



Tutorial for Authors

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Author Software Requirements

Authors using Editorial Manager (EM) 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 the following address:

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

General Software and Hardware requirements for EM are at the following address:

<http://www.ariessys.com/views-press/faqs/>

Note: A pop-up alert is displayed if the system is accessed with an unsupported browser.

Registering with the Publication's EM Site

Standard Registration

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:

Pre-registration Page

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

Choose a Registration Method

Retrieve your details from the ORCID registry:

 Use My ORCID Record

Or type in your details and continue to register without using ORCID:

Given/First Name*

Family/Last Name*

E-mail Address* [Continue >>](#)

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 Login Details?' 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.

[Cancel](#) [Forgot Your Login Details?](#)

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

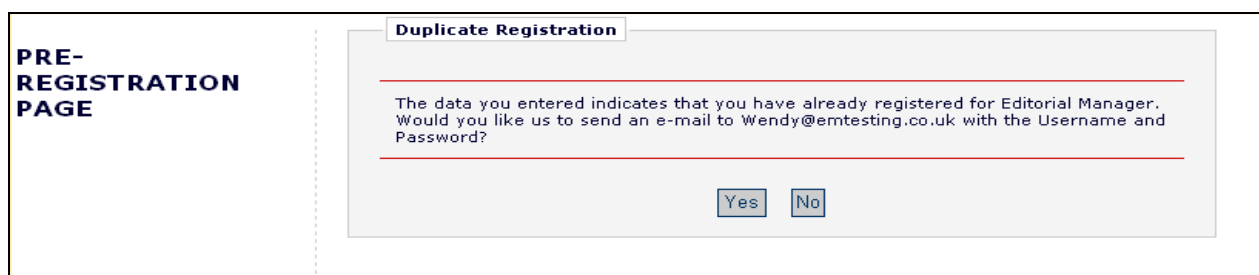
Duplicate Registration Check

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 web interface with a sidebar on the left labeled "PRE-REGISTRATION PAGE". The main content area has a title "Duplicate Registration" and a message: "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?". Below the message 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 Using ORCID

Users may not only retrieve their ORCID record, but also retrieve name and contact details from their ORCID record. Users who select this option will experience the standard ORCID authorization interaction, giving EM permission to read information from their profile.

Choose a Registration Method

Retrieve your details from the ORCID registry:

 [Use My ORCID Record](#)

Or type in your details and continue to register without using ORCID:

Given/First Name*

Family/Last Name*

E-mail Address* [Continue >>](#)

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 Login Details?' 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.

[Cancel](#) [Forgot Your Login Details?](#)

You are taken to ORCID to sign in.

ORCID

[Sign into ORCID](#) or [Register now](#)

