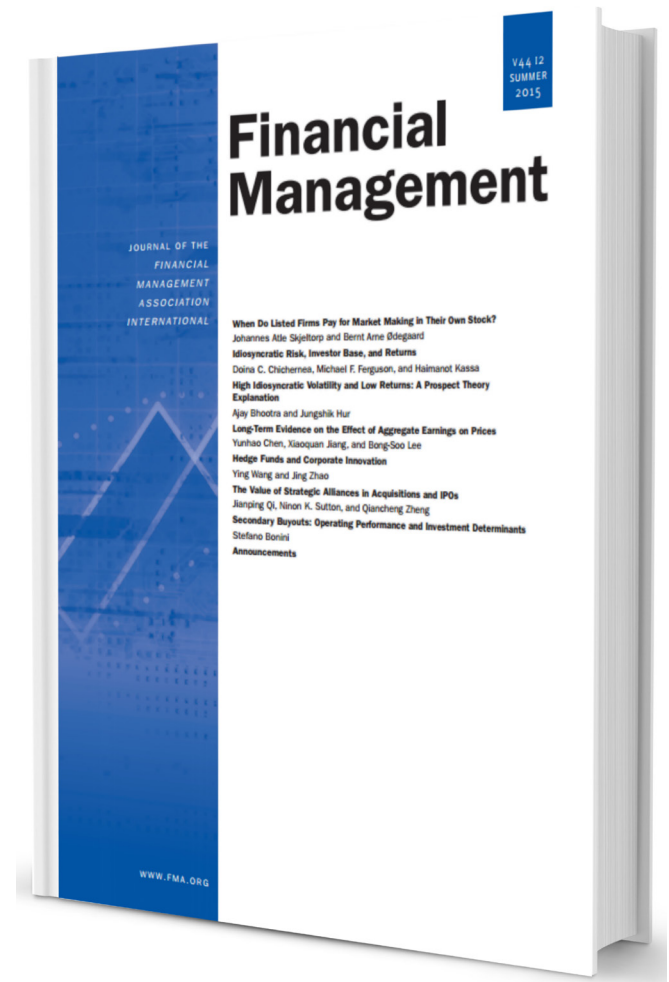


Financial Management Author Toolkit

This toolkit details resources to guide you through the publication process - including preparing your article, submitting your article and promoting your work to increase readership and elevate the overall impact of your articles in the finance profession.

- **Before you submit**
- **Preparing to submit**
- **Submitting your paper**
- **After submission**
- **After acceptance**
- **After publication**

Note: The links in this document are activated.



Before you submit

Before submitting your article to *Financial Management (FM)*, ask yourself a few questions:

- Who is my target audience?
- What's the best journal for my article?
- Is *FM* the right choice for my article?
- Is my article ready for submission? Ask colleagues if they believe it is ready for submission and review.
- See our Editorial Philosophy below. Does your paper fit this philosophy?

Mission of the journal: The mission of *Financial Management (FM)* is to significantly impact financial research and business practice by publishing research of high quality.

Editorial Philosophy: The brand of the *FM* is “it is a finance journal that publishes academic articles that people actually read.” This means that the articles:

- (a) would be relevant and topical to the real world (motivation should come from reality rather than from the literature),
- (b) articles would be original (more weight to the idea and less weight to robustness tests),
- (c) articles may be bold and controversial (to provoke debate),
- (d) articles will cover all finance topics of interest, including emerging areas of interest, and,
- (e) since *FM* is an international journal, the articles would be based

Tips from the FMA Video Series

[“Managing the Publication Process”](#) by Rene Stulz
(2014 Annual Meeting Doctoral Student Consortium)



on theory or data from anywhere in the world where an interesting financial issue crops up.

For the full Editorial Philosophy, please visit www.FMA.org/Financial-Management-Editorial-Philosophy.

Preparing to submit

Before you submit your article, make sure your article follows the fundamental structure of all articles published by *FM*.

