American Physiological Society

Guide to Uploading Manuscripts to *www.apscentral.org*

For ease of review, your article must be submitted as a single file that contains all the elements of the manuscript– text, tables, references, legends, and figures. See *Instructions for Authors* for how to prepare your manuscript to conform to APS style.

The Main Document: Manuscripts are displayed as PDF files. The system will create a PDF from Microsoft Word (.doc) or Rich Text Format (.rtf) files. **WordPerfect documents (.wpd) will not convert to PDF.** Save WordPerfect files as RTF. These files cannot contain any WP fonts. WP fonts are typically used as math symbols and Greek characters. Change these to a symbol font that is not WP, so that they will properly convert to PDF.

Creating a PDF: If you prefer to create a PDF file for submission, use Adobe Acrobat Distiller to create the file. Please embed all fonts. Embedded fonts are especially important in PDF files from authors working in Asia. Most Asian fonts are not generally available to Western viewers and may not be legible to a referee. See the PDF section of the information for authors for how to configure Distiller to get the best results for this purpose.

Figures: The PDF file displayed to reviewers should not exceed 1 MB. Use a graphics application to reduce the size of figure files in order to keep the main document reviewer friendly. For review purposes, image resolution does not have to be as high as that required for production. Use TIF, GIF, or JPG files to insert into your text document. Higher quality images may be submitted separately, however, these will be used as supporting materials, because reviewers do not like having to click on several files to get all the parts of a manuscript.

Video files, references in press, and other supplemental material can be loaded as supporting documents and made available to the referees.

See the File Manager section for more detail.

User Account Information: Log on to APS Manuscript Central at www.apscentral.org. You may already have an account. Click on the *Check for Existing Account* icon and enter your e-mail address. If the address that you entered is found in the account database, an e-mail will be sent to that address with the associated login information. If you receive notification of duplicate accounts, contact either the ScholarOne support team at **888.278.6258**, or the specific journal coordinator in the APS office.

If you do not have an account, click on the C*reate a New Account* icon. Enter your contact information accurately. All bolded fields are required. If a required field does not apply, enter "none" or "N/A". Hit the *Submit Information* button to create your account.

The Author Center: Manuscripts are submitted using the account of the corresponding author. Log on to the site and go to the author center.

The following sections will guide you through the process for the three different types of submission:

1. **A new manuscript**
2. **A revised manuscript**
3. *Articles in PresS*

1. Submitting a New Manuscript

Hit the button to *Submit First Draft of a New Manuscript*. As you move through the 12 screens of the submission process, note that the metadata in the *Manuscript Data Summary* box updates when you save and continue to the next screen. You can use the *Previous* button to navigate back to a section you wish to change. If you exit the system before completion, you can continue where you left off by returning to the Author Center, and clicking the *Partially Submitted Manuscripts* button.

Screen 1- Manuscript Details. Select a manuscript type from the drop down menu. You are asked for details of some elements of the article. Each journal has slightly different fields. The running head can be copied and pasted from your text file. Save and continue.

Screen 2- Institutions. Enter the institutional affiliations of each of the authors (up to 20). Save and continue.

Screen 3- Authors. Enter the authors (up to 20) in correct order. Be very careful with spelling. This will become part of the PubMed/MEDLINE reference. Designate the corresponding author and indicate primary, secondary, or tertiary affiliations. Save and continue.

Once a manuscript has been submitted, any change in authorship will require a [Change of Authorship form](#).

Screen 4- Title. Enter the title of the manuscript into the box (limit 160 characters). You can either copy/paste from your text file or key it directly into the box. Use the *Character Palette* for special characters (Greek letters and mathematical symbols) and for formatting (italics, bolding, sub- or superscript). Click on the character in the palette. The code for the character appears above. Highlight the code, copy it, and then paste

it into the appropriate place in your title. Save and continue.

