



Tutorial for Authors

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Author Tutorial

Author Software Requirements

As an Author using Editorial Manager, you must have Adobe Acrobat Reader (a PDF reader) installed on your system. If you need to install this software, you can download the free Adobe Acrobat Reader at the following address:

<http://www.adobe.com/products/acrobat/readstep2.html>

If you experience difficulty installing or utilizing this software, you should contact your IT department for assistance. Adobe also offers a help database for their free Reader at this address:

<http://www.adobe.com/support/products/acrreader.html>

For general Software and Hardware requirements when using EM, please use the following link:

<http://www.editorialmanager.com/homepage/homefaq10.html>

A pop-up alert box is displayed if you are accessing the system with an unsupported browser.

Registering with the Publication's EM Site

From the main navigation menu at the top of the screen, you will see a set of menu options. Click on **'REGISTER'**.



Once you click **'REGISTER'** the following screen will be displayed:

PRE-REGISTRATION PAGE

To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

[Insert Special Character](#)

Please Enter The Following

First Name*

Last Name*

E-mail Address*

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Password?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

Fill in the Required Pre-Registration information and click '**Continue >>**' when done. There will then be a 'Duplicate Registration Check'

Duplicate Registration Check

EM will be able to check whether you are already registered once you have entered your **First Name**, **Last Name** and **E-mail Address**. Click on the button labeled '**Continue**'. This will execute a search of the database for a duplicate record.

Note: *It is important that you enter your name exactly as you are known. It is not unusual for variations in spelling to cause duplicate entries in the database*

Possible Outcome of Duplicate User Test

If a match is found (i.e., presence of duplicates) – you will not be able to proceed with the Registration. You will be given the option of receiving an e-mail containing the Username and Password to the e-mail address already in the system.

PRE-REGISTRATION PAGE

Duplicate Registration

The data you entered indicates that you have already registered for Editorial Manager. Would you like us to send an e-mail to Wendy@emtesting.co.uk with the Username and Password?

Click on '**Yes**' if you think you might already be registered. If you are positive that you are not already registered, then click on '**No**'. The system will now present you with the registration page, which gives you the option to change **First Name**, **Last Name**, **E-mail address** or **all three fields**.

If no matches are found (i.e. no duplicates) – then you will proceed to the second step, the Registration process.

Registration Process

The following screens will be displayed:

Registration Page

[Insert Special Character](#)

Personal Information

Title

First Name *

Middle Name

Last Name *

Degree * (Ph.D., M.D., Jr., etc.)

Preferred Name (nickname)

Primary Phone (including country code)

Secondary Phone (including country code)

Secondary Phone is for: Mobile Beeper Home Work Admin. Asst.

Fax Number (including country code)

E-mail Address *

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com)
Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read more.](#)

Preferred Contact Method * E-mail Fax Postal Mail Telephone

Institution Related Information

[Insert Special Character](#)

Position

Institution

Department

Street Address

City

State or Province

Zip or Postal Code

Country * ▾

Address is for * Work Home Other

Available as a Reviewer? Yes No

Note: Information fields marked with asterisks (*) cannot be left empty

If you want the Publication to be able to select you as a Reviewer, you can set the Option 'Are you available as a Reviewer?' to 'Yes'.

Areas of Interest or Expertise

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own keywords individually using the "New Keyword" field and associated "Add" button.

Personal Classifications * (None Selected)

Select 1-20 Classifications

Personal Keywords * (None Defined)

Select 1-10 Keywords

If the Publication is using classifications, you may also select your own Personal Classifications from their predefined list.

Note: *If the Editorial Office has set up Classifications as a required field, you must select your areas of expertise from this predefined list*

Select Personal Classifications

Please identify your areas of Interest and specialization by selecting one or more classifications from the list below.

To save changes you must click "Submit" before you leave this window.

Search:

[Matching terms display in red text]

[Expand All](#) [Collapse All](#)

- antibiotics
- Antivirals
- Drug interactions plus
- drug toxicity
- NSAIDS (non-steroidals)
- Steroids
- PLASTICS**
- PROSPECTIVE STUDY**
- PSYCHOPHYSICS**
- PUBLIC POLICY \ STANDARDS**
- (PPPs) preferred practice patterns
- cost-benefit analysis
- ethics
- FDA
- legal
- medical care delivery
- medicare
- Ophth. Terminology
- Ophthal. Business Practices
- safety

Selected Classifications:

- drug toxicity
- PHARMACOLOGY**

[Expand All](#) [Collapse All](#)

Click on **'Select Personal Classifications'** to access the screen to enter your areas of expertise. The predefined list can be expanded or collapsed by clicking the [+] or [-] checkboxes. To select, check the appropriate classification, and click on the **'Select'** button. The number of Personal Classifications allowed is determined by the Publication. When you have selected all of the appropriate areas of expertise, click on the **'Submit'** button on the bottom of the page.

If the Publication is using Personal Keywords, you may enter your own free-form Keywords that identify areas of expertise not included in the predefined Personal Classifications list.

Note: *If the Editorial Office has set up Personal Keywords as a requirement, you must enter the minimum number of Keywords indicated.*

The screenshot shows a web interface for editing personal keywords. On the left, the title 'Edit Personal Keywords' is displayed. On the right, there is a 'Current Keywords' section with a list containing 'Oncology Pharmaceuticals'. To the right of this list are links for 'Remove' and 'Edit'. Below the list is a 'New Keyword' input field containing the text 'Therapy and Counseling' and an 'Add' button. At the bottom of the interface is a 'Close' button. A red text prompt 'Enter 2-5 Keywords' is located in the top right corner of the current keywords area.

Click on **'Edit Personal Keywords'** to access the screen to enter free-form areas of expertise. To add a new Keyword, simply type the Keyword(s) into the **'New Keyword'** field and click on **'Add'**. Click on **'Close'** when you have entered all of your Personal Keywords.

The screenshot shows a web interface for choosing a username. The title is 'Choose A User Name'. A message box in the center contains the text: 'The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.' Below the message box is an input field with the text 'Mike' entered. At the bottom of the form is a 'Continue >>' button. In the top right corner, there is a link labeled 'Insert Special Character'.

At the bottom of the form you must enter a preferred username. Failure to enter a username or any other required information for your registration will result in the display of the following warning:

ERROR NOTICE

Your preferred username was not entered.
Your Personal Classifications were not entered.

Please use the button below to go back to the Previous Page and enter the missing information.

<< Previous Page

Note: You must remember this username in order to access the Publication's EM System

When you are satisfied with the information you have provided, click the '**Continue >>**' button at the bottom to proceed.

A 'Registration Confirmation' page will appear, allowing you to double-check that you have entered the correct information. Please take a good look to make sure everything is spelled correctly, and that your e-mail address is correct.

CONFIRM REGISTRATION

Please confirm the following very important information:

First Name: **Darren**
Last Name: **Morrison**
Username: **Dazza**
Email Address: **darren@emtesting.co.uk**
Country: **BELGIUM**

If any of the information above is incorrect, please click the 'Previous Page' button below to go back and make the necessary correction(s) and submit the form again.

If the information is correct and you wish to complete your registration, click the 'Continue' button below.

<< Previous Page Continue >>

If all fields are correct, click on '**Continue >>**'. You have now completed the registration process, and may exit out of your browser to check your e-mail for the password that will be sent to you.

Custom Registration Questions

If the Publication has opted to require that users respond to registration questions the following step will appear before you can complete the registration process. A box with an asterisk next to it indicates required information.

Registration Questions

Required Questions

Please respond to the question(s) below by checking the box(s) and clicking Continue:

* I have read and understand the Registered User Agreement and agree to be bound by all of its terms.

