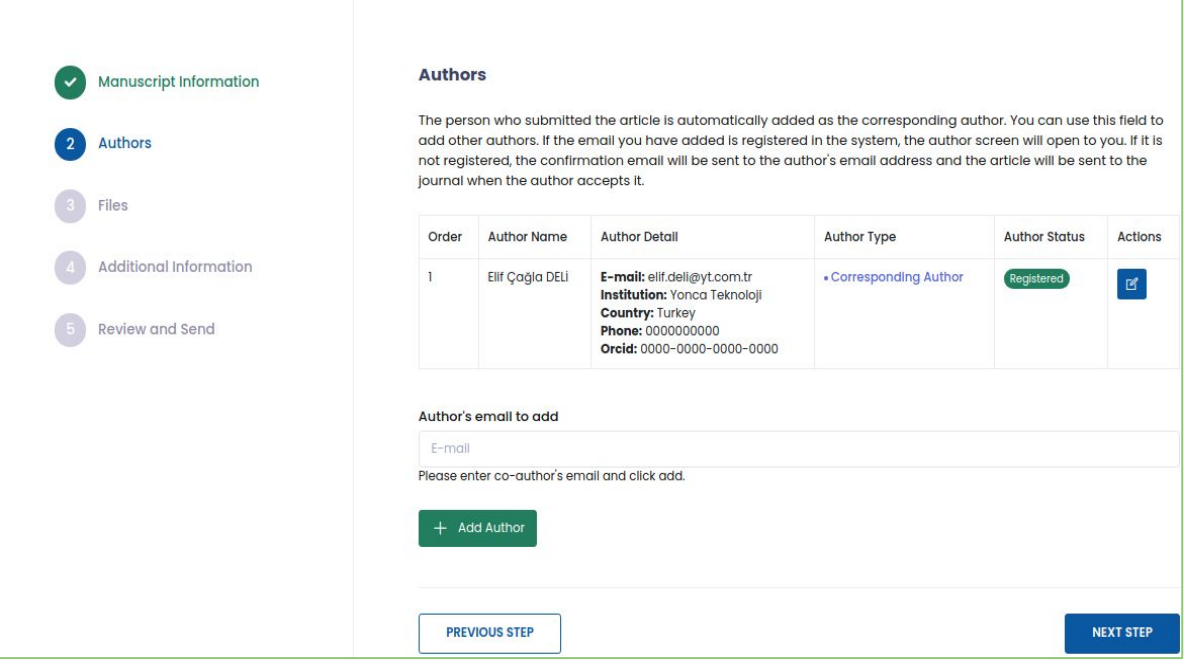
Fill the keywords one by one and enter them with the enter key.

Submission references should be left blank line between each reference item.

Submission references should be in the range of 40-550 characters (letters and spaces).



2. Authors



The author who uploaded the article is marked as the corresponding author and receives notification and email of the actions taken in the process. The uploader information is kept in the process report.

No other person can upload the article.

2. In the second step, missing information is shown in red. Missing information is completed with the blue button in the actions.

