



Tutorial for Authors

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Author Tutorial

Author Software Requirements

Authors using Editorial Manager must have Adobe Acrobat Reader (a PDF reader) installed. To install this software, download the free Adobe Acrobat Reader at the following address:

<http://get.adobe.com/reader/>

Users should contact their IT department if they experience difficulty installing or utilizing this software. Adobe also offers a help database for the free Reader at this address:

<http://www.adobe.com/support/reader/>

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 the system is accessed with an unsupported browser.

Registering with the Publication's EM Site

A set of menu options is available at the top of the screen on the main navigation menu. Click on 'REGISTER'.



The following screen will be displayed:

The image shows the 'PRE-REGISTRATION PAGE' of the Editorial Manager system. On the left, there is a text block explaining the registration process. The main area is a light blue box titled 'Please Enter The Following' with a link 'Insert Special Character' in the top right corner. It contains three input fields: 'First Name*', 'Last Name*', and 'E-mail Address*'. Below these fields is a 'WARNING' section with text about existing registrations and a 'Forgot Your Password?' button. At the bottom of the form are three buttons: 'Cancel', 'Forgot Your Password?', and 'Continue >>'.

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.

Please Enter The Following [Insert Special Character](#)

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 check whether a user is already registered, once the First Name, Last Name and E-Mail Address fields have been entered. Click on the button labeled 'Continue'. This will execute a search of the database for a duplicate record.

Note: *It is important that users enter their name exactly as they 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), the user will not be able to proceed with the Registration. The user may opt to receive an e-mail containing the Username and Password associated with the e-mail address that is already in the system.



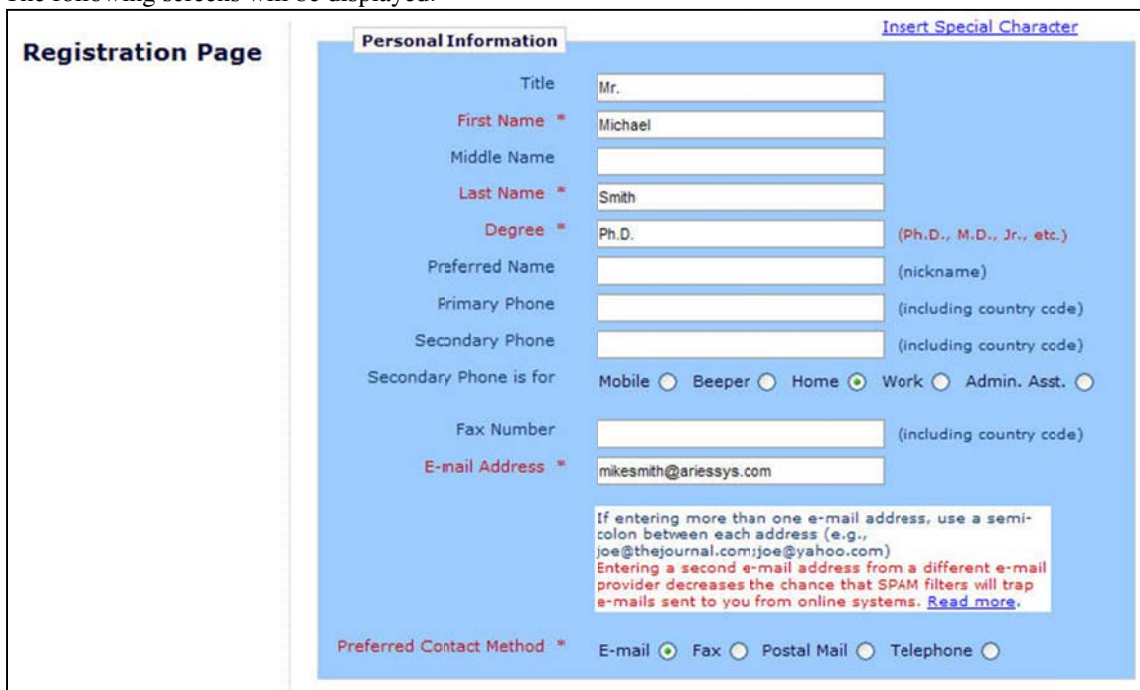
The screenshot shows a 'Duplicate Registration' dialog box. On the left, a sidebar reads 'PRE-REGISTRATION PAGE'. The dialog box contains the text: 'The data you entered indicates that you have already registered for Editorial Manager. Would you like us to send an e-mail to Wendy@emtesting.co.uk with the Username and Password?'. At the bottom of the dialog are two buttons: 'Yes' and 'No'.

Users should click on 'Yes' if they could already be registered. If the user is certain that he or she is not already registered, he or she should click on 'No'. The system will then present the 'Registration' page, which provides an option to change First Name, Last Name, E-Mail Address or all three fields.

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

Registration Process

The following screens will be displayed:



The screenshot shows the 'Registration Page'. On the left, a sidebar reads 'Registration Page'. The main content area is titled 'Personal Information' and contains various input fields and options. The fields are: Title (Mr.), First Name (Michael), Middle Name, Last Name (Smith), Degree (Ph.D.), Preferred Name, Primary Phone, Secondary Phone, Secondary Phone is for (Mobile, Beeper, Home, Work, Admin. Asst.), Fax Number, and E-mail Address (mikesmith@ariessys.com). There are also links for 'Insert Special Character' and 'Read more'. A note at the bottom states: '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.' At the bottom, there is a 'Preferred Contact Method' section with radio buttons for E-mail, Fax, Postal Mail, and 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.

A user may indicate to the Publication that he or she is available as a Reviewer, by selecting “Yes” in response to the question, ‘Are you available as a Reviewer?’

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, users may also select Personal Classifications from a predefined list.

Note: If the Editorial Office has set up Classifications as a required field, users must select one or more 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](#)
☐ [Opnth. Terminology](#)
☐ [Opnthal. Business Practices](#)
☐ [safety](#)

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

[Select->](#)
[<-Remove](#)

Selected Classifications:

☐ [drug toxicity](#)
☐ [PHARMACOLOGY](#)

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

If the publication has Classification Ranking enabled, users may be asked to specify levels of personal expertise for their selected Personal Classifications.

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 Personal Keywords individually using the "Edit Personal Keywords" button.

Personal Classifications **10: [First Major Term](#)** No Ranking Selected

[Select Personal Classifications](#) [Rank Personal Classifications](#)

Clicking the 'Rank Personal Classifications' button will direct you to a pop-up window where users have the option to rank their experience level for each Classification as 'Low', 'Medium' or 'High'.

Rank Personal Classifications

Please rate your level of academic interest and expertise by selecting...

Classification	Experience Ranking			Remove Classification	
10: First Major Term	☒ None Selected	☐ Low	☐ Medium	☐ High	☐
20: Second Major Term	☒ None Selected	☐ Low	☐ Medium	☐ High	☐
30: Third Major Term	☒ None Selected	☐ Low	☐ Medium	☐ High	☐

If the Publication is using Personal Keywords, users may enter 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, users must enter the minimum number of Keywords indicated.

Edit Personal Keywords

Current Keywords

Enter 2-5 Keywords

Oncology Pharmaceuticals
[Remove](#) [Edit](#)

New Keyword:

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' after all Personal Keywords have been entered.

Choose A User Name

[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.

Enter preferred user name

Once you have filled in the required information, click the button below.

At the bottom of the form, a preferred username must be selected. Failure to enter a username or any other required information for registration will result in 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: Users must remember this username in order to access the Publication's EM System

When satisfied with the information that has been provided, click the 'Continue >>' button at the bottom to proceed.

A 'Registration Confirmation' page will appear. Please ensure that everything is spelled correctly, and that the 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 >>'. The registration process is now complete, and the user may check their e-mail for the password sent by Editorial Manager.

Custom Registration Questions

If the Publication has opted to require that users respond to registration questions, the following step will appear before the registration process can be completed. 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 all necessary information has been provided, click on the 'Continue >>' button to proceed.

Multiple E-Mail Address Request

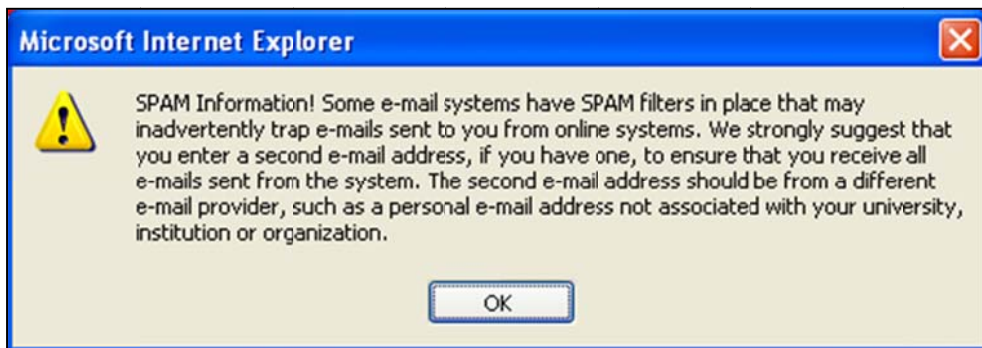
It is strongly suggested that users enter a second e-mail address. If the system e-mails get caught in a SPAM filter for one e-mail address, users can receive the e-mail at a secondary e-mail address from a different service provider (i.e. Yahoo, AOL, etc.).



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.](#)

When the 'Read more' link is selected, this warning will be displayed:



Logging In

Users can begin to use the system once they have received a notification e-mail from the Editorial Office containing the username and password.

Go to the Publication's EM website. At the top of the navigation main menu a set of menu options is available. Click on 'LOGIN' - as shown below:



The Editorial Manager Log-In screen will be displayed. Enter the 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 may be performed in the system.



