

# Engaged Management ReView Author Guidelines

V.1.0

Friday, March 11, 2015

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# ENGAGED MANAGEMENT ReView

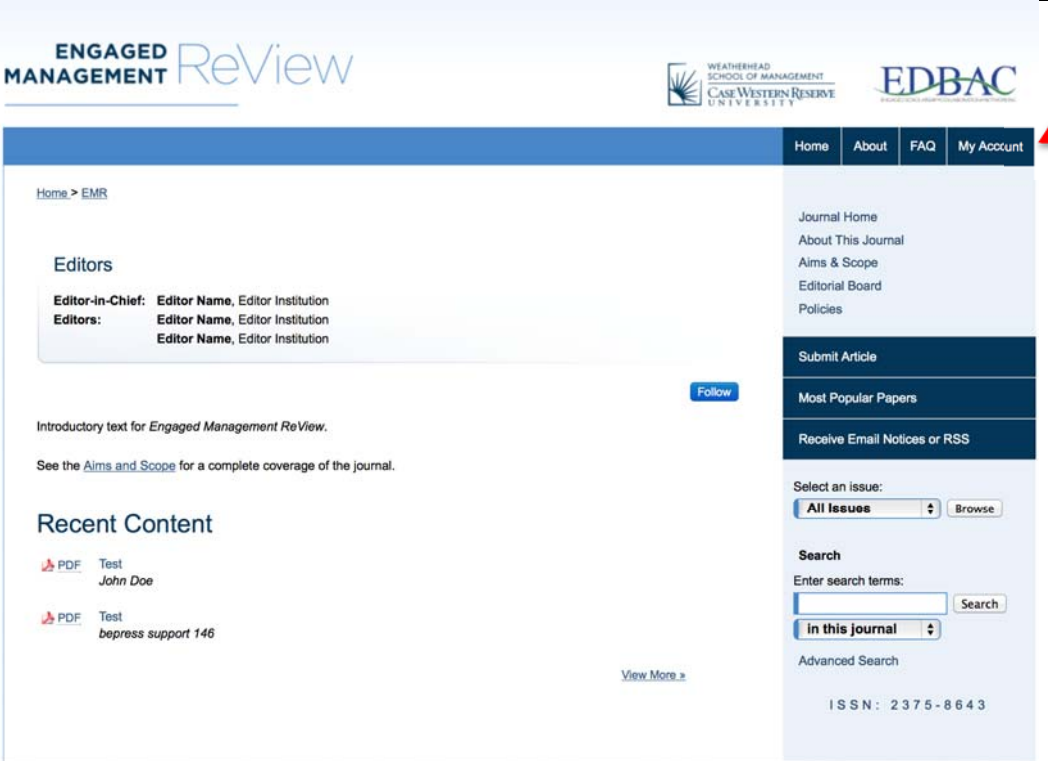
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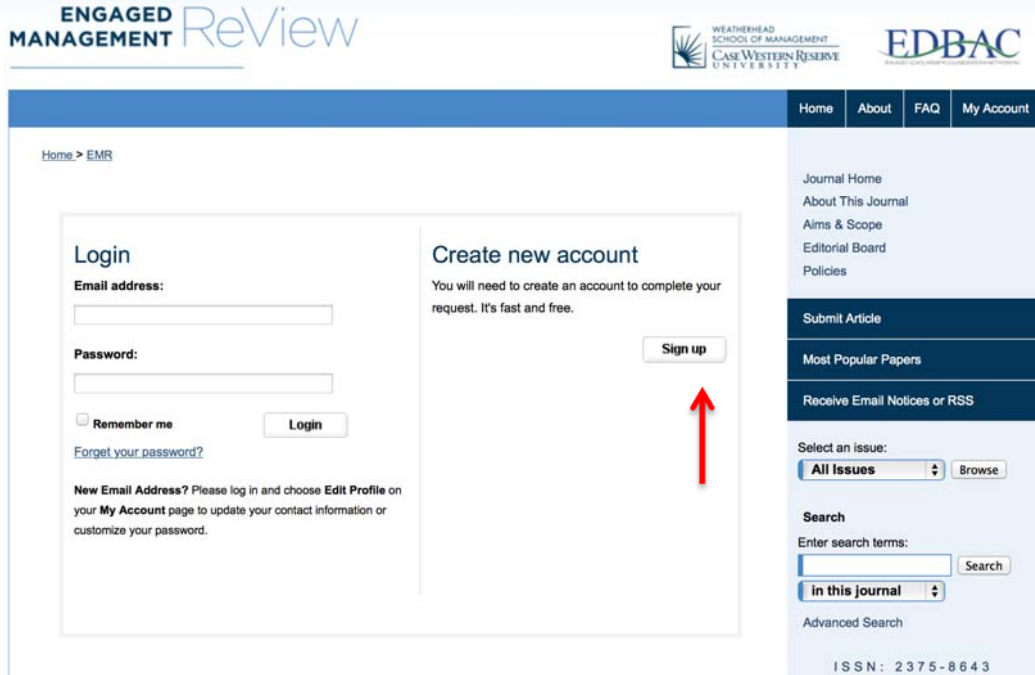
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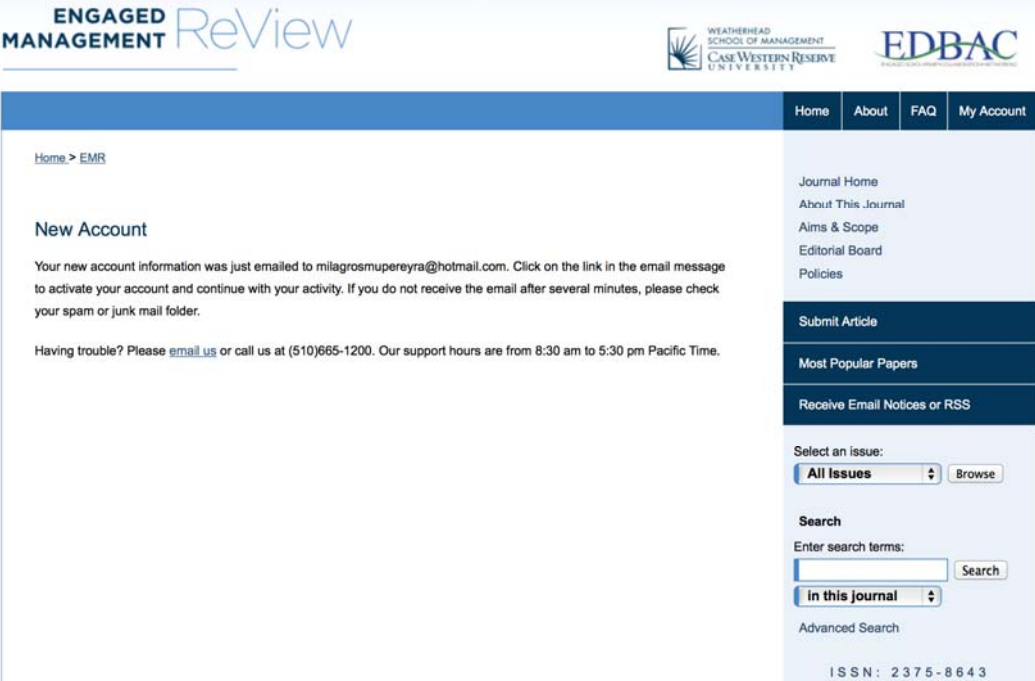
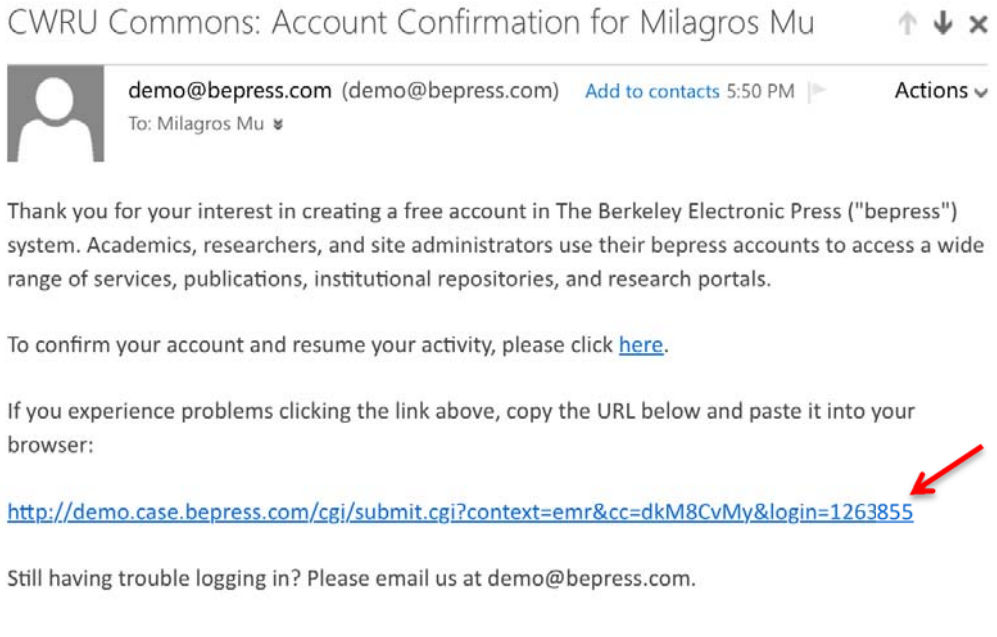
## Engaged Management ReView (EMR) – Guidelines for Authors


