

It is with great enthusiasm that we would like to formally introduce and invite all our contributors to Manuscript Central! Manuscript Central is our new system to expedite the entire manuscript submission process. This program will keep all stages of the submission process organized and manageable. As an author, it will now be easier than ever track and monitor the progress of your manuscript as it goes through the peer review process.

***Journal for Specialists in Group Work*** receives all manuscript submission electronically. To submit a manuscript, please follow the instructions below:

### **Getting Started**

1. Launch your web browser (supported browsers include Internet Explorer 7 or higher, Netscape 7.0, 7.1, or 7.2, Safari 1.2.4, or Firefox 2 or higher) and go to the JOURNAL'S Manuscript Central homepage (<http://mc.manuscriptcentral.com/usgw>).
2. -Type your e-mail address into the Password Help section of the main page and click 'Go' to see if the journal has already created an account for you.
  - **NOTE:** If the journal has created an account for you, the e-mail address this e-mail was sent to is your User ID.
  - After clicking 'Go', you will receive an e-mail with a temporary password to allow you to Log In and complete your necessary contact information and change your temporary password to one of your choosing.

-Or, click the "Create Account" option if you are a first-time user of Manuscript Central.
3. If you are creating a new account:
  - After clicking on "Create Account" enter your name and e-mail information and click "Next". Your e-mail information is very important.
  - Enter your institution and address information as prompted then click "Next."
  - Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID) and then select your area(s) of expertise. Click "Finish" when done.
4. Log-in and select "Author Center."

### **Submitting Your Manuscript**

5. After you have logged in, click the "Submit a Manuscript" link on the Author Center screen.
6. Enter data and answer questions as prompted
7. Click on the "Next" button on each screen to save your work and advance to the next screen.
8. You will be prompted to upload your files:
  - Click on the "Browse" button and locate the file on your computer.
  - Select the description of the file in the drop down next to the Browse button.
  - When you have selected all files you wish to upload, click the "Upload" button.
    - a. NOTE: you have a limit of 30 MB combined for all files you upload.
9. Review your submission (in both PDF and HTML formats) before sending to the Editors. Click the "Submit" button when you are done reviewing.

You may stop a submission at any phase and save it to submit later. After submission, you will receive a confirmation via e-mail. You can also log-on to Manuscript Central any time to check the status of your manuscript. The Editors will inform you via e-mail once a decision has been made.