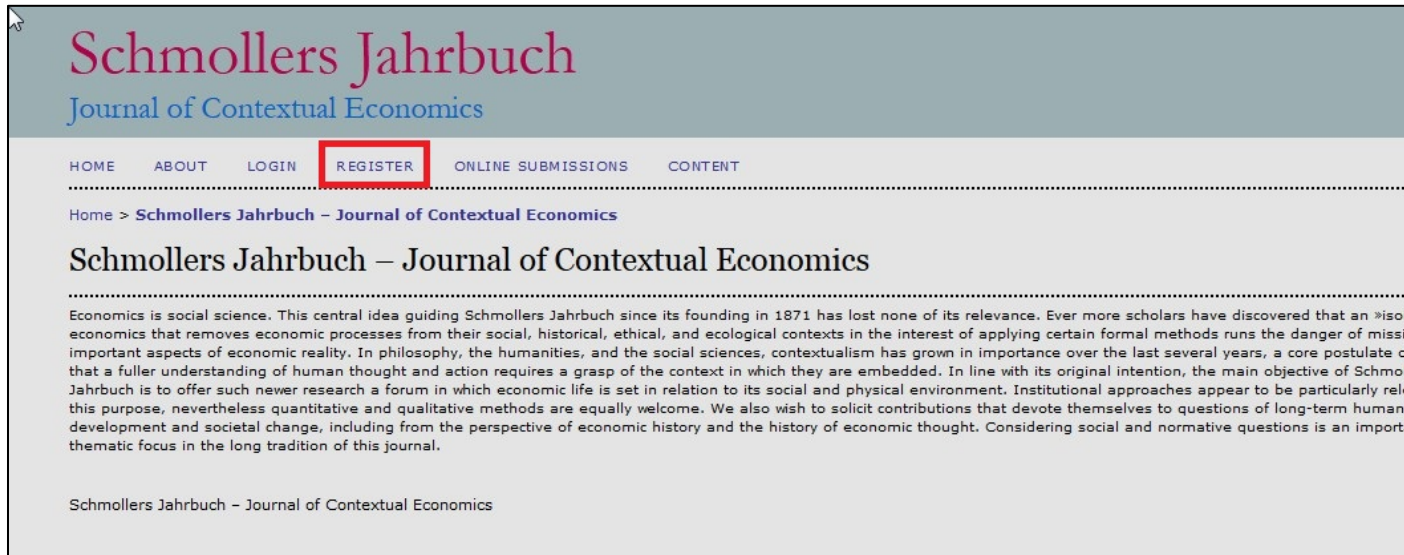


1. Registration

1) Go to <http://ojs.duncker-humboldt.de/ojs/index.php/schmjib> and click on REGISTER:



2) Fill in the form to register for your account – all fields marked with an asterisk are mandatory.

Attention: If you are already registered with the Open Journal System of Duncker & Humblot, please click on the link that appears above the form (“click here if you are already registered”) and follow the instructions.

The screenshot shows the registration form on the Schmollers Jahrbuch website. The breadcrumb "Home > User > Register" is at the top. The heading "Register" is followed by the instruction "Fill in this form to register with this site." Below this, a red box highlights the link "Click here if you are already registered with this or another journal on this site." The form itself is titled "Profile" and contains several fields: Username * (filled with "johndoe"), Password * (filled with "*****"), Repeat password * (filled with "*****"), Salutation (filled with "Dr."), First Name * (filled with "John"), Middle Name (empty), Last Name * (filled with "Doe"), Initials (filled with "JD" and "Joan Alice Smith = JAS"), Gender (filled with "M" and a dropdown arrow), and Affiliation (filled with "Test University, Berlin").

Signature	<div></div>
Email *	<input type="text" value="johndoe@outlook.com"/>
Confirm Email *	<input type="text" value="johndoe@outlook.com"/>
ORCID iD	<input type="text"/> <small>ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. http://orcid.org/0000-0002-1825-0097).</small>
URL	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Mailing Address	<div></div>

Country	<div>Germany</div>
Bio Statement (E.g., department and rank)	<div>Lecturer Department X</div>
Confirmation	<input checked="" type="checkbox"/> Send me a confirmation email including my username and password
Working Languages	<input type="checkbox"/> Deutsch <input checked="" type="checkbox"/> English
Register as	<input checked="" type="checkbox"/> Author: Able to submit items to the journal.