### SECTION 1: Author – How to Submit an Article


Step	Description	Screenshot
Create New Account (step 1)	Go to <a href="http://commons.case.edu/emr/">http://commons.case.edu/emr/</a>  Click on “ <b>My Account</b> ” at the top right hand corner of the screen.	

<p>Create New Account (step 2)</p>	<p>Under “Create New Account”, Click on “<b>Sign Up</b>”</p> <p>If you already have an account, you would Login, then select “<b>Submit Article</b>” on right hand panel, and skip to <a href="#">this page</a> to continue with instructions.</p>	 <p>The screenshot shows the journal's homepage with a navigation bar at the top containing 'Home', 'About', 'FAQ', and 'My Account'. On the left, there is a 'Login' section with fields for 'Email address' and 'Password', a 'Remember me' checkbox, a 'Login' button, and a link for 'Forgot your password?'. Below this is a note about updating email addresses. To the right of the login section is a 'Create new account' section with a brief explanation and a 'Sign up' button, which is highlighted by a red arrow. The right sidebar contains links to 'Journal Home', 'About This Journal', 'Aims &amp; Scope', 'Editorial Board', and 'Policies'. It also features buttons for 'Submit Article', 'Most Popular Papers', and 'Receive Email Notices or RSS'. At the bottom of the sidebar, there is a 'Select an issue' dropdown menu set to 'All Issues', a 'Search' section with a search bar and 'In this journal' dropdown, and the ISSN number '2375-8643'.</p>
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Create New Account (step 3)	Complete the mandatory fields and click on “Sign Up”	<div>Engaged Management ReView</div> <div>ENGAGED MANAGEMENT ReView</div> <div>WEATHERHEAD SCHOOL OF MANAGEMENT CASE WESTERN RESERVE UNIVERSITY</div> <div>EDBAC</div> <div>Home About FAQ My Account</div> <div>Home &gt; EMR</div> <div>Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Be press neither sells nor rents contact information to third parties.</div> <div>You will receive an email confirmation shortly.</div> <div>Required fields are marked with an *:</div> <div>Email address * milagros.mupercy@hotmai.com</div> <div>First/Given Name * Milagros</div> <div>Middle Initial</div> <div>Last/Family Name * Mu</div> <div>Suffix</div> <div>Institutional Affiliation Not on list? Please enter name in full.</div> <div>Password * ****</div> <div>Re-enter Password * ****</div> <div>Sign up</div> <div>Journal Home</div> <div>About This Journal</div> <div>Aims &amp; Scope</div> <div>Editorial Board</div> <div>Policies</div> <div>Submit Article</div> <div>Most Popular Papers</div> <div>Receive Email Notices or RSS</div> <div>Select an issue:</div> <div>All Issues Browse</div> <div>Search</div> <div>Enter search terms:</div> <div>Search</div> <div>In this Journal</div> <div>Advanced Search</div> <div>ISSN: 2375-8643</div>
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<p>Create New Account – Confirmation Page</p>	<p>A confirmation page will appear confirming the creation of your account.</p>	
<p>Create New Account – Email confirmation</p>	<p>An email confirmation will be sent to your email address (the one you used to sign up for a new account). Click on the link provided to activate your account.</p> <p>At the time of activation, you will be directed to the article submission page.</p>	

<p>Submit Article (step 1)</p>	<p>Please carefully read the instructions provided on this page and click on “<b>Continue</b>”</p>	<div> <div> <a href="#">Home</a> &gt; <a href="#">EMR</a> </div> <div> <p><b>THIS SITE IS FOR TESTING AND DEMONSTRATION PURPOSES ONLY.</b></p> <p>Follow the instructions below to submit a manuscript to the Engaged Management ReView. Shortly afterward, you will receive an email confirming your submission.</p> <p>The submission process consists of the following steps:</p> <ol style="list-style-type: none"> <li>1. Read and accept the Article Submission Agreement</li> <li>2. Provide information about yourself</li> <li>3. Provide information about any authors</li> <li>4. Upload your article and related items</li> </ol> <p>Before you begin, please be sure you have the following items:</p> <ul style="list-style-type: none"> <li>▀ <b>Article Title</b></li> <li>▀ An <b>abstract</b> (separate from the article body)</li> <li>▀ <b>Keywords</b> for your article (optional)</li> <li>▀ <b>Article in one of the following formats: Microsoft Word, or RTF.</b></li> </ul> <p>No part of the submission is final until all steps have been completed and you click the final <b>Submit</b> button. The review process begins as soon as Engaged Management ReView receives a readable article, along with the abstract and article title. You may revise any of these elements later by clicking the submitted article's title on your <b>My Account</b> page.</p> <div>  <input type="button" value="Continue"/> </div> </div> <div> <div> <a href="#">Home</a> <a href="#">About</a> <a href="#">FAQ</a> <a href="#">My Account</a> </div> <div> <a href="#">Journal Home</a> <a href="#">About This Journal</a> <a href="#">Aims &amp; Scope</a> <a href="#">Editorial Board</a> <a href="#">Policies</a> </div> <div> <input type="button" value="Submit Article"/> <input type="button" value="Most Popular Papers"/> <input type="button" value="Receive Email Notices or RSS"/> </div> <div> <p>Select an issue:</p> <div> <input type="button" value="All Issues"/> <input type="button" value="Browse"/> </div> </div> <div> <p><b>Search</b></p> <p>Enter search terms:</p> <div> <input type="text"/> <input type="button" value="Search"/> </div> <div> <input type="button" value="in this journal"/> </div> <p>Advanced Search</p> <p>ISSN : 2 3 7 5 - 8 6 4 3</p> </div> </div> </div>
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<p>Submit an article (step 2) – Submission Agreement</p>	<p>Please, carefully read the “Article Submission Agreement” for EMR. By clicking “<b>Accept</b>” you agree and consent to the Submission Agreement and the Journal Policies.</p> <p>In particular, please note that if EMR publishes your article, you agree to serve as a reviewer for future submissions.</p>	<div data-bbox="905 95 1843 771"> <p>the rights or privacy of others or contain material or instructions that might cause harm or injury</p> <p>6. the Article must not have been previously published, is not pending review elsewhere, and will not be submitted for review elsewhere pending the completion of the editorial decision process at the Journal.</p> <p>By submitting the Article, you represent and warrant that the above are true.</p> <p>Each article submitted will undergo the Journal’s editorial decision process. The Journal is not under any obligation to publish the Article. We will send you notices at the email address associated with your account.</p> <p>If the Journal agrees to publish the Article, in order to expedite the publishing process and enable the Journal to circulate your work to the fullest extent, you hereby agree that upon publication, the following is automatically assigned to the publisher: all copyright in and to the Article for the full term of the copyright and all renewals and extensions.</p> <p>If the Journal agrees to publish the Article, you hereby agree that each author of an accepted article is expected to serve as a reviewer for future submissions related to their area of research as determined by an editor.</p> <p>This is subject to generous personal-use exceptions and attribution and usage policies as described in the <a href="#">Journal policies</a>.</p> <p>By clicking <b>Accept</b> you agree and consent to the Submission Agreement and the <a href="#">Journal policies</a>.</p> <p>For complete details about refereeing obligations, rights, and warranties, see <a href="#">Engaged Management ReView policies page</a>.</p> </div> <div data-bbox="905 821 1843 969"> <p>Please click <b>Accept</b> if you accept the policies and terms of this agreement, and continue with the next step in the submission process.</p> <p>Please click <b>Decline</b> if you do not accept the terms.</p> </div> <div data-bbox="905 976 1071 1063">  <div data-bbox="905 1036 1071 1063"> <input type="button" value="Accept"/> <input type="button" value="Decline"/> </div> </div>
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<p>Submit an article (step 3) Demographics</p>	<p>Please complete at least all mandatory fields.</p>	<div> <div>2</div> <div>Provide Information about Yourself</div> </div> <div>about you...</div> <p>Please make sure that your contact information is complete and correct, as the editors of the journal may need to contact you regarding your submission.</p> <div>Please be sure to enter your name and affiliation exactly as they should appear on a published article (including appropriate capitalization and punctuation).</div> <p>Required fields are marked with an *.</p> <div> <div>First/Given Name *</div> <div>Milagros</div> </div> <div> <div>Middle Initial</div> <div></div> </div> <div> <div>Last/Family Name *</div> <div>Mu</div> </div> <div> <div>Suffix</div> <div></div> <div>(e.g.: "Jr.")</div> </div> <div> <div>Institutional Affiliation *</div> <div></div> <div>(e.g. "University of California, Berkeley")</div> </div> <div> <div>Phone Number</div> <div></div> </div>
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<p>Submit an article (step 5) Re-order Author Names</p>	<p>The names of the authors may be re-ordered by clicking on the drop down menu <b>“Order”</b>.</p> <p>Once all authors and correct order are in place, click on <b>“Continue”</b></p>	<div><div>3 Provide Information about Any Co-Authors</div><div>Please click <b>Add author</b> to enter each co-author. This will be the final author list that appears on your publication. When you have finished, press <b>Continue</b>.</div><div><div>Add Authors</div><div>Author's email address (required): <input type="text"/> <span>Add author</span></div><div>When the list below is accurate and complete, click <b>Continue</b>.</div><table><thead><tr><th>Name/Email</th><th>Institution</th><th>Order</th><th></th><th></th></tr></thead><tbody><tr><td>Milagros Mu &lt;milagrosperayramu@hotmail.com&gt;</td><td>CWRU</td><td>1st author</td><td>Delete</td><td>Edit</td></tr><tr><td>Adrian Editor &lt;awolfberg@gmail.com&gt;</td><td>CWRU</td><td>2nd author</td><td>Delete</td><td>Edit</td></tr></tbody></table><div><span>Continue</span></div></div></div>	Name/Email	Institution	Order			Milagros Mu <milagrosperayramu@hotmail.com>	CWRU	1st author	Delete	Edit	Adrian Editor <awolfberg@gmail.com>	CWRU	2nd author	Delete	Edit
Name/Email	Institution	Order															
Milagros Mu <milagrosperayramu@hotmail.com>	CWRU	1st author	Delete	Edit													
Adrian Editor <awolfberg@gmail.com>	CWRU	2nd author	Delete	Edit													

