# MANUSCRIPTLINK

## User Manual

- Manager-

Latest revision: 2017-04-20

## Journal Configuration

### **Journal Configuration**

> Others

ournal Home / Journal Configurati	lon		
🗘 Basic Information 🛛 🗸 🗸	Journal Information	on	
> Journal Information	journarman		
> Service Type	Service Type	Premium (Large-scale Editorial Board with Recirculation/Premium	Service Details
> Journal Options		Service Support)	
> Job Titles	Journal Category	Business, Economics & Management 👻	
> Divisions (Sections)			
Editorial Members 💦 🗸 🗸	Journal Subcategories	To select items, press and hold down the Cirl (or Command) key, and then click each item that you want to select.	Current Journal Subcategories
Editor-in-Chief		Accounting & Taxation	
Associate Editor		Business, Economics & Management Development Economics	
Guest Editor		Economic History Economic Policy	
Board Member		Economics	
Manager		Educational Administration Emergency Management	
Submission ~		Entrepreneurship & Innovation Finance 🗸	
Submission Tracks	Journal Title	Journal of Asian Economics and Politics (Demo)	
Manuscript Types	Journal Chart Title	LAED.	
Basic Information	Journal Short Title	JAEP	
Author Information	ISSN	1234-1234	
Cover Letter			
Preferred Reviewers	E-ISSN	1234-1234	
Files Upload	Publication Cycle	Empty	
Confirm & Submit		duot.	
Submission Fee	Journal Homepage	https://www.manuscriptlink.com	
Review ~	Publishing Organization	ManuscriptLink Demo Society	
Peer Review	Ourse level on them are set	5	
Review Items	Organization Homepage	Empty	
Decision Items	Additional Site	Empty	
Associate Editor Review Management	Publisher Country	China	
<ul> <li>Guest Editor Review</li> <li>Management</li> </ul>	System Language	English	
Others			

- When setting up a journal, there are various settings, but there can be changes in settings during operation.
- The Journal Configuration menu allows you to change various settings for that journal.
- There are detailed settings under the large categories (turquoise color) and most of them are reflected immediately without the save button.

### Journal Configuration – Journal Information

Journal Home / Journal Configuration			
🔅 Basic Information 🛛 🗸 🗸	Journal Informatio	n	
> Journal Information			
> Service Type	Service Type	Premium (Large-scale Editorial Board with Recirculation/Premium Service Support)	Service Details
> Journal Options			
> Job Titles	Journal Category	Business, Economics & Management 🔹	
> Divisions (Sections)			
📋 Editorial Members 🛛 🗸	Journal Subcategories	To select items, press and hold down the Ctrl (or Command) key, and then click each item that you want to select.	Current Journal Subcategories
> Editor-in-Chief		Accounting & Taxation	
> Associate Editor		Business, Economics & Management Development Economics	
> Guest Editor		Economic History Economic Policy	
> Board Member		Economics	
> Manager		Educational Administration Emergency Management	
		Entrepreneurship & Innovation Finance	
🗋 Submission 🗸 🗸		( Induce	
> Submission Tracks	Journal Title	Journal of Asian Economics and Politics (Demo)	
<ul> <li>Manuscript Types</li> </ul>	Journal Short Title	IAED	
<ul> <li>Basic Information</li> </ul>	journal short mic	JAEP	
> Author Information	ISSN	1234-1234	
> Cover Letter			
> Preferred Reviewers	E-ISSN	1234-1234	
> Files Upload	Publication Cycle	Empty	
> Confirm & Submit	,	t-v#-	
> Submission Fee	Journal Homepage	https://www.manuscriptlink.com	
🖻 Review 🗸 🗸	Publishing Organization	ManuscriptLink Demo Society	
> Peer Review	Organization Homepage	Empty	
> Review Items	organization from phage	2116X	
> Decision Items	Additional Site	Empty	
<ul> <li>Associate Editor Review</li> <li>Management</li> </ul>	Publisher Country	China	
<ul> <li>Guest Editor Review</li> <li>Management</li> </ul>	System Language	English	
> Others			

- In journal information, basic settings such as title, homepage, and organization name can be set.
- Items other than Journal Title and Journal Short Title are not required.

**①** The information below will be used to configure the submission fee and publication fee invoice

Currency	US Dollar (USD)
Journal Organization Stamp (Please upload a gif or png image of which background is	➡ Add & Upload
transparent)	The maximum file size for uploads: <b>1 MB</b> File types allowed: <b>jp(e)g, png, gif</b>

- Currency setting is for submission/publication fee. You can choose the currency that is used in the organization that the journal belongs to.
- The Journal Organization Stamp is used to indicate a seal at the end of a bill sent at the time of manual billing (PDF attachment sent). Please upload it as transparent GIF or transparent PNG if possible.

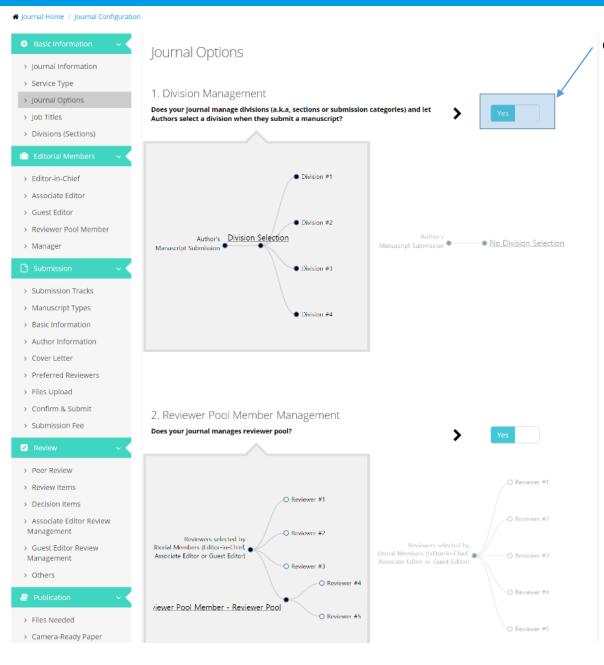
Journal Home / Journal Configuration

#### Basic Information Service Type > Journal Information Select service type > Service Type > Journal Options Features Premium Classic Free > Job Titles > Divisions (Sections) \$99/Month \$149/Month Free Fixed Charge to Service Creator Editorial Members or \$1,430/Year (-20%) \$950/Year (-20%) > Editor-in-Chief Unlimited Unlimited 10 C Authors' Manuscript Submissions > Associate Editor Submissions Submissions Submissions/Month limitation > Guest Editor ٠ ~ ~ > Board Member C Everyday Service Enhancement > Manager ~ ~ Full Customization to Client's Journal Workflow 68 Email Templates 68 Email Templates 42 Email Templates Prearranged Email Templates and Configuration > Submission Tracks ~ ~ Automatic Email Forwarding to Editorial Members and Authors > Manuscript Types > Basic Information ~ Editorial Members' Reviewer Selection, Invitation, and Assignment > Author Information > Cover Letter -~ ~ Camera-Ready Manuscript Submission > Preferred Reviewers ~ ~ C Authors' Galley Proofs Verification > Files Upload > Confirm & Submit ~ ~ ORCID (Open Researcher and Contributor ID) Support > Submission Fee ~ × Section Management and Associate Editors Review ~ ~ × Special Issues and Guest Editors > Peer Review ~ × Revised Manuscript Submission and Review Recirculation > Review Items > Decision Items -~ × Fast and Urgent Tracks Management > Associate Editor Review Management ~ × × Publication Fee Invoicing to Author > Guest Editor Review Management ~ × × Reviewer Filtering and Recommendation > Others ~ × × Cigital Library for Post-publication Manuscripts Publication

- You may need to change the service type that you selected when setting up the journal.
- After reviewing the features for the service type, you can select the service type to change.
- You will not be able to change it again until 3 months after the change.

> Camera-Ready Paper

> Files Needed



Change using switch button

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- In the Journal Options menu, you can
  change the major options (Division,
  Reviewer Pool, Associate Editor, Guest
  Editor) related to submission and
  review .
- Free journals are not allowed to activate most options.

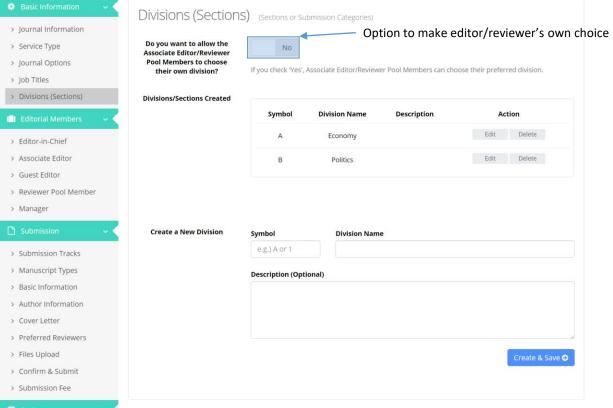
### Journal Configuration – Job Titles

🔅 Basic Information 🛛 🗸	Job Titles		Job Title Update
> Journal Information	Joo naco		
> Service Type	Canonical job titles in	Description	Job titles which you can choose for your journal
> Journal Options	ManuscriptLink		service
> Job Titles	service		
> Divisions (Sections)	🛋 Manager	Manager provides administrative support to chief editor(s) as well as other editorial members. When a manuscript is submitted to your journal, a manager	Manager
📋 Editorial Members 🛛 🗸 🗸		will look over the manuscript and check that it is suitable for further processing (usually check the formatting requirements). Manager also puts together a preliminary version for an accepted manuscript and publish it after author's	
> Editor-in-Chief		approval. <b>*</b> In your journal service: Manager	
> Associate Editor		• • • • • • • • • • • • • • • • • • • •	
> Guest Editor	< Chief Editor	Chief editor shall be responsible for the oversight of the quality and scope, as	Editor-in-Chief
> Reviewer Pool Member		well as the operational policies and management facets of your journal. If the submitted manuscript passes a manager's checks and your journal supports	
> Manager		associate editors, then the chief editor will identify an associate editor to handle the manuscript's review process, and assign it to him/her. If your journal does	
🗅 Submission 🗸 🗸		not support an associate editor, there can be no associate editor. In this case, the chief editor can coordinate the peer review process unaided. The most	
> Submission Tracks		important task of the chief editor is to make a decision on whether or not the manuscript should be accepted for the publication, and communicate such a decision to the authors.	
> Manuscript Types		* In your journal service: Editor-in-Chief	
> Basic Information			
> Author Information	Associate Editor	Associate editor's role is the management of the peer review of manuscripts by members of the peer community. By selecting appropriate reviewers to identify	Associate Editor
> Cover Letter	Editor	quality manuscripts, and by managing the peer review process efficiently, the qualityand therefore the valueof a publication is increased. After gathering	
> Preferred Reviewers		enough review results from the selected reviewers, an associate editor makes a "recommendation", not a "decision" on whether or not the manuscript should be	
> Files Upload		accepted for the publication. It is the chief editor who makes the decision, not the associate editor, who merely recommends an outcome. If your journal	
> Confirm & Submit		creates a list of sections in terms of research topics, each associate editor	
> Submission Fee		manages the peer review process of manuscripts submitted to a section in charge of the associate editor.	
🖉 Review 🗸 🗸		* In your journal service: Associate Editor	
> Peer Review	🖹 Guest Editor	Guest Editor will receive manuscripts for his/her special issue assigned to his/her account. Guest Editors will manage the peer review process for such a	Guest Editor
> Review Items		manuscript. After gathering enough review results from the selected reviewers, a guest editor makes a decision on whether or not the manuscript should be	
> Decision Items		published to your journal, and communicate such a decision to the authors. <b>*</b> In your journal service: Guest Editor	
<ul> <li>Associate Editor Review Management</li> </ul>			
<ul> <li>Guest Editor Review</li> <li>Management</li> </ul>	Reviewer	Peer review is the principal mechanism by which the quality of manuscript is judged. Reviewer should provide written, unbiased feedback in a timely manner on the scholarly merits and the scientific value of the work, together with the	Reviewer
> Others		documented basis for the reviewer's opinion. Reviewer can also provide a thoughtful and informative critique of the submitted manuscript to editorial	
Publication ~		members of your journal. In your journal service: Reviewer	
> Files Needed			
> Camera-Ready Paper	🖉 Author	Authors make contributions to your journal in terms of important intellectual content. Authors submit a manuscript to your journal and improve their	Author

Job title update

- There will be various roles involved in the submission/review process in the ManuscriptLink service.
- You can modify the job title into the title used in your journal to be other than those we provide.
- However, these titles are related to the e-mail sent from our service.
   Please be sure to click the update button to save.

### Journal Configuration – Divisions



- Divisions is the same as the category that authors specify when submitting a paper.
- You can create one by entering the symbol and name.
- Also, you can assign an associate editor or reviewer pool member to take responsibility for the papers submitted to the relevant division by assigning them a specific division.
- If you do not want to assign it out, you can change the options so that editor/reviewer can choose your own division (your area of interests).

