

# Short introduction to Open Journal System for *Culture, Practice & Europeanization*

You can access our new publishing website here: <https://ojs.nomos-journals.de/index.php/cpe/index>

For further information on this journal, please click here: <https://www.cpe.nomos.de/>

Culture, Practice & Europeanization

Current Archives About ▾

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Home / Login

### Login

Username \*

Password \*

[Forgot your password?](#)

Keep me logged in

[Register](#)

1. First of all, you'll need to register. Click 'Register' on the top of the right side.

**Culture, Practice & Europeanization**  
 Current Archives About ▾

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### Register

**Profile**

Given Name \*

Family Name

Affiliation \*

Country \*

**Login**

Email \*

Username \*

Password \*

Repeat password \*

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

Yes, I would like to be notified of new publications and announcements.

Yes, I would like to be contacted with requests to review submissions to this journal.

[Login](#)

Please enter all required data and click the checkboxes that you agree to. Then click 'Register'. You'll receive an email with further information on your account.

Register **Login**

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Home / Login

### Login

Username \*

Password \*

[Forgot your password?](#)

Keep me logged in

[Register](#)

2. Login: If you already created an account (or the editorial staff did for you), click on 'Login' on top of the right side. Enter your username and password to get access to the submission platform.

**Culture, Practice & Europeanization**

**Submissions**

Issues

**Settings**

Journal

Website

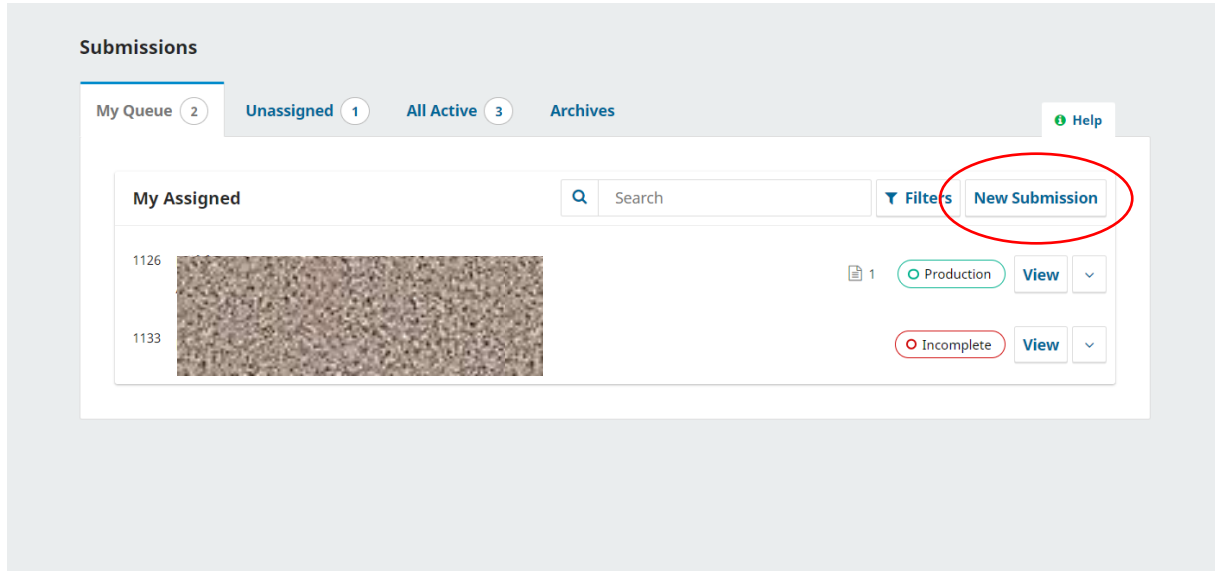
**Submissions**

My Queue (2) Unassigned (1) All Active (3) Archives

My Assigned

Change Language  
 Deutsch  
 ✓ English  
 Edit Profile  
 Logout

3. Dashboard: You now see your dashboard. If the website appears in German, you can easily change the language by clicking on the little face shape on the top right and change the language to English.



4. Upload an article/submission: In the middle of the dashboard you can upload your article(s) for CPE journal. Click 'New Submission'.

