Engaged Management ReView
Author Guidelines

V.1.0
Friday, March 11, 2015
Table of Contents

Engaged Management ReView (EMR) – Guidelines for Authors........................................3
SECTION 1: Author – How to Submit an Article.................................................................3
SECTION 2: Author – Receiving and Viewing Editor’s Decisions.......................................17
SECTION 3: Author – How to Submit a Revision...............................................................19
SECTION 4: Author – How to Approve the Publication of your Article..............................29
## SECTION 1: Author – How to Submit an Article

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create New Account (step 1)</td>
<td>Go to <a href="http://commons.case.edu/emr/">http://commons.case.edu/emr/</a> Click on “My Account” at the top right hand corner of the screen.</td>
<td><img src="image" alt="Screenshot of the Engaged Management ReView website" /></td>
</tr>
</tbody>
</table>
Under “Create New Account”, Click on “Sign Up”

If you already have an account, you would Login, then select “Submit Article” on right hand panel, and skip to this page to continue with instructions.
Create New Account (step 3)

Complete the mandatory fields and click on “Sign Up”
Create New Account – Confirmation Page

A confirmation page will appear confirming the creation of your account.

Create New Account – Email confirmation

An email confirmation will be sent to your email address (the one you used to sign up for a new account). Click on the link provided to activate your account.

At the time of activation, you will be directed to the article submission page.
Submit Article (step 1)

Please carefully read the instructions provided on this page and click on “Continue”
Submit an article (step 2) – Submission Agreement

Please, carefully read the “Article Submission Agreement” for EMR. By clicking “Accept” you agree and consent to the Submission Agreement and the Journal Policies.

In particular, please note that if EMR publishes your article, you agree to serve as a reviewer for future submissions.
Submit an article  
(step 3)  
Demographics

Please complete at least all mandatory fields.

Submit an article  
(step 4)  
Add Authors

If adding co-authors, insert the email of your co-authors (one at a time and click on “continue”)

Required fields are marked with an *.

First/Given Name *

Middle Initial

Last/Family Name *

Suffix (e.g. 'Jr')

Institutional Affiliation *(e.g. "University of California, Berkeley")

Phone Number

Add Authors

Author's email address (required):  

Add author

Continue
Submit an article (step 5) Re-order
Author Names

The names of the authors may be re-ordered by clicking on the drop down menu “Order”.

Once all authors and correct order are in place, click on “Continue”
Submit an article (step 6) Upload your Manuscript and Related items

Enter:
Article Title
Short Title
Keywords

Submit an article (step 6) Upload your Manuscript and Related items (Cont.)
Enter Subject Area (mandatory) by clicking on the desired “subject area” on the “Available” box on the left hand side and click on “Select”. You may select more than one subject area.
<table>
<thead>
<tr>
<th>Submit an article (step 6) Upload your Manuscript and Related items (Cont.)</th>
<th>Enter Discipline by clicking on the desired “Discipline” on the “Available” box on the left hand side and click on “Select”. You may select more than one discipline. Most of the Management disciplines are currently listed under the “Business” category. Click on the (+) sign next to the main discipline.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit an article (step 6) Upload your Manuscript and Related items (Cont.)</td>
<td>Select “Document Type” and type or paste your abstract. Selecting a document type and entering an abstract are mandatory.</td>
</tr>
<tr>
<td>Disciplines</td>
<td>Please indicate the academic discipline(s) that best describes your submission. Click here to view the complete list of disciplines.</td>
</tr>
<tr>
<td>Available:</td>
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<tr>
<td>Architecture</td>
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<td>Arts and Humanities</td>
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<td>Business</td>
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<td>Law</td>
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<tr>
<td>Life Sciences</td>
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<tr>
<td>Medicine and Health Sciences</td>
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<tr>
<td>Physical Sciences and Mathematics</td>
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<tr>
<td>Social and Behavioral Sciences</td>
<td></td>
</tr>
<tr>
<td>Document Type</td>
<td>None</td>
</tr>
<tr>
<td>Abstract</td>
<td>Learn how your abstract can improve the discovery of your article in Google and Google Scholar.</td>
</tr>
<tr>
<td>Type or paste your abstract:</td>
<td></td>
</tr>
</tbody>
</table>
| Submit an article (step 6) Upload your Manuscript and Related items (Cont.) | If needed, enter acknowledgments under “Cover Page Footnote.”
This is optional. |
|---|---|
| **Before uploading your manuscript, make sure to remove all author-identifying information.**

To upload your submission, select the appropriate button, usually that will mean an “upload file from your computer.” |

| **Cover Page Footnote**

Please enter footnote/acknowledgments here and not in body of the manuscript.

**Please enter footnote/acknowledgments:** |
|---|---|
| **Full Text of Submission**

Please upload your primary submission file. If your file is a Microsoft Word or RTF Document, the system will automatically generate a PDF for you.

