

## Editorial Manager tutorial for journal authors

Editorial Manager (EM) is a web-based manuscript handling system that allows authors to submit papers and track their progress; it also permits reviewers to access and comment on manuscripts. It is used for online article submission as the editorial management system for the following Bristol University Press and Policy Press journals:

- Critical and Radical Social Work: <http://www.editorialmanager.com/crsw>
- Evidence and Policy: <http://www.editorialmanager.com/evidpol>
- European Journal of Politics and Gender: <http://www.editorialmanager.com/ejpg>
- Families, Relationships and Societies: <http://www.editorialmanager.com/frs>
- International Journal of Care and Caring: <http://www.editorialmanager.com/iicc>
- Journal of Gender-Based Violence: <http://www.editorialmanager.com/jgbv>
- Journal of Poverty and Social Justice: <http://www.editorialmanager.com/jpsj>
- Journal of Public Finance and Public Choice: <http://www.editorialmanager.com/jpfpc>
- Policy & Politics: <http://www.editorialmanager.com/policypol>
- Voluntary Sector Review: <http://www.editorialmanager.com/vsr>

*Guidance last updated 12 July 2018*

## Accessing Editorial Manager

In the browser address line, enter the URL for the desired Bristol University Press or Policy Press journal to load the journal homepage:

**WELCOME TO THE ONLINE ARTICLE SUBMISSION AND EDITORIAL SYSTEM FOR POLICY & POLITICS**  
Policy & Politics is the leading journal in the field of public and social policy with an enviable reputation for publishing peer-reviewed papers of the highest quality. It explores the fit between theory and empirical applications and links macro-scale political economy debates with micro-scale policy studies.

Please Enter the Following [Insert Special Character](#)

Username:   
Password:

→ [Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

Or Login via: [ID](#) [What is ORCID?](#)  
[Send Login Details](#) [Register Now](#) [Login Help](#)

**Policy & Politics on the web:**

[Read the journal](#) [Homepage](#) [Facebook](#) [Twitter](#) [Blog](#) [Contact the editorial office](#)

Software Copyright © 2018 Aries Systems Corporation. [Privacy Policy](#)

**Registration & Login Help**  
Our web-based manuscript handling system allows authors to submit papers and track their progress; it also permits reviewers to access and comment on manuscripts. If you are using the system for the first time, please click "Register Now" and login above with your username and password.

To submit a manuscript: please click the "Submit a Manuscript" button at the top. You will then be asked to "Login" using your username/password and enter the requested information. If you have not previously registered with Editorial Manager, you will need to do so before submitting your manuscript.

For more information about the Journal or if you wish to contact us, please visit <http://www.policypress.co.uk> or email [pp@bristol.ac.uk](mailto:pp@bristol.ac.uk)

### There are two ways to log in to EM:

1. Via your [Orcid ID](#) (if you have one). Click on the Orcid ID logo and log in with your Orcid details.

2. With an EM username and password

If you already have a username and password, enter them and click the **Author Login** button.

If you have forgotten your username and/or password, click **Send Login Details**. You will be prompted to enter the name and email address you registered with, and your username and a password reset link will be emailed to you.

If you do not have a username or password, please click **Register Now**. To register you will need to enter your registration details. You will then be asked to confirm this information, and an email will be sent to you confirming your login details. Once you have your username and password, return to the login page, enter your details and click the **Author Login** button.

The main navigation toolbar is always displayed at the top of the page:



**HOME** – Displays the journal homepage while logged in.

**LOGIN** – The ‘EM login screen’ will be displayed.

**REGISTER** – Takes unregistered users through the registration process.

**UPDATE MY INFORMATION** – Allows the user to modify his or her user record including username and password.

**JOURNAL OVERVIEW** – Links to the Bristol University Press or Policy Press website page for the journal.

**MAIN MENU** – Will return users to the Editor main menu.

**CONTACT US** – Allows a user to send an email to the primary contact for the publication.

**SUBMIT A MANUSCRIPT** – Directs a user with the ability to submit a manuscript to the submission interface.

**INSTRUCTIONS FOR AUTHORS** – Links to the Instructions for Authors on the Bristol University Press or Policy Press website.

## Submitting your manuscript

Click **Submit New Manuscript** to begin the submission process.

### Author Main Menu

[Alternate Contact Information](#)

[Unavailable Dates](#)

For help with your submission [watch this video](#)

For the full author guide, please click [here](#) for the Author Tutorial.