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


**Section Policy**  
Standard-Rubrikenrichtlinie

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

Please make sure to check the following points before submitting an article here:

- the submitted article must stick to our Instructions for authors: [https://cpe.nomos.de/fileadmin/cpe/doc/CPE\\_Instructions\\_for\\_Authors.pdf](https://cpe.nomos.de/fileadmin/cpe/doc/CPE_Instructions_for_Authors.pdf)
- the article needs to be submitted as an anonymised file. Please submit a separate coversheet with your personal data
- if the article includes appedices like figures or tables you may upload them as separate files

**Comments for the Editor**



This article refers to the special issue 'Gen Z as european citizens'

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

Journal manager  
 Journal editor  
 Author

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

Please read all the provided information on this interface carefully and fill in all the required information afterwards.

Please write a short note in 'Comments for the Editor' whether your submission refers to a upcoming special issue or the general call for paper.

Make sure to click the checkboxes as well. Then click on 'Save and continue' to upload your article as a file as next step.

### Submit an Article

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

**Files** [Add File](#)

---

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

[Save and continue](#)
[Cancel](#)

Please upload the anonymised article and as a separate file a coversheet (including the articles title and your bibliographic data) here.

### Submit an Article

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

**Prefix**  🌐

*Examples: A, The*

**Title \***  🌐

**Subtitle**  🌐

**Abstract \***

📄 🗑 **B** *I* U ☰ ☷  $x^2$   $x_2$  🔗 🌀 ⏪ ⏩ 🖼 📎 🌐

**List of Contributors** [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
No Items				

**Additional Refinements**

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

🌐

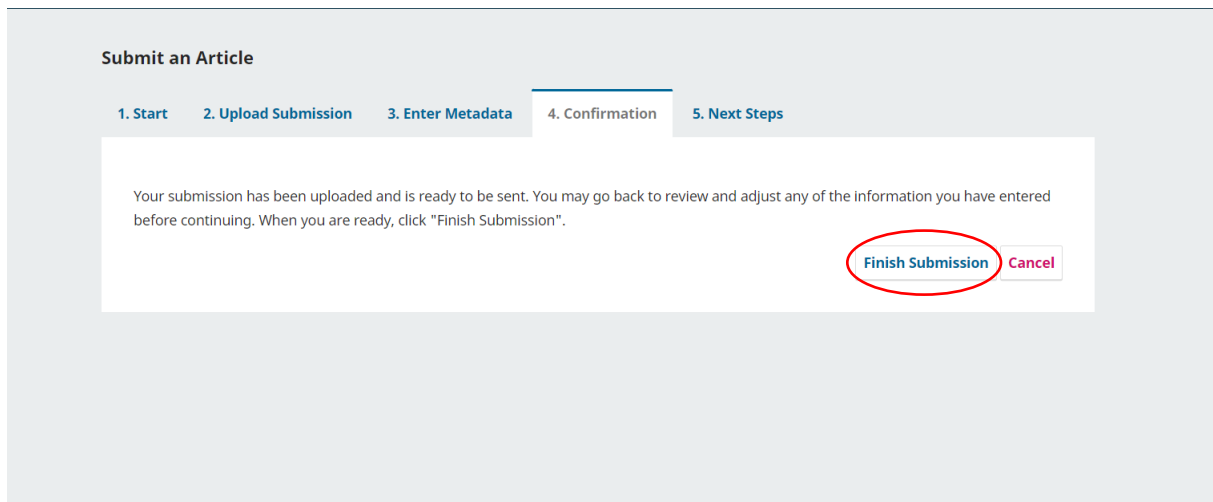
[Save and continue](#)
[Cancel](#)

After the successful upload please enter the title of your article in the third template. Please also add your abstract here.

