GUIDE FOR AUTHORS

Submitting your manuscript to MCLP

How to submit to *Modern Consumer Law in Perspective* through our online system at modernconsumer.eu

Before you start, have ready:

- your **anonymised manuscript** (.docx), formatted according to the author guidelines, with your names removed from the text and the file properties;
- the title, abstract and keywords;
- the name, email address, country, affiliation and **ORCID iD** of each author (register for a free ORCID iD if you do not have one);
- details of any funding and any conflicts of interest.

Check the Submission Preparation Checklist and the Manuscript Submission Process page first. You can save your submission at any point and finish it later.

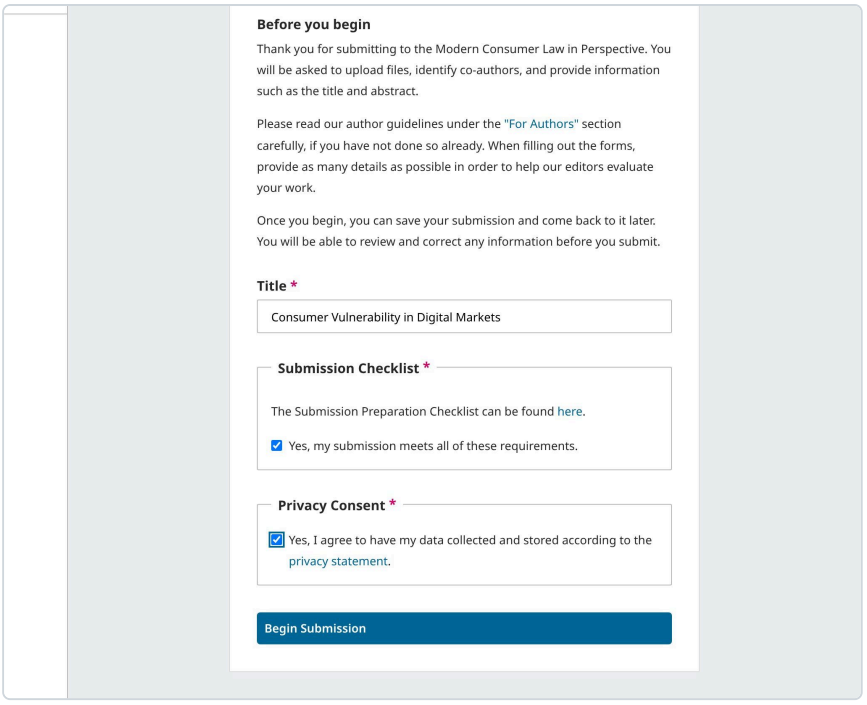
1 Create an account or log in

Go to modernconsumer.eu/index.php/mc/user/register and fill in the registration form. Accept the privacy statement and confirm your email address if asked. If you already have an account, use **Login** at the top of the site instead.

After logging in, click **Make a Submission** (or go to About → Submissions and follow the link).

2 Start the submission

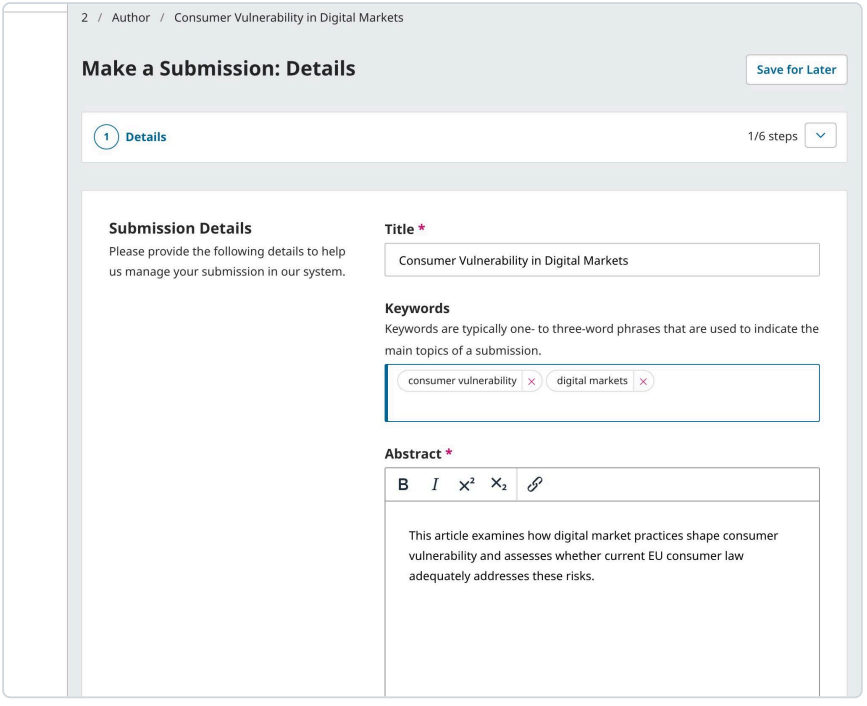
Enter the title of your manuscript. Tick the box to confirm that your submission meets the checklist requirements, and give your privacy consent. Then click **Begin Submission**.