[Click here to download Copyright Assignment Agreement](#)

#### Production

Submissions in Production (0)

Current Task Assignments (0)

#### New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

Submissions Being Processed (1)

#### Revisions

Submissions Needing Revision (0)

Revisions Sent Back to Author (0)

Incomplete Submissions Being Revised (0)

Revisions Waiting for Author's Approval (0)

[Revisions Being Processed](#) (1)

Declined Revisions (0)

#### Completed

Submissions with a Decision (0)

Completed Production Task Assignments (0)

Submissions with Production Completed (0)

Choose an article type for your manuscript. Different journals will have different types of articles, for example, research articles, book reviews, practice papers etc. If you are unsure which type of article you should choose, check the journal's instructions for authors at <http://bristoluniversitypress.co.uk/browse-our-journals>.

Select your article type and click **Proceed**.



Article Type Selection      Attach Files      Manuscript Data

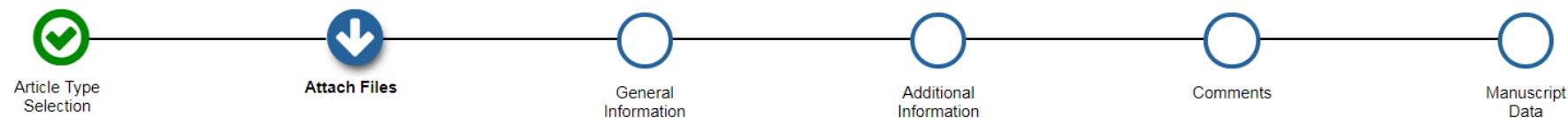
*Choose the Article Type of your submission from the drop-down menu.*

**Select Article Type**

Research article ▾

**Proceed** →

Now upload your article **cover page** by either dragging and dropping the file into the area of the screen highlighted below or by using the **Browse** function to select the file from a folder on your computer.



**A Cover page (not anonymised) is requested.**

*Please provide a single file containing your manuscript cover page now. Data included in your manuscript may be used to populate information for you later in the submission process.*

[Insert Special Character](#)

A light blue rectangular area for file upload. On the left is a blue button labeled 'Browse...'. To its right is the text 'OR'. Further right is a grey area with a white upward arrow icon and the text 'Drag & Drop Files Here'. A red hand-drawn oval highlights the 'Browse...' button, 'OR', and 'Drag & Drop Files Here' area.

No Items have yet been attached for this submission.

[← Back](#) [Proceed →](#)

You can find out what should be on the cover page by checking the journal's instructions for authors at <http://bristoluniversitypress.co.uk/browse-our-journals>.

The cover page will be used by the Editorial Manager system to automatically extract the title, abstract and author details. You will have an opportunity to check these before the manuscript is submitted.

Once the cover page is uploaded you can add your other manuscript file(s). **Select the item type** from the drop down menu and then add the file by dragging and dropping or by clicking **Browse**. Repeat until all required files are uploaded.

**Required For Submission:**  
 ✓ **Cover page (not anonymised)**

*Please provide the remaining files for your submission.*

*Please do not include preliminary details, such as title, author, author affiliations, abstract or keywords in the manuscript file. These should be included in a separate cover page file only.*

*Please also ensure that the manuscript is fully anonymised (including any references to your own work)*

*Required items are marked with a \*. Please upload the items separately and in the following order:*

- First submission*
- \*Cover page (not anonymised)*
- \*Manuscript (anonymised)*
- Figures*
- Tables*

[Click here to download Copyright Assignment Agreement](#)

The screenshot shows a light blue interface for adding files. On the left, there is a 'Select Item Type' dropdown menu with '\*Cover page (not anonymised)' selected. Below it is a 'Description' field containing 'Cover page (not anonymised)'. To the right of the description field is a blue 'Browse...' button. Further right is the text 'OR' followed by a 'Drag & Drop Files Here' area with an upward arrow icon.

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type manually if necessary.

Change Item Type of all  files to   [Check All](#) [Clear All](#)

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Cover page (not anonymised)	Cover page (not anonymised)	Test submission - cover page.docx	13.2 KB	04 May 2018	<a href="#">Download</a>	<input type="checkbox"/>

NB: Your manuscript file should be a Word file and must be anonymised. Please check your document does not contain any author names. Tables or figures should be provided as separate files. Please indicate where figures should be placed in the text, by inserting: 'Figure X here' and provide numbers, titles and sources (where appropriate).

For revised submissions different journals may require different files. The required files are listed on the left-hand side of the screen.