Title: Your title should explain your research in a concise fashion. Be mindful of keywords that can be searched and key terms that are current and relevant in financial research. Consider using search engine optimization/SEO tactics, Google Trends and Google Adwords to help guide your keyword selection.

Abstract: Abstracts should be concise and provide an overall summary of your article. Be sure you make a strong impression at the beginning.

Introduction: In the introduction, display your knowledge of your research topic and other existing research. Make sure the reader understands the contribution your research will add to the field.

More on SEO: Search engine optimization (SEO) is using keywords and phrases in both the title and abstracts of articles that are easily recognized by web searches.

Web browsers like Google use crawlers to update their databases with the most frequently searched terms in web searches.

When a user searches for an article with highly recognizable key terms, articles with those key terms usually will appear first when searched.

Using highly searched and recognizable terms in both the title of the article and abstract make it easier for web searches to identify your publications when the topics are searched for. Websites like Google Trends offer ways to explore the most searched terms across the web to better target your preferred audience for your article.

Tables/figures: Tables and figures are a great way to display data without disrupting the flow of an article. However, avoid unnecessary shading and keep the tables/figures in a consistent format that is inline with the journal's guidelines.

Conclusion: Your conclusion should define the results and present the overall take home message of the article.

References: Make sure all of the sources used in your article are cited properly and avoid excessive self-citation as well.

For more specific areas on how to prepare your article for submission, ex. figures, and citations, please see the Submission Guidelines at <https://onlinelibrary.wiley.com/page/journal/1755053x/homepage/ForAuthors.html>.

Submitting your paper

Financial Management is open to submission from any author, any location, at any point in his/her career, without implicit or explicit bias. The Editorial Board focuses on work that is more risky and innovative than work that might survive the review process at other journals while recognizing interest and enthusiasm for work generated across the globe.



TIP: When thinking about SEO, make sure your title & abstract are searchable & contain relevant keywords.

Tips & Tutorials from the FMA Video Series

[“Financial Research: Writing, Data & Programming.”](#) by Michael Robert (2017 Annual Meeting)

[“Advice on Academic Writing”](#) by Jarrad Harford (2009 Doctoral Student Consortium Presentation)

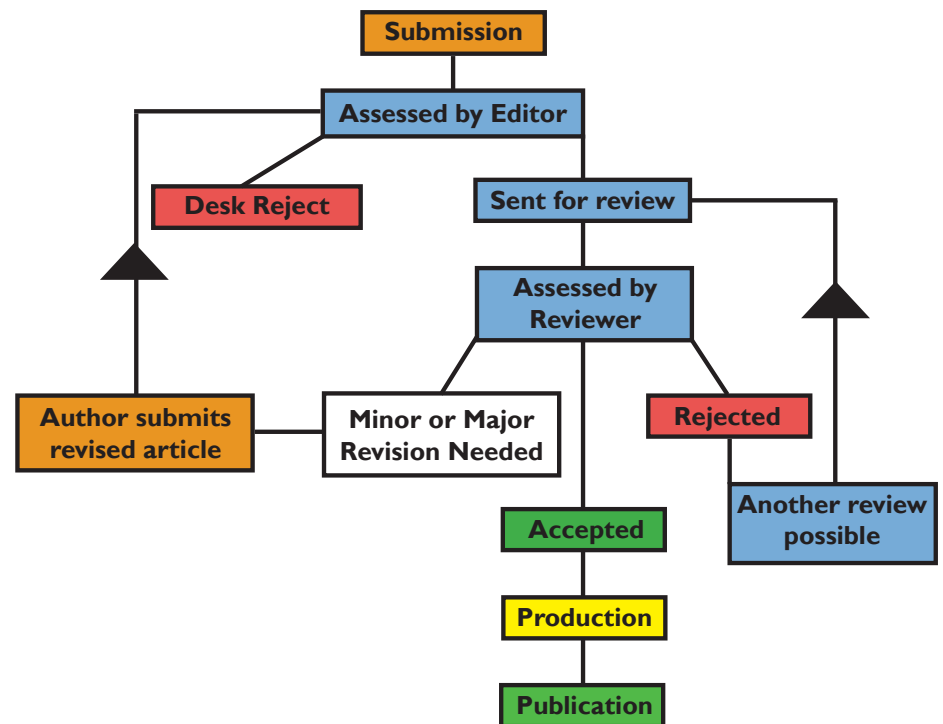


To begin your online submission, visit www.FMA.org/Financial-Management-Submissions.

