

For Authors: Registering and Submitting an Article

In order to process your article you will first need to register or log in on the Begell House Submission system as an author. To register or log in, please go to the following link:

http://submission.begellhouse.com/usr/login.html?prod_code=journals

If you have never submitted an article before, you will need to click the “Register” link and fill out the registration form. On the form, be sure to click the circle next to “Submission authors (manual approving is required).” Please also enter your complete first and last name; registrations with incomplete names will be rejected.

It takes up to 24 hours, not counting weekends and holidays, for a registration to be approved. Once it has been approved, you will receive a confirmation email and will be able to log onto the submission system normally.

Once you are logged in, you will be brought to the “Author’s Home” page. If any articles need your attention, they will be listed here.

To submit an article, click on the green “Submit an article” button. This will bring you to a screen where you can select the journal to which you would like to submit, as well as enter the title, key words and abstract of the article. You will also have the option on this screen to select one of the open access models or the free subscription model. More information about our open access policies can be found at http://www.begellhouse.com/open_access/. When you have entered this information, click “Next.”

On the next screen, you will be asked to enter the information for the authors of this article. Please be sure to enter the information accurately, as this information will automatically appear on the “forthcoming articles” page later in the production process. When you have entered this information, click “Next.”

Your article has been created, but is currently in the DRAFT stage. You will see a screen with several tabs, including one marked “Files.” This screen contains a button that says “Add files.” If you click on that, you can select your article files and upload them to the site. Once you select your files, you will see them appear in the files list, with two new buttons to the right that say “Start” and “Cancel.” Press “Start” to upload the files.

While your article is in DRAFT, no one else will see it or do anything with it. In order to move it forward, you will need to click on the “Main” tab. There you will see options that include “Submit” and “Submit to Special Issue.” If you click submit, it will go to the editor-in-chief as a regular issue article. If you click “Submit to Special Issue,” you will be brought to a new screen with a drop-down list that will allow you to select the available special issues.

In either case, the next screen also contains a link to the Begell House copyright form. You must click “I agree with copyright form” to continue. There is also space for you to add any notes about your article that you may want the editor/guest editor to see. After you have completed this

form, click the “Submit” or the “Submit to Special Issue” button. Your article will be sent to the editor and its new state will be “SUBMITTED.”

For Editors/Guest Editors: Handling an Article on the Submission System

Once an article has been submitted to you by an author, it is in the SUBMITTED stage. If you navigate to the article on the submission system and click on the “Files” tab, you will see all the files that the author has uploaded so far. You can download these files individually by clicking on the file name, or you can click on the green “Download all files” button to retrieve them all at once. You can also add new files by using the green “Add files” button.

If you click the “Main” tab, you will see that you have several options for what to do with the article. What you choose to do with the article may depend on a variety of factors. If the article does not meet the scope of the journal or has some other problem, you may want to click “Reject.” If you click this button, you will be brought to a screen where you can add notes for the author to see. To complete the rejection, you would click the “Reject” button on this screen again.

If you intend to handle the review process yourself, you will want to click the “Review Request” icon. From here, you will be brought to a screen that contains drop-down lists of the available reviewers. If the reviewer is not already listed, you also have the option to invite them. In either case, you will need to indicate a response date in the field provided, and add a note to the reviewer if needed. When you are finished, click the “Review Request” button, and the request will be sent to the potential reviewer.

Keep in mind that reviewers may accept or reject review requests. You may have to invite several reviewers before someone accepts. Once they do accept, the article will move into the “ON_REVIEW” stage.

If you intend to have an associate editor/editorial board member handle the review process, you will instead click on the “Assign to Associate Editor Editorial Board Member” icon. You will first be brought to the “Files” tab and asked if you have uploaded all the files. If you have, click “Next.” You will see a screen with a drop-down list of potential associate editors. Select the one you want, add any notes in the space provided and click the “Assign to Associate Editor Editorial Board Member” button. The article will move from your possession to the possession of the associate editor you have chosen. That person will then be able to send the article out for review.

At some point, you may want to send the article back to the author for revisions or updates. To do this, click the “Request Corrections” icon. Again you will be brought to the “Files” tab and asked if you have uploaded all the files. Click “Next.” On the next screen, enter any notes you may have for the author, then click the “Request Corrections” button. The article will return to the author, and will enter the state of ON_CORRECT.

Finally, once the article is complete and ready for approval, you will want to send it to production. If you are a guest editor, you will click “Editors Approval” and follow the prompts to send the article to the editor-in-chief with your recommendation for publication. If you are the

editor-in-chief, you will instead click the “Ready for Production” icon and follow the prompts to send it to the production department.

Once the article has been approved in this manner, it enters the state of **READY_FOR_PRODUCTION**. The Begell House production team will shepherd it toward publication from there.