The start page: enter the title, confirm the checklist and privacy consent, then begin.

3 Details

Check the title and add your keywords. Press **Enter** after each keyword so it turns into a tag. Then paste the abstract. Click **Continue** at the bottom of each step to move on. The bar at the top shows which of the six steps you are on.



Step 1 of 6: title, keywords and abstract.

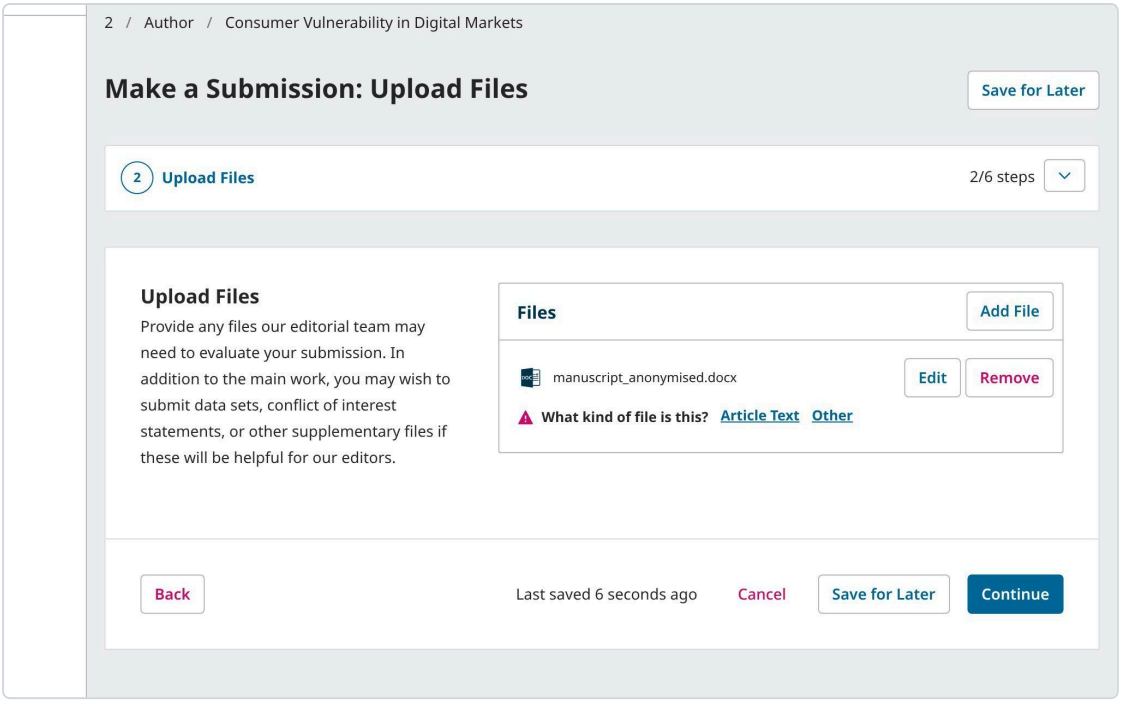
4 Upload files

Click **Add File** or drag your file into the box. OJS then asks *What kind of file is this?*

