

## How to submit an account

We are happy that you want to find out how to submit an account to our journal. In these guidelines you could learn how to do it by using [the web submission form](#). I recommend that you watch the video too. Before you start filling in the electronic form, please read the [Submission Guidelines](#) which you can access by clicking on the link “[Submission](#)” which is located in the “Journal” block on the right hand side bar (Image 1). It is important to emphasise that we are keen to publish accounts in which practitioners show how they are living their values in their practice. Although we prefer practitioners' accounts, we are open to different forms of expression. Therefore, do not hesitate to send your account for publication in our journal. Maybe we will find a way to begin our work together.

If you prefer, you can read the submission guidelines in pdf form: just scroll down the web page to the bottom and you'll see the attached document [Submission Guidelines.pdf](#). To read a pdf document you'll need the free [Acrobat Reader](#) or any other similar software.

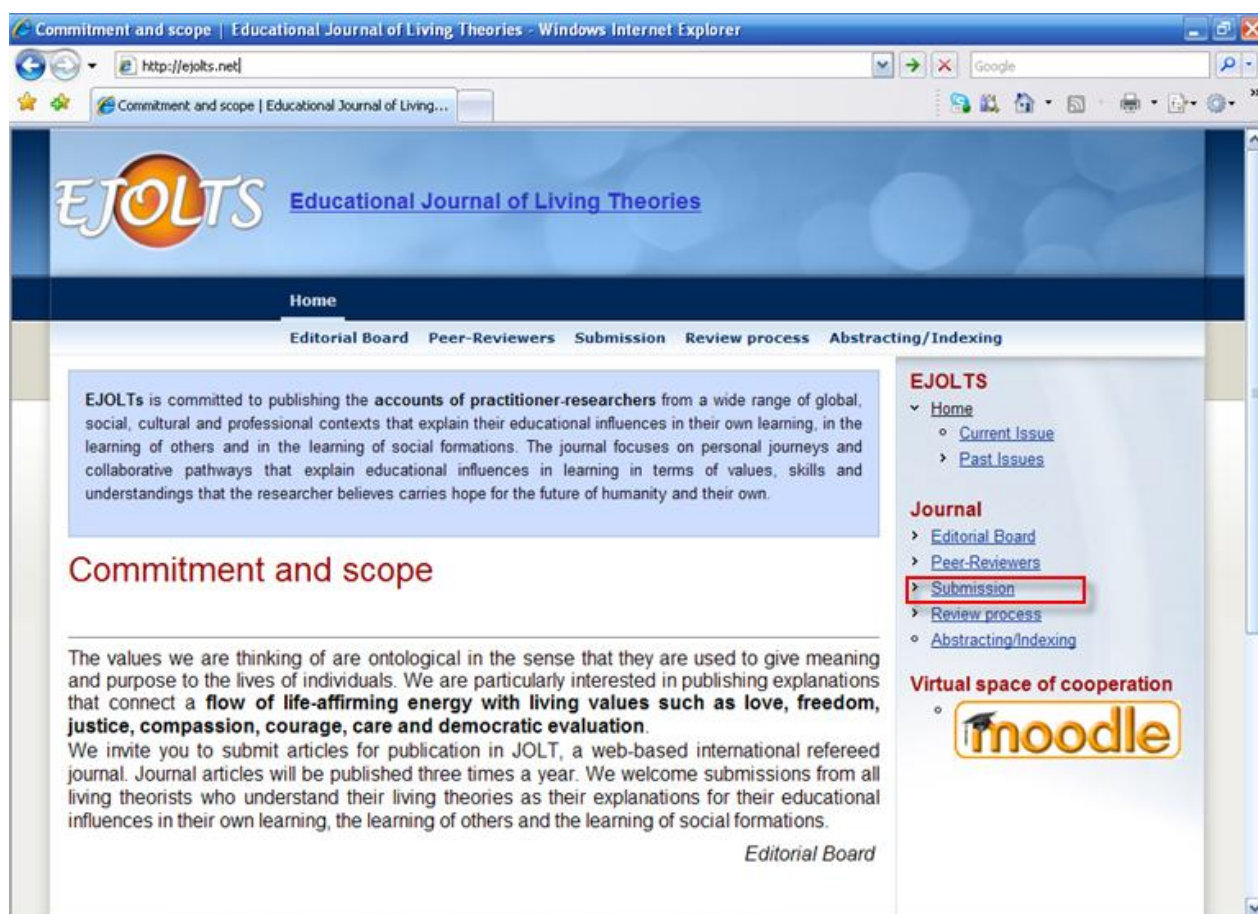
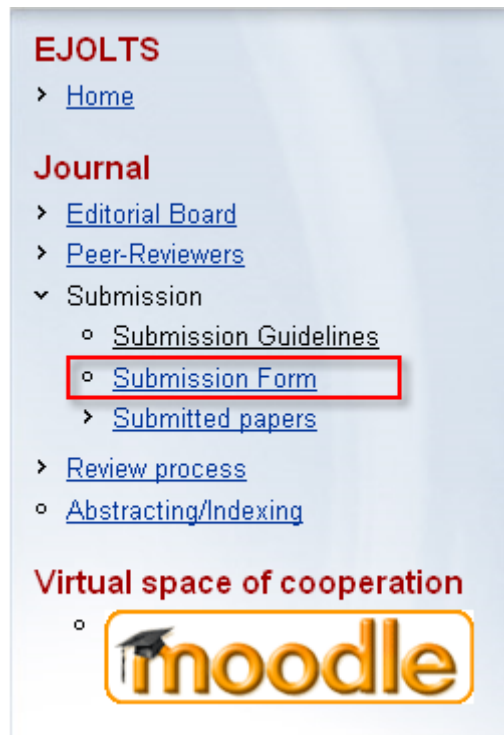