### Journal Configuration – Editorial Members

Basic Information	Editor-in-Chi	ief		
> Journal Information				
> Service Type	Selected Editor-	10 -		Enter to search
> Journal Options	in-Chief(s)	Manuscript		
> Job Titles		type (Email) Degree	Name 🍦 Institution	Action
> Divisions (Sections)		in charge		
) Editorial Members 🛛 🗸 🗸		Research Paper demo.user1 Ph.D.	Prof. Jacob Guardian Thomas Scholars Progr	Delete
> Editor-in-Chief				
Associate Editor		1-1/1	«	< 1 > »
Guest Editor				
> Reviewer Pool Member		<ul> <li>You can assign one or more specific manuscript ty O You can not delete the last Editor-in-Chief/Manage</li> </ul>		
> Manager		Please select other person before you delete the last		
Submission 🗸 🗸				
Submission Trasks	1) Select a New			Search Q
Submission Tracks	Editor-in-Chief from Registered	You can find a user registered to this system by enter You can find a user registered to this system by enter You can find a user registered to this system by enter You can find a user registered to this system by enter You can find a user registered to this system by enter You can find a user registered to this system by enter You can find a user registered to this system by enter You can find a user registered to this system by enter You can find a user registered to this system by enter You can find a user registered to this system by enter You can find a user registered to this system by enter You can find a user registered to this system by enter You can find a user registered to this system by enter You can find a user registered to this system by enter You can find a user registered to this system by enter You can find a user registered to the you can be a system by enter You can be a system by the you can be you ca	ering an email name or institutio	
Manuscript Types Basic Information	User List	field.	ing an email, name or moticato	in the above input
Author Information	or			
Cover Letter	2) Select a New	Email	First Name	Last Name
Preferred Reviewers	Editor-in-Chief after Creating			
Files Upload	His/Her Account		Damma	
Confirm & Submit		Institution	Ph.D.	
Submission Fee				
Review		Department	Salutation	
> Peer Review			Prof.	
Review Items		Country		Create & Select 🤇
Decision Items		Afghanistan × •		
Associate Editor Review Management		• The above account created by you will be right	ly informed to the person three	ugh an email and the
Guest Editor Review Management		confirmation about the account created by you will be right		
> Others				

In the Editorial Members menu, you can add/delete members of journals such as editor-inchief, associate editor, guest editor, reviewer pool member, and manager.

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- You can select the members you want to add through searching, and if there is no result found, you will be able to select it after creating an account.
- For deletion, if the member is responsible for other papers, it is necessary to change the person in charge to transfer the papers to others.

### Journal Configuration – Editorial Members

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> Others

Basic Information 💦 🗸 🗸	Editor-in-Chie	٥f					
Journal Information	Lucor in crite						
Service Type	Selected Editor- in-Chief(s)	10 -					Enter to search
Journal Options	in-chiel(s)	Manuscript					
Job Titles		type 🔺	Username (Email)	Degree 🝦	Name	Institution	4 Action
Divisions (Sections)		in charge					
Editorial Members 💦 🗸 🗸		Research Paper	demo.user1	Ph.D.	Prof. Jacob Thomas	Guardian Scholars Progra	Delete
Editor-in-Chief							
Associate Editor		1-1/1				« «	1 > »
Guest Editor							
Reviewer Pool Member		You can assign or You can not delet				Chief.	
Manager		Please select other					
Submission 🗸 🗸							
Submission Tracks	1) Select a New Editor-in-Chief						Search <b>Q</b>
Manuscript Types	from Registered User List	• You can find a user	r registered to this s	system by enter	ing an email, n	ame or institution	in the above input
Basic Information		field.					
Author Information	or						
Cover Letter							
Preferred Reviewers	2) Select a New Editor-in-Chief	Email			First Name		Last Name
Files Upload	after Creating His/Her Account						
Confirm & Submit		Institution			Degree		
Submission Fee					Ph.D.		
Review ~		Department			Salutation		
		e epsitement			Prof.		
Peer Review							Create & Select 😔
Review Items		Country					
Decision Items		Afghanistan		× *			
Associate Editor Review Ianagement		• The above acco	unt created by you	u will be rightl	y informed to	the person throu	igh an email and the
Guest Editor Review Janagement		confi	rmation about the	e account crea	tion will be als	o requested to h	im/her.

 Depending on the role of editorial members, you can assign specific manuscript types or divisions.

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For example, if you have several
editor-in-chiefs and assign a
type of research paper to a
specific editor-in-chief, that
editor-in-chief will be selected
at the top of the list when
submitting , though this is not
mandatory.

### Journal Configuration – Submission Tracks



🔅 Basic Information 🛛 🗸 🗸	Submission Track	S			
> Journal Information					
> Service Type	Manage "Fast Track" for Fast Review Process?	Yes			
<ul> <li>Journal Options</li> </ul>			pt submitted to the fast track, for example,	, it can be managed to be	e published within
> Job Titles			he manuscript submission. :s", you can create "fast track" for the fast :	review process and set a	dditional review due
<ul> <li>Divisions (Sections)</li> </ul>		duration for the n	nanuscripts of the fast track Fast track pa	rameter setting	
💼 Editorial Members 🔍 🗸	Manage "Urgent Track" for Urgent Review Process?	Yes			
> Editor-in-Chief	0	If necessary, vo	u can manage the urgent track as well as t	he fast track. For a manu	uscript submitted to
> Associate Editor			for example, it can be managed to be publi		
> Guest Editor		If you check "Ye	s", you can create "urgent track" for urger		
> Reviewer Pool Member		due duration for t	he manuscripts of the urgent track Urge	ni track parameter setur	'B
> Manager	Manage "Special Issue Track"?	O You can crea	te and remove a special issue/section trac	k at the following nage 1	f there is no valid
🗋 Submission 🗸 🗸	Track ?	special issue/se	ection item managed at the following page, ection Management		
> Submission Tracks					
> Manuscript Types	Manuscript Tracks Created				
<ul> <li>Basic Information</li> </ul>	manuscript fracks created	Order	Item name of manuscript track	Track Type	Action
> Author Information					
> Cover Letter		1 *	Regular Track	Regular Track	
> Preferred Reviewers		2 🔻	Special Issue Track		Delete
> Files Upload		3 🔻	Fast Track	Fast Track	Delete
> Confirm & Submit					
> Submission Fee		4 ▼	Urgent Track	Urgent Track	Delete
🖉 Review 🗸 🗸					
> Peer Review					
> Review Items	Create a New Manuscript Track	Item name of m	anuscript track (This information is shown to a	uthors and users.)	
> Decision Items					
<ul> <li>Associate Editor Review</li> <li>Management</li> </ul>			formation is used for service configuration and not	t shown to authors.)	
<ul> <li>Guest Editor Review</li> <li>Management</li> </ul>		Regular Track		r	•
> Others					Create & Save 🤿

- If there is a track in a journal, you can create and set up tracks.
- You can create a regular track, fast track, urgent track, and special issue track.
- There will be an option for fast track and urgent track to set an additional duration (for example, fast review due date duration).
- After creating a special issue track, it can then be created and added in the Special Issue Management menu.

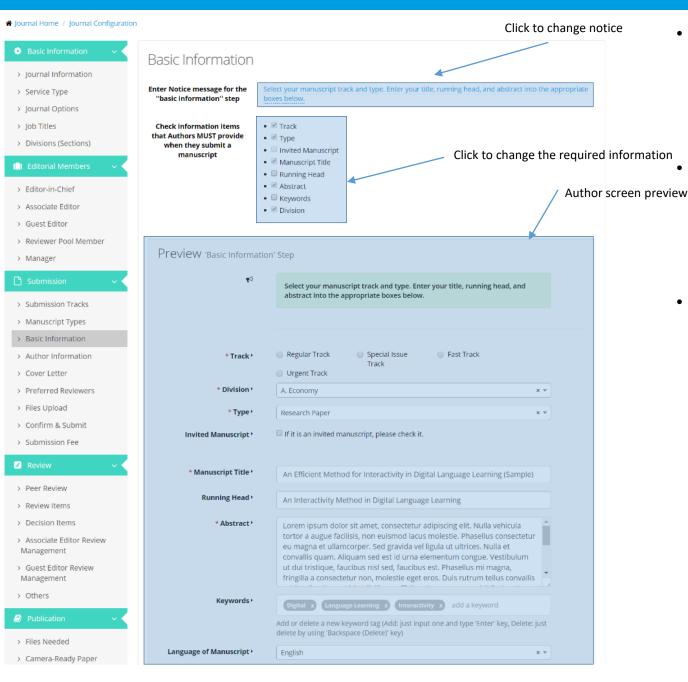
### Journal Configuration – Manuscript Types

#### A Journal Home / Journal Configuration

Basic Information ~	Manuscript Types	Clie	ck to change name	
> Journal Information				
> Service Type	Manuscript Types Created			
> Journal Options		Item name of manuscript type	Туре	Action
> Job Titles		Research Paper	Research Paper 🔻	
> Divisions (Sections)				
🖹 Editorial Members 🛛 🗸 🤇		Editorial	Editorial •	Delete
> Editor-in-Chief		Review or Comments	Review or Comments 🔹	Delete
> Associate Editor				
<ul><li>&gt; Associate Editor</li><li>&gt; Guest Editor</li></ul>				
	Create a New Manuscript	Item name of manuscript type ( This inform	ation is shown to authors and users 1	
> Guest Editor	Create a New Manuscript Type	Item name of manuscript type ( This informa	ation is shown to authors and users.)	
<ul> <li>&gt; Guest Editor</li> <li>&gt; Reviewer Pool Member</li> <li>&gt; Manager</li> </ul>				
<ul> <li>&gt; Guest Editor</li> <li>&gt; Reviewer Pool Member</li> <li>&gt; Manager</li> </ul>		Item name of manuscript type ( This informa Type ( This information is used for service configura Research Paper		Ţ
<ul> <li>Guest Editor</li> <li>Reviewer Pool Member</li> <li>Manager</li> <li>Submission </li> </ul>		Type (This information is used for service configura	tion and not shown to authors.)	
<ul> <li>Guest Editor</li> <li>Reviewer Pool Member</li> <li>Manager</li> <li>Submission </li> <li>Submission Tracks</li> </ul>		Type (This information is used for service configura	tion and not shown to authors.)	reate & Save ⊙
<ul> <li>Guest Editor</li> <li>Reviewer Pool Member</li> <li>Manager</li> <li>Submission</li> <li>Submission Tracks</li> <li>Manuscript Types</li> </ul>		Type (This information is used for service configura	tion and not shown to authors.)	
<ul> <li>Guest Editor</li> <li>Reviewer Pool Member</li> <li>Manager</li> <li>Submission </li> <li>Submission Tracks</li> <li>Manuscript Types</li> <li>Basic Information</li> </ul>		Type (This information is used for service configura	tion and not shown to authors.)	

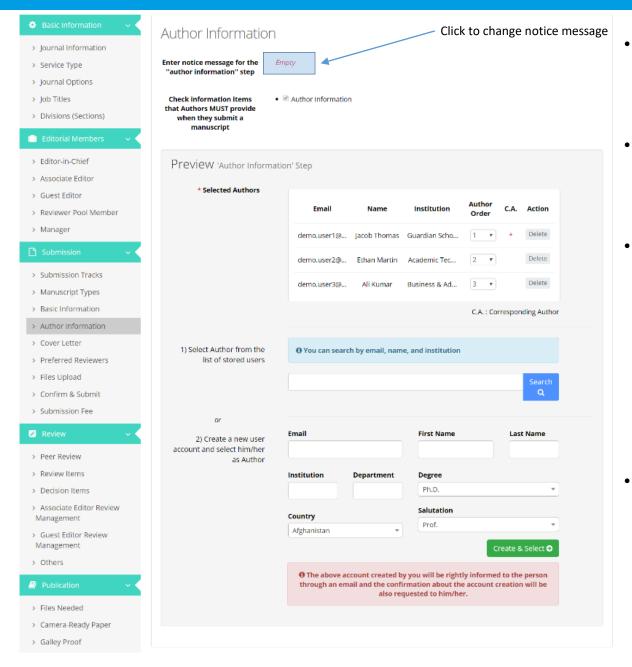
- If you want to manage manuscript types other than the basic type (Research Paper), you can enter the name of manuscript type and select the type to create the item.
- If you need a different type other than Research Paper, Editorial, Review, or Comments, please contact.<u>support@manu</u> <u>scriptlink.com</u>.

