

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.

The image shows the registration form on the Archaeopress website. The form is titled 'Register' and includes a 'Create or Connect your ORCID iD' button. The form is divided into three main sections: 'Profile', 'Login', and 'Agreements'. The 'Profile' section contains fields for 'Given Name', 'Family Name', 'Affiliation', and 'Country'. The 'Login' section contains fields for 'Email', 'Username', 'Password', and 'Repeat password'. Below the form are three checkboxes for agreeing to terms, receiving notifications, and being contacted for reviews. A 'Register' button is at the bottom left, and a 'Login' link is at the bottom right.

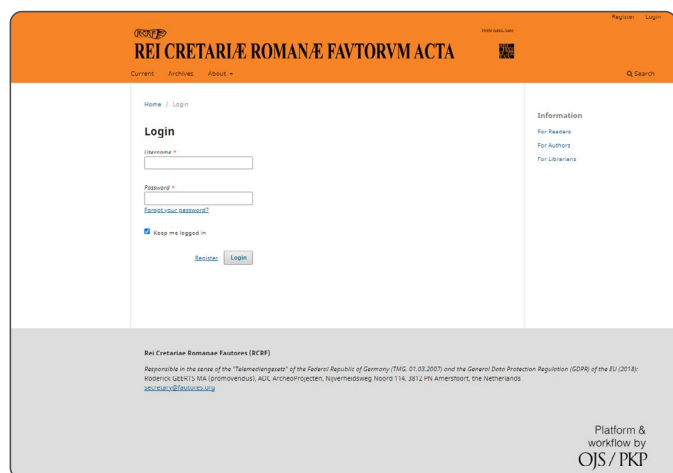
Upon completing the registration process, you should receive a welcome email from the *Acta* site.

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

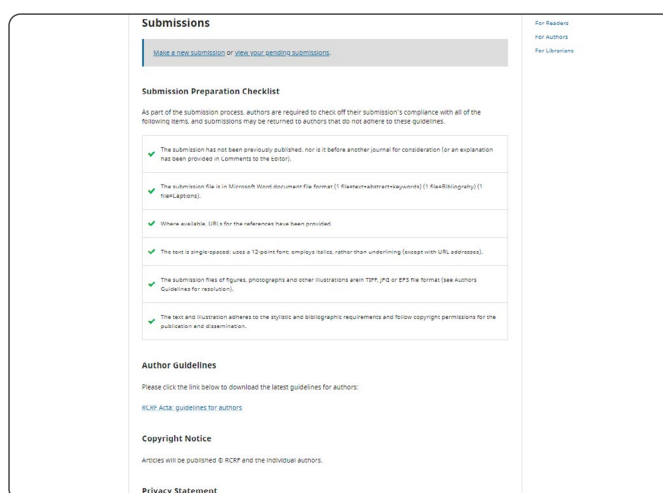
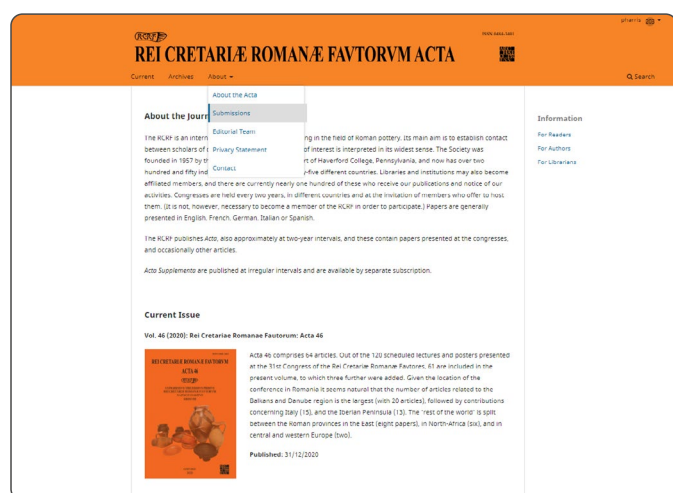
If you have already registered, click **Login** in the top right-hand corner of the screen.

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

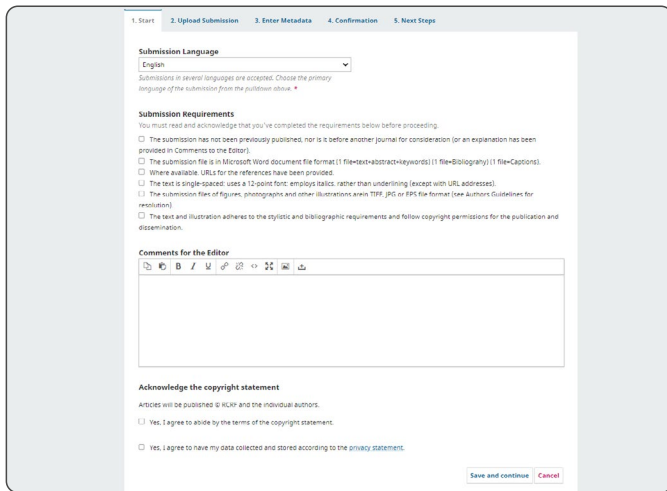
Before submitting anything to the editorial board, please ensure your submission meets the listed requirements and follows the editorial guidelines. These are available to download from the **Submissions** page.

