1. REGISTER ON STACK

- In order to submit to publishers on STACK, you first need to register. To register, click on the register button on the STACK homepage.

- When the registration page opens, fill out the required fields and click **Submit**.
• Be sure that the Author radio button is on.
• After you click on Submit, go to your email account and click on the link in the confirmation email in order to verify your email address. This will ensure that the status update emails from the publishers you submit to later will not go to your junk/spam folder.

2. SUBIT TO PUBLISHERS
- There are two ways to find Publishers on STACK.
  i. Find a publisher on the STACK Publishers page. To do this click on Publishers on your home page.
  ii. Click on a Submit link on a publisher’s website. Most publishers will have a button or a link that will take you to STACK.

We are using STACK Submissions Manager. Follow the link below to submit. (You need to register first--requires an email and password only.)

Click on the button/link, and you will be taken you to the STACK log in page. Once you log in, you will be taken directly to that publisher’s page.

• Once you are on the publisher’s page, open their projects page. On the projects page, click on the project you want to submit to.
Read the Description and Guidelines. Click on Submit.
• Fill out the required fields and click on Document to Upload.

• Click on the upload icon and upload your document. Then click on Close.
• You should now see your document name in the File row.

![Submission Form](image1)

• You are now ready to make your submission. Click on Submit at the top left of the page.

![Submit Button](image2)

• Check your e-mail (the one you registered with) for a confirmation e-mail. Check back often, as status updates to your submission will generate a message to your e-mail account.