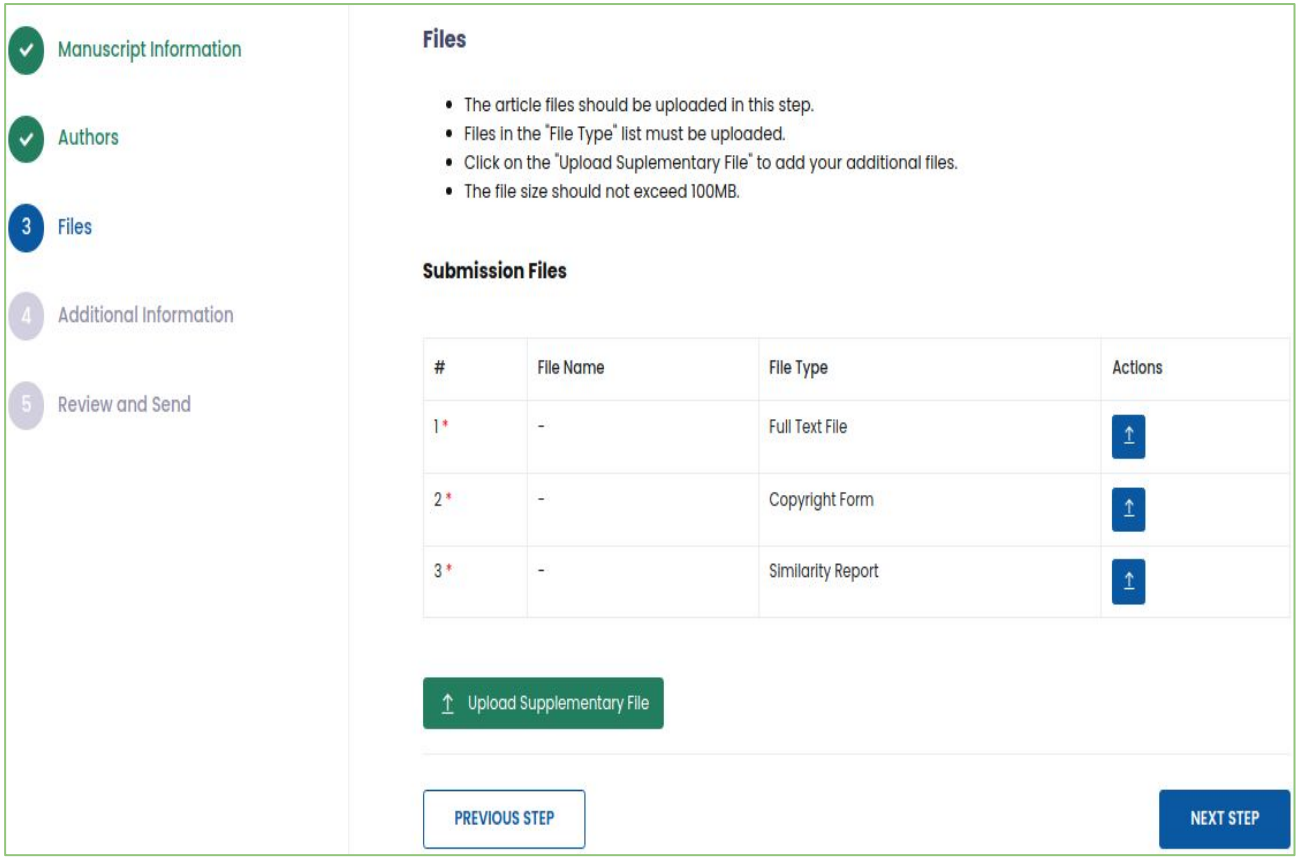
If there is another author, they are added in the submission with the "Add Author" button.

Only the author who uploaded can follow the process of the article.

When other authors are added, if the system indicates "not registered, pending" next to it, it indicates that the other author is not registered. It is for information. You can continue your submitting.

When the author who uploaded the article completes the 5 steps and submits the article, an email is sent to the unregistered authors to register.