* I have read and understand the Privacy policy and agree to be bound by all of its terms.

<< Previous Page Continue >>

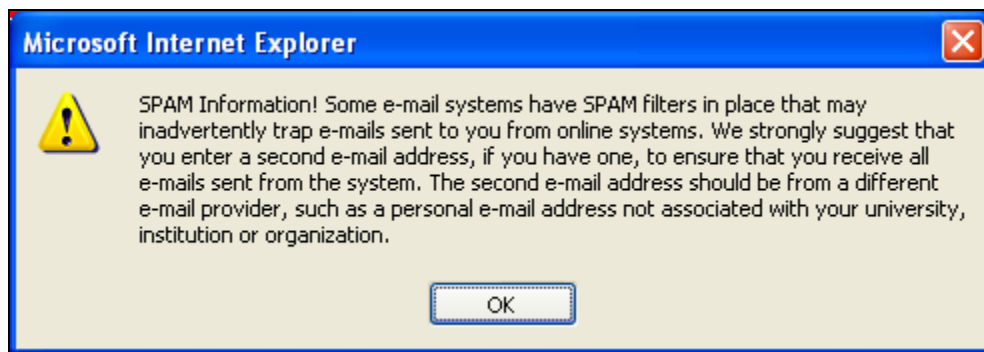
Once you have provided the Publication with the necessary information, click on the ‘**Continue >>**’ button to proceed.

Multiple E-mail Address Request

We strongly urge users to enter a second e-mail address. If, for some reason, the system e-mails get caught in a SPAM filter for one e-mail address, you should receive the e-mail at a secondary e-mail address from a different service provider (e.g. Yahoo, AOL, etc.).

	<p>E-mail Address * <input type="text" value="jsmith@edmgr.com"/></p> <p>If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. Read more.</p>
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When you click the ‘[Read more](#)’ link, this warning will be displayed:



Logging In

Once you have received a notification e-mail from the Editorial Office containing your username and password, you can start to use the system.

Go to the Publication’s EM website. From the main navigation menu at the top of the screen you will see a set of menu options. Click on ‘**LOGIN**’- as shown below:

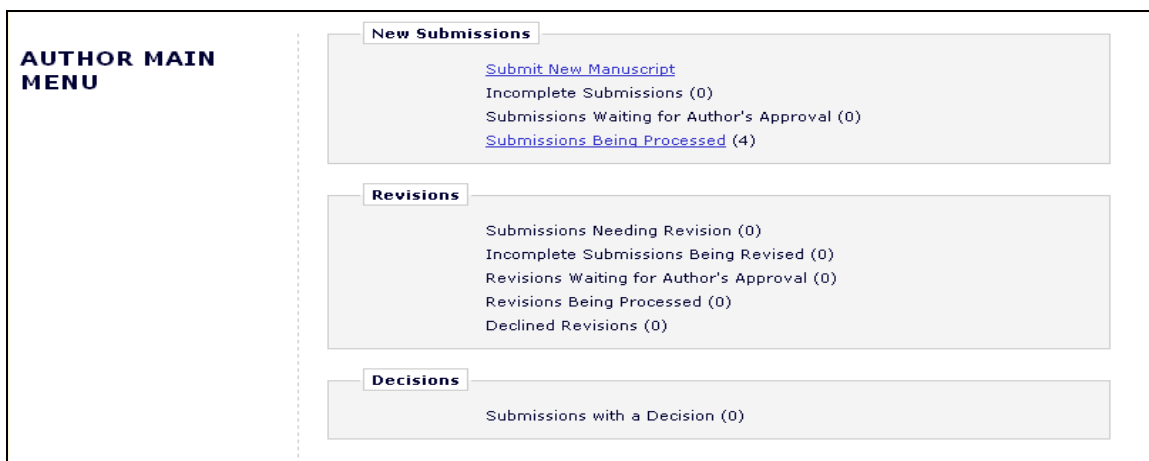


The Editorial Manager Log-In screen will be displayed. Enter your username and password in the appropriate fields. Click on the ‘**Author Login**’ button. This will display the ‘Author Main Menu’ which will contain a list of functions that you have been given permission to perform in the system.



Note: If you have multiple roles with the Publication, it is possible to set up a default login role. The option to do this can be found by clicking on the **'Update My Information'** link on the main navigation menu.

Once you have successfully logged in, the Author Main Menu will display 'Incomplete Submissions', 'Submissions Waiting for Author's Approval' or 'Submissions Being Processed' links. These links are also referred to as 'Folders'. The number of submissions you have in process in each folder will be displayed by the side of the entry.



Changing your password

You may at any time change your password, but you must first be logged in to the system. From the main navigation menu at the top of the screen (see below) select **'UPDATE MY INFORMATION'**.



The 'Update My Information' page dialog boxes will be displayed:

UPDATE MY INFORMATION

To update any information, make the changes on the form and click Update. Required fields have an asterisk next to the label.

Insert Special Character

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

User Name *

Password *

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role:

You will then be redirected to the Registration screens where you may look at all of the personal information currently available to the Publication, and update where applicable.

Once you have made your changes, click on the **'Submit'** button. EM will check to see if you have filled in all of the required fields – if you have not, the following warning will be displayed:

CONFIRM INFORMATION UPDATE

One or more required fields are not filled in. If you wish to enter the missing information, click 'Previous Page' to go to the previous page or you may click 'Continue' to submit the changes you did make and proceed.

You have an option to return to your information pages (click on the **'<< Previous Page'** button) or you can just click on the button labeled **'Continue'**.

Submitting a manuscript

Once you have logged in to the system, the Author Main Menu will be displayed:

AUTHOR MAIN MENU

New Submissions

[Submit New Manuscript](#)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

[Submissions Being Processed](#) (4)

Revisions

Submissions Needing Revision (0)

Incomplete Submissions Being Revised (0)

Revisions Waiting for Author's Approval (0)

Revisions Being Processed (0)

Declined Revisions (0)

Decisions

Submissions with a Decision (0)

Click on the on the **'Submit New Manuscript'** link. This will display the Submit New Manuscript menu. You will be prompted to submit all of the data that is associated with your manuscript – this can include text, images and descriptions. Some of this information will be mandatory; other parts will be optional. Each submission step is outlined below. This information is customized by the Publication; therefore, some steps may or may not be part of your submission process.

Submission Step Limits

The Editorial Office has the ability to restrict the number of words or characters used for the following submission steps:

- Full Title
- Short Title
- Abstract
- Comments
- Authors
- Keywords
- Classifications

The word or character count is made available to you at the time of submission if this feature has been enabled:

The screenshot shows the 'New Submission' interface. On the left is a vertical menu with various steps, including 'Enter Comments' which is currently selected. The main area is titled 'Please Enter Comments' and contains a text box with a 'Limit 150 words' indicator. A 'Previous' and 'Next' button are at the bottom.

If you exceed the word or character count limitations imposed by the Publication, you may not continue on to the next step. If this is the case, a warning box will appear if you click 'Next'.

The screenshot shows the 'New Submission' interface at the 'Enter Title' step. The main area is titled 'Please Enter The Full Title of Your Submission' and contains a text box with a 'Limit 4 words' indicator and a 'Word Count: 7' display. A warning message is shown: 'Entering a Full Title is Required for Submission. Enter the title of your manuscript. You cannot submit a manuscript without a title.' A 'Microsoft Internet Explorer' dialog box is overlaid on the form, displaying the warning: 'WARNING: The limit for Full Title is 4 words, and you entered 7 words. Click 'Cancel' to go back and shorten your Full Title. Click 'OK' to proceed without shortening your Full Title at this time.' The dialog box has 'OK' and 'Cancel' buttons.

