

## JNZG Vol 84

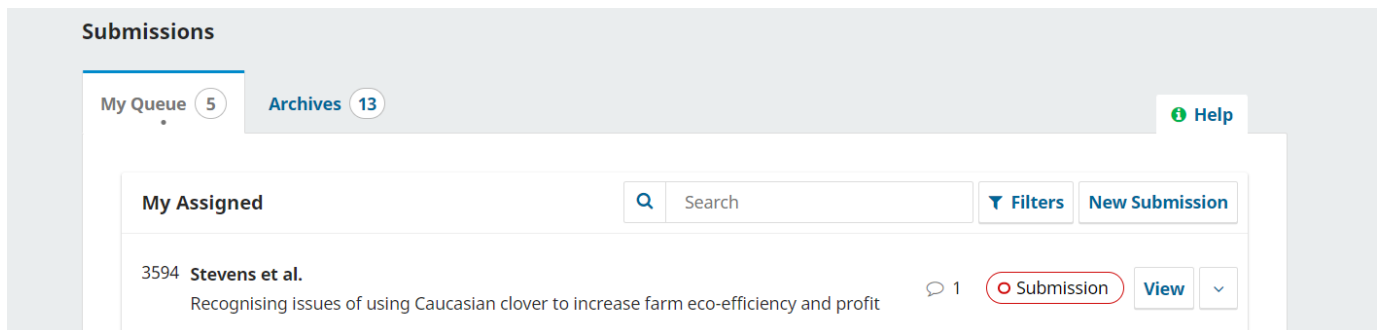
### Instructions on how to submit the full manuscript for review

**Note:** this is to ensure your final MS is attached to your original submission rather than as a new submission

Login to OJS - <https://www.nzgajournal.org.nz/index.php/JoNZG>.

### View Submission

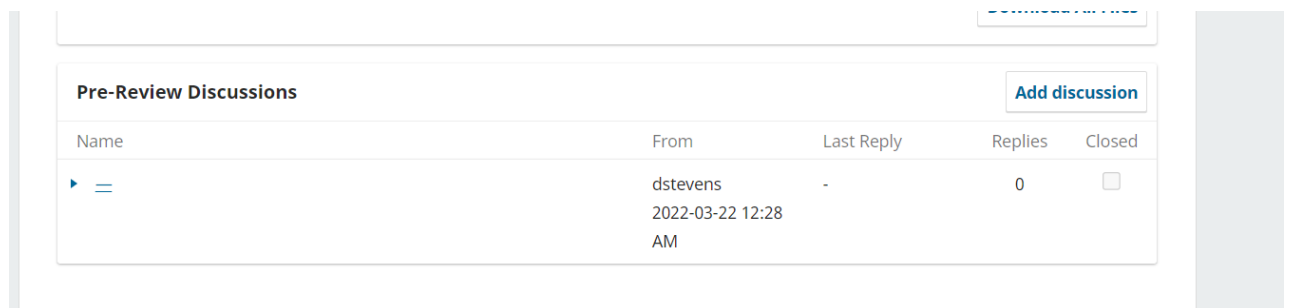
Click on View button)



The screenshot shows the 'Submissions' section of the OJS interface. It includes tabs for 'My Queue' (5) and 'Archives' (13), a search bar, and buttons for 'Filters' and 'New Submission'. A submission entry is listed with the ID '3594' and author 'Stevens et al.', with the title 'Recognising issues of using Caucasian clover to increase farm eco-efficiency and profit'. A 'View' button is highlighted with a red circle.

### Go to Pre review discussion

Click on **Add discussion**



The screenshot shows the 'Pre-Review Discussions' table. It has columns for Name, From, Last Reply, Replies, and Closed. A discussion entry is shown for 'dstevens' with a timestamp of '2022-03-22 12:28 AM' and 0 replies. An 'Add discussion' button is visible in the top right corner of the table area.

Name	From	Last Reply	Replies	Closed
▶ =	dstevens 2022-03-22 12:28 AM	-	0	<input type="checkbox"/>

Select participants – tick Editor box

Subject: Full version of paper attached

Message: e.g. manuscript attached, regards author

**Attached files** –Upload full manuscript (follow prompts)

Click **OK**