

OJS User Guide

Archaeopress uses **Open Journal Systems (OJS)** to power our journals website, developed by the **Public Knowledge Project (PKP)**. Extensive text and visual user guides are available online from PKP, but this document will seek to offer a basic overview of the editorial process on OJS relevant to the *RCRF Acta*.

Accessing the platform

The new *RCRF Acta* homepage can be accessed here:

<https://archaeopresspublishing.com/ojs/index.php/RCRF/index>

Please note the site is still under construction and subject to change. Additional backlist content will be added in due course.



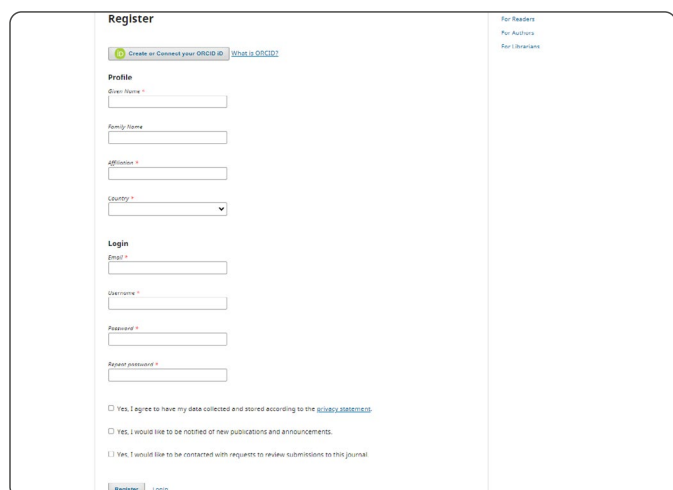
Account registration and login

An account is required to submit a proposal for the *Acta*.

Register a new account

To register an account, click **Register** in the top right-hand corner of the screen. You will be presented with a short form to complete. All fields with a red asterisk are required. You will need to create a unique username: a combination of first initial and surname is advised (i.e. **Samantha Smith** becomes **ssmith**). If you have already registered with another *Archaeopress* journal, the account will need to be activated on the *Acta* site by Archaeopress admin (please contact Patrick Harris for help: patrick@archaeopress.com).

Please note, the **ORCID** plugin is currently not functioning; it is hoped this will be added shortly.



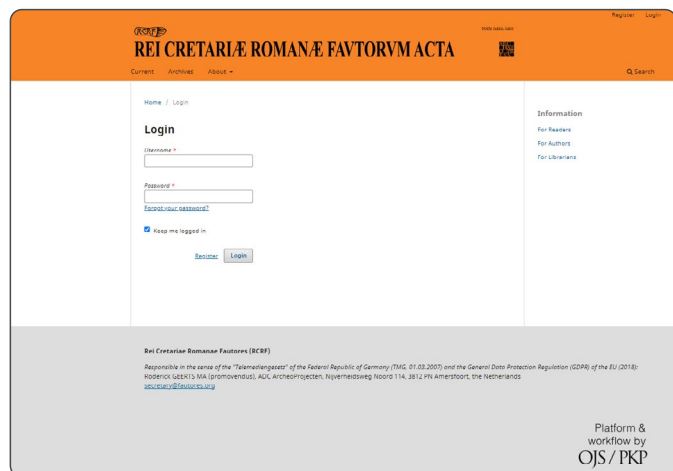
Upon completing the registration process, you should receive a welcome email from the *Acta* site.

Emails generated from the OJS system sometimes go into junk folders or are quarantined by Microsoft 365. Please locate the welcome email and ensure the sender address is added to your email client's safe senders list to avoid missing updates regarding submissions associated with your username.

