User Guide for
Multicultural Education Journal (MEJ)

Registering in the Journal

To sign up to MEJ, select the **Register** link located in the upper right corner.

This will open the Registration Form for you to complete with all required information.

Fill out all the fields with asterisks, then click the **Register** button. This action will automatically enroll you as both an author and a reader.

Logging in to the Journal

To access your account, visit https://pnuminresearchportal.org/publication/index.php/mej/index and select the login option.

Home / Login

Login

Required fields are marked with an asterisk: *

Username *

Password *

Forgot your password?

☐ Keep me logged in

Register   **Login**

Provide your username and password, then click the **Login** button to proceed.

Making a Submission

Go to your dashboard.

Start a new submission by clicking the **New Submission** button on the right side of the screen. This will direct you to the submission wizard, where you can upload and provide details about your submission.

Submissions

My Queue   Unassigned   All Active   Archives 23   ❶ Help

My Assigned   🔍 Search   ▼ Filters   **New Submission**

No submissions found.

Review the submission checklist and ensure that your submission meets the journal's requirements.

Then review the privacy statement and agree to the journal's data collection policy to begin your submission. Once you click the **Start Submission** button, you will be able to save your incomplete submission for later and return to it from your dashboard at any time.

Uploading Files

A window will pop up allowing you to upload your submission file(s). You can upload multiple files at once, as well as drag-and-drop files.

Please note that submissions must be submitted in a Word file.

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**

After you've uploaded all your files, you will need to specify the file type for each one.

Upon completing the upload process and assigning a type to all of your submission files, proceed by clicking the **Continue** button.

Entering Metadata

After completing all the fields, proceed by clicking the **Save and Continue** button.

Review Submission

Finally, you'll be given a chance to review all of the information you've entered for your submission. If there are any required fields not filled out, you will be warned on this screen and allowed to make corrections.

Once you've completed the review, simply click the **Finish submission** button.

Upon clicking the **Finish Submission** button, a prompt will appear, inquiring if you wish to submit the article to the journal. Simply click **Ok** to proceed with the submission.

Completing Submission

Submit an Article

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

Submission complete

Thank you for your interest in publishing with Multicultural Education Journal.

What Happens Next?

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.

For now, you can:

- Review this submission
- Create a new submission
- Return to your dashboard

Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- Review this submission
- Create a new submission
- Return to your dashboard

Uploading Revisions

Once the review process has been completed, you will be notified of the editor's decision via email.

After receiving the email with the decision, click the provided link or login and access the relevant manuscript from the dashboard.

Once you're ready to upload the revised file, scroll down the page and find the panel for Revisions.

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Revisions.

Use the **Upload File** link to upload your revised manuscript.

Use the dropdown menu to choose the article component. Then upload the revised file and hit **Continue**.

Review file details and continue

Upload Review File   ×

| 1. Upload File | 2. Review Details | 3. Confirm |

Name the file (e.g., Manuscript; Table 1) *

Revision.docx

Continue   **Cancel**

Add another file or complete upload

Upload Review File   ×

| 1. Upload File | 2. Review Details | 3. Confirm |

File Added

Add Another File

Complete   **Cancel**

If you have any additional files to upload, do so now. Otherwise, hit **Complete**. The editor will receive a notification about the new file(s) being uploaded.

Your revised file is now visible in the Revisions panel.

In addition to your revised files, you may want to provide additional details or directly inform the editor via the Review Discussion panel.

Review Discussions					**Add discussion**
Name		From	Last Reply	Replies	Closed
		No Items			

Select the user(s) you want to notify under Participants.

Add discussion and select participants

Add a subject line and a message.

Hit **OK** to send the message.

An email has now been sent to the editor and you and the selected participants can see the message in the Review Discussions panel.

If the editor decides to resubmit for review, your revisions will be subject to another round of review before the decision to accept or decline is made. You may need to make further revisions by repeating the above procedure after the additional round of review.