

## Removing submissions in OpenJournals

Occasionally, you need to remove a submission from OpenJournals. Perhaps it was a test or spam, or the author submitted it twice. In order to remove a submission, it needs to be fully handed in and then rejected.

### Handing in the submission

1. This submission is currently incomplete, and first needs to be handed in. If the submission is in another stage of the workflow (like 'review' or 'production') you can skip this step.

12485

○ Incomplete
View


2. Click on 'view'
3. On the next screen, be sure to check all the checkmarks and click save and continue:

**Submit an Article**

1. Start    2. Upload Submission    3. Enter Metadata    4. Confirmation    5. Next Steps

**Section**  

Articles must be submitted to one of the journal's sections. \*

**Section Policy**  
 Section default policy

**Submission Requirements**  
 You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

**Comments for the Editor**

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Code, Image, Table, etc.

**Submit As \***  
 Submit in any of the following roles if you would like to be able to edit and publish this submission yourself: Journal manager

- Journal manager
- Author

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue
Cancel

4. There is no need to upload a file; just click save and continue.

**Submit an Article**

1. Start    2. Upload Submission    3. Enter Metadata    4. Confirmation    5. Next Steps

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**Files** [Add File](#)

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

[Save and continue](#) [Cancel](#)

5. On the next screen, enter something under 'title' and 'abstract' and click 'save and continue'.

**Prefix**

**Title \***

*Examples: A, The*

**Subtitle**

**Abstract \***

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If there is no contributor, you will need to add one.

6. Finish the submission

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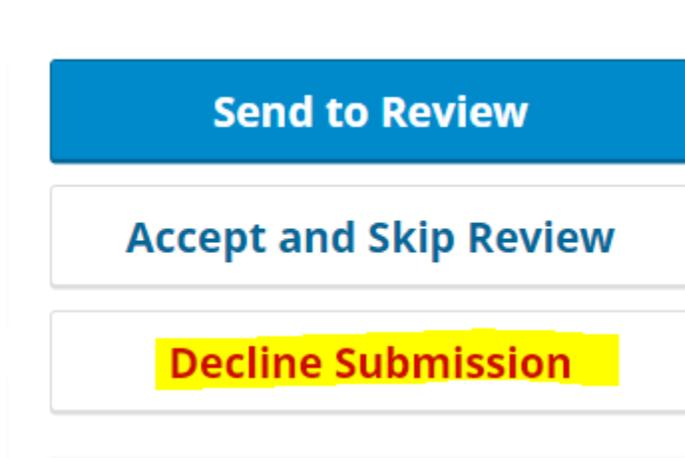
Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Finish Submission](#) [Cancel](#)

## Declining the submission

If the submission is handed in, you can decline the submission through the relevant button.

If this submission has an author assigned to it, be sure to check the box next to 'Do not send an email', to prevent the author from getting an unnecessary 'Submission declined' email.



## Deleting the submission

Once a submission is declined, it will appear in the archives. Here, you can press the triangle on the right to view more information, including a delete button. This button can be used to remove the submission permanently.