3. Files



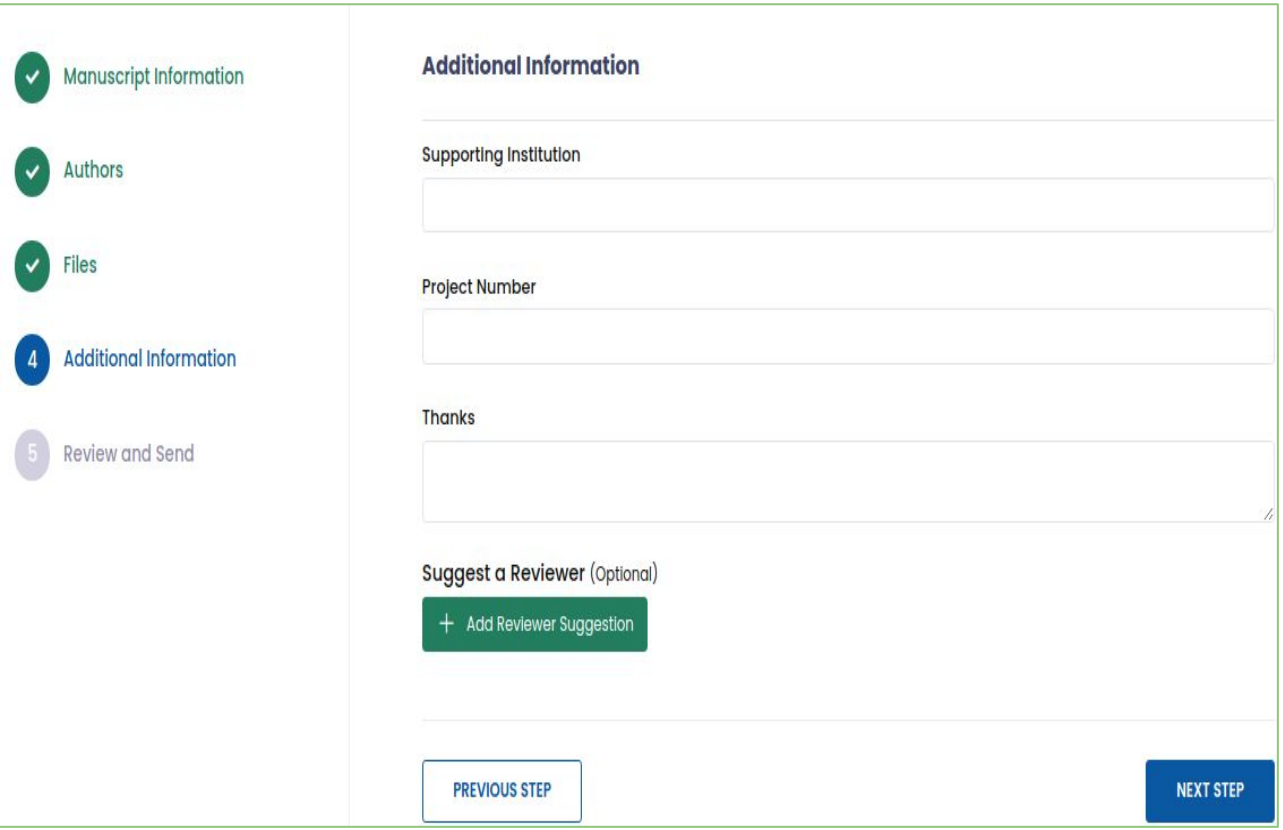
Files requested by the editor are listed.

You can select and upload the file from your computer with the upload button in the actions.

If you have additional files, use the "Upload supplementary file" button.

If you have uploaded the wrong file, you can select the correct file with the upload button on the right and upload it again. Thus, the file is changed.

