

Author Guidelines for using Scholastica

To streamline the submission and editorial process, *InSight* has adopted Scholastica, a journal management software.

1. Create an Account

Visit the Scholastica website (<https://submissions.scholasticahq.com>) and click “I need to sign up.” If you have already used the platform, then enter your log-in credentials when prompted.

2. Find *InSight*

Once logged in, you will be taken to your Dashboard. To submit your work to *InSight*, click the “Submit a Manuscript” or “Browse Journals” button and then type “InSight” into the “Search” bar.

3. Submit Manuscript

Once you arrive at *InSight*'s page, click on the “Submit Manuscript” button, and you will be taken to a form where you can enter your manuscript's details.

***Please make sure to fully review the submission guidelines, accessible via a link near the top of the page. Once your manuscript is submitted, you can no longer make changes to the document. All manuscripts should be submitted in Microsoft Word or Rich Text format so reviewers may have the option to provide comments on submissions.*

Once you have confirmed that your manuscript conforms to the journal's submission guidelines, proceed with the upload of your file using the appropriate buttons. Then, complete the “Author Details” section. Additional authors can be added using the “Add another author” link.

When all of your information has been uploaded, click “Continue to next step,” and if all looks accurate then click “Submit Manuscript.”

4. Confirmation

To confirm that your manuscript has been submitted, you can click on the “My Manuscripts” tab at the top of the page; you should also receive an email confirmation.

If you encounter any difficulties or have any questions, please feel free to reach out to the *InSight* editorial team at innovate@park.edu.