Login for existing users

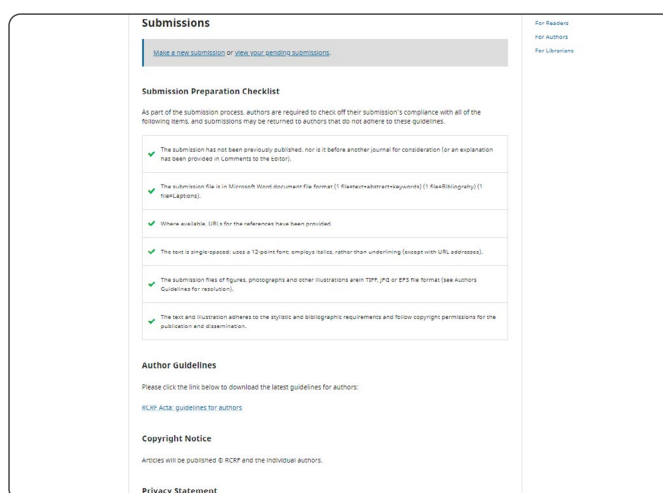
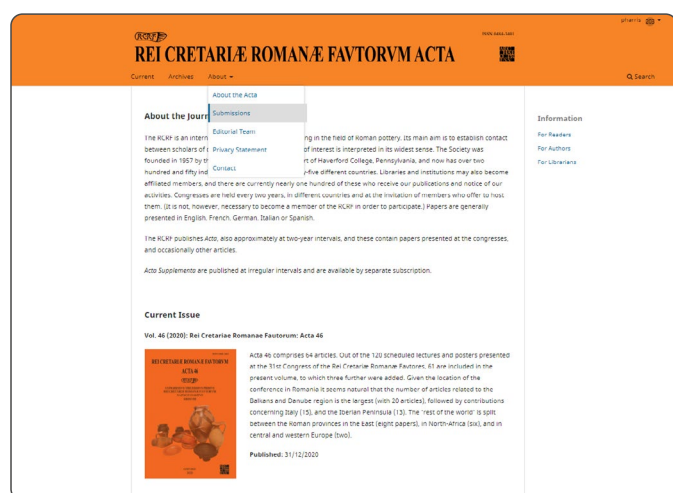
If you have already registered, click **Login** in the top right-hand corner of the screen.

Enter your username (not your email address) and password to login. If you cannot remember either your username or password, please click **forgot your password** and follow the prompts.



Submissions

Visit the **Submissions** page to view preparation guidelines, and to submit your paper. The **Submissions** page can be found under the **About** menu heading on the navigation bar.



Preparing your submission

Before submitting anything to the editorial board, please ensure your submission meets the listed requirements and follows the editorial guidelines. These are available to download from the **Submissions** page.

Submit your paper

When you are satisfied that your submission is ready for submission in accordance with the editorial guidelines, click **Make a new submission**. This will start you on a 5-step process to submit your paper. While it is generally best practice to complete the submission process in a single session, it is possible to save a submission during any of the five stages. You would then be able to return to the submission at a later date to complete the process.

We will now go through each stage in turn.

1. Start

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

Submission Language
English
Submissions in several languages are accepted. Choose the primary language of the submission from the pull-down above. ▶

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

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word document file format (1 file=Text-abstract-keywords) (1 file=Biography) (1 file=Captions).
- Where available, URLs for the references have been provided.
- The text is single spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses).
- The submission file of figures, photographs and other illustrations are in TIFF, JPG or EPS file format (see Authors Guidelines for resolution).
- The text and illustration adheres to the stylistic and bibliographic requirements and follow copyright permissions for the publication and dissemination.

Comments for the Editor

Acknowledge the copyright statement
Articles will be published © NRCR and the individual authors.

- Yes, I agree to abide by the terms of the copyright statement.
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue Cancel

The first section allows you to select the primary language of the submission (English, French, German, Italian and Spanish are accepted).

You are required to check the box against each editorial requirement. If you do not feel your submission meets these criteria, do not continue with the submission but contact a member of the editorial board.

There is a space to add comments to the editor (if funding is available for Gold Open Access, for example, include a note here).

There are two further check boxes, one to agree the final copyright statement as it will appear in the

printed and online versions of the *Acta*. The other allows us to process your data in accordance with GDPR rules. Checking this box only provides Archaeopress and the editors with the ability to handle your data in so far as is necessary to manage the editorial and production processed involved with the *Acta*. It does not provide Archaeopress, the editors, RCRF, or any third party with any rights to contact you about unrelated matters.

Once you are ready, click **Save and Continue**.

2. Upload Submission

Submit an Article

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

Files Add File

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

Save and continue Cancel

Submit an Article

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

Files Add File

- Article Captions.docx Figure Captions Edit Remove
- Article References.docx Article Text Edit Remove
- Article Text.docx Article Text Edit Remove
- Figure 1.jpg Figure Edit Remove
- Figure 2.jpg Figure Edit Remove
- Figure 3.jpg Figure Edit Remove
- Figure 4.jpg Figure Edit Remove
- Figure 5.jpg Figure Edit Remove
- Figure 6.jpg Figure Edit Remove
- Figure 7.jpg Figure Edit Remove

Save and continue Cancel

In this next section, you will need to upload the various files associated with your article. Upload individual word files for your article text, captions and references, and individual files for figures, tables, plates etc.