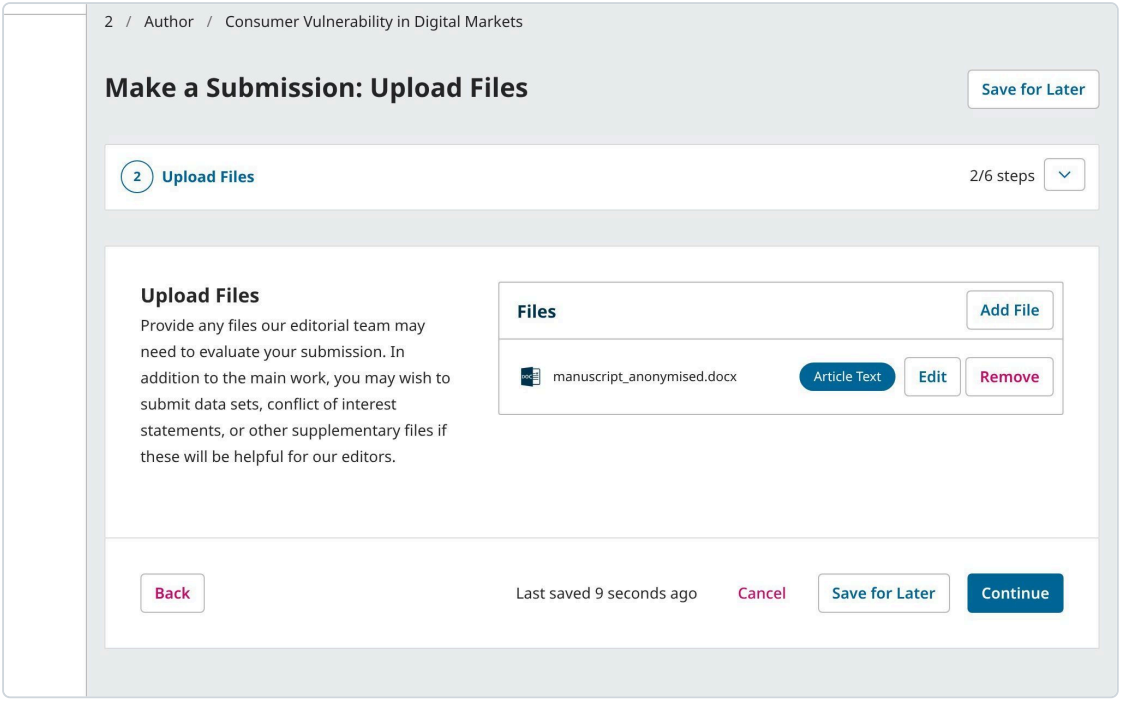
- Choose **Article Text** for your anonymised manuscript.

- Choose **Other** for any supplementary files.

Only upload anonymised files. Reviewers see the manuscript without your names.



After uploading, choose the file type.

