How to submit a revision

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

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
0 Resubmitted Manuscripts in Draft
0 Revised Manuscripts in Draft
4 Submitted Manuscripts
32 Manuscripts with Decisions
0 Manuscripts I Have Co-Authored
0 Withdrawn Manuscripts
0 Invited Manuscripts
1 Manuscripts Awaiting Revision

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

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) view decision letter	create a revision (9 days left)
					▲ 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, affilliations.

Acknoweldgements should be added to the title page.

Respond to these comments

req Response to Decision Letter

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.

▶ Save and Continue

You should state clearly how you have addressed all reviewers' comments referring directly to the reviewers' comments. <u>Please do not add any information which could identify any of the authors</u> 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.

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.

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.

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 <u>Submit</u>. 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.

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.