<p>Submit an article (step 6) Upload your Manuscript and Related items</p>	<p><b>Enter:</b> Article Title Short Title Keywords</p>	<div> <table border="1"> <thead> <tr> <th>Name/Email</th> <th>Institution</th> <th>Order</th> </tr> </thead> <tbody> <tr> <td>Milagros Mu &lt;milagrosperayramu@hotmail.com&gt;</td> <td>CWRU</td> <td>1st author</td> </tr> <tr> <td>Adrian Editor &lt;awolfberg@gmail.com&gt;</td> <td>CWRU</td> <td>2nd author</td> </tr> </tbody> </table> <p>about your Submission...</p> <p><b>REQUIRED Article Title</b></p> <p>Please use Headline Style Capitalization --e.g., <i>The Scholarly Communication Crisis</i></p> <p>Enter your article title:</p> <p>Short Title</p> <p>Enter a shortened version of your article's title.</p> <p>Shortened Title (reduced to 65 characters or less). This will be used in the header of the final published article.</p> <p>Keywords</p> <p>Please separate keywords/keyword phrases with commas.</p> <p>Enter keywords:</p> </div> <div> <p>Most Popular Papers</p> <p>Receive Email Notices or RSS</p> <p>Select an issue:</p> <p>All Issues <input type="button" value="Browse"/></p> <p>Search</p> <p>Enter search terms:</p> <p><input type="text"/> <input type="button" value="Search"/></p> <p>in this journal <input type="button" value="Advanced Search"/></p> <p>ISSN : 2 3 7 5 - 8 6 4 3</p> </div>	Name/Email	Institution	Order	Milagros Mu <milagrosperayramu@hotmail.com>	CWRU	1st author	Adrian Editor <awolfberg@gmail.com>	CWRU	2nd author
Name/Email	Institution	Order									
Milagros Mu <milagrosperayramu@hotmail.com>	CWRU	1st author									
Adrian Editor <awolfberg@gmail.com>	CWRU	2nd author									
<p>Submit an article (step 6) Upload your Manuscript and Related items (Cont.)</p>	<p><b>Enter</b> Subject Area (mandatory) by clicking on the desired “subject area” on the “<b>Available</b>” box on the left hand side and click on “<b>Select</b>”. You may select more than one subject area.</p>	<p><b>Subject Area</b></p> <p>Double click Available items to include them, or click once and use the 'Select' button for each item.</p> <div> <p><b>Available:</b></p> <ul style="list-style-type: none"> <li>Management:Accounting</li> <li>Management:Banking and Finance</li> <li>Management:Business</li> <li>Management:Business Intelligence and Analytics</li> <li>Management:Business Law / Legal Studies</li> <li>Management:Economics</li> <li>Management:Education Management</li> <li>Management:Engaged Scholarship</li> <li>Management:Entrepreneurship</li> <li>Management:Ethics</li> </ul> <p><b>Selected:</b></p> <p><input type="button" value="Select »"/> <input type="button" value="« Remove"/></p> </div>									

<p>Submit an article (step 6) Upload your Manuscript and Related items (Cont.)</p>	<p>Enter Discipline by clicking on the desired “Discipline” on the “<b>Available</b>” box on the left hand side and click on “<b>Select</b>”. You may select more than one discipline.</p> <p>Most of the Management disciplines are currently listed under the “<b>Business</b>” category. Click on the (+) sign next to the main discipline.</p>	<div> <h3>Disciplines</h3> <p>Please indicate the academic discipline(s) that best describes your submission. Click <a href="#">here</a> to view the complete list of disciplines.</p> <div> <div> <b>Available:</b> <ul style="list-style-type: none"> <li>+ Architecture</li> <li>+ Arts and Humanities</li> <li>+ Business</li> <li>+ Education</li> <li>+ Engineering</li> <li>+ Law</li> <li>+ Life Sciences</li> <li>+ Medicine and Health Sciences</li> <li>+ Physical Sciences and Mathematics</li> <li>+ Social and Behavioral Sciences</li> </ul> </div> <div> <b>Selected:</b> <div></div> <div> Select » « Remove </div> </div> </div> </div>
<p>Submit an article (step 6) Upload your Manuscript and Related items (Cont.)</p>	<p>Select “<b>Document Type</b>” and type or paste your abstract</p> <p>Selecting a document type and entering an abstract are mandatory.</p>	<div> <h3>Document Type</h3> <div> None Empirical Paper Essay Paper Translation Paper </div> <h3>Abstract</h3> <p>Learn how your abstract can <a href="#">improve the discovery of your article</a> in Google and Google Scholar.</p> <p>Type or paste your abstract:</p> <div> <div> B I   : :   ☰ ☱   x₂ x³   HTML </div> <div> ✂ 📄 🗑 ↺ ↻ </div> <div></div> </div> </div>