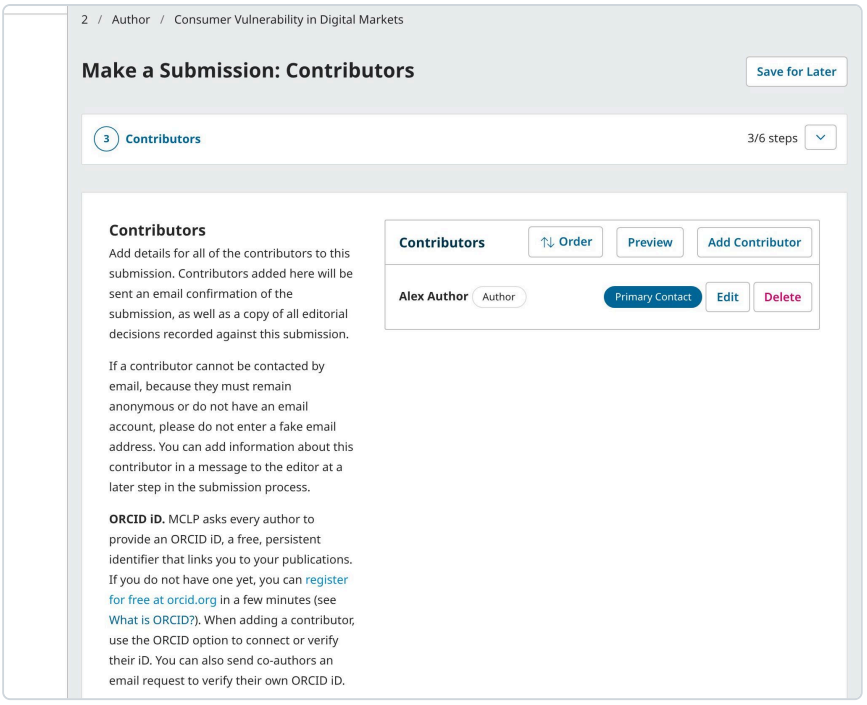


The manuscript is now labelled as Article Text.

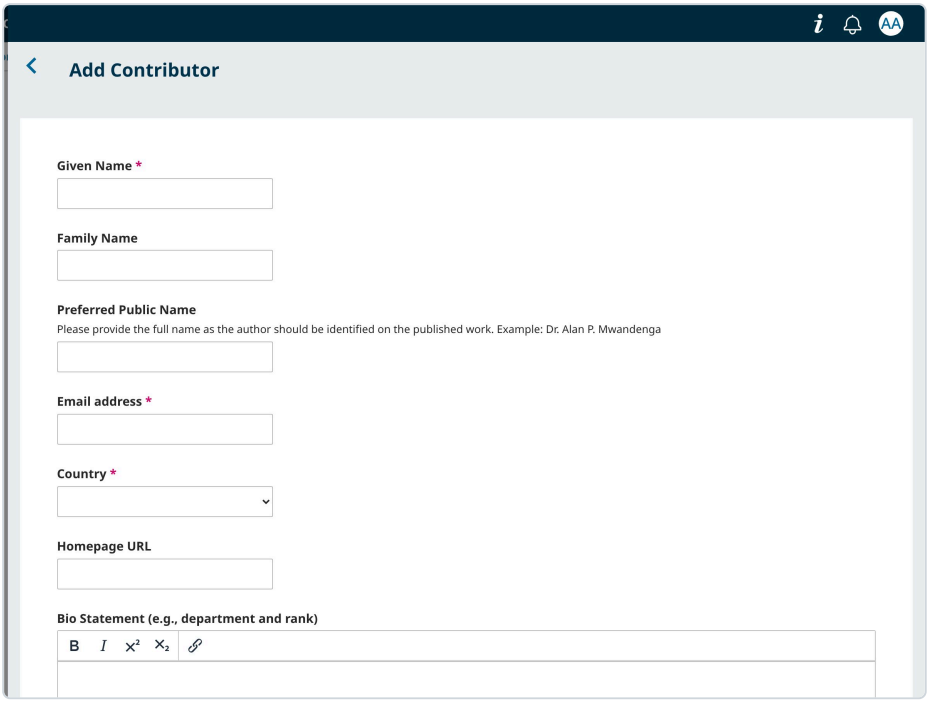
5 Contributors

You are listed automatically as the submitting author and primary contact. Use **Add Contributor** to add each co-author, with their name, email, country and affiliation. Use **Order** to set the author order.

ORCID iD: connect your own ORCID iD using the ORCID option in your contributor details. For co-authors, you can send an email request so each of them verifies their own iD.