Consult the editorial guidelines for accepted file types, and preferred specifications.

Files can be dragged and dropped to OJS. Once they are showing as a list, you will need to tell OJS what each item is (e.g. Text, captions, figure, table etc.) A list of options will appear by each file, simply click the relevant heading.

Once all files have been loaded and identified, click **Save and Continue**.

3. Enter metadata

Submit an Article

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

Prefix
Example: A. The

Title *
Late Republican and Early Empire common ware in Southern Lusitania (Algarve-Portugal): the Balne

Subtitle

Abstract *
Recent research on common wares from different Algarve sites has provided relevant information concerning different types of imported material, as well as on local and regional productions. This paper presents the data concerning Italian common ware that was distributed in southern Lusitania (today Algarve-Portugal) in the Roman Republic and Early Empire. The main forms identified are the unspigged common ware from Campanian, platters and lids and Pompeian-Red ware platters. Common ware from the Roman towns of Balne (today Torre de Ares, Tavira), Sauson (Castro Marim) and Oescroba (Faro) and elsewhere show that most of the vessels have their origin in Uterior/Baetica. Apart from Roman towns in eastern and central Algarve, sites such as Loulé Velho (which could have been a Roman villa or even a villa) provided examples of Pompeian-Red ware, showing that

List of Contributors

Name	Email	Role	Primary Contact	In-Browser Lists
Catarina Viegas	editor@fautores.org	Author		

Submission Metadata
These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

Type

The submission type is usually one of 'image', 'text', or other multimedia types including 'audiovisual' or 'interstitial'. Please choose the one most relevant for your submission. For more info, please refer to <https://www.crossref.org/concepts/doi-10.1111/j.1365-3113.2014.00441.x>

Source
If this submission derived from another resource? If so, you may enter a URL, or description of that resource.

Rights
If you wish, you may enter a brief statement about the access rights held in or over this submission.

Additional Refinements

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

Espanol (Espania)
Italiano
Deutsch
Francais (France)

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

Common ware | Pompeian-Red ware | Diamant D2 | Campanian | Syracusa

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

Espanol (Espania)
Italiano
Deutsch
Francais (France)

References
BIBLIOTECAS. Catálogo de exposições Museu Nacional de Arqueologia. 200. Lisboa: Imprensa Nacional, Casa da Moeda. <https://doi.org/10.1016/j.1365-3113.14.00170>
Viegas, C. and Azevedo, A. M. 2014. A cerâmica de cozinha etrusca e as suas imitações em Monte Molão (Lagos, Portugal). In R. Morales A. Fernández and M. J. Souza (eds.), As arqueológicas cerâmicas de imitação da Hispânia (Actas do II Congresso da Sociedade de Estudos de Cerâmica Antiga da Hispânia (SECAH)) (Braga, 4 a 6 de abril de 2013). Monografias do Centro de Estudos de Cerâmica Antiga da Universidade do Porto. <https://doi.org/10.13385/cecah2013.00.05>

Save and continue Cancel

In section 3, please enter the relevant information about the submission. Required elements are signified by a purple asterisk.

Required fields include **Title**, **Abstract**, and **List of Contributors**. All contributors should be listed here, not only the lead/corresponding contributor.

Some elements are not highlighted as a requirement but should certainly be considered as preferred as they greatly enhance the final online version of the article.

Preferred additional fields include **Keywords** (press enter after each keyword, do not type in a comma-separated list and the hit enter), and **References**. For references, please include DOIs where possible.

Archaeopress is a member of Crossref, and the *Acta* and associated articles shall each receive a DOI in future. Part of the commitment of Crossref membership is to include DOIs in references wherever possible. Crossref provide a useful tool to help populate references with DOIs:

<https://search.crossref.org/references>

Please use this tool to populate your references with DOIs before listing here.

Add all metadata as fully and accurately as possible, then click **Save and Continue**.

4. Finish submission / 5. Next steps

Step 4 simply asks you to confirm that you are satisfied with your submission, and you are ready to complete the process and send the submission to be considered by the editors.

You can go back to any earlier section by simply clicking on the relevant tab heading.

Once you are confident you are ready to proceed, click **Finish submission**.

The final stage of the process simply offers brief notes as to what happens next, and provides quick links to create a new submission, or to review the details of the submission you have just made.