

Submitting Your Manuscript to ScholarOne Manuscripts: A Guide

To submit your manuscript, you will need the following files:

- A Title page file with the names of all authors and co-authors*
- Main document file with abstract, keywords, main text and references
- Figure files
- Table files
- Any extra files such as Supplemental files or Author Biographical notes

Word templates are available for many of our journals, but please check the **Instructions for Authors** page of the journal before you use them.

If you are submitting to a journal that uses double-blind peer review, please note that you will need to save the title page as a separate file and designate it as “not for review”.

Examples of the files and a brief overview of their requirements follow below.

If you are familiar with the file designations and have all of these, click [here](#) for instructions on how to submit.

Title page file: (designate as “file not for review” if journal is double-blind)

Include:

- Article Title
- Journal name
- The full name and details of the corresponding author
- The full names and details of all co-authors of the paper
- Acknowledgements

* You will need to add all co-authors to the ScholarOne Manuscripts site when you submit your manuscript. This will ensure that they receive relevant emails about the article.

Main document file: this is your main file.

Include:

- Title
- Abstract
- Keywords
- Main text
- Indication of figures and tables
- References
- Appendices

You can copy and paste your abstract from your main file into the abstract text box during the submission process on the site.

Please see below for figure requirements and permissions:

- [Artwork requirements](#)
- [Seeking permission](#)

Figure/Table Files

- Please upload figure files and table files separately.
 - If you designate them as figure/table files you can add captions once you have uploaded them.
 - Please note captions cannot be added if they are in Word format.
 - *Please note if the journal is double-blind, figures and tables must be anonymised.*
-

Submitting Your Manuscript to ScholarOne Manuscripts

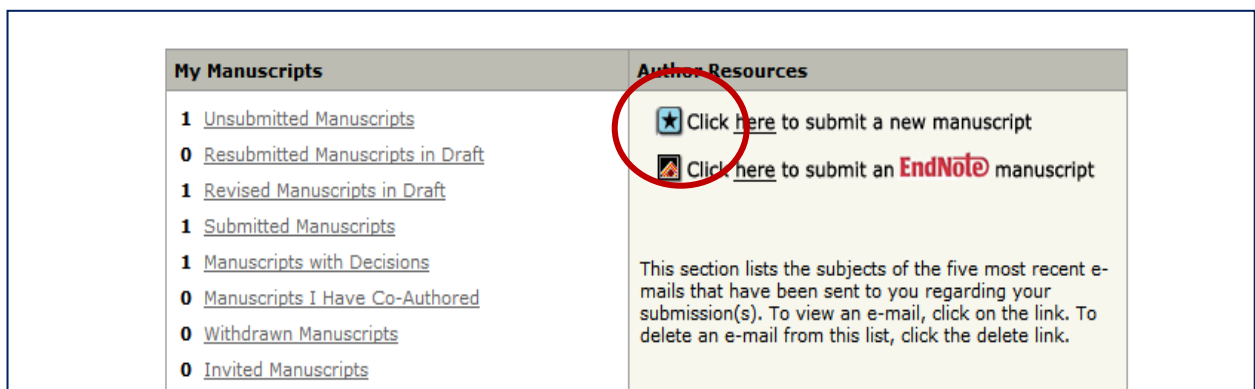
Please do not start a new submission if you have already started your submission, or you are submitting a revised manuscript. Please click below for instructions on how to:

[Continue a submission](#)

[Submit a revision](#)

If you wish to make any changes to your manuscript once it has been submitted, you will need to contact the Editorial Office for further instructions. Please do not start a new submission.

To submit a new manuscript to the journal, click on the blue square:



Complete all stages to submit your manuscript:

The screenshot shows the 'Submit a Manuscript' form in the Author Center. The form is divided into seven stages: 1. Type, Title, & Abstract; 2. Keywords; 3. Authors & Institutions; 4. Reviewers & Editors; 5. Details & Comments; 6. File Upload; 7. Review & Submit. The 'Manuscript Type' field is highlighted with a red circle. A purple 'req' icon is visible next to the 'Manuscript Type' and 'Abstract' fields. A yellow callout box explains that a purple 'req' icon indicates all required fields. The form includes a 'Save and Continue' button, a 'Preview' button, and a 'Special Characters' button. The 'Abstract' field has a limit of 200 words.

