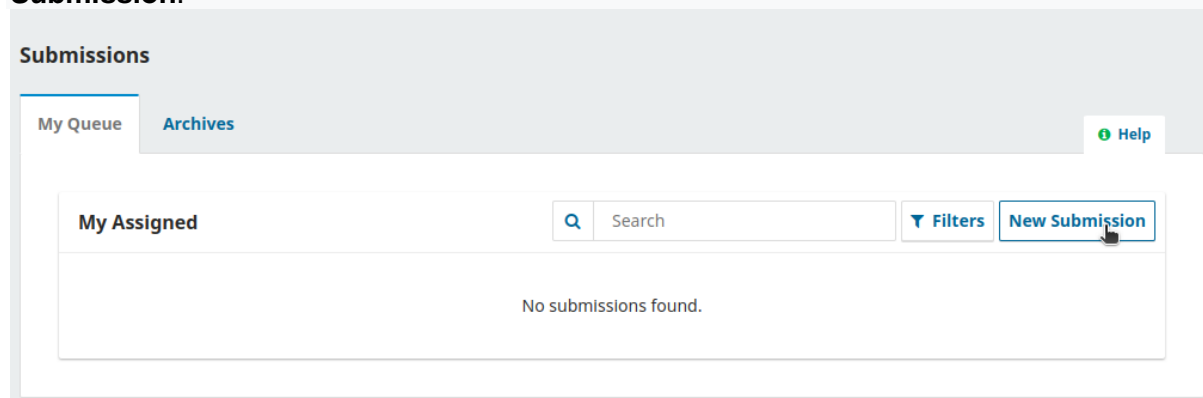
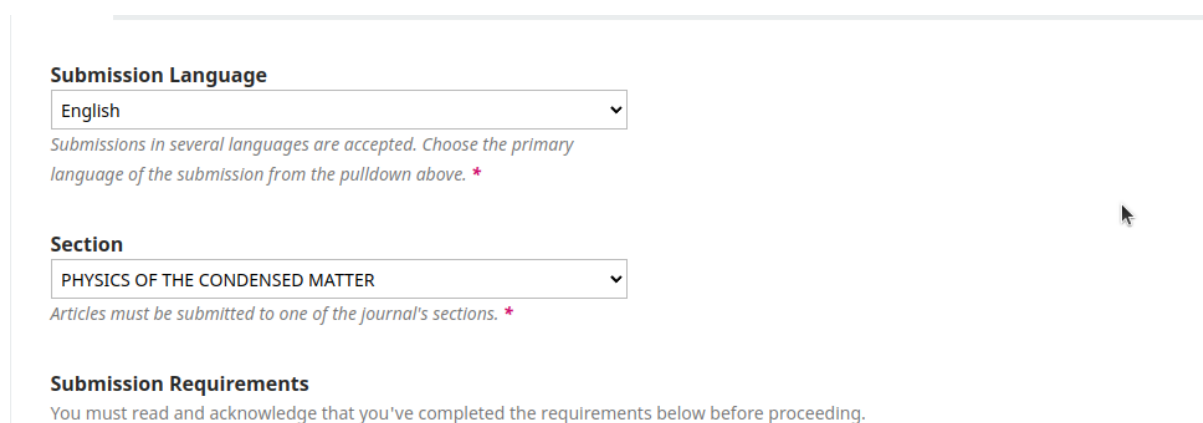


To submit to the OJS Journal, you first need to register as an author. When you log in, you will be taken to the dashboard. To submit an article you must click the button **New Submission**:

