

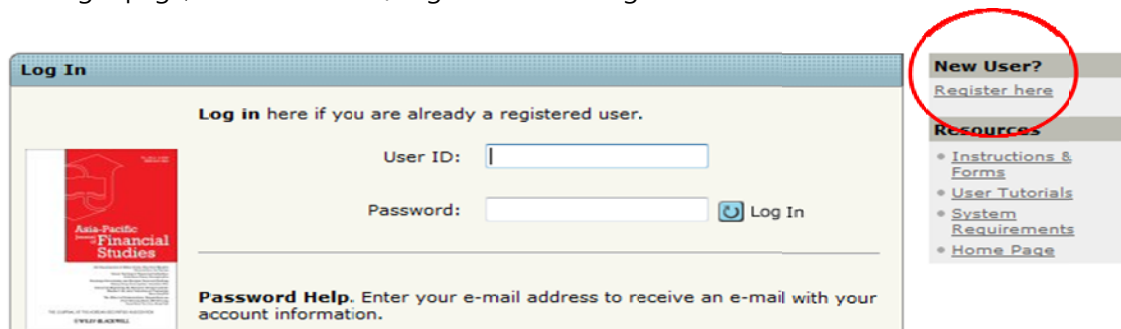


Dear AJFS Contributors.

Thank you for considering AJFS as an outlet for your work. Starting from 2010 Volume 39 Number 1, Wiley-Blackwell is our new publisher and our new manuscript handling web site, ScholarOne Manuscripts went live since February 20, 2010. A potential contributor should login first at the following site before submission. Please refer to the attached "ScholarOne Manuscripts Author Guide".

<http://mc.manuscriptcentral.com/ajfs>

At the login page, visit New User?/Register here to register.



After successful login, you can proceed to the submission procedure at the following Author Center.

**Welcome** Welcome to the *Asia-Pacific Journal of Financial Studies* site. The center links below indicate which "roles" you can currently perform for the journal. Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in ScholarOne Manuscripts. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.

 [Author Center](#)

 [Referee Center](#)

 [Associate Editor Center](#)

**Resources**

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- [Home Page](#)

Please make sure that the cover page where your name, affiliation, and acknowledgements are placed and the text part where title, abstract and main text are placed are separated (refer to "Instruction for Authors" available from Resources/Instructions & Forms). For the time being the full text of published articles can be accessed from the following site free of charge.

<http://www3.interscience.wiley.com/journal/123279027/home>

On further inquiry please contact AJFS Editorial Office (Sun-Hee Han, Editorial Office, [ksa2615@chol.com](mailto:ksa2615@chol.com)).

**Attached Files:** ScholarOne Manuscripts Author Guide



## ScholarOne Manuscripts Author Guide

### Getting Started



### Logging In

If you have not accessed the website before you will need to create your own account. Please click on the "Create Account" link found on the top right hand corner of the screen. User Names and Passwords are case-sensitive. If you have forgotten your password or believe you have created an account previously please enter your email address in the 'Password Help' field below the log in box.

A screenshot of the "Log In" form. The form has a light blue header with the text "Log In". Below the header, there is a section titled "Log in here if you are already a registered user." with two input fields: "User ID:" and "Password:". To the right of the "Password:" field is a "Log In" button with a blue circular icon. Below this section is a "Password Help" section with the text "Enter your e-mail address to receive an e-mail with your account information." and an "E-Mail Address:" input field. To the right of the "E-Mail Address:" field is a "Go" button with a blue circular icon. On the left side of the form, there is a small thumbnail image of the journal cover.

You will be sent an email with a link. Click on this link and you will be directed to a screen that will allow you to set a permanent password. In the future, if you lose your password just follow the same process.

### Welcome Center

This will be the first page displayed when you log in. Click on [Author Center](#) to submit new manuscripts and check the status of previously submitted manuscripts.










## Submitting a new manuscript

### Author Dashboard

The Author Center is split into two sections across the screen. The left hand side is a summary of manuscripts you have submitted as submitting author, manuscripts submitted as co-author and manuscripts with decisions.

