

1. Registration

1) Click on REGISTER:

2) Fill in the form to register 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.

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

Email * johndoe@outlook.com [PRIVACY STATEMENT](#)

Confirm Email * johndoe@outlook.com

ORCID iD

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

URL

Phone

Fax

Mailing Address

Country Germany

Bio Statement (E.g., department and rank)
Lecturer
Department XXX

Confirmation Send me a confirmation email including my username and password

Working Languages Deutsch English

Register as Author: Able to submit items to the journal.

Register Cancel

* Denotes required field

Privacy Statement
Your personal details will be treated confidentially, used exclusively for the purposes indicated by you and are not sold or passed on to third parties.

Applied Economics Quarterly

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/aeq>.

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



HOME ABOUT USER HOME CONTENT

Home > User Home

User Home

Applied Economics Quarterly

Author 0 Active 0 Archive **New Submission**

My Account

- Show My Journals
- Edit My Profile
- Change My Password
- Logout

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USER
You are logged in as...
johndoe

- My Journals
- My Profile
- Log Out

Journal Help

NOTIFICATIONS

- View
- Manage

LANGUAGE
Select Language
English Submit

FONT SIZE
A A A+

Step 1:

Please select in the scrolling menu the section “Manuscript” and carefully read the submission checklist that follows. Each point must be checked off in order to submit a new manuscript.



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

Step 1. Starting the Submission

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

Encountering difficulties? Contact [Deborah Anne Bowen](#) for assistance.

Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About](#) the Journal).

Section *

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- Your contribution is an original work that has not been published or submitted for publication elsewhere
- Your submission is in English.
- The manuscript is a Microsoft Word (.docx, .doc) or is a LaTeX file (.tex) plus PDF (please submit the PDF as manuscript and the LaTeX file under Step 4. „Supplementary Files“).
- Your paper is double-spaced, with pages in numbered sequence.
- Your submission includes an abstract of no more than 300 words, up to five keywords and up to three JEL classification codes.
- Footnotes are numbered consecutively and placed within the text; references are in alphabetical order at the end of the paper.
- Any graphics files should be submitted in the program in which they were created. If submitting a Latex file, please also submit a PDF.
- The manuscript and all submitted supplementary files comply with our [guidelines](#) for detailed submission.

Please add a comment for the editor if needed.

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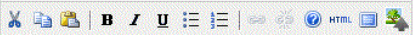
Journal's Privacy Statement

Your personal details will be treated confidentially, used exclusively for the purposes indicated by you and are not sold or passed on to third parties.

Comments for the Editor

Enter text (optional)

This is a comment for the Editor.



* Denotes required field

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Click on "Save and continue" to proceed to the next step.

Step 2:

Uploading the submission. If you want to upload a manuscript in LaTeX format, please notice that at this point, you will be asked to upload only the additional PDF-file. The LaTeX-file will be uploaded in a later step.

HOME ABOUT USER HOME CONTENT

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 [Deborah Anne Bowen](#) for assistance.

Submission File

No submission file uploaded.

Upload submission file

Manuscript.docx 

Applied Economics Quarterly

Select the file you want to submit and click on „Upload“. The submission file is now uploaded (see below).

HOME ABOUT USER HOME CONTENT

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 [Deborah Anne Bowen](#) for assistance.

Submission File

File Name	62-270-2-SM.docx
Original file name	Manuscript.docx
File Size	9KB
Date uploaded	2015-05-25 07:17 PM

Replace submission file Keine Datei ausgewählt.

Applied Economics Quarterly

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".

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

Step 3. Entering the Submission's Metadata

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

Authors

First Name *	<input type="text" value="John"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Doe"/>
Email *	<input type="text" value="johndoe@duncker-humblot.de"/>
ORCID iD	<input type="text"/>
URL	<input type="text"/>
Affiliation	<input type="text" value="Test University"/>
Country	<input fraser="" simon="" type="text" university")"="" value="(Your institution, e.g. "/>
Bio Statement (E.g., department and rank)	<input type="text"/>

Title and Abstract

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

Title and Abstract

Title *

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. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Indexing

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

Subject classification [JEL Codes](#)

Keywords
e.g. exchange rate models; USA

Language
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

References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

* Denotes required field

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Step 4

Uploading Supplementary Files (Tables, Images etc.). Now you can also upload the LaTeX-file.