LOG-IN

Please Enter the Following [Insert Special Character](#)

Username:

Password:

[Send Username/Password](#) [Register Now](#) [Login Help](#)

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Note: If users have multiple roles with the Publication, it is possible to set up a default login role. The option to do

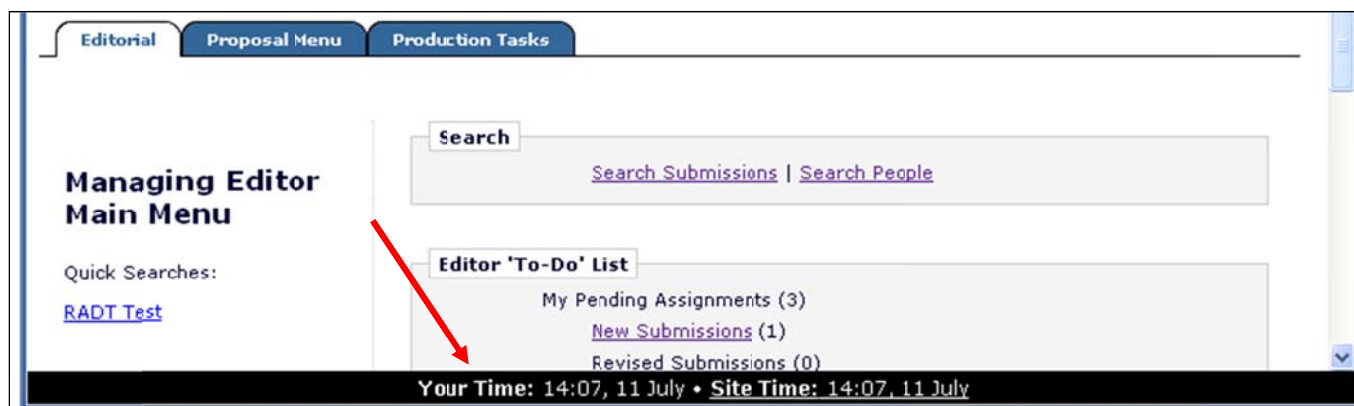
this can be found by clicking on the 'Update My Information' link on the main navigation menu.

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



Time Zone Display

Depending on the configuration of your publication, you may see a 'Time Zone Footer' frame when logged into Editorial Manager. This displays the current site time as well as your local time. Clicking on the link 'Site time' brings up a pop-up window providing additional time zone information.



Multi-Language Toggle

If your publication provides access to secondary languages, you will see the 'language drop-down' in the top right corner of your screen as part of the main menu bar area. Here you may choose to display the site in a language other than the Publication's default language by selecting from the list of available languages.



If you switch to an alternate language, your preference will be saved by the system and the site will display in that language at each subsequent login. Your preferred language is recorded as the one most recently displayed.

Changing Passwords

Users may change their password at any time, but 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:

The image shows a web form titled 'UPDATE MY INFORMATION'. On the left side, there is a text block explaining that users should make changes on the form and click 'Update', noting that required fields are marked with an asterisk. The main form area is titled 'Login Information' and contains several fields: 'User Name' with a red asterisk and the value 'Wendy', 'Password' with a red asterisk and the value 'Wendy', and a 'Default Login Role' dropdown menu currently set to 'Author'. There is also a link 'Insert Special Character' in the top right corner. A note explains that the username must be unique and that the default login role is used if the enter key is struck without a specific selection.

The user will then be redirected to the Registration screen, where all of the personal information currently available to the Publication is displayed, and may be updated as needed.

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

The image shows a warning dialog box titled 'Required Field Warning'. It contains a message stating that one or more required fields are not filled in and provides instructions on how to proceed: clicking 'Previous Page' to return or 'Continue' to submit changes. At the bottom of the dialog are two buttons: '<< Previous Page' and 'Continue'.

Users may return to the information pages (click on the '<< Previous Page' button) or can simply click on the button labeled 'Continue'.

Send Username/Password

If a user has an existing account in the system they may choose to recover this information by using the 'Send Username and Password' link found on the 'Log-In' page.

Upon clicking the ‘Send Username and Password’ link the user will be directed to enter their first name, last name and e-mail address. If the system finds an existing record matching the provided information an e-mail containing the user’s username and password will be sent to the address on record.

Note: Some sites will reset the user’s password when it is request with a temporary password. In those cases the user will need to log into the site and update their password after recovering their account.

Entering Unavailable Dates

EM allows authors to enter Unavailable Dates from the Additional Information section of the update my personal information page. These unavailable dates can then be taken into account when Editors invite Authors to submit manuscripts.

Authors enter dates for which they are not available and provide a short reason for their unavailability. Authors can also enter up to three potential substitutes.

Add Unavailable Date

Please enter the dates that you are unavailable. This information will be taken into consideration when your assistance is desired. You may also enter details of up to three people who the publication may contact in your absence.

Please Enter the Following

[Insert Special Character](#)

Start Date:  (mm/dd/yyyy)

End Date:  (mm/dd/yyyy)

Reason:

Substitute Information

First Substitute Name:

First Substitute E-mail:

Second Substitute Name:

Second Substitute E-mail:

Third Substitute Name:

Third Substitute E-mail:

Submitting a Manuscript

Once an author has logged into 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. Authors will be asked to enter data that is associated with the manuscript – this can include text, images and descriptions. Some of this information will be mandatory; other items 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 the 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:

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

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

The screenshot shows the 'New Submission' form with a sidebar of options. The 'Enter Comments' option is selected. The main area is titled 'Please Enter Comments' and contains a text area with a 'Limit 150 words' label. A 'Previous' button and a 'Next' button are at the bottom.

If the word or character count limitations imposed by the Publication have been exceeded, the user may not continue on to the next step. If this is the case, a warning box will appear if the user clicks 'Next'.

The screenshot shows the 'New Submission' form with the 'Enter Title' option selected. The main area is titled 'Please Enter The Full Title of Your Submission' and contains a text area with a 'Full Title (Limit 4 words)' label and a 'Word Count: 7' indicator. A warning dialog box from Microsoft Internet Explorer is overlaid on the form, stating: '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 the word or character requirement has been met, the user may click 'Next' to proceed to the next submission step.

Secondary Submission Fields

Depending on the publication's settings, secondary fields may display for the 'Full Title', 'Short Title', 'Abstract', and 'Keywords' fields during the submission process. These are typically used to capture the information stored in the primary fields, but in another language or format. The secondary field will follow the primary field in the interface. For more information on how to use these fields consult the journal's submission instructions.

Full Title

Secondary Full Title

Select Article Type

The first step of the EM manuscript submission process is to select an Article Type, which is a required step in the submission process. Using the drop-down menu, select the Article Type that best describes the 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 that article type has been selected.) 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 the submission in the space provided. Click 'Next' when the title has been entered.

The screenshot shows the 'New Submission' interface. On the left is a sidebar with a 'Frequently Asked Questions' link and a list of steps: 'Select Article Type' (checked), 'Enter Title' (active), 'Add/Edit/Remove Authors', 'Select Section/Category', 'Submit Abstract', 'Enter Keywords', 'Select Classifications', 'Additional Information', 'Enter Comments', 'Suggest Reviewers', 'Oppose Reviewers', and 'Attach Files'. The main content area has a title bar 'Please Enter The Full Title of Your Submission'. Below it is a red error message: 'Entering a Full Title is Required for Submission. Enter the title of your manuscript. You cannot submit a manuscript without a title.' A large text box labeled 'Full Title' contains the text 'New EH Submission Steps'. At the bottom are 'Previous' and 'Next' buttons.

Enter Short Title

If the Editorial Office has enabled this step, authors may be required to enter a Short Title in a text box that appears directly below the Enter Article Title Box:

This screenshot shows the 'Enter Title' step with the 'Full Title' box empty. Below it, a 'Short Title' text box is visible, indicating that this step is enabled. The sidebar and error message are the same as in the previous screenshot.

If the Editorial Office has chosen to limit the Short Title submission step to a certain number of characters, Authors 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 the Corresponding Author will receive any e-mail notifications from the system. The designated Corresponding Author may be changed,

but this person must be a registered Editorial Manager user, because he or she will need to be contacted throughout the submission process. Other Authors do not need to be registered in 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.

	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, including the Corresponding Author, should be listed. After the Additional Author information has been entered, the list of Authors can be reordered by entering the desired display rank in the 'Order' column and clicking the 'Update Author Order' button. The Author with "1" in the 'Order' box has the label of "First Author". The Corresponding Author does not have to be listed first, and can appear anywhere in the list (including at the top of the list as the First Author).

Note: The user who begins the manuscript submission process is, by default, the Corresponding Author.

To change the Corresponding Author, first enter the name of the new Corresponding Author in the textboxes and click the checkbox next to 'Please select if this is the Corresponding Author'. If the person entered is not registered with Editorial Manager, the user will be unable to designate him/her as the Corresponding Author until that user has been registered. If this person is registered with Editorial Manager, his or her username must be entered. However, please note that if the Corresponding Author is changed, once the manuscript has been submitted, the user who has entered the submission 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 him or her to log into EM to view and approve the submission before it can be sent to the Editorial Office.

Be aware that the journal may require or make optional secondary fields for the Co-Authors' name and address information including personal identifiers such as ORCID or PubMed Author ID. These fields are intended to store the information kept in the primary fields in a secondary language or format. If you have any questions about what should be provided for these fields, consult the publication's submission policies.

Note: Publications may choose to require that all co-authors are listed with unique e-mail addresses

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 shows the 'NEW SUBMISSION' form. On the left is a sidebar with a list of steps: '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'. It contains a red-bordered box with the text: 'Select the Section or Category related to your manuscript from the drop-down menu below.' Below this is a 'Please Choose' label followed by a dropdown menu currently showing 'None'. 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.