☒ Personal account ☐ Institutional account


Sign in with your ORCID account



Email or iD

ORCID password

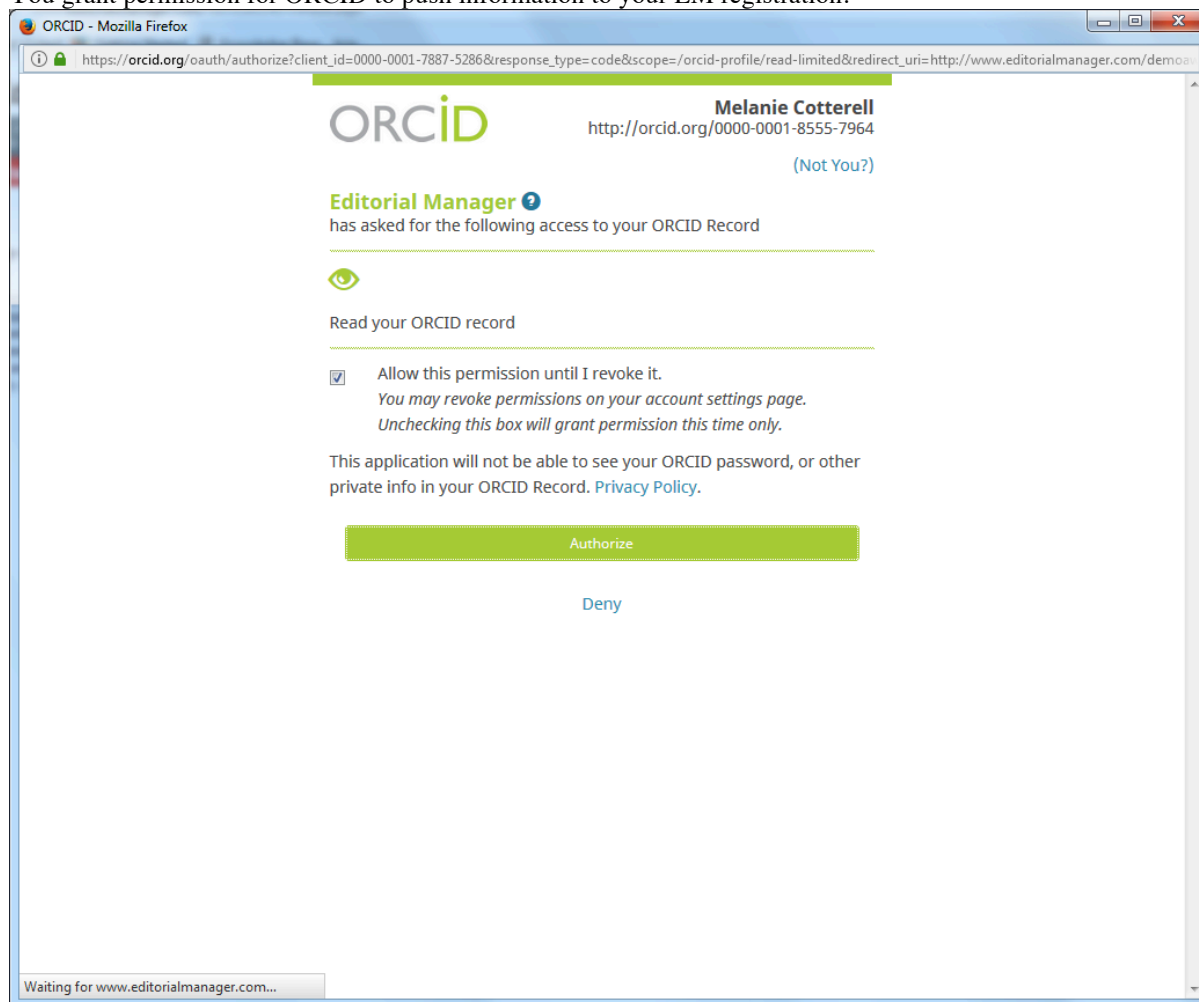
[Sign into ORCID](#)

[Forgotten your password?](#)

Sign in with a social media account 

You grant permission for ORCID to push information to your EM registration.



If the data are available and not set to private in the ORCID record, the following fields will be populated into your EM registration:

- Given/First Name
- Family/Last Name
- E-mail Address
- Position
- Institution
- Department
- City
- State or Province
- Country
- Keywords (if configured as a Registration Field)


Note: A Publication may require a Corresponding Author to have an authenticated ORCID record before they can submit.

Registration Process

If you aren't using ORCID, fill in the name and e-mail fields and select Continue>>.

Choose a Registration Method

Retrieve your details from the ORCID registry:

 Use My ORCID Record

Or type in your details and continue to register without using ORCID:

Given/First Name*

Family/Last Name*

E-mail Address*

Continue >>

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 Login Details?' 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.

Cancel

Forgot Your Login Details?

The following screens will be displayed:

Login Details

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 *

Password *

Re-type Password *

Note: Users must remember this username in order to access the Publication's EM System. If the preferred user name is already taken, when you try to proceed with the registration, you'll be directed back to this page to select a new one.

Personal Information

Title * (Mr., Mrs., Dr., etc.)

Given/First Name * Me

Middle Name

Family/Last Name * Again

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

Preferred Name (nickname)

Primary Phone (including country code)

Secondary Phone (including country code)

Secondary Phone is for ☒ Mobile ☐ Beeper ☐ Home ☐ Work ☐ Admin. Asst.

Fax Number (including country code)

E-mail Address * meagain@ariestrash.com

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.](#)

ORCID [Fetch/Register](#)

[What is ORCID?](#)

Institution Related Information

Position

Institution * (max 300 characters)

Department (max 450 characters)

Street Address

City

State or Province

Zip or Postal Code

Country * Please choose a 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 Personal Keywords individually using the "Edit Personal Keywords" button.

