Greetings!

The JMMLA uses an online submission management platform called Manuscript Manager. All users of this platform, including authors, reviewers, and editors, must create an account through Manuscript Manager; click here to do so. Manuscript Manager has produced several guides to help users learn how to use its various features. Please consult these guides, linked below, for instructions on interacting with the platform. If you have any questions or difficulties, please contact the MMLA at mmla@luc.edu.

Please click here for a general demonstration for how to navigate the Manuscript Manager platform; this demo features detailed and visual instructions for authors, reviewers, editors, and administrative staff. Another great resource is the Help Center, which offers a searchable database of help topics.

Guides for Authors

Author submits a manuscript clickable workflow demo: HERE
Author submits a manuscript/online submission article: HERE

Guides for Reviewers

Reviewer Submits Review workflow demo: HERE
Reviewer Submits Review article: HERE

Guides for Editors

Editor in Chief invites Sub-Editor workflow demo: HERE
Editor in Chief Invites Sub-Editor article: HERE
Search for, Select and Invite Reviewers workflow demo: HERE
Search for, Select and Invite Reviewers article: HERE
Editor Adds Missing Reviewer to Database workflow demo: HERE
Editor Adds Missing Reviewer to Database article: HERE
Editor Uses Reviewer Connect workflow demo: HERE
Editor Uses Reviewer Connect article: HERE
Editor Makes a Decision workflow demo: HERE
Editor Makes a Decision article: HERE