<p>Submit an article (step 6) Upload your Manuscript and Related items (Cont.)</p>	<p>If needed, enter acknowledgments under “Cover Page Footnote.</p> <p>This is optional.</p> <p><b>Before uploading your manuscript, make sure to remove all author-identifying information.</b></p> <p>To upload your submission, select the appropriate button, usually that will mean an “<b>upload file from your computer.</b>”</p>	<p><b>Cover Page Footnote</b></p> <hr/> <p>Please enter footnote/acknowledgments here and not in body of the manuscript.</p> <p><b>Please enter footnote/acknowledgments:</b></p> <div data-bbox="907 272 1486 409" style="border: 1px solid #ccc; height: 84px; margin: 5px 0;"></div> <p><b>Full Text of Submission</b></p> <hr/> <p>Please upload your primary submission file. If your file is a Microsoft Word or RTF Document, the system will automatically generate a PDF for you.</p> <p> <input type="radio"/> Upload file from your computer  <input type="radio"/> Import file from remote site </p>
<p>Submit an article (step 6) Upload your Manuscript and Related items (Cont.)</p>	<p>Type or upload cover letter.</p> <p>Click on <b>Submit</b> to upload to complete the submission process.</p>	<p><b>Cover Letter</b></p> <hr/> <p>Clearly state the purpose of the paper and its expected contribution in your cover letter. You may upload your cover letter or use the box below to type or paste the cover letter.</p> <p> <input type="button" value="Choose File"/> no file selected </p> <div data-bbox="900 961 1480 1097" style="border: 1px solid #ccc; height: 84px; margin: 5px 0;"></div> <p> <input type="button" value="Submit"/> Completing your upload may take some time; please only click on the submit button once. </p>

Submit an article (step 7) – Confirmation page

A confirmation page will appear after an article submission.

Thank you for your submission


As long as you have provided a readable PDF file or a Microsoft Word or RTF document, along with a **separate** summary, we can begin the review process. Our commitment to give you a quick editorial decision begins from the date that we have received those elements.

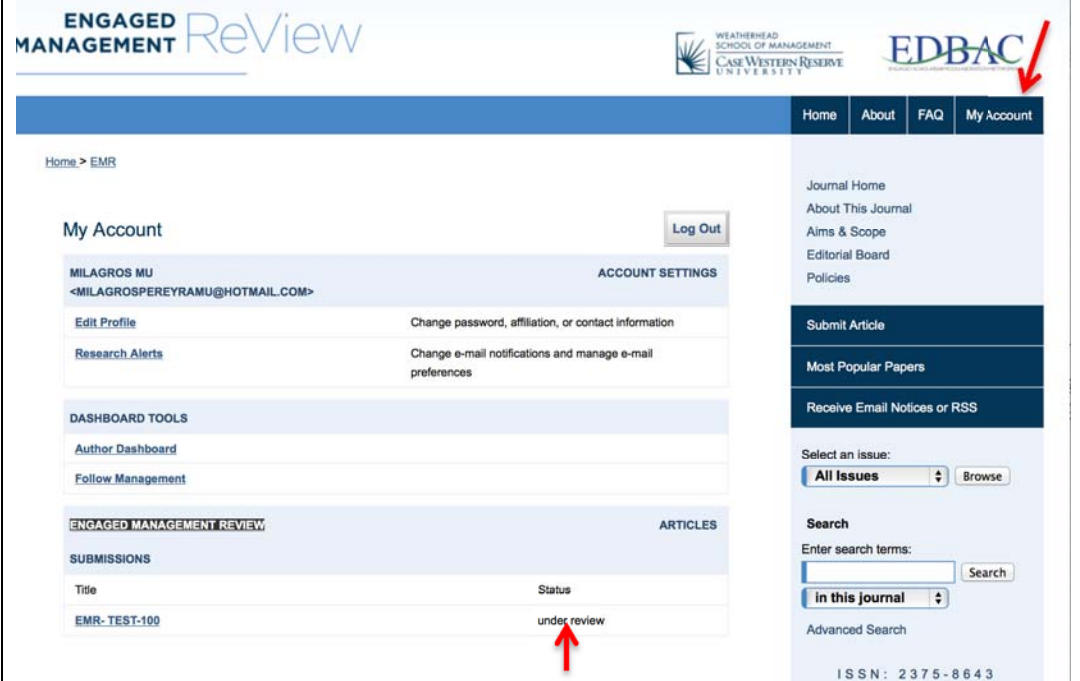
**Please verify that everything is accurate.**

**PDF documents, whether created by the author or by the system, should be checked, page by page, for accuracy.**

Submission Metadata

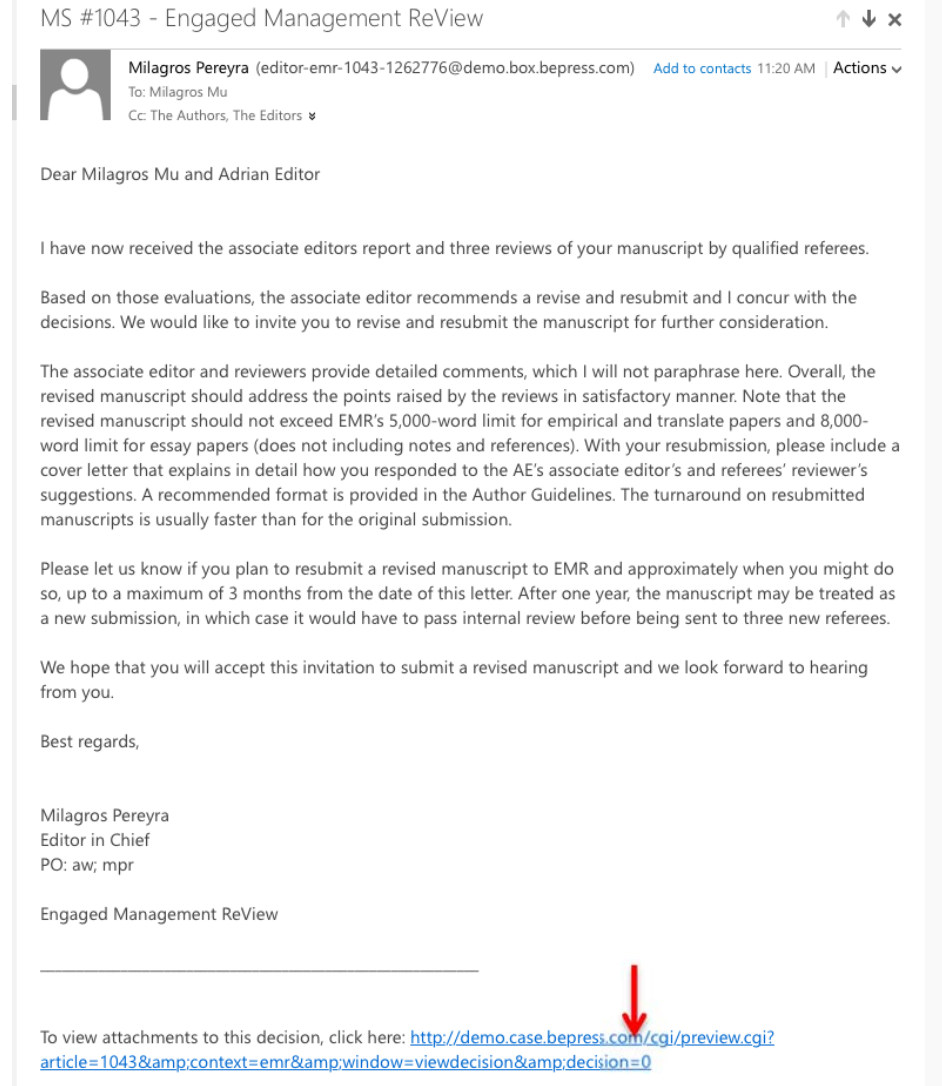
Metadata Field	Value
Article Title	EMR- TEST-100
Short Title	Mindfulness in the 21st Century
Keywords	mindfulness, creativity
Subject Area	Management:Business, Management:General Management
Disciplines	Management Sciences and Quantitative Methods
Document Type	Essay Paper
Abstract	The importance of mindfulness in the 21st century is critical to the success of online businesses.
Cover Page Footnote	XXX
Full Text of Submission	<a href="#">Download</a>