- [ ] Upload file from your computer
- [ ] Import file from remote site |

| **Cover Letter**

Clearly state the purpose of the paper and its expected contribution in your cover letter.
You may upload your cover letter or use the box below to type or paste the cover letter.

[Choose File] no file selected |
<table>
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<tbody>
<tr>
<td>[Submit] Completing your upload may take some time; please only click on the submit button once.</td>
<td></td>
</tr>
</tbody>
</table>
Thank you for your submission

As long as you have provided a readable PDF file or a Microsoft Word or RTF document, along with a separate summary, we can begin the review process. Our commitment to give you a quick editorial decision begins from the date that we have received those elements.

Please verify that everything is accurate.

PDF documents, whether created by the author or by the system, should be checked, page by page, for accuracy.

Submission Metadata

<table>
<thead>
<tr>
<th>Metadata Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article Title</td>
<td>EMR- TEST-100</td>
</tr>
<tr>
<td>Short Title</td>
<td>Mindfulness in the 21st Century</td>
</tr>
<tr>
<td>Keywords</td>
<td>mindfulness, creativity</td>
</tr>
<tr>
<td>Subject Area</td>
<td>Management:Business, Management:General Management</td>
</tr>
<tr>
<td>Disciplines</td>
<td>Management Sciences and Quantitative Methods</td>
</tr>
<tr>
<td>Document Type</td>
<td>Essay Paper</td>
</tr>
<tr>
<td>Abstract</td>
<td>The importance of mindfulness in the 21st century is critical to the success of online businesses.</td>
</tr>
<tr>
<td>Cover Page Footnote</td>
<td>XXX</td>
</tr>
<tr>
<td>Full Text of Submission</td>
<td>Download</td>
</tr>
</tbody>
</table>
The authors will receive a confirmation via email if the submission process was successful.

MS #1043: Submission received for Engaged Management ReView

A new submission for Engaged Management ReView has been uploaded by "Milagros Mu" <milagrosperyramu@hotmail.com>.

Dear "Milagros Mu"

Thank you for submitting your article to be considered for publication in the Engaged Management ReView.

The normal procedure for manuscript evaluation by the EMR consists of an in-house review by the Editor-In-Chief, after which promising manuscripts are sent to an associate editor who will manage the review and will select panel of external reviewers. You will receive notice at this point of your manuscript's status. In the case of manuscripts chosen for external review, the review process may take up to four months, depending upon the evaluators' promptness and prior commitments.

The submission has been assigned #1043. Please refer to this number in any correspondence related to the submission.

Please feel free to contact me with any questions.

Sincerely,

Editors can access the management tools for this submission at:

http://demo.case.bepress.com/cgi/editor.cgi?article=1043&context=emr

Thank you.

The Editors

Engaged Management ReView
You may track the status of your article by going to “My account” at http://commons.case.edu/emr/, and view the information under “Submissions.”
### SECTION 2: Author – Receiving and Viewing Editor’s Decisions

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Screenshot</th>
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</thead>
<tbody>
<tr>
<td>Editors Decision</td>
<td>Once AE and Editor-in-Chief have made a decision on your manuscript, you will be notified of the decision via email (You may also keep track of the status of your manuscript by logging into the EMR-BePress site). To access the Editor’s decision and reviewer reports, click on the link provided at the end of the message.</td>
<td><img src="" alt="Screenshot" /></td>
</tr>
</tbody>
</table>

Dear Milagros Mu and Adrian Editor,

I have now received the associate editors report and three reviews of your manuscript by qualified referees. Based on those evaluations, the associate editor recommends a revise and resubmit and I concur with the decisions. We would like to invite you to revise and resubmit the manuscript for further consideration.

The associate editor and reviewers provide detailed comments, which I will not paraphrase here. Overall, the revised manuscript should address the points raised by the reviews in satisfactory manner. Note that the revised manuscript should not exceed EMR's 5,000-word limit for empirical and translate papers and 8,000-word limit for essay papers (does not including notes and references). With your resubmission, please include a cover letter that explains in detail how you responded to the AE's associate editor's and referees' reviewer's suggestions. A recommended format is provided in the Author Guidelines. The turnaround on resubmitted manuscripts is usually faster than for the original submission.

Please let us know if you plan to resubmit a revised manuscript to EMR and approximately when you might do so, up to a maximum of 3 months from the date of this letter. After one year, the manuscript may be treated as a new submission, in which case it would have to pass internal review before being sent to three new referees.

We hope that you will accept this invitation to submit a revised manuscript and we look forward to hearing from you.