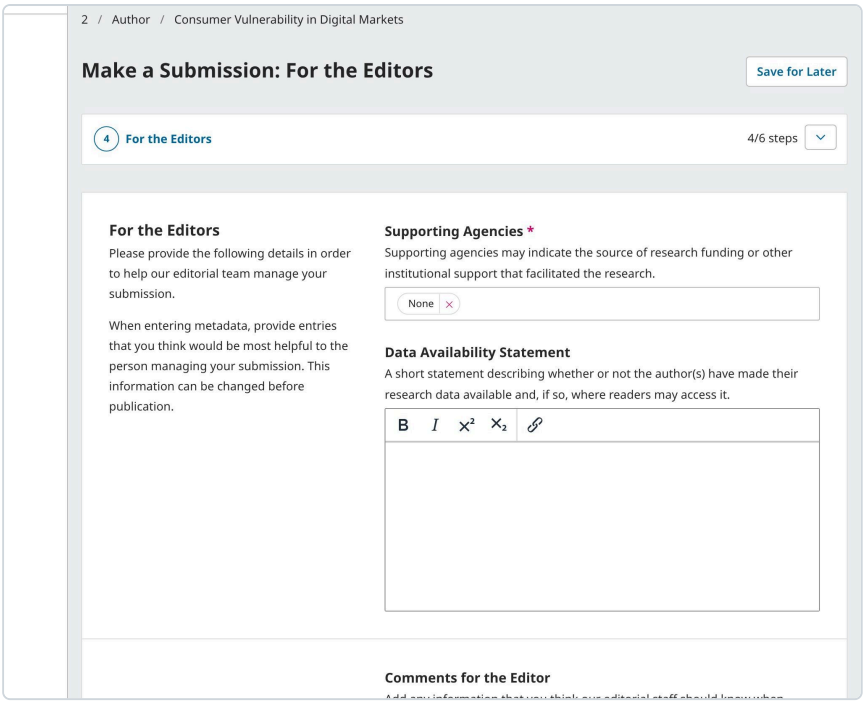
Step 3 of 6: the contributor list, with MCLP's ORCID guidance on the left.



The Add Contributor form. On the MCLP site it also includes the ORCID option.

6 For the Editors

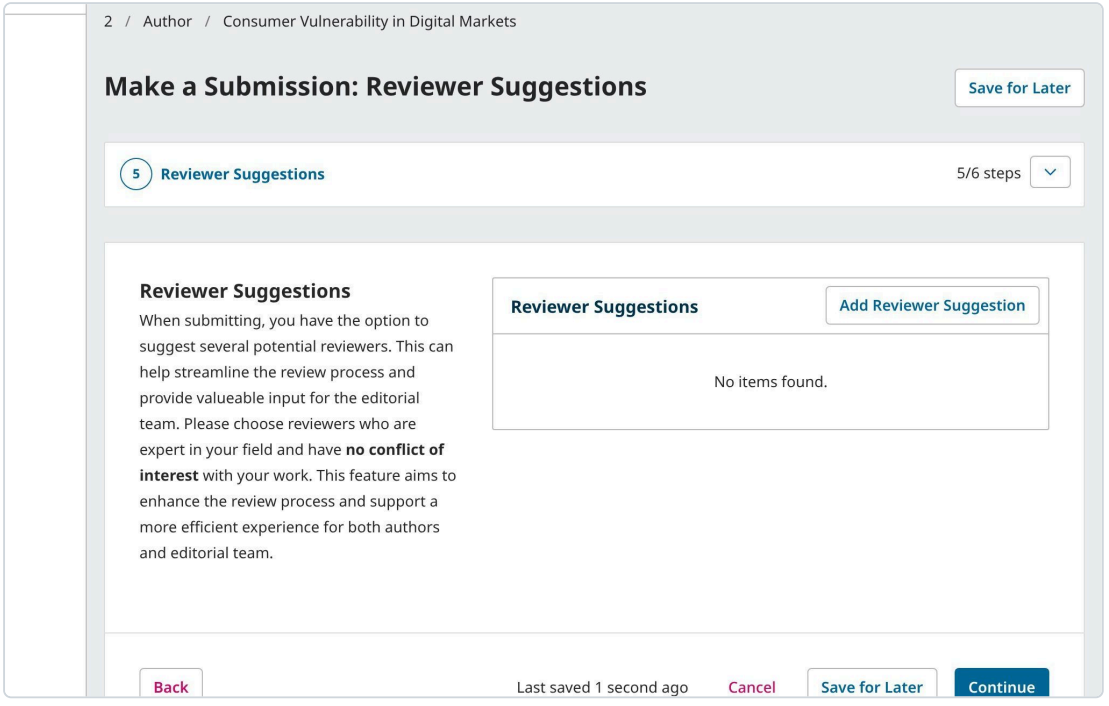
- **Supporting Agencies** (required): name the funders of the research, or type *None* and press Enter.
- **Data Availability Statement**: if relevant, say whether and where research data can be accessed.
- **Comments for the Editor**: add anything the editors should know, such as confirming the manuscript is not under review elsewhere, or explaining a conflict of interest.