The right hand side under the heading [Author Resources](#) allows you to submit a new manuscript and will also show you the five most recent emails that have been sent to you in regards to previous submissions.

| My Manuscripts   | Author Resources  |   |   |                     |        |  |             |   |   |
|--|---|---|---|---------------------|--------|--|-------------|---|---|
| <ul style="list-style-type: none"><li>1 <a href="#">Unsubmitted Manuscripts</a></li><li>0 <a href="#">Revised Manuscripts in Draft</a></li><li>3 <a href="#">Submitted Manuscripts</a></li><li>1 <a href="#">Manuscripts with Decisions</a></li><li>0 <a href="#">Manuscripts I Have Co-Authored</a></li><li>0 <a href="#">Withdrawn Manuscripts</a></li><li>0 <a href="#">Manuscripts Accepted for First Look</a></li><li>0 <a href="#">Invited Manuscripts</a></li></ul>   | <p> <a href="#">Click here to submit a new manuscript</a></p> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p> <p><a href="#">Asia-Pacific Journal of Financial Studies - Manuscript ID AJFS-OA-10-0001 [email ref: SE-6-a]</a> <a href="#">Delete</a><br/>(05-Jan-2010)</p> <p><a href="#">Asia-Pacific Journal of Financial Studies - Manuscript ID AJFS-OA-09-1001 [email ref: SE-6-a]</a> <a href="#">Delete</a><br/>(20-Oct-2009)</p> <p><a href="#">Asia-Pacific Journal of Financial Studies - Manuscript ID AJFS-10-09-0001.R1 [email ref: SE-8-a]</a> <a href="#">Delete</a><br/>(15-Oct-2009)</p> <p><a href="#">Asia-Pacific Journal of Financial Studies - Decision on Manuscript ID AJFS-10-09-0001 [email ref: DL-SW-2-a]</a> <a href="#">Delete</a><br/>(14-Oct-2009)</p> <p><a href="#">Asia-Pacific Journal of Financial Studies - Manuscript ID AJFS-10-09-0001 [email ref: SE-6-a]</a> <a href="#">Delete</a><br/>(15-Oct-2009)</p> |   |   |                     |        |  |             |   |   |
| <b>Unsubmitted Manuscripts</b>   |   |   |   |                     |        |  |             |   |   |
| <table border="1"><thead><tr><th data-bbox="357 1397 900 1442">Manuscript Title</th><th data-bbox="900 1397 1027 1442">Date Created</th><th data-bbox="1027 1397 1139 1442">Continue Submission</th><th data-bbox="1139 1397 1227 1442">Delete</th></tr></thead><tbody><tr><td data-bbox="357 1442 900 1480">(No Title Entered) <a href="#">[View Submission]</a></td><td data-bbox="900 1442 1027 1480">02-Feb-2010</td><td data-bbox="1027 1442 1139 1480"></td><td data-bbox="1139 1442 1227 1480"></td></tr></tbody></table> |   | Manuscript Title  | Date Created  | Continue Submission | Delete | (No Title Entered) <a href="#">[View Submission]</a> | 02-Feb-2010 |  |  |
| Manuscript Title   | Date Created  | Continue Submission   | Delete  |                     |        |  |             |   |   |
| (No Title Entered) <a href="#">[View Submission]</a>   | 02-Feb-2010   |  |  |                     |        |  |             |   |   |
| <a href="#">top</a>  |   |   |   |                     |        |  |             |   |   |

Click on the link [Click here to submit a new manuscript](#) to begin the submission process.

### Six Steps to Submission

You will see that there are six steps to submission. There is a progress meter to the left hand side that will tell you at which step you are at (the number will be highlighted by a bright blue circle). If you successfully complete a step the number will also have a green tick next to it.

Each step has a number of questions that need to be answered. Questions with a purple **req** must be answered and you will not be able to submit your manuscript without answering the question. [Step 1](#)

Author Center  
Submit a Manuscript

Select your manuscript type. Enter your title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button.

**Author or Submitting Agent**  
Select the first option listed for the "Author or Submitting Agent" question to indicate that you are one of the authors on the paper - regardless of whether you are the main author or a co-author. Select the second option if you are **NOT an author** on the paper but are submitting **on behalf of** one of the authors, for example if you are the author's assistant or secretary.