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
<i>No supplementary files have been added to this submission.</i>				
Upload supplementary file	<input type="button" value="Durchsuchen..."/>	Image_1.gif	<input type="button" value="Upload"/>	

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Click on "Upload". Now you can add the metadata for the uploaded supplementary files:

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 *	<input type="text" value="Image 1"/>
Creator (or owner) of file	<input type="text"/>
Keywords	<input type="text"/>
Type	<input type="text" value="Research Instrument"/> <input type="button" value="v"/> <ul style="list-style-type: none">Research InstrumentResearch MaterialsResearch ResultsTranscriptsData AnalysisData SetSource TextOther
Brief description	<input type="text"/>
Publisher	<input type="text"/>
Contributor or sponsoring agency	<input type="text"/>
Date	<input type="text" value="2015-05-25"/> YYYY-MM-DD Date when data was collected or instrument created.
Source	<input type="text"/>
Language	<input type="text"/>

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

Tick the option “present file to reviewers” if you want to make the supplementary files visible to reviewers:

Supplementary File

File Name [62-271-1-SP.gif](#)
 Original file name Image_1.gif
 File Size 27KB
 Date uploaded 2015-05-25 07:28 PM

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

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

* Denotes required field

Applied Economics Quarterly

Click on “Save and continue”. Now you can upload other files, and edit or delete previous files:

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
83	Image 1	Image_1.gif	05-25	EDIT DELETE

Upload supplementary file Table_1.xlsx

Applied Economics Quarterly

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
83	Image 1	Image_1.gif	05-25	EDIT DELETE
85	Table 1	Table_1.xlsx	05-25	EDIT DELETE

Upload supplementary file Keine Datei ausgewählt.

Applied Economics Quarterly

Step 5:

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

The screenshot shows the 'Step 5. Confirming the Submission' page. At the top, there are navigation links: HOME, ABOUT, USER HOME, and CONTENT. Below these is a breadcrumb trail: Home > User > Author > Submissions > New Submission. The main heading is 'Step 5. Confirming the Submission'. A progress bar indicates the current step: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION. A paragraph of text explains that clicking 'Finish Submission' will result in an email confirmation and that the user can track the submission's progress. Below this is a 'File Summary' table with columns for ID, ORIGINAL FILE NAME, TYPE, FILE SIZE, and DATE UPLOADED. The table lists three files: IMAGE 1.GIF (27KB), MANUSCRIPT.DOCX (9KB), and TABLE 1.XLSX (7KB). At the bottom of the table are two buttons: 'Finish Submission' and 'Cancel'. The footer of the page reads 'Applied Economics Quarterly'.

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
271	IMAGE 1.GIF	Supplementary File	27KB	05-25
270	MANUSCRIPT.DOCX	Submission File	9KB	05-25
273	TABLE 1.XLSX	Supplementary File	7KB	05-25

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:

The screenshot shows the 'Active Submissions' page. At the top, there are navigation links: HOME, ABOUT, USER HOME, and CONTENT. Below these is a breadcrumb trail: Home > User > Author > Submissions > Active Submissions. The main heading is 'Active Submissions'. A message states: 'Submission complete. Thank you for your interest in publishing with Applied Economics Quarterly.' Below this message is a link: • [Active Submissions](#). The footer of the page reads 'Applied Economics Quarterly'.

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
62	05-25	MAN	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
<i>There are currently no refbacks.</i>						

Applied Economics Quarterly

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 ABOUT USER HOME CONTENT

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

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
62	05-25	MAN	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.

Refbacks

ALL NEW PUBLISHED IGNORED

DATE ADDED	HITS	URL	ARTICLE	TITLE	STATUS	ACTION
<i>There are currently no refbacks.</i>						

Applied Economics Quarterly

- 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:

The screenshot shows a web interface for a journal submission. At the top, there are navigation links: HOME, ABOUT, USER HOME, and CONTENT. Below this is a breadcrumb trail: Home > User > Author > Submissions > #62 > Review. The main heading is "#62 Review". Underneath, there are tabs for SUMMARY, REVIEW (which is active), and EDITING. The "Submission" section lists: Authors: John Doe; Title: Title of the Manuscript; Section: Manuscript; Editor: Erika Mustermann. The "Peer Review" section shows "Round 1" with a table of review versions. The "Editor Decision" section shows a decision of "Resubmit for Review 2015-05-26" and an "Upload Author Version" button with a file selection interface.

