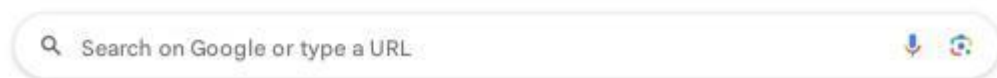


REMEVAL

Instructions for Registration in Open Journal Systems (OJS) of REMEVAL

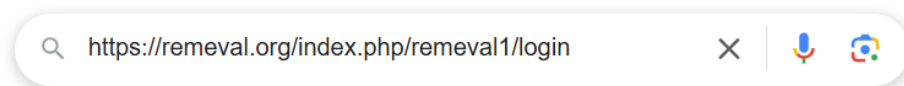
1. Access to the Platform

Open your web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, etc.).



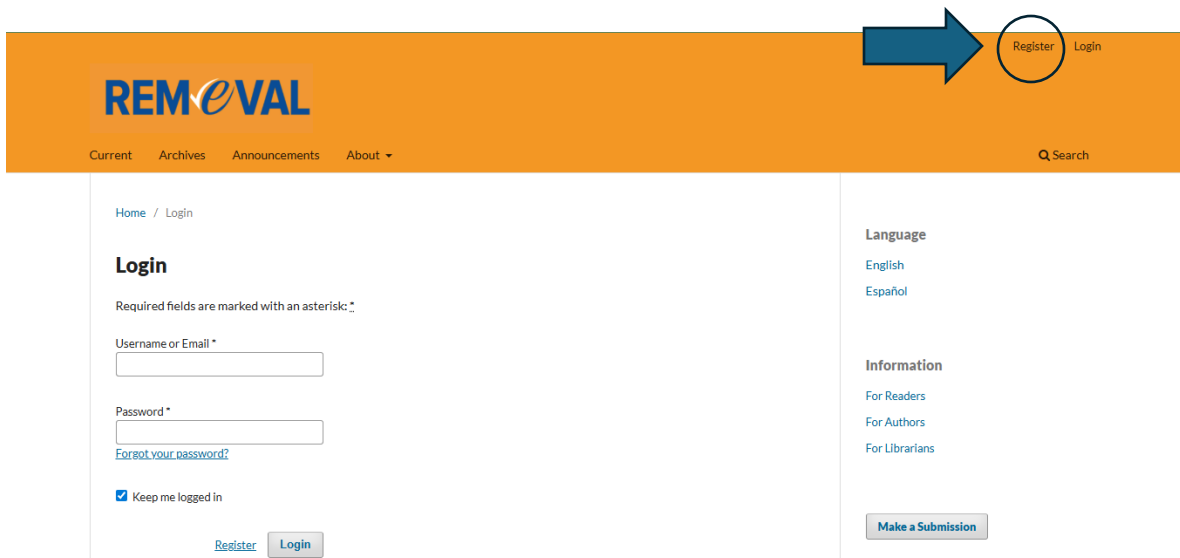
Enter the URL of the journal hosted on REMEVAL Open Journal Systems

<https://remeval.org/index.php/remeval1/login>.



2. Create an Account on OJS REMEVAL

On the home page, find and click on "Sign Up" (it may be at the top or in the side menu).



The screenshot shows the REmeVAL website interface. At the top, there is a navigation bar with the REmeVAL logo on the left and 'Register' and 'Login' buttons on the right. A blue arrow points to the 'Register' button. Below the navigation bar, there is a search bar and a menu with 'Current', 'Archives', 'Announcements', and 'About'. The main content area is divided into two columns. The left column contains a 'Login' form with fields for 'Username or Email' and 'Password', a 'Forgot your password?' link, and a 'Keep me logged in' checkbox. The right column contains a 'Language' menu with 'English' and 'Español' options, an 'Information' menu with 'For Readers', 'For Authors', and 'For Librarians' options, and a 'Make a Submission' button.

2. Fill out the registration form with the following information:

The person registering can select their preferred language from the menu in the right sidebar.

- o First Name (first name or first names)
- o Last Name (both)
- o Affiliation (institution or university you attend)
- o Country (of birth)

Login

- o Email
- o Username (to log in)
- o Password
- o Repeat Password

The screenshot shows the top navigation bar with the REMOVAL logo and links for Current, Archives, Announcements, and About. Below the navigation bar is a search bar. The main content area is titled "Register" and includes a "Profile" section with form fields for Given Name, Family Name, Affiliation, and Country. There are also links for Language (English, Español), Information (For Readers, For Authors, For Libraries), and Scientific content databases (EXPLORE).

