Manual for Submitting Authors

This document specifies the key steps in submitting and revising a manuscript to the “Journal of Competences, Strategy and Management” via the website https://www.jcsm-journal.de.

Table of content
1. How to register ........................................................................................................................................... 2
2. Overview of the general functionality of the website .................................................................................... 3
3. How to submit a new manuscript .................................................................................................................. 5
4. How to submit a revision ............................................................................................................................... 8
1. How to register
To submit an article, it is necessary to register first.
Go to https://www.jcsm-journal.de/JCSM/user/register and create an account.

As a username, we suggest using the first letter of your first name and your full last name:
For example: John Doe → username: jdoe
2. Overview of the general functionality of the website

This is the webpage (“dashboard”) where you will find all the necessary functions to submit your article. To return to the dashboard, click on Submissions on the left side.

When you click on the button Tasks, you find a space to manage all the tasks related to your submission.

My Queue shows all the articles you have already started to submit and the stages your submissions are in.
**Archives**: This tab provides information about any submissions that have been published or declined, i.e., these submissions are no longer undergoing the editorial workflow. With the help of the search option, you can find submissions (for example by title, authors etc.).

The button **View Site** leads you to the journal homepage.

To go back to the dashboard, click on your username and then on Dashboard.
3. How to submit a new manuscript

Please first ensure that your manuscript adheres to the author guidelines. You can find the author guidelines here:

To start a new submission, log in or register and click on New Submission.

Agree to the submission requirements and the privacy statement.
Select the article component. Please upload your letter to the editors as “Letter to the Editor.” Please also read through the notes regarding blind reviews.

Upload your files, click on Continue and follow the steps the webpage proposes.
Fill out the following fields with * by adding submission details, such as abstract and title.

Finish your submission.

Congratulations! Submission completed!
4. How to submit a revision

During the **review stage**, following your submission, the editors assign reviewers to your manuscript. Generally, the review stages begin in **Round 1**. If the editors request changes in the manuscript, further rounds will be initiated. In order to upload your revised manuscript, click “Upload File.”
After completing all the necessary steps (which are similar to those during your submission) you can see your uploaded file here:

<table>
<thead>
<tr>
<th>Revisions</th>
<th>Q. Search</th>
<th>Upload File</th>
</tr>
</thead>
<tbody>
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