

## How to Submit to MTO

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### Log in

1. Go to the MTO submission site at <http://mtosmt.org/ojs/>
2. If you have an MTO account, click Login (using your username and password)
3. If you do not have an MTO account, click on “Create MTO Account”
  - a. You will be asked to supply name, affiliation (university or location), email, and a password; afterwards, a verification email will be sent to you

### Submission Step 1: Start

1. Click the “New Submission” button
2. Select the submission type from the dropdown menu (article, review, or commentary)
  - a. Shorter items that are not reviews or commentaries may be published as “Essays” – choose “Articles” for now
3. Acknowledge the “Submission Requirements” statements
4. If you have specific comments for the editor, type them in the “Comments” box
5. Click “Save and Continue”

### Submission Step 2: Upload Submission

1. For each item:
  - a. Select a “Submission Component” type:
    - i. Main Text: this is a required submission item, and should be submitted as an editable (redacted) Word document; you may submit a PDF version in addition
    - ii. Other Text: use this option for additional supporting text documents, such as appendices or captions
    - iii. Examples: use this option to upload a PDF example file (this is common for initial submissions) or individual graphics (this is common after an item is accepted and individual hi-res graphics are requested)
    - iv. Multimedia: use this option for audio and video files or other multimedia items
    - v. Other: use this when your submission item does not clearly belong in any of the previous categories
  - b. Upload your file:
    - i. Click on the “Upload File” button to find and select a file on your computer
    - ii. OR drag and drop your items into the upload box
    - iii. HINT: to upload multiple files of the same type at once (such as a folder containing 20 examples), zip up the folder and upload the zip file. Otherwise, you would need to upload all 20 examples one by one.
    - iv. Once your file is uploaded click on the “Continue” button
    - v. Review the details and click “Continue”
    - vi. Click “Complete” or “Add Another File”
  - c. Once all files are uploaded, click “Save and Continue”

### Submission Step 3: Enter metadata

1. Enter the title of your submission
2. Provide an abstract for your submission (not required for reviews)
3. Provide at least three keywords for your submission
4. (optional) If you are not the sole author, click "Add Contributor" to add information about additional authors
5. Click "Save and Continue"

### Submission Step 4: Confirmation

1. Confirm that your submission is ready to be sent (you can go back and review your submission by clicking on any of the previous steps) by clicking "Finish Submission"
2. Click "OK" on the confirmation popup that appears

### Submission Step 5: Next Steps

1. Read information about what happens next
2. You can review your submission status (now or at a later date) by clicking "Review this submission"
3. To submit another item, click on "Create a new submission"