

Submit CTAC articles to ANZIAM Journal (E)

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- 1 Submit full articles as a new submission
- 2 When requested, review articles
- 3 Submit PDF, upload LaTeX only when asked

Submit full articles as a new submission

Prepare PDF, ten pages max, 12pt, A4, 14 cm text width.

- 1 Login to OJS and choose your role as Author.
- 2 Choose [Click here](#) to start the submission process.
 - 1 Select Proceedings CTAC from the drop down menu, and Continue.
 - 2 Fill in metadata, use lowercase, and Continue.
 - 3 Upload the PDF paper, and Continue.
 - 4 Continue until Finish of the submission.

When requested, review articles

- Expect to review a couple of articles by others, you will be sent emails with an active link,
- alternatively, anytime, login and choose role of Reviewer, select article via the title.
- Click email icon to agree to do the review.
- Download PDF and review.
- Either upload a file with your report, or paste report into a text box, or both.
- Select a Recommendation.
- then click Submit Review to Editor.

Submit PDF, upload LaTeX only when asked

- 1 For reviewing we only use PDF, do not yet upload source.
- 2 If and when an article is finally accepted, only then will you be asked for the source.
 - 1 Login and choose Author.
 - 2 Click the title of your article.
 - 3 Click to go to the Editing web page.
 - 4 In *Initial Copyedit* will be a link to an annotated PDF indicating things you must improve.
 - 5 Improve your \LaTeX source and figures—we only accept \LaTeX .
 - 6 Upload all source files as one *zipped* file via Browse and Upload
 - 7 Click the Complete email icon—essential.