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



The screenshot shows the 'Start' step of the submission process. It includes a 'Submission Language' dropdown menu set to 'English'. Below this is a 'Submission Requirements' section with several checkboxes, including 'The submission has not been previously published', 'The submission file is in Microsoft Word document format', 'Where available, URLs for the references have been provided', and 'The text is single spaced'. There is also a 'Comments for the Editor' text area and an 'Acknowledge the copyright statement' section with checkboxes for 'Yes, I agree to abide by the terms of the copyright statement' and 'Yes, I agree to have my data collected and stored according to the privacy statement'. At the bottom right, there are 'Save and continue' and 'Cancel' buttons.

The first section allows you to select the primary language of the submission (English, French, German, Italian and Spanish is 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 and contact a member of the editorial board.

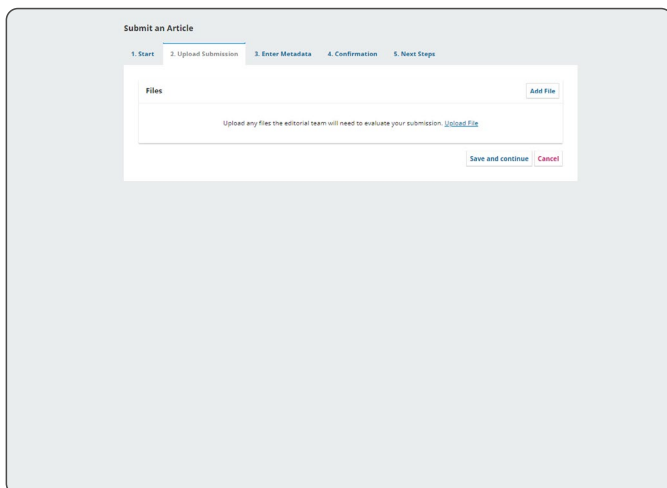
There is a space to add comments to the editor (if funding is available for Gold Open Access, for example, include a note here).

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

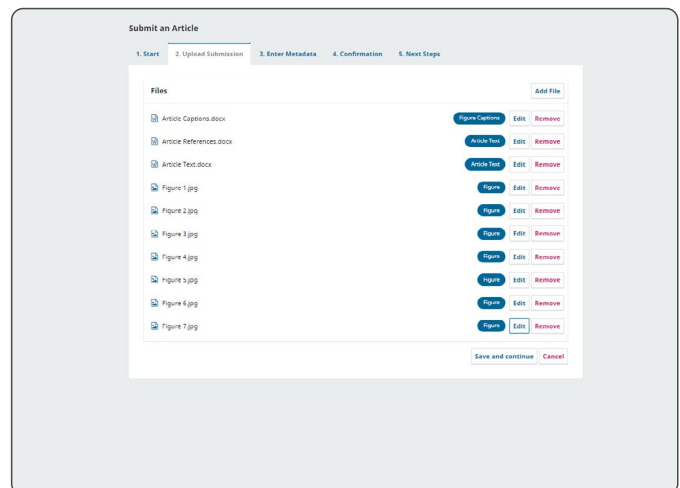
printed and online versions of the *Acta*. The other allows us to process your data in accordance with GDPR rules. Checking this box only provides Archaeopress and the editors with the ability to handle your data in so far as is necessary to manage the editorial and production processes involved with 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



The screenshot shows the 'Upload Submission' step. It features a 'Files' section with an 'Add File' button and a text area for uploading files. Below the text area, there is a 'Save and continue' button and a 'Cancel' button.



The screenshot shows the 'Upload Submission' step with a list of uploaded files. The files include 'Article Captions.docx', 'Article References.docx', 'Article Text.docx', and seven 'Figure' files (Figure 1.jpg to Figure 7.jpg). Each file has 'Edit' and 'Remove' buttons next to it. At the bottom right, there are 'Save and continue' and 'Cancel' buttons.

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

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 Balsa (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

Source

Rights

Additional Refinements

Disciplines

Keywords

Supporting Agencies

References

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 then 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

Submit an Article

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

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission Cancel

Submit an Article

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

Submission complete

Thank you for your interest in publishing with *Rei Cretariae Romanae Faunorum Acta*.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- Review this submission
- Create a new submission
- Return to your dashboard

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.