

# 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>.

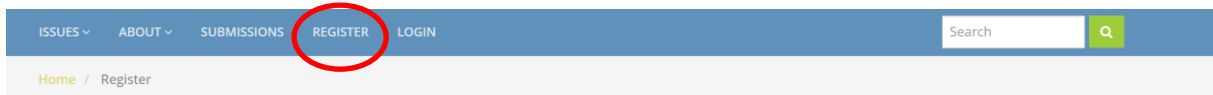
## Table of content


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.



 Create or Connect your ORCID iD [What is ORCID?](#)

### Profile

Given Name \*


Family Name

Affiliation \*

Country \*

### Login

Email \*

Username \* 

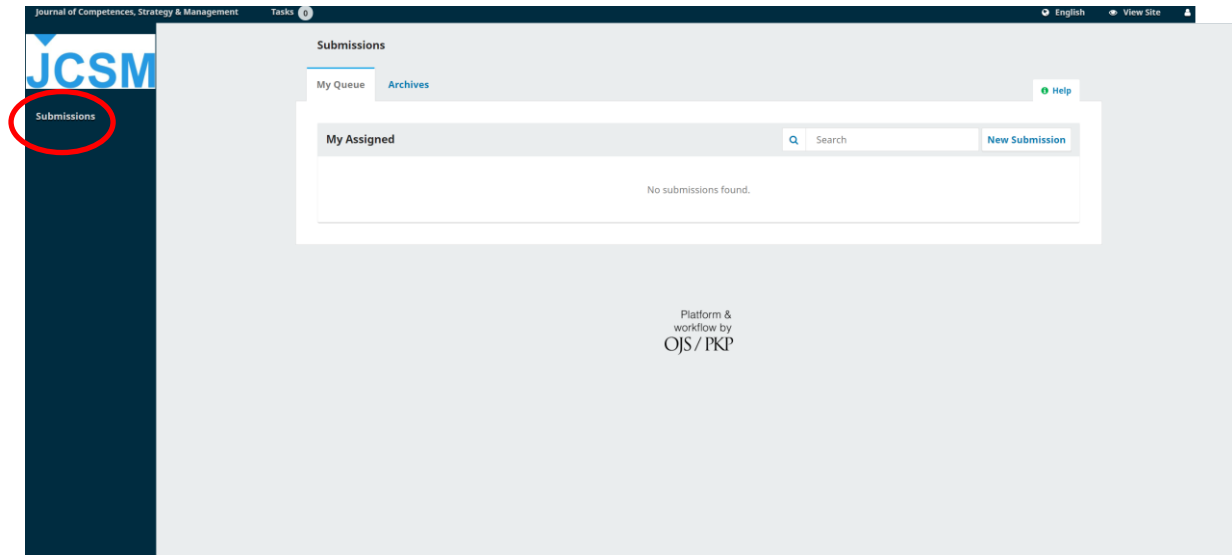
As a username, we suggest using the first letter of your first name and your full last name:  
For example: *John Doe* → username: *jdoe*

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

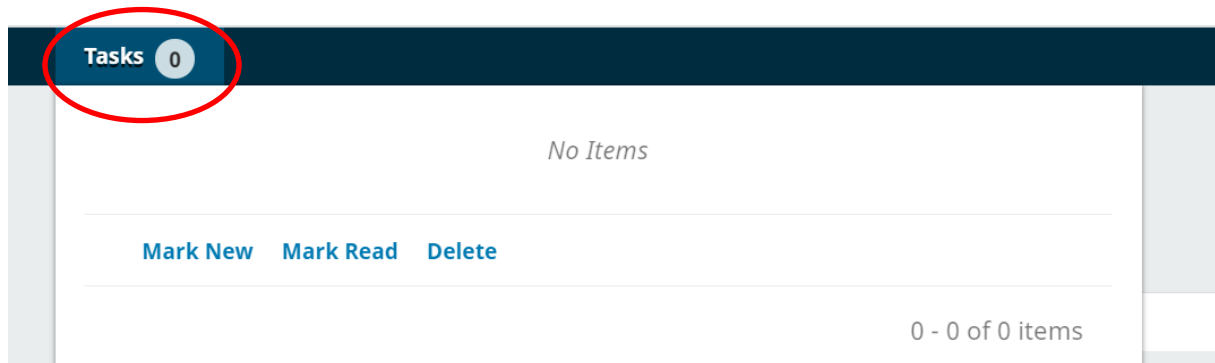
Yes, I would like to be notified of new publications and announcements.