When you are finished, click "Save and Continue." [Read More ...](#)

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

Save and Continue

**Manuscript Type**

req Manuscript Type: Select...

req Title (Limit 50 words) Preview Special Characters

Press Control-V (or Cmd-V) to Paste

req Running Head (Limit 50 characters)

req Abstract (Limit 200 words) Special Characters

Press Control-V (or Cmd-V) to Paste

req **Author or Submitting Agent**

I, Alex Author, am submitting this manuscript on behalf of myself and my co-authors.

I, Alex Author, am not an author on this manuscript. I am submitting this manuscript on behalf of an author.

Step 1 collects information on the type, title, running head and abstract of the manuscript. You can copy and paste this information from your paper into the fields. Please also choose the appropriate circle to indicate if you are the submitting author of this manuscript or if you are submitting this manuscript on behalf of the authors. Click the 'Save and Continue' button located at the top and bottom right hand corners to proceed to the next step.

## Step 2

**Keywords**

Search on this list:

Case sensitive

Asset Pricing: Theoretical  
.....Multifactor Models of Risk  
.....Fixed Income  
.....Derivatives  
.....Credit  
.....Risk Management  
.....Liquidity, Frictions, and Limits to Arbitrage  
.....Learning, Information Processing and Transmission  
.....Portfolio Choice and Asset Allocation  
.....Asset Returns in Macroeconomic Models

+ Add

req

Step 2 requires that you add keywords describing your manuscript. Please choose at least one keyword from the list. Click on the 'Save and Continue' button to proceed to the next step.

### Step 3

| Order | Name  | Institution, Department                        | E-Mail                      | Edit | Delete |
|-------|---|--|-----------------------------|------|--------|
| 1     | Author, Alex<br><i>Corresponding Author</i> | JWS, WPT<br>Hoboken, New Jersey, United States | wiley.alex.author@wiley.com |      |        |

**Add a New Co-Author** Special Characters

req E-Mail:  Find req Sal.  req First (Given) Name:  Middle Name:  req Last (Family) Name:

Institution:  Department:

req Country

State/Province  req City

This person is the formal Corresponding Author as denoted on the title page of the manuscript

If you have multiple Institutions and Departments for this author, click [here](#).

Step 3 is where information on each author is collected. As submitting author, your details will already be listed. To add other authors please complete the sections under [Add a New Co-Author](#). Complete the sections for the first author and click on the 'Add to My Authors' button. Then add the next person until finished. Click 'Save and Continue' to move to the next step.

### Step 4

Step 4 contains a series of questions some of which are required questions and must be completed. You must submit a cover letter by typing in the text box provided. Please follow the Instructions for Authors for what your cover letter should contain. Just below this section, there is a series of questions all of which are required and must be answered truthfully. Please see below.

**req Cover Letter**

**Manuscript Details - Metadata (Please use numbers only)**

**Content Information**

|   |                      |
|---|----------------------|
| <b>req</b> Number of words:                   | <input type="text"/> |
| <b>req</b> Number of manuscript pages:        | <input type="text"/> |
| <b>req</b> Number of tables (use 0 for none): | <input type="text"/> |

**Illustration Information**

|  |                      |
|--|----------------------|
| <b>req</b> Total number of figures (use 0 for none): | <input type="text"/> |
| <b>req</b> Number of color figures (use 0 for none): | <input type="text"/> |

**Submission Information - Confirm the following:**

|  |                          |
|--|--------------------------|
| <b>req</b> Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere. | <input type="checkbox"/> |
| <b>req</b> Confirm that you have prepared your paper and files in accordance with the journal's style and format requirements.           | <input type="checkbox"/> |

**Conflict of Interest**

**req** Do you have any conflict of interest?

If yes, please state:

**Previously Submitted**

**req** Has this manuscript previously

- been submitted via this submission website and received a revision decision [revised papers should be submitted as "revisions" and not as "new" papers]
- been submitted outside of this website and is now being submitted after revision
- been submitted to this publication and been rejected?