Once you meet the word or character requirement, you may click **Next** to proceed to the next submission step.

Select Article Type

The first step of the EM manuscript submission process is selecting an Article Type, which is a required step in the submission process. Using the drop-down menu, select the Article Type that best describes your manuscript. The Article Type designation determines which additional steps will be displayed. (For example, an Abstract may not be part of a 'Letter to the Editor'; therefore, that step will not appear in the process if you choose that article type.) Click **Next** to proceed or **Previous** to make changes on the previous screen.

NEW SUBMISSION

[Frequently Asked Questions](#)

- ✓ Enter Title
- ➔ **Select Article Type**
- Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Request Editor
- Select Region of Origin
- Attach Files

Please Select an Article Type

Selecting an Article Type is Required for Submission.
Choose the article type of your manuscript from the pull-down menu.

Choose Article Type

- Manuscript
- None
- Test Article
- Terms of Agreement
- Manuscript
- Research Paper
- Rapid Communication
- Case Report
- Annual Meeting Abstract

Enter Article Title

An Article Title is the first required step in the submission process. Enter the title of your article in the space provided. Click **Next** when you are ready to proceed to the next step.

New Submission

[Frequently Asked Questions](#)

- ✓ Select Article Type
- ➔ **Enter Title**
- Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

[Insert Special Character](#)

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.
Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title

New EM Submission Steps

Previous Next

Enter Short Title

If the editorial office has enabled this step, you will be required to enter a Short Title in a text box that appears directly below the Enter Article Title Box:

Frequently Asked Questions

- ✓ Select Article Type
- ➔ Enter Title

Entering a Full Title is Required for Submission.
Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title

Short Title

If the Editorial Office chose to limit the Short Title submission step to a certain number of characters, you simply will not be able to type past the allotted amount.

Add/Edit/Remove Authors

The author submitting the manuscript will be listed as the Corresponding Author by default. Only you as the Corresponding Author will receive any e-mail notifications from the system. You may change the person designated as the Corresponding Author, but this person must be a registered Editorial Manager user, as he or she will need to be contacted throughout the submission process. Other Authors do not need to be registered with the system, but may be included for the purpose of appearing in the list of all authors. A first name and last name are required.

NEW SUBMISSION

Frequently Asked Questions

- ✓ Enter Title
- ✓ Select Article Type
- ➔ Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Request Editor
- Select Region of Origin
- Attach Files

Please Enter the Following

Enter the names of anyone who contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by clicking the arrows. The first author of the manuscript may be indicated. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD). To change the corresponding author, enter the new corresponding author's name in the text boxes, and click the check box labeled 'Please select if this is the corresponding author'.

A * indicates the field is required.

First Name*

Middle Initial

Last Name*

Academic Degree(s)

Affiliation

E-mail Address

Please select if this is the corresponding author

Add Author

Previous Next

	First Name	Middle Initial	Last Name	Academic Degree	Affiliation	E-mail Address
First Author	Wendy		Moore	PhD	Brookside University	WW@emtesting.co.uk
Corresponding Author						

The Author can designate the order in which other Authors should be listed, including the Corresponding Author. After you have entered the other Authors' information, the list of authors can be reordered by clicking on the arrows next to each name. The Author at the top of the list is automatically designated as the First Author. The Corresponding Author does not have to be listed first, they can appear anywhere in the list (including at the top of the list as the First Author).

Note: Please note that you **do not** need to re-enter yourself in the list of authors. The person who begins the manuscript submission process is by default the Corresponding Author.

To change the Corresponding Author, first enter the name of the Corresponding Author in the First Name and Last Name textboxes and click the checkbox next to 'Please select if this is the corresponding author'. If the person you entered is not registered with Editorial Manager, you will be unable to designate him/her as the Corresponding Author. If this person *is* registered with Editorial Manager, you will be asked to enter his or her username and password. However, please note that if you make this change, once you have finished submitting the manuscript, **you will no longer be considered the Corresponding Author and will not be able to access the manuscript**. The new Corresponding Author will receive an e-mail when the PDF is built, asking them to log into EM to view and approve their submission before it can be sent to the Editorial Office.

Click 'Next' to proceed.

Select Section/Category

The Section/Category list is used by the Author to indicate that his/her submission belongs to a particular 'Section' of the Publication or belongs to a particular 'Category' within the contents of the Publication. This step may be optional, required, or hidden by the Editorial Office, so the Author may not see it.

The screenshot displays the 'NEW SUBMISSION' interface. On the left, a vertical list of steps is shown: 'Enter Title', 'Select Article Type', 'Add/Edit/Remove Authors', 'Select Section/Category' (highlighted with a blue arrow), 'Submit Abstract', 'Enter Keywords', 'Select Classifications', 'Additional Information', 'Enter Comments', 'Request Editor', 'Select Region of Origin', and 'Attach Files'. The main content area is titled 'Please Select Section/Category' and contains the instruction: 'Select the Section or Category related to your manuscript from the drop-down menu below.' Below this instruction is a drop-down menu with 'None' selected and a 'Please Choose' label. At the bottom of the main area are 'Previous' and 'Next' buttons.

Click 'Next' to proceed.

Submit Abstract

The 'Submit Abstract' step allows the Author to type or copy and paste the manuscript's Abstract into a textbox. This also may be an optional, required, or hidden step.

NEW SUBMISSION

[Frequently Asked Questions](#)

- Enter Title
- Select Article Type
- Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Request Editor
- Select Region of Origin
- Attach Files

[Insert Special Character](#)

Please Enter Abstract

Enter the abstract of your manuscript into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.

Previous Next

Click 'Next' to proceed.

Enter Keywords

Enter the keywords for your manuscript, with each keyword separated by a **semicolon** (for example: active vitamin D; parathyroid hormone-related peptide; hypercalcemia; bone resorption). This may be an optional, required, or hidden step.

NEW SUBMISSION

[Frequently Asked Questions](#)

- Enter Title
- Select Article Type
- Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Request Editor
- Select Region of Origin
- Attach Files

[Insert Special Character](#)

Please Enter Keywords

Enter Keywords separated by semicolons. e.g., active vitamin D; parathyroid hormone-related peptide; hypercalcemia; bone resorption. Each individual keyword may be up to 256 characters in length.

Heart; Lungs; Liver

Previous Next

Click 'Next' to proceed.

Select Classifications

NEW SUBMISSION

[Frequently Asked Questions](#)

- Enter Title
- Select Article Type
- Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications**
- Additional Information
- Enter Comments
- Request Editor
- Select Region of Origin
- Attach Files

Please Select Classifications

Click 'Select Document Classifications' to open a window containing a list of the classifications pertaining to this journal. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

Select Document Classifications

Previous Next

Click '**Select Document Classifications**' to open a window containing a list of the classifications used by the Publication. Classifications can be viewed as a predetermined list of terms associated with your manuscript. The Editorial Office can cross-reference your Manuscript Classifications with Personal Classifications of potential Reviewers to find qualified Reviewers.

Search:

[Matching terms display in red text]

[Expand All](#) [Collapse All](#)

- drug toxicity
- NSAIDS (non-steroidals)
- Steroids
- PLASTICS**
- PROSPECTIVE STUDY**
- PSYCHOPHYSICS**
- PUBLIC POLICY\STANDARDS**
 - (PPPs) preferred practice patterns
 - cost-benefit analysis
 - ethics
 - FDA
 - legal
 - medical care delivery
 - medicare
 - Ophth. Terminology
 - Ophthal. Business Practices
 - safety
 - socioeconomic
 - standards
- REFRACTION/REFRACTIVE ERROR**

[Expand All](#) [Collapse All](#)

Selected Classifications: Limit 5 Classifications

- Antivirals
- Drug interactions plus
- drug toxicity

Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click '**Submit**' when you are done. This may be an optional, required, or hidden step..

