

Guidelines for online paper submission

All associates of *Literary History* submit their scientific studies and articles via the Internet, on the journal's official website <http://knjizevnaistorija.rs/login.php> The only exception from such online submission of texts applies to book reviews – they are still submitted to the editorial board's address directly: sekretar@knjizevnaistorija.rs

How to register as an associate and receive a username

If you wish to access the 'System for electronic submission of papers for *Literary History*' for the first time, you should send an e-mail to the Editorial Board's secretary, in order to receive a username and password. Your e-mail should contain the following information:

- First name, the initial of a parent's name and last name
- Place of residence and full affiliation
- Year of birth (used for creating a UDK number for the paper in the National Library of Serbia; it will not be published in the journal)
- contact e-mail

Example:

Ivana M. Ivanović Belgrade, Department of Comparative
Literature, Philological Faculty, University of Belgrade, 1980
your *Your e-mail address*

After that, the author will receive an e-mail with an adequate username and a password he/she should use when first signing in at the journal's website.

First signing into the system

1. Open the “Sign in” web page on the website of Literary History (<http://knjizevnaistorija.rs>). Fill into the corresponding fields the username and password you received from the Board secretary.
2. Another page will open automatically, with the request to enter and confirm a new password.
3. After you sign in, the system will take you into a protected part of the website with restricted access. You can check the “My data” section and verify the facts we have entered on the basis of your first e-mail. If some information has to be altered, please inform us of the changes per e-mail.

Online paper submission

In order to submit a paper for Literary History, we kindly ask you to format it in accordance with the **Guidelines for manuscript preparation** in advance.

1. The text is submitted via the web page “Paper submission”. On this page, you should:
 - check the box in order to accept the author statement.
 - list the full title of the paper
 - answer whether or not the text has been formatted according to the **Guidelines for manuscript preparation**
 - click on the field “Select” in order to select and attach the paper you wish to submit
 - write all additional information in the comment field: whether the paper represents a part of a larger research entirety, within which project it was created, if it was presented at some conference previously, if it represents part of a doctoral dissertation etc. If the paper is co-authored, you should list the other author’s name in the comment field as well.

All listed steps are obligatory, except the comment field.

2. After filling in the fields on the web page "Submit paper", click on the 'Send' button. This will open another page with the basic data on the paper and the comments you have entered. In order to continue, click on the button 'Next'.
3. If your submission was successful, you will be transferred to the web page "Paper Status", and the "Submission" column will include the date of submission.
On this web page, you can check, at any given time, if the first i.e. the second review has arrived. Apart from that, you can download extracts from existing reviews, and the "Comment" field usually contains additional appraisals, suggestions or comments of the Editor-in-Chief and members of the Editorial Board.
4. You can exit the online system by clicking on the 'Sign out' button. From now on, when signing in, you only have to enter your username and password. That way, you can monitor the status of your paper and the dynamics of its reviewing at any given time.