

# ASST SPECIAL ISSUE

## Submission deadline: 31<sup>st</sup> July 2012

### Instructions for authors submitting manuscripts.

#### **IMPORTANT:**

**Please read these specific instructions very carefully.  
Failure to do so could result in your article being rejected.**

#### Step 1

Visit the following URL – <http://mc.manuscriptcentral.com/sia>

#### Step 2

If you do not already have an account in Manuscript Central click on the “Create Account” button in the top right corner.

#### Step 3

When finished creating your account, click on “Main Menu”. From the “Main Menu” click on the blue “Authoring Center” button.

#### Step 4

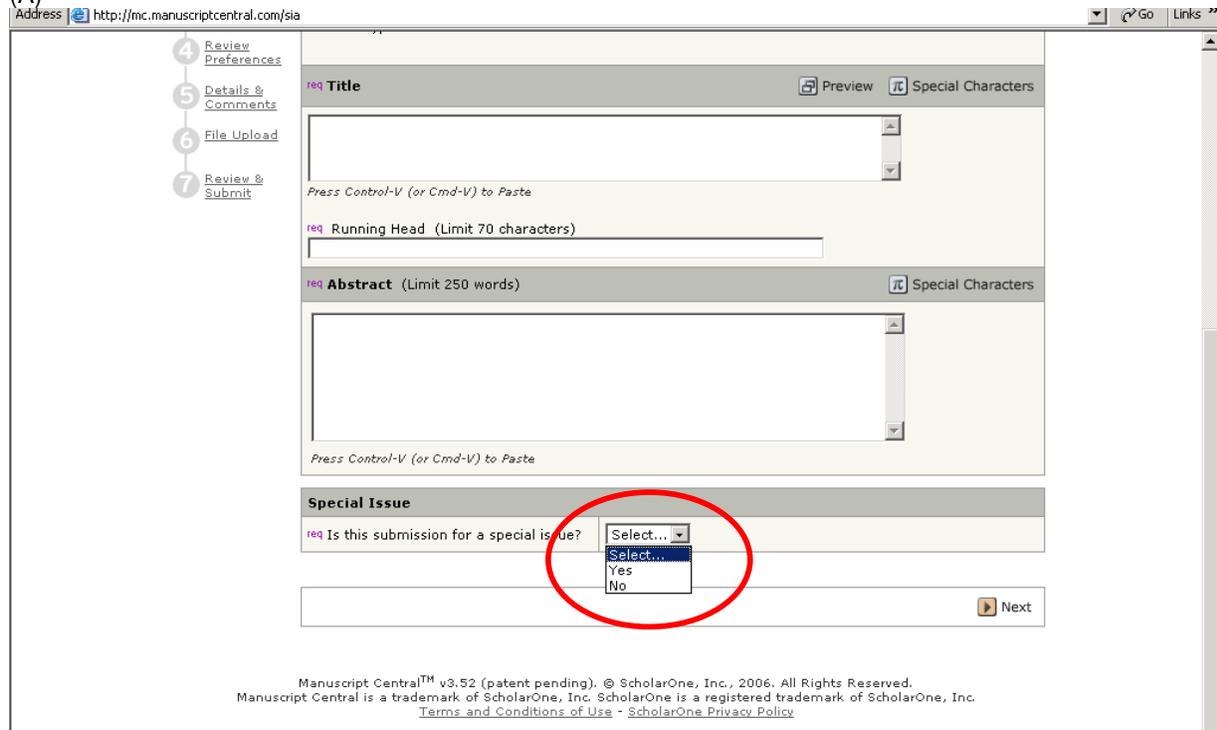
Within the “Author Center” click on the appropriate link to create a new manuscript.

### The submission process

Creating a manuscript is a simple 7-step process. Please follow these specific instructions:

**Screen 1** – Complete all details. Select special issue from the article type drop down menu and answer “yes” to the “Special Issue” question (see screenshot (A) below).

(A)



The screenshot shows the Manuscript Central submission interface. On the left, a vertical navigation menu lists steps 4 through 7: Review Preferences, Details & Comments, File Upload, and Review & Submit. The main form area is titled 'Special Issue' and contains the following sections:

- Title:** A text input field with a 'Preview' button and a 'Special Characters' icon. Below the field is the instruction 'Press Control-V (or Cmd-V) to Paste'.
- Running Head:** A text input field with the label 'Running Head (Limit 70 characters)'.
- Abstract:** A large text area with a 'Special Characters' icon. Below the area is the instruction 'Press Control-V (or Cmd-V) to Paste'.
- Special Issue:** A section with the question 'Is this submission for a special issue?'. A dropdown menu is open, showing options: 'Select...', 'Select...', 'Yes', and 'No'. This dropdown menu is circled in red.
- Next:** A button with a right-pointing arrow and the text 'Next'.

At the bottom of the page, the following text is visible: Manuscript Central™ v3.52 (patent pending). © ScholarOne, Inc., 2006. All Rights Reserved. Manuscript Central is a trademark of ScholarOne, Inc. ScholarOne is a registered trademark of ScholarOne, Inc. [Terms and Conditions of Use](#) - [ScholarOne Privacy Policy](#)

**Screen 2** – Enter your keywords

**Screen 3** – Enter your co-author information

**Screen 4** – Complete your preferred referees

**Screen 5** – Type ASST into the “Special Issue title” field.  
Type Herman Terry into the Editor field (see screenshot (B) below).

Manuscript Central - Microsoft Internet Explorer

Address <http://mc.manuscriptcentral.com/sia>

**Submission Information - Confirm the following:**

req Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.	<input type="checkbox"/>
req I have prepared my paper and files in accordance with the journal's style and format requirements.	<input type="checkbox"/>

**Conflict of Interest**

req Do you have any conflict of interest?

If yes, please state:

**Special Issue Information**

req You answered that this submission is a candidate for special issue. Please enter the special issue title.

**Editor Selection**

req Please enter the name of the Editor you are submitting to.

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(B)

**Screen 6** – Make sure you upload your production ready files – PDFs are not acceptable. Refer to the instructions for authors for allowable file formats. [http://onlinelibrary.wiley.com/journal/10.1002/\(ISSN\)1096-9918/homepage/ForAuthors.html](http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)1096-9918/homepage/ForAuthors.html)

**Screen 7** – Be sure to check the PDF proof that Manuscript Central will generate from your supplied files. After you have checked it you must press the blue submit button to submit your manuscript.