### Journal Configuration – Basic Information

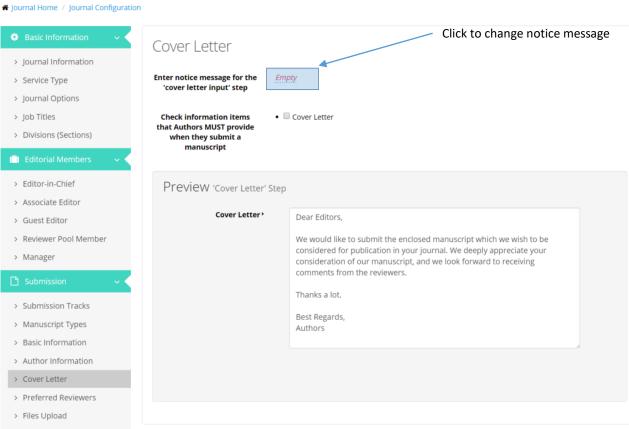


- This menu is for setting the basic information that the author enters when submitting a manuscript.
- Manuscript submission is composed of several steps, and `Basic information` is the first step.
- You can adjust the required items that authors must provide when they submit a manuscript by clicking the checkboxes.

### Journal Configuration – Author Information



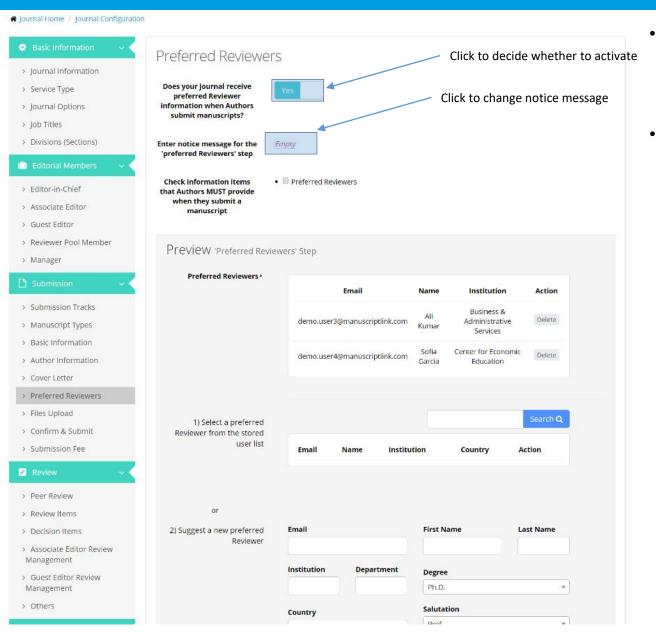
- This menu is for author information where you can set the notice message for the author.
- The author can create and add a coauthor account at the time of submission.
- For membership management linked journals, authors added at this time will not be academic members (active members, associate members, etc.) but will be included in the author information as ManuscriptLink members.
- When you set up automatic billing for the submission fee, the fee will be charged per submitter (not per author or contact (responsible) author).



> Confirm & Submit

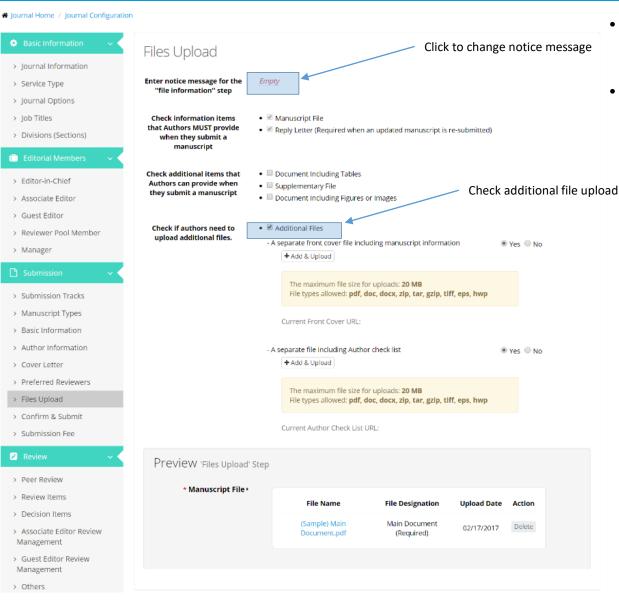
- The cover letter contains the contents that are delivered to the associate editor at the time of submission.
- Make adjustments by clicking on the checkboxes as to whether authors should submit a cover letter as a mandatory or optional (no need to submit) step.

### Journal Configuration – Preferred Reviewers



- The author can choose a preferred reviewer when submitting a manuscript for some journals.
- If you do not want the author to choose their preferred reviewer, you can choose to switch the option off. In that case, this option will not appear to the author.

### Journal Configuration – Files Upload

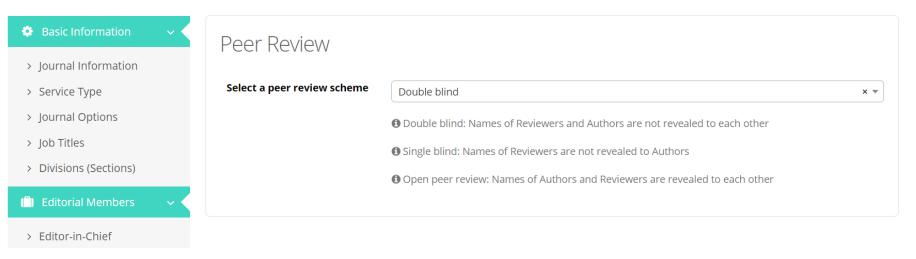


- This menu allows the author to choose the file to submit.
- Additional files such as covers or
  author checklists are required for some
  journals. In that case, you need to
  adjust the options for additional files
  by clicking the checkboxes and upload
  a form for the author to refer to.

### Journal Configuration – Confirm & Submit

- This is the setting for the last step of the author's submission. If you do not want to receive the author checklist as a file in the previous file upload step, you can set it here.
- You can create and arrange the items that the author should check and confirm, and you can modify the checklist items in multiple languages (eg. English/Spanish).

#### ☆ Journal Home / Journal Configuration



- In the Peer Review menu, you can set the information disclosure between the reviewers and the authors.
- The default is Double Blind.

#### Journal Configuration – Review Items

A Journal Home / Journal Configuration

> Job Titles

> Manager

> Cover Letter > Preferred Reviewers

> Files Upload > Confirm & Submit > Submission Fee

Review > Peer Review > Review Items > Decision Items > Associate Editor Review

Basic Information Review Items (Reviewer) > Journal Information **Review Items Created** > Service Type Visible to > Journal Options **Evaluation Level** Action Order Item author Excellent, Good, Average, Weak, Delete 1 \* Clarity 0 > Divisions (Sections) Poor Excellent, Good, Average, Weak, Editorial Members 2 🔻 Significance Delete 0 Poor > Editor-in-Chief Excellent, Good, Average, Weak, 3 🔻 Originality 0 Delete Poor > Associate Editor > Guest Editor Excellent, Good, Average, Weak, Delete 4 **v** 0 Quality Poor > Reviewer Pool Member Excellent, Good, Average, Weak, 5 -Delete 0 Language Poor Excellent, Good, Average, Weak, Delete 6 🔻 0 Relevance Poor > Submission Tracks Reviewer's 7 🔻 Delete High, Medium, Low х Familiarity > Manuscript Types > Basic Information > Author Information

Create a New Review Item	Review Item (e.g. Originality)	
	Evaluation Level	
	5 levels (Poor, Weak, Average, Good, Excellent)	•
	Visible to author	
	Yes	▼
		Create & Save 🔿

- This menu allows you to create ٠ and manage review items for a reviewer.
- The review items can be set to • level5, level 4, level 3, and level 2 and specific items can be set to be invisible to the author (Visible to author button).
- The review comment box for the • author is provided by default and does not appear as a separate setting.

### Journal Configuration – Review Items

> Preferred Reviewers	Create a New Review Item	Review Item (e.g. Originality)		
> Files Upload				
> Confirm & Submit		Evaluation Level		
> Submission Fee		5 levels (Poor, Weak, Average, Good, Exce	(lent)	
🖉 Review 🗸 🗸				
> Peer Review		Visible to author Yes		
> Review Items				
> Decision Items				Create & Save
<ul> <li>Associate Editor Review</li> <li>Management</li> </ul>				
<ul> <li>Guest Editor Review</li> <li>Management</li> </ul>				
> Others	Review Decision Items Created (for Reviewer)	Order Item	Decision Type	Action
Publication ~				
> Files Needed		1 V Strong Reject	Reject	Delete
> Camera-Ready Paper		2 • Reject	🛑 Reject	
> Galley Proof		3 V Marginal	Major Revision Required	
> Publication Fee		4 • Accept	Accept	
> Digital Library			Accept	
🛱 Parameters 🔷 🗸		5 V Strong Accept	Accept	Delete
> Term				
> Period	Create a New Review	Review Decision Item		
> Count	Decision Item	Review Decision item		
👁 Appearance 🗸 🗸				
> Cover Image		Decision Type		
<ul> <li>Service Main Image</li> </ul>		Accept		
> Dashboard				Create & Sav

 Also, you can create and manage decision items (Accept, Reject, etc.) for reviewers.

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 For free journals, you can not create `Revision Required ', or` Minor Revision Required' items.

### Journal Configuration – Decision Items

ournal Home / Journal Configurati	ion						
🔅 Basic Information 🛛 🗸 🧹	Decision Items (Ed	litar in Chief Cuer	t Editor Accociato	- Editor)			
> Journal Information		ator-m-criter, dues	i Eultoi, Associate	e editor)			
> Service Type	Decision Items Created (for Editor-in-Chief, Guest						
> Journal Options	Editor or Associate Editor)	Order	Item	Decision Type	Fast Track	Urgent Track	Action
> Job Titles		1 •	Accept	Accept	•		
> Divisions (Sections)			Accept		<b>U</b>		
🗈) Editorial Members 🛛 🗸 🗸		2 •	Revision Requested	Major Revision Required	•	•	Delete
> Editor-in-Chief		3 🔻	Reject	🔴 Reject	•		
> Associate Editor							
> Guest Editor				n items can be created wit Revision Required'', ''Mino			
> Reviewer Pool Member		decision type wil		mail content of review res			
> Manager		process.					
🗅 Submission 🛛 🗸 🧹	Create a New Decision Item	Decision Item					
> Submission Tracks							
> Manuscript Types		Decision Type					
> Basic Information		Accept					
> Author Information						_	
> Cover Letter						Cr	eate & Save 🧲
> Preferred Reviewers							
> Files Upload							

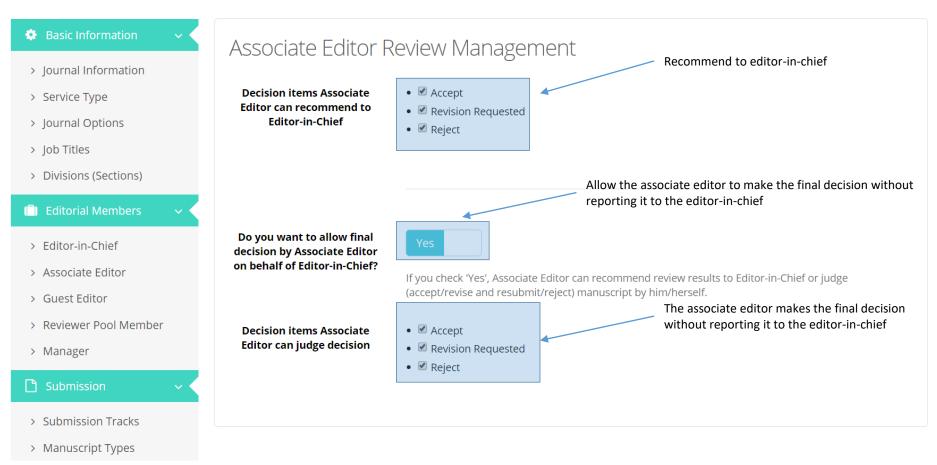
 This menu allows you to create and manage items where the editor-in-chief, associate editor, and guest editor can make a final decision in that stage.

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If the decision type is Accept, it is the final submission stage. If it is Major/Minor Revision Required type, it is a resubmission stage. If it is Reject, the final publication is rejected.

### Journal Configuration – Associate Editor Review Management

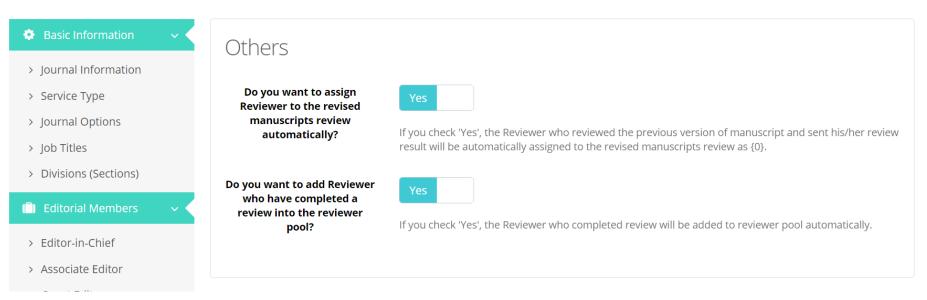
✤ Journal Home / Journal Configuration



- This menu is for setting the authority of the associate editor when the Associate Editor system is activated.
- For some journals, the associate editor is supposed to report to the editor-in-chief for the final decision (in which case the associate editors will recommend their opinion to the editor-in-chief ).
- For some journals, the associate editor can make the final decision.
- For some journals, the associate editor is allowed to choose `Self Judgement` / `Report to editor-in-chief `. 24 / 59

### Journal Configuration – Others

☆ Journal Home / Journal Configuration



- In this menu, you can change other settings related to review management.
- The first item is an option for automatic review of revised manuscripts for 'Revision Required' decisions.
- The second item adds reviewers who have competed a review into the reviewer pool automatically.

