


How to submit a revision

Log on to the online submission site and, in the 'Author Centre'

Log In


Log in here if you are already a registered user.

User ID:

Password:  Log In

Password Help. Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:

 Go

New User?
[Register here](#)

Resources

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- [Home Page](#)

The Instructions & Forms section contains useful information for authors and reviewers

Log in with your user ID and Password.

If you cannot remember your password, type your email address into the Password Help box and click Go. The system will email your registered email address with your username and password.

If you have changed your email address and cannot log in to update your details, please email the journal Editor for assistance.

[Main Menu](#) → [Author Dashboard](#)

Site under configuration.

You are logged in as Andrea Lee

Dashboard

- To submit a new manuscript, click on the "Submit a Manuscript" link below.
- Clicking on the various manuscript status links under "My Manuscripts" will display a list of all the manuscripts in that status at the bottom of the screen.
- To continue a submission already in progress, click the "Continue Submission" link in the "Unsubmitted Manuscripts" list.

Papers you have started but not submitted can be found in 'Unsubmitted Manuscripts'

Once you have clicked 'create a revision', if you do not complete the revision, the incomplete revision will be saved in 'Revised Manuscripts in Draft'


Check Submitted Manuscripts for the status of your paper


Click the link Manuscripts Awaiting Revision to start a revision (once you have clicked the 'create a revision' link, your paper will move to Revised Manuscripts in Draft)

My Manuscripts

- [Unsubmitted Manuscripts](#)
- [Resubmitted Manuscripts in Draft](#)
- [Revised Manuscripts in Draft](#)
- [Submitted Manuscripts](#)
- 32** [Manuscripts with Decisions](#)
- [Manuscripts I Have Co-Authored](#)
- [Withdrawn Manuscripts](#)
- [Invited Manuscripts](#)
- [Manuscripts Awaiting Revision](#)

Author Resources

 [Click here to submit a new manuscript](#)

 [Click here to submit a revision](#)

This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.

[Reminder: Emerald Master 0 \(16-Oct-2010\)](#)

[Delete](#)

[Emerald Master 0 - Decision on Manuscript ID EM0-Sep-2010-0011 \(22-Sep-2010\)](#)

[Delete](#)

[Emerald Master 0 - Manuscript ID EM0-Sep-2010-0011 \(21-Sep-2010\)](#)

[Delete](#)

[Reminder: Emerald Master 0 \(17-Sep-2010\)](#)

[Delete](#)

[Emerald Master 0 - Manuscript ID EM0-Sep-2010-0010 \(14-Sep-2010\)](#)

[Delete](#)

Click the blue button to submit a new manuscript

Click the purple button to submit a revision

The last 5 emails you have been sent will be saved here.

The emails will have also been sent to your registered email address.

Any decision emails will also be saved with your paper in Manuscripts with Decisions.

Click on 'Manuscripts with Decisions' under 'My Manuscripts'. You will then see a list of all manuscripts you have submitted where the editors have been able to make a decision.

0 Unsubmitted Manuscripts	Click here to submit a new manuscript
0 Resubmitted Manuscripts in Draft	Click here to submit a revision
0 Revised Manuscripts in Draft	
4 Submitted Manuscripts	
32 Manuscripts with Decisions	This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.
0 Manuscripts I Have Co-Authored	
0 Withdrawn Manuscripts	
0 Invited Manuscripts	
1 Manuscripts Awaiting Revision	Reminder: Emerald Master 0 (16-Oct-2010) Delete Emerald Master 0 - Decision on Manuscript ID EM0-Sep-2010-0011 (22-Sep-2010) Delete Emerald Master 0 - Manuscript ID EM0-Sep-2010-0011 (21-Sep-2010) Delete Reminder: Emerald Master 0 (17-Sep-2010) Delete Emerald Master 0 - Manuscript ID EM0-Sep-2010-0010 (14-Sep-2010) Delete

Manuscripts Awaiting Revision

Manuscript ID	Manuscript Title	Date Submitted	Date Decisioned	Status	Actions
EM0-Sep-2010-0011	A sample article for the ScholarOne demo [View Submission]	21-Sep-2010	22-Sep-2010	EIC: Watson-Lee, Andrea GE: Not Assigned PUB: Not Assigned • Minor Revision (22-Sep-2010) • Due on: 29-Oct-2010 (9 days left)	create a revision (9 days left) view decision letter
top					

Click on the link 'create a revision' to start your revision.

