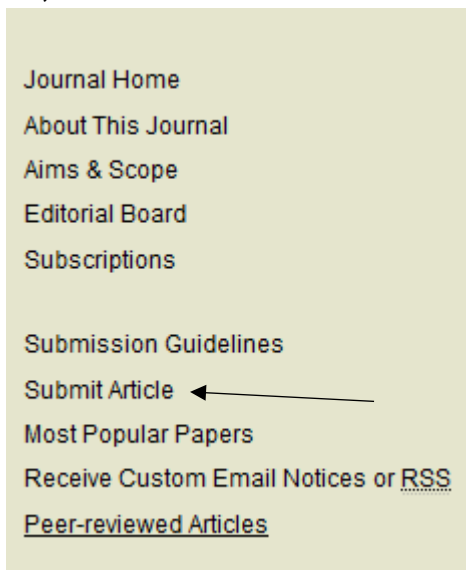Teach Journal of Christian Education Submission Guide

Step 1: Create an account in Research Online @ Avondale

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

b. Next, click on **Submit Article** in the sidebar of the page:

Journal Home
About This Journal
Aims & Scope
Editorial Board
Subscriptions

Submission Guidelines
Submit Article ←
Most Popular Papers
Receive Custom Email Notices or RSS
Peer-reviewed Articles

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)

Login

Email address:

Password:

••••••••

☐ Remember me   Login

Forget your password?

New Email Address? Please log in and choose **Edit Profile** on your **My Account** page to update your contact information or customize your password.

Create new account

You will need to create an account to complete your request. It's fast and free.

Sign up

⚠️ 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.

e. You will then be directed to the online **Submission Instructions** page. Read the Instructions, and click **Continue**.

No part of the submission is final until all steps have been completed and you click the final **Submit** button. The review process begins as soon as *TEACH Journal of Christian Education* receives a readable article, along with the abstract and article title. You may revise any of these elements later by clicking the submitted article's title on your **My Account** page.

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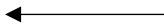
f. You will then be directed to the online **Submission Agreement** page. Read the Agreement, and check the box at the bottom of the page, indicating you agree with the conditions, and click **Accept**.

Please click **Accept** if you accept the policies and terms of this agreement, and continue with the next step in the submission process.

Please click **Decline** if you do not accept the terms.

→ Accept   Decline

g. You will then be taken to a page to provide information about the author of the article. Some fields are on the form are required as indicated by the red *. Fill in fields and click **Continue**

Required fields are marked with an *.

First/Given Name *

ResearchOnline

Middle Initial

Last/Family Name *

@Avondale

Suffix

(e.g.: *"Jr."*)

Institutional Affiliation *

(e.g. *"University of California, Berkeley"*)

Continue ◄—————

h. You will then be taken to a page to provide information about any co-authors.

Please click **Add author** to enter each co-author. This will be the final author list that appears on your publication. When you have finished, press **Continue.**

i. You will be taken to the main article submission page. Some of the fields on the form are required:

REQUIRED Article Title

Please use Headline Style Capitalization --e.g., *The Scholarly Communication Crisis*

Short Title

Enter a shortened version of your article's title.

Keywords

Please separate keywords/keyword phrases with commas.

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.

Disciplines

Please indicate the academic discipline(s) that best describes your submission. (Automatically defaults to Education).

Document Type

Choose Article (Automatically defaults to Article).

Book Review

Please select the check box if submitting a book review

Resource Review

Please select the check box if submitting a resource review

Abstract

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

Avondale Research Centre

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

Cover Page Footnote

Please leave this field blank unless necessary. This just adds a footnote to the cover page of the article.

Full Text of Submission

Please upload your primary submission file. If your file is a Microsoft Word or RTF Document, the system will automatically generate a PDF for you.

Please select **Upload file from your computer** and then click **Browse** to search your computer

Cover Letter

Please leave this field blank unless necessary.

Display as Peer Reviewed

Select Peer-Reviewed from the drop down menu

Index as Peer Reviewed

Check to indicate that your submission was peer-reviewed.

Recommended Citation

Digital Commons automatically generates recommended citations for all submissions.
To override the default suggested citation, please enter citation information below.

Avondale uses APA citation style. Please leave this blank for the Electronic Services Librarian to complete.

Streaming Media

To display streaming audio or video with your submission, **enter the link to the file**
below and **select the format** of the file from the drop-drown list.

Enter the link to your remote media file:

Select media format:

Flash/HTML5 Audio (m4a,mp3)

Please leave this empty unless necessary.

Click to submit your entry to Research Online @ Avondale.

Submit | Completing your upload may take some time; please only click on the submit button once.

If clicking on Submit does not take you to a new page after a while, scroll to the top and check for error messages:

> ✖ The 'Keywords' field cannot be blank.
> ✖ The 'First Advisor' field cannot be blank.
> ✖ The 'Abstract' field cannot be blank.
> ✖ The 'Title' field cannot be blank.
> ✖ The 'Date Of Award' field cannot be blank.
> ✖ You must choose yes or no for 'Upload Full Text'.

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

Thank you for your submission

As long as you have provided a readable PDF file or a Microsoft Word or RTF document, along with a **separate** summary, we can begin the review process. Our commitment to give you a quick editorial decision begins from the date that we have received those elements.

Please verify that everything is accurate.

PDF documents, whether created by the author or by the system, should be checked, page by page, for accuracy.

Submission Metadata

Metadata Field	Value
Article Title	An article
Keywords	
Disciplines	
Document Type	Article
Book Review	False
Resource Review	False
Abstract	
Cover Page Footnote	- empty -
Full Text of Submission	- empty -
Streaming Media	- empty -
Media Format	flash_audio
DOI	- empty -

What's next?

1. You may revise your submission now if necessary.
2. Upload additional files to be displayed on the web page alongside this article (e.g. data sets, video clips, or sound files).
3. When you have finished, please log out.
4. You may track the status of your article or submit revisions in the future via your My Account page.

> Please do not submit a new article as a way to revise this article.

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:

At this point, the system will notify the Editor 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:

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Electronic Services Librarian

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