A purple "req" icon indicates all required fields. You will need to complete these fields in all stages to submit your manuscript.

Adding Your Co-Authors:

Any co-author details must correspond with those on the title page of your manuscript.

My Co-Authors

Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Dr Andrew Author <i>Corresponding Author</i>	USA	andrew@test.demo		

Add a New Co-Author Special Characters

E-Mail:
 Sal.:
 First (Given) Name:
 Middle Name:
 Last (Family) Name:

Title:
 Institution: **Department:**
 Address 1: **Address 2:** **Address 3:** **Rm/Suite:**
 Country: **City:**
 State/Province: **Zip / Postal Code:** **Phone Number:**

This person is the formal Corresponding Author as denoted on the title page of the manuscript
 If you have multiple Institutions and Departments for this author, click [here](#).

Search for your co-authors by email address, and add them.

If they do not have an account, you can fill in the required field and create one for them.

Suggesting Preferred/Non-preferred Reviewers:

Some journals allow their authors to suggest names of reviewers when submitting a paper.*

If the journal requires you to enter a minimum number of reviewers, you will see a screen with instructions when submitting.

**Please note the reviewers must be from a different institution or department than your own. The Editors do not guarantee that they will contact the reviewers you suggest.*

My Reviewers

Name	Institution	Department	Phone/E-Mail	Preference	Edit	Delete
Rebecca Reviewer	Name of Institution	Name of Department	review@test.com	Preferred		
Richard Referee	Name of Institution	Name of Department	referee@test.com	Non-Preferred		

Add A Reviewer

First (Given) Name: **Last (Family) Name:** **Email:**
 Rachel Review reviews@test.com

Institution: **Department:** **Phone:**
 Name of Institution Name of Department

Designate as Preferred Reviewer
 Designate as Non-Preferred Reviewer

Enter the name and email address of each reviewer. You can then indicate to the Editors if you want them to be "preferred" or "non-preferred".

Uploading your Files:

Designate your files according to the file designations that you will find in the drop-down menu. These may differ according to the journal.

The screenshot shows a submission interface with a sidebar on the left containing steps 1 through 6. Step 6, 'File Upload', is the active step. The main area is divided into two sections: 'My Files' and 'File Upload'.

My Files (Uploaded files cannot exceed 3000000K)

Order	File Name	File Designation req	Date	Edit Details	Delete
1	Submitting Your Manuscript to ScholarOne Manuscripts.docx (11K)	Main Document	25-Mar-2010		
2	Sunset.jpg (70K)	Figure	25-Mar-2010		

Save File Order

File Upload

Upload new files:

C:\Documents and Settings\... File Designation:

File Designation:

File Designation:

The 'File Designation' dropdown menu is open, showing options: Select, Figure, File not for review (highlighted with a red circle), Main Document, Supplemental File, Table, Title Page (not for review), and Author Bio.

All files for review will be combined into one single PDF proof for your submission.

Save and Go Back Save and Continue

You can upload as many files as required. All files for review will be combined into one single PDF proof for your submission. You can change the order they appear in the PDF proof here.

Please note that any files that you designate as “file not for review” will not be pulled into the final PDF. You will have an opportunity to check this before submitting.

The Final Checklist Stage:

1 Type, Title, & Abstract

2 Keywords

3 Authors & Institutions

4 Reviewers & Editors

5 Details & Comments

6 File Upload

7 Review & Submit

Save and Go Back Submit

My Manuscript Information

Step 1: Type, Title, & Abstract Edit

Manuscript Type is missing

Manuscript Type:

Title: Submitting Your Manuscript to ScholarOne Manuscripts

Abstract: You can copy and paste your abstract from your main box.