If any of the above is true please answer "Yes".

If yes, please state previous Manuscript ID:

| Copyright Transfer Agreement  |                          |
|---|--------------------------|
| req Confirm that all authors of this submission have read and understood the journal's policy concerning transfer of copyright.   | <input type="checkbox"/> |
| Special Issue   |                          |
| req Is this submission for a special issue?   | Select... ▾              |
| If yes, please enter the special issue title.   |                          |
| <input type="text"/>  |                          |
| Color Charges   |                          |
| req Are you willing to pay the journal's fee for color reproduction?  |                          |
| <input type="radio"/> Yes   |                          |
| <input type="radio"/> No  |                          |
| <input type="radio"/> Not Applicable  |                          |
| Blinded Review  |                          |
| req Confirm that you have prepared a complete text minus the title page, acknowledgments, and any running headers with author names, to allow blinded review, and have not compromised your anonymity in any Supporting Information files or Additional Files for Review uploaded.  | <input type="checkbox"/> |
| Supporting Information  |                          |
| req We allow submission of "Supporting Information" for online publication only. Go to <a href="http://www.blackwellpublishing.com/bauthor/suppmat.asp">http://www.blackwellpublishing.com/bauthor/suppmat.asp</a> to access the Wiley-Blackwell guidelines for the submission of Supporting Information. If you wish to submit Supporting Information, please select the file designation "Supporting Information for review and online publication only" when uploading your files. |                          |
| Does your submission include any supporting information files for publication in the online version only?   |                          |
| <input type="radio"/> Yes   |                          |
| <input type="radio"/> No  |                          |
| Image Usage   |                          |
| Specify figure(s) possible for publication cover (comma separate figure numbers):   | <input type="text"/>     |
| <input type="button" value="Save and Go Back"/> <input type="button" value="Save and Continue"/>  |                          |

Once complete, please click 'Save and Continue' to proceed to the next step.

Step 5

| My Files (Uploaded files cannot exceed 100000K)  |                      |  |                   |                              |   |
|--|----------------------|--|-------------------|------------------------------|---|
| Order  | File Name            | File Designation req                     | Date              | Edit Details                 | Delete                                      |
| No files have been uploaded.   |                      |  |                   |                              |   |
| File Upload  |                      |  |                   |                              |   |
| Upload new files:  |                      |  |                   |                              |   |
| req  | <input type="text"/> | <input type="button" value="Browse..."/> | Main Document     |                              |   |
|  | <input type="text"/> | <input type="button" value="Browse..."/> | File Designation: | Select: <input type="text"/> |   |
|  | <input type="text"/> | <input type="button" value="Browse..."/> | File Designation: | Select: <input type="text"/> |   |
|  | <input type="text"/> | <input type="button" value="Browse..."/> | File Designation: | Select: <input type="text"/> |   |
|  | <input type="text"/> | <input type="button" value="Browse..."/> | File Designation: | Select: <input type="text"/> |   |
| <input type="checkbox"/> Unpack zip files - <a href="#">instructions</a><br>When this option is selected, files with a .zip extension are unpacked following upload and files contained within them added to your 'My Files' list.<br>The 'File Designation' selected adjacent to the zip file (above) will be applied to each of the files contained in the zip file.<br>Please note that this functionality is subject to the following restrictions.<br><b>Zip File Size:</b><br>The approximate maximum total file size accommodated will vary by your connection speed.<br>- Dial-up connections will typically allow files up to 1MB in total size to be uploaded.<br>- Cable/DSL home connections will typically allow files up to 4MB in total size to be uploaded.<br>- Office network connections will typically allow files up to 40MB in total size to be uploaded.<br>If your files are too large for your connection to accommodate, please upload them in multiple smaller groups.<br><b>Total Number of Files:</b><br>Your zip file may contain up to 20 individual files, each up to 1.5MB in size. |                      |  |                   |                              |   |
|  |                      |  |                   |                              | <input type="button" value="Upload Files"/> |

Step 5 is where you can upload your files. Please read the instructions at the top of the screen carefully. Please note that a main document is required. Choose 'browse' to search your directory for the main document. If you have more than one file to upload then you go to the second box, browse and designate the file. Once complete, you **must** click on the blue 'Upload Files' button located in the right corner. Uploaded files will appear under the section 'My Files' and ScholarOne Manuscripts would have converted them to PDF and HTML files. You can view the HTML and PDF versions here. You can upload as many files as you like in batches of five.