You can now see all the files you've uploaded so far at the bottom of the screen and adjust the order in which they will be displayed, by numbering them in the desired order and clicking **Update File Order**. If you want to remove any of the files, click the checkbox on the file row and click **Remove**.

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type manually if necessary.

Change Item Type of all  files to   [Check All](#) [Clear All](#)

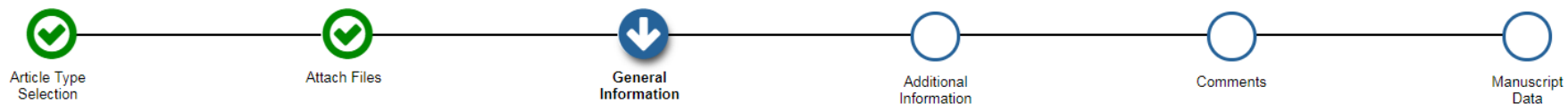
Order	Item	Description	File Name	Size	Last Modified	Actions	Select
<input type="text" value="1"/>	<input type="text" value="Cover page (not anonymised)"/>	<input type="text" value="Cover page (not anonymised)"/>	Test submission - cover page.docx	13.2 KB	04 May 2018	<a href="#">Download</a>	<input type="checkbox"/>
<input type="text" value="2"/>	<input type="text" value="Manuscript (anonymised)"/>	<input type="text" value="Manuscript (anonymised)"/>	Test submission - new.docx	11.8 KB	04 May 2018	<a href="#">Download</a>	<input type="checkbox"/>

[Check All](#) [Clear All](#)

Once you are happy with the files and the order in which they appear click **Proceed**.



Enter the keywords or -phrases for your manuscript in the box provided separated by semi-colons. Once you have added them, click **Next**.



*Please provide the requested information.*

[Insert Special Character](#)

**Keywords**

---

Please enter keywords separated by semicolons. Each individual keyword may be up to 256 characters in length.

---

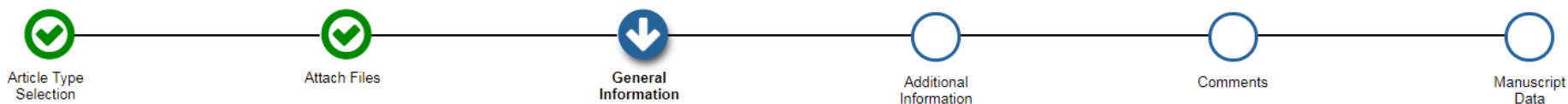
**Required \*** *Limit 5 Keywords*

[Next](#)

**Classifications**

[Back](#) [Proceed](#)

Now select classifications for your manuscript. These classifications have been set up by the Editors of the journal and are used to help them select reviewers.



*Please provide the requested information.*

[Insert Special Character](#)

**+ Keywords**

**- Classifications** ⚠

---

Please identify your submission's areas of interest and specialization by selecting one or more classifications.

---

**Required \*** Select 1 to 5 Classifications  
(None Selected)

**Add Classifications**

**Next**

**Back**    **Proceed**

When you click **Add Classifications** a pop-up box will appear.

## Select Submission Classifications

Cancel Submit

Please identify your manuscript's areas of Interest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you are done.

To save changes you must click "Submit" before you leave this window. ([less...](#))

Search:  Search Clear

[Matching terms display in red text]

Expand All Collapse All

Selected Classifications: *Select 1 to 5 Classifications*

- Agricultural and Natural Resource Economics, E
- Business Administration and Business Economi
- Economic Development, Innovation, Technologi
- Economic History
- Economic Systems
- Financial Economics
- General Economics and Teaching
- Health, Education, and Welfare
- History of Economic Thought, Methodology, and
- Industrial Organization
- International Economics
- Labor and Demographic Economics
- Law and Economics
- Macroeconomics and Monetary Economics
- Mathematical and Quantitative Methods
- Microeconomics
- Miscellaneous Categories
- Other Special Topics
- Public Economics

Expand All Collapse All

Cancel Submit

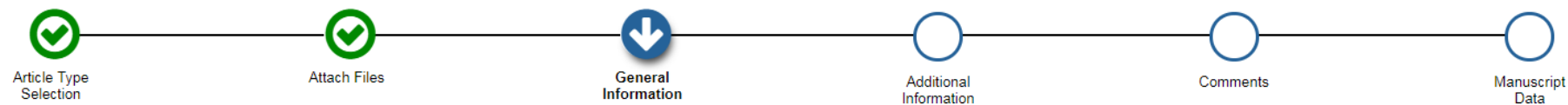
Add->

<-Remove

Tick the classifications that apply to your paper and click **Add**.