## 2. Overview of the general functionality of the website

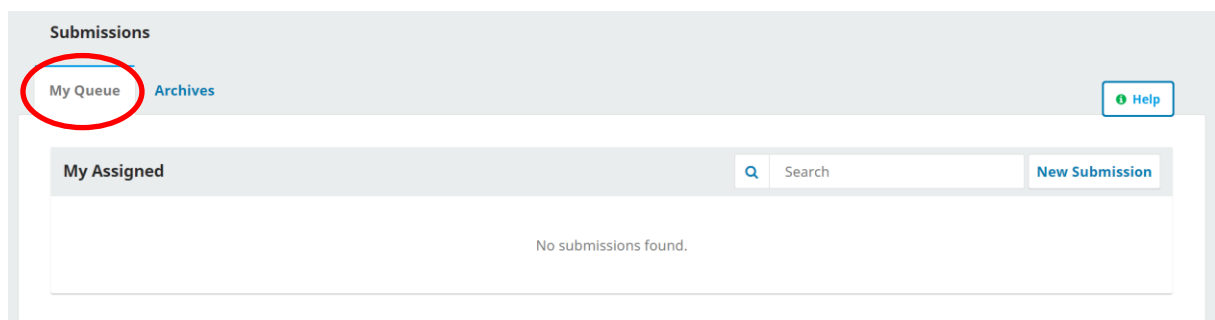
This is the webpage (“**dashboard**”) where you will find all the necessary functions to submit your article. To return to the dashboard, click on **Submissions** on the left side.



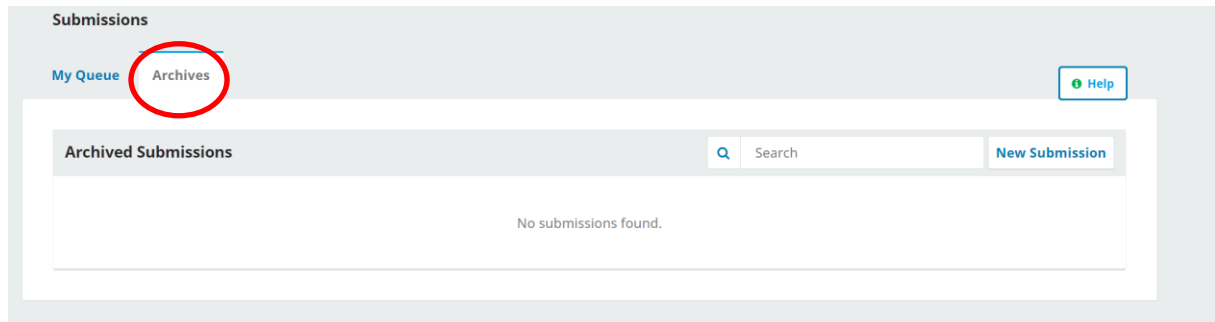
When you click on the button **Tasks**, you find a space to manage all the tasks related to your submission.



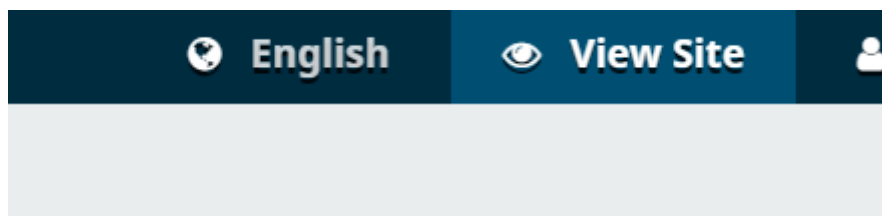
**My Queue** shows all the articles you have already started to submit and the stages your submissions are in.