<p>Submission Confirmation</p>	<p>The authors will receive a confirmation via email if the submission process was successful.</p>	<div data-bbox="877 110 1894 1096"> <div>MS #1043: Submission received for Engaged Management ReView <span>↑ ↓ ×</span></div> <div> <div></div> <div> <div>Editors of Engaged Management ReView (editors-emr-1043@demo.box.bepress.com) <a href="#">Add to contacts</a> 2/01/15 <span>▶</span></div> <div>Actions <span>▼</span></div> </div> </div> <div>To: Milagros Mu Cc: The Authors, The Editors <span>✕</span></div> <div></div> <div>A new submission for Engaged Management ReView has been uploaded by "Milagros Mu" &lt;milagrospereyramu@hotmail.com&gt;.</div> <div>Dear "Milagros Mu" &lt;milagrospereyramu@hotmail.com&gt; "Adrian Editor" &lt;awolfberg@gmail.com&gt; ,</div> <div>Thank you for submitting your article to be considered for publication in the Engaged Management ReView.</div> <div>The normal procedure for manuscript evaluation by the EMR consists of an in-house review by the Editor-In-Chief, after which promising manuscripts are sent to an associate editor who will manage the review and will select panel of external reviewers. You will receive notice at this point of your manuscript's status. In the case of manuscripts chosen for external review, the review process may take up to four months, depending upon the evaluators' promptness and prior commitments.</div> <div>The submission has been assigned #1043. Please refer to this number in any correspondence related to the submission.</div> <div>Please feel free to contact me with any questions.</div> <div>Sincerely,</div> <div><hr/></div> <div>Editors can access the management tools for this submission at:</div> <div><a href="http://demo.case.bepress.com/cgi/editor.cgi?article=1043&amp;context=emr">http://demo.case.bepress.com/cgi/editor.cgi?article=1043&amp;context=emr</a></div> <div>Thank you,</div> <div>The Editors</div> <div>Engaged Management ReView</div> <div><hr/></div> </div>
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<p>Tracking an Article</p>	<p>You may track the status of your article by going to “<b>My account</b>” at <a href="http://commons.case.edu/emr/">http://commons.case.edu/emr/</a>, and view the information under “<b>Submissions</b>.”</p>	 <p>The screenshot displays the 'ENGAGED MANAGEMENT ReView' website. The top navigation bar includes links for 'Home', 'About', 'FAQ', and 'My Account'. The 'My Account' page shows the user's profile for MILAGROS MU, with options to 'Edit Profile' or 'Research Alerts'. Below this, the 'SUBMISSIONS' section contains a table with the following data:</p> <table border="1"><thead><tr><th>Title</th><th>Status</th></tr></thead><tbody><tr><td>EMR- TEST-100</td><td>under review</td></tr></tbody></table> <p>A red arrow points to the 'under review' status in the table. Another red arrow points to the 'My Account' link in the top navigation bar.</p>	Title	Status	EMR- TEST-100	under review
Title	Status					
EMR- TEST-100	under review					

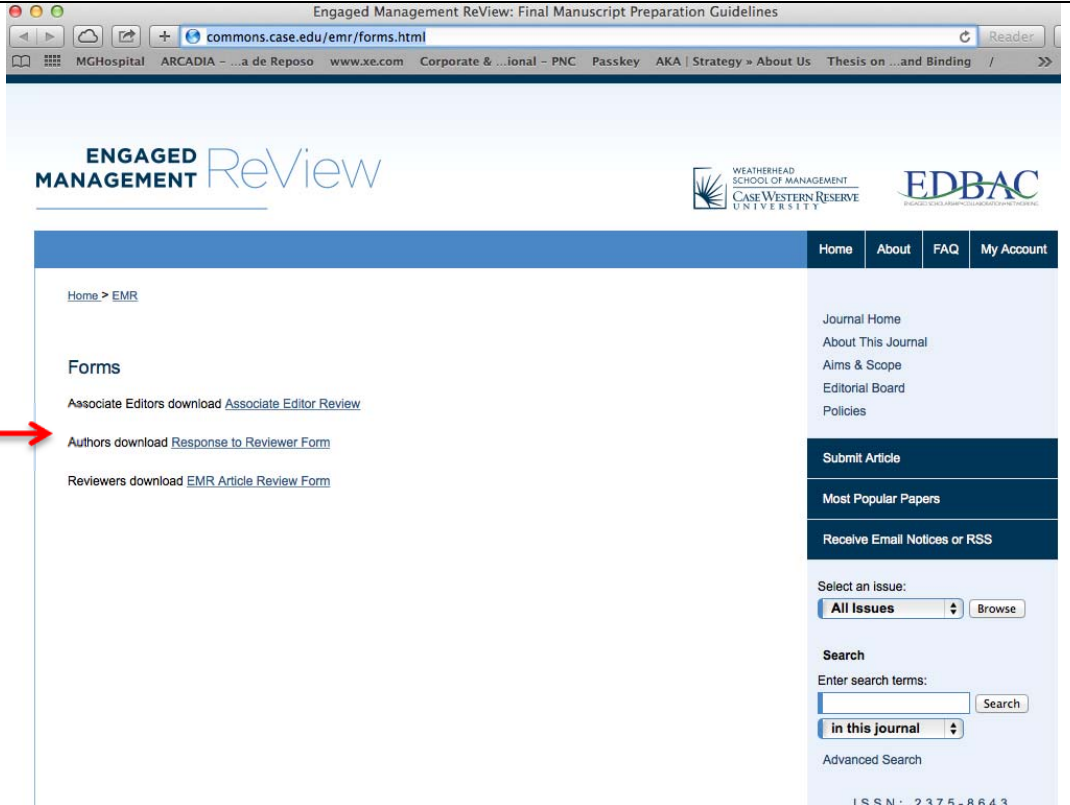


## SECTION 2: Author – Receiving and Viewing Editor’s Decisions

Step	Description	Screenshot
Editors Decision	<p>Once AE and Editor-in-Chief have made a decision on your manuscript, you will be notified of the decision via email (You may also keep track of the status of your manuscript by logging into the EMR-BePress site).</p> <p>To access the Editor’s decision and reviewer reports, click on the link provided at the end of the message.</p>	 <p>MS #1043 - Engaged Management ReView</p> <p>Milagros Pereyra (editor-emr-1043-1262776@demo.box.bepress.com) Add to contacts 11:20 AM   Actions</p> <p>To: Milagros Mu Cc: The Authors, The Editors</p> <p>Dear Milagros Mu and Adrian Editor</p> <p>I have now received the associate editors report and three reviews of your manuscript by qualified referees.</p> <p>Based on those evaluations, the associate editor recommends a revise and resubmit and I concur with the decisions. We would like to invite you to revise and resubmit the manuscript for further consideration.</p> <p>The associate editor and reviewers provide detailed comments, which I will not paraphrase here. Overall, the revised manuscript should address the points raised by the reviews in satisfactory manner. Note that the revised manuscript should not exceed EMR's 5,000-word limit for empirical and translate papers and 8,000-word limit for essay papers (does not including notes and references). With your resubmission, please include a cover letter that explains in detail how you responded to the AE's associate editor's and referees' reviewer's suggestions. A recommended format is provided in the Author Guidelines. The turnaround on resubmitted manuscripts is usually faster than for the original submission.</p> <p>Please let us know if you plan to resubmit a revised manuscript to EMR and approximately when you might do so, up to a maximum of 3 months from the date of this letter. After one year, the manuscript may be treated as a new submission, in which case it would have to pass internal review before being sent to three new referees.</p> <p>We hope that you will accept this invitation to submit a revised manuscript and we look forward to hearing from you.</p> <p>Best regards,</p> <p>Milagros Pereyra Editor in Chief PO: aw; mpr</p> <p>Engaged Management ReView</p> <p>To view attachments to this decision, click here: <a href="http://demo.case.bepress.com/cgi/preview.cgi?article=1043&amp;context=emr&amp;window=viewdecision&amp;decision=0">http://demo.case.bepress.com/cgi/preview.cgi?article=1043&amp;context=emr&amp;window=viewdecision&amp;decision=0</a></p>