#### Journal Configuration – Files needed

Journal Home / Journal Configuration		
🗢 Basic Information 🛛 🗸 🗸	Files Needed	
<ul> <li>Journal Information</li> </ul>	Camera-Ready Paper	
<ul> <li>Service Type</li> </ul>	Template	+ Add & Upload
> Journal Options		The maximum file size for uploads: 20 MB
> Job Titles		File types allowed: pdf, doc, docx, zlp, tar, gzlp, tiff, eps, hwp
<ul> <li>Divisions (Sections)</li> </ul>		The uploaded camera-ready paper template URL:
📋 Editorial Members 🛛 🗸 🗸		- · · · · · · · · · · · · · · · · · · ·
> Editor-in-Chief	Copyright Form	+ Add & Upload
> Associate Editor		
> Guest Editor		The maximum file size for uploads: 20 MB
> Reviewer Pool Member		File types allowed: <b>pdf, doc, docx, zip, tar, gzip, tiff, eps, hwp</b>
> Manager		The uploaded copyright form URL:
🗋 Submission 🔷 🗸		
> Submission Tracks	Preview Manuscript acc	ceptance e-mail to be sent to Author
> Manuscript Types	То	Author
> Basic Information		
> Author Information	From	Editor-in-Chief (or Guest Editor)
> Cover Letter	сс	Associate Editor, Manager
> Preferred Reviewers		
> Files Upload	Body	Dear Author Name ,
> Confirm & Submit		Congratulations! We are pleased to inform your manuscript review result submitted to Journal of Asi an Economics and Politics (Demo).
> Submission Fee		Track: (Manuscript Track)
🖉 Review 🗸 🧹		Special Issue Title Division Title
> Peer Review		Manuscript ID: Manuscript ID Title: Manuscript Title
> Review Items		Author(s): Author Names
> Decision Items		Corresponding Author: Corresponding Author Name Affiliation of Corresponding Author: Corresponding Author Affiliation
> Associate Editor Review		Date of Manuscript Submission: Submission Date (UTC)
Management		Overall review result: Review Decision
<ul> <li>Guest Editor Review</li> <li>Management</li> </ul>		The second half of this email contains important review comments that you must follow to ensure s uccessful publication of your paper, and you can also find them in the following online system.
> Others		System URL
		S A CHI CHI

What you should do at the past stop is to paske your conservative paper for the above manuscrip-

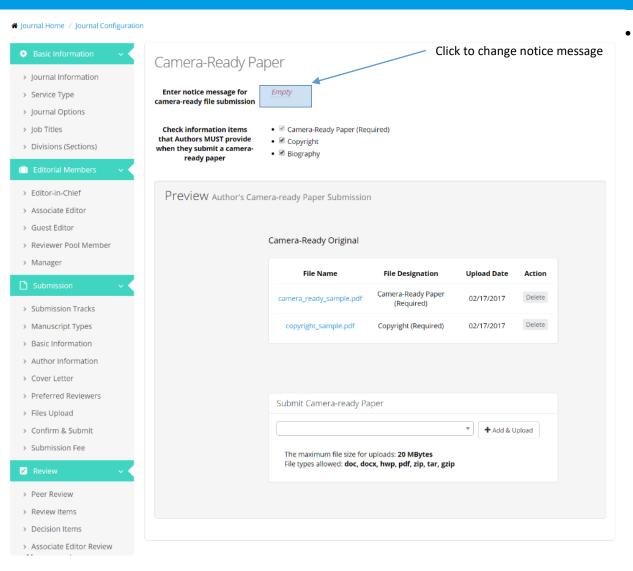
In this menu, you can upload a Camera-Ready Paper Template and a Copyright Form in the process of publishing a paper.

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These 2 files need to be uploaded so that authors can upload their own files by referring to the form. This is a required upload for a manager.

### Journal Configuration – Camera-Ready Paper



In this menu, you can set the notice message and information items that authors must provide when they submit a final paper.

#### ✤ Journal Home / Journal Configuration

Basic Information	~	Digital Library	
<ul> <li>&gt; Journal Information</li> <li>&gt; Service Type</li> <li>&gt; Journal Options</li> <li>&gt; Job Titles</li> <li>&gt; Divisions (Sections)</li> </ul>		Does your journal publish papers as open access and want to manage an additional digital library at ManuscriptLink domain?	Yes The URL of your journal's digital library will be set to: https://www.manuscriptlink.com/journals/jaep/digitalLibrary
🗐) Editorial Members	~ <		

- In this menu, you can set whether to operate a digital library for Open Access journals
- The Digital Library is available only with the ManuscriptLink Premium service. When you upload a published paper, it displays a list of papers in the form of a library that is available online.

#### 🏶 Journal Home 🕧 Digital Library 🦯 Vol.1 No.1, 2016 🧭 India's Inflation-Demand-Pull or Cost-Push

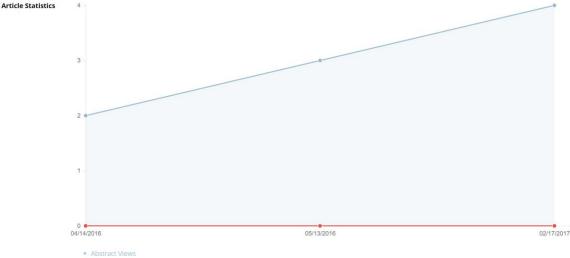
Title India's Inflation-Demand-Pull or Cost-Push 🌣 Author(s) Daniel Wilson \*, Xiaoqing Gong , Zheng Bao

#### Keywords cost-pus

Full Paper

#### Access Paper

Abstract Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla vehicula tortor a augue facilisis, non euismod lacus molestie. Phasellus consectetur eu magna e t ullamcorper. Sed gravida vel ligula ut ultrices. Nulla et convallis quam. Aliquam sed est id urna elementum congue. Vestibulum ut dui tristique, faucibus nisl sed, faucibus est. Phasellus mi magna, fringilla a consectetur non, molestie eget eros. Duis rutrum tellus convallis est iaculis, sit amet blandit libero efficitur. In eu posuere nisl. Sed eget pretium dolor, eu aliquet ante. Fusce convallis consectetur convallis. Sed imperdiet eros nibh, ullamcorper faucibus augue vulputate eu. Etiam diam neque, aliquet in mollis in, ultricies id turpis. Ut nec ipsum eu lectus ullamcorper tristique. Pellentesque varius dolor sit amet tortor vehicula, v el lobortis justo tincidunt. In convallis odio aliquam, ullamcorper libero vel, consequat sem. Aenean sollicitudin lectus non ullamcorper iaculis. Fusce vel justo risus. Sed congue elementum molestie. Cras imperdiet in augue non iaculis. Nullam commodo, arcu ac suscipit laoreet, quam orci mollis massa, ut laoreet lib ero est eleifend elit. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Maecenas a purus luctus, placerat odio a, molestie ex. Aenean ornare nisl porta, gravida mi non, consectetur sem. Integer eget dignissim ante. Donec pellentesque lacus ut euismod cursus. Ut lacinia leo molest ie elit lobortis eleifend. Mauris et enim eget dolor rhoncus eleifend quis sit amet leo. Vestibulum at orci vitae nunc hendrerit mollis volutpat quis est. In placer at vulputate tortor sit amet aliquam. Nulla suscipit venenatis quam id facilisis. Ut diam nisl, tristique vel dolor ut, commodo posuere augue. Phasellus vulputa te accumsan lectus, sit amet ullamcorper augue laoreet ac. Sed mi metus, imperdiet eleifend euismod vel, ornare vel magna. Aliquam eu lorem felis. Morbi or nare sem eu neque euismod, nec rhoncus urna molestie. Etiam tempus nisi at aliquet feugiat. Nam suscipit, risus quis commodo mattis, eros enim sagittis ne que, vehicula bibendum sem ipsum non arcu. Praesent varius convallis lobortis. Sed venenatis fermentum lorem, at aliquet augue. Maecenas aliquet sollicitu din turpis eu interdum. Duis faucibus arcu non diam vehicula interdum.



Full-Paper Downloads

- The above screen is an example of a digital library, digital library option applied. The details of the paper are available for access from anywhere in the world without login.
- It also shows statistics on the number of views and file downloads.

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### Journal Configuration- Term

#### Journal Home / Journal Configuration

asic Information 🔹 🗸	Term	
urnal Information		
ervice Type		
urnal Options	Items	Parameter Setting
b Titles	Max Response Waiting	Editor-in-Chief request to Associate Editor for managing review process for a submitted manuscript is
visions (Sections)	Term for Review Process Request (to Associate Editor)	cancelled if there is no response from him/her within 7 days.
ditorial Members 🛛 🗸	Term for Reviewing a Manuscript	When a review task is assigned to a Reviewer, the review task is requested to be completed by within 6.
litor-in-Chief	· · ·	A polification envilling on the order of the fact of the solution data
sociate Editor	Notification Term Prior to Review Due Date	A notification email is sent to a Reviewer before 7. days prior to the review due date.
uest Editor	Max Response Waiting	Review invitation to a Reviewer is cancelled if there is no response from him/her within 7 days
eviewer Pool Member	Term for Review Invitation	
anager ubmission v	Term for Submitting a Revised Manuscript (Major Revision Required)	Author(s) are required to revise and submit their manuscript within 30 days since it is requested.
Ibmission Tracks	Term for Submitting a	Author(s) are required to revise and submit their manuscript within 15 days since it is requested.
anuscript Types	Revised Manuscript (Minor Revision Required)	
asic Information	Notification Term Prior to	A notification email is sent to Author(s) before 7. days prior to the due date of revised manuscript
uthor Information	the due date of Revised Manuscript Submission	submission
over Letter	Term for Completing a	Author(s) are required to complete to submit their camera-ready manuscript version within 15 days
eferred Reviewers	Camera-ready Submission	since it is requested.
es Upload	Notification Term Prior to	A notification email is sent to Author(s) before 6 days prior to the due date of camera-ready version
onfirm & Submit	the due date of Camera- ready Version Submission	submission
Ibmission Fee	,	
eview ~	Fast Track Type	
eer Review	Items	Parameter Setting
eview Items	Term for Reviewing a	When a review task is assigned to a Reviewer, the review task is requested to be completed by within 6.
ecision Items	Manuscript (Fast)	weeks.
ssociate Editor Review nagement	Notification Term Prior to Review Due Date (Fast)	A notification email is sent to a Reviewer before 4 days prior to the review due date.
uest Editor Review nagement	Max Response Waiting Term for Review Invitation (Fast)	Review invitation to a Reviewer is cancelled if there is no response from him/her within 4. days
thers	Term for Submitting a	Author(s) are required to revise and submit their manuscript within 0 days since it is requested.

- In this menu, you can set various terms in the submission/ review process (eg, term for reviewing, terms for final submission, etc.).
- For fast and urgent track types, you can set a different term different from the normal track.

### Journal Configuration – Period

#### ✤ Journal Home / Journal Configuration

#### Basic Information

- > Journal Information
- > Service Type
- > Journal Options
- > Job Titles
- > Divisions (Sections)

Editorial Members

- > Editor-in-Chief
- > Associate Editor
- > Guest Editor
- > Reviewer Pool Member
- > Manager

#### **Submission**

- > Submission Tracks
- > Manuscript Types
- > Basic Information
- > Author Information

Period
--------

tems	Parameter Setting
Review Process Re-request (to Associate Editor) Period	Emails urging to response to review process re-request are periodically sent to to Associate Editor every 2 days if there is no response from Associate Editor.
Review Re-invitation Period	Emails urging to response to review invitation are periodically sent to a Reviewer every 2 days if there is no response from the Reviewer.
Notification Period about Review Due Date Pass	Emails urging to complete to review a manuscript assigned to a Reviewer are periodically sent to to a Reviewer every 3 days if no review results are submitted from the Reviewer.
Notification Period about Due Date Pass of Revised Manuscript Submission	Emails urging to complete to submit a revised manuscript are periodically sent to to Author(s) every 3 days if no revised manuscript is submitted from the Author(s).
Notification Period about Due Date Pass of Camera- ready Version Submission	Emails urging to complete to submit a camera-ready version are periodically sent to to Author(s) every days if no camera-ready version is submitted from the Author(s).
Galley Proof Check Period	Emails urging to response to check galley proof and response to Manager are periodically sent to to Author(s) every 3. days if there is no response from Author(s).

