## Journal of Creative Inquiry (JCI) Submission Guide



Step 1: Go to https://publish.tntech.edu/index.php/JCl/index. Select Register.

Step 2: Complete the Registration Form. **Use your TTU email username and password**. Make sure you have these boxes checked.

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Step 3: Enter the **username and password** to login.

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Step 4: Select **New Submission**. You will not have all the categories (Journal Manager, Subscription Manager, etc.). You should just have Author.

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Step 5: Read the Submission Checklist. Make sure you have these boxes checked.



Step 6: Read both the **Copyright Statement** and the **Privacy Statement**. Click **Save** and **Continue**.

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Step 7: To upload your submission, click **Choose File**. After you have selected the appropriate file, click Upload. Finally, click **Save and Continue**.

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Step 8: Enter the **metadata** for your submission.

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Step 9: Enter the **Title** and **Abstract** of your submission. Click **Save and Continue**.

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Step 10: Upload any **Supplementary Files**. Click **Save** and **Continue**.



Step 11: Click Finish Submission.

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