

Public Administration

Author instructions for Manuscript Central

General advice

- See the document 'User Instructions for Manuscript Central' for advice on setting up a user account, logging into the site, getting help and changing your personal details.

Submitting a new manuscript

- Click on 'Corresponding Author Centre'.
- If you haven't submitted a document to the *Public Administration* through Manuscript Central before, read the Author Guidelines at <http://www.blackwellpublishing.com/submit.asp?ref=0033-3298>.
- Click on 'Submit First Draft of a New Manuscript'.
- Follow the data entry steps as prompted, choosing 'Save and continue' when each step is complete.
- When you reach the 'File Upload Center', click on 'Use the File Manager'.
- Click on the 'Browse...' button to select the file you wish to upload. Choose a file type from the file designation list available to you, and indicate whether the file is for review (ie to be made available to reviewers) or for the editorial office only.
- Click 'Upload' and wait for the Upload Confirmation screen to appear. Enter a brief 'file description', and click the Close Window button Repeat this process for each file you wish to submit.
- When all files have been uploaded, choose 'Save and Continue'.
- Click on 'View Proof' which will display your files in the format available to reviewers: 'Files for Review'. Files uploaded with a .doc, .rtf, or .ps extension will have been converted to PDF. Image files uploaded with a .tif, .gif, .eps, or .jpg extension will have been converted to small jpegs, for easy viewing and download by reviewers.
- If the author proof meets with your approval, click 'Submit Your Manuscript'.
- When the manuscript and associated files have been submitted you will see an on screen confirmation, displaying the automatically assigned manuscript reference number. At this time you will also be sent a submission confirmation by e-mail.
- You can pause part way through the submission process. Everything up to and including the last page you selected 'Save and Continue' on will be saved.
- To complete submission of a partially submitted paper, go to the Author Centre and select 'Partially Submitted Manuscripts'.
- Click on the paper in question to continue the submission process.

Viewing previously submitted manuscripts

- Go to the 'Author Center' and select 'Submitted Manuscripts'.

- The column 'Processing status' shows the stage in the review process that your papers have reached.

Incorporating revisions

- You will receive e-mail notification if an Editor recommends your manuscript for revision.
- When you log into the Corresponding Author Centre, you will see that a 'Manuscripts to be Revised' section has appeared.
- *Note that the manuscript number has an 'R1' designation now.*
- To see the reviewer comments, click on the 'View Comments/Respond' button.
- If you would like to add to the reviewer comments, write your thoughts in the box at the bottom of the screen, then click 'Save Comments'.
- To submit a revised manuscript, go to the Author Centre and click on the linked title in the Manuscripts to be Revised area. This will take you back into the submission process.
- Complete the screens as appropriate, pressing 'Save and Continue' after each, until your paper has been successfully resubmitted.

Decision

- The Managing Editor will e-mail you once a decision has been taken on your paper.