Step 4 of 6: information for the editorial team.

7 Reviewer suggestions (optional)

You can suggest potential reviewers who are experts in your field and have **no conflict of interest** with you or your co-authors. Suggestions are optional, and the editors decide whom to invite.

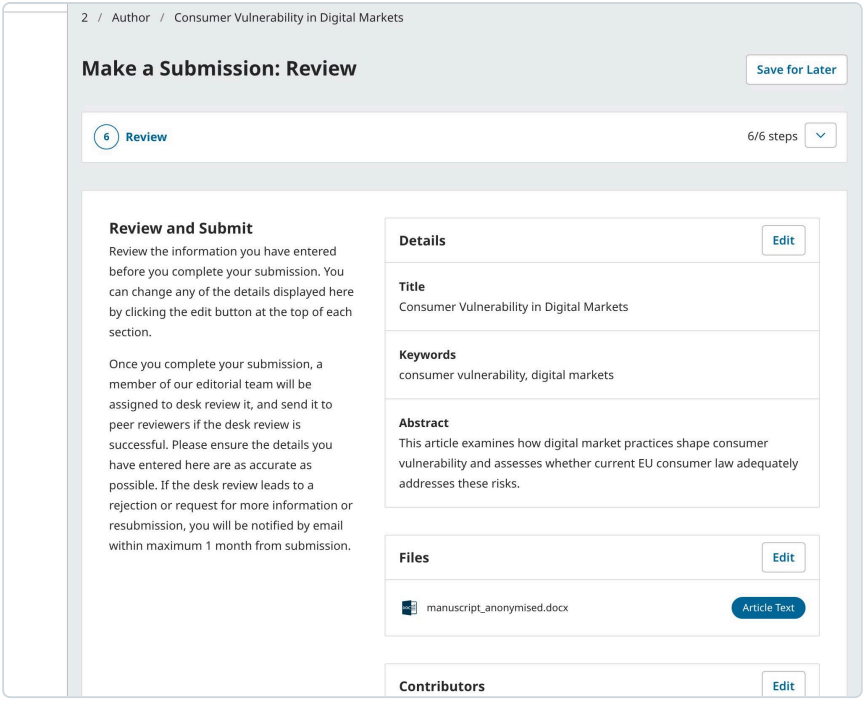


Step 5 of 6: optional reviewer suggestions.

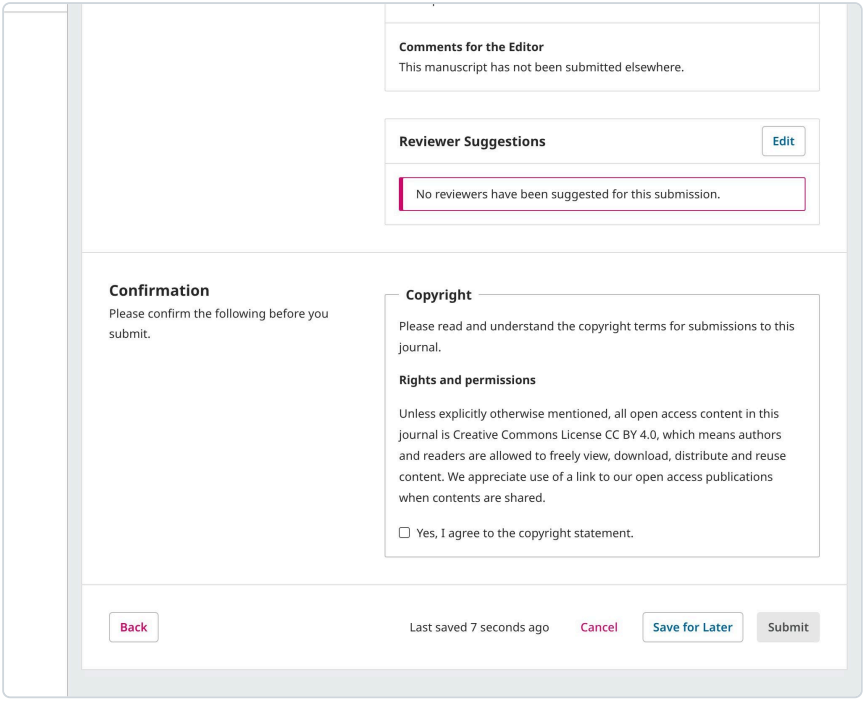
8 Review and submit

The last step summarises everything you entered. Use **Edit** next to any section to correct it. Red messages show missing information. At the bottom, read the copyright statement and