• In this menu, you can set up various periods in the submission/review process (eg, re-invitation email period, notification period about review due date pass, etc.).

#### Journal Configuration – Count

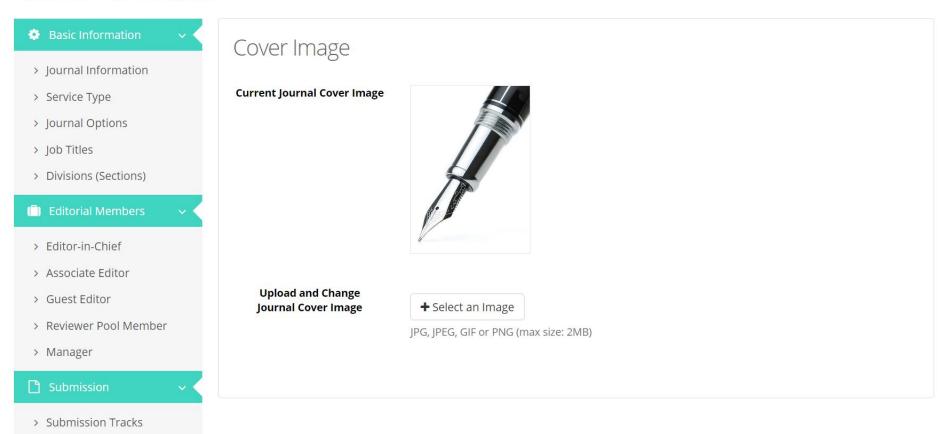
#### ☆ Journal Home / Journal Configuration

🔅 Basic Information 🛛 🗸 🗸	Count	
> Journal Information	count	
> Service Type		
> Journal Options	Items	Parameter Setting
> Job Titles	Required Count of Review Results	This configuration requests editors to aggregate at least 3 review results from Reviewer (Default: 0). Additionally, a notification email will be sent to editors to notify them of the enough review
> Divisions (Sections)		result aggregation when the configured numbers of review results are aggregated (Please note that, in the recirculation stage, this count number will be deducted by the number of 'Accept' type
💼 Editorial Members 🛛 🗸 🗸		decisions in the previous review stage).
> Editor-in-Chief		
> Associate Editor		

- In this menu, you can set the number of review results that are required when the editor-in-chief / associate editor/guest editor makes a decision in the round.
- Eg) When it is set to 2
- Original (It is set to 2, so 2 review results are required)
  - Reviewer1: Accept publication
  - Reviewer2: Resubmission after revision
- Revision #1 (Reviewer1 accepted in the previous round, so 1 review result is required)
  - Reviewer2: Accept publication
- For a re-review paper, if there is an `Accept` result in the previous round, this number is deducted.32 / 59

#### Journal Configuration – Cover Image

#### ☆ Journal Home / Journal Configuration



- In this menu, you can upload and set the cover image to be displayed on the journal login screen.
- You can set the appropriate picture by selecting the image and then cropping it.

#### ✤ Journal Home / Journal Configuration

<ul> <li>Basic Information </li> <li>Journal Information</li> </ul>	Service Main Imag	ge
<ul> <li>&gt; Service Type</li> <li>&gt; Journal Options</li> <li>&gt; Job Titles</li> <li>&gt; Divisions (Sections)</li> </ul>	Current Service Main Image	Journal of Asian Economics and Politics (Demo) Publishing Organization: ManuscriptLink Demo Society Journal Language: English
<ul> <li>Editorial Members </li> <li>Editor-in-Chief</li> <li>Associate Editor</li> <li>Guest Editor</li> <li>Reviewer Pool Member</li> </ul>		A https://www.manuscriptlink.com
<ul> <li>Manager</li> <li>Submission </li> </ul>	Change Service Main Image	Stones × •
> Submission Tracks		

• In this menu, you can set the background to be displayed on the journal main screen.

### Journal Configuration – Dashboard

# Journal Home / Journal Configuration

Basic Information

- Journal Information
- > Service Type
- > Journal Options
- Job Titles
- > Divisions (Sections)

#### Editorial Members

- > Editor-in-Chief
- > Associate Editor
- Guest Editor
- > Reviewer Pool Member
- > Manager

- > Submission Tracks
- Manuscript Types
- > Basic Information
- > Author Information
- > Cover Letter
- > Preferred Reviewers
- > Files Upload
- > Confirm & Submit
- Submission Fee
- Review
- > Peer Review
- > Decision Items
- > Associate Editor Review Management
- > Guest Editor Review Management
- > Others

>	Fil	ps	N	p	ø	d	er

Dashboard

Dashboard Item	s
----------------	---

Order	Item	Action
<u>(1 • •</u> )	Manuscripts in your charge	DISABLE
2	Submission statistics table	DISABLE
3	Confirmation statistics table	DISABLE
4 <b>v</b>	Manuscripts submissions line chart	DISABLE
5 •	Manuscripts confirmations line chart	DISABLE
6 *	Manuscripts published line chart	DISABLE
7 •	Accepts line chart	DISABLE
8 7	Rejects line chart	DISABLE
9 ¥	Author countries pie chart	DISABLE
10 .	Reviewer countries pie chart	DISABLE

Preview



- > Review Items

Pub	lication	

Manuscripts in your charge .11

Submission statistics table

111

- The Dashboard is a journal summary screen that can be viewed only by the editor-inchief/manager. When the editorin-chief/manager logs in, the dashboard screen is displayed first, unlike for other general users.
- In this menu, you can set the dashboard used by editor-in-chief / manager.
- If certain statistics/ information do not need to appear in the dashboard, you can deactivate them.
- You can also adjust the dashboard widget order.

## Additional Menus for Manager

#### **Journal Statistics**



#### 🔟 General Statistics

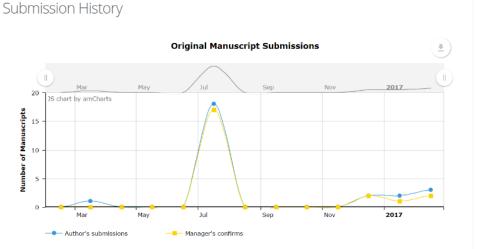
- > Submission History
- Submission History by Track or Division
- Confirmation History by Track or Division
- Accept and Publishing History
- Author Countries
   Reviewer Countries

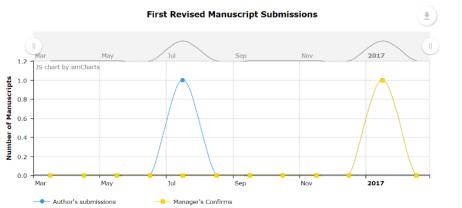
#### LL Authors Statistics

- > Authors
- > Corresponding Authors
- > First Authors
- Corresponding and First Authors

#### Let Review Statistics

- > Associate Editors
- > Reviewers Invitation
- > Reviewers Assignment
- > Review Period
- Review Management
   Period



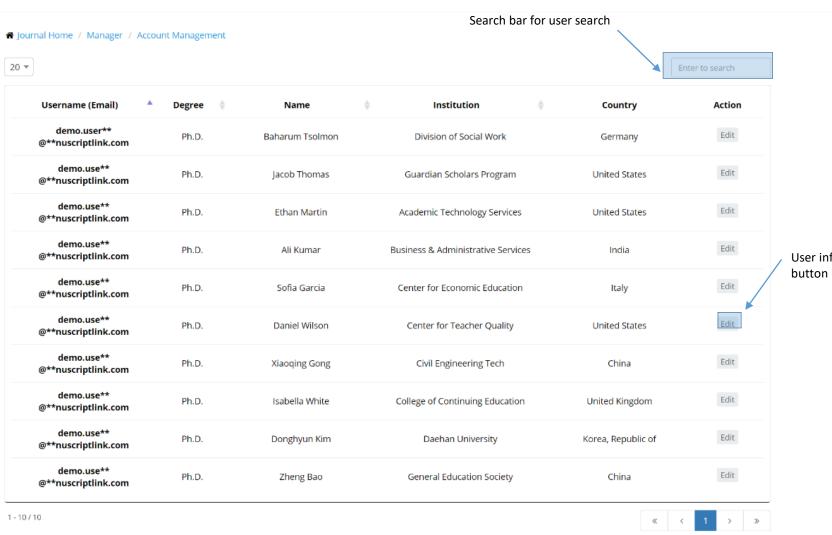


- The Journal Statistics menu allows you to view various statistics for the manuscript.
- These statistic items will continue to be added in the future. For specific statistical data tailored to the journal, please contact <u>support@manuscriptlink.com</u> and we will provide statistical information based on the data we have.

#### Account Management

OUser List of JAEP

🗢 About Journal	📰 Manager	Reviewer	🖻 Author	🛔 My Profile
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• The Account Management menu allows you to edit account information for the manuscript submitter/ reviewer or members (manager, editor-in-chief, associate editor, reviewer).

User information edit button

## Account Management

	G User List of JAEP			🗢 About Journal 🛛 🗟 Manager	🛛 Reviewer 🛛 🖻 Author	🔺 My Profile	/ Search bar for user search
	Journal Home / Manager / Acco	ount Management				Enter to search	]
	Username (Email)	Degree 🍦	Name	Institution	Country	Action	
	demo.user** @**nuscriptlink.com	Ph.D.	Baharum Tsolmon	Division of Social Work	Germany	Edit	
	demo.use** @**nuscriptlink.com	Ph.D.	Jacob Thomas	Guardian Scholars Program	United States	Edit	
	demo.use** @**nuscriptlink.com	Ph.D.	Ethan Martin	Academic Technology Services	United States	Edit	User information edit button
	demo.use** @**nuscriptlink.com	Ph.D.	Ali Kumar	Business & Administrative Services	India	Edit	
	demo.use** @**nuscriptlink.com	Ph.D.	Sofia Garcia	Center for Economic Education	Italy	Edit	
	demo.use** @**nuscriptlink.com	Ph.D.	Daniel Wilson	Center for Teacher Quality	United States	Edit	
	demo.use** @**nuscriptlink.com	Ph.D.	Xiaoqing Gong	Civil Engineering Tech	China	Edit	
	demo.use** @**nuscriptlink.com	Ph.D.	Isabella White	College of Continuing Education	United Kingdom	Edit	
	demo.use** @**nuscriptlink.com	Ph.D.	Donghyun Kim	Daehan University	Korea, Republic of	Edit	
	demo.use** @**nuscriptlink.com	Ph.D.	Zheng Bao	General Education Society	China	Edit	
1	- 10 / 10				«	< 1 > »	

- In principle, the user information should be edited by said user, but in a case where there is a request due to a user's special circumstances or rapid manuscript management, the manager can directly modify the information.
- After searching the user, click the `User information edit button` and the following screen will appear.

# Account Management

G User List of JAEP		🗢 About Journal	🕿 Manager	Reviewer	🖉 Author	🛔 My Profile
希 Journal Home / Manager /	Account Management					
<b>K</b> Go Back						
Baharum Tsolmon's     Information	Personal Information					
	Email		Signup Date			
	demo.user**@**nuscriptlink.com		10/03/2014			
	First Name*		Last Name *			
	Baharum		Tsolmon			
	Institution *		Salutation *			
	Division of Social Work		Prof.			-
	Country *		Degree *			
	Germany	× •	Ph.D.			•
	Phone		Mobile			
	+1 646 580 6284		010-1234-5678			
		🕒 Save Ch	anges			

• After the changing basic information, except login ID (email) and password, click the Save Changes button to save the information.

Ouser List of JAEP		🗢 About Journal	📾 Manager	Reviewer	a Author	🛎 My Profile
🏶 Journal Home / Manager / Sp	pecial Issue/Section Management					
Special Issue/Section Managemen	nt					
Special Issue/Section M	1anaged					
	Title Guest Editor	Submission Submission Date From Date To	Creation Date	Status 🔶	Action	
	1 Special Issue Ethan Martin	05/31/2015 05/31/2025	11/07/2014	Opened	Edit Close	
	1-1/1			« <	1 > »	
	O You can assign a special issue/section	to Guest Editor at the following page:	: Guest Editor			
Create a Special Issue/Section	Special Issue/Section Title					
	Submission Date From					
	02/16/2017	<u> </u>				
	Submission Date To 02/16/2017	<b>*</b>				
	Create & Save <b>O</b>					

For paid services, you can create a Special Issue/Section and assign a guest editor to submit.

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- In order to create a Special Issue/Section, enter the title, submission date from, and submission date to, then click the Create & Save button.
- Once the Special Issue / Section manuscript is passed the submission date, the status is automatically changed to 'Closed' so it can no longer be submitted.