4. Additional Information

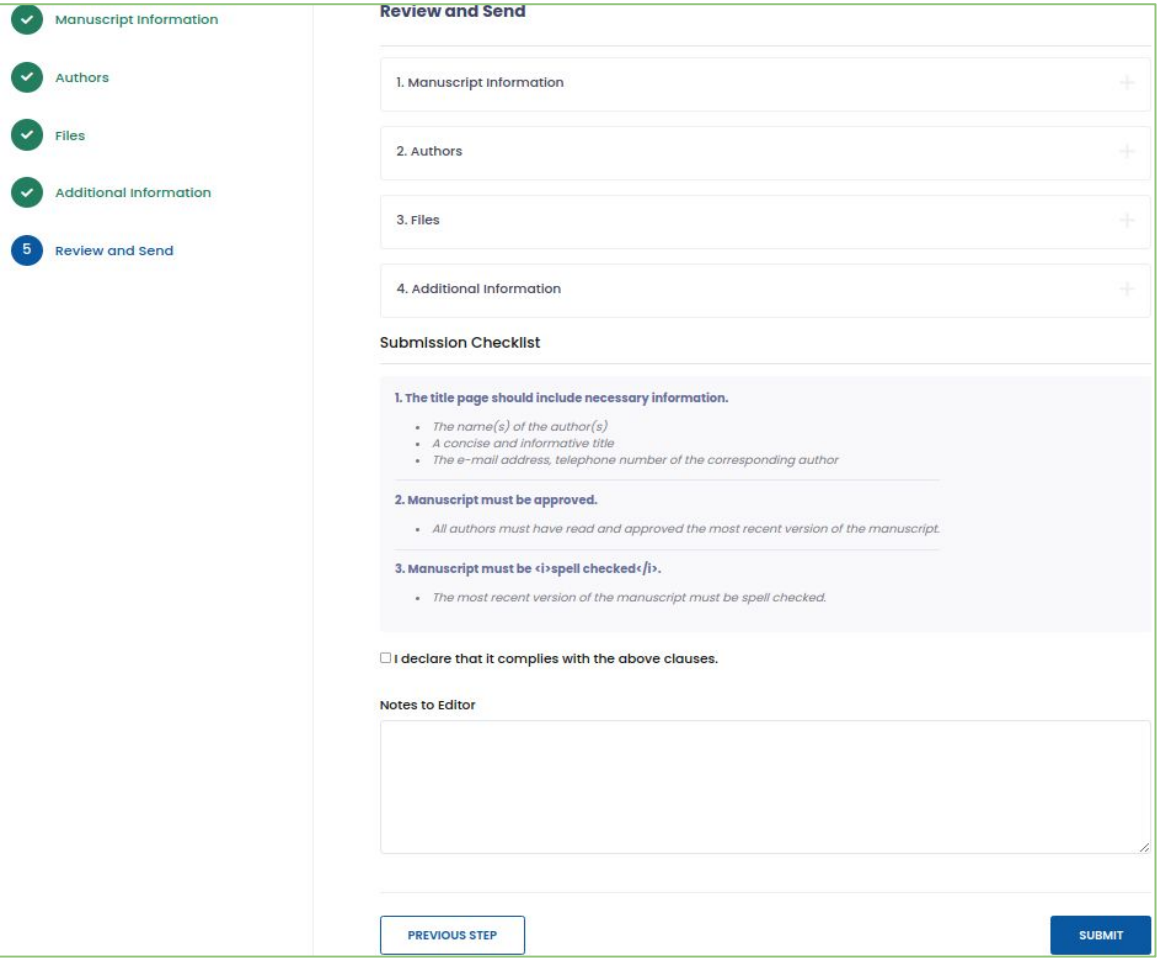


If your article is taken from a project, you can fill the project information.

If it is not related to any project, leave it blank.

If you have a special thank you note, you can add it.
This thank you note will be displayed when the article is published.

If the editorship request a suggest reviewer, you must add reviewers' name-surname, e-mail, institution, research fields and reason for suggestion.



5. Review and Send

In the last step, you need to check the information you filled.

If there is a missing or incorrect information, you can click on the related steps on the left to edit.

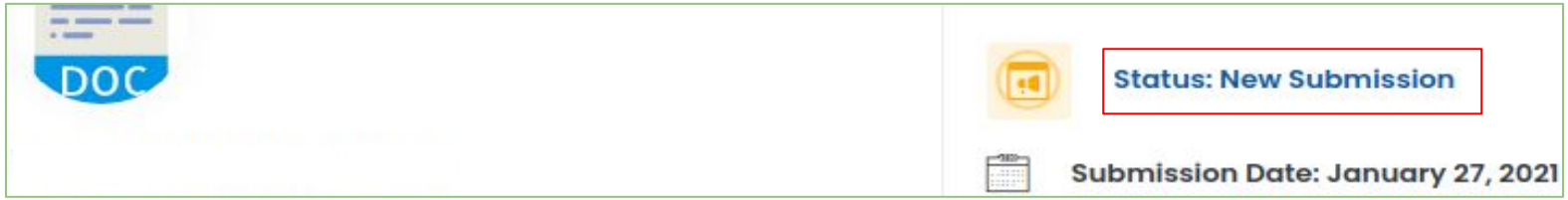
In the last step, you must approve the criteria requested by the editorship.

If you have a note to the editor, add your note and send your article.

Thus your submission is completed.