Once you have added your classifications, click **Submit**, and the pop-up box will close.

The classifications you selected will now appear below the keywords section. Click **Proceed** to continue.



*Please provide the requested information.*

[Insert Special Character](#)

**+ Keywords**

**- Classifications**

---

Please identify your submission's areas of interest and specialization by selecting one or more classifications.

---

**Required** ✓ *Select 1 to 5 Classifications*

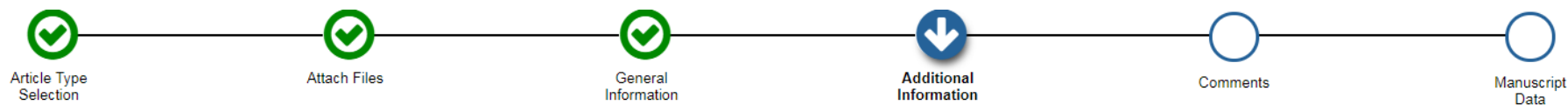
**Economic Systems**

**Add Classifications**

**Next**

**Back** **Proceed**

You will now be invited to answer a list of questions about your submission. The questions may vary by journal.



*Please respond to the presented questions/statements.*

[Insert Special Character](#)

**Questionnaire**

**Duplicate and related submissions**  
It is assumed that submitted articles or related articles have not been published elsewhere and that they are not under consideration for publication by other journals.

**Answer Required:**  No, this manuscript has not been submitted or published elsewhere.

**Co-Authors**  
Please confirm you are the sole author OR have listed all other co-authors on the cover page and have their approval to submit this manuscript by checking the box below.

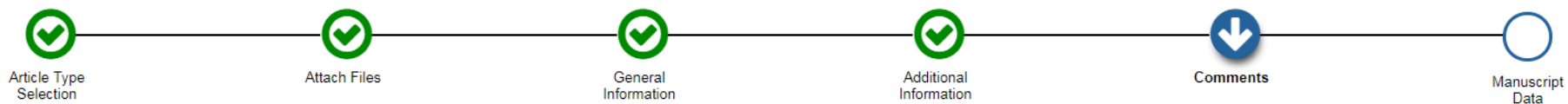
**Answer Required:**  All co-authors have been listed and approve of this submission.  
 There are no co-authors for this submission.

[Select All](#) [Clear All](#)

**Conflicts of Interest**  
Please declare any possible conflicts of interest, or state 'The Author(s) declare(s) that there is no conflict of interest' if there are none. Further information about conflicts of interest can be found in the [Bristol University Press Ethical Guidelines](#).

Once you have finished answering the questions click **Proceed**.

The next screen provides an opportunity to leave a message for the editorial office. This is not a required field and you do not need to enter any text here. Once you have added comments click **Proceed**.



*Please provide the requested information.*

[Insert Special Character](#)

**Enter Comments**

---

Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.

---

*Limit 500 words* Word Count: 11

Dear Editorial Office,  
Please note the following points...

- 1.

[← Back](#) [Proceed →](#)

You will now see the sections containing information that has been extracted from the cover page document you uploaded at the start. You will need to check that they are correct, or fill them in, if the extraction was not successful.

Check and/or correct the title of the submission and then click **Next**.



*When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.*

[Insert Special Character](#)

**Title**

**Full Title (required)** ✓  
Limit 20 words Word Count: 8

The importance of choosing a good article title

**Short Title**  
Limit 10 words

**Next**

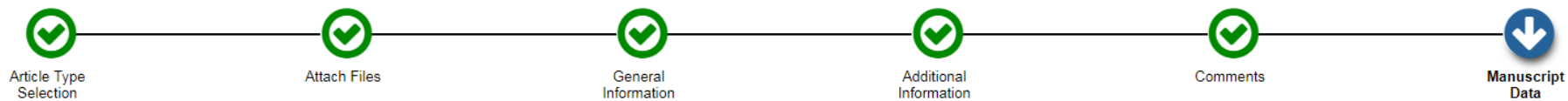
+ Abstract ⚠

+ Authors ⚠

+ Funding Information

[← Back](#) [Save & Submit Later](#) [Build PDF for Approval →](#)

Check and/or correct the abstract and then click **Next**.



*When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.*

[Insert Special Character](#)

**+ Title**

**- Abstract**

**Abstract (required)** ✓ Word Count: 84

*Limit 250 words*

Lorem ipsum dolor sit amet, an appareat aliquando eum, vel nobis consectetur cu. Discere docendi quaestio ne pri, eos ex utinam audire vivendum. Sed adhuc hendrerit ei, ius phaedrum eloquentiam id, at dictas ornatus qui. Semper aperiri blandit eu nam, munere aliquid te usu.