G User List of JAEP		🕫 About Journal	📾 Manager	Reviewer	🖶 Author	🛎 My Profile	
🏶 Journal Home / Manager	/ Special Issue/Section Management						
Special Issue/Section Manag	ement						
Special Issue/Sectio	n Managed						
Special Issue/Section Mar	Title Guest	Submission Submission	▲ Creation	🔺 Status 🔺	Action		×
Special Issue/Section Title	Special Issue						
Submission Date From	05/31/2015						-
Submission Date To	05/31/2025						
		<b>避 Delete</b>	🖺 Save				

- Click the Edit button to modify the Special Issue/Section.
- After editing the title and submission date, you can click Save or Delete.

About Journal	My Profile
A Journal Home / Manager / Special Issue/Section Management	
Special Issue/Section Management	
Special Issue/Section Managed	
5 *	
Guest auditor assign link	
Title Guest Submission Submission Creation Status Action	
1 Special Issue Ethan Martin 05/31/2015 05/31/2025 11/07/2014 Opened Close	
• You can assign a special issue/section to Guest Editor at the following page: Guest Editor	
Create a Special Special Issue/Section Title	
Issue/Section	
Submission Date From	
02/16/2017	
Submission Date To	
02/16/2017	
Create & Save 🔿	

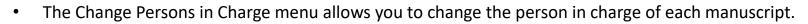
 To assign a guest editor to the Special Issue/Section you created, click on Guest Editor in the `Created and Saved Special Issue/Section' page. (N/A is not assigned, the name of the guest editor appears if assigned.) Go to the journal setting screen and assign a guest editor.

O User List of JAEP		🞓 About Journal 🛤 Manager 😰 Reviewer 👜 Author 🛓 My Profile
Hournal Home / Journal Configuration		
Basic Information	Guest Editor	
> Journal Information		Assign the Special Issue/Section to the registered guest editor
> Service Type	Selected Guest Editor(s)	10 • Enter to search
> Journal Options		Special Josername
> Job Titles		Issue/Section Email) Degree Name Institution Action
> Divisions (Sections)		Special Issue demouser? Ph.D. Prof. Ethan Academic Technology Delete
💼 Editorial Members 🔍 🗸		demo.user2 Ph.D. Hot. Lutan Technology Delete     Services     Services
> Editor-in-Chief		1-
> Associate Editor		« < 1 > »
> Guest Editor		
> Board Member		You can create and remove a special issue/section at the following page: Special Issue/Section     Management     Anagement     Anagement     (1) Search bar for selecting a guest editor
> Manager		
🗅 Submission 🗸 🗸		
> Submission Tracks	1) Select a New Guest Editor	Search Q
> Manuscript Types	from Registered	• You can find a user registered to this system by entering an email, name or institution in the above input/ 2) Create guest editor account if no result found
> Basic Information	User List	field.
> Author Information		
> Cover Letter	or	
> Preferred Reviewers	2) Select a New Guest Editor	Email First Name Last Name
> Files Upload	after Creating	
> Confirm & Submit	His/Her Account	Institution Degree
> Submission Fee		Ph.D. *
🖉 Review 🗸 🗸		Department Salutation
> Peer Review		Prof. v

- First, register the guest editor by searching or creating an account.
- Assign Special Issue/Section to the registered guest editor.
- A guest editor can handle multiple Special Issues / Sections.
- Also, multiple guest editors can be responsible one Special Issues/Section.

## Change Persons in Charge

Journal Home / 1	Select a role Manager / Change Persons in Charge	🗢 About Journal	≕ Manager 🛛	Review		uthor	≗ My Prof	
ditor-in-Chief M	Manager Associate Editor Guest Editor							
0 *						Ent	er to search	
ID 🔺	Manuscript Title	\$	Status	¢	Current Associate Editor	¢	New Associate Editor	¢
14M-11-002	Lessons for India from Financial Liberalization		Revision requested		Ali Kumar		Select Nev 🔹	•
14M-11-003	An Analysis of Collective Action for Irrigation Management in	n China	Revision requested		Ali Kumar		Select Nev 🔻	•
14M-11-010	Economic and Politic Integration and Business Cycle Synchroniza	ation in Asia	Revision submitted		Ali <mark>Kumar</mark>	(	Select Nev	-
14M-11-011	Predication of Korea's Economic Inflation Crisis		Revision requested		Al <mark>i K</mark> umar		Select New Daniel Wilson	9
14M-11-012	Advancing Tacit Knowledge- Japaneses Family SMEs in Manuf	facturing Rev	iew results being confirm	ed	Ali Kumar		Select Nev 🔹	•
14M-11-014	Energy Efficiency and Economic and Politic Development in	Taiwan Rev	iew results being confirm	ed	Ali Kumar		Select Nev 🔹	•
14M-11-015	How Effective Are Capital and Politic Controls in Asia		Under review		Al <mark>i K</mark> umar		Select Nev 🔹	•]
14M-11-016	Trade Linkages and Crisis Spillovers for Taiwan and Hong	kong	Under review		Ali Kumar		Select Nev 🔹	•]
14M-11-018	Ailing Higher Education System in Malaysia		Under review		2		Select Nev 🔻	



• Select the role (editor-in-chief, associate editor, manager, guest editor) tab to change, and search the manuscript list by ID or Title.

« < 1 > »

## Change Persons in Charge

urnal Home /	Manager / Change Persons	in Charge							
or-in-Chief 1	Manager Associate Editor	Guest Editor							
·							Ente	er to search	
ID 🔺		Manuscript Title	¢	Status	¢	Current Associate Editor	¢	New Associate 🕴 Editor	
4M-11-002	Lessons for	r India from Financial Liberalization		Revision requested		Ali Kumar		Select Nev Select	new person in c
4M-11-003	An Analysis of Collect	ive Action for Irrigation Management in Chin	a	Revision requested		Ali Kumar		Select Nev 🔹	
4M-11-010	Economic and Politic Integ	gration and Business Cycle Synchronization i	n Asia	Revision submitted		Ali Kumar	F	Select Nev 🔹	
4M-11-011	Predication	of Korea's Economic Inflation Crisis		Revision requested		Ali Kumar		Daniel Wilson	
4M-11-012	Advancing Tacit Knowl	edge- Japaneses Family SMEs in Manufacturi	ng	Review results being confirme	d	Ali <mark>K</mark> umar		Select Nev 🔻	
4M-11-014	Energy Efficiency and	Economic and Politic Development in Taiwa	n	Review results being confirme	d	Ali Kumar		Select Nev 🔻	
4M-11-015	How Effective	Are Capital and Politic Controls in Asia		Under review		Ali Kumar		Select Nev 🔹	
4M-11-016	Trade Linkages and	d Crisis Spillovers for Taiwan and Hongkong		Under review		Ali Kumar		Select Nev 🔹	
4M-11-018	Ailing Hig	ther Education System in Malaysia		Under review		-		Select Nev	

- Check the existing person in charge of the manuscript and select a new person in charge to change ٠
- An email will be sent to existing person in charge and new person in charge at the time of the change.  $^{46}$  /  $^{59}$ ٠

# Journal Home / Manager / Email Template Management

E-mail Templates			
Subject <b>▲ To: Author</b>	Contents		
Acknowledgment of a revised manuscript submission	Subject	Returning the submitted manuscript back(( JAEP ))	Reset to Default
Returning the submitted manuscript back	From	(Manuscriptlink 🖾 no-reply@manuscriptlink.com) Check CC or not	Fixed
Returning the re-submitted manuscript back	Closing Person	Manager (Ms. Sofia Garcia-⊠ demo.user4@manuscriptlink.com)	Fixed
Confirmation of a new manuscript submission	То	Author	Fixed
Confirmation of a revised manuscript submission	cc	Manager (Sofia Garcia-⊠ demo.user4@manuscriptlink.com)	Reset to Default
[Before Due Date] Gentle reminder for the manuscript update and re- submission	Text	Dear Author Name, Thank you for submitting the following manuscript to Journal of Asian Economics and Politics (Demo).	Edit Reset to Default
[Due Date Passed] Reminder for the manuscript update and re- submission		Track Manuscript Track	
Approval of your request to extend revision deadline		Division Title Title: Manuscript Title Author(S): Author Names	
Reject to the revision deadline extension request		Corresponding Author: Corresponding Author Name Affiliation of Corresponding Author: Corresponding Author Affiliation	
[Before Due Date] Gentle reminder for the camera-ready paper submission		Date of Manuscript Submission: Submission Date (UTC)	
[Due Date Passed] Reminder for the camera-ready paper submission		However, there are some problems on your manuscript and/or the related information. The details of problems are as follows: Comments Editing is pos	sible.
Acknowledgment of a camera-ready paper submission		Please correct your manuscript according to the above mentioned comments, and again submit the corrected one to the following online manuscript submission and peer-revie w system.	
Returning the camera-ready paper back		System URL	
Confirmation of the submitted camera-ready paper		To submit the corrected manuscript in the online system, please do not open a new manuscript submission page, but just access the existing online page where you submitted t he original manuscript.	
Ready for your galley proofs		If you have any question regarding your submission, please contact the journal manager.	
Revision deadline has been extended for your manuscript		Best regards,	
Notification about manuscript withdrawal		Ms. Sofia Garcia, Journal Manager Journal of Asian Economics and Politics (Demo)	
▲ To: Editor-in-Chief		Email: demo.user4@manuscriptlink.com Homepage: Journal Homepage	
▲ To: Associate Editor		=======[Note]====================================	
🛓 To: Manager (from ManuscriptLink)			
Notification about a revised manuscript submission			

- The Email Template Management menu allows you to modify the email form sent from the ManuscriptLink.
- Items that can not be edited, such as manuscript track and ID, are highlighted in dark gray.
- Other texts can be edited with what you want.
- Also, you can uncheck the CC box to remove the automatic copy sent to yourself.

#### Email Template Management

🖌 Journal Home / Manager / Email Template Management			Update E-mail Text	Editing is impossible.
E-mail Templates			System URL	
Subject	Contents To submit the corrected manuscript in the online system, please do not open a new m			
To: Author  Acknowledgment of a revised manuscript submission	Subject	Returning the submitted manuscript back	anuscript submission page, but just access the existing online page where you submitt ed the original manuscript.	Reset to Default
Returning the submitted manuscript back	From	ManuscriptLink 🖂 no-reply@manuscrip	If you have any question regarding your submission, please contact the journal manag er	Fixed
Returning the re-submitted manuscript back	Closing Person	Manager (Ms. Sofia Garcia- 🖂 demo.user	Best regards,	Fixed
Confirmation of a new manuscript submission	То	Author	[Note] Insertion of a new HTML tags (e.g., <a href="">) may bring a problem out.</a>	Fixed
Confirmation of a revised manuscript submission	cc	🖌 Manager (Sofia Garcia- 🖂 demo.usei	OK Cancel	Reset to Default
[Before Due Date] Gentle reminder for the manuscript update and re- submission	Text	Dear Author Name). Thank you for submitting the following m	anuscript to Journal of Asian Economics and Politics (Demo).	Edit Reset to Default
[Due Date Passed] Reminder for the manuscript update and re- submission		Track: Manuscript Track Special Issue Title		
Approval of your request to extend revision deadline		Division Title Title: Manuscript Title Author(5): Author Names		
Reject to the revision deadline extension request		Corresponding Author: Corresponding A Affiliation of Corresponding Author: Corresponding	uthor Name	
[Before Due Date] Gentle reminder for the camera-ready paper submission		Date of Manuscript Submission: Submiss		
[Due Date Passed] Reminder for the camera-ready paper submission		Comments		
Acknowledgment of a camera-ready paper submission		Please correct your manuscript according w system.	to the above mentioned comments, and again submit the corrected one to the following online	manuscript submission and peer-revie
Returning the camera-ready paper back		System URL		
Confirmation of the submitted camera-ready paper		To submit the corrected manuscript in the he original manuscript.	e online system, please do not open a new manuscript submission page, but just access the exist	ing online page where you submitted t
Ready for your galley proofs		If you have any question regarding your s	ubmission, please contact the journal manager.	
Revision deadline has been extended for your manuscript		Best regards,		
Notification about manuscript withdrawal		Ms. Sofia Garcia, Journal Manager Journal of Asian Economics and Politics (E	Demo)	
<b>≜ To: Editor-in-Chief</b> N/A		Email: demo.user4@manuscriptlink.com Homepage: Journal Homepage		
<b>L</b> To: Associate Editor		=======[Note]======== This email is only for the delivery service. Please do not reply to this mail.		
To: Manager (from ManuscriptLink)		F. J		
Notification about a revised manuscript submission				

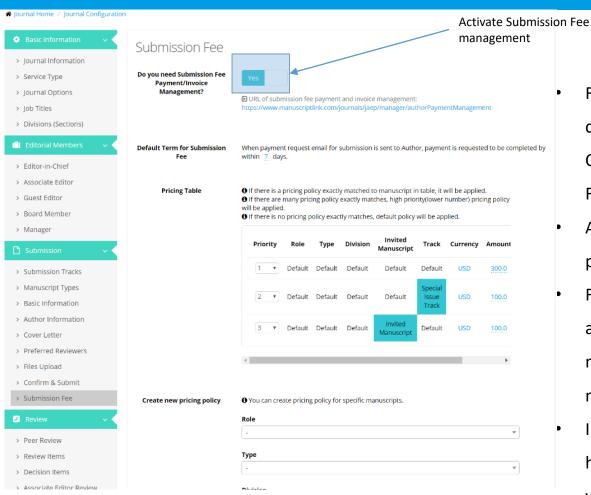
- When you click the Edit button, a screen appears allowing you to edit the email text.
- At this time, please enter plain text only since HTML tags can cause an error.
- If you want to return the text to its original state, click the 'Reset to Default' button to reset.

