The aim of this document is to help researchers send the documents over the document management platform of the European Journal of Human Movement.

The main objective of using the journal management platform, OJS (Open Journal System) is to automatically systemise the procedure for sending and managing the manuscripts, in order for the process to be efficient and transparent. It also permits the different players involved in the evaluation processes (authors, editor, reviewers, lay-out designers, etc.) to have the logical access to the contents (every profile has different degrees of access to the information). The system also registers all the processes, which permits external audits.

Registering on the journal platform.

The first step to be able to send a scientific article to the European Journal of Human Movement consists of registering on the management platform of the journal. To do this, click on the tab, “REGISTER” or visit the website http://goo.gl/XV8eQF. The author must complete the compulsory fields, although it is advisable to complete all possible information.

After registering, some selection tabs appear indicating the type of user you want to be, at that time: a) Reader; b) Author. Authors must at least check the “author” section.
Once all the data have been entered into the platform, the system will consider us as registered users.

If we click on the “Author” option, we will access a section where the works are sent and where we can also consult the works sent, indicating the evaluation process status. In order to start a work sent, we also can click on [New Submission].
Sending collaborations over the platform.

The process for sending documents over the OJS platform of the European Journal of Human Movement includes the following steps:

Starting

- **Tables and Figures**: Each figure of the text is sent in a separate file in TIFF format with minimum quality of 300 PPP, and this is recognisable by its name (fig1.tif).
- **Titles of the tables and figures** are sufficiently descriptive to be understandable if they are taken out of context from the original manuscript.
- **Tables and figures not prepared by the authors** include details of authorship at the foot.
- **The colours of the figures** are sufficiently contrasting to be functional in black-and-white printers.
- **In the case of tables**, a Microsoft Word document is enclosed where all the tables appear in order of appearance in the manuscript.

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4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
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**Uploading documents**

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