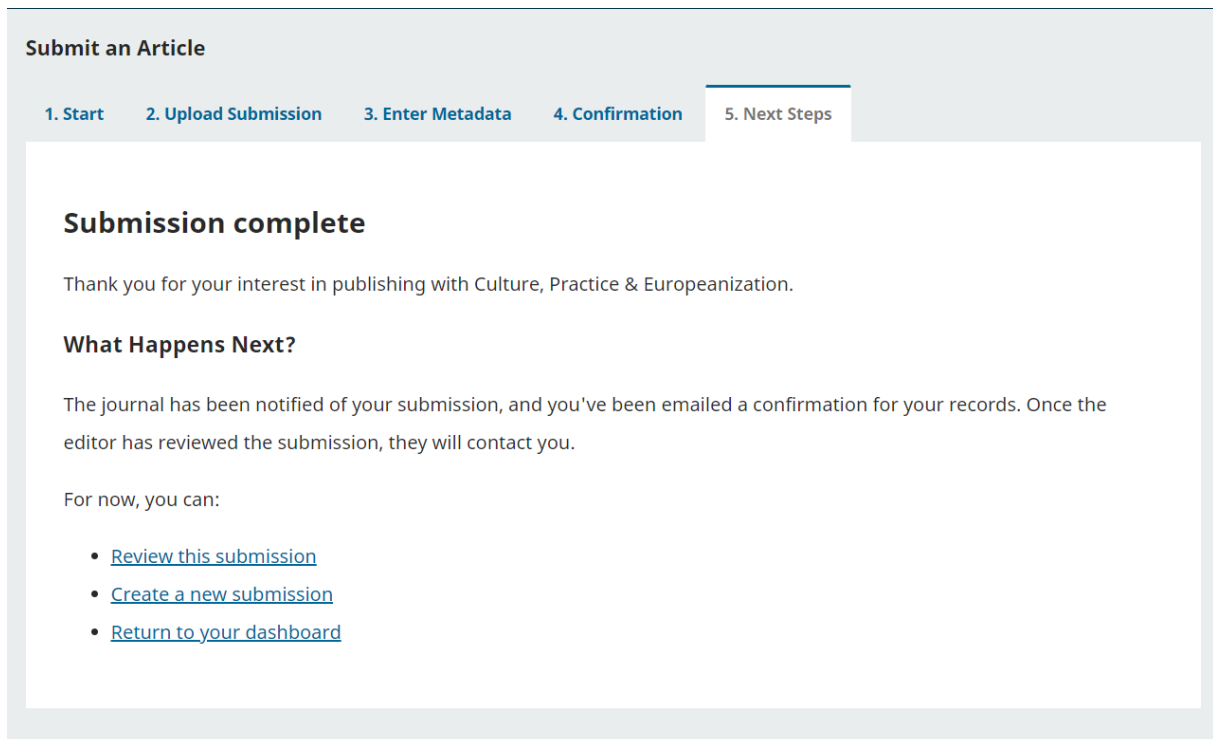
If you wrote the article in cooperation with other authors, please add all names under 'List of Contributors'.

You may also add up to five keywords to tag your article.

Click 'Save and continue'.



Now, you'll get a confirmation of the successful upload. Please click 'Finish Submission'.



You will receive a notification via email if there are any news to your submission (e.g. review process, required revisions, publication of the issue)

**Submissions**

My Queue 2 Archives Help

**My Assigned**  [Filters](#) [New Submission](#)

1155	<b>Muster</b> Review Form (test)	<a href="#">Submission</a>	<a href="#">View</a>	<span>⌵</span>
1127	<b>Muster</b> Article Monika: :-)	<span>1</span> <a href="#">Submission</a>	<a href="#">View</a>	<span>⌵</span>

On the dashboard, you now see the uploaded article. By clicking on ‘View’ you can see the current state of the review and publication process. By clicking on ‘Publication’ you can see and edit all information on your article.

