

## Author User Guide

The OJS software was designed for journal manuscript submission, peer review, and publication. We are using it for data report submission and review. Please disregard any reference to “journal.”

### I. Click Submit a data report

A. Log in or create an account.

#### B. Step 1

1. Read the section policy
2. Select a category
3. Check all submission requirements (required)
4. In the Comments for the Editor box, include:
  - a) Affiliations and ORCID ids for all co-authors, if any
  - b) Names and email addresses for up to three potential reviewers
  - c) Number of text pages, figures, and tables
5. Check the copyright statement (required)
6. Save and continue

#### C. Upload Submission File

1. Upload File
  - a) Select Initial submission (Text, tables, and PDF figures)
  - b) Upload file
2. Review Details
3. Confirm; add another file if necessary
4. Click Complete
5. Click Save and continue

#### D. Enter Metadata

1. Fill in the title and abstract (required)
2. Add contributors if any (additional authors here)
3. Add keywords (press enter after each term)
4. Add funding data if available
5. Save and continue

#### E. Confirmation

1. Finish submission

### II. Author receives review

A. Log in and click on your submission.

B. Go to the Review tab to read [IODP] Editor Decision and any reviewer attachments.

C. If a revision is requested, make the changes, scroll down to the “Revision” section, and click “Upload file.”

1. In the first dropdown, select "This is not a revision of an existing file"
  2. In the second dropdown (Article Component), select "Revised submission (Revised text, tables, and figures)."
- D. When the manuscript is accepted, scroll down to the "Revision" section, and click "Upload file."
1. In the first dropdown, select "This is not a revision of an existing file"
  2. In the second dropdown (Article Component), select the article components "Final submission text (manuscript text)," "Final submission text (table file)," and "Final submissions figure (native file format)." Each will be a separate file.