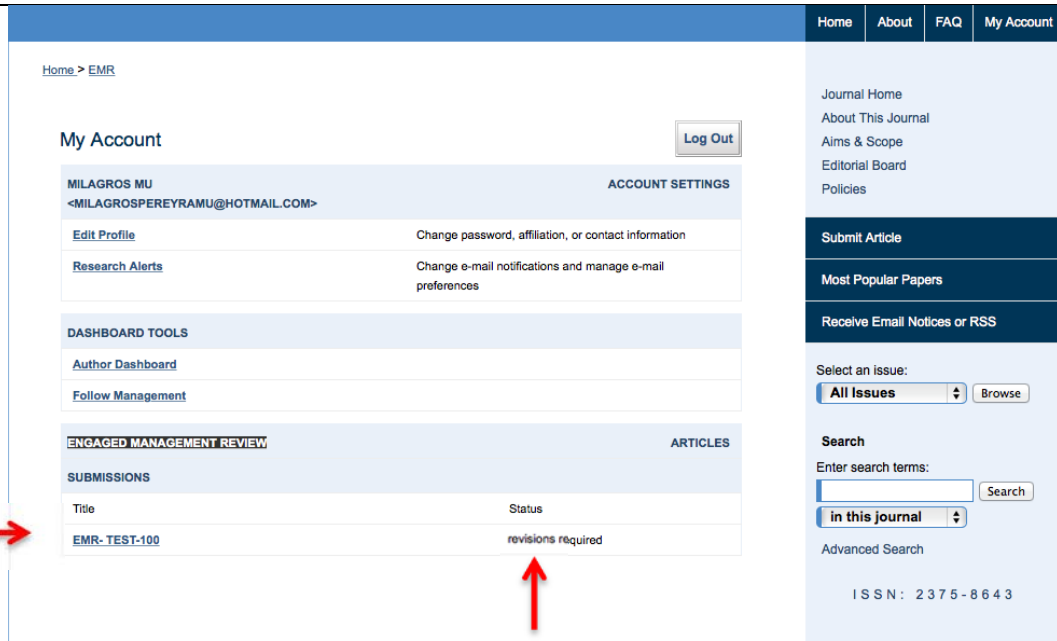
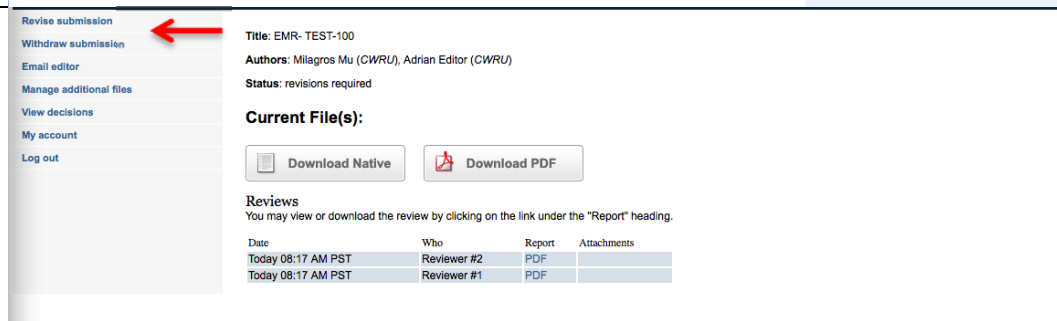
Viewing Editor’s Decision	<p>Once you click on the link provided in the email above, you will be directed to the EMR site.</p> <p>Once logged in, you can view and/or download the report that accompanies the decision letter.</p> <p>The Associate Editor’s report is contained in a downloadable file (see red arrow) which will provide precise guidance on how to revise and improve your manuscript for re-submission.</p>	<div><div><div>Revise submission</div><div>Withdraw submission</div><div>Email editor</div><div>Manage additional files</div><div>View decisions</div><div>My account</div><div>Log out</div></div><div><div>Title: EMR- TEST-100</div><div>Authors: Milagros Mu (CWRU), Adrian Editor (CWRU)</div><div>Status: revisions required</div><div>Current File(s):</div><div><div>Download Native</div><div>Download PDF</div></div></div><div><div>Summary</div><div>The importance of mindfulness in the 21st century is critical to the success of online businesses.</div><div>Date: Wed Feb 11 2015</div><div>Subject: MS #1043 - Engaged Management ReView</div><div>From: Milagros Pereyra</div><div>Decision: Major revisions required for acceptance</div><div>Attachments: EMR ASSOCIATE EDITOR REVIEW TEMPLATE.txt</div><div>have now received the associate editors report and three reviews of your manuscript by qualified referees.</div><div>Based on those evaluations, the associate editor recommends a revise and resubmit and I concur with the decisions. We would like to invite you to revise and resubmit the manuscript for further consideration.</div><div>The associate editor and reviewers provide detailed comments, which I will not paraphrase here. Overall, the revised manuscript should address the points raised by the reviews in satisfactory manner. Note that the reviewer please let us know if you plan to resubmit a revised manuscript to EMR and approximately when you might do so, up to a maximum of 3 months from the date of this letter. After one year, the manuscript may be treated as a new submission.</div><div>We hope that you will accept this invitation to submit a revised manuscript and we look forward to hearing from you.</div><div>Best regards,</div><div>Milagros Pereyra Associate Editor in Chief CWRU: aw, mpr Engaged Management ReView</div><div>To view attachments to this decision, click here: <a href="http://demo.case.bepress.com/cgi/preview.cgi?article=1043&amp;context=emr&amp;window=viewdecision&amp;decision=0">http://demo.case.bepress.com/cgi/preview.cgi?article=1043&amp;context=emr&amp;window=viewdecision&amp;decision=0</a></div></div></div>												
Viewing Reviewer Reports (part 1)	To view the individual reviewer reports, click on “Manage Additional Files” on the left hand side of the screen.	<div><div><div>Revise submission</div><div>Withdraw submission</div><div>Email editor</div><div>Manage additional files</div><div>View decisions</div><div>My account</div><div>Log out</div></div><div><div>Title: EMR- TEST-100</div><div>Authors: Milagros Mu (CWRU), Adrian Editor (CWRU)</div><div>Status: revisions required</div><div>Current File(s):</div><div><div>Download Native</div><div>Download PDF</div></div></div></div>												
Viewing Reviewer Reports (part 2)	Once you click on “Manage Additional Files”, you can view the reviewer reports by clicking on the PDF links under “Reviews”. The file will open and/or download directly to your computer.	<div><div><div>Revise submission</div><div>Withdraw submission</div><div>Email editor</div><div>Manage additional files</div><div>View decisions</div><div>My account</div><div>Log out</div></div><div><div>Title: EMR- TEST-100</div><div>Authors: Milagros Mu (CWRU), Adrian Editor (CWRU)</div><div>Status: revisions required</div><div>Current File(s):</div><div><div>Download Native</div><div>Download PDF</div></div><div>Reviews</div><div>You may view or download the review by clicking on the link under the "Report" heading.</div><div><table><tr><th>Date</th><th>Who</th><th>Report</th><th>Attachments</th></tr><tr><td>Today 08:17 AM PST</td><td>Reviewer #2</td><td>PDF</td><td></td></tr><tr><td>Today 08:17 AM PST</td><td>Reviewer #1</td><td>PDF</td><td></td></tr></table></div></div></div>	Date	Who	Report	Attachments	Today 08:17 AM PST	Reviewer #2	PDF		Today 08:17 AM PST	Reviewer #1	PDF	
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Today 08:17 AM PST	Reviewer #1	PDF												

## SECTION 3: Author – How to Submit a Revision

Step	Description	Screenshot
Preparing to submit a Revised Manuscript	Download the “Response to Reviewers Template” from <a href="http://commons.case.edu/emr/forms.html">http://commons.case.edu/emr/forms.html</a>	 <p>The screenshot shows the Engaged Management Review (EMR) website. The browser address bar displays 'commons.case.edu/emr/forms.html'. The page features the EMR logo and navigation links for Home, About, FAQ, and My Account. A sidebar on the right contains links for Journal Home, About This Journal, Aims &amp; Scope, Editorial Board, and Policies. The main content area is titled 'Forms' and lists three download options: 'Associate Editors download Associate Editor Review', 'Authors download Response to Reviewer Form' (highlighted with a red arrow), and 'Reviewers download EMR Article Review Form'. The bottom of the page shows the ISSN: 2375-8643.</p>