Step 2: Attributes

Keywords:

Step 3: Authors & Institutions

1. Author, Andrew

Step 4: Reviewers & Editors Edit

My Reviewers: No Reviewers Entered

The final checklist stage will flag up any information that is still required.

Click on the blue pencil icon to edit any stages with a red cross.

You will need to view your PDF proof before you can submit your manuscript:

Step 6: File Upload Edit

1. Submitting Your Manuscript to ScholarOne Manuscripts.docx

2. Sunset.jpg

3. Submitting Your Manuscript to ScholarOne Manuscripts_anonymous.docx

Step 7: Review & Submit

You have not viewed your PDF proof

HTML PDF View MedLine Format

Click on the PDF icon to view your manuscript.

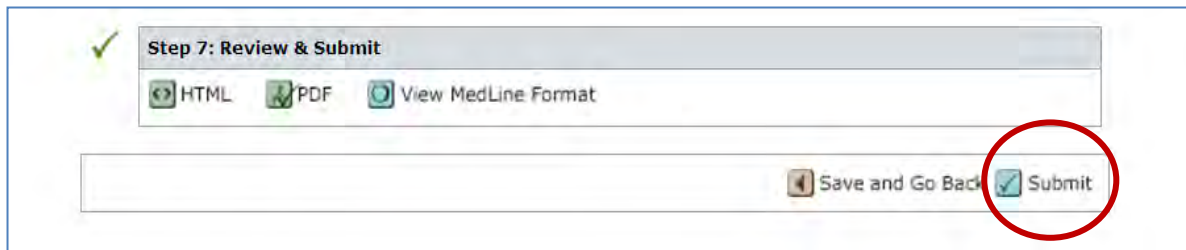
The PDF proof is Editors and Reviewers will see your submission.

Please note the PDF proof is how the Editors and Reviewers will see your submission.

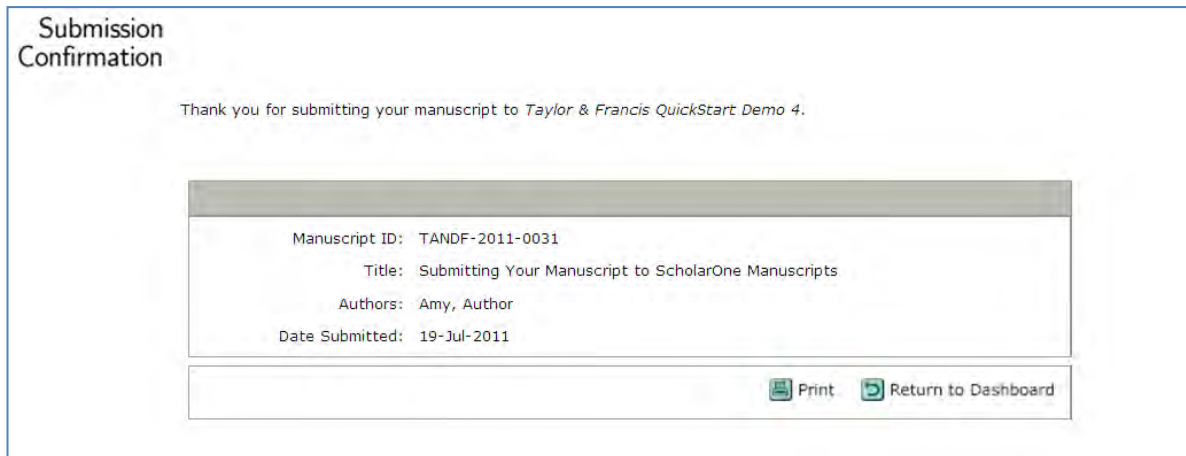
If the journal uses double-blind peer review, you must ensure your manuscript does not contain any identifying information in the PDF proof.

If your submission is not anonymized, the journal may return it to you and request you to remove any identifying information before the manuscript can be reviewed.

