INFORMATION FOR AUTHORS
OF THE JOURNAL OF FEMINIST RESEARCH ("INVESTIGACIONES FEMINISTAS")

It is necessary to be registered on the OJS platform, through which all submissions are managed, in order to be able to submit papers to the journal "Investigaciones Feministas".

If not registered, it must be done at https://revistas.ucm.es/index.php/INFE/login, clicking on "Not a user? Register with this site"

This will open a window in which personal data must be entered. Click on "Register" to save the data.

The fields marked with an asterisk (*) are compulsory. Enter a username and a password that is easy to remember.

Once registered, the platform may be accessed and articles may be submitted, ensuring that the **role of author** is activated. Before submitting the file, ensure it complies with publication regulations, especially with regard to the removal of any information which may identify the author.

To submit a new paper, click on the area indicated by the arrow

After this, access the paper submission area, which is organized in 5 steps:

Step 1. Begin the submission
In this step, select the Section of the journal to which the paper is to be submitted, along with the language in which it is written.

Authors must check compliance with the regulations included in the checklist, ticking each one on the list; they must accept the Copyright, and send, if appropriate, comments to the Editor.
Click on **Save and continue** to proceed to step 2.

Step 2. Upload the submission
To perform the submission, ensure that the review is blind. In case of any doubt, click on Ensuring a Blind Review to obtain further information. Upload the file clicking on "Select file". A search window for the file opens, once the file is selected, click on upload. The file will be automatically renamed.
Click on **Save and continue** to proceed to step 3.

Step 3. Submission metadata entry
In this step, enter identifying information about the authors (name and surnames, e-mail, affiliation, country, bibliographical summary), the title and summary of the paper, as well as any other information which may allow it to be classified.
Click on **Save and continue** to proceed to step 4.

Step 4. Upload complementary files
This step is optional and allows the sending of additional files, such as images, tables, spreadsheets, programs or other materials that may accompany the article. As in step 2, ensure that the review is blind, choose SELECT FILE and UPLOAD
Click on **Save and continue** to proceed to step 5.

Step 5. Confirm the submission
In this step, the author is requested to click "Finalize submission" in order to submit the article to the journal *Investigaciones Feministas*. The contact person shall receive a confirmation message and may follow the review process in this submission management system.
Click on **Finalize submission** to conclude the process.

SUBMISSION OF A NEW VERSION OF AN ARTICLE

After submitting the article, the assigned editor shall verify if it complies with the established formal criteria. Should it comply, the article shall pass to the peer review process, in accordance with the criteria established in the journal *Investigaciones Feministas.*

Should it fail to comply, the author shall be contacted by e-mail, indicating the changes necessary in the article in order for it to be sent for review.
Once the changes have been made, the author must upload a new version of the paper in the active submission (not performing a new submission). To this end, access the **Author** area with the username and password, and a list of active Submissions will open. Click on the title of the article to be modified. The article description window shows all the information relevant to the article.

Click on the **Review** tab, and in the section **Editorial decision > Upload author version**, select and upload the new file.

Decisión editorial

Decisión	—
Notificar a editor/a	✉ Editar el registro de autor/a 💬 Sin comentarios
Versión del / de la editor/a	Ninguno
Versión del / de la autor/a	Ninguno
Subir versión de autor/a	[Seleccionar archivo] No se ha seleccionado ningún archivo [Subir]

Do not forget to communicate by e-mail the sending of the new version, to rdinvest@ucm.es.