Image 1. Submission link.

After reading “[Submission Guidelines](#)” you are ready to submit your account by using our [e-submission form](#). Therefore, let’s start with submitting an account! The link to the “[Submission form](#)” (Image 2) is available as a submenu of the menu “[Submission](#)” or within Submission Guidelines (at the bottom of the page/document).



**Submissions:** Please send your submission to editorial by using [e-submission form](#). You will then quickly receive notification of its receipt and a timeline of the processes of review.

**References:**  
Kilpatrick, W. (1951) Crucial Issues in Current Educational Theory. Educational Theory 1 (1) pp. 1-8.

**Image 2. Links to the Submission Form.**

When you open the submission form, you’ll notice that some fields are marked by an asterisk (Image 3). It means that those fields are required. If you leave them blank you won’t be able to submit your account. Although some fields are not required we would like that you send us as much information as possible to make our communication and cooperation easier.

# Submission Form

July 24th, 2008 | posted by bbognar

Dear author, we welcome your decision to send us an account for publishing at EJOLTS. Please, fill in all required fields and then click on the **Submit** button at the bottom of this form.

**First name** \*

Branko

**Middle name:**

**Last name:** \*

Bognar

**Author's e-mail:** \*

branko.bognar@gmail.com

**Author's Postal Address:** \*

Međimurska 3  
35000 Slavonski Brod

**Country:** \*

Croatia

Mandatory fields are marked by an asterisk (\*).

**Image 3. Mandatory fields are marked by an asterisk.**

First you need to write your first and last name. Middle name is optional. Your personal e-mail address is very important; therefore, be careful when you write it. If you send us the wrong e-mail address we won't be able to contact you and start the [publishing process](#). In the field marked 'Author's Postal Address' write your full postal address. We only require the address of one of the authors if it is a joint submission. You then have to choose your country.

**Phone:**

+385 35 273 694

**Skype Name:**

bbognar

If you possess your Skype account let us know what is your Skype name.

**Organization:**

Josip Juraj Strossmayer University of Osijek

**Your photo:**

D:\Moji dokumenti\Projekti\LTAR\JOLT\Slike\Branko2.jpg

Max file size a user may upload is 100 KB. Permitted extensions are gif, jpg, png and tif.

**Other Author(s) (one name per line) :**

Marica Zovko, Croatia

**Image 4. Optional fields.**

The following five fields (Image 4) are not mandatory but we recommend that you fill them in too, please. Your telephone number should be written to include the international dialling codes. **These details are, of course, confidential, and will not be given out to anyone else in any circumstances without your express permission.** If you use Skype we could contact you by using this free Internet service. Just let us know what your Skype name is.

If you are employed, you then state the name of your working organisation. You could send us your photo by using the field “Your photo”. We recommend that you do not send us too small a picture (e.g. smaller than 100x100 pixels) or too large a photo (bigger than 100KB). You need to render your photo on your computer in the appropriate format (e.g. gif, jpg, png or tif). If you are not the only author of the account, then you should mention other co-author(s) – one name per line. It is advisable that you write the full name of the author(s) and their countries separated with a comma (for example Marica Zovko, Croatia).

The “Title of Article” is a mandatory field but it should not necessarily be written as it is stated in your article. If it is too long, give us a shorter version. We recommend that you copy-paste the abstract and key words from your text into the fields “Summary” and “Key Words”. You can also choose what kind of account you are submitting. We’ve offered three options: *research report*, *theoretical account* and *book review*, but if any of those options doesn’t fit well with the kind of submission you’ve chosen, then you must choose the option “other”. If you've checked the option "other", then describe in a few words what kind of account you are submitting. Your selection and description are provisional; therefore, don’t worry about them too much.

