

AUTHOR HOW TO

The Journal of Consumer Science can be found at:

https://www.ajol.info/index.php/jfecs

To register on the Journal of Consumer Science:

- 1. Click on Register in the top right-hand corner of the web page
- Under Profile, add your Given Name, Family Name, and Affiliation, and select your Country
- 3. Under Login, add your Email, Username⁽¹⁾, Your chosen Password and Repeat the password
- 4. Tick the privacy statement box
- 5. Complete the CAPTCHA
- 6. Click on Register

To log into the Journal of Consumer Science:

- 1. Add your Username and Password
- 2. Tick the Keep me logged in checkbox if preferred
- 3. Click on Login

To submit a new article:

- Click on New Submission
- 2. Tick the applicable boxes in the checklist
- 3. Type Comments to the editor if needed
- 4. Agree to the copyright and privacy statement
- 5. Click on Save and continue
- 6. Click on Add File
- 7. Select File and click Open
- 8. Select the Article Component⁽²⁾ from the drop-down list
- 1. Continue adding files until you have added all⁽²⁾ the necessary files in their correct names and formats (Make sure to follow the *File Anonymity Guidelines*⁽¹⁰⁾ before you upload any files)
- 9. Click on Save and Continue
- 10. Add your article Title
- 11. Add your article Abstract
- 12. Click Add Contributor⁽³⁾
- 13. Add Given Name⁽⁴⁾, Family Name, Email, Country
- 14. Select the Contributor's Role
- 15. Tick Principal contact for editorial correspondence if the contributor is the corresponding author or only author
- 16. Click on Save
- 17. Click on Save and continue when you have added all contributors
- 18. Click on Finish Submission
- 19. Click on OK

A notification/email is sent to the Author(s) and Technical Editor

To submit a revised article:

- 2. Click on My Queue
- 3. Click on View next to the applicable submission
- 4. Click on Editor Decision in notifications to see the Reviewer(s) feedback

- 5. Download the Reviewer's Attachments and make the necessary revisions to your files (Make sure to follow the *File Anonymity Guidelines*⁽¹⁰⁾ before you upload any files)
- 6. Click on Upload File
- 7. Select Article Component⁽⁵⁾ from the drop-down list
- 8. Click on Upload File
- 9. Select File
- 10. Click on Open
- 11. Click on Continue
- 12. Name the File⁽⁵⁾
- 13. Click on Continue⁽⁶⁾
- 14. Click on Add Another File
- 15. Select This is not a revision of an existing file from the drop-down list
- 16. Select Article Component (5) from the drop-down list
- 17. Click on Upload File
- 18. Select File
- 19. Click on Open
- 20. Click on Continue
- 21. Name the file⁽⁵⁾
- 22. Click on Continue
- 23. Click on Complete

A notification/email is sent to the Journal Editor

Important footnotes:

- (1) The username must be in small letters with no spaces
- Title Page (Word), Main Document (Word), Figures, Graphs, Tables, Photos, and Images (Word), Artificial Intelligence Declaration (PDF), Plagiarism Declaration (PDF), Turnitin Similarity Report (PDF), Proof of Language Editing (PDF)
- (3) Submitting author details will have already been added as if the contributor is the corresponding author. Please edit the Given Name to include just the initials.
- (4) At Given Name, just add initials.
- (5) Revised Main Document (Word), Revised Figures, Graphs, Tables, Photos, and Images (Word)
- (6) If no other file is needed skip steps 13-21.

(10) File anonymity guidelines

(Applicable to Main Document (Word), Figures, Graphs, Tables, Photos, and Images (Word), Revised Main Document (Word), Revised Figures, Graphs, Tables, Photos, and Images (Word))

To ensure the integrity of anonymous peer review, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves checking to see if the following steps have been taken with regard to the text and the file properties:

- The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc.
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In Microsoft Word for Windows:

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- Select Info
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- Click on Inspect Document
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- Click Remove All
- Click Close
- Save the document

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- Go to File
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