← Back to Submissions

1155 / **Muster** / Review Form (test) Library

Workflow **Publication**

Submission **Review** Copyediting Production

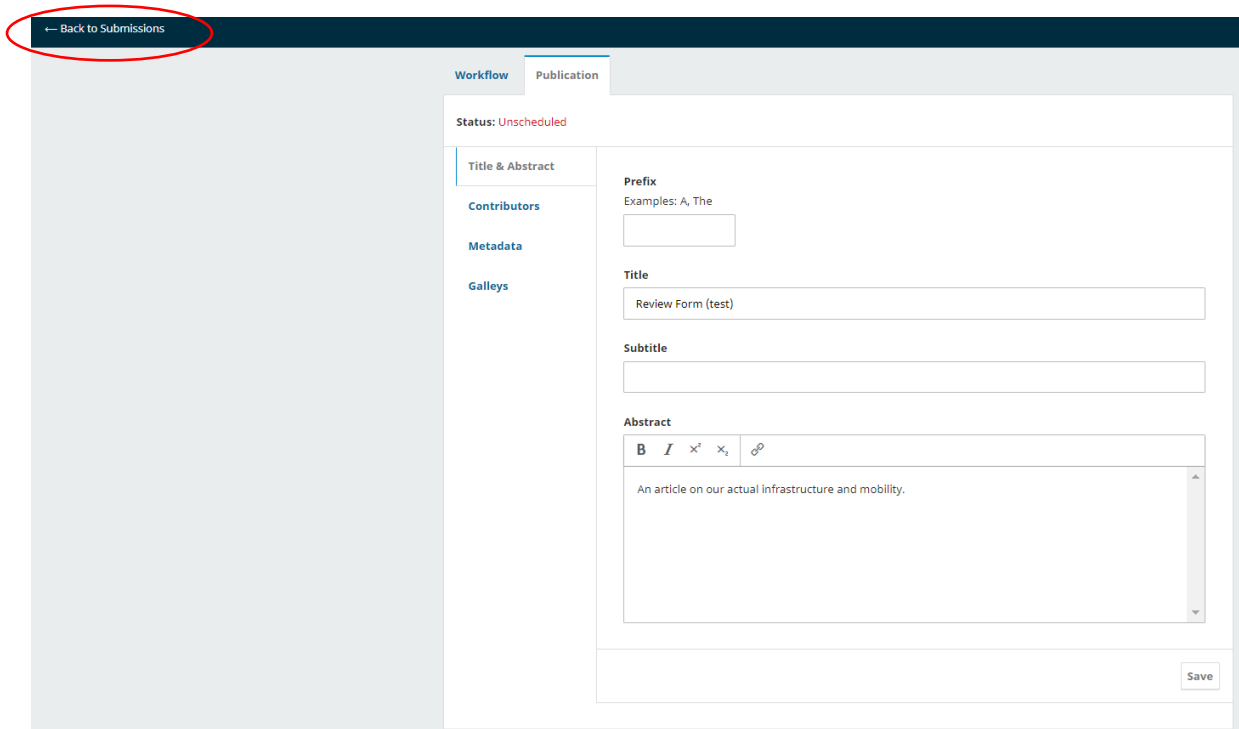
**Submission Files**

5847	kapitel 2.docx	July 6, 2022	Article Text
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[Download All Files](#)

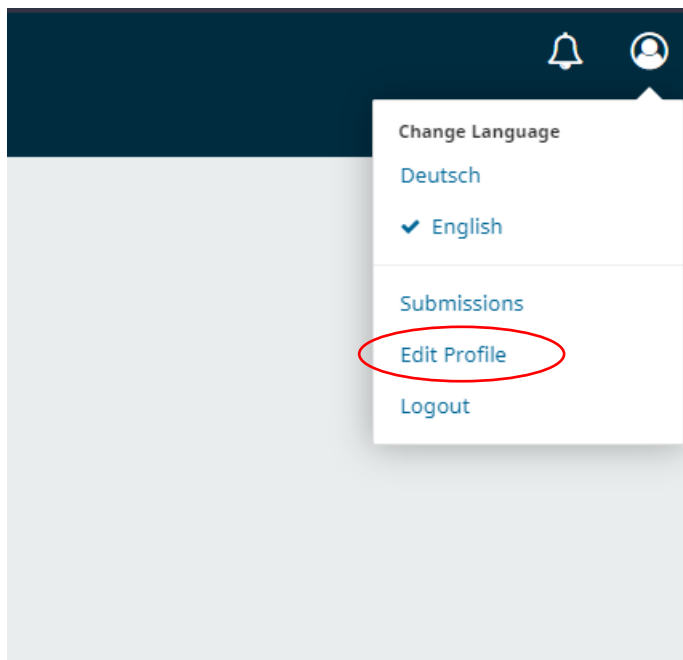
**Pre-Review Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
No Items				



By clicking 'Back to Submissions' on the upper left you will return to your dashboard.

5. Edit your personal data/Profile: By clicking on the face shape and on 'Edit Profile', you can see and edit your personal data, password and email-notifications.