* Denotes required field

Schmollers Jahrbuch – Journal of Contextual Economics

To submit an article once registered, please select the option “Register as Author”.

After you have completed the form, click on “Register” to create your account. You will receive an email with your login data (username and password).

2. New Submission

To submit a manuscript, log into your account. Click on “User Home” in the menu on the top of the page <http://ojs.duncker-humboldt.de/ojs/index.php/schmj>.

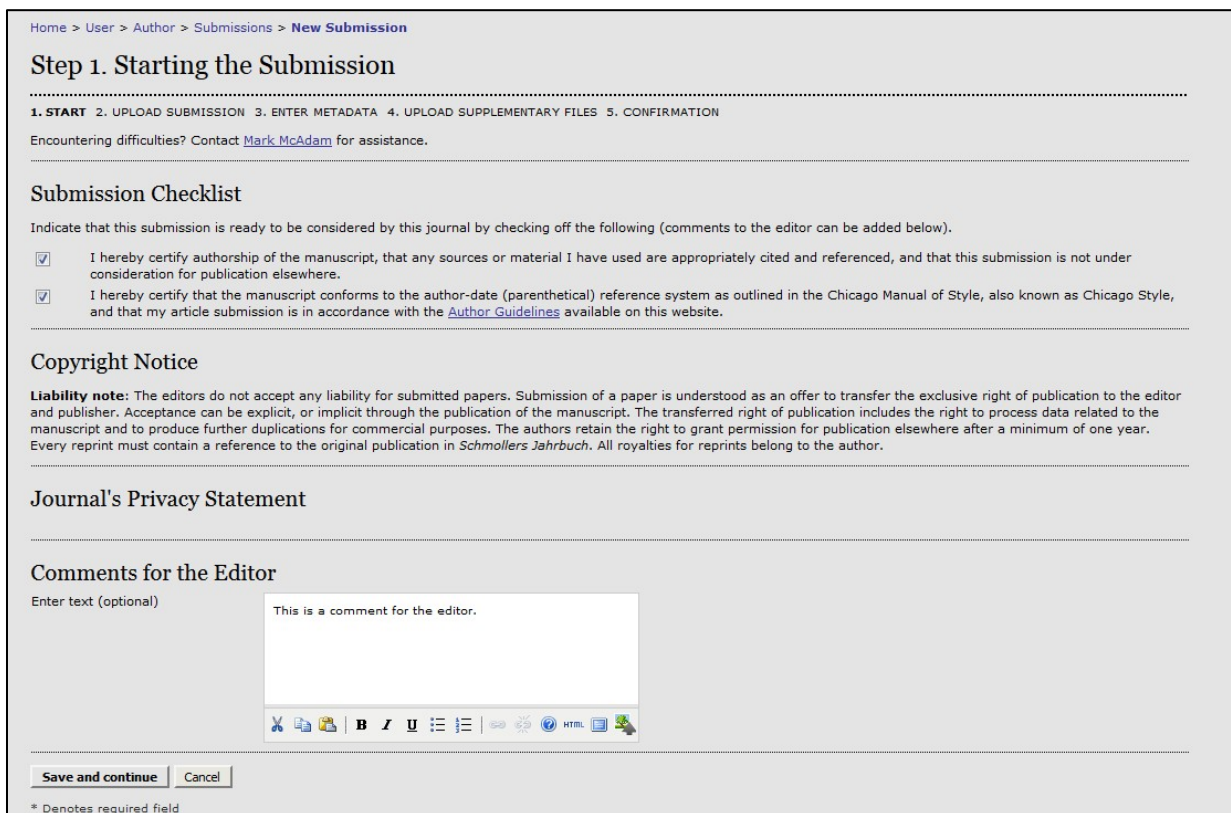
All submissions (active and archived) are next to the role “Author”. Click on “New Submission” to submit a new manuscript.