Screen 5- Abstract. Enter the Abstract into the box (limit 250 words). Either copy/paste or key it into the box provided. Use the *Character Palette* as described above. Proofread your entry carefully. You can view the HTML version on the next screen by clicking on the *View Abstract* link. Save and continue.

N.B. The author list, title, and abstract will become your PubMed/MEDLINE reference on acceptance. It is crucial that these data are correct.

Screen 6- Keywords. You may enter three to five keywords or short phrases. Save and continue.

Screen 7- Requested Referees. You may enter up to four names and contacts for suggested referees. This is not a mandatory entry. Some journals will also allow a suggested review editor. Save and continue.

Screen 8- Excluded Referees. You may enter up to four names of referees that you prefer will not review your article. This is not required. Save and continue.

Screen 9- Cover Letter. Enter any comments to the editor into this field. This letter will be available to the editor-in-chief and to the review editor.

This is also the place to indicate if you will participate in [Articles in PresS](#). (Only original, research articles are eligible for Articles in PresS). Save and continue.

Screen 10- File Upload. Hit the blue *File Manager* button to access the next section in which you will upload your files.

Screen 11- File Manager. The display of your files should be reviewer-friendly. They should be a reasonable size, so that they are easy to download and to print, and they should not be dependent on any

specific software not provided by this system.

Your manuscript must be loaded as a single file that contains all its primary data elements– text, tables, references, and figures. Supplemental material (references in press, video files, etc.) can be loaded separately as Supporting Documents.

Preparing the files: Manuscripts are displayed as PDF files. The system will create a PDF from Microsoft Word (.doc) or Rich Text Format (.rtf) formats. WordPerfect documents (.wpd) will not convert to PDF. Save WordPerfect files as RTF. These files cannot contain any WP fonts. WP fonts are typically used as math symbols and Greek characters. Use a symbol font that is not WP so that they will display correctly in the PDF.

If you prefer to submit your own PDF file, use Adobe Acrobat Distiller to create the file. **Please embed all fonts**. Embedded fonts are especially important in PDF files from authors working in Asia. Most Asian fonts are not generally available to Western viewers and those symbols may not be legible to a referee.

See the PDF section of the information for authors for how to configure Distiller to get the best results for this purpose.

Figures: Use the Insert / Picture function of your word processor to embed figures into your text file. Images generated in some programs tend to be huge files. You do not need all the data behind the image, just the graphic. Save the file as JPG, GIF, or TIF to insert into your text file. Optimize your image files to get the best display and the smallest file size.

Higher quality images may be submitted separately, however, these will be used as supporting materials to the main document. Reviewers do not like having to click on several files to get all the parts of a manuscript, but they will look at separate files for clarification.

See the section on preparing figures from the Information for Authors. While this information is specific to files to be used for production of accepted

manuscripts, there are some very good guidelines.

File names: Keep the file names simple. You will have the opportunity to provide a description of the file during the upload process.

Avoid commas, symbols, parentheses brackets, and dots (text after a dot is read as a file format).

Mac users, please include the file extension as part of the file name!

Uploading the files: When your files are prepared, follow steps 1 thorough 4 in the *File Manager*.

1. Choose a file to upload. Browse to the desired file.

2. Select the designation of the file. Choose from the drop down list:

Main document is your manuscript in its entirety– text and figures.

Supporting documents can be references in press, supplemental material, or, in the case of a *de novo* submission of a previously reviewed article, the responses to referees' comments on that manuscript.

3. Designate whether this file is for review or not. The default is YES. Choose *yes* for anything that you want to be displayed. **Always choose yes**. *No* will be used in the future, for files intended for print production.

4. Click the UPLOAD button to upload your file: Hit the *Upload* button. A dialogue box will appear confirming the conversion and upload of your file.

You are now asked for a description of the file. Be concise.

Files for Review/Files not for Review: You will see your DOC or RTF file in the *Not for Review* column. This column holds your source files. If you submitted TIF files, the system will have converted them to JPG. Anything you want to be seen by a viewer should be in the *For Review* column. This includes files submitted for Articles in PresS.