Please note - this journal conducts a blinded peer review process. You must remove any identifying details from your manuscript files.

Click 'Save and Continue' to proceed to the last step.

## Step 6

**My Manuscript Information**

2 Attributes  
3 Authors & Institutions  
4 Details & Comments  
5 File Upload  
6 Review & Submit

**Step 1: Type, Title, & Abstract** [Edit]

**Wiley - Manuscript type:** Original Article  
**Title:** Test Paper  
**Running Head:** test  
**Abstract:** test  
I, Alex Author, am submitting this manuscript on behalf of myself and my co-authors.

**Step 2: Attributes** [Edit]

**Keywords:** Derivatives

**Step 3: Authors & Institutions** [Edit]

1. Author, Alex; JWS, WPT

**Step 4: Details & Comments** [Edit]

Cover letter text is missing.

**Cover Letter:**

| Manuscript Details - Metadata (Please use numbers only) |      |
|---|------|
| <b>Content Information</b>                              |      |
| req Number of words:                                    | 2000 |
| req Number of manuscript pages:                         | 5    |
| req Number of tables (use 0 for none):                  | 0    |
| <b>Illustration Information</b>                         |      |
| req Total number of figures (use 0 for none):           | 0    |
| req Number of color figures (use 0 for none):           | 0    |

| Submission Information - Confirm the following:   |   |
|---|---|
| req Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere. | ✓ |
| req Confirm that you have prepared your paper and files in accordance with the journal's style and format requirements.           | ✓ |

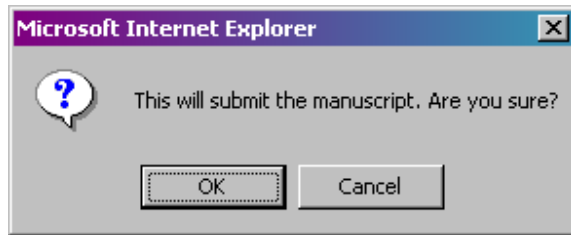
Step 6 summarises all the answers provided in the previous steps. There will be a green tick next to those sections that have been completed successfully. There will be a red cross next to those sections that have not been completed successfully including an explanation of what has not been completed.

To go to any step, you can click on the number on the progress meter or the 'Edit' button corresponding to that step number. In this case, I have not added a cover letter. This is a requirement of the system.

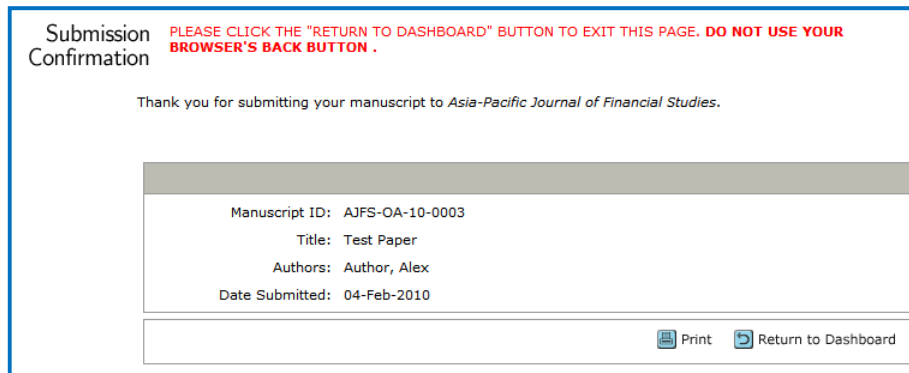
Once you have all green ticks next to each section, you may submit. At the bottom of the page is the following box -



Once you click submit, a pop up box will appear asking -



Click Ok and you will come to the following page –



Please take note of your manuscript number for any correspondence. An automatic acknowledgement email will also be sent to your email address.

Your submission is now complete!