The screenshot shows the 'User Home' page for the 'Schmollers Jahrbuch – Journal of Contextual Economics'. The page has a breadcrumb trail 'Home > User Home'. Below the header, there are statistics for 'Author' (0 Active, 0 Archive) and a red-bordered button labeled '[New Submission]'. A 'My Account' section lists links for 'Show My Journals', 'Edit My Profile', 'Change My Password', and 'Logout'. The footer repeats the journal name.

Step 1:

Please carefully read the submission checklist. Each point must be checked off in order to submit a new manuscript.



The screenshot shows the 'Step 1. Starting the Submission' page. It includes a breadcrumb trail 'Home > User > Author > Submissions > New Submission'. The page lists five steps: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION. A note mentions 'Mark McAdam' for assistance. The 'Submission Checklist' section contains two items with checkboxes, both of which are checked. The 'Copyright Notice' section includes a liability note. The 'Journal's Privacy Statement' section is also present. The 'Comments for the Editor' section has a text input field with a placeholder 'Enter text (optional)' and a rich text editor toolbar. At the bottom, there are 'Save and continue' and 'Cancel' buttons, and a footnote '* Denotes required field'.

Please add a comment for the editor if needed. Click on “Save and continue” to proceed to the next step.

Step 2:

Select the file with the manuscript you want to submit and click on „Upload“.

Home > User > Author > Submissions > New Submission

Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.


Encountering difficulties? Contact [Mark McAdam](#) for assistance.

Submission File

No submission file uploaded.

Upload submission file

Manuscript.docx [ENSURING A BLIND REVIEW](#)



Schmollers Jahrbuch – Journal of Contextual Economics

After that click on “Save and continue”.

Home > User > Author > Submissions > New Submission

Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.


Encountering difficulties? Contact [Mark McAdam](#) for assistance.

Submission File

File Name	92-404-1-SM.docx
Original file name	Manuscript.docx
File Size	0B
Date uploaded	2016-04-05 04:14 PM

Replace submission file

Keine Datei ausgewählt. [ENSURING A BLIND REVIEW](#)



Schmollers Jahrbuch – Journal of Contextual Economics

Step 3:

Entering the Submission's Metadata. You can enter additional authors by clicking on ["Add Author"](#). Please notice that for each new author you need to fill in the fields "First Name", "Last Name" and "Email".

Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Authors

First Name *

John

Middle Name

Last Name *

Doe

Email *

johndoe@outlook.com

ORCID iD

ORCID iDs can only be assigned by [the ORCID Registry](#). You must conform to their standards for expressing (eg. <http://orcid.org/0000-0002-1825-0097>).

URL

Affiliation

Test University, Berlin

(Your institution, e.g. "Simon Fraser University")

Country

Germany

Bio Statement
(E.g., department and rank)

Lecturer
Department X

Add Author

Please add **Title**, **Abstract** and **JEL-Classification** for your submission.

Title and Abstract

Title *

Title of the Manuscript

Abstract *

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.

Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Subject classification

F3; F4; F6

[JEL Codes](#)

Language

en

English=en; French=fr; Spanish=es. [Additional codes.](#)

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

Save and continue

Cancel

* Denotes required field

Step 4

Uploading Supplementary Files (Tables, Images etc.).

Home > User > Author > Submissions > **New Submission**

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary files have been added to this submission.				
Upload supplementary file	Durchsuchen...	Image_1.jpg	Upload	ENSURING A BLIND REVIEW

Save and continue Cancel

Schmollers Jahrbuch – Journal of Contextual Economics

Click on “Upload”. Now you can add the metadata for the uploaded supplementary files. Tick the option “present file to reviewers” if you want to make the supplementary files visible to reviewers.

Step 4a. Add a Supplementary File

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

[<< Back to Supplementary Files](#)

Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title *

Creator (or owner) of file

Keywords

Type

Research Instrument

Research Materials

Research Results

Transcripts

Data Analysis

Data Set

Source Text

Other

Brief description

Publisher

Contributor or sponsoring agency

Date
Date when data was collected or instrument created.

