

## SUBMITTING ONLINE

### 1. Submit online

All contributions should be submitted through the online submission system. To submit online you need to have an account with Journal of Audiovisual Translation. If you don't have an account, please [register here](#). Once submitted, the author can track the submission and communicate with the editors via the online journal management system.

### 2. Choose contribution type

From the drop-down list in the "Start tab" choose submission type "research article" or "practice report".

### 3. Enter metadata

Title, abstract, authors, bio notes, affiliation, email and ORCID number are uploaded automatically from the OJS system into submission. Upon submission remember to add your personal data.

#### a. Article metadata

In the "Enter metadata" tab add:

- prefix - if you have one;
- title - required (capitalise first letters);
- subtitle - if you have one (capitalise first letters);
- abstract - required.



**Submit an Article**

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**Prefix** **Title \***

*Examples: A. The* This field is required.

**Subtitle**

*The optional subtitle will appear after a colon (:), following the main title.*

**Abstract \***

## b. Add your personal data

You will be added automatically as author, but you need to add your metadata. In the "Enter metadata" click on "Edit contributor" to add your bio note, affiliation, email and ORCID number.

### Bionote example:

Lecturer and researcher at the Chair for Translation Studies at the Jagiellonian University in Kraków and president of the Seventh Sense Foundation – an NGO providing access services. Anna is a researcher, academic teacher, audiovisual translator, describer and media accessibility manager. Visiting scholar at the Universitat Autònoma de Barcelona within the Mobility Plus program of the Polish Ministry of Science and Higher Education (2016-2019) Her areas of expertise include audiovisual translation, media accessibility and translator training. She participated in many research project on audio description and supervised access services provision for many events and sites. Anna is editor-in-chief of the Journal of Audiovisual Translation, member of the European Association for Studies in Screen Translation (ESIST), AVT Lab Research Group, Intermedia Research Group, AKCES expert group and Polish Audiovisual Translators Association (STAW).

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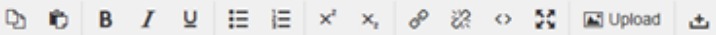
Title \*

Examples: A. The

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- Translator

- Principal contact for editorial correspondence.
- Include this contributor in browse lists?

### c. Add your co-authors

The person submitting the contribution will be added automatically as author, but remember to add all other authors of the paper.

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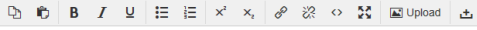
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