Personal Classifications *

(None Selected)

Select Personal Classifications

Select 3-5 Classifications

Personal Keywords

(None Defined)

Edit Personal 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 the required number of 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:

Search

Clear

[Matching terms display in red text]

Expand All

Collapse All

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

Select->

<-Remove

Selected Classifications:

☐ drug toxicity
☐ PHARMACOLOGY

Expand All

Collapse All

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	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
20: Second Major Term	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
30: Third Major Term	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>

Cancel

Submit

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:

Therapy and Counseling

Add

Close

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

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., Gmail, Outlook, Hotmail, etc.).

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

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	<p>Required Questions</p> <p>Please respond to the question(s) below by checking the box(s) and clicking Continue:</p> <p><input type="checkbox"/> * I have read and understand the Registered User Agreement and agree to be bound by all of its terms.</p> <p><input type="checkbox"/> * I have read and understand the Privacy policy and agree to be bound by all of its terms.</p> <p><input type="button" value=" << Previous Page"/> <input type="button" value=" Continue >>"/></p>
-------------------------------	--

Click Continue>> at the bottom of the page. If the responses are required, you will have to check the box(s) to register.

A 'Registration Confirmation' page will appear. Please ensure that everything is spelled correctly, and that the e-mail address is correct.

CONFIRM REGISTRATION	<p>Please confirm the following very important information:</p> <table><tr><td>First Name:</td><td>Darren</td></tr><tr><td>Last Name:</td><td>Morrison</td></tr><tr><td>Username:</td><td>Dazza</td></tr><tr><td>Email Address:</td><td>darren@emtesting.co.uk</td></tr><tr><td>Country:</td><td>BELGIUM</td></tr></table> <p>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.</p> <p>If the information is correct and you wish to complete your registration, click the 'Continue' button below.</p> <p><input type="button" value=" << Previous Page"/> <input type="button" value=" Continue >>"/></p>	First Name:	Darren	Last Name:	Morrison	Username:	Dazza	Email Address:	darren@emtesting.co.uk	Country:	BELGIUM
	First Name:	Darren									
Last Name:	Morrison										
Username:	Dazza										
Email Address:	darren@emtesting.co.uk										
Country:	BELGIUM										

If all fields are correct, click on 'Continue >>'. The Registration process is now complete, and the user may check their e-mail for a confirmation.

An example of an e-mail is shown below.

Thank you for registering for the Editorial Manager online submission and peer review tracking system for Demo TF 14.0.

Here is your username and confidential password, which you need to access the Editorial Manager at <http://DEMOTF140.edmgr.com/>.

Username: Quinn

Password: <http://demotf140.edmgr.com/l.asp?i=723&l=U0Z1ZNMH>

Please save this information in a safe place.

You can change your password and other personal information by logging into the Demo TF 14.0 website and clicking on the Update My Information link on the menu.

Best regards,

Demo TF 14.0

The e-mail contains the username and a link that will take the user into EM to change his/her password, if desired.

Change Password

Please enter your new password. If this publication enforces specific password guidelines, they will be listed below.

New Password

Re-type New Password

Logging In

Standard Login

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

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 EM 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.

Login



The screenshot shows a login interface with the heading "Please Enter the Following". Below this, there are input fields for "Username:" (containing "mary") and "Password:" (containing "...."). Below the password field are four buttons: "Author Login", "Reviewer Login", "Editor Login", and "Publisher Login". A red arrow points from the "Please Enter the Following" heading to the "Author Login" button. Below the buttons, there is a section "Or Login via:" followed by an ORCID icon and the text "What is ORCID?". Below this are links for "Send Login Details", "Register Now", and "Login Help". At the bottom, there is a copyright notice: "Software Copyright © 2017 Aries Systems Corporation. Privacy Policy".

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' folders. The number of submissions in process in each folder will be displayed in parentheses by the side of the folder name.

Single Sign-on via ORCID

Users who have already authenticated an ORCID with the EM user account will be able to login with their ORCID credentials immediately. First-time EM users will have to first authenticate their ORCID record before successfully logging into EM.

Once Single Sign-on via ORCID enabled, an ORCID icon will display on the Login page. Clicking the icon will take the user to ORCID to verify their credentials and confirm the ORCID record to use for the login. Once verified, assuming they have previously Authenticated their ORCID record, the user is logged into EM.

If they have not previously Authenticated their ORCID record, EM will ask them to log in (or register) normally – this will automatically Authenticate their ORCID record for that EM login, and they will be able to log in via ORCID in future.