3. Check the box to accept the terms and conditions, select whether to receive notifications about new publications and announcements, and whether you would like to be contacted to review articles for this journal. Click **"Register"**

The screenshot shows the login and registration form. It includes fields for Email, Username, Password, and Repeat password. There are three checkboxes for terms and conditions: "Yes, I agree to have my data collected and stored according to the [privacy statement](#).", "Yes, I would like to be notified of new publications and announcements.", and "Yes, I would like to be contacted with requests to review submissions to this journal." Below the checkboxes is a reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. At the bottom of the form are "Register" and "Login" buttons.



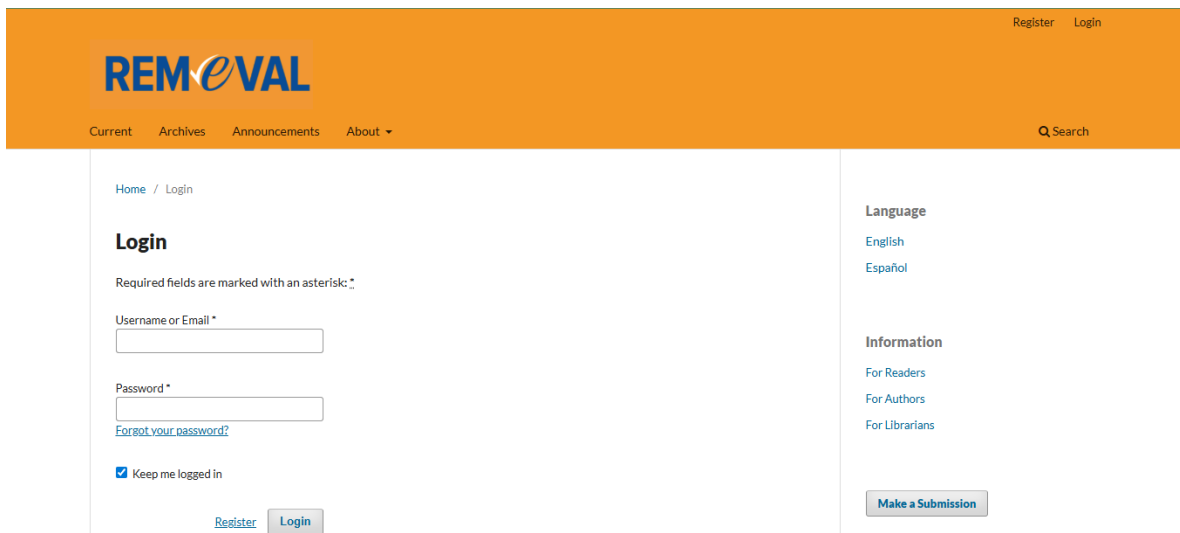
Latest publications





3. Log in to OJS

1. Return to the journal's homepage: <https://remeval.org/index.php/remeval1/login>.

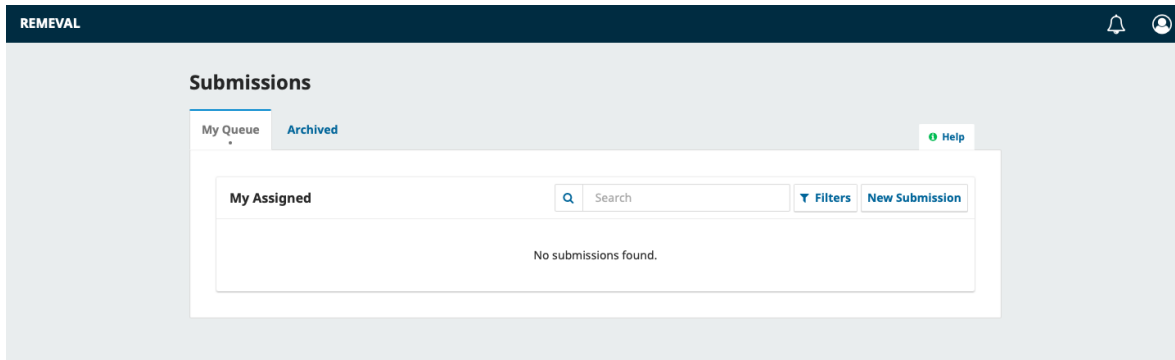


1. Click "Enter."
2. Enter your username and password.
3. Press "Enter."

4. Accessing the User Panel

Once inside, you'll see the User Dashboard, where you can:

