

Theology Journal Article Submission Guide

Step 1: Create an account in Research Online @ Avondale

a. First, go to https://research.avondale.edu.au/theo_papers

b. Next, click on **My Account** near the top of the page:



c. Create an account by using the **Sign up** button using your Avondale email, or log in to an existing account (Skip the rest of this step if you log in to an existing account)

<h3>Login</h3> <p>Email address:</p> <input type="text"/> <p>Password:</p> <input type="password"/> <input type="checkbox"/> Remember me <input type="button" value="Login"/> Forget your password? <p>New Email Address? Please log in and choose Edit Profile on your My Account page to update your contact information or customize your password.</p>	<h3>Create new account</h3> <p>You will need to create an account to complete your request. It's fast and free.</p> <input type="button" value="Sign up"/>
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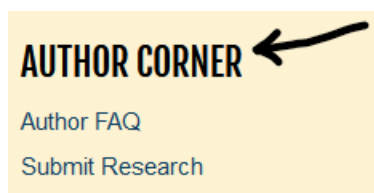
Please use your full, legal name when you create your account.

- d. Next, check the email account you used to create your account to confirm your registration. You will need to click on the attached link to continue:

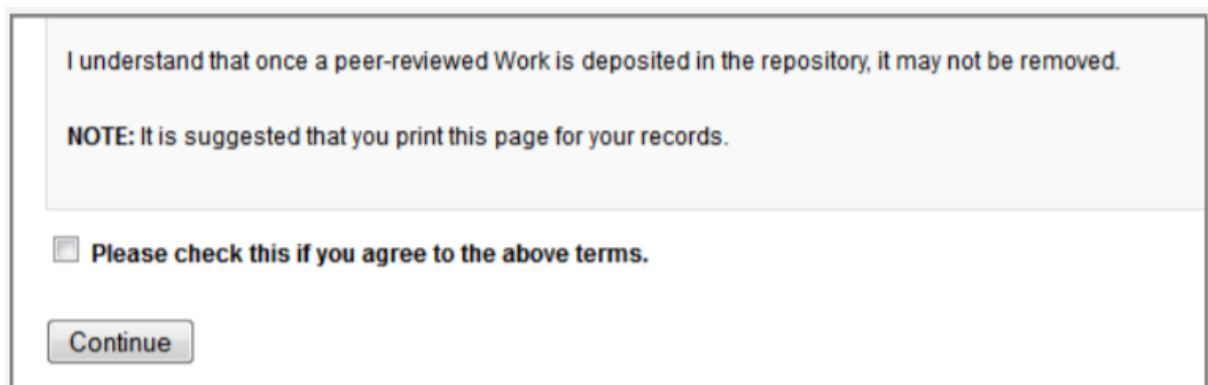
To confirm your account and resume your activity, please click [here](#).

Step 2: Submitting your entry to Theology Journal Articles

- a. After creating your account, return to the Theology Journal Articles repository home page at:
https://research.avondale.edu.au/theo_papers
- b. Next, click **Submit Research** on the left side of the page:



- c. You will then be directed to the online **Submission Instructions and Submission Agreement** page. Read the Agreement, and check the box at the bottom of the page, indicating you agree with the conditions, and click **Continue**.

A screenshot of a web form. At the top, it says 'I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed.' Below that is a note: 'NOTE: It is suggested that you print this page for your records.' At the bottom, there is a checkbox followed by the text 'Please check this if you agree to the above terms.' Below the checkbox is a button labeled 'Continue'.

- d. You will be taken to the main entry submission page. Some of the fields on the form are required:

REQUIRED TITLE

Enter the Title in Headline Capitalization (capitalize "all nouns, pronouns and verbs, and all other words of four or more letters").

REQUIRED AUTHORS

This is the name and email address you used when you created your account. If you used a nickname, or want a different email address, you can click on the pencil icon to edit it. Otherwise, no further action is required in this field.

AUTHOR FACULTY (DISCIPLINE)

Choose your School from the drop-down menu

DOCUMENT TYPE

Choose Article (Automatically defaults to Article).

REQUIRED PUBLICATION DATE

Year is required but all other fields are optional. i.e. 2020

JOURNAL

Please enter the name of the journal

VOLUME NUMBER

Please enter the volume number

ISSUE NUMBER

Please enter the issue number

PAGE NUMBERS

Please enter the page number range of your article i.e. 225-265

ISSN

Type ISSN of the journal in the text box

REQUIRED EMBARGO PERIOD

Please select the length of time you would like your Submission to be placed under Embargo. (Should not be required). Contact Electronic Services Librarian if an embargo is required.

KEYWORDS

Type in text box keywords and keyword phrases and separate with commas (choose words that summarize the concept and content)

DISCIPLINES

Please indicate the academic discipline(s) that best describes your submission

ANZSRC / FOR CODE

Use the plus icons to navigate the two, four, and six digit FOR codes. Double click available items to include them, or click once and use the 'Select' button for each item.

AVONDALE RESEARCH CENTRE

Use the drop-down menu to choose the appropriate research centre

REPORTABLE ITEMS

Select from the drop down menu the [Higher Education Research Data Collection \(HERDC\) category](#) from the C1, C2, or C3 options

ABSTRACT

Type or paste the text of your abstract into the text box.

LINK TO PUBLISHER VERSION (DOI)

If your published journal article includes a digital object identifier (DOI) type or paste the doi into the text box.

FIELD OF EDUCATION

Choose appropriately the Field of Education from the drop down menu

PEER REVIEW

Choose appropriately from the drop-down menu whether peer-review (refereeing) occurred before publication, after publication, or it was non-refereed.