The main document should be in the number one position. You can change the order of files with the arrows. Change the description by hitting the *I* button.

Save and continue.

Screen 12- Submit for Review. Check all your metadata. Use the *Previous* button to go back to any screen that needs correction.

Hit the *View your proof as will be seen by Reviewers* button. Proofread your document carefully; make sure all symbols and characters have converted properly.

To submit: When everything to be displayed is as you want it to be presented, hit the blue *Submit Your Manuscript* button.

You will immediately be issued a manuscript number. Please refer to this number in all correspondence. E-mails acknowledging receipt of the manuscript record will immediately be sent to the corresponding author and to any co-authors for whom you have provided e-mail addresses. All future correspondence will be by e-mail to the address of the corresponding author.

Forms: The mandatory forms, customized to your manuscript, will become available for you to print. Please fax the completed forms to the APS office (301.634.7243) as soon as possible.

Tracking status: You can track the status of your manuscript through the author center. The record will show in the *Submitted Manuscripts* section. Direct any questions to the coordinator of the appropriate journal.

2. Submit a Revised Manuscript

Authors are asked to submit revisions within six months of the decision to allow revision. Please contact the editor of your manuscript if more time is needed. A link to the editor's e-mail can be found beside the record in the Author Center.

Finding the record to be revised: Log in to the account of the corresponding author**.** Go to the Author Center and hit the small, blue *Revised Manuscripts* button. The record to be revised will be in the *Manuscripts to be Revised* section with an ".R" numeric designation.

The first step is to provide your responses to the reviewers' comments on the previous version.

Responses to reviewers: Have your responses to reviewers prepared. Hit the gray *View Comments/Respond* button. The decision letter with reviewers' comments will display. Scroll to the section labeled *Response to Review Editor*. Enter your response to the editor here. Copy the response from your text file and paste into the box. Enter your responses to the reviewers in the next box, *Responses to Referee.* The editor will see both these fields; the referees will only see the responses to reviewers.

Figures and equations will not transpose into these fields. If your responses include figures or equations, indicate this here and load the file with the figures as a Supporting Document at the File Manager.

Hit the gray *Save Response* button when these fields are complete. To return to this screen from another point in the process, hit the *Return to Menu* button and proceed.

Change in authorship: Any change in authorship (additions, deletions, change in the order of authorship) requires a Change of Authorship form.

Preparing your files: Indicate the changes that you make to your text in red font and underline the changes. This makes it easy for the referees to see the changes.

Again, your main document must be a single file with all elements included.

Submitting the revision: Click on the title of the manuscript to be revised. This takes you to the first of the 12 screens. All these screens will be pre-populated with the data from the previous submission. Make whatever changes are necessary. *Save and Continue* to proceed to the next screen.

Screen 1- Manuscript Details. Make changes or save and continue.

Screen 2- Institutions. Confirm accuracy and save and continue.

Screen 3- Authors. Verify that names are spelled correctly and that the order is correct.

Any change in authorship (additions, deletions, change in the order of authorship) requires a Change of Authorship form.

Save and continue.

Screen 4- Title. Make any changes necessary. Save and continue.

Screen 5- Abstract. In this field, be sure that any changes are tagged correctly.

N.B. The author list, title, and abstract will become your PubMed/MEDLINE reference. It is crucial that these data are correct.

Screen 6- Keywords. These have probably not changed. Save and continue.

Screen 7- Requested Referees. This is redundant at this point. Save and continue

Screen 8- Excluded Referees. Redundant. Save and continue.

Screen 9- Cover Letter. The letter from your previous version will display. Since you have provided responses to the editor and to the reviewers in a separate section, save and continue.

You can change your previous decision about Articles in PresS. After acceptance, you cannot choose to participate if you have selected *No* here, although you can choose not to participate if you have previously said *Yes.*

Screen 10- File Upload. Hit the File Manger button to begin loading your files.

