



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) and/or Mary Gannaway (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 for more information.
2. If you are an author at a university, please provide Nicole and Mary (via your FSO) the dates of your CUI and export compliance briefings.
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. (If you need to delete a file, click on the file name and select the red **Delete File** button.)
13. Logout when all your files have been uploaded.
14. Notify Nicole at 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.