

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](#)