

Article Submission User Guide

- Log in the Article Submission Page

<https://journals.wise.edu.jo/ojs2020/index.php/meez/submission/wizard>

- To submit an article through the journal's online system, you must be registered as an author.
- If you are not already registered, complete the registration process.
- If you are already registered, log in using your username and password.

Login <i>Username *</i> <i>Password *</i> Forgot your password? ☐ Keep me logged in Register Login	Language English العربية
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Registration complete Thanks for registering! What would you like to do next? • View Submissions • Make a New Submission • Edit My Profile • Continue Browsing	Language English العربية
Platform & workflow by OJS / PKP	

First Step

1. Select the language of the article.
2. Read and acknowledge the submission requirements before proceeding.
3. Enter any comments for the Editor (optional).
4. Select your role.
5. Select the Privacy Statement option.
6. Click “Save and Continue.”

Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Submission Language

English

*Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. **

Section Policy

Section default policy

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

☐ I / we acknowledge that the research is authentic and is my / us work and is not submitted for publication to any other party or scientific conference, and otherwise I / we bear all legal responsibility for all intellectual and material rights of others

☐ I/We agree to publish the manuscript in the journal by any means, and I waive the right to publish and authorize to the journal.

☐ I/we are committed to paying all financial expenses resulting from the review of the research in the event that I/we wish to withdraw the research or not follow the procedures for its publication after sending it to review

☐ I / We pledge to follow by the publishing instructions of the journal and all decisions of the editorial board

☐ I/We agree that I/we do not have the right/right to dispose of the research in any way if I agree to publish it, except after obtaining a written approval from the editor-in-chief of the journal.

☐ I/we acknowledge that the research is not extracted from any published work, otherwise the editor-in-chief must be notified (mentioning this in the notes sent to the editor in the submission)

Comments for the Editor



Submit As *

Submit in any of the following roles if you would like to be able to edit and publish this submission yourself: Journal editor

☐ Journal editor

☐ Author

☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue

Cancel

* Denotes required field

Second Step

1. Select “Upload File.” Under “Article Component,” select “Article Text.” The article must be submitted in Microsoft Word (.docx) format. Upload the file and click “Continue.”
2. Review the details of the uploaded file, then click “Complete.”
3. Upload any additional files, if required. Click “Complete” and then click “Save and Continue.”

The screenshot shows a web interface for submitting an article. At the top, a header bar contains the title "Submit an Article" and a progress indicator with five steps: "1. Start", "2. Upload Submission" (the current step), "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". Below the header, the main content area is titled "Submission Files". It features a search bar with a magnifying glass icon and the text "Search", and a button labeled "Upload File". Below these elements is a large, empty rectangular box with the text "No Files" centered inside. At the bottom of the main content area, there are two buttons: "Save and continue" and "Cancel". The footer of the page displays the text "Platform & workflow by OJS / PKP".

Third Step

1. Enter the **article title**.
2. Enter the **abstract**.
3. Add the authors by clicking **“Add Another Contributor.”**
4. Enter the **keywords**.
5. Click **“Save and Continue”** to proceed to the next step of the submission process.

The screenshot shows a web interface for entering metadata. At the top, there are five tabs: '1. Start', '2. Upload Submission', '3. Enter Metadata' (which is active), '4. Confirmation', and '5. Next Steps'. The main form area contains several fields: 'Prefix' with a dropdown menu and a search icon, 'Title *' with a text input and a search icon, 'Subtitle' with a text input and a search icon, and 'Abstract *' with a rich text editor. Below these is a 'List of Contributors' section with a table. The table has columns for 'Name', 'E-mail', 'Role', 'Primary Contact', and 'In Browse Lists'. There is one row with a plus icon in the Name column, 'Author' in the Role column, and green checkmarks in the Primary Contact and In Browse Lists columns. To the right of the table is a blue 'Add Contributor' button. Below the table is an 'Additional Refinements' section with a 'Keywords' label and a text input. Below the keywords input is a text input with the Arabic word 'التربية' (Al-Tarbiya) entered. At the bottom, there are two buttons: 'Save and continue' and 'Cancel'.

