**Submissions translations**

Please use the Google Translate tool to translate your submission into English (only applies if the language of your submission is Russian). You have to include the English translation of your submission together with the original submission using the Upload Submission File Popup, both under “Article Text” File Type. For a more detailed description on how to do this, please refer to the instructions below.

Please note: the auto-generated translation is not meant to be a proper English translation of your article, and will not be published on the website. It will be used by the Library Editors to get a general understanding of the submission content and to categorize it. Should your article be accepted, it will be professionally translated before publishing.

**How to translate your article using Google Translate for Documents**

1. Open the Google Translate website using this link: <https://translate.google.com/#view=home&op=translate&sl=ru&tl=en>
2. Click the “Documents” button in the top left button.
3. Use the “Browse your computer” button to choose the document you want to translate from your computer or drag and drop the file to translate directly into the form.
4. Make sure the Original language is set to Russian, and the language of the translation is set to English.
5. Click “Translate”. This should take you to a new page with your translated text. This process may take a couple of seconds.
6. Select the whole text in the new page and copy it (using Ctrl + C or context menu “Copy” command). Paste the text (using Ctrl + V or context menu “Paste” command) into a new (blank) Word document.
7. Save the Word document. Use “English auto-translation” as the file name to indicate the translation for the reviewers.

**How to translate short texts using Google Translate**

If you need to translate a short text (up to 5000 characters), or, for example, your article title, you can use the regular Google Translate form.

1. Open the Google Translate website using this link: <https://translate.google.com/#view=home&op=translate&sl=ru&tl=en>
2. Paste the text you want into the text input on the left
3. Make sure the Original language is set to Russian, and the language of the translation is set to English..
4. The translation will appear in the panel on the right automatically.

**How to add the translated file to the submission**

1. Go to the “New submission” page. Complete step 1 (“Start”) by filling out all the fields.
2. On step 2 (“Upload submission”), upload the file with your original article text in Russian.
3. Click “Add another file” after adding the first file (or “Upload file” in the top right corner if you’re returning to this step after closing the popup). Set the File Type to “Article Text”. Select the Word file which contains the auto-generated English translation of your article.