

Corporate Governance

An International Review

ONLINE SUBMISSION GUIDE

Submitting Manuscripts Online

Creating an Account with Corporate Governance, an International Review's Manuscript Central Site

The first step to submitting online is creating an account with the Manuscript Central System (<http://mc.manuscriptcentral.com/cgir>). Click on the "Create an Account" button on the login page. You will be asked to provide the following information:

Create an Account

- Email / Name
- Address
- User ID & Password

If you have previously reviewed for *Corporate Governance, an International Review* through the online system, or were a coauthor on a previously submitted manuscript, your information will already be online. If you have forgotten your password, simply click the link at the top of the menu page and submit your email address. Your password will be emailed to you.

The Main Menu

Once you have logged in, you will be presented with your **Main Menu**. At the Main Menu, you will be presented with the Roles you have with *Corporate Governance, An International Review* (Author, Reviewer, etc.).

Author Center

Your "**Author Center Dashboard**" will provide information about where any of your previously submitted manuscripts are in the reviewing process. To submit a new manuscript, click on "**Submit a New Manuscript**" under **Author Resources**. There will be a simple six-step process to follow.

Submitting a New Manuscript

Author Center: Submit a Manuscript

1. Type, Title, & Abstract
2. Attributes
3. Authors & Institutions
4. Details & Comments
5. File Upload
6. Review & Submit

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1. Type, Title, & Abstract

The first step in the online submission process will ask you to provide your manuscript's basic details:

- Select Manuscript Type:
 - Scholarly Manuscript (Conceptual, Empirical or Review)
 - Perspective (Essay on reforms needed)
 - Special Issue Submission (These vary over time)
- Title (Limit 50 words)
- Running Head (Short Title) (Limit 50 characters)
- Abstract (Limit 400 words)

The abstract should summarize the paper and conveying its broader implications and be devoid of mathematical symbols, acronyms, citations, or technical jargon. In order to enhance both the review and eventual reading process of published manuscripts, please provide a structured abstract for each submission. Please use the structure listed below for describing those summarized highlights:

Manuscript Type: "Conceptual" or "Empirical" or "Review" or "Perspective" (pick one)

Research Question/Issue: In one or two sentences, summarize the focus of your study here or clearly state your research question.

Research Findings/Insights: In two to four sentences, please identify what you consider to be the most important findings from an empirical study or insights from a conceptual study in your manuscript.

Theoretical/Academic Implications: In two to four sentences, please identify what you consider to be the most important theoretical implication or implications of your study.

Practitioner/Policy Implications: In two to four sentences, please discuss what you consider to be the most important practitioner and/or policy maker implications of your study.

2. Attributes

Please select keywords (up to 10 may be chosen from a pre-set list, you must select at least one, keywords will help match up your manuscript to reviewers)

3. Authors & Institutions

Add co-authors and their contact information. Co-authors will be automatically notified of submission. This information will only be viewed by the Editor-in-Chief, the Editorial Office, and the Associate Editor who is handling your submission. A current list of Associate Editors and Members of the Editorial Review Board can be found online at www.cgir.org.

4. Details & Comments

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These details will not be shared with the reviewers. They are for Editorial Office use and the Associate Editor who is handling your submission

Submit Cover Letter (Optional) – The system has the ability for upload of word documents, or you may write in the text box.

Manuscript Information – Please provide number of figures, tables, and total word count
Check yes/no to whether the manuscript had been submitted previously
Confirm that that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere, that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country that you have prepared (a) a complete text and (b) complete text minus the title page, acknowledgements, and any running headers of author names, to allow blinded review.

Conflict of Interest - Check yes/no whether you have a potential conflict of interest. Conflicts exist when your submission may violate ethical codes of practice for scholarship. If you are unsure, please click yes to this section.

Special Issue - Check yes/no whether you are submitting your manuscript for a Special Issue. This will assure that the manuscript is given a special identification and enable it to be processed differently from our general issue submissions.

Theoretical Foundation of paper - Please select the base discipline from which your paper predominantly draws from:

- (1) Finance
- (2) Disciplines other than finance or inter-disciplinary work

House style guidelines - Confirm that you have read the author guidelines and that your manuscript adheres to the journal's house style. Style guidelines can be found here: <http://www.wiley.com/bw/submit.asp?ref=0964-8410&site=1>

5. File Upload

- Upload
 - Main document
Please remove author names, affiliations and funding information from the document to ensure that the review process blind. Identifying information that was entered separately will not be shared with reviewers. Please note: If this information is not excised, the review process will be delayed.
 - Support Documents (if required)
Figures, images, supplementary files, tables may be uploaded separately

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6. Review & Submit

- Review Steps 1-6
- If any “required” element is not correctly filled out, you will not be able to submit
- View your HTML and PDF proof
- You are required to review your manuscript proofs before the system will submit your manuscript.

Corporate Governance, an International Review's Manuscript Central site, <http://mc.manuscriptcentral.com/cgir>, provides detailed help guides (including video) on the website. If you have any technical problems uploading your manuscript or accessing the site, please contact the ScholarOne Support Team:

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