Click '**Next**' to proceed.

Custom Submission Steps

The submission step called 'Additional Information' allows the Publication to create custom questions that can be answered during the Submit Manuscript process. The questions in this step are defined by the

Publication and can be mandatory. Examples of questions include: 'How many pages is the manuscript?'; 'Do you have color images?'

The screenshot shows the 'NEW SUBMISSION' form. On the left is a sidebar with a 'Frequently Asked Questions' link and a list of steps: Enter Title, Select Article Type, Add/Edit/Remove Authors, Select Section/Category, Submit Abstract, Enter Keywords, Select Classifications, Additional Information (highlighted with a blue arrow), Enter Comments, Request Editor, Select Region of Origin, and Attach Files. The main content area is titled 'Please Enter The Following' and contains three questions, each with a text input field and a 'Required' label:

- Question 1: 'Additional Information is Required for Submission. Please respond to the questions/statements below.' Below it: 'Has the paper being submitted ever been reviewed by another Journal?' Answer Required.
- Question 2: 'Can you indicate whether all experimental work carried out for this submission has followed all necessary guidelines? Please specify details.' Answer Required.
- Question 3: 'Please state that you have read the terms and conditions and agree to be bound by them (terms and conditions can be found here.)' Answer Required.

Enter Comments

Enter any comments you would like to send to the Editorial Office. These comments will not appear in your manuscript. The Publication may configure this as an optional, required, or hidden step..

The screenshot shows the 'NEW SUBMISSION' form with the 'Enter Comments' step selected in the sidebar. The main content area is titled 'Please Enter Comments' and contains the following text: 'If required, the following text is added and is editable: Comments are required for Submission. Enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript.' Below this text is a large text input area. At the bottom of the form are 'Previous' and 'Next' buttons. A link 'Insert Special Character' is visible in the top right corner of the main content area.

Click 'Next' to proceed.

Suggest Reviewers

If this function is enabled by the Editorial Office, you will be asked or required to provide names and contact information for as many review candidates as the Publication requires for your manuscript. Please fill in the necessary information:

New Submission

[Frequently Asked Questions](#)

- [Select Article Type](#)
- [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Select Section/Category](#)
- [Select Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Suggest Reviewers](#)
- [Request Editor](#)
- [Attach Files](#)

Suggest Reviewers

Please suggest potential reviewers for this submission.

Use the fields below to give us contact information for each suggested reviewer, and please provide specific reasons for your suggestion in the comments box for each person. Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

A * indicates a required field.

First Name*	<input type="text" value="James"/>
Middle Initial	<input type="text"/>
Last Name*	<input type="text" value="Melville"/>
Academic Degree(s)	<input type="text"/>
Position	<input type="text"/>
Department	<input type="text"/>
Institution	<input type="text"/>
E-mail Address	<input type="text" value="james@ariestrash"/>
Reason	<div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;">James has done extensive research in this field.</div>

When you are finished, you may click the **'Add Reviewer'** button to submit additional Reviewer information. Click the **'Next'** button when you have finished providing Reviewer information and are ready to move on to the next step.

Oppose Reviewers

If the site is configured to include this step, you are provided with the opportunity to inform the Editorial Office of Reviewers that you would prefer not review your submission. Provide all of the necessary contact information:

New Submission

[Frequently Asked Questions](#)

- [Select Article Type](#)
- [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Select Section/Category](#)
- [Submit Abstract](#)
- [Enter Keywords](#)
- [Select Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Suggest Reviewers](#)
- [Oppose Reviewers](#)
- [Request Editor](#)
- [Select Region of Origin](#)
- [Attach Files](#)

Oppose Reviewers

Please identify anyone who you would prefer not to review this manuscript.

Fill in as much contact information as possible to allow us to identify the person in our records, and please provide specific reasons why each person should not review your submission in their comments box. Please note that we may need to use a reviewer that you identify here, but will try to accommodate author's wishes when we can.

A * indicates a required field.

First Name*	<input type="text" value="Seth"/>
Middle Initial	<input type="text"/>
Last Name*	<input type="text" value="Reeves"/>
Academic Degree(s)	<input type="text" value="MD, PhD"/>
Position	<input type="text" value="Chair"/>
Department	<input type="text" value="Engineering"/>
Institution	<input type="text" value="MIT"/>
E-mail Address	<input type="text" value="sreeves@nit.com"/>

The Oppose Reviewers step is similar to the Request Reviewers step in that when you are finished, you may click the **'Add Reviewer'** button to submit additional Oppose Reviewer Candidates. Click the **'Next'** button when you have finished providing Oppose Reviewer information and are ready to move on to the next step.

A screenshot of a web form for adding an Oppose Reviewer. On the left, there is a vertical dashed line. The main area contains a text box labeled "Reason" with the text "Dr. Reeves should not be permitted to review this paper, in my opinion." Below the text box are three buttons: "Add Reviewer", "Previous", and "Next".

Request Editor

Depending upon how the Editorial Office has configured their EM site, you may be asked to request a particular Editor to be assigned to your submission. The request will be taken under advisement by the Editorial Office. Select the Editor of your choice by using the drop-down menu and click **'Next'** to proceed. This may be an optional step for your particular Publication, so if you are not directed to Request an Editor, your submission will be assigned to the appropriate Editor(s) as determined by the Editorial Staff.

A screenshot of the "Request Editor" step in a "NEW SUBMISSION" form. On the left, a vertical dashed line separates a list of steps from the main content. The list includes: "Enter Title", "Select Article Type", "Add/Edit/Remove Authors", "Select Section/Category", "Submit Abstract", "Enter Keywords", "Select Classifications", "Additional Information", "Enter Comments", "Request Editor" (highlighted with a blue arrow), "Select Region of Origin", and "Attach Files". The main content area is titled "Request an Editor" and contains the text: "You may Request an Editor to be assigned to your paper. The request will be taken under advisement by the Journal Office. If you do not Request an Editor, your manuscript will be assigned to the appropriate Editor(s) as determined by the Journal Staff." Below this text is a label "Please Choose" followed by a dropdown menu showing "No Request". At the bottom are "Previous" and "Next" buttons.

Click **'Next'** to proceed.

Select Region of Origin

You can identify a geographic region (or country) of origin for your manuscript: a manuscript can have a 'Country of Origin' designation that is different than the Author's country. This is referred to as the 'Manuscript Geographic Region of Origin'.

Select the country/region of your choice by using the drop-down menu and click ‘Next’ to proceed. This may be an optional step for your particular Publication.

Attach Files

Next, you will be asked to attach all of the files associated with your submission.

Some Publications accept information offline or outside of their EM websites (e.g., e-mail, postal mail, or fax). If you are offered the option of selecting either ‘Online Web System’ or ‘Offline’, then click the appropriate button.

For each Item you want to upload into the system:

- Choose the Item from a drop-down box. Manuscript, figures or tables may all be separate Items in the drop-down box, as the Items listed may vary with each Publication. Make sure to choose the correct one.
- Enter a Description in the text box (i.e., Figure 1, Table 2, etc.)

NEW SUBMISSION

[Frequently Asked Questions](#)

- Enter Title
- Select Article Type
- Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Request Editor
- Select Region of Origin
- Attach Files**

Please Attach Files [Insert Special Character](#)

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.

