

MANUSCRIPT SUBMISSION PROCESS



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1. New User Account

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2. New Submission

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Please ensure that you submit editable/source files only (Microsoft Word or RTF) and that your document does not include page numbers as the system will generate them for you and then automatically convert your manuscript to PDF for peer review. All correspondence, including notification of the Editor's decision and requests for revisions, will be by email.

3. Revised Submission

Authors submitting revised manuscripts should follow the instructions above to submit through the SAGETACK system. To create a revision, go to the 'Manuscripts with Decisions' option in your Author Dashboard and select 'create a revision' in the 'Action' column. Authors of all revised submissions should, when prompted, provide information explaining the changes in your manuscript as this will be provided to reviewers. Please also provide clear indicators in the manuscript itself via tracked changes, coloured, underlined or bold text.

4. Proofs

Proofs will be sent to the corresponding author in PDF format email (it is their responsibility to liaise with co-authors over corrections). They should be corrected and returned within 3 working days. Please check the proofs carefully for typing errors, errors of fact, missing elements of notes or references, etc. that need to be inserted before we go to press. We should stress that this is not the stage for rewriting your article or for making changes that would mean reformatting the pages or affect the final extent of your piece.

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