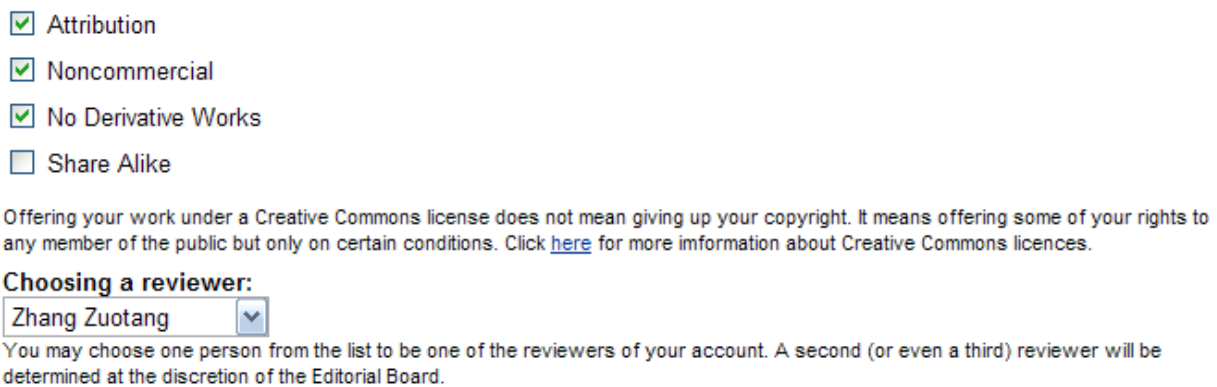
“Your account” is the most important field, therefore, be very careful in browsing for the latest version of your account. **If you send us the wrong version of your account that could cause misunderstandings and slow down the processes of publishing!**

The maximal file-size you can upload is 10 MB. It is advisable for you to send all graphical items as separate files in the next field. Permitted extensions of your account file are *rtf*, *html*, *doc*, *ppt*, and archives like *zip*, *rar*, or *tar*. If you use some non-standard format, then convert the document into an archive (e.g. zip) format. All additional files (e.g. photo(s) of co-author(s), images, video thumbnails, diagrams) should be archived and sent along with the main account. You need to rename each additional file in such a way that we can easily connect them to the main account (e.g. image1.jpg, video2.jpg). Please check if your archive works well enough to avoid unnecessary problems.

**It is important to emphasise that you should not send us videos, but just thumbnails.** Each video should be published at a video hosting/sharing service like [YouTube\\*](#), [Google Video\\*](#), [MySpace\\*](#), [Live Video\\*](#), [Spike\\*](#), [Metacafe\\*](#), [Vimeo](#), [Blip.tv](#). For the publishing of your

presentation(s) you could use the [Slide Share](#) service. Therefore, we do not need file(s) of your video(s) or presentation(s). Just send us thumbnails for each video or presentation with link(s) to where they are already published. We suggest that you use one of the above-listed video hosting services marked by an asterisk since they are supported by [Lightbox2](#) technology which we use for our web presentations of graphical and video resources in our Drupal system.

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Attribution  
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 No Derivative Works  
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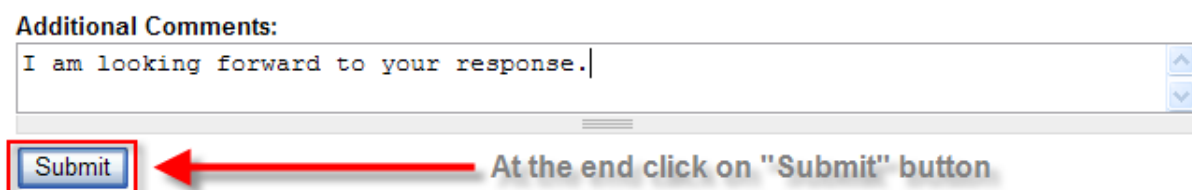
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**Choosing a reviewer:**  
Zhang Zuotang

You may choose one person from the list to be one of the reviewers of your account. A second (or even a third) reviewer will be determined at the discretion of the Editorial Board.

**Image 5. Choosing Creative Common Licences and a reviewer.**

In our journal you are encouraged to choose one reviewer from [the reviewer panel](#) (Image 5). This may not mean that an elected reviewer will overtake this responsibility automatically. If the reviewer you suggested cannot review your submission at that time, then the chief editor will suggest substitutions and you will have an opportunity to choose a new reviewer. The second reviewer will be chosen by the journal leaders.



**Additional Comments:**  
I am looking forward to your response.

**Submit** ← At the end click on "Submit" button

**Image 6. "Additional Comments" and the "Submit" button.**

And finally, if you have any comments, questions or suggestions, feel free to write about it in the final field (Image 6). **Then at the end don't forget to click on the "Submit" button to send your submission!** If you've filled all mandatory fields then, your submission will be sent along the line within a few minutes (it depends on the file(s) size). If you've missed something, you should then add the required information. When everything is O.K., your form will be sent to us. You will also receive a copy of the e-mail, so please, check your e-mail box. If there is no e-mail, then you've probably made a mistake in your e-mail address, or some other unforeseen problem has occurred. Unfortunately this means you will have to repeat the whole process again. If any of your attempts are not successful, then please use the contact form (<http://ejolts.net/contact>) to inform us about a problem.

When we receive your submission someone (probably Klara Bilić Meštrić) will contact you. If we consider your account to be appropriate for our journal we will start with the [open review process](#). You can also check if there is an [already submitted account](#). All accounts which are accepted for review are available in their original forms and if we decide to publish them, they will be prepared for publishing in pdf format.

**We are looking forward to receiving your account and to our future collaboration. Thank you.**

*EJOLTS Editorail Board*