Accusam constituam ea per. Ceteros accommodare id eos. Ullum abhorreant instructor usu ne, ludus solet facere cu qui, est autem apeirian complectitur ne. Sed ad oratio dissentiet, ut ferri graecis legendos pri. Sea alterum consulatu an, te vix diceret assueverit.

**Next**

**+ Authors** ⚠

**+ Funding Information**

[← Back](#)   [Save & Submit Later](#)   [Build PDF for Approval →](#)



Check the author information. You can re-order the authors by clicking on the light blue box and dragging and dropping the line into the correct position.

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Insert Special Character

+ Title

+ Abstract

- Authors

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

**Some required information is missing. You may proceed for now, but this information will be required before the submission can be completed.**

**Current Author List** + Add Another Author

		[Corresponding Author] [First Author] [You]	
		<b>Amy Author</b> University of Bristol, UK	
		<b>Arthur Author</b> University of Toronto, Canada	
		<b>Anne Author</b> University of Cardiff, UK	

+ Add Another Author

Next

+ Funding Information

Back Save & Submit Later Build PDF for Approval

If a red warning icon is displayed, you will need to edit the entry. Click on the pencil icon next to the incomplete entry.

**Edit Author Details** ✕

   **Anne Author**

[Insert Special Characters](#)

Title

**Given/First Name\***

**Family/Last Name\***

**Affiliation\***

**E-mail Address\***  

ORCID  [Fetch](#)

[What is ORCID?](#)

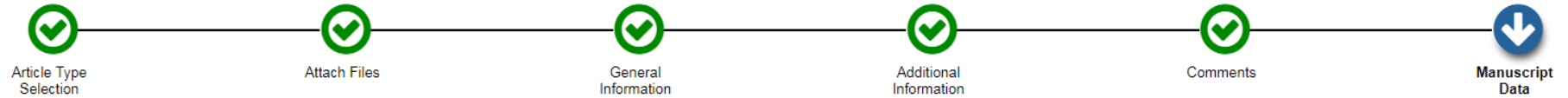
**Country or Region\***  

This is the corresponding author

A pop-up window will appear with warning icons next to the required fields. Once you have completed them click the **save** icon in the top left-hand corner. Then repeat this process for each of the authors until all the required information has been provided and saved. Then click **Next**.

Now identify any funding sources used to support the research you are submitting for publication. Start typing the funder's name in the box below and select the funder from the list that displays. If you are unable to make a selection from the list, type in the funder's name.

Then enter the award number and select the award recipient. Use the **Add a Funding Source** button to add multiple funding sources.



*When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.*

[Insert Special Character](#)

+ Title

+ Abstract

+ Authors

**- Funding Information**

---

Please choose a funding source from the list that displays as you start to enter the funder's name. If you are unable to make a selection from the list you can continue to enter the entire funder's name. Then enter the award number and select the award recipient.

Please see <http://bristoluniversitypress.co.uk/journals/open-access> for instructions if your funder mandates you to make your article Open Access.

NB. This information will not automatically be included in your published version. Please ensure you add any acknowledgement wording in the final version of your article when prompted.

---

**Current Funding Sources List** + Add a Funding Source

*There are currently no Funding Sources in the list*

+ Add a Funding Source

[← Back](#)   [Save & Submit Later](#)   [Build PDF for Approval →](#)

Click **Build PDF for Approval**.

You will now be taken to a holding screen while the submission PDF is built.

**Submissions Waiting for Approval by Author**

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action ▲	Manuscript Number ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
		The importance of choosing a good article title	11 Jul 2018	12 Jul 2018	Building PDF

Page: 1 of 1 (1 total submissions) Display 10 results per page.

If the **Action** column is empty your PDF is still being built.

Once the PDF build has completed the following actions will appear:

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action ▲	Manuscript Number ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>		The importance of choosing a good article title	11 Jul 2018	12 Jul 2018	Needs Approval

Click **View Submission** to check the final PDF which is made up of the files and information you submitted. If everything is correct, click **Approve Submission**. If there are any errors, click **Edit Submission**. Once you have approved your submission it will be sent to the Editorial Office and you will receive a confirmation email.

If you have any difficulty submitting your article please contact the Journal's Editorial Office via the **Contact us** link in the top menu. If you require any further assistance, please email [pp-journals@bristol.ac.uk](mailto:pp-journals@bristol.ac.uk).