The screenshot shows the 'NEW SUBMISSION' form with the 'Submit Abstract' step highlighted in the sidebar. The main content area is titled 'Please Enter Abstract'. It contains a red-bordered box with the text: '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.' Below this is a large text area for entering the abstract. At the bottom of the main area are 'Previous' and 'Next' buttons. A link 'Insert Special Character' is visible in the top right corner of the main area.

Click ‘Next’ to proceed.

Enter Keywords

Enter the keywords for the manuscript, with each keyword separated by a semicolon (for example: active vitamin D; parathyroid hormone-related peptide; hypocalcaemia; 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; hypercalcaemia; 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 a manuscript. The Editorial Office can cross-reference Manuscript Classifications with Personal Classifications of potential Reviewers to find qualified Reviewers.

Click the checkbox next to any classification to be selected. Authors may select as many classifications as appropriate. Click 'Submit' when finished. This may be an optional, required, or hidden step.

Click 'Next' to proceed.

Additional Information

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

Some questions may be configured with multiple steps, dependant on previous responses. In these cases new sub-questions will appear as you answer a question with multiple parts.

Did you or your institution receive grant funding as part of the research that went into the creation of this submission?

☐ Please select a response
☒ Yes - We received grant funding
☐ No - There was no grant funding as part of this study

How many funding sources did you have?

Two

First Funding Source

Character Count: 0
 Limit 200 characters

First Funding Recipient

☒ Please select a response
☐ Author
☐ Institution
☐ Split Funding

Enter Comments

Enter any comments to be sent to the Editorial Office. These comments will not appear in the manuscript. The Publication may configure this as 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 Comments

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.

Previous Next

Click 'Next' to proceed.

Suggest Reviewers

If this function is enabled by the Editorial Office, Authors will be asked or required to provide names and contact information for as many review candidates as the Publication requires for a submission. 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*	James
Middle Initial	
Last Name*	Melville
Academic Degree(s)	
Position	
Department	
Institution	
E-mail Address	james@ariestash
Reason	James has done extensive research in this field.

When finished, click the 'Add Reviewer' button to submit additional Reviewer information. Click the 'Next' button when ready to move on to the next step.

Oppose Reviewers

If the site is configured to include this step, Authors are provided with the opportunity to inform the Editorial Office of Reviewers that should not review the 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

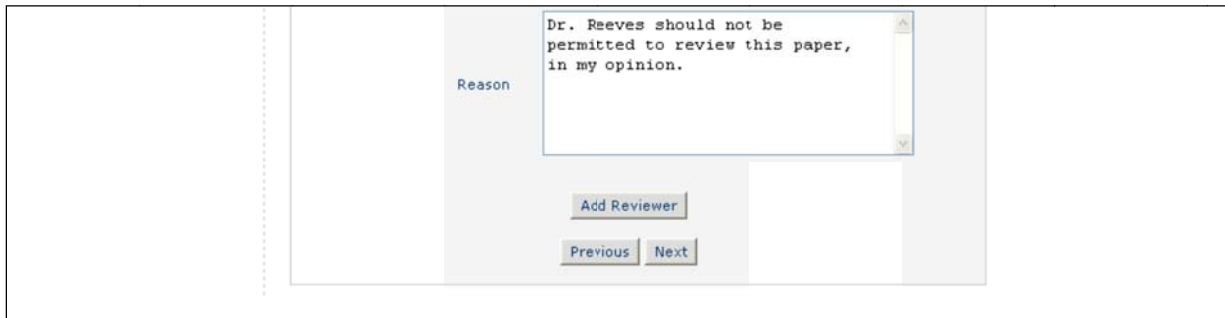
Please identify anyone who you would prefer not to review this manuscript.

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*	Seth
Middle Initial	
Last Name*	Reeves
Academic Degree(s)	MD, PhD
Position	Chair
Department	Engineering
Institution	MIT
E-mail Address	sreeves@nit.com

The Oppose Reviewers step is similar to the Request Reviewers step in that when the information has been entered, Authors may click the ‘Add Reviewer’ button to submit additional Oppose Reviewer Candidates. Click the ‘Next’ button when ready to move on to the next step.



The screenshot shows a web interface for the 'Oppose Reviewers' step. On the left, there is a vertical list of steps. The main area is divided into two columns. The left column is labeled 'Reason' and contains a text box with the text: 'Dr. Reeves should not be permitted to review this paper, in my opinion.' Below this text box is an 'Add Reviewer' button. To the right of the 'Add Reviewer' button are 'Previous' and 'Next' buttons.

Note: Publications may disregard any request for specific Reviewers to be either invited or excluded. The Suggest and Oppose Reviewers steps simply provide information for the Publication to use when selecting appropriate Reviewers.

Request Editor

Depending upon how the Editorial Office has configured the EM site, Authors may be asked to request a particular Editor to be assigned to a submission. The request will be taken under advisement by the Editorial Office. Select an Editor by using the drop-down menu and click ‘Next’ to proceed. This may be an optional step for a Publication. If an Author is not directed to request an Editor, the submission will be assigned to an Editor selected by the Editorial Staff.



The screenshot shows the 'Request Editor' step in the submission process. On the left, there is a vertical list of steps under the heading 'NEW SUBMISSION'. The 'Request Editor' step is highlighted with a blue arrow. The main area is titled 'Request an Editor' and contains a text box with the following 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 box is a 'Please Choose' label and a dropdown menu with 'No Request' selected. To the right of the dropdown menu are 'Previous' and 'Next' buttons.

Click ‘Next’ to proceed.

Select Region of Origin

Authors can identify a geographic region (or country) of origin for the manuscript, which may have a ‘Country of Origin’ designation that is different from the Author’s country. This is referred to as the ‘Manuscript Geographic Region of Origin’.

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 Region of Origin

Select the Region of Origin related to your manuscript from the drop-down menu below.

Please Choose Choose Region

[Previous](#) [Next](#)

Select the country or region for the manuscript by using the drop-down menu and clicking 'Next' to proceed. This may be an optional step for a particular Publication.

Attach Files

Next, the Author will be asked to attach all of the files associated with 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**

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	Description	Delivery Method
Figure	Figure	☒ Online Web System ☐ Offline
Figure		
Manuscript		
Response to Reviewers		
Table		

Enter a Description. Select Online System is selected, click the Browse File button. If Offline is selected, click the Attach This File button.

File Name: [Browse...](#)

[Attach This File](#)

No Items have yet been attached for this submission.

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

Note: EM supports Open Document Files in the following formats: OpenDocument spreadsheet (.ods), OpenDocument Word Processor (.odt) or OpenDocument presentation (.odp)

For each Item to be uploaded into the system:

- o 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.
- o Enter a Description in the text box (e.g., 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](#)

[Insert Special Character](#)

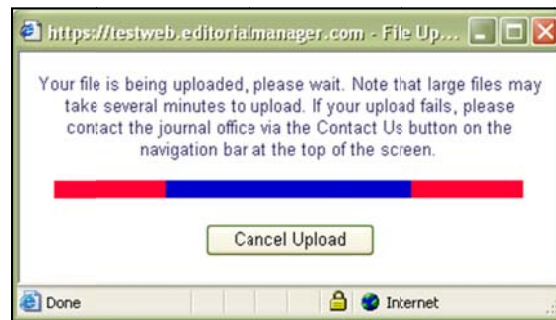
Please Attach Files

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

Item	Figure
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: Figure Description Delivery Method: ☒ Online Web System ☐ Offline File Name: Browse... Attach This File	

No Items have yet been attached for this submission.

- o Select the Delivery Method by which the Item will reach the Editorial Office (online or offline).
- o The option of online or offline may not always be available since the Publication may require the Item to be submitted online only.
- o Locate the file on the hard drive using the 'Browse' button.
- o Click 'Attach This File' to upload the file (uploading may take several minutes for larger files), and the following window should appear:



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 thank you message will appear on the screen, and the manuscript will now be located in the 'Submissions Waiting for Author's Approval' folder on the 'Author Main Menu'. To complete the submission process and send the submission to the Editorial Office, the Author must view and approve the PDF. (See 'Author PDF Approval' in the following section).

Even if an Author is unable to complete the submission process, no data will be lost. The submission can be accessed by clicking on the 'Incomplete Submissions' folder on the '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 elected to impose a particular file order that differs from the order used, that imposed order will supersede the order used. If the files are uploaded in an incorrect order the system will alert the Author and update the order according to the publication's settings.

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.

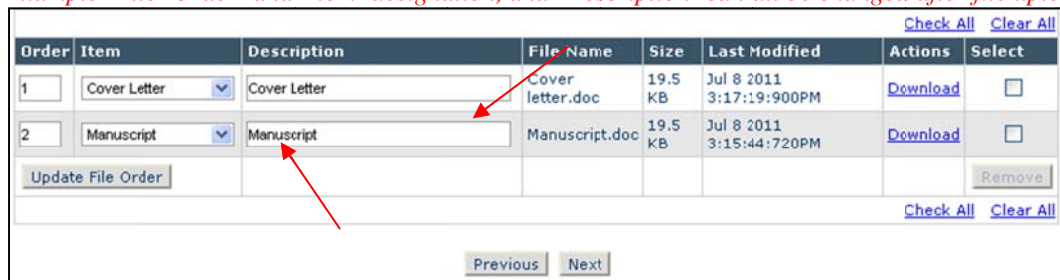
Order	Description	File Name	Size
1	Author Agreement	This is a sample author agreement.doc	23 KB
2	*Cover Letter	this is a sample cover letter.doc	23 KB
3	*Cover Letter	TS_Report_Form.doc	29 KB
4	*Manuscript	Manuscript.doc	30 KB

The Author may change the order of the files that are of the same Item Type. In the example above, Items 2 and 3 may be reordered because they are both the same Item type.