Note: The user's ORCID password is never exposed to EM; the user is asked to log into ORCID and authorize the login, then the ORCID site provides EM with the ORCID record to use via a secure channel.

Example ORCID login

The screenshot shows the ORCID Editorial Manager login interface. At the top, the ORCID logo is displayed, followed by the text 'Editorial Manager' and a help icon. Below this, it states 'has asked for the following access to your ORCID Record'. A green circle with the letters 'ID' is shown, followed by the text 'Get your ORCID iD'. A disclaimer states: 'This application will not be able to see your ORCID password, or other private info in your ORCID Record. [Privacy Policy](#).' Below this, there is a link to 'Sign into ORCID or Register now'. Two buttons are present: 'Personal account' (with a person icon) and 'Institutional account' (with a building icon). Below these, the text 'Sign in with your ORCID account' is shown. There are two input fields: 'Email or iD *' and 'ORCID Password'. Below the password field are two buttons: 'Deny' and 'Authorize'. A link 'Forgotten your password?' is also present. At the bottom, there is a link 'Sign in with a social media account' with a help icon, and icons for Facebook and Google+.

Example ORCID authentication interaction after login

The screenshot shows the ORCID authentication interaction after login. The ORCID logo is at the top, followed by the text 'Connecting Research and Researchers'. Below this, the text 'CONNECTING Editorial Manager WITH YOUR ORCID RECORD' is displayed. The 'Editorial Manager' logo is shown, followed by the text 'has asked for the following access to your ORCID Record'. A yellow button labeled 'Read limited info from your biography' is present. A disclaimer states: 'This application will not be able to see your ORCID password, or other private info in your ORCID Record'. Below this, there are two buttons: 'Deny' and 'Authorize'. The 'Editorial Manager' logo is also shown on the right side, followed by the text 'Online Manuscript Submission and Peer Review system.'

Time Zone Display

Depending on the configuration of your Publication, you may see a 'Time Zone Footer' frame when logged into EM. 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.



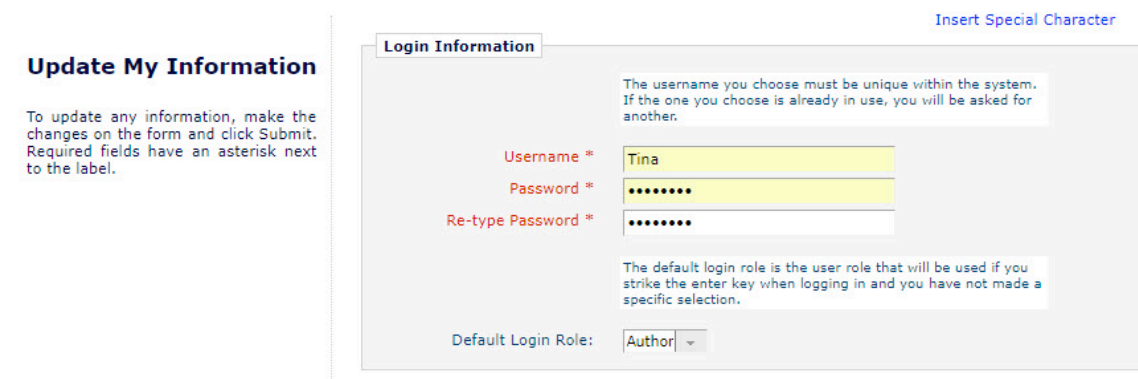
If you switch to an alternate language, your preference will be saved by the system and the site will display in that language at each subsequent login. Your preferred language is recorded as the one most recently displayed.

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, where all of the personal information currently available to the Publication is displayed, and may be updated as needed.



When the password has been changed, click Submit.

Send Username/Password

If a user has an existing account in the system, they may choose to recover this information by clicking 'Send Login Details' in the Login box.

Account Finder

Enter your e-mail address in the box below. If an account exists with this e-mail address, your Username and a link to change your Password will be e-mailed to you.

Please Enter The Following

E-mail*

[Go to Login Page](#)

If the system finds an existing record matching the e-mail address, an e-mail is sent.

Thank you for registering for the Editorial Manager online submission and peer review tracking system for Demo TF 14.0.

Here is your username and confidential password, which you need to access the Editorial Manager at <http://DEMOTF140.edmgr.com/>.

Username: Quinn

Password: <http://demotf140.edmgr.com/l.asp?i=723&l=U0Z1ZNMH>

Please save this information in a safe place.

