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Your Guide to the **SCRIPTed** Submission Process

THINKING OF SUBMITTING YOUR WORK TO **SCRIPTED?**

**HERE'S A CLEAR, STEP-BY-STEP GUIDE TO HELP YOU
NAVIGATE THE SUBMISSION PROCESS WITH EASE.**



Before you Submit

Create an Account

- New here? Register at the SCRIPTed submission portal.
- Already registered? Just log in.



Prepare Your Files

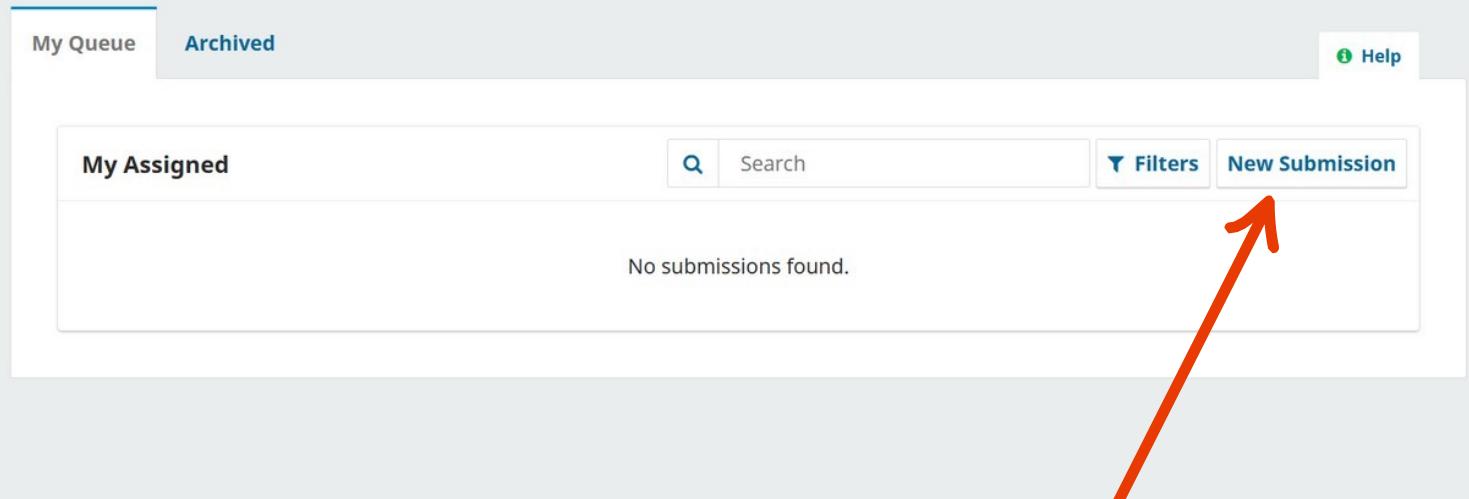
- Use our official template (Word format only).
- Have your abstract, figures, and any supplementary material ready.



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Step 1: Start a New Submission

Submissions



The screenshot shows a web-based application for managing submissions. At the top, there are navigation tabs: 'My Queue' (selected), 'Archived', and a 'Help' link. Below the tabs is a search bar with a magnifying glass icon and the word 'Search'. To the right of the search bar are 'Filters' and 'New Submission' buttons. A red arrow points from the text below to the 'New Submission' button. The main content area is titled 'My Assigned' and displays the message 'No submissions found.'

- ➡ Login and go to your "Submissions" page.
- ➡ Click "New Submission" (top right).
- ➡ This will open a 5-step submission wizard.



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Step 2: Enter Submission Details

Title *

Keywords
Keywords are typically one- to three-word phrases that are used to indicate the main topics of a submission.

Abstract *

B I x^2 x_2 \mathcal{O}

Add your title, abstract (max 250 words), and keywords.



Step 3: Upload Files

1 Details ————— 2 **Upload Files** ————— 3 Contributors ————— 4 For the Editors ————— 5 Review

Upload Files

Provide any files our editorial team may need to evaluate your submission. In addition to the main work, you may wish to submit data sets, conflict of interest statements, or other supplementary files if these will be helpful for our editors.

Files

[Add File](#)

Upload any files the editorial team will need to evaluate your submission.

[Upload File](#)

[Back](#)

Last saved a few seconds ago

[Save for Later](#)

[Continue](#)

Upload your manuscript and any supplementary files (e.g., data sets, conflict of interest statements, or other files helpful for editors). You must upload at least one main article text file.



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Step 4: Add Contributors

1 Details ————— 2 Upload Files ————— 3 Contributors ————— 4 For the Editors ————— 5 Review

Contributors

Add details for all of the contributors to this submission. Contributors added here will be sent an email confirmation of the submission, as well as a copy of all editorial decisions recorded against this submission.

If a contributor can not be contacted by email, because they must remain anonymous or do not have an email account, please do not enter a fake email address. You can add information about this contributor in a message to the editor at a later step in the submission process.

		Order	Preview	Add Contributor
[Author Name]	Author	University of Edinburgh Law School		
		Primary Contact	Edit	Delete

Add details for all contributors to the submission, including yourself. Ensure email addresses are correct, as contributors will receive confirmation and editorial decisions. You can add multiple contributors and specify the primary contact.



Step 5: Add Notes for Editors

Details

Upload Files

Contributors

4 For the Editors

5 Review

For the Editors

Please provide the following details in order to help our editorial team manage your submission.

When entering metadata, provide entries that you think would be most helpful to the person managing your submission. This information can be changed before publication.

Comments for the Editor

Add any information that you think our editorial staff should know when evaluating your submission.

B I \times^2 \times_2 

Provide any additional comments or information that you think our editorial team should know when managing your submission.

You can use this space to leave any comments or clarifications.



Step 6: Final Review & Submit

Details Upload Files Contributors For the Editors 5 Review

Review and Submit

Review the information you have entered before you complete your submission. You can change any of the details displayed here by clicking the edit button at the top of each section.

Once you complete your submission, a member of our editorial team will be assigned to review it. Please ensure the details you have entered here are as accurate as possible.

Details	Edit
Title	
Keywords	
Abstract	

Files	Edit
Submission_.docx	Article Text

Carefully review all the information you have entered and the files you have uploaded. This is your opportunity to check for accuracy before finalizing your submission. Once satisfied, click "Submit."



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What happens next?

You'll get a confirmation email 

 You can track the status of your submission
anytime by logging in.

Your work is now in the hands of the editors and
reviewers!

Need Help?

Read our Author Guidelines or reach out at:

 editors.scripted@ed.ac.uk