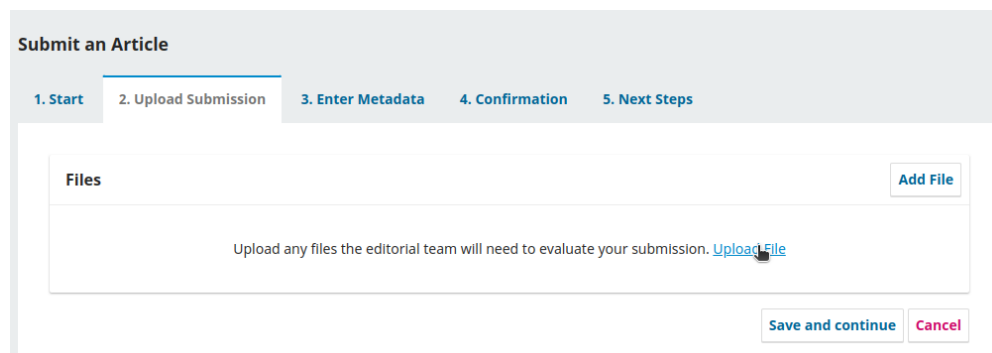


Step 1. In the first step you must provide preliminary information about your material. To get started, select the appropriate section for your material (e.g. article, review, etc.). If you're not sure which section is appropriate, make your best guess.



You should also check the requirements for the material you are sending (**Submission Requirements**) and agree or refuse the rules

Step 2. Step 2 will open a window allowing you to upload your content file. The first thing you must do is select the article component (by default you can set Article Text). It will allow the system to know whether the file is the basis of a manuscript, image, dataset, etc. It must be done before the file is downloaded.



Submit an Article

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

Files Add File

article.docx Edit Remove

⚠ What kind of file is this? [Article Text](#) [Other](#)

Save and continue Cancel

Step 3. At this stage, you should indicate the title of the article, abstract, list of authors, and keywords. The *Prefix* and *Subtitle* fields are optional. Where possible, the text is added in all languages.

Submit an Article

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

Prefix

Examples: A, The

Title *

Article title

Название статьи

Мақаланың тақырыбы

Subtitle

In the image below, the previously created user from which the article is offered has already been added to the list of authors. If there are several authors, they can be added by clicking the **Add Contributor** button.

Abstract *

List of Contributors Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ O. Chaika	testmail@mail.ru	Author	✓	✓

You can add other contributors (such as collaborators) by clicking the **Add Contributor** link. A new window will open with fields for entering information. Adding authors requests you to enter a first and last name, which will then be displayed on the site. Optional fields can be skipped:

Add Contributor



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

Adding keywords is realized by entering each word or phrase, and then pressing the Enter key or clicking on an empty space on the page.

Additional Refinements

Keywords

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

keyword1 x	keyword2 x	keyword3 x		
ключевое слово1 x	ключевое слово2 x	ключевое слово3 x	Русский	
кілт сөз1 x	кілт сөз2 x	кілт сөз3 x	Қазақша	

Save and continue

Cancel

Step 4. Before sending the material, you should ensure that the information is correct. The functionality allows you to return to previous stages and edit data if necessary. By clicking the **Finish Submission** button, the material is sent to the journal editor.

The screenshot shows a confirmation page titled "Submit an Article". At the top, there is a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation (highlighted with a blue underline), and 5. Next Steps. Below the progress bar, a message states: "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'". At the bottom right, there are two buttons: "Finish Submission" (with a mouse cursor over it) and "Cancel".

Step 5. The article was sent successfully. The user is asked to select the following actions written in the image below:

The screenshot shows a "Submission complete" page. At the top, the progress bar is updated: 5. Next Steps is now highlighted with a blue underline. The main content area has a heading "Submission complete" followed by a thank-you message: "Thank you for your interest in publishing with Bulletin of the Karaganda University Physics series." Below this is a section titled "What Happens Next?" with a paragraph: "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." Underneath, it says "For now, you can:" followed by a bulleted list of three links: "Review this submission", "Create a new submission", and "Return to your dashboard".

By clicking on **Review this submission**, the user can also change the submitted material:

The screenshot shows an article editing interface. At the top left, it says "557 / Chaika / Article title". At the top right is a "Library" button. Below this is a "Workflow" section with two tabs: "Workflow" and "Publication" (which is active). The main content area shows the article's status as "Status: **Unscheduled**". Below the status, there are tabs for "Title & Abstract" (active), "Contributors", "Metadata", and "Galleys". The "Title & Abstract" tab is divided into two language sections: "Русский" and "Қазақша" (both inactive) and "English" (active). Under the "English" section, there are two input fields: "Prefix" with the text "Examples: A, The" and a small globe icon, and "Title" with the text "Article title" and a small globe icon.

Subsequently the process passes to the journal editor.