You can change your password and other personal information by logging into the Demo TF 14.0 website and clicking on the Update My Information link on the menu.

Best regards,

Demo TF 14.0

The e-mail contains the username and a link that will take the user directly into EM to change his/her password, if desired.

Change Password

Please enter your new password. If this publication enforces specific password guidelines, they will be listed below.

New Password

Re-type New Password

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.

Additional Information


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 New Manuscript

Submission Steps

Once an Author has logged into the system, the ‘Author Main Menu’ will be displayed:

Author Main Menu

[Alternate Contact Information](#)

[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.

New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

[Incomplete Submissions](#) (1)

Submissions Waiting for Author's Approval (0)

[Submissions Being Processed](#) (1)

Revisions

Submissions Needing Revision (0)

Revisions Sent Back to Author (0)

Incomplete Submissions Being Revised (0)

Revisions Waiting for Author's Approval (0)

Revisions Being Processed (0)

Declined Revisions (0)

Completed

[Submissions with a Decision](#) (9)

Click on the on the ‘Submit New Manuscript’ link. Authors will be asked to enter data that are 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 your submission process.

Note: A checkmark (✓) displays next to completed steps. A (⚠) will be displayed next to incomplete steps if required information is missing or incorrectly completed.

Note: If an Author needs to stop a submission, any information entered **will not be lost**. The Author will find the submission in the ‘Incomplete Submissions’ folder in the ‘Author Main Menu’.

Submission Step Limits

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

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

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

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, 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



A vertical stack of two buttons. The top button is labeled 'Select Article Type' and has a blue arrow icon to its left. The bottom button is labeled 'Enter Title'.

Please Select an Article Type

Choose the article type of your manuscript from the pull-down menu.

Choose Article Type

Original Study
Review
Case Report
Brief Communication
Editorial
Letter to the Editor
In Memoriam

Enter Article Title and Short Title

An Article Title is the second required step in the submission process. Enter the title of the Submission in the space provided. If a Short Title is requested, you may add one. An Article Title is always required for submission. A Short Title may be required, optional, or not requested. In the example below, it is required. Click 'Next' when finished.

New Submission

✓ Select Article Type

➔ Enter Title

Please Enter The Full Title and Short Title of Your Submission

Entering Both a Full Title and a Short Title is Required for Submission

Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title (Limit 300 characters)

Short Title (Limit 20 words)

Previous

Next

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 Publication's submission instructions.

Example of secondary full title requested

Full Title

Secondary Full Title

Add/Edit/Remove Authors

The Author submitting the manuscript will be listed as the Corresponding Author by default. Only the Corresponding Author will receive e-mail notifications from the system.

New Submission

✓ Select Article Type

✓ Enter Title

➔ Add/Edit/Remove Authors

Funding Information

Select Section/Category

Submit Abstract

Enter Keywords

Select Classifications

Additional Information

Enter Comments

Suggest Reviewers

Oppose Reviewers

Select Region of Origin

Attach Files

Please Add, Edit, or Remove Authors

Please enter the names and information for anyone who contributed to your manuscript below. Once more than one author has been added, you may reorder the authors by dragging and dropping the author's summary line to the correct position in the Current Author List.

