## Make a submission to RQI

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## 2/ Make your submission

Go to <u>https://ojs.uclouvain.be/index.php/Quetelet/about/submissions</u> and read the authors' guidelines in <u>English</u> or in <u>French</u>.

Then select "Make a new submission", which will direct you towards the OJS platform.

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The submission file is in OpenOffice, Microsoft Word, or PDF and the authors' identities are kept hidden from reviewers to ensure a double-blind review (in the main text).	For Librarians
V Where available, URLs for the references have been provided.	
The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.	

3/ Fill in the online form in 5 steps (see the 5 corresponding headings):

- Start, (where you have the opportunity to write comments to the editor, or to upload a letter to the Editor)
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## 4/ Details on "Next steps"

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	Thank you for your interest in publishing with Quetelet Journal.			
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Your submission is now sent for review to RQJ. You received a confirmation email, and the RQJ Committee also received a notification. You will receive news about your submission by email (with the subject starting with [OJS]). Keep your login information ready for those further steps. You can view your submission(s) at any time through your dashboard.

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5/ If the editor finds your article suited to the journal, it will be sent for review. You will later receive an email from the Editor, letting you know whether your article was accepted or not, with reviewers' comments attached. In the case your manuscript was accepted for revision, you are then invited to post your revised manuscript on the OJS platform.

- First, log in on the platform: <u>https://ojs.uclouvain.be/index.php/Quetelet/login/signIn</u>
- Then, post your revised manuscript in the "Revisions" section. Again, make sure to post an anonymised document.

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6/ This step can be repeated if there are other revisions to go through.

7/ You will most probably receive emails from the RQJ production team for final details and corrections, and another email when the article is finally published online.

Thanks for your collaboration!