After submitting the article

If the article has a single author, it is submitted directly to the journal. It will be in the "new submission" status. It is expected to take action by the editorship.



If you have added other authors during the submission, the corresponding author is expected to be registered in the system. At this time, the article is in the "Submission Pending" status. When the other authors complete their registration, the article is submitted to the journal. (The registration process is explained in the first pages of this document)

If you have selected the registered authors in the system, the related authors are not expected to register again. The article is submitted directly to the journal. It will be in the "new submission" status. You can follow this process from your author panel.

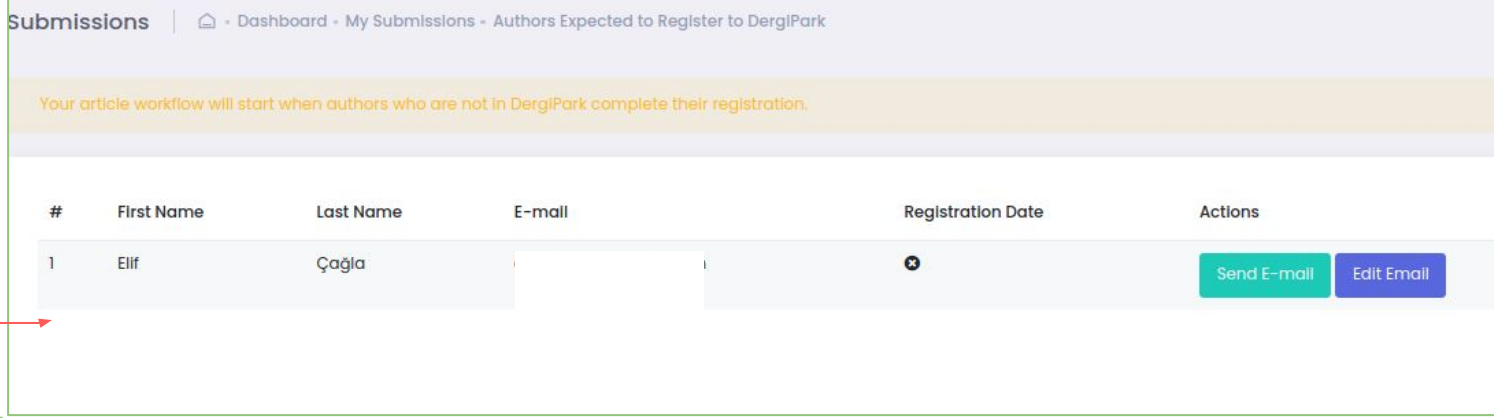
If you have verified your account, you will receive an email for each process.
If you haven't verified your account, click the verification warning on your user page. If you have verified your account, this warning will not appear.

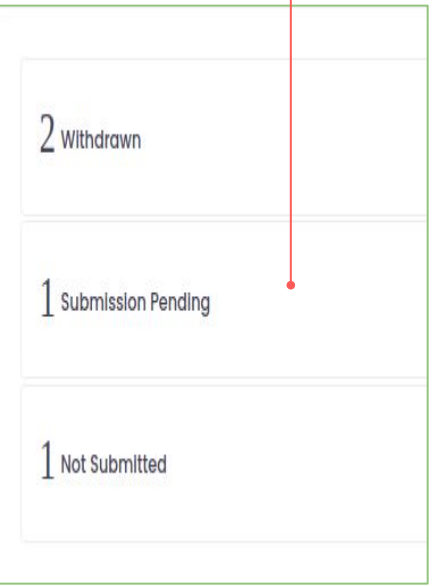
You can write your questions about the process from the "Messages" tab to the secretary or editors assigned to the article.

You can check the transactions process of the article from the status area such as Secretary, Editor, Reviewer, Author, etc.

If the order of transaction in the article is "Author", you can edit the manuscript information and upload files.

If you cannot upload a file, it is not your turn to process.



