



## Instructions for Submitting a *JANNAF Journal* Manuscript to the *JANNAF Journal* Small Teams Site

1. Have an active JANNAF Portal Account. Please email Nicole Miklus ([nmiklus@erg.jhu.edu](mailto:nmiklus@erg.jhu.edu)) and/or Mary Gannaway ([MGannaway@erg.jhu.edu](mailto:MGannaway@erg.jhu.edu)) if your account is expired or you need instructions to set up a new one. You may also view the *Portal Account Tutorial* under “Resources” at [www.jannaf.org](http://www.jannaf.org) for more information.
2. Consult the *JANNAF Journal Author’s Guide* (at <https://jannaf.org/journal/authorinfo>) to ensure your manuscript submission meets the checklist of requirements.
3. Notify Nicole you are ready to submit your manuscript.
4. Wait for notification that a secure Small Teams page is set up for your manuscript files.
5. When you are notified the page is ready, log into your JANNAF account.
6. Click **Committees** from the top bar or “Navigation” menu.
7. Select **JANNAF Journal Authors** from the “Committees” list or **Journal Authors** from the “Committees” menu at left.
8. Locate and click on your manuscript page, identified with the manuscript number you were assigned and your last name (e.g., [2022-XX Smith](#)).
9. Scroll to the bottom of your manuscript page and click the green **New File** button to upload your first file.
10. Click “Choose File” to browse for your file, add a description in the box, and hit **Save**.
11. Repeat these steps for each file you wish to upload.
12. Logout when all your files have been uploaded.
13. Notify Nicole at [nmiklus@erg.jhu.edu](mailto:nmiklus@erg.jhu.edu) and wait for confirmation of receipt.

Please remember that these documents contain export-controlled information. Only those individuals designated as team members of a manuscript page are authorized to access the material stored on that page.