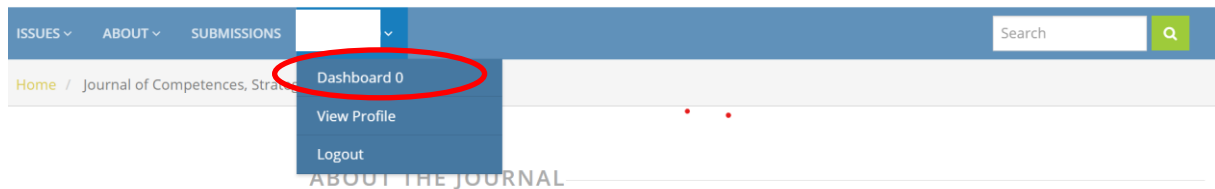
**Archives:** This tab provides information about any submissions that have been published or declined, i.e., these submissions are no longer undergoing the editorial workflow. With the help of the search option, you can find submissions (for example by title, authors etc.).



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

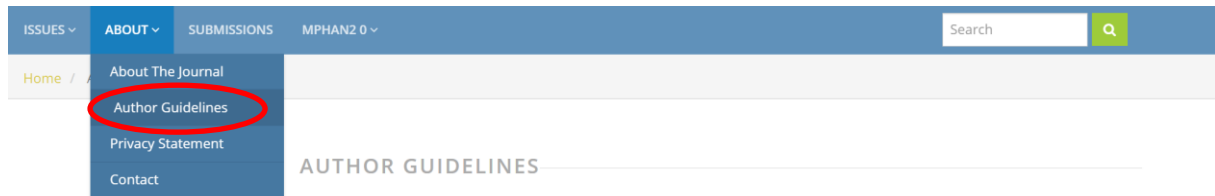


To go back to the dashboard, click on your username and then on Dashboard.