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

The 'Item' column in the list of attached files contains drop-down boxes for each file, so the Submission Item Description can easily be changed after the file has been uploaded. For example, if an Author uploads a Figure, but did not select the 'Figure' Item from the Item drop-down box, the Item label would be incorrect. The Author can change the description by typing the correct information in the box.

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



Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	Cover Letter	Cover Letter	Cover letter.doc	19.5 KB	Jul 8 2011 3:17:19:900PM	Download	☐
2	Manuscript	Manuscript	Manuscript.doc	19.5 KB	Jul 8 2011 3:15:44:720PM	Download	☐

Update File Order

Check All Clear All

Remove

Check All Clear All

Previous Next

Removing Files

Once files have been attached, you can remove them from the submission individually or in groups. To remove an attached file, simply select the file's check box in the select column of the attached file grid and then click the Remove button. Check All/Clear All links are available for selecting/deselecting all files. Once one or more files are selected, a 'Remove' button is enabled, allowing the user to remove the selected files. You may select any number of attached files for removal using these steps.

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. Compressed file formats supported include .zip and tar.gz.

The behavior of a zip file on upload varies based on the publication's configuration of a submission item. The file may upload as a single entity, maintaining the compressed archive if it is not to be built into the PDF, or unpack into the individual files, at which point the author must select the Item Type for each individual file.

If the file is unpacked, Authors will see a set of drop-down menus above the file list when a zip file is uploaded. The author can use these drop-down menus to quickly assign an Item Type to all files of a certain format. The user may further adjust the Item Type manually for a specific file, if desired.

The first drop-down contains an alphabetical list of the file extensions of all files successfully uploaded in the zip file(s). If another zip file is uploaded, any new file extensions are added to the drop-down, and the list is re-sorted. If any zip file contains files that have no extension (i.e. Mac files), the word "Other" displays as a choice at the end of the list and applies to all files without an extension.

Selecting File Format

New Submission

Frequently Asked Questions

Select Article Type

Enter Title

Add/Edit/Remove Authors

Select Section/Category

Submit Abstract

Enter Keywords

Select Classifications

Enter Comments

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

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

Figure

Delivery Method

Online Web System

Offline

File Name:

Browse...

Attach This File

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

Change Item Type of all

Choose

files to:

Choose

Change Now

Order	Item	Description	File Name	Size	Last Modified	Actions
1	*Manuscript	Peer-Reviewing Study	MS12252009.doc	28.5 KB	2009-06-24 13:31:16	Download Remove
2	Choose		Figure1.jpg	37.1 KB	2009-06-24 13:31:16	Download Remove
3	Choose		Figure2.jpg	37.1 KB	2009-06-24 13:31:19	Download Remove
4	Choose		Figure3.jpg	37.1 KB	2009-06-24 13:31:09	Download Remove
5	Choose		Figure4.eps	456.1 KB	2009-06-24 13:31:16	Download Remove
6	Choose		Figure5.eps	456.1	2009-06-24	Download

The second drop-down lists all Item Types configured for the selected Article Type.

A button labeled “Change Now” appears to the right of the dropdowns, but is disabled until both a file type and Item Type have been selected.

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Selecting Item Type

New Submission

Frequently Asked Questions

Select Article Type

Enter Title

Add/Edit/Remove Authors

Select Section/Category

Submit Abstract

Enter Keywords

Select Classifications

Enter Comments

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

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

Figure

Delivery Method

☒ Online Web System ☐ Offline

File Name:

Browse...

Attach This File

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

Change Item Type of all .jpg files to:

Choose

Change Now

Order	Item	Description	File Name	Size	Last Modified	Actions
1	*Manuscript	Data Tracking Study	MS12252009.doc	28.5 KB	2009-06-24 13:31:16	Download Remove
2	Choose		Figure1.jpg	37.1 KB	2009-06-24 13:31:16	Download Remove
3	Choose		Figure2.jpg	37.1 KB	2009-06-24 13:31:19	Download Remove
4	Choose		Figure3.jpg	37.1 KB	2009-06-24 13:31:09	Download Remove

Once the author has selected both a file type and an Item Type, the 'Change Now' button is enabled. The author then clicks the button, and the selected Item Type is applied to all files with the selected file type.

Example: All files with .jpg extension have Item Type set to Figure

New Submission

[Frequently Asked Questions](#)

- ✓ [Select Article Type](#)
- ✓ [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Select Section/Category](#)
- ✓ [Submit Abstract](#)
- ✓ [Enter Keywords](#)
- [Select Classifications](#)
- ✓ [Enter Comments](#)
- ➔ [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

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:

Delivery Method: ☒ Online Web System ☐ Offline

File Name: [Browse...](#)

[Attach This File](#)

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

Change Item Type of all .jpg files to: Figure [Change Now](#)

Order	Item	Description	File Name	Size	Last Modified	Actions
1	*Manuscript	Data Tracking Study	MS12252009.doc	26.5 KB	2009-06-24 13:31:16	Download Remove
2	Figure		Figure1.jpg	37.1 KB	2009-06-24 13:31:16	Download Remove
3	Figure		Figure2.jpg	37.1 KB	2009-06-24 13:31:19	Download Remove
4	Figure		Figure3.jpg	37.1 KB	2009-06-24 13:31:09	Download Remove
5	Choose		Figure4.eps	456.1 KB	2009-06-24 13:31:16	Download Remove
6	Choose		Figure5.eps	456.1 KB	2009-06-24 13:31:13	Download Remove
7	Choose		Figure6.eps	456.1 KB	2009-06-24 13:31:14	Download Remove
8	Choose		Figure7.eps	456.1 KB	2009-06-24 13:31:14	Download Remove
9	Choose		Figure8.eps	456.1 KB	2009-06-24 13:31:14	Download Remove
10	Choose		Figure9.eps	456.1 KB	2009-06-24 13:31:14	Download Remove

Authors may use this feature to change the Item Type for a given file format as many times as necessary, as well as to change any individual item manually.

Attaching a URL

Publications may configure Submission Items to allow Authors to provide URL/URI addresses rather than uploading large files. The Author provides the URL by selecting the “URL/URI/External Resource” option (if options are available), and entering the URL in the “URL/URI/External Resource Location” field. The Author can verify they have entered the correct destination by clicking the ‘Preview’ button to open the destination in a new window.

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Request Editor
- ➔ Attach Files

Insert Special Character

Please Attach Files

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

Item Video

Enter a **Description**. Select the Delivery Method Online Web System (to browse for a file) or **URL/URI/External Resource** (to enter a URL or other resource locator). If Online Web System is selected, click the button to locate the file you wish to select, then click the **Attach This File** button. If URL/URI/External Resource is selected, select the URL prefix (http://, https:// or ftp://), type in the remainder of the web address (e.g. www.targetsite.edu/datasets/dataset1), click the **Preview** button to validate your entry, then click the **Attach This Information** button.

Description Video

Delivery Method

☐ Online Web System
☒ URL/URI/External Resource

URL/URI/External Resource Location:

http://

Preview

Please select http://, https:// or ftp://, then type in the remainder of the web address (e.g. www.targetsite.edu/datasets/dataset1) and click the 'Preview' button to ensure that the address you entered navigates to the correct location. Once you are satisfied with your entry, click the 'Attach This Information' button.

Attach This Information

When the information is correct, he clicks the ‘Attach This Information’ button to add the new item to the File Grid (displayed on the lower portion of the page). When the item is listed in the File Grid the File Name displays as External Item. Hovering the mouse over the link will display the URL it represents. Clicking this link will open the destination in a new window.

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

Check All Clear All

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	Image - Application	Image - Application	<u>External Item</u>		Apr 1 2013 5:30PM	<u>Access Item</u>	☐
Update File Order							Remove

Check All Clear All

Previous Next

Uploading arXiv Files from the Los Alamos National Laboratory

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

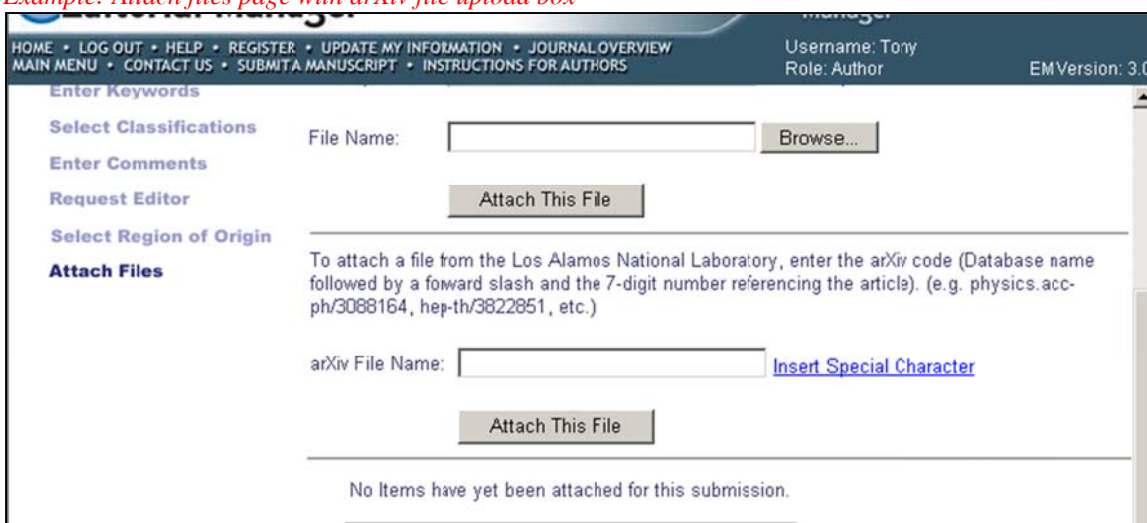
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To upload files from the Los Alamos arXiv server, go to the 'Submit New Manuscript' interface, fill in each step (Article Title, Article Type, etc.), and proceed to the 'Attach Files' step.