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix Title *

Examples: A, The

Subtitle

Abstract *

List of Contributors Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
+		Author	☒	☒

Additional Refinements

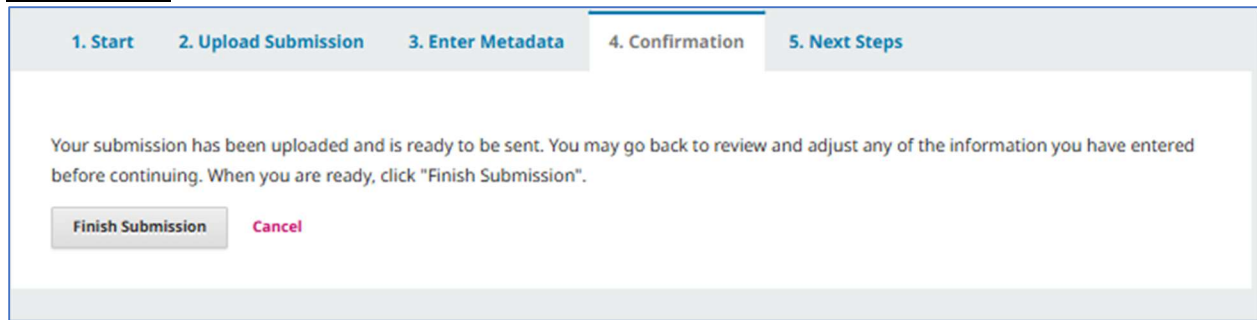
Keywords

Add additional information for your submission. Press 'enter' after each term.

التربية

Save and continue Cancel

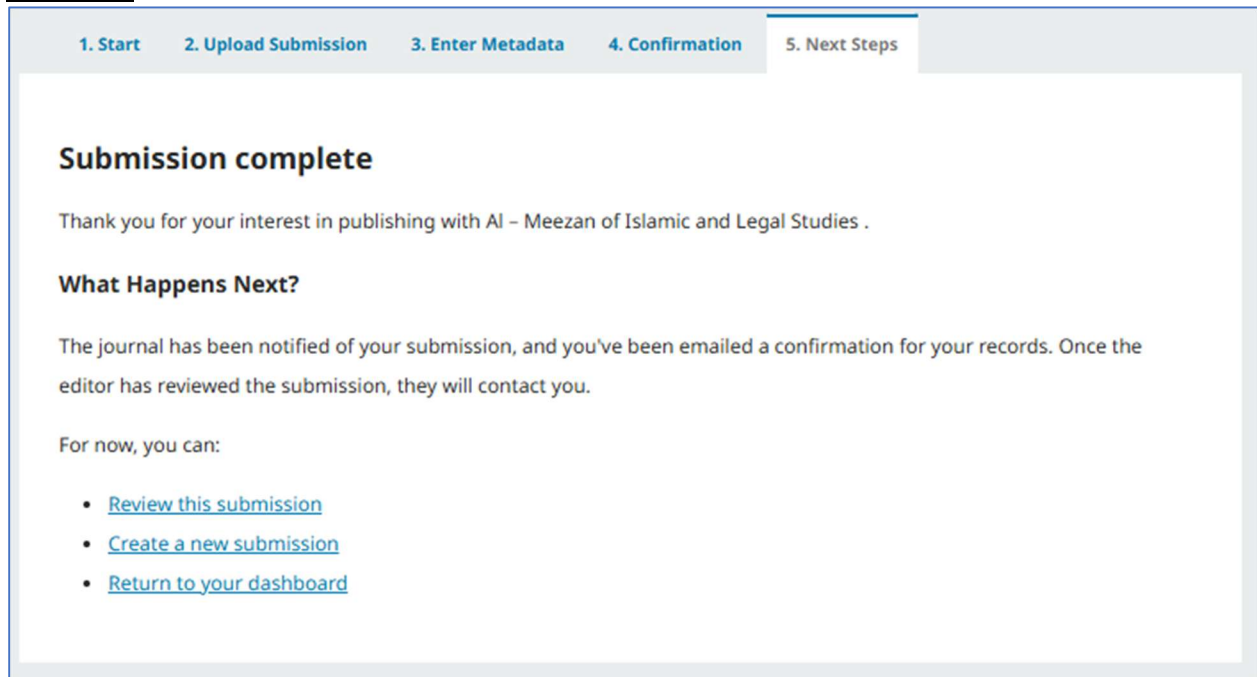
Fourth Step:



The screenshot shows a web interface with a horizontal navigation bar at the top containing five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Step 4, 'Confirmation', is currently selected and highlighted. Below the navigation bar, a text message states: 'Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".' At the bottom of this section, there are two buttons: a grey button labeled 'Finish Submission' and a red button labeled 'Cancel'.

- Click **"Finish Submission"** when your submission is complete and ready to be submitted.

Fifth Step



The screenshot shows a web interface with a horizontal navigation bar at the top containing five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Step 5, 'Next Steps', is currently selected and highlighted. The main content area has the heading 'Submission complete' followed by the text: 'Thank you for your interest in publishing with AI – Meezan of Islamic and Legal Studies .'. Below this is a section titled 'What Happens Next?' with the text: 'The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.' Further down, it says 'For now, you can:' followed by a bulleted list of three links: 'Review this submission', 'Create a new submission', and 'Return to your dashboard'.