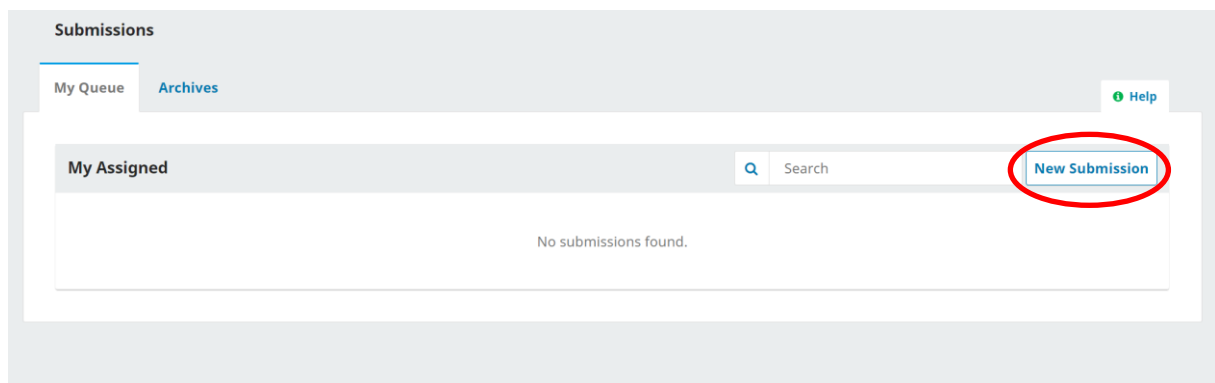
### 3. How to submit a new manuscript

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

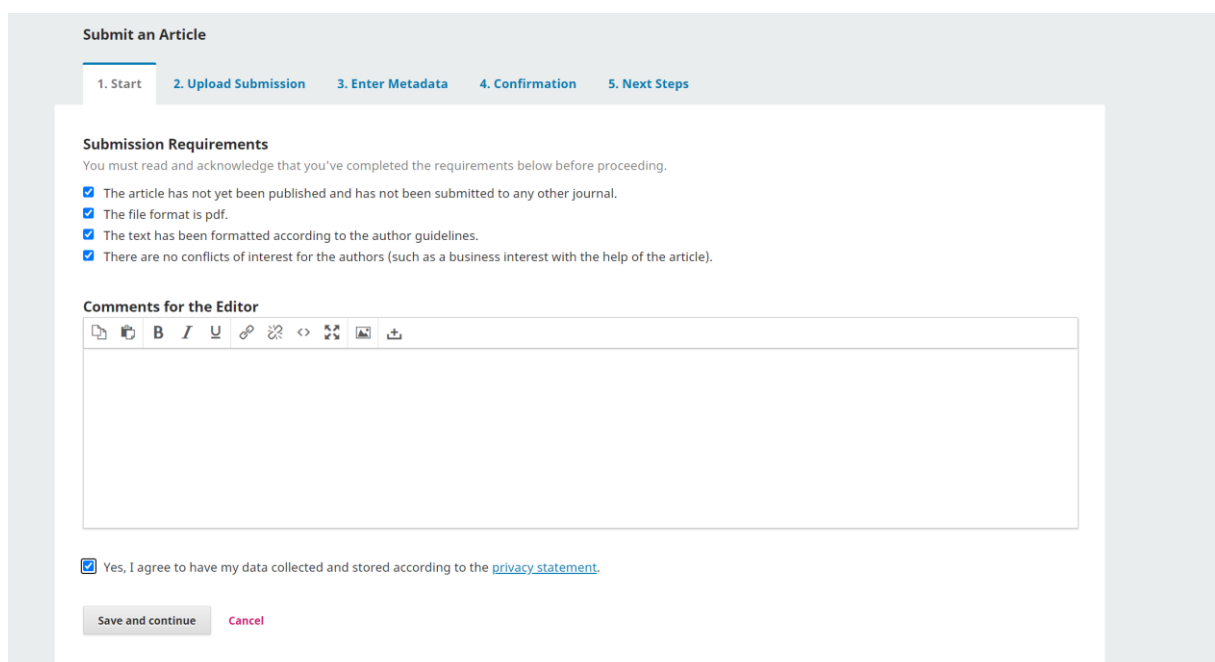


• Authors are requested to submit their manuscripts electronically via the journal website.

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 Submission File ✕

1. Upload File    2. Review Details    3. Confirm

**Article Component \***

Article Text and Appendix ▾

Select article component

Article Text and Appendix

Letter to the Editor

Others

[Ensuring a Blind Review](#)

Continue    Cancel

Upload your files, click on Continue and follow the steps the webpage proposes.

### Upload Submission File ✕

1. Upload File    2. Review Details    3. Confirm

**Article Component \***

Article Text and Appendix ▾

Drag and drop a file here to begin upload

Upload File

[Ensuring a Blind Review](#)

Continue    Cancel

Fill out the following fields with \* by adding submission details, such as abstract and title.

**Submit an Article**


1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

**Prefix**    **Title \***

*Examples: A, The*

**Subtitle**

**Abstract \***



Finish your submission.