Response to Reviewers (part 1)	<p>This template has two parts:</p> <ol style="list-style-type: none"> <li>1) Letter to the Editor (<b>make sure you do not identify yourself in the letter. The only identifier should be the tracking or code number</b>)</li> <li>2) Response to Reviewers Table(s)</li> </ol>	<p>Professor <u>Kalle Lyytinen</u>  Editor-in-Chief  Engagement Management <u>ReView</u> (EMR)  [Insert date here]</p> <p>Dear Dr. <u>Lyytinen</u>:  Re: Manuscript reference No. [Insert tracking number or code here]</p> <p>Please find attached a revised version of our manuscript “[Insert the title of your manuscript here]”, which we would like to resubmit for publication as a [Insert article type here] in EMR.</p> <p>Your comments and those of the reviewers were highly insightful and enabled us to greatly improve the quality of our manuscript. In the following pages are our point-by-point responses to each of the comments of the reviewers as well as your own comments.</p> <p>Revisions in the text are shown using track changes. We hope that the revisions in the manuscript and our accompanying responses will be sufficient to make our manuscript suitable for publication in EMR.</p> <p>We look forward to hearing from you at your earliest convenience.</p> <p>[Insert tracking number or code here]</p> <p><b>Authors: Do not provide any identifying information.</b></p>
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<p>Response to Reviewers (part 2)</p>	<p>Make sure you complete a “response” for each one of the reviewers before uploading your re-submission. You must <b>merge the editor letter and the responses to all reviewers in a single file</b>. We will not send the manuscript to a review without a response document.</p>	<p>Manuscript reference No. <span style="color: red;">[Insert tracking number or code here]</span></p> <p><b>Responses to Reviewer</b> <span style="color: red;">[Insert Reviewer # 1]</span></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Page #</th> <th>Comment (Copy and paste directly)</th> <th>Response</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td></tr> <tr><td>Etc.</td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>Continue to Reviewer #2 on next page</b></p>	ID	Page #	Comment (Copy and paste directly)	Response	1				2				3				4				5				6				7				Etc.			
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<p>Response to Reviewers (part 3)</p>	<p>Once the letter to the editor and response to reviewers are finalized, insert them in front of your revised manuscript. The first page of your manuscript is now the “Letter to the Editor” and the next pages are the “response to reviewers” followed by your revised manuscript. <u><i>In sum, you will submit a single document consisting of three parts:</i></u></p> <ol style="list-style-type: none"> <li>1) Letter to Editor</li> <li>2) Response to Reviewers (1st, 2nd and 3<sup>rd</sup> reviewers)</li> <li>3) Revised Manuscript.</li> </ol> <p>The name of the single document should be the manuscript number (1043), Manuscript Name (EMR-Test-100) and “Revised Submission.” The manuscript number can be found in the subject line of the email sent to you from the Editor. If the title of your submission title is longer than 25 characters, please limit the manuscript name to 25 characters for the purpose of naming the file.</p> <p>In this example the name of the file would be: 1043_EMR_Test_100_Revised_Submission</p>																																					

Uploading Revision (part 1)	<p>Log in to your EMR Account. Under Submissions, you will see your article with the “<b>revisions required</b>” annotation.</p> <p>Click on the title of your article under “<b>Submissions</b>”</p>													
Uploading Revision (part 2)	<p>Click on “<b>Revised Submission</b>” on the left hand side.</p>	 <p><b>Revise submission</b></p> <p>Title: EMR- TEST-100</p> <p>Authors: Milagros Mu (CWRU), Adrian Editor (CWRU)</p> <p>Status: revisions required</p> <p><b>Current File(s):</b></p> <p>Download Native   Download PDF</p> <p><b>Reviews</b> You may view or download the review by clicking on the link under the “Report” heading.</p> <table><tr><th>Date</th><th>Who</th><th>Report</th><th>Attachments</th></tr><tr><td>Today 08:17 AM PST</td><td>Reviewer #2</td><td>PDF</td><td></td></tr><tr><td>Today 08:17 AM PST</td><td>Reviewer #1</td><td>PDF</td><td></td></tr></table>	Date	Who	Report	Attachments	Today 08:17 AM PST	Reviewer #2	PDF		Today 08:17 AM PST	Reviewer #1	PDF	
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Uploading Revision (part 3) cont.	<p>You may change the title of your article, short title and keywords (or not)</p>	<div><div><div><div>REQUIRED Article Title</div><div>Please use Headline Style Capitalization --e.g., <i>The Scholarly Communication Crisis</i></div><div>Enter your article title:<div>EMR- TEST-100</div></div><div>Short Title</div><div>Enter a shortened version of your article's title.</div><div>Shortened Title (reduced to 65 characters or less). This will be used in the header of the final published article.<div>Mindfulness in the 21st Century</div></div><div>Keywords</div><div>Please separate keywords/keyword phrases with commas.</div><div>Enter keywords:<div>mindfulness, creativity</div></div></div></div></div>															

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









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Milagros Mu	major revision	Wed Feb 11 09:12:00 2015		<a href="#">MS Word 2007</a>	
Milagros Mu	Initial Version <i>Auto-converted to PDF: Sun Feb 1 16:05:20 2015</i>	Sun Feb 1 16:05:00 2015	<a href="#">Text</a>	<a href="#">MS Word 2007</a>	<a href="#">PDF</a>

Editor selected version

Author approved version

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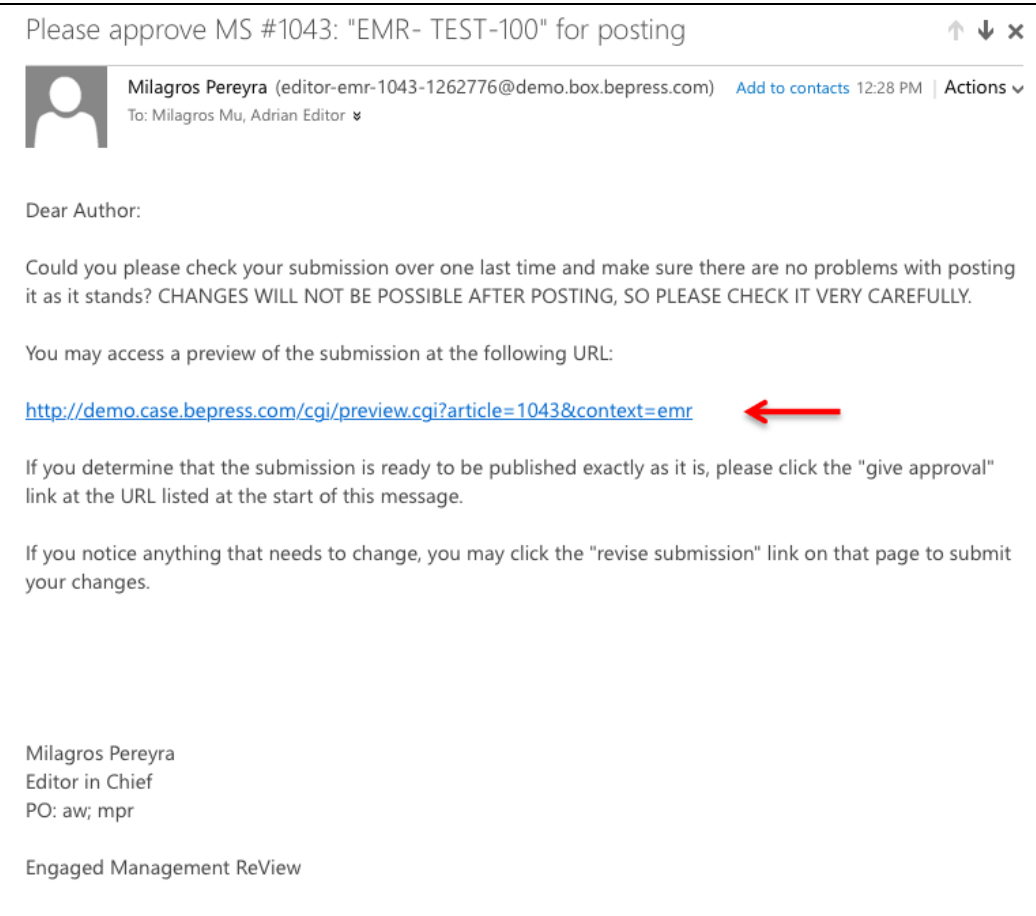
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Email Confirmation Receipt	A receipt confirmation via email will be sent to the authors and editors indicating that a revision to the manuscript has been submitted.	<div> MS #1043: Update submitted for "EMR- TEST-100" <span>↑ ↓ ×</span> </div> <div>  <div> Editors of Engaged Management ReView (editors-emr-1043@demo.box.bepress.com) Add to contacts 2/11/15 Actions </div> </div> <div> To: Milagros Mu Cc: The Authors, Assigned Editor </div> <p>This is an automatically-generated note to inform you that "Milagros Mu" &lt;milagrospereyramu@hotmail.com&gt; has submitted an update to MS #1043, "EMR- TEST-100," in Engaged Management ReView.</p> <p>The reason for update is: major revision</p> <p>The changes made are: Previously, a major revision was invited. This is that major revision.</p> <p>The authors are: "Milagros Mu" &lt;milagrospereyramu@hotmail.com&gt; "Adrian Editor" &lt;awolfberg@gmail.com&gt;</p> <p>A preview of the title page and status may be viewed at:  <a href="http://demo.case.bepress.com/cgi/preview.cgi?article=1043&amp;context=emr">http://demo.case.bepress.com/cgi/preview.cgi?article=1043&amp;context=emr</a> </p> <p>-----</p> <p>Editors can access the tools to manage this submission at:  <a href="http://demo.case.bepress.com/cgi/editor.cgi?article=1043&amp;context=emr">http://demo.case.bepress.com/cgi/editor.cgi?article=1043&amp;context=emr</a> </p> <p>PO: aw; mpr</p> <p>Engaged Management ReView</p>
Final Decision	When the editor has accepted your manuscript for publication, you will receive an email notification with further instructions for formatting, publication, etc. Follow those instructions as stated in the email communications.	