Profile

Identity Contact Roles Public Password Notifications API Key

Help

**Username**  
monikamu

**Name**

Monika  Muster

Given Name \*

Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

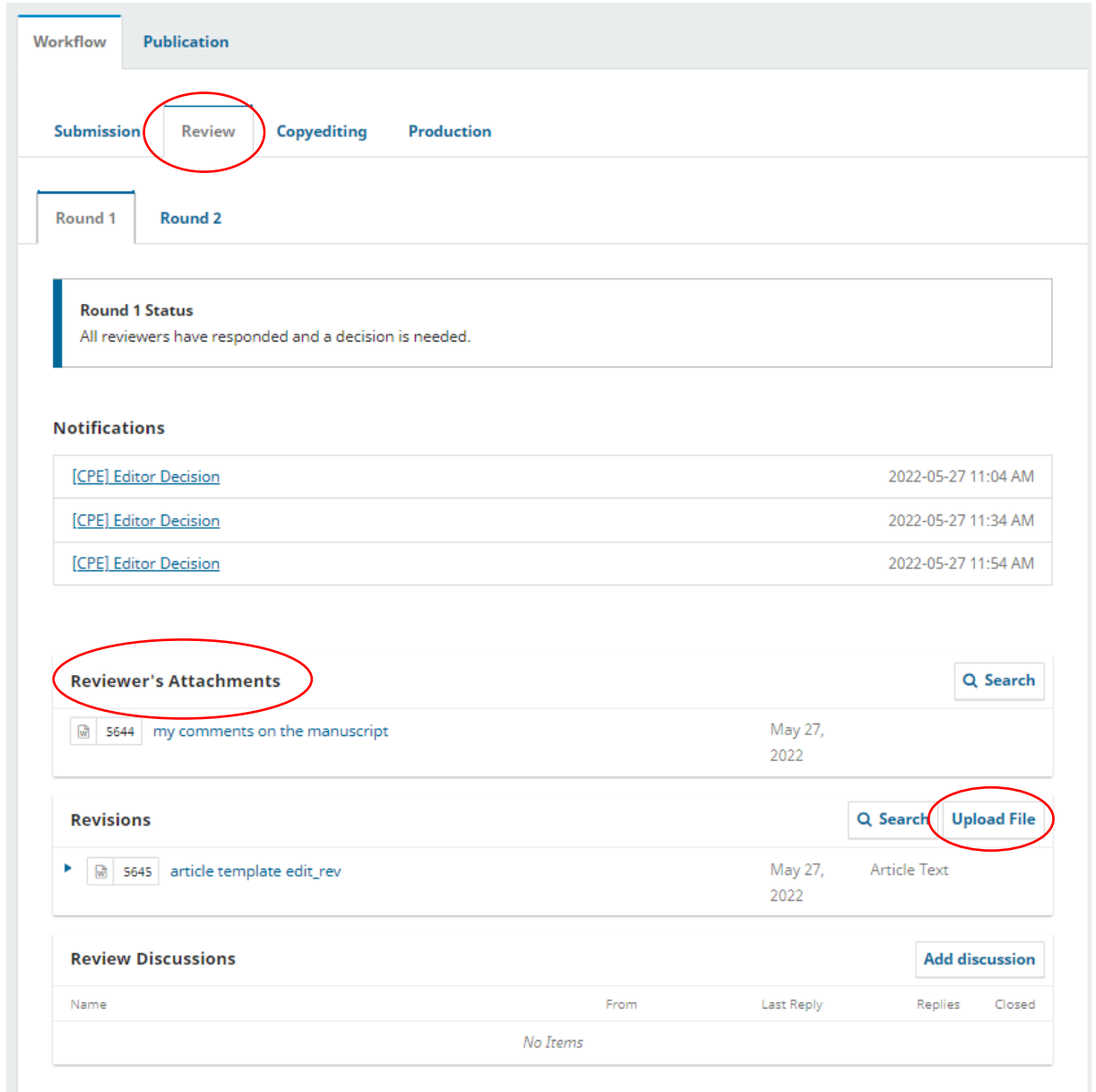
Preferred Public Name

Your data is stored in accordance with our [privacy statement](#).

\* Denotes required field

Save

6. Usually, you will receive the review within the next five weeks. Any news concerning your submission will be send to you via email (unless you deactivated notifications). By clicking 'View' beside the article on your dashboard you can see all notifications and documents which are linked to your submission. For all information concerning the review process please click on 'Review'.



The screenshot displays the submission workflow with the following sections:

- Workflow:** Submission, **Review** (circled in red), Copyediting, Production
- Round 1 Status:** All reviewers have responded and a decision is needed.
- Notifications:**

[CPE] Editor Decision	2022-05-27 11:04 AM
[CPE] Editor Decision	2022-05-27 11:34 AM
[CPE] Editor Decision	2022-05-27 11:54 AM
- Reviewer's Attachments:** (circled in red)
 

5644	my comments on the manuscript	May 27, 2022
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- Revisions:** (circled in red)
 

5645	article template edit_rev	May 27, 2022	Article Text
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- Review Discussions:** (Add discussion button)

Here you'll find all previous notifications and (once it's submitted) the reviewers feedback on your submission (see 'Reviewer's Attachments'). After revising your article according to the reviewers' feedback, you can upload your revised article under 'Revisions'.