## Author Payment Management

#### 希 Journal Home / Journal Configuration

<ul> <li>Basic Information <ul> <li>Journal Information</li> <li>Service Type</li> <li>Journal Options</li> <li>Control Control Control</li> <li>Submission Tracks</li> <li>Manager</li> <li>Submission Tracks</li> <li>Manager</li> <li>Submission Tracks</li> <li>Submission Fee</li> <li>Priority Role Type Division Managerity In table, Will be applied.</li> <li>Of the reason princip opticy exactly matches, default point/dover number) princip opticy with a papeled.</li> <li>If there is no princip opticy exactly matches, default point/dover number) princip opticy with a papeled.</li> <li>If there is no princip opticy exactly matches, default point/dover number) princip opticy with a papeled.</li> <li>If there is no princip opticy exactly matches, default point/dover number) princip opticy with a papeled.</li> <li>If there is no princip opticy exactly matches, default point/dover number) princip opticy with a papeled.</li> <li>If there is no princip opticy exactly matches, high princip/dover number) princip opticy with a papeled.</li> <li>If there is no princip opticy exactly matches, default perfault using using</li></ul></li></ul>			
<ul> <li>Service Type</li> <li>Journal Options</li> <li>Job Titles</li> <li>Divisions (Sections)</li> <li>Editorial Members</li> <li>Associate Editor</li> <li>Guest Editor</li> <li>Submission Tracks</li> <li>Banager</li> <li>Submission Tracks</li> <li>Submission T</li></ul>	🔅 Basic Information 🛛 🗸 🗸	Submission Fee	
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<ul> <li>Journal Options</li> <li>Job Titles</li> <li>Job Titles</li> <li>Divisions (Sections)</li> <li>Editorial Members</li> <li>Editorial Members</li> <li>Editorial Members</li> <li>Editorial Members</li> <li>Guest Editor</li> <li>Guest Editor</li> <li>Guest Editor</li> <li>Guest Editor</li> <li>Submission Tracks</li> <li>Manager</li> <li>Submission Tracks</li> <li>Manager</li> <li>Submission Tracks</li> <li>Basic information</li> <li>Author Information</li> <li>Cover Letter</li> <li>Prefered Reviewers</li> <li>Files Upload</li> <li>Confirm &amp; Submit</li> <li>Submission Fee</li> <li>Create new pricing policy</li> <li>Proto: an create pricing policy for specific manuscripts.</li> <li>Review Terns</li> <li>Decision Items</li> </ul>	> Service Type		Yes
<ul> <li>&gt; Job Titles</li> <li>&gt; Divisions (Sections)</li> <li>Control Members</li> <li>&gt; Submission Tracks</li> <li>&gt; Manager</li> <li>&gt; Submission Tracks</li> <li>&gt; Submission Flee</li> <li>Create new pricing policy</li> <li>P or cu can create pricing policy for specific manuscripts.</li> <li>Net</li> <li>&gt; Per Review</li> <li>&gt; Review Herns</li> <li>&gt; Decision Items</li> </ul>	> Journal Options		DURL of submission fee payment and invoice management.
<ul> <li>Clittorial Members</li> <li>Clittorian-Chief</li> <li>Associate Editor</li> <li>Cleast Editor Editor</li> <li>Cleast Editor</li> <li>Cleast Editor</li></ul>	> Job Titles		
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<ul> <li>Editor-in-Chief</li> <li>Associate Editor</li> <li>Guest Editor</li> <li>Board Member</li> <li>Board Member</li> <li>Manager</li> <li>Submission Tracks</li> <li>Manuscript Types</li> <li>Basic Information</li> <li>Cover Letter</li> <li>Preferred Reviewers</li> <li>Files Upload</li> <li>Confirm &amp; Submit</li> <li>Submission Free</li> <li>Create new pricing polic</li> <li>Ou can create pricing policy for specific manuscripts.</li> <li>Review Items</li> <li>Decision Items</li> </ul>	📋 Editorial Members 🛛 🗸		
<ul> <li>Guest Editor</li> <li>Guest Editor</li> <li>Board Member</li> <li>Manager</li> <li>Submission Tracks</li> <li>Manuscript Types</li> <li>Basic Information</li> <li>Cover Letter</li> <li>Preferred Reviewers</li> <li>Files Upload</li> <li>Confirm &amp; Submit</li> <li>Submission Free</li> <li>Create new pricing policy</li> <li>Precence Review</li> <li>Review</li> <li>Nerview Items</li> <li>Decision Items</li> </ul>	> Editor-in-Chief		
<ul> <li>Cuest Editor</li> <li>Board Member</li> <li>Manager</li> <li>Submission Tracks</li> <li>Manuscript Types</li> <li>Basic Information</li> <li>Cover Letter</li> <li>Preferred Reviewers</li> <li>Files Upload</li> <li>Confirm &amp; Submit</li> <li>Submission Fee</li> <li>Create new pricing policy</li> <li>Poer Review</li> <li>Review Ttems</li> <li>Decision Items</li> </ul>	> Associate Editor	Pricing Table	A if there is a pricing policy exactly patched to paper with in table, it will be applied
<ul> <li>Board Member</li> <li>Manager</li> <li>Manager</li> <li>Submission Tracks</li> <li>Manuscript Types</li> <li>Basic Information</li> <li>Author Information</li> <li>Cover Letter</li> <li>Preferred Reviewers</li> <li>Files Upload</li> <li>Confirm &amp; Submits</li> <li>Submission Fee</li> <li>Create new pricing policy</li> <li>Preer Review</li> <li>Review Items</li> <li>Decision Items</li> </ul>	> Guest Editor	Finding Table	If there are many pricing policy exactly matches, high priority(lower number) pricing policy
Submission Tracks   > Submission Tracks   > Manuscript Types   > Basic Information   > Author Information   > Cover Letter   > Preferred Reviewers   > Files Upload   > Confirm & Submit   > Submission Fee   Create new pricing policy   Prer Review   > Peer Review   > Review Items   > Decision Items	> Board Member		
<ul> <li>Submission</li> <li>Submission Tracks</li> <li>Manuscript Types</li> <li>Basic Information</li> <li>Author Information</li> <li>Cover Letter</li> <li>Preferred Reviewers</li> <li>Files Upload</li> <li>Confirm &amp; Submit</li> <li>Submission Fee</li> <li>Create new pricing policy</li> <li>Poer Review</li> <li>Review Items</li> <li>Decision Items</li> </ul>	> Manager		Invited
<ul> <li>Submission fracks</li> <li>Manuscript Types</li> <li>Basic Information</li> <li>Author Information</li> <li>Cover Letter</li> <li>Preferred Reviewers</li> <li>Files Upload</li> <li>Confirm &amp; Submit</li> <li>Submission Fee</li> <li>Create new pricing policy</li> <li>You can create pricing policy for specific manuscripts.</li> <li>Review</li> <li>Review</li> <li>Review</li> <li>Review</li> <li>Review</li> <li>Default terms</li> <li>Update</li> <li>Type</li> <li>Type</li> <li>Type</li> <li>Type</li> <li>Type</li> </ul>	🗅 Submission 🗸 🗸		
<ul> <li>&gt; Basic Information</li> <li>&gt; Author Information</li> <li>&gt; Cover Letter</li> <li>&gt; Preferred Reviewers</li> <li>&gt; Files Upload</li> <li>&gt; Confirm &amp; Submit</li> <li>&gt; Submission Fee</li> <li>Create new pricing policy</li> <li>Poer Review</li> <li>&gt; Review Items</li> <li>&gt; Decision Items</li> </ul>	> Submission Tracks		1 • Default Default Default Default USD 300.0
<ul> <li>&gt; Basic Information</li> <li>&gt; Author Information</li> <li>&gt; Cover Letter</li> <li>&gt; Preferred Reviewers</li> <li>&gt; Files Upload</li> <li>&gt; Confirm &amp; Submit</li> <li>&gt; Submission Fee</li> <li>Create new pricing policy</li> <li>Poer Review</li> <li>&gt; Review Items</li> <li>&gt; Decision Items</li> </ul>	> Manuscript Types		
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<ul> <li>Files Upload</li> <li>Confirm &amp; Submit</li> <li>Submission Fee</li> <li>Create new pricing policy</li> <li>You can create pricing policy for specific manuscripts.</li> <li>Role         <ul> <li>Peer Review</li> <li>Review Items</li> <li>Decision Items</li> </ul> </li> </ul>	> Cover Letter		Manuscript Manuscript
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Review   > Peer Review   > Review Items   > Decision Items     -     -     *			
<ul> <li>Peer Review</li> <li>Review Items</li> <li>Decision Items</li> </ul>	<ul> <li>Submission Fee</li> </ul>	Create new pricing policy	O You can create pricing policy for specific manuscripts.
Peer Review      Review Items      Decision Items      -	🖉 Review 🗸 🗸		Role
> Decision Items	> Peer Review		· · ·
> Decision Items	> Review Items		Туре
> Associate Editor Review	> Decision Items		•
	> Associate Editor Review		Biritia

- The Author Payment Management menu is for billing and managing invoices for the Submission Fee / Publication fee.
- If the manuscript is linked with the membership management system, the author can proceed to the actual payment when submitting the manuscript.



- For billing and managing the submission Fee, click the Submission Fee in Journal
   Configuration and activate the Submission
   Fee.
- After that, create the price based on the pricing table.
- For example, if you want to charge \$300 for a general paper, \$100 for a special manuscript, and \$100 for an invited

manuscript, create a pricing policy like above.

 In accordance with the price policy created here, the price will be automatically charged when billing.

Journal Home / Journal Configuration

Basic Information	Submission Fee					ļ	Priorit	y		
<ul> <li>Journal Information</li> </ul>		_								
> Service Type	Do you need Submission Fee Payment/Invoice	Yes								
> Journal Options	Management?					e management				
> Job Titles		https://www.	manuscrip	link.com/j	journal//jae	p/manager/au	thorPayme	entManagem	ient	
<ul> <li>Divisions (Sections)</li> </ul>										
📔 Editorial Members 🛛 🗸 🔸	Default Term for Submission Fee	When payme within 7 da		email for	submission	is sent to Auth	or, payme	nt <mark>is requ</mark> est	ed to be co	mple
> Editor-in-Chief										
> Associate Editor	Duising Table	A lé sharra in a		15						
> Guest Editor	Pricing Table	If there are	plany pric			o manuscript i ches, high prio				
> Board Member		will be applie If there is r		olicy exac	tly matches	, default policy	will be app	olied.		
> Manager										
🖹 Submission 🔷 🗸		Priority	Role	Туре	Division	Invited Manuscript	Track	Currency	Amount	
> Submission Tracks		1 7	Default	Default	Default	Default	Default	USD	300.0	
> Manuscript Types							Special			
<ul> <li>Basic Information</li> </ul>		2 *	Default	Default	Default	Default	lssue Track	USD	100.0	
> Author Information						Invited				
> Cover Letter		3 🔻	Default	Default	Default	Manuscript	Default	USD	100.0	
> Preferred Reviewers										
> Files Upload		•							+	
> Confirm & Submit										
> Submission Fee	Create new pricing policy	O You can cre	eate pricing	g policy for	r specific m	anuscripts.				
🖉 Review 🗸 🗸		Role								
> Peer Review		-								Ŧ
> Review Items		Туре								
> Decision Items									,	*

- If there is a pricing policy exactly matched to the manuscript in the table, it will be applied.
- If there are many pricing policies that are exact matches accidentally (One charge for the same special issue is \$100, one for \$150), the higher priority (lower number) pricing policy will be applied.
- If there are no pricing policy exact matches, the default policy will be applied.