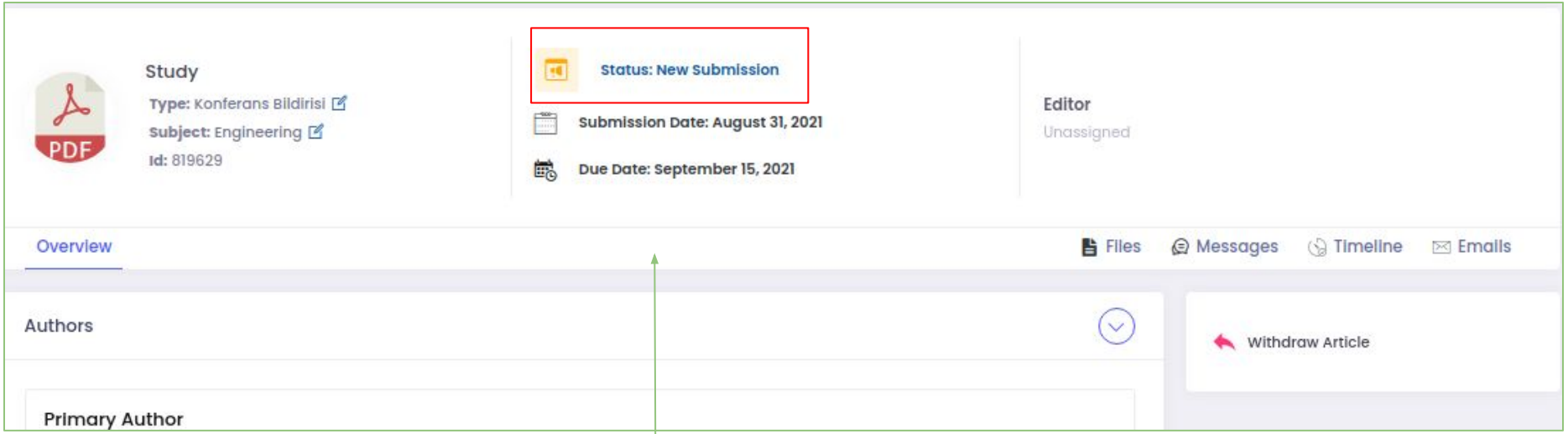


You can access your pending article from your author panel. By clicking on it, you can see the author accounts whose registration is expected.

If the author's email address is incorrect, you can correct it. If the author's e-mail address is correct, send a reminder email to the author to register.

In order for the registration to be approved, the e-mail address must exactly match as one in the system.

Pay attention to capitalization on email address.



You can follow the article from the status area.

