

Ignited.Global

Peer Review System Instructions for Authors

Thank you for submitting your case study for consideration in the upcoming of the Journal of Critical Incidents!

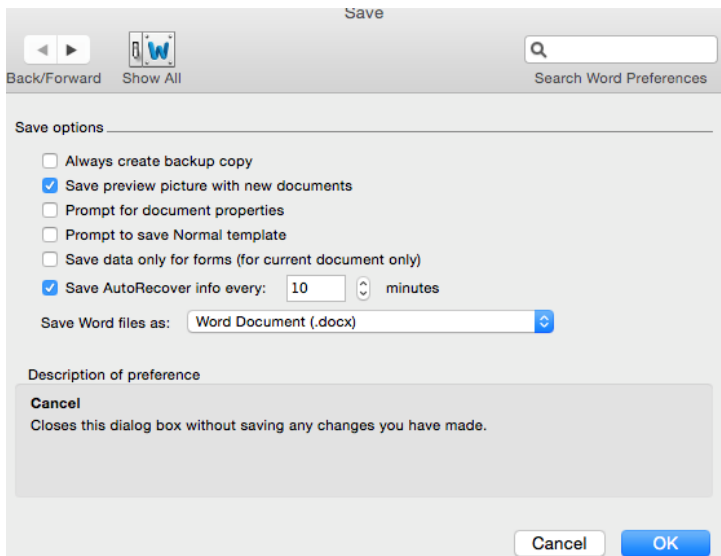
We are excited to announce we will be using a new peer review system and ask you to submit your files there.

Prior to submission please ensure compliance with the following:

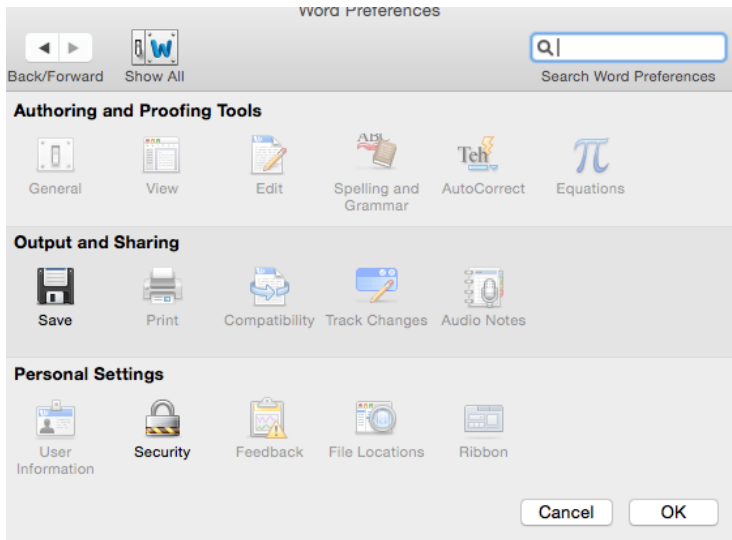
IMPORTANT NOTE

- All files must have author identifying information removed
- Additionally it is necessary to save the file with the author-identified information removed to do so follow these steps.

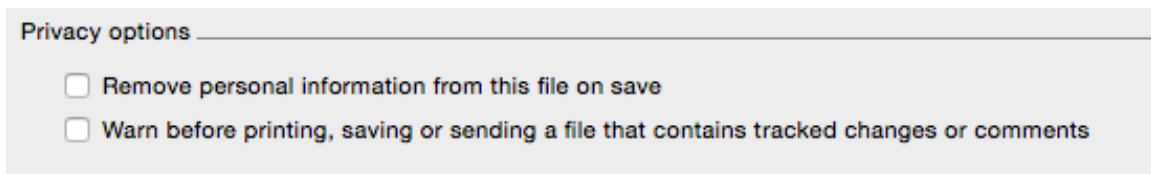
In word- click save as- then click options the following box will pop up click “Show All” on the top left



Then click security under personal settings



Finally check the box to remove personal information



Failure to comply with these instructions will result in a “Soft Reject” and you may risk missing the submission deadline.

Submission Instructions

You will first need to create an account on our system using the link below:

<https://www.ignited.global/user>

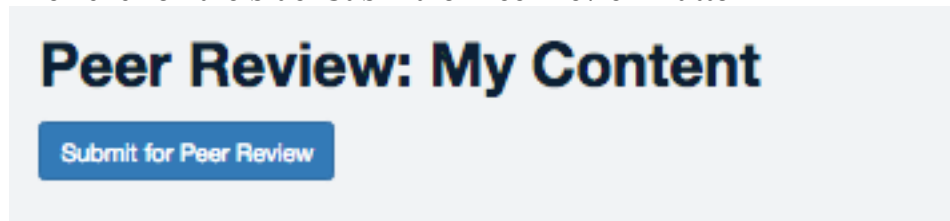
We encourage you and your co-authors to create an account as soon as possible.

Please note:

- There may be a short delay in approval as the system also houses case libraries and needs to keep teaching notes available only to verified faculty.
- All Authors must have accounts.
- Only the submitting author will be notified of the case progress.

Once you are logged in please click the gold “Peer Review” Button in the upper right of the screen.

Then click on the blue “Submit for Peer Review Button”



On the next page fill out the form, please note the co-author is informational only. The author will be prompted to attach their files and “submit for review”

Please fill out the form below, documents uploaded should have all identifying author information removed. Failure to remove authoring information may result in review denial.

Version

SUBMISSION INFORMATION

Title

[PDF icon]

Co-Authors

No Co-Authors added yet. Select a Co-Author type and press the button below to add one.

[Add new Co-Author](#)

Area of Study ⁺

Business

Topic ⁺

- Ethics & Social Justice
- Finance & Accounting
- Human Resources
- Marketing & Sales
- Operations
- Organizational Behavior
- Risk and Society
- Strategy & General Management
- Technology & Innovation

Material Type ⁺

Article

Editor Group ⁺

Choose an editor group to submit for peer review.

Keywords ⁺

Create Date ⁺

09/05/2018

E.g., 09/05/2018

SUBMISSION FILE COMPONENTS

PRIMARY FILE

Attach media ⁺

At this point the editor will be alerted. Editors can always log into their system and click on the “Peer Review” area to view submissions at any time.