If you need to extend the deadline, please email the Editor - their details are hyperlinked making it easy to create an email.

To read the decision email, click the link 'view decision letter'

Find the manuscript you wish to revise and click on the link 'create a revision' in the 'Actions' column. This will initiate a revised-submission process that prompts you to respond to the points made by the Editors and/or reviewers.

Continue to follow the seven-step submission process, providing information when prompted.

Step 1 – Authors response to reviewers' comments

This is compulsory.

Sincerely,
Prof. Andrea Watson-Lee
Editor, Emerald Master 0
AWatsonLee@emeraldinsight.com

Reviewer(s)' Comments to Author:
Reviewer: 1

Comments:
a good effort

Additional Questions:
1. Originality: Does the paper contain new and significant information adequate to justify publication?: Yes

2. Relationship to Literature: Does the paper demonstrate an adequate understanding of the relevant literature in the field and cite an appropriate range of literature sources? Is any significant work ignored?: yes

3. Methodology: Is the paper's argument built on an appropriate base of theory, concepts, or other ideas? Has the research or equivalent intellectual work on which the paper is based been well designed? Are the methods employed appropriate?: yes

4. Results: Are results presented clearly and analysed appropriately? Do the conclusions adequately tie together the other elements of the paper?: yes

5. Practicality and/or Research implications: Does the paper identify clearly any implications for practice and/or further research? Are these implications consistent with the findings and conclusions of the paper?: yes

6. Quality of Communication: Does the paper clearly express its case, measured against the technical language of the field and the expected knowledge of the journal's readership? Has attention been paid to the clarity of expression and readability, such as sentence structure, jargon use, acronyms, etc.: yes

Step 1 of the revision process is to respond to the reviewers comments.

You must respond to the reviewers comments in the box provided.

Ideally you should address the points individually.

These comments will be seen by the reviewers and so they must NOT contain any information which will identify you to the reviewers such as name, email address, affiliations.

Acknowledgements should be added to the title page.

Respond to these comments

Response to Decision Letter

Save and Continue

Either type directly into the box or paste your comments.

If you have information which will not paste into the box, you should upload a supplementary file with this information. The file must be ANONYMOUS as it will be sent to the reviewers.

You should state clearly how you have addressed all reviewers' comments referring directly to the reviewers' comments. Please do not add any information which could identify any of the authors as this information is sent to the reviewers if re-review is required.

Step 2 – Type, Title and Abstract

Unless specifically requested to do so by the Editor or reviewers you will not need to make changes to this section.

[Main Menu](#) → [Author Dashboard](#) → Manuscript Submission

Site under configuration.

Submit a Revision

- Select your manuscript type.
- Enter your title and abstract into the appropriate boxes below.
- If you need to insert a special character, click the "Special Characters" button.

When you are finished, click "Save and Continue." [Read More ...](#)

You are now at step 2 of the revision process.

You do not need to amend the information here unless you have specifically been told to do so by the Editor and/or reviewers.

If you have changed the title of your paper, you need to amend the title here.

The structured abstract must be included in your article file. The structured abstract online and in the article file must match.

- 1 [View and Respond to Decision Letter](#)
- 2 [Type, Title, & Abstract](#)
- 3 [Keywords](#)
- 4 [Authors & Institutions](#)
- 5 [Details & Comments](#)
- 6 [File Upload](#)
- 7 [Review & Submit](#)

Manuscript Type

req Manuscript Type:

Title (Limit 20 words) [Preview](#) [Special Characters](#)

A sample article for the ScholarOne demo

Press Control-V (or Cmd-V) to Paste

req Please choose a category for your paper.

Abstract (limit 250 words)

Please type your [structured abstract](#) into the corresponding fields. Your abstract should be no longer than 250 words in all. Each section of the abstract is limited to no more than 100 words.

req **Purpose (limit 100 words)**

A sample article for the ScholarOne demo with Jim (EBS)

Click [Save and Continue](#) to move to Step 3

Step 3 – Keywords

Unless specifically requested to do so by the Editor or reviewers you will not need to make changes to this section.