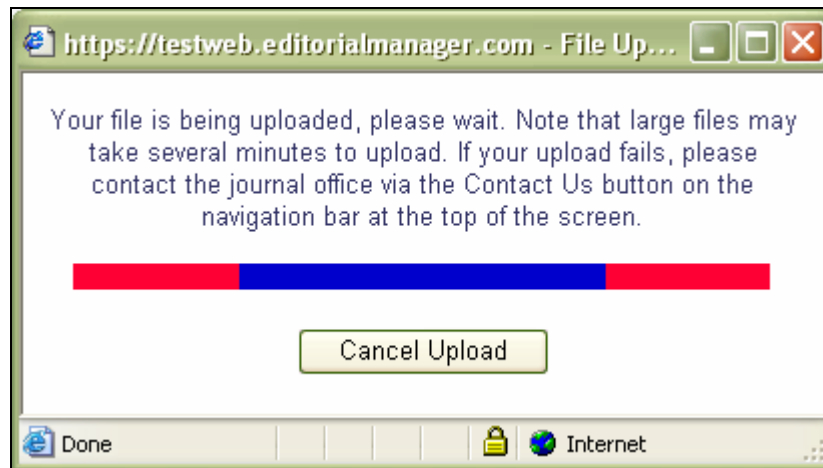
Item	Figure <input type="button" value="v"/>
------	---

Enter a Description. Select Online Web System or Offline delivery. If Online Web System is selected, click the Browse button to select a file, then click the Attach This File button. If Offline is selected, click the Attach This Information button.

Description	<input type="text" value="Figure Description"/>
Delivery Method	<input checked="" type="radio"/> Online Web System <input type="radio"/> Offline
File Name:	<input type="text"/> <input type="button" value="Browse..."/>

No Items have yet been attached for this submission.

- Select the Delivery Method by which the Item will reach the Editorial Office (online or offline).
- The option of online or offline may not always be available since the Publication may require the Item to be submitted online only.
- Locate the file on your hard drive using the '**Browse**' button.
- Authors may attach files to their submission that have been 'compressed' (i.e. zip files). This allows Authors to upload several files at once, rather than having to upload one file at a time. It also enables a faster upload of a large single file. The system will automatically 'unpack' or 'un-zip' the file, so that the individual file(s) can be attached to the submission. There is more information regarding the upload of compressed files at the end of this section.
- Click '**Attach This File**' to upload the file (uploading may take several minutes for larger files), and the following window should appear:



For Items to be sent **offline**, please select the Item from the drop-down menu, click the '**Offline**' Delivery Method, and then click '**Attach This File**'. The Item will be added to your list of submission files with the 'Offline' designation so that the Editorial Office can anticipate the Item's arrival through an alternate delivery method.

Repeat this process until all Items in your submission have been specified. You can see everything you have attached in the list at the bottom.

Order	Item	Description	File Name	Size	Last Modified	Actions
1	Figure	Figure Description	Table 1.tif	49 KB	15-11-2005	Download Remove
2	Manuscript	Manuscript	DEMO Checklist.doc	19 KB	22-12-2005	Download Remove
<input type="button" value="Update File Order"/>						
<input type="button" value="Previous"/> <input type="button" value="Next"/>						

When all Items have been attached, click 'Next' at the bottom of the page.

At this point, you will see the summary of the files you are sending to the Editorial Office, and can make sure that everything you want to include is listed. **A message above the grid will prompt you if you have left out any of the required pieces of the submission.**

NEW SUBMISSION

[Frequently Asked Questions](#)

- Enter Title
- Select Article Type
- Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Request Editor
- Select Region of Origin
- Attach Files

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

	Online	Offline		Online	Offline
Figure	1	0	Manuscript	1	0
Response to Reviewers	0	0	Table	0	0

Click 'Build PDF for my Approval'. A message will appear on the screen thanking you for your submission. Your manuscript will now be found in the 'Submissions Waiting for Author's Approval' in your Author Main Menu. To complete the submission process you will need to make one final approval before the Editorial Office receives your submission (See 'Author PDF Approval' in the following section).

If you are unable to complete the submission process, your data will not be lost. You can access your unfinished submission in the 'Incomplete Submissions' list on your Author Main Menu.

File Ordering Mechanism

File order can be changed by entering numbers in the text box next to each Submission Item. The files are numbered in the sequence in which they were uploaded. For example, if four files are uploaded, the default value for each Item is 1, 2, 3, and 4, respectively. The user can then change the order of the files by typing in a new order and clicking the 'Update File Order' button.

If the Publication has chosen to impose a particular file order that differs from the order used, that imposed order will supercede the order used. If the files are uploaded in an incorrect order, the following screen will appear:

New Submission

[Frequently Asked Questions](#)

- [Select Article Type](#)
- [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Select Section/Category](#)
- [Select Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Suggest Reviewers](#)
- [Request Editor](#)
- [Attach Files](#)

Attach Files Order

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type by entering new numbers into any editable 'Order' boxes. Note: if no 'Order' boxes appear, the Items cannot be re-ordered. Click the 'Next' button to continue with the submission process.

Order	Description	File Name	Size
1	Author Agreement	This is a sample author agreement.doc	23 KB
<input type="text" value="2"/>	*Cover Letter	this is a sample cover letter.doc	23 KB
<input type="text" value="3"/>	*Cover Letter	TS_Report_Form.doc	29 KB
4	*Manuscript	Manuscript.doc	30 KB

You may now change the order of the files that are of the same Item Type. In the example above, you are given the opportunity to reorder Items 2 and 3 because they are both the same Item type.

The Submission Item Label Can Be Changed after the File Is Uploaded

If you are uploading a Figure, but did not select the 'Figure' Item from the Item drop-down box, then the Item label would be incorrect.

The 'Item' column in the list of attached files has drop-down boxes for each file, so the Submission Item can easily be changed after the file has been uploaded.

Order	Item	Description	File Name	Size	Last Modified	Actions
<input type="text" value="1"/>	<input type="text" value="Figure"/>	<input type="text" value="Figure Description"/>	Table 1.tif	49 KB	15-11-2005	Download Remove
<input type="text" value="2"/>	<input type="text" value="Manuscript"/>	<input type="text" value="Manuscript"/>	DEMO Checklist.doc	19 KB	22-12-2005	Download Remove
<input type="button" value="Update File Order"/>						
<input type="button" value="Previous"/> <input type="button" value="Next"/>						

[Above: File 'Order' and 'Item' designation, and 'Description' can all be changed after file upload]

Uploading a Compressed File

Compressed files are any files created by a "packing" utility, such as PKZip or WinZip. A compressed file may consist of a single file, or multiple files. The primary purpose of 'zipping' or 'compressing' files is to reduce the overall file size, thus facilitating faster transmittal. The following compressed file formats are supported:

- 1) Zip – such as WinZIP
- 2) tar.gz – this is a UNIX file compression utility

To upload a compressed file, choose a Submission Item Type from the drop-down list, and upload a compressed file containing one or more individual files. The resulting behavior varies slightly, depending on whether the zip file contains a single file or multiple files. You can always change the Items and descriptions once they have been uploaded.

Zip File Contains a Single File

The single file is listed in the Attached Files list, with the Item and Description designation made by the user before the file was uploaded. You then have the opportunity to change the Item and/or Description, and re-order the files (if there are other files already in the list).

Zip File Contains Two or More Files

The unpacking process lists all of the files individually. You must then explicitly select a Submission Item for each file. The Description fields are dynamically populated based on the Submission Items selected, and the user can modify the Descriptions, if desired. The user then has the opportunity to reorder the files.

Uploading arXiv Files from the Los Alamos National Laboratory

You can upload source files directly from the Los Alamos National Laboratory arXiv database. Many Authors (primarily in Physics and Math) post their research on the arXiv server as a resource for other researchers. You may then wish to submit your article directly from the arXiv database.