After the payment process has been completed, you will be directed to **Wiley Scholar One** which manages the submission upload process.

After submission

Once the article submitted, there are a few initial steps that the Editors will take upon receiving your submission. There are three outcomes from a peer review decision for your article - as outlined below.



Revise & Resubmit (R&R):

In an R&R, an editor decides to reject the current version, but invites you to revise the manuscript and submit a new version.

A **major revision** means the article is within the scope of the journal, but needs some extensive revisions before it can be reconsidered for publication.

A **minor revision** is another possibility where the reviewers believe your article is very close to being ready for publication, but some minor issues need to be reviewed and corrected.

Accepted means the reviewers and Editor believes your article is ready to be published.

Rejected means your article is either not within the scope of the journal, does not have the supporting data, or other reasons stated by the Editor. You will be given the referee's and Editor's comments to review for your article and they should be used to improve your article.

Referees are selected by the Editors because of their expertise. You may not agree with the comments, but please do so in a professional and scientific method.

TIP: If you receive a revise & resubmit, be happy about that second chance. Do what the referees say and do it quickly. Your only job is to satisfy the referee and/or editor. Know that rejection is still a possibility. Be proactive once an article is accepted.

Tips from the FMA Video Series

[“Dealing with an R&R”](#) by Michelle Lowry (2016 Annual Meeting Doctoral Student Consortium)



TIP: You may not agree with Editor's comments, but if you choose to respond please do so in a polite, professional and scientific method.

Remember: The reviewers took time to read your paper & draft comments, so be sure to take time to respond to all comments.

After acceptance

After your article has been accepted, it will need to be professionally copyedited. These copyeditors are familiar with the FMA standards.

- Wendy Jennings: wjenning47@gmail.com
- Beth Baugh: bethbaugh@outlook.com
- Joyce Li: joyceHSli@yahoo.com

You can also upload a preprint of your article to servers like arXiv, BioRxiv or PeerJPreprints. These services are avenues for you to receive feedback while you polish your paper before submitting to a journal.



An accepted article will be sent to Wiley to be placed in Advanced Access (while it is being copyedited). This will allow the article to be cited (with a DOI number) and shared/promoted.

After an article has been copyedited, it will be typeset and then reviewed before it is selected for an issue by the Editor.

Articles that have been typeset and are awaiting issue placement are placed in Early View.

After publication

After your article is published, there is still more that can be done to promote your work and maximize its impact in the field.

FMA works to promote articles and publications across various media. In addition to social media, FMA links the publications on the FMA website and distributes emails to the entire membership when new issues are published giving members direct access articles.




Promote your article on social media

Social media can be used to engage with readers, promote your publication and help reach a larger audience on a variety of platforms, such as LinkedIn, Twitter, and Facebook.

FMA uses social media to announce newly accepted and published articles. This allows FMA to market the articles to both its membership and a broader audience across many platforms. Wiley also uses social media to promote articles.

We encourage you to use social media as a platform to promote articles, increase more readership for the article(s) and allows you to engage with your target audience and on various levels.

Connect with FMA on social media at:

-  [@finmgmtassoc](https://twitter.com/finmgmtassoc)
-  www.linkedin.com/company/fma-international/
-  <https://www.facebook.com/FMA.org/>

Connect with Wiley on social media at:

-  [@wiley_finance](https://twitter.com/wiley_finance)
-  <https://www.facebook.com/wileyglobalfinance/>

Track your citations using Google Scholar

We encourage you to actively increase your outreach and promote your articles. [Google Scholar](https://scholar.google.com/) allows you to create an account and have all articles associated to them tracked and monitored.