Once you have viewed your PDF proof, you can submit your manuscript:



When you see the Submission Confirmation screen, your manuscript has been submitted to the journal for peer review:



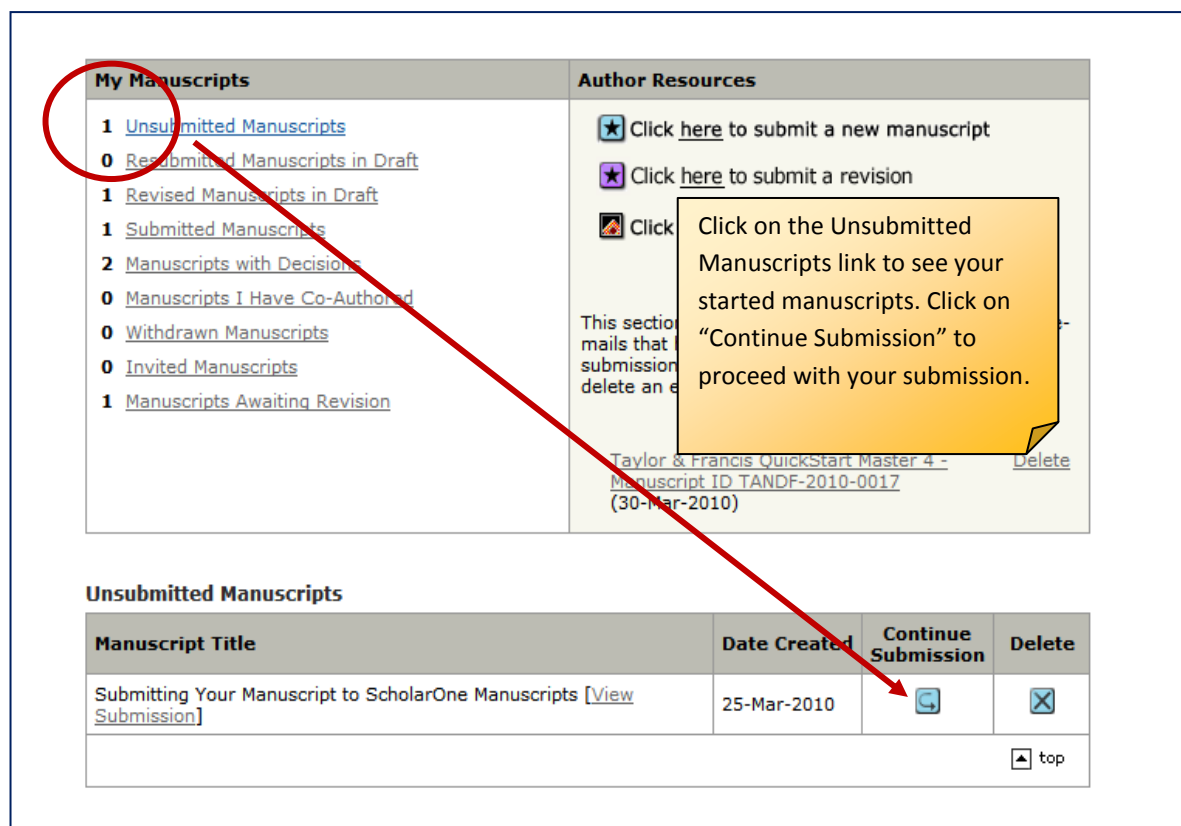
We hope that you found this guide helpful in submitting your manuscript. The Taylor & Francis author guide has been available since May 2010. We value your feedback and would appreciate your completing a brief survey. The survey should take 5-10 minutes to complete.

Please click on the link below to start the survey and answer a few questions to be entered into a prize draw for Amazon vouchers for \$50:



[Taylor & Francis Author Guide Survey](#)

Continuing a submission:

If you have already started your manuscript, or the journal has sent it back so that you can make changes, it will be visible in the My Manuscripts queue on your Author Centre dashboard.



