

How to set up an account via the CTRJ portal:

All ITAA members interested in publishing in or reviewing for CTRJ should create accounts by logging into the following web address: <http://mc.manuscriptcentral.com>

Unless you have an account already, click on "Create Account: New Users Click Here" and follow the directions. Your log-in ID is your e-mail address. If you have accessed the system previously but do not know your password, click on "Forgot password" and the system will send you a temporary password to enter the system. Once in the system, you will be prompted to set up a permanent password of your own choosing. Please be aware that as you set up your account, certain information is required and you will not be able to proceed with a manuscript submission until the required information is complete. One such requirement is the selection of key words which is intended to identify your areas of expertise; it is not at this point associated with a particular manuscript. Likewise, you are asked as an author to indicate if you have expertise in quantitative, qualitative or both types of research. Again, this is not particular to a given manuscript but to your general expertise. If you become published through CTRJ, this information may be used in considering you as a reviewer of manuscripts.

How to submit a new manuscript via the CTRJ portal:

Next you need to prepare your manuscript for online submission. Before a paper is submitted, please note the following and adjust your manuscript accordingly. Be sure to complete this process because the following guidelines are used to screen all manuscripts and these guidelines must be met for the manuscript to be sent out for review.

1. Prepare your manuscript in **MS Word 2003**. If you have upgraded to MS Word 2007, please save your files as MS Word 2003 files before attempting to upload them. The Manuscript Central Software used for the CTRJ portal is incompatible with MS Word 2007
2. You need to have continuous line numbers; they should NOT start over on each page.
3. You should NOT have page numbers. Please remove any automatic page numbering.
4. Tables and figures are NOT to be included in the main manuscript document but a placement call out should be located between two paragraphs of the text that approximates the location for the table or figure when the paper is printed. The call outs should be centered and have a line above and below them so they are not confused with headings.
5. All tables or figures should be prepared as separate files (each table or figure in its own file) to be uploaded to the system. Each table and figure counts as one page of the total number of pages. Please review the author tutorials that are accessible at the portal log-in page at <http://mc.manuscriptcentral.com/ctrj>. Look particularly at the information related to file types that are compatible with the system. This is very helpful if you are loading graphics, charts, or excel files.
6. As you upload each file, the system provides you the opportunity to "tag" the table or file with a word or phrase (for example "Table 1"). This is a step that allows the reviewers to access the tables while reviewing the text without having to scroll through the manuscript. Where the word or phrase occurs in the text, it will become an active link to the table or figure.
7. CTRJ follows the APA Style guide and expects authors to follow that format. We also expect standard American English to be used with correct grammar, spelling and punctuation. Manuscripts that do not meet these expectations will be returned to the authors before the review process is initiated.
8. Please be sure that you have not included self identifiers in the text of the paper. References to your own previous work can be referenced normally if it is referenced like any other reference. If your method of discussing your previous work makes clear that it is yours, then use the following format for in-text referencing (XXXX, 2003) using Xs to replace author names. Put this reference at the bottom of the reference list with no additional information. That will serve as a reminder to add the reference(s) back at the end of the process. Acknowledgements should NOT be included

in the manuscript. Self-identifying information or acknowledgements can be provided in the cover letter or at a later date if the paper is accepted.

9. Manuscript text (including references) should be double-spaced, 12 point Times New Roman font.
10. Margins should be 1 inch top, bottom, left, and right.
11. An abstract should be prepared as a separate file.
12. Sage has contracted to produce 80 pages per issue of CTRJ (240 for the year) so uploaded manuscripts **must be no longer than** 30 pages. When the submission is uploaded, each page in the main manuscript document (including references) will be counted as one page. Each table and each figure will be counted as one page. For example, a 26-page manuscript (text and references), plus two tables, plus two figures, equals a 30-page uploaded manuscript. This page limit cannot be achieved by the use of small fonts or margins.

UPLOADING YOUR MANUSCRIPT: Once the manuscript is prepared as described above, you can upload it and submit it through your Author Center in the Manuscript Central CTRJ portal. You should be taken to a screen that gives the link to your Author Center when you log into your account or when you complete the set up of your account.

Enter your Author Center and click on "Submit a Manuscript." The system will ask you for information regarding the manuscript and its authors. The contact author will enter the co-author names e-mail address(es) and that will send a prompt e-mail to the co-author asking him/her to complete the account information. You will be prompted to indicate the manuscript type (this is used to assign the AE) and other details of the manuscript. As you complete the information for the manuscript, you will have a field that allows you to type your cover letter directly into the system or browse and attach one. The cover page with author information is automatically generated as you complete the information about the manuscript, so a separate cover page with author identification is no longer necessary.

After you have uploaded the various files for your manuscript, you will need to "View Proof" before the system will allow you to submit. The system will then compile the various files into a single pdf file for you to review. If there are any problems with the compiled file, you may remove it, make corrections to the component files, and "View Proof" again. When you are satisfied with the compiled pdf, you are ready to submit the manuscript.

You may work on your submission in multiple stages by saving but not submitting your work prior to logging out. When you return to work on a manuscript submission that is not complete, you will access the manuscript through the Author Center by clicking on "Unsubmitted Manuscripts." Once the manuscript submission is complete, you will receive a system-generated e-mail letting you know that the manuscript submission was successful.

If you run into any problems, please contact our assistant **Niki Palmer.**