STAFF CLASSIFICATION

Choose appropriately from the drop-down menu whether you are permanent Avondale Staff, Contract staff, Conjoint or Adjunct lecturer.

GRANT NUMBER

If you have a grant associated with this journal article type the grant number in the text box

GRANT LINK

If you have a grant PURL associated with your journal add the link to the text box

COMMENTS

Leave this field blank (To be completed by Electronic Services Librarian)

CREATIVE COMMONS LICENSE

If you have added a [Creative Commons](#) License to your published journal article please select the appropriate license from the drop down menu.

RECOMMENDED CITATION

Avondale uses APA citation style. As such, citations are created at the time of submission by the Electronic Services Librarian to override the DigitalCommons default citation. Do not complete this field as it will be completed by the Electronic Services Librarian prior to being live on the repository.

REQUIRED UPLOAD FILE

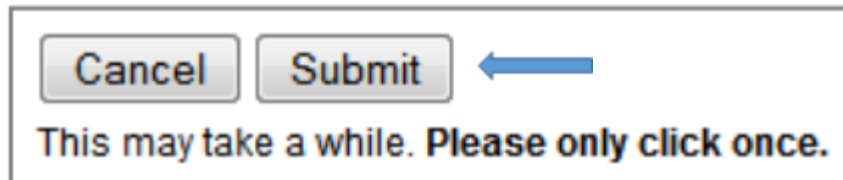
To locate your file: Choose **Upload file from your computer** and click the **Browse** button to locate file on your computer in Microsoft Word or PDF format.

To link your file: Choose **Link out to file on remote site** and add the url link

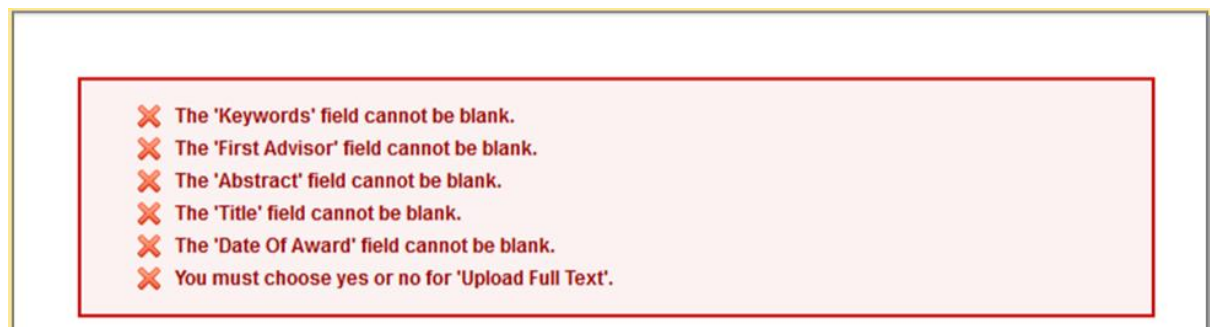
ADDITIONAL FILES

Click check box, then the submit button below and follow the prompts to locate and upload any additional files.

Click to submit your entry to Research Online @ Avondale.

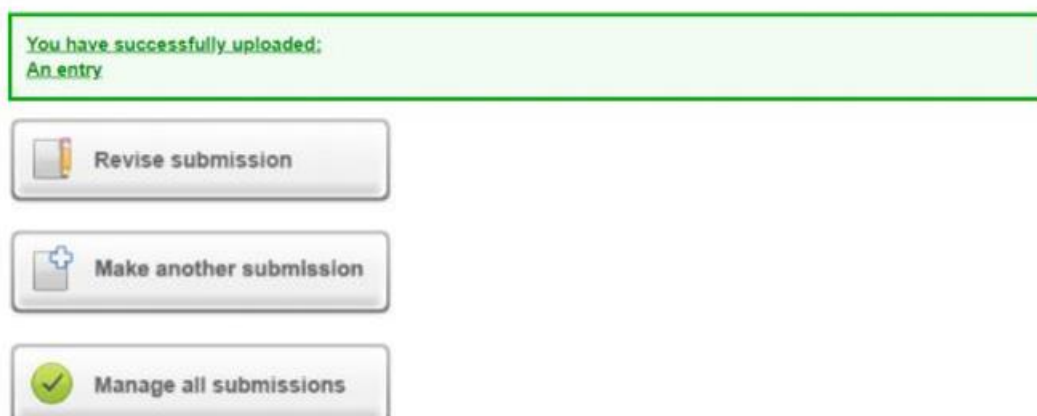


Uploading your entry may take a few minutes. If clicking on Submit does not take you to a new page after a while, scroll to the top and check for error messages:



If your upload was successful, you will be taken to a page that resembles the following:

THEOLOGY PAPERS AND JOURNAL ARTICLES



Congratulations, you have successfully uploaded your entry!

You may revise the submission if necessary, or to return to your account page and logout, click on the **My Account** button at the top of the screen.

On the My Account page you can:

Log out, manage your account settings, look at your Dashboard Tools or View the status of your submissions

At this point, the system will notify the Electronic Services Librarian of your submission, and when they approve it, you will receive notification.

Additionally, you will also receive monthly emails after your entry is posted; alerting you to the number of downloads your entry has received.

If you have any questions regarding the process, please contact:

Alicia Starr

Electronic Services Librarian

Lake Macquarie Campus Library

Avondale University College

(02) 4980 2282

alicia.starr@avondale.edu.au