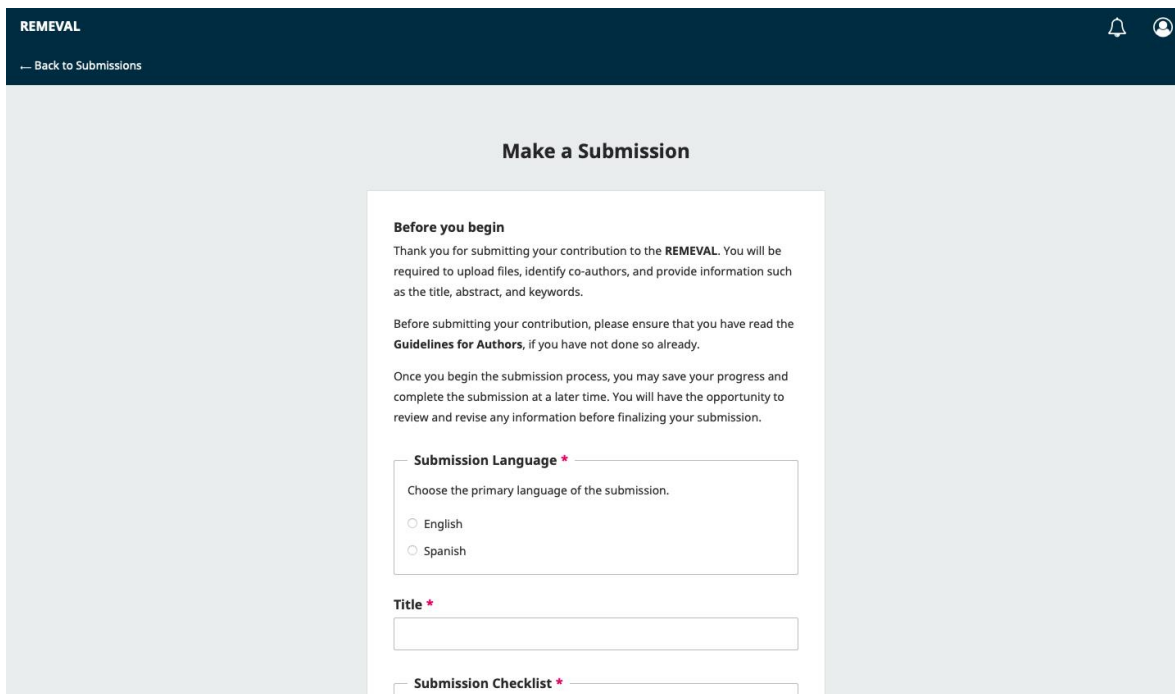
1. Submit new articles.
2. • Check the status of your submissions.
3. • Participate in reviews, if you have the reviewer role.



1. To submit a submission

Follow the platform's instructions, avoid leaving any blank spaces, and upload all documents so you can submit your entire submission for initial review.

- Select the language.



- Provide the title of the research
- Review the checklist to begin submitting.

The screenshot shows the REMEVAL submission form. At the top, there is a dark blue header with the REMEVAL logo on the left, a notification bell icon, and a user profile icon on the right. Below the header, there is a link that says "... Back to Submissions". The main content area is divided into three sections: 1. "Title *": A text input field. 2. "Submission Checklist *": A section containing the text "All submissions must meet the following requirements:" followed by a bulleted list of four requirements: "This submission complies with the requirements outlined in the Guidelines for Authors.", "This contribution has not been previously published nor is it under consideration by another journal. The accuracy and integrity of all references have been verified.", "Permission has been obtained for the publication of all photographs, datasets, and any other materials included in this submission.", and "The authors have read and are familiar with the code of ethics under which REMEVAL is governed." Below the list is a checkbox labeled "Yes, my submission meets all of these requirements." 3. "Privacy Consent *": A section with a checkbox labeled "Yes, I agree to have my data collected and stored according to the [privacy statement](#)." At the bottom of the form is a blue button labeled "Begin Submission".

- Select document submission if you meet the requirements and provide your data privacy consent.

REMEVAL

... Back to Submissions

Title *

Submission Checklist *

All submissions must meet the following requirements:

- This submission complies with the requirements outlined in the **Guidelines for Authors**.
- This contribution has not been previously published nor is it under consideration by another journal. The accuracy and integrity of all references have been verified.
- Permission has been obtained for the publication of all photographs, datasets, and any other materials included in this submission.
- The authors have read and are familiar with the code of ethics under which REMEVAL is governed.