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. Authors can also upload additional 'regular' files on the same page, in addition to the arXiv file.

Example: 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 (i.e. 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 the 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 Authors 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 submitting a revision, Authors do not re-upload the submission from the arXiv database, but rather 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 drop-down menu, which describe these components (Bibliography file, Style File, etc). If an Author is 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

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

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

Note: The actual process of building the PDF may take several minutes, depending on the size of files and outstanding PDF building activity.

- **‘View Submission’** allows an Author to view the PDF version of a submission. Authors may choose to make alterations to a submission such as spelling corrections, description changes, extra graphics, etc. – this can be done by selecting ‘Edit Submission’. If there is a problem creating the PDF, there will be a message in the PDF explaining what may have caused the problem. The Author must view the PDF before it can be approved.
- **‘Edit Submission’** will bring the Author to the same interface that was used when initially submitting a manuscript. Authors can remove or add files at the Attach Files portion of the submission if anything needs to be changed. If any changes are made, a new PDF file will be built. Once the Author has viewed the submission, he or she will click ‘Approve Submission’ to send it to the Editorial Office.
- **‘Remove Submission’** allows Authors to remove a manuscript from the system (the Manuscript will never be received by the Editorial Office). Authors can always remove a submission and start over if desired

When a submission has been approved, it will be filed in the ‘Submissions Being Processed’ list in the ‘Author Main Menu’.

Fees and Payments

Submission Fees

For publications using Commerce Manager, Authors will have access to the Fees and Payments page for each submission that has at least one payment record associated with it.

Authors may access the Fees and Payments page in the following ways:

- 1) At the end of the manuscript submission process, if a Submission Fee is configured for the submission's Article Type, the Author is automatically taken to the Fees and Payments page after clicking the 'Approve Submission' link and answering 'OK' to the alert 'Are you sure you want to approve the submission?'.
- 2) At any point after a Fee has been levied on a submission, a new 'Fees and Payments' link will display in Author folders. Authors may click this link at any point to take action on Fees or view the payment status.
- 3) An Author Payment deep link merge field may be included in letters. This link will log the Author into the system and navigate them directly to the Fees and Payments page.

The Submissions Waiting for Author's Approval folder is the first opportunity the Author has to see the '*Fees and Payments*' page. The submission step for an Author is to approve the submission by clicking the 'OK' button on the 'Are you sure you want to approve the submission?' alert. Upon clicking the 'OK' button for the 'Are you sure...' alert, the Author is taken directly to the new '*Fees and Payments*' page.

The '*Fees and Payments*' page displays the settings configured for the appropriate submission.

In the example below, the Submission Fee has two options – Society Member is levied one submission rate (75.00 USD), and Non-Society Members are levied another submission rate (100.00 USD). This Submission Fee has two possible Payment Method options – 'Bill Me' or 'Request Waiver'. To complete the submission, the Author would select which pricing option applies, and which payment method he would like to use. There is also space for the Author to enter comments to the publication.

Fees and Payments
"How does lyme disease impact adolescent growth?"

The publication may charge a submission fee and/or page charge or color charge depending on your manuscript's article type. You may pay all fees securely online by credit card. Note that PayPal is the site where your credit card information is entered; Editorial Manager does not store any sensitive credit card information. Once you are on the PayPal page, you may enter your credit card details and edit your billing address. If you have a personal PayPal account, you may use those funds to pay the fees in Editorial Manager.

Discounted Submission Fee for Society Members

IMPORTANT NOTE! Your manuscript will not be submitted to the journal until you have requested a bill or waiver.

If you request a bill, you will receive an email from Editorial Manager indicating that payment is now due. Please pay the submission fee promptly. We accept personal check or money order.

If you are requesting a waiver, please enter your reasons for doing so in the Comments to Publication box.

Payment Status:	Payment Due		
Pick One:	☐ I am a society member.	75.00	USD
	☐ I am not a society member.	100.00	USD

Choose Payment Method:

☐ Bill Me
☐ Request Waiver

Comments to Publication: [Insert Special Character](#)

When the Author clicks the 'Proceed' button on the Fees and Payments page, he proceeds to the '*Author's Decision*' page which confirms that he approved the submission (now it will be sent to the Editorial Office) and indicates his selected method of payment for the Submission Fee.

Author's Decision	Thank you for approving "Environmental Impacts of Pesticide Sprays Aimed at Eradicating Eastern Equine Encephalitis (EEE)". Your request for a bill has been sent. Main Menu
--------------------------	--

(Author has selected 'Bill Me' option)

Author's Decision	Thank you for approving "Mid-Season Mosquito Hatches: Increased chance of infections?". Your request for a waiver has been sent. Main Menu
--------------------------	--

(Author has selected 'Request Waiver' option)

If the Author selected 'Credit Card' for the payment method on the '*Fees and Payments*' page, he or she can then click the 'Pay Now' button and proceed directly to PayPal where he or she can pay by credit card or personal PayPal account.

Note: The author is **NOT** required to have a personal PayPal account in order to pay any fees by credit card.

Author's Decision	Thank you for approving Standing Water Pools and Prevalence of Lyme Disease. Click the 'Pay Now' button below to pay by credit card. Your submission will not be forwarded to the editorial office until a successful transaction confirmation is received from PayPal.   Return to Fees and Payments Return to Submissions Waiting for Author's Approval Author Main Menu
--------------------------	--

Submission Fee		Total: \$100.00 USD
Pay with Credit Card or Log In  		
Learn more about PayPal - the safer, easier way to pay.		
Enter your billing information		Already have a PayPal account?
Country:	United States	Please log in Email: barrista@gmail.com Password:  Forgot email or password?
Credit Card Number:	44xxxxxxxxxxxxxx	
Payment Type:	   	
Expiration Date:	mm / yy ☐ CSC What's this?	
First Name:	Jennifer	
Last Name:	Barrista	
Billing Address Line 1:	66 Old Mill Lane	
Billing Address Line 2: (optional)		
City:	Danbury	
State:	CT	
ZIP Code:	06810	
Home Telephone:	555-555-1234	
Email:	barrista@gmail.com	
		

Once an Author has completed the credit card transaction, they are returned to EM.

Note: If the Author is paying with a credit card, the submission will not be forwarded to the Editorial Office until the credit card transaction is successful. If the transaction fails (i.e. the Author's credit card has expired, invalid card number was entered, etc.) the submission will remain in the Author's 'Submissions Waiting for Author's Approval' folder until the transaction successfully completes or selects another payment method.

When the Submission Fee payment is completed by either the 'Credit Card', 'Request Waiver' or 'Bill Me' option, the 'Fees and Payments' Action Link is displayed in relevant Author folders.

Submissions Being Processed for Author Andrew Author, MD

Page: 1 of 1 (3 total submissions)

Display results per page.

Action ▲▼	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission View QC Results View Reference Checking Results Fees and Payments Send E-mail	DEMO641	A Very Important Article	Jul 03, 2008	Aug 06, 2008	Under Review
View Submission View QC Results View Reference Checking Results Fees and Payments Send E-mail	DEMO639	Super Research	Jun 26, 2008	Jun 26, 2008	Received by Editor
View Submission View QC Results View Reference Checking Results Fees and Payments Send E-mail	DEMO668	A New Study	Jun 13, 2008	Sep 08, 2008	Received by Editor

Page: 1 of 1 (3 total submissions)

Display results per page.

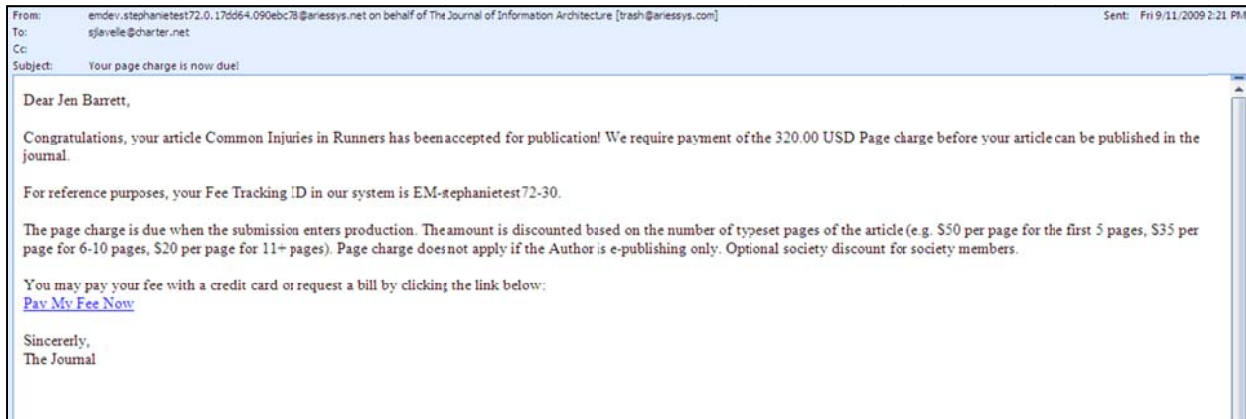
<< Author Main Menu

Clicking the 'Fees and Payments' link takes the Author to the same 'Fees and Payments' page, except now the Author will see the current payment status, along with any notes the publication may have entered for the Author.