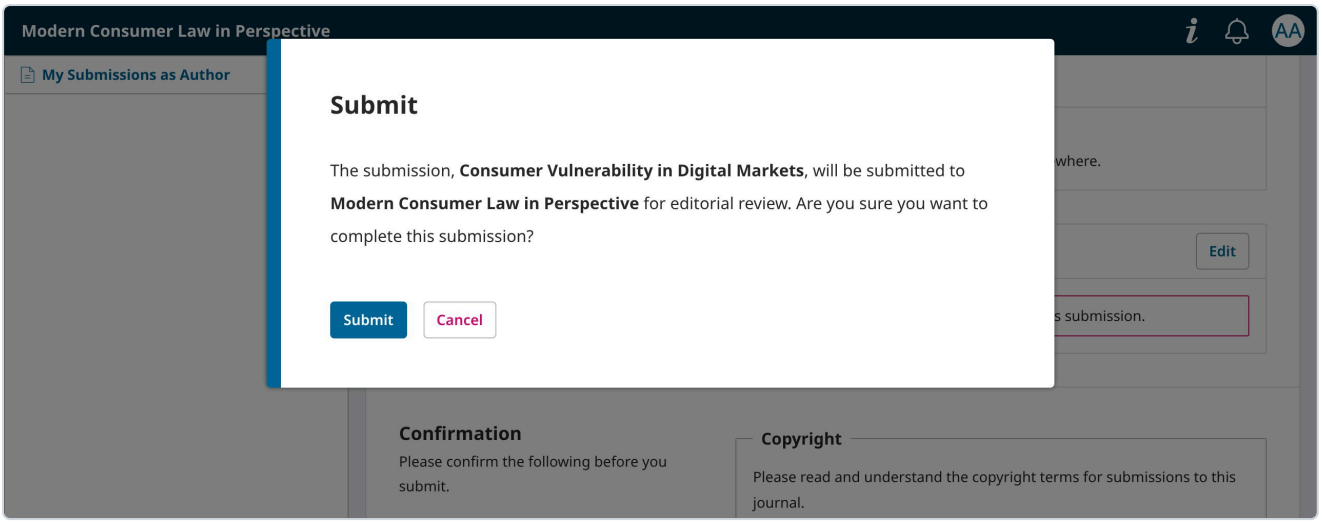
tick **Yes, I agree to the copyright statement**. MCLP publishes under CC BY 4.0, and authors keep their copyright. Then click **Submit** and confirm.



Step 6 of 6: review your submission.



Agree to the copyright statement, then click Submit.

