

# Emerald Submit



## A guide for Authors

### Contents

- What is Emerald Submit?
- Logging in
- Home
- Emerald Publications
- My Grants

# What is Emerald Submit?

Emerald Submit is a system that enhances the author experience through the automatic recognition and allocation of eligibility for open access publishing vouchers.

*As an author, you'll be able to:*

- Search for the right journal for your work
- Clearly see which journals are compliant with your funding source
- Submit your work
- Manage your submissions across all Emerald journals in one place
- Find out if you're eligible for an open access publishing voucher.



# Logging in

To log in to your Emerald Submit administrator dashboard, simply use your Emerald Insight username and password – this should be your institutional email address. You can access Emerald Submit at the following link to login. **[submit.emerald.com](https://submit.emerald.com)**

If you do not yet have an Emerald Insight account, you can set one up easily using the following link. Please note, you should use your institutional email address to set up an account as this is used to verify voucher eligibility. **[emerald.com/insight/register](https://emerald.com/insight/register)**

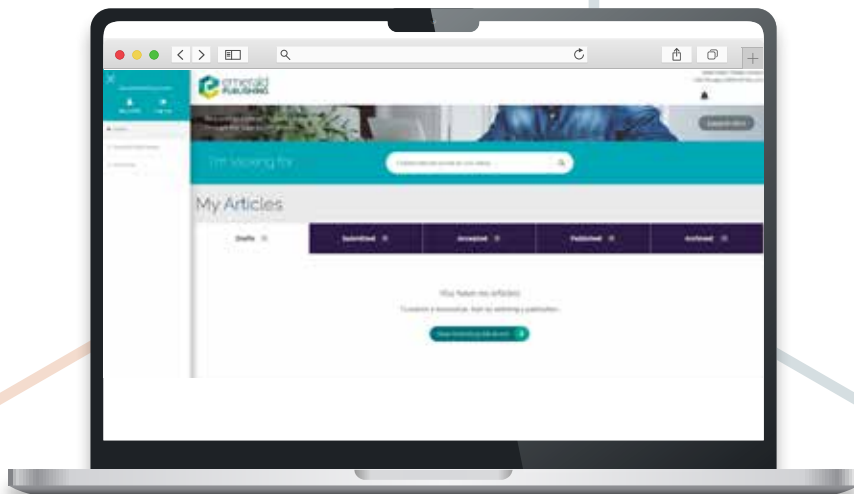
Should you have any problems logging in, please contact **[support@emerald.com](mailto:support@emerald.com)** and we will resolve the issue for you as swiftly as possible.



# Your Dashboard

Once logged in, you will see the Home screen. This shows all of your articles at each stage of publication: drafts, submitted, accepted, published and archived.

The lefthand menu can be used to navigate through to the other areas of Emerald Submit.

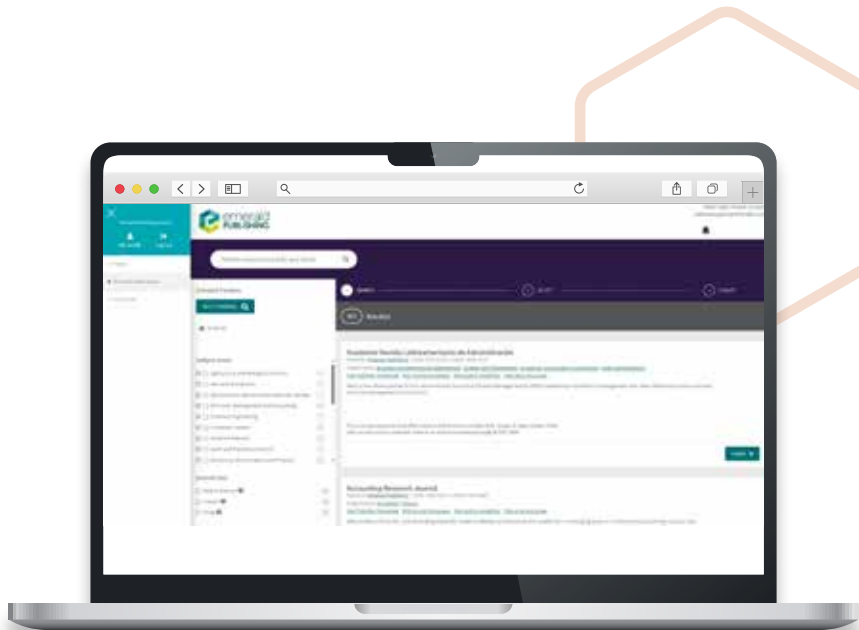


# Emerald Publications

This section of Emerald Submit allows you to browse all Emerald Publications.

To check compliance with funding bodies, click the green 'Select Funder(s)' button. Select the correct funding body (you can select more than one if required) from the list and save to see all compliant publications.

Once you have selected your funding body, you can further narrow down your search either by using the broad subject areas below or using the + buttons to narrow this down by subtopic. The purple 'Compliant' banner allows you to identify publications compliant with your funding body.



# My Grants

On the grant page you can see an overview of all grants you have added to articles in ScholarOne. You can also click on a specific grant and see more detailed information.