Yes, my submission meets all of these requirements.

Privacy Consent *

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Begin Submission

- You will then begin uploading your contribution to the submission details section. In this section, you will enter general contribution information in three different fields: Title, Keywords, and Contribution Summary.

REMEVAL

... Back to Submissions

8 / CRUZ PEREZ / participative

Make a Submission: Details [Save for Later](#)

Submitting in **English**. [Change](#)

1 **Details** — 2 Upload Files — 3 Contributors — 4 For the Editors — 5 Review

Submission Details Spanish English

Please provide the following details to help us manage your submission in our system.

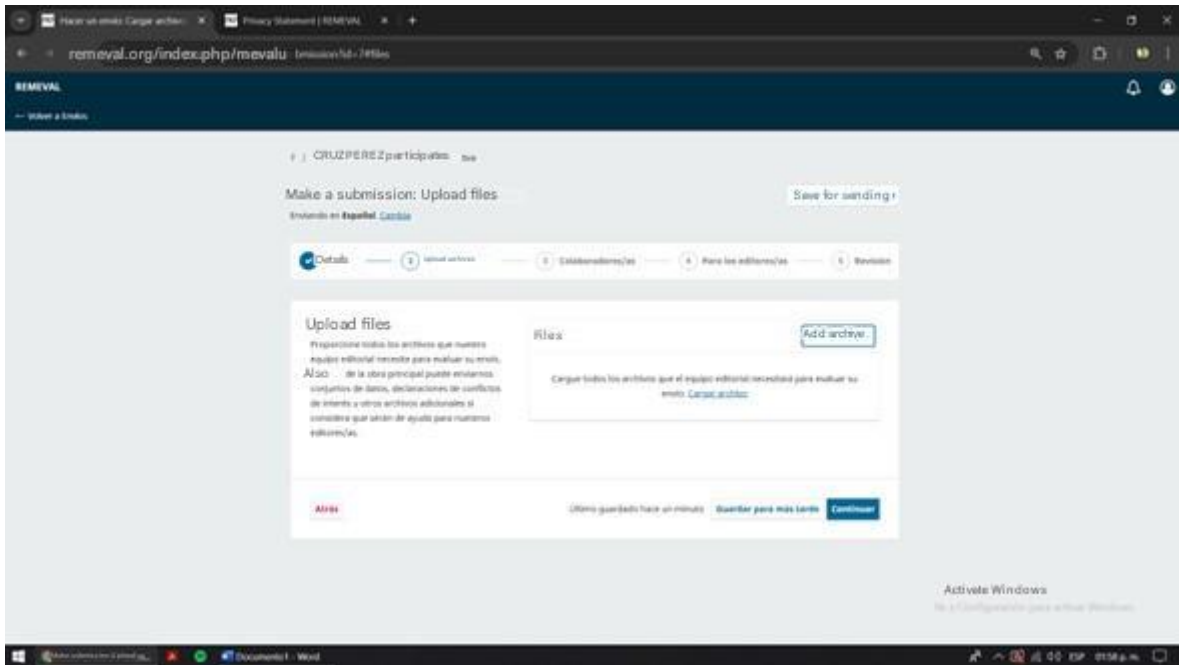
Title *

Keywords

Keywords are typically one- to three-word phrases that are used to indicate the main topics of a submission.

Abstract *

- When you continue, the following section will be displayed: file upload: in this section, the contribution will be attached in editable format with the specifications in the editorial guidelines and standards, in addition to the letters of originality and transfer of rights (2 files).



- In the following section, the authors of the contribution will be captured; in this

process, roles in the contribution are assigned.

The screenshot shows the 'Upload Files' step of a submission process. At the top, the REMEVAL logo is in the header, and a navigation bar includes 'Back to Submissions', the user's name '8 / CRUZ PEREZ / participative', and notification icons. The main heading is 'Make a Submission: Upload Files' with a 'Save for Later' button. Below this, a progress bar shows five steps: 1. Details (checked), 2. Upload Files (active), 3. Contributors, 4. For the Editors, and 5. Review. The 'Upload Files' section contains instructions: 'Please provide any files that our editorial team may require to evaluate your submission (tables, figures, etc.).' and 'In addition to the main manuscript, please ensure that you submit the signed letters from all authors, which can be downloaded from the Files section.' A 'Files' box with an 'Add File' button and an 'Upload File' link is provided. At the bottom, there are 'Back', 'Continue', and 'Save for Later' buttons, along with a timestamp 'Last saved a minute ago'.

