

AUTHOR HOW TO

The Journal of Consumer Science can be found at:

https://www.ajol.info/index.php/jfecs

To register on the Journal of Consumer Science:

- 1. Click on About in the navigation bar under the journal name
- 2. Click on Author Guidelines
- 3. Click on Register
- 4. Under Profile, add your Given Name, Family Name, and Affiliation, and select your Country
- 5. Under Login, add your Email, Username⁽¹⁾, Your chosen Password and Repeat the password
- 6. Tick the privacy statement box
- 7. Complete the CAPTCHA
- 8. Click on Register

To log into the Journal of Consumer Science:

- 1. Click on About in the navigation bar under the journal name
- 2. Click on Author Guidelines
- 3. Click on Login
- 4. Add your Username and Password
- 5. Tick the Keep me logged in checkbox if preferred
- 6. Click on Login

To submit a new article:

- 1. Login to the Journal of Consumer Science
- 2. Click on About in the navigation bar under the journal name
- 3. Click on Author Guidelines
- 4. Click on Make a new submission
- 5. Type Comments to the Editor if needed
- 6. Agree to the copyright and privacy statement
- 7. Click on Save and continue
- 8. Click on Add File
- 9. Select File and click Open
- 10. Select the Article Component⁽²⁾ from the drop-down list
- 11. Continue adding files until you have added all⁽²⁾ the necessary files in their correct names and formats (Make sure to follow the *File Anonymity Guidelines*⁽¹⁰⁾ before you upload any files)
- 12. Click on Save and Continue
- 13. Add your article Title
- 14. Add your article Abstract
- 15. Click Add Contributor⁽³⁾
- 16. Add Given Name⁽⁴⁾, Family Name, Email, Country
- 17. Select the Contributor's Role
- 18. Tick Principal contact for editorial correspondence if the contributor is the corresponding author or only author
- 19. Click on Save
- 20. Click on Save and continue when you have added all contributors
- 21. Click on Finish Submission

22. Click on OK

A notification/email is sent to the Author(s) and Technical Editor

To submit a revised article:

- 1. Login to the Journal of Consumer Science
- 2. Click on Author Guidelines
- 3. Click on View your pending submissions
- 1. Click on My Queue
- 2. Click on View next to the applicable submission
- 3. Click on Editor Decision in notifications to see the Reviewer(s) feedback
- 4. Download the Reviewer's Attachments and make the necessary revisions to your files (Make sure to follow the *File Anonymity Guidelines*⁽¹⁰⁾ before you upload any files)
- 5. Click on Upload File
- 6. Select Article Component⁽⁵⁾ from the drop-down list
- 7. Click on Upload File
- 8. Select File
- 9. Click on Open
- 10. Click on Continue
- 11. Name the File⁽⁵⁾
- 12. Click on Continue⁽⁶⁾
- 13. Click on Add Another File
- 14. Select This is not a revision of an existing file from the drop-down list
- 15. Select Article Component⁽⁵⁾ from the drop-down list
- 16. Click on Upload File
- 17. Select File
- 18. Click on Open
- 19. Click on Continue
- 20. Name the file⁽⁵⁾
- 21. Click on Continue
- 22. Click on Complete

A notification/email is sent to the Journal Editor

Important footnotes:

- (1) The username must be in small letters with no spaces
- ⁽²⁾ Title Page (Word), Main Document (Word), Figures, Graphs, Tables, Photos, and Images (Word), Artificial Intelligence Declaration (PDF), Plagiarism Declaration (PDF), Turnitin Similarity Report (PDF), Proof of Language Editing (PDF)
- ⁽³⁾ Submitting author details will have already been added as if the contributor is the corresponding author. Please edit the Given Name to include just the initials.
- ⁽⁴⁾ At Given Name, just add initials.
- ⁽⁵⁾ Revised Main Document (Word), Revised Figures, Graphs, Tables, Photos, and Images (Word)
- ⁽⁶⁾ If no other file is needed skip steps 13-21.

⁽¹⁰⁾ File anonymity guidelines

(Applicable to Main Document (Word), Figures, Graphs, Tables, Photos, and Images (Word), Revised Main Document (Word), Revised Figures, Graphs, Tables, Photos, and Images (Word))

To ensure the integrity of anonymous peer review, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves checking to see if the following steps have been taken with regard to the text and the file properties:

- The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc.
- The authors of the document have removed personal information from the file properties.

In Microsoft Word for Windows:	In PDF:
Go to File	Go to File
Select Info	Select Properties
Click on Check for Issues	Remove any name in the author field
Click on Inspect Document	Click OK
In the Document Inspector dialog box, select the checkboxes to	Save the document
choose the type of hidden content that you want inspected.	
Click Remove All	
Click Close	
Save the document	