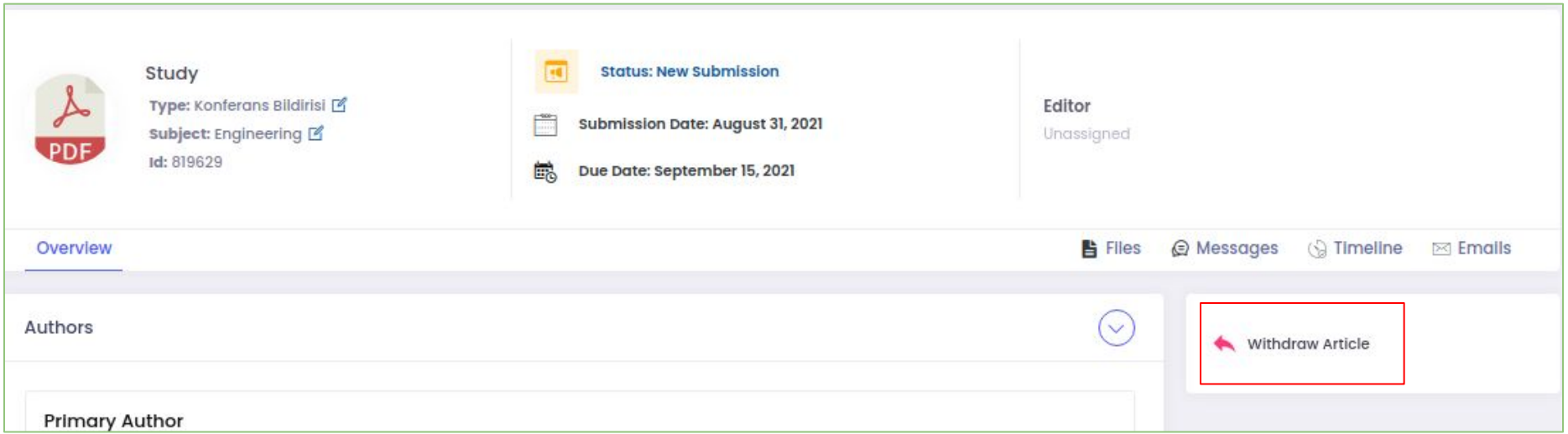
Withdraw article

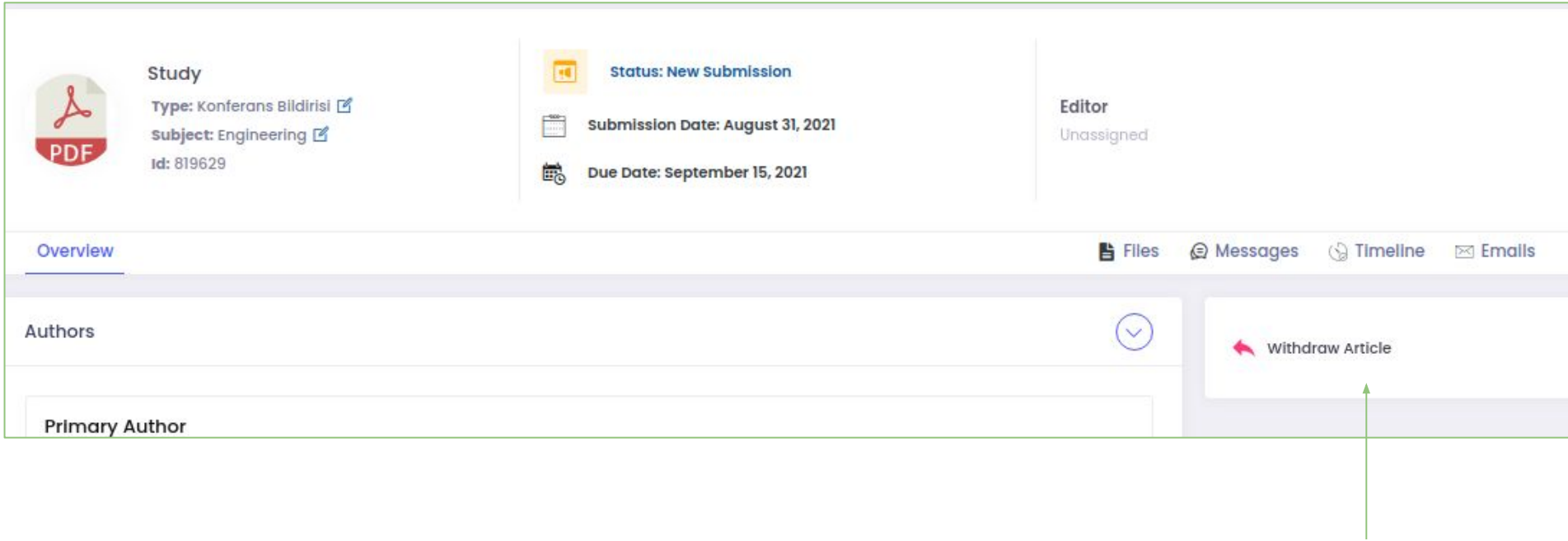
If the article is in the "New submission" or "With Author" status, you can withdraw the article. You can withdraw from the article's process page.
This will put your article in the “Withdrawn” status.

In other cases, you can forward your withdrawn request to the editor or the secretary from the "Messages" tab.

The editor or the secretary has the authority to restitute. Returned articles will also be in the “Articles Withdrawn” status.

Once the article is withdrawn, it cannot be reprocessed by the journal.
If you want the article to be processed in the same journal, you must re-submit the article.





On the process page, you can withdraw it with the "Withdraw Article" button on the right. Thus, the process is closed.

We wish you good work