

The following document is meant to assist you with submitting your manuscript to the Peer Review System. If you have any technical questions please contact tracy@ignited.global

You will first need to create an account on our system using the link below:
<https://www.ignited.global/user>

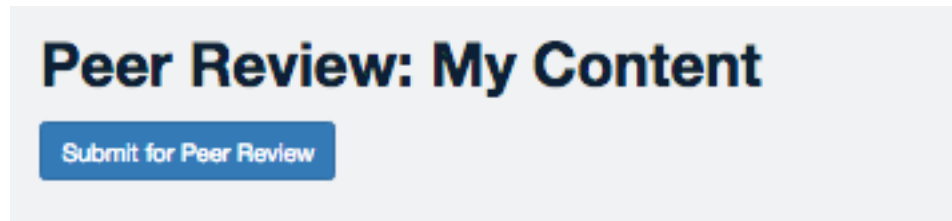
We encourage you and your co-authors to create an account as soon as possible.

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 “Peer Review” Button in the upper right of the screen.

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

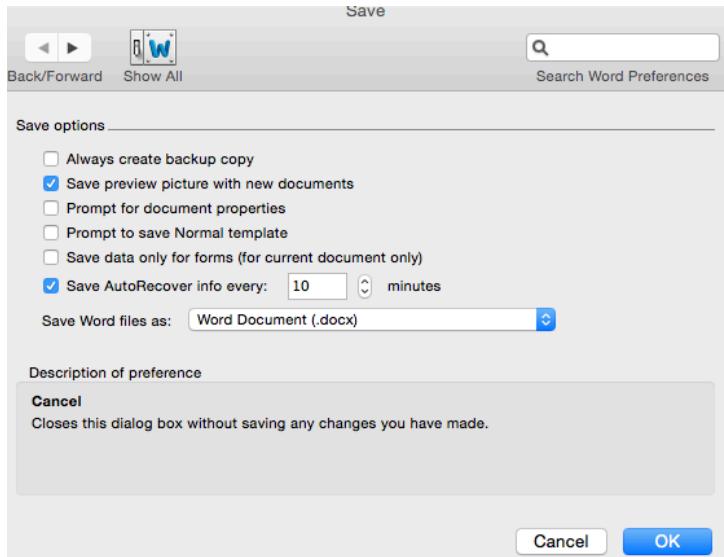


On the next page fill out the form, please note the co-author is informational only. The author will be prompted to attach their files and “submit for review”

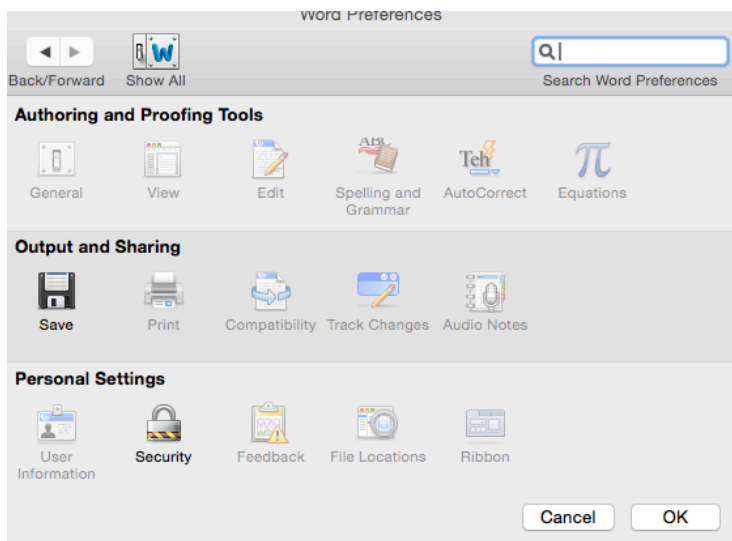
IMPORTANT NOTE

- **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.**
- **Only submit the case and teaching note files, please refrain from submitting the abstract or cover sheet until you are asked to do so.**

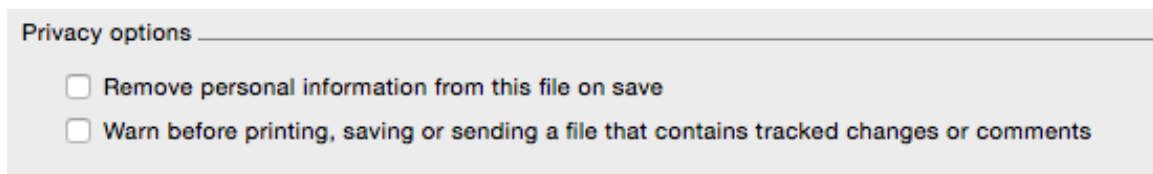
In word- click save as- then click options the following box will pop up click “Show All” on the top left



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.

Fill out the form, when you are happy with the submission, please press “Submit for Review”

Create Peer Review

Home | Node | Add | Create Peer 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 deferral.

Version

1

Submission Information

Title *

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 *

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Topic

- Ethics & Social Justice
- Finance & Accounting
- Human Resources
- Marketing & Sales
- Operations
- Organizational Behavior
- Risk and Society
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Material Type *

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Editor Group *

- Select a value -

Choose an editor group to submit for peer review.

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After the review process is complete you may be asked to make revisions. Simply log onto your account and go to the peer review area. Click the “add revision” button next to the submission and upload the revised documents and any other requested material.