

apropos

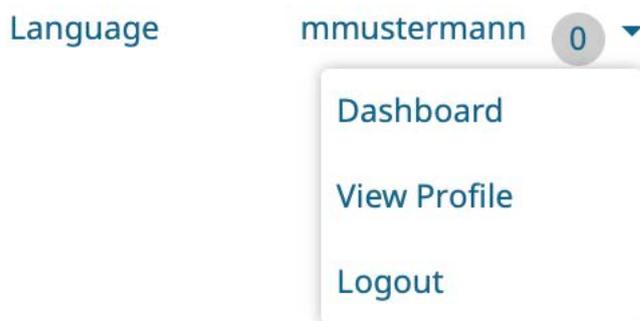
[Perspektiven auf die Romania]

Sprache/Literatur/Kultur/Geschichte/Ideen/Politik/Gesellschaft

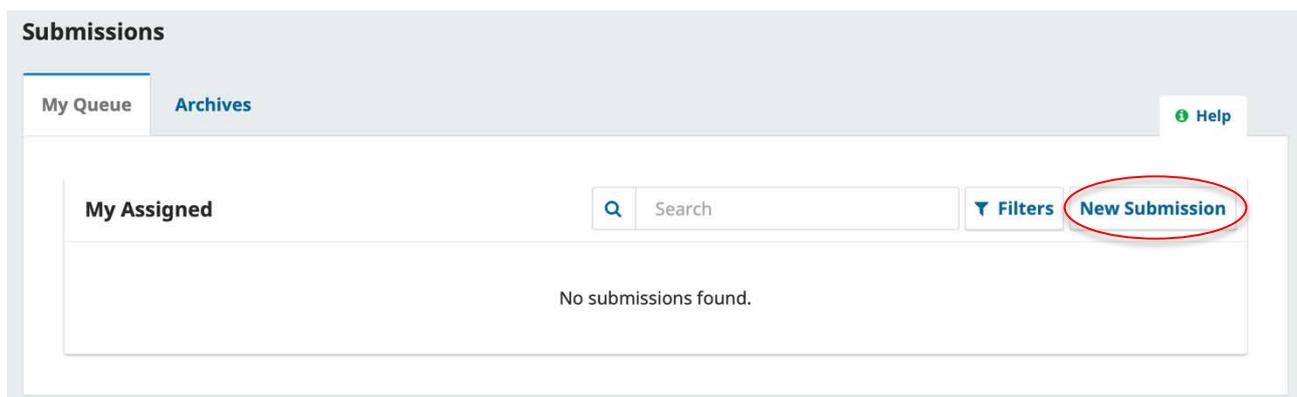
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Guidelines for online submissions

- 1) Register as a user and create a user profile..
<https://journals.sub.uni-hamburg.de/apropos/user/register>
Verify your profile using the confirmation link you received by mail.
- 2) Now log in.
<https://journals.sub.uni-hamburg.de/apropos/login>
- 3) Now click on your user name in the upper right corner of the home page and select **Dashboard**. This will take you to the submission function of the journal.



- 4) Once in your personal dashboard, now select **New Submission**.



5) Now follow the menu.

1. Start

Submission Language

Select here the language in which your submission is written (English, French, German, Italian, Portuguese, Romanian, Spanish).

Section

Select the section here for which you would like to submit a text.

Learn more about the different sections of the journal here:

<https://journals.sub.uni-hamburg.de/apropos/beitragsformate>

Submission Requirements

You must meet all the requirements, i.e. click in the square and check the box, to be able to submit. If you have any questions about this, please feel free to email the editors (redaktion@apropos-romania.de) or use the comment box below.

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Now click on **Save and Continue**.

2. Upload Submission

You will now be asked to upload a file. It must be a doc/docx file for texts, MP3 or MP4 for audiovisual files.

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You will now be asked what type of file it is. Please click here on the item **Article Text**.

Please ignore the button **Edit** that has just appeared, please do not make any changes.

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Now click on **Save and Continue**.

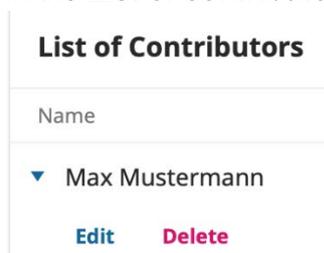
3. Enter Metadata

Leave the field **Prefix** empty.

In the field **Title**, enter your title in the submission language only; the same applies to your **Subtitle**, if applicable.

In the field **Abstract**, add your abstract in the submission language and at least in English. To do this, click in the abstract field. Further fields for different language versions will open - next to the topmost field for the entry in the submission language. Fill in at least the field for the English version. When you are done editing, click above the field and the language versions will close again.

In the **List of contributors**, click the small arrow next to your name and then click **Edit**.



List of Contributors	
Name	
▼ Max Mustermann	
Edit	Delete

An extra menu will open where you can enter all your **personal data** and **bio** in the free field below at least in the submission language and in English. All other details are preset and should not be modified. Click on 'Save' before exiting the menu.

Now continue in the **metadata menu** and enter your **keywords** (up to 5) in the submission language and at least in English. Confirm each of the keywords by pressing enter.

Now click on **Save and Continue**.

4. Confirmation

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**.

5. Next Steps

Your submission is now completed.

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.

If you have any further questions, please feel free to email the editorial team (redaktion@apropos-romania.de).

You can now return to the dashboard and log out by clicking on the person icon at the top right.