Source

Language
English=en; French=fr; Spanish=es. [Additional codes.](#)

Supplementary File

File Name [92-405-1-SP.jpg](#)

Original file name

File Size

Date uploaded

☐ Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file Keine Datei ausgewählt. Use Save to upload file.

Save and continue Cancel

Click on “Save and continue”.

Now you can upload other files, and edit or delete previous files:

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
112	Image 1	Image_1.jpg	04-05	EDIT DELETE

Upload supplementary file

Durchsuchen...

Table_1.xlsx

Upload

ENSURING A BLIND REVIEW

Save and continue

Cancel

Schmollers Jahrbuch – Journal of Contextual Economics

Once all supplementary files are uploaded, click on „Save and continue“.

Home > User > Author > Submissions > **New Submission**

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
112	Image 1	Image_1.jpg	04-05	EDIT DELETE
113	Untitled	Table_1.xlsx	04-05	EDIT DELETE

Upload supplementary file

Durchsuchen...

Keine Datei ausgewählt.

Upload

ENSURING A BLIND REVIEW

Save and continue

Cancel

Schmollers Jahrbuch – Journal of Contextual Economics

Step 5:

At this point you may confirm your submission. Click on „Finish Submission“ to submit your manuscript:

Home > User > Author > Submissions > **New Submission**

Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. **CONFIRMATION**

To submit your manuscript to Schmollers Jahrbuch – Journal of Contextual Economics click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Schmollers Jahrbuch – Journal of Contextual Economics.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
404	MANUSCRIPT.DOCX	Submission File	0B	04-05
405	IMAGE_1.JPG	Supplementary File	70KB	04-05
406	TABLE_1.XLSX	Supplementary File	8KB	04-05

Finish Submission

Cancel

Schmollers Jahrbuch – Journal of Contextual Economics

You will receive an email of confirmation of your submission.

After confirming your submission, you will see a link to all of your active submissions:

Home > User > Author > Submissions > Active Submissions

Active Submissions

Submission complete. Thank you for your interest in publishing with Schmollers Jahrbuch – Journal of Contextual Economics.

- [Active Submissions](#)

Schmollers Jahrbuch – Journal of Contextual Economics

Your submissions are now under the category “Active” on your personal start page. Changes in the status of your submissions will be sent per email.

Home > User > Author > **Active Submissions**

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
92	04-05	ART	Doe	TITLE OF THE MANUSCRIPT	Awaiting assignment

1 - 1 of 1 Items

Start a New Submission
[CLICK HERE](#) to go to step one of the five-step submission process.

Refbacks

ALL NEW PUBLISHED IGNORED

DATE ADDED	HITS	URL	ARTICLE	TITLE	STATUS	ACTION
There are currently no refbacks.						

[Publish](#) [Ignore](#) [Delete](#) [Select All](#)

Schmollers Jahrbuch – Journal of Contextual Economics

3. Submission of a revised version

If you need to submit a revised version of your manuscript, please follow these instructions:

- 1) Your manuscript will be under the status „In Review” or “In Review: Revisions Required”.
Click on the status or on the title of the manuscript to open the file:

Home > User > Author > **Active Submissions**

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
92	04-05	ART	Doe	TITLE OF THE MANUSCRIPT	IN REVIEW

1 - 1 of 1 Items

Start a New Submission
[CLICK HERE](#) to go to step one of the five-step submission process.

- 2) Under the section REVIEW you will find files uploaded by the reviewer and the decision of the editor. Under “Upload Author Version” you can submit a revised version of the manuscript:

[HOME](#) [ABOUT](#) [USER HOME](#) [ONLINE SUBMISSIONS](#) [CONTENT](#)

Home > User > Author > Submissions > #92 > **Review**

#92 Review

[SUMMARY](#) [REVIEW](#) [EDITING](#)

Submission


Authors	John Doe 
Title	Title of the Manuscript
Section	Articles
Editor	Schmoller Redakteur 

Peer Review

Round 1

Review Version	92-407-1-RV.DOCX 2016-04-05
Initiated	2016-04-06
Last modified	2016-04-07
Uploaded file	Reviewer A 92-409-1-RV.DOCX 2016-04-06

Editor Decision

Decision	Resubmit for Review 2016-04-07
Notify Editor	 Editor/Author Email Record  2016-04-07
Editor Version	None
Author Version	None

Upload Author Version

Keine Datei ausgewählt.