The screenshot shows the arXiv.org e-Print archive website. At the top left is a green smiley face icon. The main heading is "arXiv.org e-Print archive". Below this is a navigation bar with "Automated e-print archives" followed by a dropdown menu set to "physics", and buttons for "Search", "Form Interface", "Catchup", and "Help". The main content area contains several lines of text: "17 Jan 2004: [Endorsement system](#) introduced.", "15 Sep 2003: [Announcement](#) of [New](#) Quantitative Biology archive.", "For more info, see cumulative [\"What's New\"](#) pages.", and "Robots Beware: [indiscriminate automated downloads from this site are not permitted](#)." Below this is a section titled "Physics" with a bulleted list of categories: "Astrophysics ([astro-ph](#) [new](#), [recent](#), [abs](#), [find](#))", "Condensed Matter ([cond-mat](#) [new](#), [recent](#), [abs](#), [find](#))" which includes sub-categories like "Disordered Systems and Neural Networks", "Materials Science", "Mesoscopic Systems and Quantum Hall Effect", "Other", "Soft Condensed Matter", "Statistical Mechanics", "Strongly Correlated Electrons", and "Superconductivity", and "General Relativity and Quantum Cosmology ([gr-qc](#) [new](#), [recent](#), [abs](#), [find](#))".

To upload files from the Los Alamos arXiv server, you go to the 'Submit New Manuscript' interface, fill in each step (Article Title, Article Type, etc.), and proceed to the 'Attach Files' step.

If the Article Type is configured to 'Allow file uploads from Los Alamos arXiv server', the Attach Files page displays special instructions and a text box for entry of the arXiv file identifier. You can also upload additional 'regular' files on the same page, in addition to the arXiv file.

[Above: Attach files page with arXiv file upload box]

Select a Submission Item from the drop-down list, and enter the arXiv code which consists of a string of letters and numbers identifying the particular Los Alamos database (e.g. hep-th or physics.acc-ph) followed by a forward slash and a 7-digit number unique to Los Alamos (e.g., hep-ex/0401001, physics/0401001, math.AG/0401002).

Next click '**Attach this File**'. When the arXiv code is recognized by the Los Alamos server and corresponding file is found, the compressed file (.tar.gz format) containing the source files is downloaded from the Los Alamos server.

The .tar.gz file is unpacked by the system, and all of the individual files are uploaded to EM. Each file is listed individually so you can associate each file with an appropriate Submission Item, edit the Description, and re-order the list of files for PDF creation.

Note: *This function is not available when submitting revisions. When you decide to submit a revision, you would not re-upload the submission from the arXiv database, but rather would choose to carry forward the files that do not require revision, and can then upload just the revised files*

Note: *Most documents on the Los Alamos arXiv server are in LaTeX format. To assist Authors who may not be sure which Submission Items to select for various arXiv file components (such as .bbl, .cls, .sty, etc.), the Publication can create Submission Items in the dropdown menu, which describe these components (Bibliography file, Style File, etc). If you are unclear about which Item to choose, select the Item that most closely describes the file and the system will proceed without a problem*

Author PDF Approval

You must approve your submission before it is sent to the Editorial Office. Click '**Submissions Waiting for Author's Approval**' to bring up a table containing all of your manuscripts that are waiting to be viewed and approved (see below):

Submissions Waiting for Approval by Author Anthony Author, MD

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.
 The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.
 The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (5 total submissions) Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status
View Submission Edit Submission Approve Submission Remove Submission Google Scholar - Title OVID - Title and Keywords INSPEC - OVID View Artwork Quality Results View Reference Checking Results Send Email	Thursday manuscript one	Dec 29 2005 4:16:20	Dec 29 2005 4:18:10	Needs Approval

Once the PDF version of your manuscript has been created by the system, you will see a set of links in the Action column of the table (far left).

Note: *The actual building of your PDF may take a few minutes once you have uploaded your files or as long as 30-60 minutes depending on the size of files, and outstanding PDF building activity*

- **‘View Submission’** allows you to view the PDF version of your submission (if you do not have Adobe Acrobat installed on your system, simply click the **‘Get Acrobat Reader’** icon at the bottom of the ‘Submissions Needing Approval’ menu and follow the instructions from Adobe’s web site). You may choose to make alterations to your submission such as spelling corrections, description changes, extra graphics, etc. – you can do this by selecting **‘Edit Submission’**. If there is a problem creating the PDF you’re viewing, there will be a message in the PDF explaining what may have caused the problem. You must view the PDF before you are able to approve it.
- **‘Edit Submission’** will bring you to the same interface you used when you initially submitted the manuscript. You can remove or add files at the Attach Files portion of the submission if you need to change anything. If you make changes, a new PDF file for you to view and approve will be built. Once you are satisfied with your submission and are ready to send it to the Editorial Office, click **‘Approve Submission’**.
- **‘Remove Submission’** allows you to remove your manuscript from the system (the Manuscript will never be received by the Editorial Office). You can always remove your submission and start over if you experience problems.

When you approve your submission, it will now be filed in the ‘Submissions Being Processed’ list in your Author Main Menu.

Tracking the progress of your submission

Once your manuscript has been submitted to the Publication, you can track its progress by viewing your submission in the ‘Submissions Being Processed’ list (see below).

Note: *Viewing the status date of your submission might not be available to you, depending on the system configuration chosen by the Publication.*

You will be notified when the Publication has made a decision. If the Publication has given you access, you will see a ‘Send E-mail’ link within your list of available actions. This will allow you to send an e-mail to the Publication at any time. They will have set up either one or multiple Ad Hoc e-mails that you can modify with your own information.

Action ▲	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission Send E-mail	DEMO520	test sub.	Nov 2 2005 10:45:24	Nov 2 2005 11:12:17	Under Review
View Submission Send E-mail	DEMO515	Demonstration for Nature	Aug 8 2005 10:32:23	Oct 6 2005 3:14:13	Received by Editor
View Submission Send E-mail	DEMO506	Case Report for ABPS	Aug 4 2005 3:18:07	Sep 19 2005 4:10:48	Under Review
View Submission Send E-mail	DEMO505	Letter to the Editor example for AACR	Aug 3 2005 4:53:42	Aug 4 2005 11:40:22	Received by Editor
View Submission View Proposal View Invitation Letter Send E-mail	DEMO-D-05-00030	My Clinical Guidelines paper	Jun 22 2005 2:18:22	Jun 22 2005 2:19:29	Received by Editor
View Submission Send E-mail	DEMO-D-05-00036	USING TARGET FACTOR ANALYSIS METHOD FOR DETERMINING OF CONCENTRATION OF INDIVIDUAL AMINO ACIDS IN MIXTURE	Jun 21 2005 4:21:27	Jun 29 2005 12:34:39	Received by Editor
View Submission Send E-mail	DEMO-D-05-00022	Part 2 of June 10th Demo	Jun 10 2005 1:06:17	Jun 10 2005 2:03:22	Under Review
View Submission View Proposal View Invitation Letter Send E-mail	DEMO-D-05-00023	June 10th Invitation.	Jun 10 2005 1:02:03	Jun 10 2005 1:59:53	Under Review
View Submission				Jun 9 2005	Decision in

Submitting Revised Manuscripts

When asked to 'Revise your Submission', the submission moves into the folder called 'Submissions Needing Revision' under the Revisions heading on your Author Main Menu page.

Submissions Needing Revision for Author Raj D Rao, MD

Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.

IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.

Page: 1 of 1 (1 total submissions) Display results per page.

