

# Submitting your Manuscript Guide

**IMPORTANT:** This document outlines steps that each author needs to follow to complete manuscript submission on ScholarOne. Please make sure you fill out all required fields as indicated on all Steps of the Manuscript Submission in order for your manuscript to be processed without further delays. You should read all instructions on each step of submission.

**NOTE:** Prior to submitting your manuscript, you are required to adhere to all guidelines provided in the Manuscript Submission Guidelines. Please visit the Instructions & Forms tab on the ScholarOne page to find the Manuscript Submission Guidelines, Guidelines on Submitting your Manuscript and Calls for Papers.

## Step 1: Type, Title, & Abstract

- Select your **manuscript type** from (Original Articles, Commentaries or Book Reviews),
- Enter your **title**,
- Enter your **running head**,
- Enter your **abstract**.

## Step 2: File Upload

- Upload your **manuscript file** with no identifying author information (designate as Main Document). Your manuscript should only contain the title, abstract, keywords and text.
- Upload a separate **cover letter** (designate as Cover Letter) with a brief biography.
- **Word limit:** Original articles (6 000 and 10 000 words), Commentaries (maximum of 4500 words) & Book reviews (maximum of 2 000 words).

## Step 3: Attributes

- Enter three to five **attributes/keywords**.

#### Step 4: Authors & Institutions

- Enter your **Prefix, First Name, Middle Name, Last Name**,
- Enter your **email**,
- Enter your **institution name**,
- Enter your **department**,
- Select your **country, province and city**,
- Enter your **phone number**.

#### Step 5: Details & Comments

Answer all questions appropriately.

- Select your answer on **funding**,
- On Manuscript Information, enter **number of figures, number of color figures, number of tables and number of words**?
- Select your answer on the question of whether manuscript been submitted previously to this journal,
- Select your answer on **color charges**,
- Select your answer on **confirmation that your manuscript has not been published** and that your **research meets ethical guidelines**,
- Select your answer on **conflict of interest**,
- Select your answer on **anonymous review**.

#### Step 6: Review & Submit

- Review the information that you would have entered from previous steps for accuracy and make changes as needed,
- Verify that you have completed all steps,
- View your PDF proof before you submit your manuscript,
- Click **submit** to complete submission of your manuscript on ScholarOne system.