Click [Save and Continue](#) to move to Step 4

Step 4 – Authors and Institutions

Enter or confirm your name and institution information and add any co-authors and their information. Importantly, if any of the authors have changed their contact details please update their details.

At step 4 - Authors & Institutions you have the opportunity to add any 'missing' co-authors who were not added as part of the original submission.

To add a co-author:

- type their email address into the E-mail field and click Find.
- If they have an account already with this journal, their details will automatically populate.
- If they do not have an account, you can create them one by completing the required fields.
- Click Add to My Authors to add them to the Co-author list.

Once all authors are listed, you can change the order - if necessary - by using the dropdown numbers in the Order column.

1 View and Respond to Decision Letter
2 Type, Title, & Abstract
3 Keywords
4 Authors & Institutions
5 Details & Comments
6 File Upload
7 Review & Submit

4 Save and Go Back 5 Save and Continue

Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Lee, Andrea <i>Corresponding Author</i>	Emerald, Editorial Department Bingley, United Kingdom	andea_wl@yahoo.co.uk		

Add a New Co-Author

req E-Mail: Find req Sal. Select... req First (Given) Name: Middle Name: req Last (Family) Name:

Institution: Department:

req Country United States

State/Province req City

--- Select One ---

☐ This person is the formal Corresponding Author as denoted on the title page of the manuscript

If you have multiple Institutions and Departments for this author, click [here](#).

Does the journal have permission to publish your email address if this manuscript is accepted?

☒ Yes
☐ No

Would you like to receive additional communication from Emerald?

☒ Yes
☐ No

4 Save and Go Back 5 Save and Continue

Click Save and Continue to move to Step 5.

Step 5 – Details and Comments

Unless specifically requested to do so by the Editor or reviewers you will not need to make changes to this section.

Click Save and Continue to move to Step 6.

Step 6 – File Upload

The files from your original submission will be carried over. Before you upload your revised files **DELETE** the original files.

Submit a Revision

- A minimum of 2 files must be uploaded. The first file must be your article file. It must not contain any author details or any information that would identify the authors.
- You must also upload a separate file (title page) showing the article title, ALL author(s) name(s), contact details and affiliation(s).
- Please keep file names short
- Upload as many files as needed for your manuscript in groups of three or fewer. (Larger files take longer to upload). These files will be combined into a single document for the peer review process.
- If you are submitting a revision, please include only the latest set of files. **IF YOU SUBMITTING A REVISION, PLEASE DELETE YOUR ORIGINAL VERSION AND UPLOAD THE NEW FILE.**
- To designate the order in which your files appear, use the dropdowns in the "order" column below.
- View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save and Continue."

[Read More ...](#)

1 View and Respond to Decision Letter

2 Type, Title, & Abstract

3 Keywords

4 Authors & Institutions

5 Details & Comments

6 File Upload

7 Review & Submit

Save and Go Back Save and Continue

My Files (Uploaded files cannot exceed 60000K)

Order	File Name	File Type req	Date	Edit Details	Delete
1	Fleetwood title page.doc (35K)	Title Page	21-Sep-2010		
2	A cross cultural 2nd revision[1].doc (182K)	Anonymous Main Document	22-Sep-2010		

☒ Save File Order

HTML PDF

File Upload

Upload new files:
req Fleetwood title page.doc File Type: Title Page

Browse...

 File Type:

Select:

Browse...

 File Type:

Select:

Upload Files

Files to be sent in off-line

If you plan on submitting files off-line, enter the number of files, then click the "go" button to enter details about those files.

go

Save and Go Back Save and Continue

These files have been carried over from your original submission.

Delete the files you no longer need BEFORE uploading your revised files.

Click Browse to locate a file and select it for upload. (The maximum size limit for file upload is 60 MB)

Click Upload files. It is recommended that you upload no more than 3 files at a time (although you can upload more files by repeating steps 1 – 3). If the files are very large, the server may timeout preventing uploading. You will not be able to upload the following file types: exe, com, vbs, zip, docx For preferred file types please check the journal guidelines.