Action ▲	Manuscript Number ▲	Title ▲	Initial Date Submitted ▲	Date Revision Due ▲	Status Date ▲	Current Status ▲	View Decision ▲
View Submission File Inventory Revise Submission Decline to Revise Send E-mail	STACEYTEST30-D-04-00008	Test Author Must View AQC Before Approve Submission	May 11, 2004	N/A	Jun 01, 2006	Revise	B-Revise

Page: 1 of 1 (1 total submissions) Display results per page.

[<< Author Main Menu](#)

From this folder the following options are listed: View Submission, File Inventory, Revise Submission, Decline to Revise and View Decision.

View Submission

The 'View Submission' link allows you to see the PDF of the most recent version of the submission.

File Inventory

The File Inventory link allows you to download any of the source files that make up your submission. You can access your files and work on them before you click the 'Revise Submission' link.

Download Submission Files for Manuscript Number DEMO507

JNMD First Demo

Listed below are the files included in the current version of the latest Revision of the submission. Click the Download link to download the individual source file. Resubmit the edited file(s) by clicking the Submit Revision link on the Submissions Needing Revision for Author page.

Item	Description	File Name	Size	Last Modified	Action
Manuscript	Manuscript	Manuscript.txt	11.8 KB	Jun 12 2001 8:47:33	Download

Reviewer Attachments

If the Publication's EM site is configured to do so, then Reviewers may download source files, annotate them as needed, and upload them back into the system. Reviewers may also wish to upload non-manuscript files such as images or related materials. The Editorial Office may give you access to these files for aiding in submitting your revision.

Submit Revision

The 'Revise Submission' link provides access to the 'Submit Revised Manuscript' interface that leads you through the submission process.

This interface is similar to the 'Submit New Manuscript' interface. When you get to the 'Attach Files' step in the process, you are presented with the list of source files from the previous version. You may choose whether or not to carry over files from the previous version to the new Revision.

When presented with the list of source files, there is a checkbox displayed to the right of each file. The checkbox must be checked to carry the file over to the new version of the submission. Read the instructions the Publication will provide on screen to see what they prefer. (See below)

REVISED SUBMISSION

DEM0507R1

[Frequently Asked Questions](#)

- Enter Title
- Select Article Type
- Add/Edit/Remove Authors
- Enter Comments
- Select Region of Origin
- Attach Files**

Select Files from Previous Revision

The files associated with the prior revision of your submission appear below. A check mark in the box indicates that the file will be carried forward to the next revision. Any files that you wish to modify should be unchecked (i.e. not carried forward). New versions of these files (and additional files) can be uploaded on the Attach Files page that will be displayed after you click "Next" below.

Item	Description	File Name	Size	Last Modified	Include in Revision	Actions
Manuscript	Manuscript	Manuscript.txt	11.8 KB	Jun 12 2001 8:47:33	<input checked="" type="checkbox"/>	Download

Click 'Next' to proceed to the next page where you will be given the option to upload your revised files to attach to the Revised Submission. Again, you will be able to reorder your files with the arrows, and upload your new files (see below). Click 'Next' to Build PDF for your Approval.

Respond to Reviewers

A 'Respond to Reviewers' Submission Step can be displayed on the 'Submit Revision' page. You can click the 'View Decision Letter' link to view the decision letter, which includes the blinded comments from each Reviewer. If your Publication has this step enabled, then you should respond to each Reviewer's comments, by typing (or copy and pasting) responses into the text box.

REVISED SUBMISSION

JBJS-D-03-00812R1

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Enter Keywords
- Enter Comments
- Respond to Reviewers**

[Insert Special Character](#)

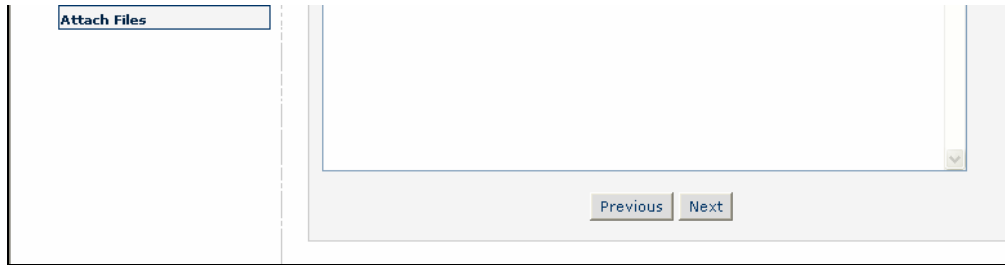
Respond to Reviewers

Please give your response to specific reviewer and editor comments in the box below. To see the comments, click the "View Decision Letter" link. You may select and copy the comments from there, and paste into the box below.

[View Decision Letter](#)

1. I will number the manuscript pages as requested.

2. I have removed all abbreviations from the Abstract.



If the 'Respond to Reviewers' step is 'Required', then you will not be able to build the revision PDF until text has been entered in the 'Respond to Reviewers' text box.

	Online	Offline		Online	Offline
Blinded ??????sAuthor responses (resubmissions only)	0	0	Blinded Manuscript	0	0
* Conflict of Interest	0	0	* Copyright	0	0
* Unblinded Title Page	0	0	Upload Zip File	0	0

A minimum of 2 suggested reviewer(s) is required. Please go back and suggest 2 reviewer(s) before building your submission PDF.

Response to Reviewers is missing. You cannot complete your submission until you have entered a Response to Reviewers.

One or more required items are missing. You cannot complete your submission until you have either uploaded all required items or have specified them to be delivered offline.

You may access to your own responses to Reviewer Comments in the 'Revisions Being Processed' and 'Submissions with Decision' folders.

Decline to Revise

This link is used when you decide not to submit a Revision. Your submission record then moves to the Author's Decline Revisions folder. If this is done in error, you will be able to reinstate a Declined Revision.

Reinstate a Declined Revision

If you accidentally Decline to Revise or Remove a submission you intended to revise, by clicking on 'Decline to Revise' or the 'Remove' link, you should reinstate the submission. Instead of submitting a New Manuscript, the proper course is to reinstate the submission so you can continue with the revision process. Please contact the Editorial Office to do so.

View Decision

You can view the Decision Letter by clicking on the link in the 'View Decision' column.

Invited and Commissioned Papers

Some Publications have a pre-submission phase, during which time you are invited to submit articles. The invitation may be for a specific subject area, a symposium in print, or a festschrift honoring a distinguished colleague (e.g. a retiring Editor from an eminent Publication). There are two general scenarios in which Author solicitations may occur:

- 1) **Commentaries:** A Publication may solicit commentaries on a submitted article (that may or may not have yet been accepted for Publication). This feature provides a way to invite an author to submit a paper and link the existing ('parent') submission to the associated commentaries.
- 2) **Proposals:** A Publication invites a leading expert (or experts) to submit a manuscript about a particular topic; or a Publication devotes an entire issue (special issue) to invited manuscripts for a particular topic(s). This feature provides a way to invite authors to submit papers and link the submissions for the purpose of tracking.

Invited Author's Perspective

You are notified of an invitation to submit a manuscript via an e-mail. Once you receive the e-mail, you must log in to the system. From the Author Main Menu you will see a heading called 'Invited Submissions' with two links below:

- **My New Invitations** – this folder holds Proposals and Commentary Solicitations for which the Author has not yet 'Agreed' or 'Declined' to submit a related article. A link appears for you to View the Submission for which your opinion/commentary is being invited. You are also given a link to the invitation letter sent by the Editorial Office. Once you have decided, you will be able to either Agree to Submit, or Decline.



