

Instructions for journal AUTHORS

Each article must be uploaded to Practical Action Publishing via our online submission systems:

Enterprise Development & Microfinance <https://www.editorialmanager.com/edm/default.aspx>

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As the person responsible for uploading the article you will be assigned the role of ‘Corresponding author’, and you will be responsible for ensuring that all files and metadata (title, abstract, keywords, figure files) are uploaded, and will also be the point of contact for answering the copy editor’s queries and reading the proofs. Before you start uploading the files, make sure that you have: your anonymised article, abstract and keywords at the start, and references at the end. Please also make sure that all your figure files and photo files (if any) are of sufficiently high quality. (See House style guide found on <https://practicalactionpublishing.com/publish-with-us> for our requirements.)

At the revision stage you will be asked to upload a copyright form (found on <https://practicalactionpublishing.com/publish-with-us>) and a manuscript including full author details. Affiliations should only include, Name, email, first affiliation, country. A longer author biography can be included at the end of the paper if required.

The steps for uploading a chapter are as follows:

1. Go to the relevant online submissions system
2. Login with your username and password, and on the Author Main Menu, click Submit new manuscript.
3. Select an article type.
4. You are the ‘Corresponding author’ for the article. There may be co-authors and you should add their names and email addresses on the ‘Add, Edit, or Remove Authors’ page, and assign the correct order.
5. Proceed with ‘Submit Abstract’, ‘Enter keywords’ and (optionally) ‘Enter comments’, ‘Suggest reviewers’, ‘Oppose reviewers’. These last two are welcomed but optional.
6. Under ‘Attach files’, select the type of file (Manuscript or figure), browse for the file, attach it, and browse and attach any other accompanying figure files. Click ‘Next’, then ‘Build PDF for my Approval’.

Big change starts small

7. Click on 'Submissions Waiting for Approval', and under 'Action links', 'View submission' and then 'Approve submission'
8. Return to Main menu and repeat for subsequent chapters until all the files for your book are uploaded.

You will receive reviewer comments via email, once received you will be able to answer the queries and revise your manuscript, then follow the steps to upload again, at this stage you will also need your signed copyright form.

If accepted your article will move into production, the copy editor's queries will be sent to you, and the proofs will be issued to you, via the online production system. You will need adobe reader to view the proofs, this is free software and can be downloaded here:

<https://get.adobe.com/uk/reader/>

Please do contact the editorial or production department if you need any assistance.

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