- If necessary, you may comment to the editors on any specifications or clarifications regarding the contribution's add-ons, such as the use of images or graphics in specific packages.

The screenshot shows the 'For the Editors' step of a submission process. The header and navigation bar are identical to the previous screenshot. The main heading is 'Make a Submission: For the Editors' with a 'Save for Later' button. The progress bar shows five steps: 1. Details (checked), 2. Upload Files (checked), 3. Contributors (checked), 4. For the Editors (active), and 5. Review. The 'For the Editors' section contains instructions: 'Please provide the following details to assist our editorial team in managing your submission.' and 'When entering metadata, include the entries that you believe would be most useful for the person handling your submission. This information can be modified before publication.' The 'Comments for the Editor' section contains the instruction: 'Add any information that you think our editorial staff should know when evaluating your submission.' Below this is a rich text editor with a toolbar containing 'B', 'I', x^2 , x_2 , and a link icon. At the bottom, there are 'Back', 'Continue', and 'Save for Later' buttons, along with a timestamp 'Last saved 2 minutes ago'.

- Once the contribution registration is complete, the system allows the editorial team to review the uploaded information so that it can begin the review process.

The screenshot shows the 'Make a Submission: Review' page in the Remeval system. The page is titled '8 / CRUZ PEREZ / participative' and includes a 'Save for Later' button. A progress bar at the top indicates the following steps: Details (checked), Upload Files (checked), Contributors (checked), For the Editors (checked), and Review (5, active). The 'Review and Submit' section contains instructions: 'Please review the information you have entered before finalizing your submission. You can modify any of the details displayed here by clicking the edit button at the top of each section.' and 'Once your submission is complete, a member of our editorial team will be assigned to review it. Please ensure that the details provided are as accurate as possible.' The form fields are: 'Details (English)' with an 'Edit' button; 'Title' with the value 'participative'; 'Keywords' with the value 'None provided'; and 'Abstract' with the value 'None provided'. A red error message box at the top of the form states: 'There are one or more problems that need to be fixed before you can submit. Please review the information below and make the requested changes.' Another red error message box below the 'Keywords' field states: 'This field is required.'

- In this step, you must carefully verify that the data is correct and complete before submitting the form.

The screenshot shows a web browser window with the URL remeval.org. The page title is "REMEVAL" and there is a "Back to Submissions" link. The form contains several sections:

- Abstract:** None provided
- Details (Spanish):** Edit button
- Title:** None provided
- Keywords:** None provided
- Abstract:** None provided
- Files:** Edit button. A red error message box states: "You must upload at least one Article Text file."
- Contributors:** Edit button. A red error message box states: "The given name is missing in English for one or more of the contributors."

At the bottom, there is a field containing ". ESTUDIANTE" and two buttons: "Primary Contact" and "Author".

- If all the information entered and the files are complete, you can submit the document and track the review process. The generated username and password will be used to track your submission.
- If any of the data needs verification or is missing, the system will allow you to save the registration progress with the option to resume it later. Once you have the missing information or document, you can resume the submission without losing the entered information.

The screenshot shows the REMEVAL submission form with the following sections and error messages:

- Files:** A red error message states, "You must upload at least one Article Text file."
- Contributors:** A red error message states, "The given name is missing in English for one or more of the contributors." Below this, the name "ESTUDIANTE" is listed with "Primary Contact" and "Author" buttons.
- For the Editors (English):** The "Comments for the Editor" field is empty, showing "None".
- For the Editors (Spanish):** This section is currently empty.

At the bottom of the form, there is a "Back" button, a timestamp "Last saved 4 minutes ago", and "Save for Later" and "Submit" buttons.

- To resume submission, simply log in. Incomplete submissions will appear on my list. By clicking View, you can identify pending submissions and the progress of your contribution submission.

The screenshot shows a "Saved for Later" notification page with the following text:

Saved for Later

Your submission details have been saved in our system, but it has not yet been submitted for consideration. You can return to complete your submission at any time by following the link below.

[CRUZ PEREZ — participative](#)

We have emailed a copy of this link to you at jc.cruz@ciestaam.edu.mx.

Once the submission is complete, the platform will notify the email address registered for this purpose (corresponding author). You can log in to your account to check the progress of your contribution review.