You will be able to see who is citing your articles, where they are citing from, and where your articles rank compared to others in the same field.

Receive email notifications from Wiley

Wiley distributes emails to subscribers when articles are newly accepted, typeset and prepared for EarlyView. FMA recommends authors subscribe to the Wiley updates to receive the emails when they are made available.

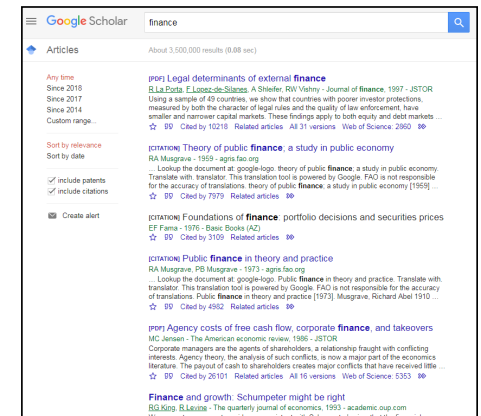
To sign up for email notifications of new content, visit the journal website on Wiley on click “Get New Content Alerts” under “Journal Tools.”

When issues are compiled and published, FMA also distributes the digital issue in an email with links to the articles to the membership, giving them quick and direct access to the published articles.

Share your article via Wiley

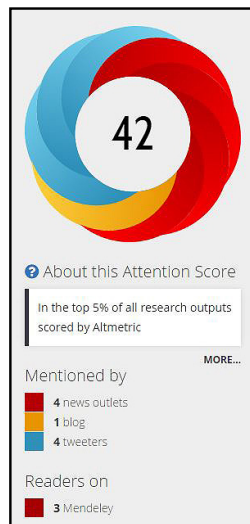
You may share your article once it is uploaded to the Wiley website with up to 10 colleagues, even if they are not members and do not have access to the online content.

To share an article, you must nominate a colleague to receive unlimited free access to your article by entering their email addresses in the “ArticleShare” section of [Wiley’s “My Dashboard.”](#)



View Altmetric Scores on Wiley

Altmetrics tracks the impact of articles and citations across various platforms including websites, articles, and various social media networks. The Altmetric score, which is available for each article in the Wiley Online library, is color coded to make it easier to see which type of website or network is generating the most viewership of the article. Altmetric is a very useful tool for authors to see directly where and what kind of media are citing.



Use the “WOL” URL to Direct Readers to Your Paper

1. Send your article to your University or Organization Media Relations office with a description and the WOL URL so they can raise awareness.
2. Update your Faculty Website with the WOL URL to showcase your published papers
3. Add the WOL URL to your email signature as an easy way to promote your paper to colleagues.

To find your article’s WOL URL:

1. Google “Wiley Online Library [your article name]”
2. Open your article
3. Copy the URL in the Address Bar (starts with “http://onlinelibrary.wiley..”).

Attend Conferences

FMA’s international conference portfolio offers opportunities for authors to present their papers, connect with new and potential colleagues and co-authors, and receive feedback on working papers, such as:

- The FMA Annual Meeting brings together more than 1,600 finance academicians and practitioners annually.
- FMA and FM also host an annual Napa Conference on Financial Markets Research which is a very specialized conference with only 6 accepted papers presented.

TIP: Prior to attending a conference, develop simple messages, such as an “Elevator Speech,” to promote your research. You can use these during a networking reception or on social media to advertise your presentation on the conference program.

For more information and a listing of upcoming conference, please visit www.FMA.org.

Other ways to promote your published article:

- Updated your faculty webpage and your CV.
- Add the link to your article to your email signature line.
- Register for a unique ORCID ID. (<https://orcid.org/>)
- Find and link your article to a relevant topic on Wikipedia.
- Sign up for journal content alerts for the latest published articles.
- Add a link to the article to your email signature line.
- Send a direct link of your article to your colleagues.