Best regards,

Milagros Pereyra
Editor in Chief
PO: aw; mpb

Engaged Management ReView

To view attachments to this decision, click here: [http://demo.case.bepress.com/cgi/preview.cgi?article=1043&context=emi&window=viewdecision&decision=0](http://demo.case.bepress.com/cgi/preview.cgi?article=1043&context=emi&window=viewdecision&decision=0)
| Viewing Editor’s Decision | Once you click on the link provided in the email above, you will be directed to the EMR site.  
Once logged in, you can view and/or download the report that accompanies the decision letter.  

The Associate Editor’s report is contained in a downloadable file (see red arrow) which will provide precise guidance on how to revise and improve your manuscript for re-submission. |
<table>
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<tbody>
<tr>
<td>Viewing Reviewer Reports (part 1)</td>
<td>To view the individual reviewer reports, click on “Manage Additional Files” on the left hand side of the screen.</td>
</tr>
<tr>
<td>Viewing Reviewer Reports (part 2)</td>
<td>Once you click on “Manage Additional Files”, you can view the reviewer reports by clicking on the PDF links under “Reviews”. The file will open and/or download directly to your computer.</td>
</tr>
</tbody>
</table>
## SECTION 3: Author – How to Submit a Revision

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing to submit a Revised Manuscript</td>
<td>Download the “Response to Reviewers Template” from <a href="http://commons.case.edu/emr/forms.html">http://commons.case.edu/emr/forms.html</a></td>
<td><img src="image" alt="Screenshot of the Engaged Management Review website" /></td>
</tr>
</tbody>
</table>
| Response to Reviewers (part 1) | This template has two parts:  
1) Letter to the Editor (make sure you do not identify yourself in the letter. The only identifier should be the tracking or code number)  
2) Response to Reviewers Table(s) |
|-----------------------------|--------------------------------------------------------------------------------|

**Professor Kalle Lyyninen**  
Editor-in-Chief  
Engagement Management ReView (EMR)  
[Insert date here]  

Dear Dr. Lyyninen:  
Re: Manuscript reference No. [Insert tracking number or code here]  

Please find attached a revised version of our manuscript “[Insert the title of your manuscript here]”, which we would like to resubmit for publication as a [Insert article type here] in EMR.  

Your comments and those of the reviewers were highly insightful and enabled us to greatly improve the quality of our manuscript. In the following pages are our point-by-point responses to each of the comments of the reviewers as well as your own comments.  

Revisions in the text are shown using track changes. We hope that the revisions in the manuscript and our accompanying responses will be sufficient to make our manuscript suitable for publication in EMR.  

We look forward to hearing from you at your earliest convenience.  

[Insert tracking number or code here]  

**Authors: Do not provide any identifying information.**
Response to Reviewers (part 2)

Make sure you complete a “response” for each one of the reviewers before uploading your re-submission. You must **merge the editor letter and the responses to all reviewers in a single file**. We will not send the manuscript to a review without a response document.

<table>
<thead>
<tr>
<th>ID</th>
<th>Page #</th>
<th>Comment (Copy and paste directly)</th>
<th>Response</th>
</tr>
</thead>
<tbody>
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<td>7</td>
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<tr>
<td>Etc.</td>
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</tbody>
</table>

Continue to Reviewer #2 on next page

Response to Reviewers (part 3)

Once the letter to the editor and response to reviewers are finalized, insert them in front of your revised manuscript. The first page of your manuscript is now the “Letter to the Editor” and the next pages are the “response to reviewers” followed by your revised manuscript. **In sum, you will submit a single document consisting of three parts:**

1) Letter to Editor
2) Response to Reviewers (1st, 2nd and 3rd reviewers)
3) Revised Manuscript.

The name of the single document should be the manuscript number (1043), Manuscript Name (EMR-Test-100) and “Revised Submission.” The manuscript number can be found in the subject line of the email sent to you from the Editor. If the title of your submission title is longer than 25 characters, please limit the manuscript name to 25 characters for the purpose of naming the file.

In this example the name of the file would be: 1043_EMR_Test_100_Revised_Submission
Uploading Revision (part 1) Log in to your EMR Account. Under Submissions, you will see your article with the “revisions required” annotation.

Click on the title of your article under “Submissions”

Uploading Revision (part 2) Click on “Revised Submission” on the left hand side.
<table>
<thead>
<tr>
<th>Uploading Revision (part 3)</th>
<th>You will find a similar process to the original submission. You will be given the opportunity to add new authors (if any).</th>
</tr>
</thead>
</table>

You may change the title of your article, short title and keywords (or not)

### Article Title
Please use Headline Style Capitalization – e.g., The Scholarly Communication Crisis

Enter your article title:

EMR-TEST-100

### Short Title
Enter a shortened version of your article’s title.

Shortened Title (reduced to 65 characters or less). This will be used in the header of the final published article.