HOME ABOUT USER HOME CONTENT

Home > User > Author > Submissions > #62 > Review

#62 Review

SUMMARY REVIEW EDITING

Submission

Authors John Doe
 Title Title of the Manuscript
 Section Manuscript
 Editor Erika Mustermann

Peer Review

Round 1

Review Version	62-274-1-RV.DOCX 2015-05-25
Initiated	2015-05-26
Last modified	2015-05-26
Uploaded file	Reviewer A 62-277-1-RV.DOCX 2015-05-26

Editor Decision

Decision Resubmit for Review 2015-05-26
 Notify Editor Editor/Author Email Record 2015-05-26
 Editor Version None
 Author Version None

Upload Author Version Keine Datei ausgewählt.

Applied Economics Quarterly

Please insert a note, detailing how you responded to each of the reviewer's points at the very top of your revised version. Select the file and click on “Upload”:

This screenshot is identical to the one above, but the "Upload Author Version" section is highlighted with a red border. The file selection interface now shows "Manuscript_Rev_1.docx" selected, and the "Upload" button is visible.

HOME ABOUT USER HOME CONTENT

Home > User > Author > Submissions > #62 > Review

#62 Review

SUMMARY REVIEW EDITING

Submission

Authors John Doe
 Title Title of the Manuscript
 Section Manuscript
 Editor Erika Mustermann

Peer Review

Round 1

Review Version	62-274-1-RV.DOCX 2015-05-25
Initiated	2015-05-26
Last modified	2015-05-26
Uploaded file	Reviewer A 62-277-1-RV.DOCX 2015-05-26

Editor Decision

Decision Resubmit for Review 2015-05-26
 Notify Editor Editor/Author Email Record 2015-05-26
 Editor Version None
 Author Version None

Upload Author Version Manuscript_Rev_1.docx

Applied Economics Quarterly

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

Editor Decision

Decision	Resubmit for Review 2015-05-26
Notify Editor	<input type="checkbox"/> Editor/Author Email Record 2015-05-26
Editor Version	None
Author Version	62-278-1-ED.DOCX 2015-05-26 DELETE
Upload Author Version	<input type="button" value="Durchsuchen..."/> Keine Datei ausgewählt. <input type="button" value="Upload"/>

Applied Economics Quarterly

In the section SUMMARY each supplementary submission can be viewed and replaced by clicking on its filename

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

Submission

Authors	John Doe
Title	Title of the Manuscript
Original file	62-270-2-SM.DOCX 2015-05-25
Supp. files	62-271-1-SP.GIF 2015-05-25 ADD A SUPPLEMENTARY FILE 62-273-1-SP.DOCX 2015-05-25 62-279-1-SP.DOCX 2015-05-26
Submitter	Dr. John Doe
Date submitted	May 25, 2015 - 07:32 PM
Section	Manuscript
Editor	Erika Mustermann
Author comments	This is a comment for the Editor.

Status

Status	In Review
Initiated	2015-05-26
Last modified	2015-05-26

Submission Metadata

[EDIT METADATA](#)

Authors

Name	John Doe
Affiliation	Test University
Country	—
Bio Statement	—

Principal contact for editorial correspondence.

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. Stet clita kasd gubergren, no sea takimata sanctus

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

Status

Status	In Review
Initiated	2015-05-26
Last modified	2015-05-26

Submission Metadata

[EDIT METADATA](#)

Authors

Name	John Doe
Affiliation	Test University
Country	—
Bio Statement	—

Principal contact for editorial correspondence.

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. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

- 3) In the section REVIEW it is possible to contact the editor in case of questions or remarks. Click on the balloon “Email Record” to view all previous communication with the editor, e.g. the email containing the comment of the reviewers about the manuscript.

#62 Review

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

Submission

Authors	John Doe
Title	Title of the Manuscript
Section	Manuscript
Editor	Erika Mustermann

Peer Review

Round 1

Review Version	62-274-1-RV.DOCX 2015-05-25
Initiated	2015-05-26
Last modified	2015-05-26
Uploaded file	Reviewer A 62-277-1-RV.DOCX 2015-05-26

Editor Decision

Decision	Resubmit for Review 2015-05-26
Notify Editor	Editor/Author Email Record 2015-05-26
Editor Version	None
Author Version	62-278-1-ED.DOCX 2015-05-26 DELETE
Upload Author Version	<input type="button" value="Durchsuchen..."/> Keine Datei ausgewählt. <input type="button" value="Upload"/>

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