**Submit an Article**

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

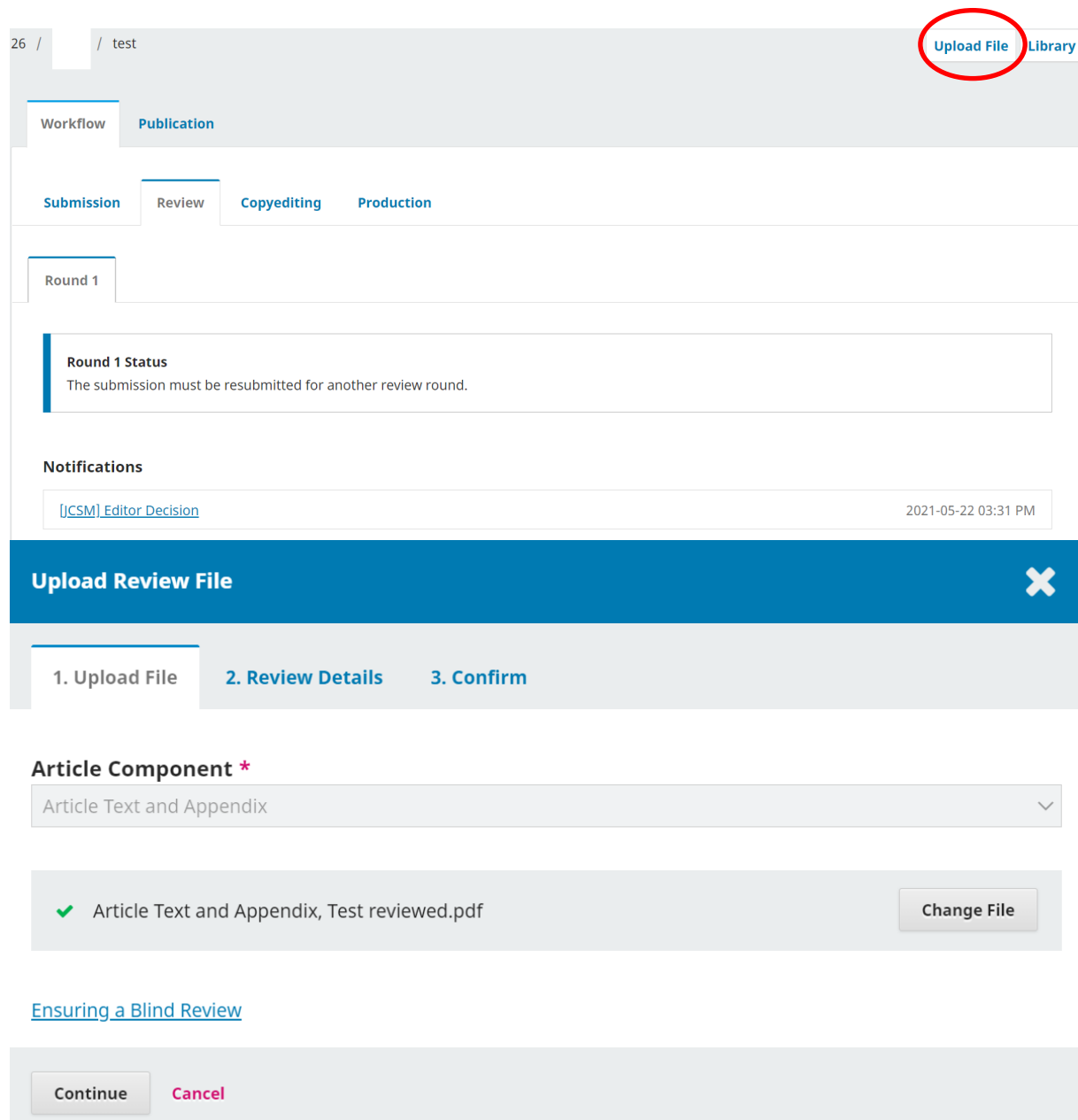
Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

  [Cancel](#)

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.”



The screenshot shows the submission interface for JCSM. At the top right, there is a navigation bar with '26 / / test' and a red circle highlighting the 'Upload File' button. Below this is a 'Publication' tab with sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. A 'Round 1' tab is also visible. A message box titled 'Round 1 Status' states: 'The submission must be resubmitted for another review round.' Below this is a 'Notifications' section with a message from '[JCSM] Editor Decision' dated '2021-05-22 03:31 PM'. A blue modal titled 'Upload Review File' is open, showing a progress bar with three steps: '1. Upload File', '2. Review Details', and '3. Confirm'. The 'Article Component' dropdown is set to 'Article Text and Appendix'. A file named 'Article Text and Appendix, Test reviewed.pdf' is listed with a green checkmark and a 'Change File' button. At the bottom of the modal, there are 'Continue' and 'Cancel' buttons.



After completing all the necessary steps (which are similar to those during your submission) you can see your uploaded file here:

Revisions		<a href="#">Q Search</a>	<a href="#">Upload File</a>
▶  94-1	Article Text and Appendix, Test reviewed.pdf	June 24, 2021	Article Text and Appendix

Review Discussions					<a href="#">Add discussion</a>
Name	From	Last Reply	Replies	Closed	
<i>No Items</i>					