

Financial Analysts Journal

For a full step-by-step guide to using Submission Portal, see [here](#).

Top Tips for a Smooth Submission

1. Prepare your documents
 - a. Use unique filenames with alpha-numeric characters and underscores only (no spaces or other characters).
 - b. Have two versions of your piece ready: one with your name on; one with all identifying information removed. Tips on how to do this are available [here](#). The anonymised version will be sent to peer reviewers and the version with authors details only available to the Editors and Editorial team.
 - c. Have the word count of your piece to hand.
2. Register for an account on the [Submission Portal](#) for FAJ, if you do not already have one. Please note that having an account for Editorial Manager or Taylor & Francis Online does not mean you have an account on Submission Portal. Submission Portal is optimized for Google Chrome, but works in other browsers.
3. Complete the required information. All fields and questions are mandatory, unless otherwise specified. You may not be able to progress to the next until you have completed all the required information. You will need:
 - a. At least one keyword for your article. This can be free-typed.
 - b. At least two classifications for your article. There is a search box, or you can expand the drop-down menus.
 - c. Affiliation details (department and organization) of all co-authors.
4. Adding your billing address comes in the Services section. Click Next.
5. In the Preview section, review your submission details, and click Checkout.
6. In the Checkout page, click on Payment Method. This will open up some payment options (Visa, MasterCard, American Express). Select your preferred option and provided the required card details.
7. Click on Submit.

Something not working?

There is a Need Help? link at the bottom right of each page during a submission. Alternatively, you can email UFAJ-implementations@journals.taylorandfrancis.com. Please provide the submission ID if possible. This is generated before submission and is available in the My Submissions dashboard.