Fees and Payments	
"Athlete's Foot in Wrestlers"	
The publication may charge a submission fee and/or page charge or color charge depending on your manuscript's article type. You may pay all fees securely online by credit card. Note that PayPal is the site where your credit card information is entered; Editorial Manager does not store any sensitive credit card information. Once you are on the PayPal page, you may enter your credit card details and edit your billing address. If you have a personal PayPal account, you may use those funds to pay the fees in Editorial Manager.	
Submission Fee	
IMPORTANT NOTE! Your manuscript will not be submitted to the journal until you have successfully paid by credit card or requested a waiver. If your credit card transaction fails or you cancel out of this page without paying the fee, your submission will remain in the Submissions Needing Author's Approval folder until the fee is paid or a waiver is requested.	
If you wish to pay by credit card, select 'PayPal' for your payment method. You will have the opportunity to enter your credit card information and return to Editorial Manager when your payment is complete. If you have a personal PayPal account and prefer to pay with those funds, you will have the opportunity to login to your PayPal account, pay the fee using your personal PayPal account funds, and then return to Editorial Manager.	
If you are requesting a waiver, please enter the your reasons for doing so in the Comments to Publication box.	
If you experience any problems with PayPal, please contact the editorial office at 555-555-1234.	
Fee Tracking ID:	EM-STEPHANITEST7215
Payment Status:	Waiver Request Granted
Amount Due:	0.00
Notes to Author:	ok
Comments to Publication:	I am broke.
Return to Submissions Being Processed	

Other Fees

Other Fees (e.g., publication charge, page charges, etc.) are initiated by the publication after the manuscript has been submitted, at some other point in the editorial or production workflow. The Author will receive an e-mail telling him or her that a Fee is now due. The e-mail can include a deep link to the '*Fees and Payments*' page.



Clicking the Author Payment deep link takes the Author directly to the '*Fees and Payments*' page, so he or she can pay the fee (or request a waiver, or request a bill) immediately without having to login to the system. This is just like paying a Submission Fee, as described previously.

The screenshot shows a web page titled 'Fees and Payments' with a subtitle 'Common Injuries in Runners'. A notice at the top states that the publication may charge a submission fee, page charge, or color charge, and that fees can be paid securely online by credit card. The page has a 'Page charge' tab selected. Below the tab, it repeats the notice about the page charge. A table displays the following information: Fee Tracking ID: EM-STEPHANIEST72-30; Payment Status: Payment Due; Amount Due: \$20.00 USD. Under 'Choose Payment Method', there are checkboxes for 'Credit Card' and 'Request Waiver'. A text area for 'Comments to Publication' is present, with a link 'Insert Special Character' to its right. At the bottom are 'Cancel' and 'Proceed' buttons.

Note: If the submission has more than one fee, the Author must select which fee he or she wants to view on a new 'Select a Fee' page. After making a selection, he or she will proceed to the '*Fees and Payments*' page as shown above.

The screenshot shows a web page titled 'Select a Fee'. It contains two links: 'Submission Fee' and 'Page Charge'. At the bottom is a 'Close' button.

Additional Views of the 'Fees and Payments' Page

When Authors access the 'Fees and Payments' page either via the deep link or the 'Fees and Payments' action link in the Submissions Being Processed folder, the page will be slightly different for each Fee. The specific look of the 'Fees and Payments' page will change depending on:

- Type of Fee (Submission Fee or Non-Submission Fee)
- Payment Method
- Pricing Options (single or various amounts available for fee)
- Payment Status

The basic layout of the page is the same, including customized instructions, fee-specific instructions, payment information and any notes to the Author that may be entered for this Fee. Below are some example layouts of what the Author may see.

Submission Fee – Waiver Request Pending example:

Fees and Payments			
"Standing Water Pools and Prevalence of Lyme Disease"			
The publication may charge a submission fee and/or page charge or color charge depending on your manuscript's article type. You may pay all fees securely online by credit card. Note that PayPal is the site where your credit card information is entered; Editorial Manager does not store any sensitive credit card information. Once you are on the PayPal page, you may enter your credit card details and edit your billing address. If you have a personal PayPal account, you may use those funds to pay the fees in Editorial Manager.			
Article Processing Charge for an Open Access Institution			
IMPORTANT NOTE! Your manuscript will not be submitted to the journal until you have successfully paid the article processing charge by credit card or requested an institutional waiver.			
For more information about our fees, click here: Our Policies on Article Processing Charges			
If you belong to a member institution, please enter your member ID in the Comments to Publication box. If you belong to an institution that is a supporter member, you may request a waiver and the article processing charge will be discounted.			
Fee Tracking ID:	EM-STEPHANITEST72-20		
Payment Status:	Waiver Request Pending		
Amount Due:	1995.00 USD		
Pick One:	I want to pay in USD.	1995.00	USD
Return to Submissions Being Processed			

Submission Fee – Credit Card Transaction Successful example:

Fees and Payments	
"Heart disease experiment in hamsters"	
The publication may charge a submission fee and/or page charge or color charge depending on your manuscript's article type. You may pay all fees securely online by credit card. Note that PayPal is the site where your credit card information is entered; Editorial Manager does not store any sensitive credit card information. Once you are on the PayPal page, you may enter your credit card details and edit your billing address. If you have a personal PayPal account, you may use those funds to pay the fees in Editorial Manager.	
Submission Fee	
IMPORTANT NOTE! Your manuscript will not be submitted to the journal until you have successfully paid by credit card or requested a waiver. If your credit card transaction fails or you cancel out of this page without paying the fee, your submission will remain in the Submissions Needing Author's Approval folder until the fee is paid or a waiver is requested.	
If you wish to pay by credit card, select 'PayPal' for your payment method. You will have the opportunity to enter your credit card information and return to Editorial Manager when your payment is complete. If you have a personal PayPal account and prefer to pay with those funds, you will have the opportunity to login to your PayPal account, pay the fee using your personal PayPal account funds, and then return to Editorial Manager.	
If you are requesting a waiver, please enter the your reasons for doing so in the Comments to Publication box.	
If you experience any problems with PayPal, please contact the editorial office at 555-555-1234.	
Fee Tracking ID:	EM-STEPHANITEST72-1
Payment Status:	PayPal Transaction Successful
PayPal Transaction ID:	SVN40805TD9428607
Amount Paid:	100.00 USD
Date Payment Processed:	Aug 04 2009 12:29PM
Return to Submissions Being Processed	

Fee – Payment Due example:

Fees and Payments "Common Injuries in Runners"	
The publication may charge a submission fee and/or page charge or color charge depending on your manuscript's article type. You may pay all fees securely online by credit card. Editorial Manager does not store any sensitive credit card information.	
Page charge	
The page charge is due when the submission enters production. The amount is discounted based on the number of typeset pages of the article (e.g. \$50 per page for the first 5 pages, \$35 per page for 6-10 pages, \$20 per page for 11+ pages). Page charge does not apply if the Author is e-publishing only. Optional society discount for society members.	
Fee Tracking ID:	EM-STEPHANITEST72-30
Payment Status:	Payment Due
Amount Due:	\$20.00 USD
Choose Payment Method:	☐ Credit Card ☐ Request Waiver
Comments to Publication:	Insert Special Character
Cancel Proceed	

Tracking the Progress of a Submission

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

Note: It may not be possible to view the status date of a submission, depending on the system configuration chosen by the publication.

Authors will be notified when the Publication has made a decision. If the Publication has provided access, the Author will see a 'Send E-mail' link within the list of available actions. This will allow the Author to send an e-mail to the publication at any time. The publication will have set up either one or multiple Ad Hoc e-mails that can be modified for use by an Author. In some cases, using an Ad Hoc letter will allow users to attach files to the letter by choosing from personal files.

When an Ad Hoc letter is configured to allow attachments, then the sender of the letter will see a new 'Add/Change Attachments' button on the 'Customize Letter' page.

Customize Letter - Author Query to Journal	
Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on the page.	
Cancel Preview and Send	
From:	"Anthony Author" <bhopkins@ariessys.com>
To:	"The DEMO Journal" <trash1@ariessys.com>;
Letter Subject:	Query to Journal
Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank box next to cc: or bcc, as appropriate. Multiple e-mail addresses can be included, separated by semicolons (;).	
cc: bcc:	
☒	Editor-in-Chief
☐	All Co-Authors with known e-mail addresses
cc:	
 Attachments	Add/Change Attachments
Letter Body:	Insert Special Character Open in New Window
# All lines beginning with a number sign (#) # are comments and are not sent. #	

Clicking the ‘Add/Change Attachments’ button will open a window where files can be uploaded as an attachment from a user’s local computer by clicking the ‘Browse’ button and choosing the file to be added.

Select Files

To add a file from your computer, click the **Browse** button to select the file you wish to upload, then click the **Add This File** button. When you have selected all the files you wish to attach, click the **Proceed** button to attach the files to the e-mail.

Caution: Please be aware that many e-mail services limit the number or size of attachments that can be received and may not deliver the message if attachments exceed the limit.

File Name: **Browse...**

Add This File

Cancel **Proceed**

When the upload is complete, the attached file will display in a grid on the page. When the user is done adding and selecting files, clicking the ‘Proceed’ button returns the user to the ‘Customize Letter’ page.

Select Files

To add a file from your computer, click the **Browse** button to select the file you wish to upload, then click the **Add This File** button. When you have selected all the files you wish to attach, click the **Proceed** button to attach the files to the e-mail.

Caution: Please be aware that many e-mail services limit the number or size of attachments that can be received and may not deliver the message if attachments exceed the limit.

