

Using the Sage Portal

Things You Need to Know

Practice Website

- <http://mc-impl.manuscriptcentral.com/ctrj>
- To practice you need an account on MC
- When ready, click on the flashing star

 Click here to submit a new manuscript

- That will take you to a dropdown box where you select the ms type (determines the AE)

Practice Website

- Type or copy/paste in the title
- Type in the running head
- Type in or copy/paste the abstract (do not include in main document)
- Then click on the *save and continue* icon



Practice Website

- Pick 3 key words
- Pick ms classification (quant, qual, other)
- Provide author info
- Copy and paste or type in cover letter (or attach)
- Info about figures
- Answer a series of questions



Save and Continue

Practice Website

- Upload files 3 at a time
- You can pick from: figure, image, main document, supplementary material, table, title page, copyright form
- Anything uploaded as *main document* will be visible to reviewers
- Don't have any self-identifying info there
- Don't have these in the main document: abstract, tables, figures, title page, or images



Save and Continue



Practice Website

- Do not upload any files in Word 2007
- Do not upload any pdf files
- Always check the pdf that is generated from your submission before submitting the manuscript

Practice Website

- Manuscripts will be unsubmitted that
 - Are over 30 pages (each table, figure, and image counts as one page)
 - Are not double spaced everywhere, including references
 - That self-identify
 - That have a lot of grammatical errors
 - That do not submit the CR forms