Mindfulness in the 21st Century

### Keywords
Please separate keywords/keyword phrases with commas.

Enter keywords:

mindfulness, creativity
You may also change the subject area and Discipline if you wish to do so.
The Document Type, Abstract and Cover Page Footnote may also be changed (or not).

**Document Type**

Type of submission

- Essay Paper

**Abstract**

Learn how your abstract can improve the discovery of your article in Google and Google Scholar.

Type or paste your abstract:

- The importance of mindfulness in the 21st century is critical to the success of online businesses.

**Cover Page Footnote**

Please enter footnote/acknowledgments here and not in body of the manuscript.

Please enter footnote/acknowledgments:

- XXX
### Uploading Revision (part 3) cont.

This section allows you to upload your revised manuscript (including the Letter to the Editor and response to reviewers as outlined [here](#)).

Click on “Choose File”

### Uploading Revision (part 3)

The next two Sections: **IGNORE** Cover Letter and Letters to Reviewers. Do not upload anything on these two sections.

Click on “Submit Changes”

---

#### Full Text of Submission

Please upload your primary submission file. If your file is a Microsoft Word or RTF Document, the system will automatically generate a PDF for you.

- Upload file from your computer
- Import file from remote site

Please upload the full text of your submission:

Choose File | no file selected

#### Cover Letter

Clearly state the purpose of the paper and its expected contribution in your cover letter. You may upload your cover letter or use the box below to type or paste the cover letter.

Choose File | no file selected

#### Letters to Reviewers (Optional)

Click the Browse button to upload a response to each reviewer about this revision. Files must be Word, WordPerfect, RTF, PDF or text.

Upload a Response:

**Reviewer #1:** Choose File | no file selected

**Reviewer #2:** Choose File | no file selected

Submit changes... Completing your upload may take some time; please only click on the submit button once.
A confirmation screen will appear indicating that your revised submission has been received.

You may also see the history of your revisions on this screen.
<table>
<thead>
<tr>
<th>Email Confirmation Receipt</th>
<th>A receipt confirmation via email will be sent to the authors and editors indicating that a revision to the manuscript has been submitted.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Final Decision</th>
<th>When the editor has accepted your manuscript for publication, you will receive an email notification with further instructions for formatting, publication, etc. Follow those instructions as stated in the email communications.</th>
</tr>
</thead>
</table>

MS #1043: Update submitted for "EMR- TEST-100"

This is an automatically-generated note to inform you that "Milagros Mu" <milagrosperyramu@hotmail.com> has submitted an update to MS #1043, "EMR- TEST-100," in Engaged Management ReView.

The reason for update is:
major revision

The changes made are:
Previously, a major revision was invited. This is that major revision.

The authors are:
"Milagros Mu" <milagrosperyramu@hotmail.com>
"Adrian Editor" <awolfberg@gmail.com>

A preview of the title page and status may be viewed at:
http://demo.case.bepress.com/cgi/preview.cgi?article=1043&amp;context=emr

---------------------------------------------------------------

Editors can access the tools to manage this submission at:
http://demo.case.bepress.com/cgi/editor.cgi?article=1043&amp;context=emr

PO: awc mpr
Engaged Management ReView
## SECTION 4: Author – How to Approve the Publication of your Article

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Screenshot</th>
</tr>
</thead>
</table>
| Request to Publish | Once your manuscript is ready to publish, you will receive an email from the Editor-In-Chief requesting permission to publish your article.  

This is your last chance to review and revise your article before it is made publicly available.  

Click on the link provided on the email to view the final PDF version of your manuscript. | ![Image](images.png)  

Dear Author:  

Could you please check your submission over one last time and make sure there are no problems with posting it as it stands? **CHANGES WILL NOT BE POSSIBLE AFTER POSTING, SO PLEASE CHECK IT VERY CAREFULLY.**  

You may access a preview of the submission at the following URL:  

http://demo.case.bepress.com/cgi/preview.cgi?article=1043&context=emr  

If you determine that the submission is ready to be published exactly as it is, please click the "give approval" link at the URL listed at the start of this message.  

If you notice anything that needs to change, you may click the "revise submission" link on that page to submit your changes. |
Review History

On this screen (bottom) you may view the “Revision History” and download the latest version for approval. The latest version is at the top of the list.

If there any changes are needed, you should follow the instructions above (PART 3 – How to submit a revision) of this manual to submit a new version.

Give Approval (part 1)

If no changes are needed, click on the “Give Approval” link on the top left hand side.

Give approval (part 2)

Once you click on “Give Approval”, a new line will appear on the screen indicating: “Note: You have NOT YET given approval” Click here in order to confirm and grant your Approval.”

Click on “click here”
Approval Confirmation
A confirmation screen/box will appear indicating that the author has given approval for publication and editors have been notified.

Email Confirmation
A notification via email will be sent to the authors and editors confirming your final approval to publish your article.