File Name: **Browse...**

Add This File

Files Added from My Computer			
File Name	Size	Last Modified	Actions
Submission04102008.doc	25.5 KB	Feb 18 2011 02:49PM	Download Remove

Cancel **Proceed**

The attached files now display above the ‘Add/Change Attachments’ button. If the user clicks the ‘Add/Change Attachments’ button again, any files already attached are listed in the file table in the order they were attached. If the user deselects or removes any previously attached files and clicks ‘Proceed’ on the ‘E-mail Attachment Upload’ page, they are removed from the letter

Other Author Access to Submissions

Publications may configure Article Types to require that any Other Authors of a submission must register with the publication to confirm that they are a contributing Author. When an Other Author successfully registers/logs in to confirm a contribution to a submission, they will be given access to view the status of the submission as it goes through the editorial process.

Submissions for which the logged-in Author served as an Other Author are now included in their Submissions Being Processed, Revisions Being Processed, and Submissions with a Decision folders (where the submission's Article Type requires Other Authors to register and the logged-in Author has successfully done so).

An "Authorship" column is added to these folders to display the current user's relationship to the submission ("Corresponding Author" or "Other Author"). The new column is displayed in these three folders only if the currently logged-in Author is associated with at least one submission as a registered Other Author. If the Author is associated with at least one submission as a registered Other Author, the column displays in all three folders, even if they do not contain the submission for which the Author was an Other Author.

Submissions Being Processed for Author Mary François Smith, PhD

Page: 1 of 1 (3 total submissions)

Display 10 results per page.

Action ▲▼	Manuscript Number ▲▼	Title ▲▼	Authorship ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission	TONYTEST50-D-06-00001	Testing 1 2 3	Other Author	Apr 11 2007 12:58PM	Dec 12 2007 3:56PM	Under Peer Review
View Submission View Other Author Status Send E-mail		Seating Winter Doldrums	Corresponding Author	Mar 18 2007 1:28PM	Mar 18 2007 1:28PM	Received by Journal
View Submission View Reference Checking Results View Proposal View Invitation Letter Send E-mail	TONYTEST50-D-06-00030	All The World's a Stage	Corresponding Author	Apr 11 2006 11:58AM	Jan 21 2008 2:02PM	Decision in Process

Page: 1 of 1 (3 total submissions)

Display 10 results per page.

<< Author Main Menu

A new permission called "View Other Author Status" is added to the 'Author RoleManager' page. When this permission is enabled, Authors see a new View Other Author Status Action Link (when applicable) that leads to the Author version of the 'Other Author Status' page. This Action Link displays for Authors when this permission is enabled for the Author Role and:

- 1) The logged in user is the Corresponding Author on the submission.
- 2) There are Other Authors on the submission, and at least one of them has been notified that verification of their contribution is required.
- 3) The submission's current Article Type is configured to either require co-author verification or co-author registration.

Submissions Being Processed for Author George Jetson, ABC

Page: 1 of 1 (2 total submissions)

Display 10 results per page.

Action	Manuscript Number	Title	Initial Date Submitted	Status Date	Current Status
View Submission View Other Author Status Send E-mail	BETSYTEST60-D-07-00008	following a Submission through 6.0 to see where Reviewer Attachments surface.	Oct 15 2007 4:53PM	Oct 17 2007 10:00AM	Received by Editor
View Submission View Other Author Status Send E-mail		September 14, 2007 - The Day I Tested Out George's Account.	Sep 14 2007 10:18AM	Sep 14 2007 10:18AM	Received by Journal

Page: 1 of 1 (2 total submissions)

Display 10 results per page.

<< Author Main Menu

Other Author Details for Manuscript Number: Unassigned
"News Item to Test the News."

Other Author Status

Order ▲▼	Author Name ▲▼	Academic Degree(s)	Affiliation ▲▼	Confirmed? ▲▼
2	Anthony Author, PhD	PhD	Duke Medical School	Yes (Registered) Sep 19 2009 4:19PM
3	Frankie Avalon		Harvard Medical School	Yes (Registered) Sep 23 2009 11:03AM
4	George Jetson, PhD	PhD		Declined Sep 20 2009 4:19AM
5	Edward Albert, MBA	MBA	École des Garçons Δζ	Confirmation Not Requested
6	Simple Simon			No Response

The Author Names are links to the ‘*View Author Detail*’ page for each Other Author, where the Corresponding Author may see the information that was entered for each Other Author when a manuscript was submitted.

Managing Other Authors

Publications that use the Co-Author Verification/Registration feature may also provide Corresponding Authors permission to “View Other Author Status”. When this permission is enabled, and at least one Co-Author on the submission has been sent the notification that verification of their contribution is required, then the Corresponding Author sees the Author Status Action Link in the *Submissions Sent Back to Author*, *Submissions Being Processed*, *Revisions Being Processed*, *Revisions Sent Back to Author*, and *Submissions With a Decision* folders. The link leads to the *Author Details* page.

Sample Author Details page; Corresponding Author view;

Author Details for Manuscript Number:
Unassigned
Demonstration of Co-Author Questionnaires

Other Author Status

Order ▲▼	Author Name ▲▼	E-mail Address	Academic Degree(s)	Affiliation ▲▼	Confirmed? ▲▼	Options
2	Joannie Cunningham	bhopkins@edmgr.com			Yes Oct 31 2012 4:17 PM	View Questionnaire Responses
3	Andy Travis	bhopkins@aressys.com			No Response	Resend Letter Questionnaire Not Completed

To resend letters to all Other Authors with a status of 'No Response' and send letters requesting verification to Other Authors who have never been notified, click the 'Send Letters' button. To send an individual letter, please use the link next to that Author's name.

When the Corresponding Author is given permission to ‘Manage Other Authors’, the ‘Options’ column is displayed on the Author *Details* page. Authors may see the following links in this column:

1. [View Questionnaire Responses](#) – displays for Co-Authors who have submitted responses to the Author Questionnaire. Clicking on the link navigates the Corresponding Author to the new *View Author Questionnaire* page
2. “Questionnaire Not Completed” – displays if an Author Questionnaire is configured for the Article Type but the Co-Author has not yet submitted responses.
3. [Resend Letter](#) – sends the letter configured for the ‘Notify Other Authors’ event to that specific Co-Author.
4. [Request Confirmation](#) – displays for any Co-Author that has not yet been sent the letter configured for the ‘Notify Other Authors’ event.

Corresponding Authors with ‘Manage Other Authors’ permission will see a ‘Send Letters’ button on this page. Clicking this button will send letters to all Co-Authors with a status of ‘No Response’ or ‘Confirmation Not Requested’. Additionally, Corresponding Authors may be given permission to Manage Co-Author verifications and update Co-Author E-mail Addresses directly from the *Author Status* page.

Submitting Revised Manuscripts

When asked to revise your submission, the submission moves into the folder called ‘Submissions Needing Revision’ under the Revisions heading on the ‘*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 10 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-04-00001	Test Author Must ViewAQC Before Approve Submission	May 11, 2004	N/A	Jun 01, 2006	Revise	R-Revise

Page: 1 of 1 (1 total submissions)

Display 10 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 the Author to see the PDF of the most recent version of the submission.

File Inventory

The File Inventory link allows the Author to download any of the source files that make up the submission. Authors can access submission files and work on them before clicking 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.

[Close](#)

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

[Close](#)

Attachments

If the Publication's EM site is configured to do so, then Reviewers or Editors may download source files, annotate them as needed, and upload them into the system. Non-manuscript files such as images or related materials may also be uploaded. The Editorial Office may give the Author access to these files for aiding in submitting a revision. If Attachments are available to an Author a 'View Attachments' Action Link will be present.

Submit Revision

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

This interface is similar to the 'Submit New Manuscript' interface. When the Author arrives at the 'Attach Files' step in the process, he or she is presented with the list of source files from the previous version. The Author 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

DEMO507R1

[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.

[Previous](#) [Next](#)

Item	Description	File Name	Size	Last Modified	Include in Revision	Actions
Manuscript	Manuscript	Manuscript.txt	11.8 KB	Jun 12 2001 8:47:33	☒	Download

[Previous](#) [Next](#)

Click 'Next' to proceed to the next page, where there will be an option to upload revised files to be attached to the Revised Submission. Again, it is possible to reorder the source files with the arrows, and upload new files (see below). Click 'Next' to build the PDF.

Respond to Reviewers

A 'Respond to Reviewers' submission step can be displayed on the 'Submit Revision' page. Authors can click the 'View Decision Letter' link to view the decision letter, which includes the blinded comments from each Reviewer. If

the publication has enabled this step, the Author should respond to each Reviewer’s comments by typing (or copying and pasting) responses into the text box.

REVISOR

SUBMISSION

JBJS-D-03-00812R1

Frequently Asked Questions

Select Article Type

Enter Title

Add/Edit/Remove Authors

Enter Keywords

Enter Comments

Respond to Reviewers

Attach Files

Insert Special Character

Respond to Reviewers

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

Previous

Next

If the ‘Respond to Reviewers’ step is ‘Required’, it will not be possible to build the revision PDF until text has been entered in the ‘Respond to Reviewers’ text box.

Frequently Asked Questions

Select Article Type

Enter Title

Add/Edit/Remove Authors

Enter Keywords

Enter Comments

Respond to Reviewers

Attach Files

	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.

The Author may have access to the submitted responses to Reviewer Comments in the ‘Revisions Being Processed’ and ‘Submissions with Decision’ folders.

Decline to Revise

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

Reinstate a Declined Revision

If an Author accidentally clicks on ‘Decline to Revise’ or the ‘Remove’ link, the submission should be reinstated, instead of submitting a New Manuscript. Reinstating a submission allows the revision process may continue.

View Decision

An Author can view the Decision Letter by clicking on the link in the ‘View Decision’ column.

