Author’s Instruction

Content

1. SUBMISSION PROCESS........................................................................................................... 1
   (1) LOGIN AND YOU WILL SEE ONE OR SEVERAL ROLES THAT YOU HAVE.................. 1
   (2) ONE CLICK TO START A NEW SUBMISSION ................................................................. 1
   (3) STEP 1. STARTING THE SUBMISSION .............................................................................. 2
   (4) STEP 2. UPLOADING THE SUBMISSION ........................................................................... 4
   (5) STEP 3. ENTERING THE SUBMISSION’S METADATA ..................................................... 5
   (6) STEP 4. UPLOADING SUBMISSION .................................................................................. 6
   (7) STEP 5. CONFIRMING THE SUBMISSION ........................................................................ 6
   (8) SUBMISSION COMPLETE .................................................................................................. 7
   (9) ACTIVE SUBMISSIONS .................................................................................................... 7

2. REVISION SUBMITTED ......................................................................................................... 8

3. AUTHOR COPYEDIT ............................................................................................................ 9

4. AUTHOR PROOFREAD ....................................................................................................... 11
1. Submission process

(1) Login and you will see one or several roles that you have.

(2) One click to start a new submission
(3) Step 1. Starting the Submission.

Please follow these instructions step by step.

Step 1. Starting the Submission

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

Encountering difficulties? Contact Chunyu Liu for assistance.

Journal Section

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

Submission Checklist

Indicate that this submission is ready for the editor to be added (items can be added below).

Select a section for this manuscript.

Submission Checklist

Select a section for this manuscript.
7. All but very short mathematical expressions should be displayed on a separate line and centered. Equations must be numbered consecutively on the right margin, using Arabic numerals in parentheses. Do not use a dot over a variable to denote time derivative; only D operator (partial) notations are acceptable.

8. References appear at the end of the paper. They can be single spaced and not smaller than 10pt font size. References to publications in the text should appear as follows: "Jensen and Meckling (1976) report that..." or "(Jensen and Meckling, 1976): At the end of the manuscript, the complete list of references should be as follows:

For monographs:
Fama, Eugene F., and Merton H. Miller, 1972. The Theory of Finance (Dryden Press, Hinsdale, Ill.)

For contributions to collective works:

For periodicals:

9. The cover page shall contain the title of the manuscript, and an abstract of not more than 100 words. The title page should not include the names of the authors, their affiliations, or any other identifying information. That information must be input separately as part of the on-line submission.

10. An abstract, of no more than 100 words, must be entered or pasted into a separate text box as part of the on-line submission.

11. The introductory section must have no heading or number. Subsequent headings should be given Roman numerals. Subsection headings should be lettered A, B, C etc.

12. The article should end with a nontechnical summary statement of the main conclusions. Lengthy mathematical proofs and very extensive detailed tables should be placed in an appendix or omitted entirely. The author should make every effort to explain the meaning of mathematical proofs.

13. Submissions can include a Supplementary Appendix which might include extra tables, extra figures, data description, proofs. If the paper is accepted, part of the Supplemental Appendix will appear as an online supplement to the paper on www.ajoff.org. Subsection headings should be lettered A, B, C, etc.

14. The article should end with a nontechnical summary statement of the main conclusions. Lengthy mathematical proofs and very extensive detailed tables should be placed in an appendix or omitted entirely. The author should make every effort to explain the meaning of mathematical proofs.

15. Submissions can include a Supplementary Appendix which might include extra tables, extra figures, data description, proofs. If the paper is accepted, part of the Supplemental Appendix will appear as an online supplement to the paper on www.ajoff.org.

Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Comments for the Editor

Enter text (optional)

Save and continue Cancel

* Denotes required field

ISSN: 1022-2896
(4) **Step 2. Uploading the Submission**

A new file name is given by the system after file uploaded. You can view the file you uploaded or re-upload a new file.
(5) Step 3. Entering the Submission’s Metadata

Add more authors if necessary.
(6) Step 4. Uploading Submission

Click “Finish Submission” bottom to confirm the submission. A message box will appear to final confirm.
(8) SUBMISSION COMPLETE

Click here and author will see (9).

(9) Active Submissions

Incomplete: the submission is not completed.
In Editing: the submission is accepted for publication.
In Review: the submission is under review.
REV. Required: the submission is awaiting author’s revision
2. Revision Submitted

a. The manuscript needs minor revision. Please go to the “Review” page and upload the revised version.

Peer Review

<table>
<thead>
<tr>
<th>Round 1</th>
<th>Review Version</th>
<th>2011001-81-1-RV.DOC</th>
<th>2011-01-04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiated</td>
<td>2011-01-05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last modified</td>
<td>2011-01-05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uploaded file</td>
<td>Reviewer A 2011001-89-1-RV.DOC</td>
<td>2011-01-05</td>
<td></td>
</tr>
</tbody>
</table>

You need to download the reviewer’s comment file or view the reviewer’s comment in the system.

Editor Decision

<table>
<thead>
<tr>
<th>Decision</th>
<th>Minor Revision 2011-01-05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify Editor</td>
<td>Editor/Author Email Record 2011-01-05</td>
</tr>
<tr>
<td>Editor Version</td>
<td>2011001-80-1-ED.DOC</td>
</tr>
<tr>
<td>Author Version</td>
<td>None</td>
</tr>
<tr>
<td>Upload Author Version</td>
<td></td>
</tr>
</tbody>
</table>

The revised version has been uploaded. The response to reviewer file and the revised manuscript must put in the same file.

b. After uploaded, the author’s revised version shows

Editor Decision

<table>
<thead>
<tr>
<th>Decision</th>
<th>Minor Revision 2011-01-05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify Editor</td>
<td>Editor/Author Email Record 2011-01-05</td>
</tr>
<tr>
<td>Editor Version</td>
<td>2011001-80-1-ED.DOC</td>
</tr>
<tr>
<td>Author Version</td>
<td>2011001-92-1-ED.DOC</td>
</tr>
<tr>
<td>Upload Author Version</td>
<td></td>
</tr>
</tbody>
</table>

c. Please notify the associate editor.
3. **Author Copyedit**

a. After logging in to the Journal of Financial Studies, you will find all of your active submissions.

b. Please upload your copy-edited manuscript (if you can not find the heading of copyediting, please go to the Editing page).

c. You can re-upload your paper, for there may be a couple of rounds of copyediting.
d. Send a mail to inform the chief editor using the mail button in the “complete” column.

e. Please send the email to the editors.

Send Email

To
CC
BCC

Add Recipient Add CC Add BCC

Send a copy of this message to my address (lin@www2.jfs.org.tw)

Attachments

Upload

From

Subject

Body

“Dr. Author Lin” <lin@www2.jfs.org.tw>

[JFS] <No. 2013093> Copyediting Review Completed

I have now reviewed the copyediting of the manuscript, “How to invest stock?” for Journal of Financial Studies, and it is ready for the final round of copyediting and preparation for Layout.

Thank you for this contribution to my work,
Dr. Author Lin
4. **Author Proofread**

a. After logging in to the Journal of Financial Studies, you will find all of your active submissions. There is an article needs proofreading.

   ![Active Submissions](image)

b. Please download the files in Galley format and confirm the content of your paper. If you can not find the heading of Layout, please go to the Editing page.

![Layout](image)

c. Write your comments in “Proofreading corrections” after consulting the Proofing Instructions. If you can not find the heading of Proofreading, please go to the Editing page.

![Proofreading](image)
d. Send a mail to inform the chief editor using the mail button in the “complete” column.

e. Please send the email to the editors.