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**Screen 1—Manuscript Details.** Select a Manuscript Type from the pull-down menu. Add your summary statement and provide the page number from the text where this sentence appears. (You can cut-and-paste the statement from your manuscript text file.) In the boxes provided, fill in the total number of tables, figure components, and whether or not any figures are color. Click on "save and continue" when you have finished this screen. **If for any reason you exit the system before completing the process, you can continue where you left off by logging in, going to the Corresponding Author Center, and clicking on the "Partially Submitted Manuscripts" button and following instructions.**

**Screen 2—Institutions.** Enter information about each institution (up to 20) with which the authors of the manuscript are affiliated. Entries may exceed the size of each field on the screen—the data will not be truncated. Your own affiliated institution will appear automatically. Click on "save and continue" when you are finished with this screen or "previous" to return to the previous screen.

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**Screen 5—Abstract.** You can either copy-and-paste your abstract or type it directly into the box provided. Use the "Character Palette" for special characters such as Greek letters and mathematical symbols or for formatting such as italics, bolding, or superscript. Proofread your abstract carefully; you can also check it on the next screen by clicking on the "View Abstract" link. Click on "save and continue" when you are finished with this screen or "previous" to return to the previous screen. If you are submitting a manuscript that does not require an Abstract, please type N/A in the Abstract box.

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**Screen 7—Cover Letter.** Enter any comments to the Editor in the box. When you are finished, click on “save and continue” or “previous” to return to the previous screen. **Note:** You may also upload a cover letter file later by using the file manager.

**Screen 8—File Upload Center.** Click on “Use File Manager” to begin uploading your files.

**Screen 9—File Manager.** When you upload your single document (Microsoft Word format [.doc] or Rich Text Format [.rtf]), the file will automatically be converted to a smaller file—a Portable Document Format (.pdf) that cannot be altered. The smaller file will be saved as Files for Review, download faster, and allow the Editorial Office and reviewers to access it more easily. The original file will be saved as Files for Production.

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**Screen 10—Submit for Review.** Please verify that all files you require to be reviewed are present in the Reviewer’s proof window. Click on “View your proof as it will be seen by Reviewers” to verify. When you are finished, click on “Submit Your Manuscript”. Confirmation of your submission will be noted. Print your manuscript ID number. Add this number to any form you fax or mail to the Editorial Office.

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