Invited and Commissioned Papers

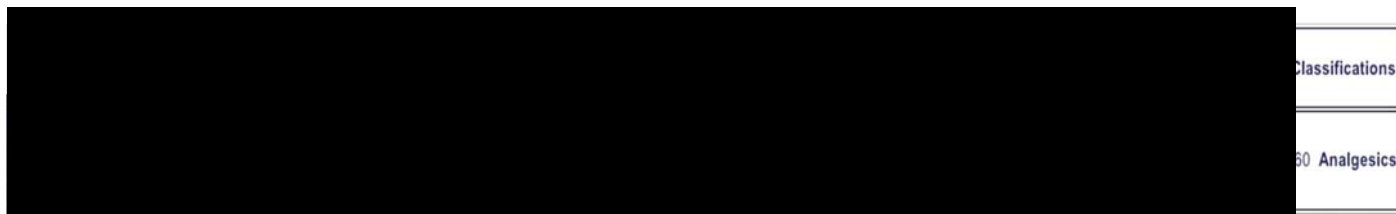
Some Publications have a pre-submission phase, during which time Authors are invited to submit articles. The invitation may be for a specific subject area, a symposium in print, or a festschrift honoring a distinguished colleague (i.e. a retiring Editor from an eminent publication). There are two general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

Invited Authors are notified of an invitation to submit a manuscript via an e-mail. Once the e-mail has been received, the Author must log into the system. On the 'Author Main Menu' there will be a new 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 the Author to View the submission for which an opinion/commentary is being invited. The Author is also given a link to the invitation letter sent by the Editorial Office. There an Author is able to either Agree to Submit or Decline.



- **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 the Author to View the 'parent' submission for which an opinion/commentary is requested. Authors 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 an Author begins to submit an invited manuscript, it will move into the regular folders for Submitting and Incomplete – just like a regular manuscript.

Viewing Correspondence History

Throughout the submission process, letters are sent to the Author regarding the submission, from the notification that the PDF is built and ready to be approved through to the point that the Author is notified of an Editor's decision.

If enabled, all Authors are given access to a 'Correspondence History' page. The Author's 'Correspondence History' page lists only those letters sent to or from the Author via the system, or those sent outside the system but added manually by an Editor. Such letters include:

- Any letter where the Author is the recipient, including Production Task Assignment letters and letters related to Commerce Manager such as Payment Due letters.
- Any Ad Hoc From Author letter sent by the Author.
- The Submit Task letter sent by the Author.
- External correspondence added manually by the Editor.

Authors will see a 'Correspondence' Action Link in most of the folders displayed on their Main Menu:

Submissions Being Processed for Author Mary François Smith, PhD					
Page: 1 of 1 (8 total submissions)			Display 10 results per page.		
Action ▲▼	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission View Reference Checking Results Correspondence Send E-mail	BETSYTEST73-D-09-00006	Demo of v. 4; Updated for 7.0	Dec 23 2008 12:54PM	Nov 6 2009 2:26PM	Editor Invited
View Submission Correspondence Send E-mail	BETSYTEST61-D-08-00019	If I write it, can I edit it too?	May 30 2008 9:58AM	Aug 14 2008 12:29PM	Editor Invited
View Submission View Reference Checking Results Correspondence Send E-mail	BETSYTEST71-D-09-00002	What are the dates?	Feb 2 2009 2:35PM	Feb 2 2009 2:36PM	Editor Invited
View Submission View Reference Checking Results Fees and Payments Correspondence Send E-mail		Environmental Impacts of Pesticide Sprays Aimed at Eradicating Eastern Equine Encephalitis (EEE)	Aug 20 2009 12:09PM	Aug 20 2009 12:09PM	Received by Journal

When this link is clicked, a pop-up window will display all letters sent to or from the Author regarding this submission. Letters are displayed in date order (newest on top), but can be sorted using the standard sort arrows.

History for Manuscript Number: BETSYTEST73-D-09-00006, DOI: Unassigned Mary François Smith (UNITED STATES): "Demo of v. 4; Updated for 7.0"			
Close			
Correspondence History			
Correspondence Date ▲▼	Letter ▲▼	Recipient ▲▼	Revision ▲▼
Nov 06 2009 02:26PM	Author Notice of Manuscript Number	Mary François Smith, PhD	0
Dec 23 2008 12:54PM	Author Submits New Manuscript Confirmation	Mary François Smith, PhD	0
Dec 23 2008 12:53PM	PDF Built and Requires Approval	Mary François Smith, PhD	0
Aug 15 2005 12:59PM	PDF Built and Requires Approval	Mary François Smith, PhD	0
Close			

External correspondence will display for the Author on the 'History' page. The item will be marked with (External) to denote this message as having been added manually by an Editor.

**History for Manuscript Number: Unassigned, DOI: Unassigned
Hermione Grainger (BOLIVIA, PLURINATIONAL STATE OF): "Testing the
requirement of Other Authors to Register 1/5/10"**

[Close](#)

Correspondence History

Correspondence Date ▲▼	Letter ▲▼	Recipient ▲▼	Revision ▲▼
Feb 23 2010 03:01PM	Checking on Status (External)	Journal Office	
Jan 05 2010 02:20PM	PDF Built and Requires Approval	Hermione Grainger	0
Jan 05 2010 02:19PM	Author Notice Editor Made Changes to Submission	Hermione Grainger	0
Jan 05 2010 02:17PM	Commerce Manager - Fee Due	Hermione Grainger	
Jan 05 2010 02:17PM	Author Submits New Manuscript Confirmation	Hermione Grainger	0
Jan 05 2010 02:05PM	PDF Built and Requires Approval	Hermione Grainger	0

[Close](#)

Author Rebuttal of a Rejected or Withdrawn Submission

This feature is used when an Author wishes to dispute a Reject decision or reverse a Withdrawn submission. The Author will need to contact the Editorial Office outside of the system to inform the Editors of the desire to rebut the decision.

Artwork Quality Check

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 the Author 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'. Authors should click on this link to view the results. Publications have the option to require that Authors 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 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 E-mail	Thursday manuscript one	Dec 29 2005 4:15:20	Dec 29 2005 4:18:10	Needs Approval

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

Example: AQC Results page

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

[Close](#)

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

Example: Analysis of the Artwork Quality Check





Proflight Detail Report

Submitted: April 05, 2005

[Print](#)
[Close](#)

Graph.tif

Class :	TIFF_PSD	18 Pica effective :	119 dpi
Creator :		24 Pica effective :	90 dpi
Color :	GRAYSCALE	36 Pica effective :	59 dpi
Height :	37.33 P	Max image scale @ 266dpi :	8 P
Width :	39.33 P	Max combo scale @ 500dpi :	P
Resolution :	12 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).

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

Example: Diagnostic information from the Artwork Quality Check

Warning: Indexed Color Image

Challenge

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](#)

Similarity Check Results

If the publication is performing a CrossCheck Similarity Check on manuscripts at submissions Authors may be given access to a version of the Similarity Report for submissions. If the Author has the ability to view this report a [CrossCheck/iThenticate Results](#) Action Link will be available for the submission. The Score of the report displays next to the link.

Partial display; Submissions Being Processed folder:

Submissions Being Processed for Author Michael Green, NA			
Page: 1 of 1 (3 total submissions)			
Action ▲▼	Manuscript Number ▲▼	Title ▲▼	Initial Date ▲▼
View Submission CrossCheck/iThenticate Results (23%) Correspondence Send E-mail		10.1 testing of Similarity Checking functionality	Apr 17 2013
View Submission Author Status Correspondence Send E-mail		Testing Co-Author Registration Questionnaire	Nov 1 2012

Clicking the link will open the Similarity Report for this submission in a new window. The Author will be able to read the information, but is not logged into the publication's iThenticate account; they are only viewing the report results.

Sample Page:

**BETSYDEV101-S-13-00015.pdf**
By: Michael Green
As of: Wed Apr 17, 2013 11:19am EDT
53 words - 1 match - 1 source

Similarity Index
23%

Mode: Similarity Report ▼
[Exclude Quotes](#) [Exclude Bibliography](#) [Exclude small matches ▼](#)  

BETSYDEV101 10.1 testing of Similarity Checking functionality --Manuscript
Draft-- Manuscript Number: Full Title: 10.1 testing of Similarity Checking
functionality Article Type: Abstract Keywords:

1 12 words / 23% - Internet from Sat Dec 29, 2012
[www.mdag.com](#) 

1
Powered by Editorial Manager® and Preprint
Manager® from Aries Systems Corporation Abstract
Click here to

download Abstract: The Abstract for Demo Purposes.doc The Abstract for
Demo Purposes.

The link may show in any of the following Author folders:

- Submissions Sent Back to Author
- Incomplete Submissions
- Submissions Waiting for Author's Approval
- Submissions Being Processed
- Submissions Needing Revision
- Revisions Sent Back to Author
- Incomplete Submissions Being Revised

- Revisions Waiting for Author's Approval
- Revisions Being Processed

The Author may also see the link on the Confirmation page displayed to the Author after they approve their submission or revision, if a similarity check has been completed for that submission.

eXtypes

Some Publications opt to use EM's 'Reference Checking' tool, which will automatically check the validity of the references listed in each manuscript's bibliography.

Reference Checking will attempt to find each publication citation in PubMed and/or CrossRef. However, Reference Checking will not search for books or in press articles, as these texts are not listed in PubMed or CrossRef. If the Reference Checking tool is able to find the citation in PubMed and/or CrossRef, a link to that citation is created.

If the Publication has Reference Checking enabled, Authors will see a link that says 'View Reference Checking Results':

Submissions Waiting for Approval by Author Jeffrey Wiggle

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 (1 total submissions)

Display 10 results per page.

Action ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
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

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

<< Author Main Menu

Clicking on the 'View Reference Checking Results' link will allow the Author to see the results of the reference check:

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., & Teigui, 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. Smirnov. 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, N. (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 vivo 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, CrossRef 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.

Authors should view the Reference Checking Results and attempt to resolve any problems with the references prior to submitting.