Screen 11- File Manager. Load your revised manuscript as a single file that contains text, tables, references, legends, and figures. The file that the editor and reviewers will see should be put in the *For Review* column. This is the main document.

Screen 12- Submit for Review. View your proof. When all files are as you intend, hit the *Submit Your Manuscript* button.

The manuscript number is now appended with the next sequential ".R" numeric designation. The corresponding author, and any co-authors for whom e-mail addresses have been provided, will be sent an acknowledgement of the submitted revision.

Assuming all forms and fees are in order from the previous version, no new forms are necessary, unless there is a Change of Authorship.

The record of this revision is immediately transferred to the review editor.

Tracking status: You can track the status of your revised manuscript through the author center. The record will show in the *Submitted Manuscripts* section. Question about revisions are best directed to the review editor. A link to the editor's email is on the right side of the manuscript listing.

3. Articles in PresS

Congratulations! Your paper has been accepted and is going to be published, first in Articles in PresS. You are asked to send materials for print production quickly, in order to have your article scheduled for the next available issue of the journal. The ultimate, copyedited version, which will appear in print, will eventually supersede the version that you are submitting now.

By submitting to Articles in PresS, your paper can be published online within a week from the time you submit. This form of publication establishes priority and is citable by its DOI number.

Authors participating in this process assume a large responsibility for publication. Forms and fees must be in order. Metadata must be correct. The tagging of characters and formats in the title and abstract fields must be correct. The manuscript to be published can only be one file containing all the elements of

the work (although, supplemental material can also be published). Publication will be delayed until such a file is provided. There can be no changes to a record once it has been published in Articles in PresS.

If you choose not to participate, please notify the coordinator for the journal.

Change in authorship: Any change in authorship (additions, deletions, change in the order of authorship) requires a Change of Authorship form.

Preparing your file: The file you submit is the file that will be published. Prepare a clean version of the accepted manuscript file. Delete any tracked changes, redlining, strikeouts, or underscores. Make sure that the figures are labeled correctly.

The system will create a PDF from a DOC or RTF file. If you prefer to create your own PDF, use Distiller, as described above, to get the best results. Embed all fonts.

Optimize your figures to get the best display and the smallest file size.

Submitting the article to be published: Log in to the corresponding author's account. Go to the Author Center. Choose the small, blue *ARC* button to go to the section for *Manuscripts Accepted for Articles in Press.*

The manuscript number will show the next sequential ".R" numeric designation. **This submission will not be treated as a revision.** This is just a way to identify another instance of the record.

Click on the title of the article to be submitted. You are asked to go through the 12 screens one more time. Again, these are pre-populated and many are not relevant to this purpose. Make whatever changes are required and *Save and Continue* to proceed.

Be very careful with screens 3, 4, and 5– the authors, the title, and the abstract. These are the metadata that will become your PubMed/MEDLINE reference. **NO** changes will be made until the copyedited article is published as part of an issue. Be sure that the data are correct and that the tagging is accurate. Incorrect character and format tags will delay the publication of your article.

Screen 11- File Manager. Upload your file as described above.

The file to be published must be in the *FOR REVIEW* column. This is counter-intuitive. The file will not be sent for review, but it will be read by the system as a file to be transmitted to the journal publication page.

Screen 12- Submit for Review. View your proof carefully. When all is as you like it, click the *Submit Your Manuscript* button.

The manuscript number now has the next sequential ".R" numeric designation. This is not a revision; this is just another instance of the record.

When the article is transmitted for online publication, you will receive an e-mail message with the DOI reference and a link to the journal page where you can see the published article.

Please send the materials for production quickly, so that your article can be scheduled for the next available print issue of the journal. When this material is received, the copy editor who will be handling your manuscript will contact you by e-mail.

Thank you for submitting your article to the American Physiological Society.

APScentral Contact Information

Note: E-mail links in PDF files behave differently than in other formats. If you do not get an e-mail window by clicking on the link, paste the address into the address field of your e-mail application.

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