## SECTION 4: Author – How to Approve the Publication of your Article

Step	Description	Screenshot
Request to Publish	<p>Once your manuscript is ready to publish, you will receive an email from the Editor-In-Chief requesting permission to publish your article.</p> <p>This is your last chance to review and revise your article before it is made publicly available.</p> <p>Click on the link provided on the email to view the final PDF version of your manuscript.</p>	 <p>Please approve MS #1043: "EMR- TEST-100" for posting</p> <p>Milagros Pereyra (editor-emr-1043-1262776@demo.box.bepress.com) Add to contacts 12:28 PM   Actions</p> <p>To: Milagros Mu, Adrian Editor</p> <p>Dear Author:</p> <p>Could you please check your submission over one last time and make sure there are no problems with posting it as it stands? CHANGES WILL NOT BE POSSIBLE AFTER POSTING, SO PLEASE CHECK IT VERY CAREFULLY.</p> <p>You may access a preview of the submission at the following URL:</p> <p><a href="http://demo.case.bepress.com/cgi/preview.cgi?article=1043&amp;context=emr">http://demo.case.bepress.com/cgi/preview.cgi?article=1043&amp;context=emr</a></p> <p>If you determine that the submission is ready to be published exactly as it is, please click the "give approval" link at the URL listed at the start of this message.</p> <p>If you notice anything that needs to change, you may click the "revise submission" link on that page to submit your changes.</p> <p>Milagros Pereyra Editor in Chief PO: aw; mpr</p> <p>Engaged Management ReView</p>

<div>Review History</div>	<div><p>On this screen (bottom) you may view the “<b>Revision History</b>” and download the latest version for approval. The latest version is at the top of the list.</p><p>If there any changes are needed, you should follow the instructions above (PART 3 – How to submit a revision) of this manual to submit a new version.</p></div>	<div><div><div>Revision History</div><table><thead><tr><th>User</th><th>Comment</th><th>Date</th><th>Cover letters</th><th> Native</th><th> PDF</th></tr></thead><tbody><tr><td>Milagros Mu</td><td>major revision <i>Auto-converted to PDF: Wed Feb 11 09:12:28 2015</i></td><td>Wed Feb 11 09:12:00 2015</td><td></td><td> MS Word 2007</td><td> PDF </td></tr><tr><td>Milagros Mu</td><td>Initial Version <i>Auto-converted to PDF: Sun Feb 1 16:05:20 2015</i></td><td>Sun Feb 1 16:05:00 2015</td><td>Text</td><td>MS Word 2007</td><td>PDF</td></tr></tbody></table><div> Editor selected version Author approved versionNOTE: All times are in PT (Pacific Time)</div></div></div>	User	Comment	Date	Cover letters	Native	PDF	Milagros Mu	major revision <i>Auto-converted to PDF: Wed Feb 11 09:12:28 2015</i>	Wed Feb 11 09:12:00 2015		MS Word 2007	PDF	Milagros Mu	Initial Version <i>Auto-converted to PDF: Sun Feb 1 16:05:20 2015</i>	Sun Feb 1 16:05:00 2015	Text	MS Word 2007	PDF		
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<div>Give Approval (part 1)</div>	<div><p>If no changes are needed, click on the “<b>Give Approval</b>” link on the top left hand side. </p></div>	<div><div><div><div><div>Give approval</div><div>Revise submission</div><div>Withdraw submission</div><div>Email editor</div><div>Preview submission</div><div>Manage additional files</div><div>View decisions</div><div>My account</div><div>Log out</div></div></div><div><div>Title: EMR- TEST-100</div><div>Authors: Milagros Mu (CWRU), Adrian Editor (CWRU)</div><div>Status: accepted</div><div>Current File(s):</div><div><div> Download Native</div><div> Download PDF</div></div><div>Your submission has been accepted into Engaged Management ReView and the editors are awaiting your final approval for publication. If you agree to having the submission published as it is now, please click the “Give approval” link at left.</div><div>Reviews</div><div>You may view or download the review by clicking on the link under the “Report” heading.</div><table><thead><tr><th>Date</th><th>Who</th><th>Report</th><th>Attachments</th></tr></thead><tbody><tr><td>Today 09:22 AM PST</td><td>Reviewer #2</td><td>PDF</td><td>EMR-ReviewFormFinal-3-Fillable.pdf</td></tr><tr><td>Today 09:21 AM PST</td><td>Reviewer #1</td><td>PDF</td><td></td></tr><tr><td>Today 08:17 AM PST</td><td>Reviewer #2</td><td>PDF</td><td></td></tr><tr><td>Today 08:17 AM PST</td><td>Reviewer #1</td><td>PDF</td><td></td></tr></tbody></table></div></div></div>	Date	Who	Report	Attachments	Today 09:22 AM PST	Reviewer #2	PDF	EMR-ReviewFormFinal-3-Fillable.pdf	Today 09:21 AM PST	Reviewer #1	PDF		Today 08:17 AM PST	Reviewer #2	PDF		Today 08:17 AM PST	Reviewer #1	PDF	
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<div>Give approval (part 2)</div>	<div><p>Once you click on “<b>Give Approval</b>”, a new line will appear on the screen indicating: “Note: You have NOT YET given approval” Click here in order to confirm and grant your Approval”.</p><p>Click on “<b>click here</b>” </p></div>	<div><div><div><div><div>Give approval</div><div>Revise submission</div><div>Withdraw submission</div><div>Email editor</div><div>Preview submission</div><div>Manage additional files</div><div>View decisions</div><div>My account</div><div>Log out</div></div></div><div><div>Title: EMR- TEST-100</div><div>Authors: Milagros Mu (CWRU), Adrian Editor (CWRU)</div><div>Status: accepted</div><div>Current File(s):</div><div><div> Download Native</div><div> Download PDF</div></div><div>Please note that once approval is received your article will be finalized and changes will no longer be possible. If you need to make additional revisions please refrain from approving until these revisions have been made.</div><div>Further, only one author can register approval. As such, please ensure that the manuscript meets the approval of your co-authors prior to registering your approval to publish.</div><div>NOTE: You have NOT YET given approval. <a href="#">Click here</a> in order to confirm and grant your Approval.</div><div>Reviews</div><div>You may view or download the review by clicking on the link under the “Report” heading.</div><table><thead><tr><th>Date</th><th>Who</th><th>Report</th><th>Attachments</th></tr></thead><tbody><tr><td>Today 09:22 AM PST</td><td>Reviewer #2</td><td>PDF</td><td>EMR-ReviewFormFinal-3-Fillable.pdf</td></tr><tr><td>Today 09:21 AM PST</td><td>Reviewer #1</td><td>PDF</td><td></td></tr><tr><td>Today 08:17 AM PST</td><td>Reviewer #2</td><td>PDF</td><td></td></tr><tr><td>Today 08:17 AM PST</td><td>Reviewer #1</td><td>PDF</td><td></td></tr></tbody></table></div></div></div>	Date	Who	Report	Attachments	Today 09:22 AM PST	Reviewer #2	PDF	EMR-ReviewFormFinal-3-Fillable.pdf	Today 09:21 AM PST	Reviewer #1	PDF		Today 08:17 AM PST	Reviewer #2	PDF		Today 08:17 AM PST	Reviewer #1	PDF	
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