🏶 Journal Home / Manager / Author Payment Management

nvoice for Submission Fee	Invoice for Publication	on Fee Other/Completed Invoice						
Table Columns Sector	election							
Temporary ID Status Invoice Number Invoice		y ID y Issue Date y Amount y Action	✓     Submitter       ✓     Payment Due Date       ✓     Invoice Status	Manuscript Title     Payment(Confirmation     Payment Status	i) Date		☑ Payer	
20 *				lied for an invited manuscript of the pricing table	(* mark)		matically applie unt	C Enter to search
Temporary ID	▲ ID \$	Submitter	Manuscript Title	🕴 Issue Date 🕴 Payment Due Date 🍦	Amount	lnvoice Status 🔶	Payment Status 💧	Payer 🔶 Action
1096	14M-11-018	Xiaoqing Gong (demo.user6@manuscriptlink.com)	* Alling Higher Education System in Malaysia		100 USD	Not Yet	Not Yet	Issue Invoice Exempt
1107	14M-11-015	Baharum Tsolmon (demo.user10@manuscriptlink.com)	How Effective Are Capital and Politic Controls in Asia		300 USD	Not Yet	Not Yet	lssue Invoice Exempt
1113	14M-11-017	Zheng Bao (demo.user9@manuscriptlink.com)	Toward an Asian Economic Theory of International Free Trading Relations		300 USD	Not Yet	Not Yet	lssue Invoice Exempt
1114	14M-11-016	Baharum Tsolmon (demo.user10@manuscriptlink.com)	Trade Linkages and Crisis Spillovers for Taiwan and Hongkong		300 USD	Not Yet	Not Yet	lssue Invoice Exempt
1 - 4 / 4						1		« < 1 > »

- After creating the pricing table, if you go to the Author Payment Management menu, you will see the manuscripts that you need to charge.
- At this time, the prices are charged by default.
- The invoice can be sent automatically for a membership management linked journal.
- For other journals that need a manual issue invoice, the following screen appears when you click the Issue Invoice button.

Invoice for Submission Fee Invoice for Publication Fee Ot	ner/completed invoice				
Back to List					
III Manuscript	Journal of Asian Economics and Politics (Demo)				
Invoice Details	,	Editing price			
	Invoice for Submission Fee	$\mathbf{X}$	Invoice Sum	nmary	
	Title : Ailing Higher Education System in Malaysia		Invoice Number	JN JAEP-YEVX-779718-OFYG	
	Bill to : Prof. Xiaoqing Gong (Submitter)		Payment	02/23/2017	<b>*</b>
	(demo.user6@manuscriptlink.com) Prof. Donghyun Kim *		Due Date	Exemption and a second s	
	rrot. Dongnyun kim * (demo.user8@manuscriptlink.com) Ms. Isabella White		Fee	100.0	
	(demo.user7@manuscriptlink.com)		Additional Item 1	e.g.) Additional Page	
			Amount	0.0	
			Additional		
			Item 2 Amount		
				0.0	
			Additional Item 3		
			Amount	0.0	
			Currency	US Dollar (USD)	*
	Invoice Details				
	The following message will be included to the email sent to Author(s). If you leave the	e following text box empty, the message section in the email w	vill be completely re	Billing an author after	
				confirming the price	
	Invoice for Submission Fee				
	USD 100.00				
				🗶 🐙 issu	e Invoice

- The fee set in the Journal Configuration screen is entered, but it can be changed.
- Journals with the automatic billing option will be charged for the fee set in the journal settings instead of the manual billing screen above.

#### # Journal Home / Manager / Author Payment Management

Invoice for Submission Fee	e Invoice for Publicatio	on Fee Other/Completed Invoice							
Table Columns S	Selection								
Temporary ID Status Invoice Number Invoice		♥ ID ♥ Issue Date ♥ Amount ♥ Action	<ul> <li>✓ Submitter</li> <li>✓ Payment Due Date</li> <li>✓ Invoice Status</li> </ul>		Manuscript Title Payment(Confirm Payment Status Invoice Status			Payer	
					changed	nus	Change stat	us to paymen	t complete
20 -									Enter to search
Temporary ID	<b>▲ ID</b> ≑	Submitter $ ilde{ extsfortheta}$	Manuscript Title	🔷 🛛 Issue Date	Payment Due Date	¢ Amount ¢	Invoice Status 🕴	Payment Status	Payer 🍦 Action
1096	14M-11-018	Xiaoqing Gong (demo.user6@manuscriptlink.com)	* Alling Higher Education System in Malaysia			100 USD	Not Yet	Not Yet	Issue Invoice Exempt
1107	14M-11-015	Baharum Tsolmon (demo.user10@manuscriptlink.com)	How Effective Are Capital and Politic Controls in Asia	02/16/2017	02/23/2017	300 USD	Issued	Not Yet	Change Status to Completed Cancel Invoice
1113	14M-11-017	Zheng Bao (demo.user9@manuscriptlink.com)	Toward an Asian Economic Theory of International Free Trading Relations			300 USD	Not Yet	Not Yet	lssue Invoice Exempt
1114	14M-11-016	Baharum Tsolmon (demo.user10@manuscriptlink.com)	Trade Linkages and Crisis Spillovers for Taiwan and Hongkong			300 USD	Not Yet	Not Yet	lssue Invoice Exempt
1-474									« < 1 > »

- The invoice status is changed for the charged manuscript.
- In the case of membership management linked journals, the payment status also automatically changes due to card payment.
- For those that need manager confirmation such as bank transfer, click 'Change Status to Completed' button to change the payment status.

# Author Payment Management - Publication fee

Basic Information ~	Publication Fee	Activate Publication Fee management
<ul> <li>&gt; Journal Information</li> <li>&gt; Service Type</li> <li>&gt; Journal Options</li> <li>&gt; Job Titles</li> <li>&gt; Divisions (Sections)</li> </ul>	Publication fee payment and invoice management	Yes Publication fee payment and invoice management URL: https://www.manuscriptlink.com/journals/jaep/manager/authorPaymentManagement
📋 Editorial Members 🛛 🗸	Default Term for Publication Fee	When payment request email for publication is sent to Author, payment is requested to be completed by
> Editor-in-Chief	ree	within 7 days.
> Associate Editor	Pricing Table	• If there is a pricing policy exactly matched to manuscript in table, it will be applied.
> Guest Editor		If there are many pricing policy exactly matches, high priority(lower number) pricing policy will be applied.
> Board Member		If there is no pricing policy exactly matches, default policy will be applied.
> Manager		Priority Role Type Division Invited Track Currency Amount
🗋 Submission 🛛 🗸 🗸		Manuscript Make Carlency Anoan
> Submission Tracks		1 v Default Default Default Default USD 300
<ul> <li>Manuscript Types</li> </ul>		
> Basic Information		
<ul> <li>Author Information</li> </ul>		
> Cover Letter	Create new pricing policy	• You can create pricing policy for specific manuscripts.
> Preferred Reviewers		Role
<ul> <li>&gt; Files Upload</li> <li>&gt; Confirm &amp; Submit</li> </ul>		- <b>v</b>
> Submission Fee		Туре
		· •
🖉 Review 🗸 🗸		Division
> Peer Review		. v
> Review Items		Invited Manuscript
> Decision Items		· •
<ul> <li>Associate Editor Review</li> <li>Management</li> </ul>		Track

Publication fee management is the same as submission fee management. However, since the publication fee is different for each manuscript, such as due to the number of pages of the manuscript, the automatic billing option does not exist, so you must manually charge the author.

## Author Payment Management - Publication fee

invoice for Pablication rec			
Back to List			
Manuscript Information Invoice Details	Journal of Asian Economics and Politics (Demo)	Set additional charge items	
	Invoice for Publication Fee	Invoice Summary	
	Title : An Empirical Analysis of Scale and Distribution of Hidden Household Income in Asia	Invoice JN_IAEP-FDGL-583 <sup>492</sup> -KLIL Number	
	Bill to : Prof. Daniel Wilson (Submitter) * (demo.userS@manuscriptlink.com)	Payment Due Date 02/23/2017	Ê
	Prof. Xlaoqing Gong (demo.user6@manuscriptlink.com)	*Publication Fee	
		Additional Page (6p)	
		Amount 100	
		Additional Item 2	
		Amount 0.0	
		Additional Item 3	
		Amount 0.0	
		Currency US Dollar (USD)	*
	Invoice Details		
	The following message will be included to the email sent to Author(s). If you leave the following text b	empty, the message section in the email will be completely removed.	

- Publication fee management is the same as submission fee management.
- However, since the publication fee is different for each manuscript, such as due to the number of pages in the manuscript, the automatic billing option does not exist, so you must manually charge the author.

# Journal Home / Manager / Manuscript Information Overview

1. Please select manuscript statuses	s you want to see.				
Status Selection					
Submitted     Revision submitted     Rejected	Associate Editor being selected     Accepted     Withdrawn	Review results being confirmed     Camera-ready paper submitted	<ul><li>✓ Under review</li><li>Galley proof uploaded</li></ul>	Revision requested     Published	
	esh result (Please wait until the downloading is completed. If there are too many m	anuscripts in the result, the downloading process might take several minutes.)		E Sa	ve checked items
		😂 View / Refresh			
				Set default for manuscript status you want to see	

- The Manuscript Information Overview allows you to view all manuscripts submitted to the journal.
- Select the manuscript status you want to see at No. 1.
- If you click the 'Save checked items' button, you can save the manuscript status you frequently look up (For example: all but the withdrawn) and use it next time.
- Click the View/Refresh button to search the entire paper at No. 2.

2. Click button below to search/refresh result (Please wait until the downloading is completed. If there are too many manuscripts in the result, the downloading process might take several minutes

😂 View / Refresh

Table Columns Selection											
Temporary ID Uniter Version Version Lumission Date (Current Version) Changes to "Published" Date Recommendation by Associate Editor/Guest Editor Guest Editor	<ul> <li>✓ ID</li> <li>✓ Author</li> <li>Submiss</li> <li>✓ Confirm</li> <li>✓ Reviewe</li> <li>✓ Decision</li> <li>✓ Status</li> </ul>	ation Date (Current Version) r name		r e-mail ission/Confirmation Date wer e-mail		<ul> <li>1st-Order Author</li> <li>Author Phone Numb</li> <li>Title</li> <li>Decision Date</li> <li>Reviewer Phone Nur</li> <li>Manager</li> </ul>		Author	Result	Version)	
					Search t	he manuscri	ot				Save checked ite
10 -											Enter to search
ID \$ Author \$	Author Institution	Version 🍦 Title		Submission D (Current Vers		Confirmation Date Current Version)	Reviewer name	Review Result	Decision	Associate     Editor	Status
4M-11- 1. Donghyun Kim (Corresponding Author) 18	1. Daehan University	Original * Ailing High	er Education System in Malaysia	11/07/2014			[Original]	[Original]	[Original]		Under review
2. Xlaoqing Gong (Submitter)	2. Civil Engineering Tech										
3. Isabella White	3. College of Continuing Education										
4M-11- 1. Daniel Wilson (Submitter, D3 Corresponding Author)	1. Center for Teacher Quality	Revision #1 An Analysis	of Collective Action for Irrigation Manage	nent in China			[Original] 1. Xiaoqing Gong (Civil Engineering Tech	[Original] 1. Marginal (Completed,	[Original] Revision Requested	Ali Kumar	Revision requested
2. Isabella White	2. College of Continuing Education						2. Donghyun Kim (Daehan	07/05/2016)	[Revision #1]		
3. Zheng Bao	3. General Education Society						University	2. Marginal (Completed, 07/05/2016)	Freedom # (1		
							[Revision #1]				
								[Revision #1]			

- The Manuscript Information Overview can take a while due to the large amount of data.
- You can select and save the table items you want to see.
- You can also search for specific manuscripts by entering search words in the search bar.
- If you click on the title, you can see the information in detail.

## Manuscript Information Export

#### 1. Please select manuscript statuses you want to see. Status Selection Submitted Associate Editor being selected 🗌 Review results being confirmed 🔽 Under review Revision requested Camera-ready paper submitted Galley proof uploaded Published Revision submitted Accepted Withdrawn Rejected Save checked items 2. Please select columns you want to see. Table Columns Selection ✓ ID Temporary ID Division 1st-Order Author 1st-Order Author Country Author Author Institution Submitter Author e-mail Author Phone Number Submission Date (Current Version Submission Track 🗌 Туре ✓ Title Version) Confirmation Date (Current Changes to 'Published' Date Reviewer name Decision Date Acceptance Date Version) Recommendation by Associate Reviewer e-mail Reviewer Phone Number Review Result Decision Editor/Guest Editor Editor-in-Chief Manager Associate Editor Guest Editor Status Save checked items 3. Please select date range you want to filter. Date Selection Ê 2014-08-10 2017-02-28 Submission Date (Original Version) Ê 4. Please select track you want to filter. Track Selection Regular Track Special Issue Track

5. Click button below to download a formatted excel file (Please wait until the downloading is completed. If there are too many manuscripts in the result, the downloading process might take several minutes.)

🖈 Download Excel (summary)

- Manuscript Information Export is similar in use to the Manuscript Information Overview menu.
- After selecting the items (status, items) to export to Excel, filter by date and track, and click the download button.
- The summary version will export only the most recent version of the manuscript (eg, the information in the 3<sup>rd</sup> round for 3<sup>rd</sup> round of review), and the general version will export all of the information for each round.