Action	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Author Invited	Date Response Requested	Target Publication Date	Days Invitation Outstanding	Editor's Name	Keywords	Classifications
View Submission Requiring Commentary View Invitation Letter Agree to Submit Decline to Submit	A_Test-3.0-04-100	Rapid Review	New Submission	Apr 2 2004 10:11:56:843A	With Editor	Jul 14 2004 11:46:22:977A	Jul 21 2004 11:59:59:997P	Aug 31 2004 12:00:00:000A	0	Luke G. Shepherd, PhD, MD		60 Analgesics

- **My Accepted Invitations** - this folder holds Proposals and Commentary solicitations for which an Author has 'Agreed' to submit a related article. A link appears for you to View the 'parent' submission for which your opinion/commentary is requested. You are also given a link to the invitation letter sent by the Editorial Office. Submissions move out of this folder once the 'Submit Invited Manuscript' link is clicked. The Author can then submit the manuscript when ready. Once you begin to submit your invited manuscript, it will move into the regular folders for Submitting and Incomplete—just like a regular manuscript.

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This feature is used when you wish to dispute a Reject decision or reverse a 'Withdrawn' submission. You will need to contact the Editorial Office outside of the system to inform the Editors of your desire to rebut the decision.

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If the Publication Office has this option enabled on its site, figures submitted to the Publication will be processed through EM's Artwork Quality Checking (AQC) system. The AQC system analyzes the artwork, and provides results back to Editorial Manager. These results are then made available to you and/or the Editor on designated pages.

Displaying AQC Results

After submission files are uploaded and sent to be built into a PDF all designated files are sent to the AQC tool. From the Submissions Waiting Approval or Revisions Waiting Approval pages, a link will appear labeled 'View Artwork Quality Results'. You should click on this link to view the results. Publications have the option to require that you view the results before proceeding.

Submissions Waiting for Approval by Author Anthony Author, MD

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.
 The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.
 The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (5 total submissions) Display results per page.

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission Edit Submission Approve Submission Remove Submission Google Scholar - Title QVID - Title and Keywords INSPEC - QVID View Artwork Quality Results View Reference Checking Results Send E-mail	Thursday manuscript one	Dec 29 2005 4:16:20	Dec 29 2005 4:18:10	Needs Approval

[Above: View Artwork Quality Results link]

All files will be listed in the AQC Results, but only those designated as requiring analysis will display any results (e.g., Pass, Pass with Warning, Fail). You may View the PDF, Download individual source files, and View the Artwork Quality Results for each file.




Artwork Quality Results
"Thursday manuscript one"

If your uploaded Item has a **Fail** link, this indicates that the Item does not meet the journal's production standards. You can click the **Fail** link to obtain more information about how to correct the Item. In order to replace an Item, click 'Edit Submission' on the prior page.

Item Type	Item Description	File Name	Size	Actions	Artwork Quality Results
PDF	PDF			View	N/A
Manuscript	Manuscript	manuscript with ref1.doc	144 KB	Download	N/A
Figure	Figure	Graph.tif	175.5 KB	Download	Fail [View]

[Above: AQC Results page]

When the Artwork Quality Results are viewed, a 'Proflight Detail Report' will provide analysis of the file.

Proflight Detail Report
 Submitted: April 05, 2005

Graph.tif			
Class :	TIFF_PSD	18 Pica effective :	119 dpi
Creator :		24 Pica effective :	80 dpi
Color :	GRAYSCALE	36 Pica effective :	59 dpi
Height :	37.33 P	Max image scale @268dpi :	8 P
Width :	33.33 P	Max combo scale @500dpi :	P
Resolution :	72 dpi	Max mono scale @900dpi :	2 P

Error: **Low Resolution Image**

Challenge

This 4 color or grayscale image has a resolution that is too low. This is caused by the image itself being too low in resolution. Be sure to note that the image resolution may be fine if scaled down (and thus raising the effective resolution).

[Above: Analysis of the Artwork Quality Check]

The Artwork Quality Results will also display specific information regarding any problems with the file as well as possible solutions. This means that you can make any necessary changes to the artwork files and upload new files, better suited for production.

Warning: **Indexed Color Image**

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This file has components that use the Indexed color model. This image needs to be converted to the Cyan Magenta Yellow Black (CMYK) color model before the job will pass proflight. Further information on the need for images to be in the CMYK color space is explained below.
[More Info](#)

Solution

Convert the image from Indexed to CMYK. To do this, it is best to use Adobe(r) Photoshop(r).
[Suggested Procedure](#)

[Above: Diagnostic information from the Artwork Quality Check]

eXtyles

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View Submission Edit Submission Approve Submission Remove Submission View Reference Checking Results	Using Exstyles: No room for wiggling	Feb 16 2006 3:24PM	Feb 16 2006 3:30PM	Needs Approval

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Summarized Results for ABME-extest.01-refcheck.doc Download File				
Total Citations		21		
Validated and Linked		15		
Not Checked		3		
Not Validated		3		
#	Citation	Validation	PubMed	CrossRef
1	1. Bardy, N., Karillon, G. J., Merval, R., Samuel, J.-L., & Tedgui, A. (1995). Differential effects of pressure and flow on DNA and protein synthesis and on fibronectin expression by arteries in a novel organ culture system. <i>Circulation Research</i> , 77, 684–694.	Validated	PubMed	
2	2. Berne, R. M., & Levy, M. N. <i>Cardiovascular Physiology</i> . Elsevier Science, 2000, 312 pp.	Not Checked		
3	3. K. G., V. P. Shirinsky, O. V. Stepanova, V. A. Tkachuk, A. W. A. Hahn, R. J. Resink, V. N. Smimov. Stretch affects phenotype and proliferation of vascular smooth muscle cells. 144:131-139, 1995.	Not Checked		
4	4. Caro, C. G., & Nerem, R. M. (1973). Transport of 14 C-4-cholesterol between serum and wall in the perfused dog common carotid artery. <i>Circulation Research</i> , 32, 187–205.	Validated	PubMed	
5	5. Cattaruzza, M., Dimigen, C., Ehrenreich, H., & Hecker, M. (2000). Stretch-induced endothelin b receptor-mediated apoptosis in vascular smooth muscle cells. <i>The FASEB Journal</i> , 14, 991–998.	Validated	PubMed	
6	6. Chesler, N. C., Conklin, B. S., Han, H.-C., & Ku, D. N. (1998). Simplified ex vivo artery culture techniques for porcine arteries. <i>Journal of Vascular Investigation</i> , 4, 123–127.	Not Validated	NOT_FOUND;INVALID_JOURNAL	
7	7. Chesler, N. C., Ku, D. N., & Galis, Z. S. (1999). Transmural pressure induces matrix-degrading activity in porcine arteries ex vivo. <i>The American Journal of Physiology</i> , 277, H2002–H2009.	Validated	PubMed	
8	8. Frobert, O., Mikkelsen, E. O., Gregersen, H., Nyborg, N. C. B., & Bagger, J. P. (1996). Porcine coronary artery pharmacodynamics in vitro evaluated by a new intravascular technique: relation to axial stretch. <i>Journal of Pharmacological and Toxicological Methods</i> , 36, 13–19.	Validated	PubMed	CrossRef

If the bibliographic entry is listed and ‘Validated’, then the reference checker was able to find a match in either PubMed or Cross Ref, or both. If the entry is listed as ‘Not Validated’, the reference checker was not able to locate the citation in CrossRef or Pubmed.

Publication citations that cannot be matched with an entry in either PubMed or Cross Ref will be listed as either ‘Not Validated’ (see #6 in the figure above), meaning the tool views the citation as a Journal reference but cannot locate it on PubMed or CrossRef OR as Not Checked (see #3 above), meaning the citation does not appear to be from a Journal.

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