You must upload **2** files: an anonymous article file (it must contain no author information) and a separate title page (which contains all author contact information).

During upload, a Details popup window displaying file attributes appears for each file. Click Next to move to the next file. Click Save at the end of the file upload process. For image/figure files, name the file to link to the same name as it has in the main document. You can also insert a caption/legend beneath it.

Files display in the My Files section. You can change the order of the files and edit details.

6. Click Save and Continue to move to Step 7.

Step 7 – Review and Submit

This is a final review step before submitting your manuscript.

1. Review each section carefully to ensure it is correct and complete. A green tick appears next to each item that has been completed correctly according to the journal's standards. A red cross indicates that you need to complete required fields. A yellow box at the end of this column details the exact error. If there is a red cross, click 'Edit' in the right column to return to that step.

2. The final step is to view the PDF version of your submission by clicking on the PDF button. Please check the file carefully to make sure that it is complete and correct. The title page will not show in the PDF, but all figure files uploaded should.

3. Click Submit. The system asks for confirmation of the submission. Click OK to submit the manuscript. You will receive a successful submission confirmation along with your manuscript ID number. The ID will now have .R1 to indicate that it is a first revision (.R2 for second revision etc)

The manuscript now in the Submitted Manuscripts column of your dashboard.

Please note: Once you begin a revision, it moves into the "Revised Manuscripts in Draft" queue in the My Manuscripts section of your author dashboard.

The screenshot shows the ScholarOne Manuscripts Dashboard. On the left, a sidebar lists manuscript statuses: Unsubmitted Manuscripts (0), Resubmitted Manuscripts in Draft (0), Revised Manuscripts in Draft (1), Submitted Manuscripts (4), Manuscripts with Decisions (32), Manuscripts I Have Co-Authored (0), Withdrawn Manuscripts (0), and Invited Manuscripts (0). The 'Revised Manuscripts in Draft' link is highlighted. The main content area has two columns: 'My Manuscripts' and 'Author Resources'. The 'Author Resources' column contains a list of recent emails with 'Delete' links. Below this, a table titled 'Revised Manuscripts in Draft' shows a single entry with manuscript ID EM0-Sep-2010-0011.R1, title 'A sample article for the ScholarOne demo', and a due date of 20-Oct-2010. The 'Continue Submission' button is circled in the table. To the right of the table, text instructs the user to click 'Continue Submission' to resume their submission and notes they will be taken to the last page they were on.

Dashboard

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My Manuscripts

- 0 [Unsubmitted Manuscripts](#)
- 0 [Resubmitted Manuscripts in Draft](#)
- 1 [Revised Manuscripts in Draft](#)
- 4 [Submitted Manuscripts](#)
- 32 [Manuscripts with Decisions](#)
- 0 [Manuscripts I Have Co-Authored](#)
- 0 [Withdrawn Manuscripts](#)
- 0 [Invited Manuscripts](#)

Author Resources

[Click here to submit a new manuscript](#)

This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.

Reminder: Emerald Master 0 (16-Oct-2010) [Delete](#)

Emerald Master 0 - Decision on Manuscript ID EM0-Sep-2010-0011 (22-Sep-2010) [Delete](#)

Emerald Master 0 - Manuscript ID EM0-Sep-2010-0011 (21-Sep-2010) [Delete](#)

Reminder: Emerald Master 0 (17-Sep-2010) [Delete](#)

Emerald Master 0 - Manuscript ID EM0-Sep-2010-0010 (14-Sep-2010) [Delete](#)

Revised Manuscripts in Draft

Manuscript ID	Manuscript Title	Date Created	Continue Submission	Delete
EM0-Sep-2010-0011.R1	A sample article for the ScholarOne demo View Submission	20-Oct-2010 Due in: 8 days		

Click 'Continue Submission' to resume your submission.

You will be taken to the last page you were on.

[top](#)

To continue, click the link and then click the "Continue Submission" icon in the manuscript display at the bottom of the page. You must submit the revision within the specified deadline. If you do not think you will be able to do this you must ask the Editor for an extension. If the Editor agrees to an extension, you will be able to proceed with the revision as outlined above. If the Editor does not approve the extension you will need to submit the paper as though it were a new paper.