Schmollers Jahrbuch – Journal of Contextual Economics

Select the file and click on “Upload”:

Home > User > Author > Submissions > #92 > **Review**

#92 Review

[SUMMARY](#) [REVIEW](#) [EDITING](#)

Submission

Authors	John Doe 
Title	Title of the Manuscript
Section	Articles
Editor	Schmoller Redakteur 

Peer Review

Round 1

Review Version	92-407-1-RV.DOCX 2016-04-05
Initiated	2016-04-06
Last modified	2016-04-07
Uploaded file	Reviewer A 92-409-1-RV.DOCX 2016-04-06

Editor Decision

Decision	Resubmit for Review 2016-04-07
Notify Editor	 Editor/Author Email Record  2016-04-07
Editor Version	None
Author Version	None



Upload Author Version

Manuscript_Rev_1.docx

Schmollers Jahrbuch – Journal of Contextual Economics

The suffix –ED will be added to the filename to mark it as an edited/revised file.

Editor Decision

Decision	Resubmit for Review 2016-04-07
Notify Editor	 Editor/Author Email Record  2016-04-07
Editor Version	None
Author Version	92-410-1-ED.DOCX 2016-04-07 DELETE
Upload Author Version	<input type="button" value="Durchsuchen..."/> <input type="text" value="Keine Datei ausgewählt."/> <input type="button" value="Upload"/>

Schmollers Jahrbuch – Journal of Contextual Economics



- 3) In the section SUMMARY each supplementary file can be viewed and replaced by clicking on its filename. You can also add a new supplementary file.

Home > User > Author > Submissions > #92 > Summary

#92 Summary

SUMMARY REVIEW EDITING

Submission

Authors	John Doe
Title	Title of the Manuscript
Original file	92-404-1-SM.DOCX 2016-04-05
Supp. files	92-405-1-SP.JPG 2016-04-05 ADD A SUPPLEMENTARY FILE 92-406-1-SP.XLSX 2016-04-05
Submitter	Dr. John Doe 
Date submitted	April 5, 2016 - 04:26 PM
Section	Articles
Editor	Schmoller Redakteur 
Author comments	This is a comment for the editor.


Status

Status	In Review
Initiated	2016-04-07
Last modified	2016-04-07

Submission Metadata

[EDIT METADATA](#)

Authors

Name	John Doe 
Affiliation	Test University, Berlin
Country	Germany
Bio Statement	Lecturer Department X

Principal contact for editorial correspondence.

Click on “Edit Metadata” to edit all the information about your manuscript (Authors, Title, Abstract etc.).

Submission Metadata

[EDIT METADATA](#)

Authors

Name	John Doe
Affiliation	Test University, Berlin
Country	Germany
Bio Statement	Lecturer Department X

Principal contact for editorial correspondence.

Title and Abstract

Title	Title of the Manuscript
Abstract	<p>Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.</p>

Indexing

Subject classification	F3; F4; F6
Language	en



Supporting Agencies

Agencies	—
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- 4) In the section REVIEW it is possible to contact the editor in case of questions or remarks by clicking on the envelope.

Click on the balloon “Email Record” to view all previous communication with the editor.

Editor Decision

Decision	Resubmit for Review 2016-04-07		
Notify Editor	 Editor/Author Email Record  2016-04-07		
Editor Version	None		
Author Version	92-410-1-ED.DOCX 2016-04-07 DELETE		
Upload Author Version	<input type="button" value="Durchsuchen..."/> <input type="text" value="Keine Datei ausgewählt."/> <input type="button" value="Upload"/>		

Schmollers Jahrbuch – Journal of Contextual Economics