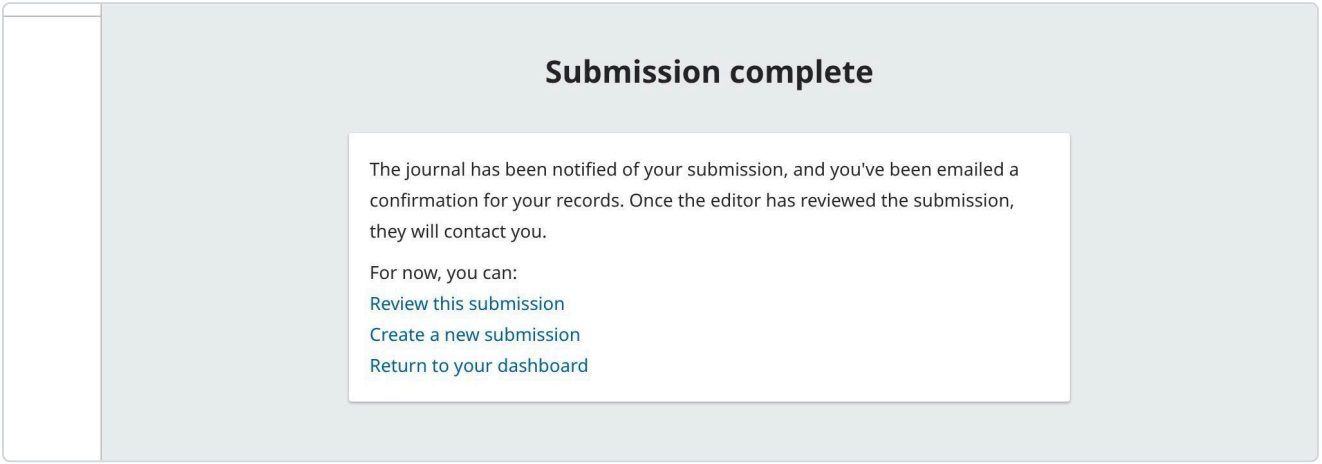


Confirm to send the submission to the editors.

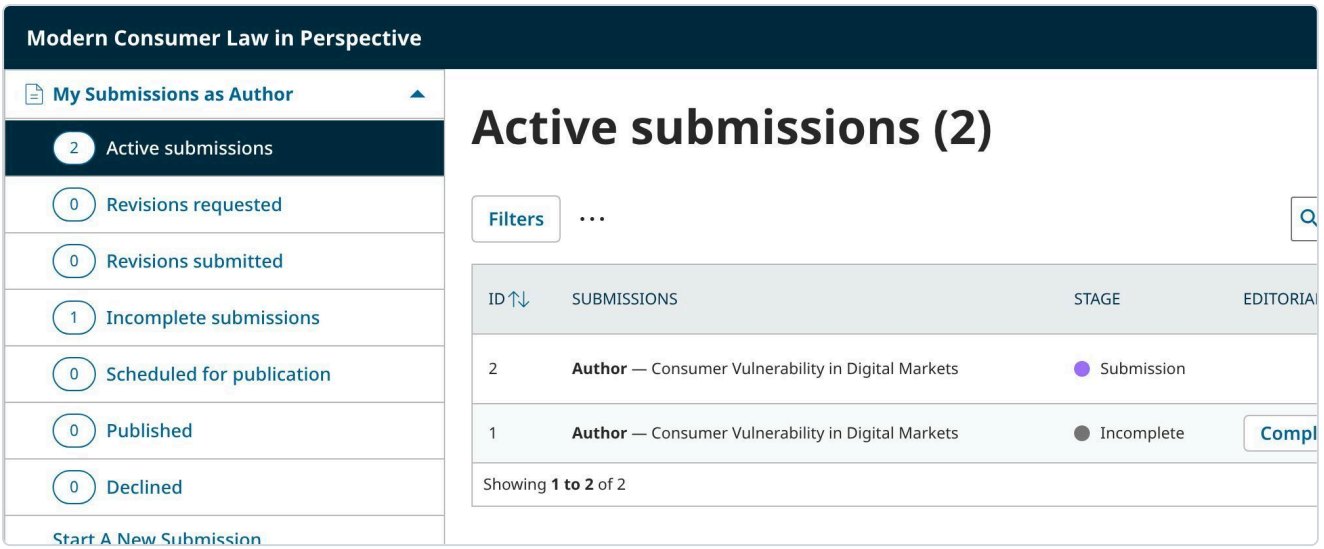
9 After submitting

You will see a confirmation page and receive an email confirmation. The editors will contact you by email, and you can follow progress at any time under **My Submissions as Author**:

- the **Stage** column shows where your manuscript is (submission, review, copyediting, production);
- submissions you saved for later appear under **Incomplete submissions**. Click **Complete submission** to finish them;
- if revisions are requested, the submission appears under **Revisions requested**, and you upload the revised version from there.



The confirmation page after submitting.



My Submissions as Author: track your submissions and finish incomplete ones.

Screenshots show a test copy of the MCLP submission system (OJS 3.5) filled with sample data. Your screens may differ slightly in layout or wording. Questions: editors@modernconsumer.eu.