The screenshot displays the Author Centre dashboard. The 'My Manuscripts' section is highlighted with a red circle around the 'Unsubmitted Manuscripts' link. A red arrow points from this link to the 'Continue Submission' button in the table below. A yellow callout box contains the following text: "Click on the Unsubmitted Manuscripts link to see your started manuscripts. Click on 'Continue Submission' to proceed with your submission."

Manuscript Title	Date Created	Continue Submission	Delete
Submitting Your Manuscript to ScholarOne Manuscripts [View Submission]	25-Mar-2010		

Submitting a revision:

If you need to submit a revision, you can do so from your Author Centre. Please do not start a new submission. Locate your original manuscript in your Author Dashboard, and click on "Create a revision".

Once you have begun your revision, it will show in your "Revised Manuscripts in Draft" queue on your Author Centre dashboard.

If your revision deadline has expired, or you are unable to submit your revision, please contact the Editorial Office of the journal for assistance.

My Manuscripts

- 1 [Unsubmitted Manuscripts](#)
- 0 [Resubmitted Manuscripts in Draft](#)
- 0 [Revised Manuscripts in Draft](#)
- 1 [Submitted Manuscripts](#)
- 3 [Manuscripts with Decisions](#)
- 0 [Manuscripts I Have Co-Authored](#)
- 0 [Withdrawn Manuscripts](#)
- 0 [Invited Manuscripts](#)
- 2 [Manuscripts Awaiting Revision](#)

Author Resources

- ★ [Click here](#) to submit a new manuscript
- ★ [Click here](#) to submit a revision
- ★ [Click here](#) to submit an **EndNote** manuscript

This section lists the subjects of e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the subject. To delete an e-mail from this list, click on the delete icon.

[Taylor & Francis QuickStart](#)
Manuscript ID TANDF-2010-0014
(30-Mar-2010)

Click on the purple star icon to see any manuscripts to be revised.

You can see how many days are left to submit the revision.

You will need to View and respond to the Decision letter on your manuscript when you submit a revision.

Submit a Revision

Respond to the reviewers' comments by entering text into the text boxes provided. [Read More ...](#)

1 [View and Respond to Decision Letter](#)

2 [Type, Title, & Abstract](#)

3 [Keywords](#)

[Save and Continue](#)

Decision Letter

16-Mar-2010

Dear Dr Author:

Enter your response to the reviewer(s)' comments into the text box:

Reviewer(s)' Comments to Author:

Reviewer: 1
Comments to the Author
A fine piece of work.

Editor's Comments to Author:

Respond to these comments

req Response to Decision Letter

[Save and Continue](#)

You can copy and paste your response to the reviewer(s)' comments into the text box.

Delete your original files, and upload the new revised files at the File Upload stage:

The screenshot shows a web interface for manuscript submission. On the left is a vertical navigation menu with seven steps: 1. View and Respond to Decision Letter, 2. Type, Title & Abstract, 3. Keywords, 4. Authors & Institutions, 5. Details & Comments, 6. File Upload (highlighted with a red circle), and 7. Review & Submit. The main content area has a header with 'Save and Go Back' and 'Save and Continue' buttons. Below is a table titled 'My Files (Uploaded files cannot exceed 3000000K)'. The table has columns for Order, File Name, File Designation, Date, Edit Details, and Delete. One file is listed: 'Type II Diabetes revised.docx (18K)' with 'Main Document' as the designation and '01-Apr-2010' as the date. The 'File Name' cell is circled in red. Below the table is a 'Save File Order' checkbox and buttons for 'HTML' and 'PDF'. At the bottom is a 'File Upload' section with three rows, each containing a file input field, a 'Browse...' button, and a 'File Designation' dropdown menu.

Order	File Name	File Designation ^{req}	Date	Edit Details	Delete
1	Type II Diabetes revised.docx (18K)	Main Document	01-Apr-2010		

Save File Order

File Upload

Upload new files:

<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	Select: <input type="text"/>
<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	Select: <input type="text"/>
<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	Select: <input type="text"/>

If you have submitted your revised manuscript correctly, it will have the same manuscript ID number as your original manuscript, with .R1 appended to it e.g. TANDF-2010-0014.R1