

## Registration

1. Open *Ekonomia* website: <http://ekonomia.wne.uw.edu.pl/show/index/homeEn>, choose the bookmark „For authors” and click “Registration” or use direct link <http://ekonomia.wne.uw.edu.pl/ojs/index.php/ekonomia/user/register>
2. Fill in the form (required fields are marked with \*).
3. Important note: If you want to submit a paper, you should mark both “Author” and “Reader” as the roles in the Open Journal System.
4. After registration, log in using your username and password and submit your paper.

## Submitting a new paper

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### 1. STARTING THE SUBMISSION

- indicate the section (use the dropdown list in Journal Section); if don’t want to indicate it, choose “Default” from the list
- read the COPYRIGHT NOTICE – *Ekonomia* requires the author to approve the terms and conditions presented in the COPYRIGHT NOTICE

- you can add COMMENTS FOR THE EDITOR
- click SAVE AND CONTINUE

## 2. UPLOADING THE SUBMISSION

- upload a file with your paper; please remember that it should be anonymous version (see **Author Guidelines**)

Click UPLOAD and then SAVE AND CONTINUE

## 3. ENTER THE SUBMISSION METADATA

- enter your metadata as the author, you can add more authors by clicking ADD AUTHOR button
- copy the references from your paper and paste them into REFERENCES field
- click SAVE AND CONTINUE

## 4. UPLOAD SUPPLEMENTARY FILES

- here you can upload supplementary files with tables, charts etc.
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## 5. CONFIRMATION

- confirm the submission of your paper
- uploaded files have the names combined with letters and number
- every submission has its own ID number