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## Submitting an abstract to OJS

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**Before** doing anything else - log in or register (if you haven't used this before)

<https://www.nzgajournal.org.nz/index.php/JoNZG/login>

Select New Submission (LHS of screen)



There are 5 tabs to work through

1. Start
2. Upload a submission
3. Enter metadata
4. Confirm
5. Next Steps

When you get to Upload a submission, you are asked to select article – Select **Abstract Submission**

A screenshot of the 'Upload Submission File' dialog box. It has a blue header with a close button. Below the header are three tabs: '1. Upload File', '2. Review Details', and '3. Confirm'. The 'Upload File' tab is active. The form contains a dropdown menu with the text 'If you are uploading a revision of an existing file, please indicate which file.' and the selected option 'This is not a revision of an existing file'. Below that is another dropdown menu labeled 'Article Component \*' with the selected option 'Abstract Submission'. At the bottom of the form is a dashed box containing the text 'Drag and drop a file here to begin upload' and an 'Upload File' button. At the very bottom of the dialog are 'Continue' and 'Cancel' buttons.

Enter Metadata

When the submission process asks for abstract either put NA or put in the **background** para

Follow prompts to the end of the process – you will have successfully submitted an abstract