Current Author List

Tina Fleischer [Corresponding Author] [First Author] [You] ⚠

+ Add Another Author

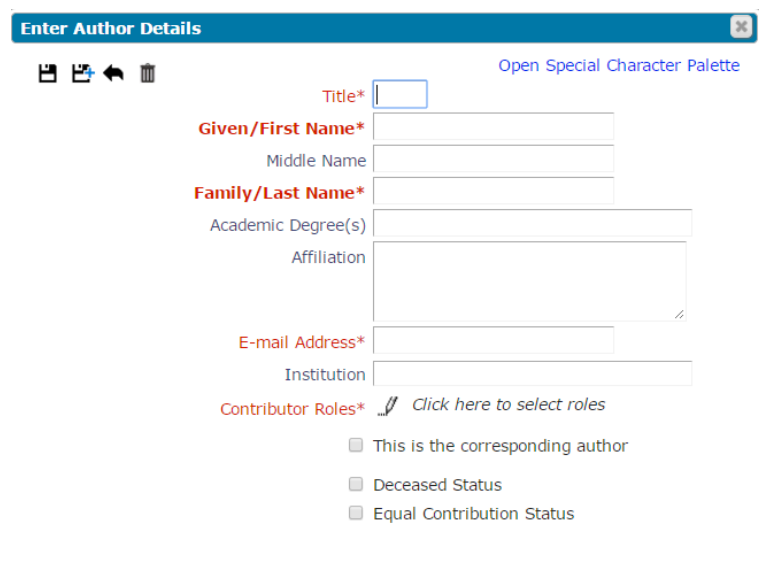
Previous

Next

Other Authors may or may not be required to be registered. A first name, last name, and e-mail address typically are required. Other data may be required, such as title or contributor role. Be aware that the Publication 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.

Co-Authors may be required via e-mail to confirm their co-authorship.



The screenshot shows a web form titled "Enter Author Details" with a blue header bar. Below the header, there are four icons: a save icon, a plus icon, a back icon, and a trash icon. To the right of these icons is a link that says "Open Special Character Palette". The form contains several input fields: "Title*" (a small text box), "Given/First Name*" (a text box), "Middle Name" (a text box), "Family/Last Name*" (a text box), "Academic Degree(s)" (a text box), "Affiliation" (a large text box), "E-mail Address*" (a text box), and "Institution" (a text box). Below these fields is a section for "Contributor Roles*" which includes a link "Click here to select roles" and three checkboxes: "This is the corresponding author", "Deceased Status", and "Equal Contribution Status".

If Contributor Role data are requested as above, click on “Click here to select roles’.

Enter Author Details

Open Special Character Palette

Title* Dr.

Given/First Name* John

Middle Name

Family/Last Name* Predrizet

Academic Degree(s)

Affiliation

E-mail Address* jp@trash.com

Institution

Contributor Roles*

Instructions

☒ Conceptualization Lead

☐ Data curation

☒ Formal analysis Equal

☐ Funding acquisition

☐ Investigation

☒ Methodology Supporting

☐ Project administration

☐ Resources

☐ Software

☐ Supervision

☐ Validation

☐ Visualization

☐ Writing - original draft

☐ Writing - review & editing

☐ Other:

☐ This is the corresponding author

☐ Deceased Status

☐ Equal Contribution Status




The types of roles are available for selection. The Author may be required to designate the degree of contribution, for example, Lead, Equal, or Supporting.

To change the Corresponding Author, click the checkbox next to 'This is the corresponding author'. If the person entered is not registered with EM, the user can register the new Corresponding Author. If this person is already registered with EM, 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.

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 dragging and dropping the Author name. Click on the far left of the Author name (see below) and drag Author to desired Author order. The Corresponding Author can appear anywhere in the list.

Please Add, Edit, or Remove Authors

Please enter the names and information for anyone who contributed to your manuscript below. Once more than one author has been added, you may reorder the authors by dragging and dropping the author's summary line to the correct position in the Current Author List.

Current Author List		+ Add Another Author
	Tina Fleischer [Corresponding Author] [First Author] [You] 	
	John Predrizet	
		+ Add Another Author

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

Click 'Next' to proceed.

Funding Information

If Funding Information is required, the Author can indicate that there isn't any by clicking the checkbox next to 'Funding Information is not available.'

Alternatively, the Author can click the + next to Add a Funding Source.

Funding Information

Funding Information is Required for Submission.

Please enter the funder name, grant number and the grant recipient. Authors listed in the dropdown menu were added during the Add/Edit/Remove Authors submission step. Click the '+' icon to add another funder. When you are finished, click the 'Next' button.





☐ Funding Information is not available.

Current Funding Sources List	+ Add a Funding Source
There are currently no Funding Sources in the list	
+ Add a Funding Source	

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

In the Find a Funder field, begin typing the name of the funding organization. If it exists in the database, select it. If not, continue typing to add the organization. In the Award Number field, type in the award number. The Grant Recipient drop-down will autopopulate with the Authors you have entered for the Submission. Select the Author. Click the Save icon (disk).

Enter Funding Source Details

    [Open Special Character Palette](#)

Find a Funder:

Award Number:

Grant Recipient:

Click 'Next' to proceed.

Select Section/Category

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

The screenshot displays the 'New Submission' workflow on the left and the 'Please Select Section/Category' step on the right.

New Submission

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

Please Select Section/Category

Select the Section or Category related to your manuscript from the drop-down menu below.

Please Choose

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 'Please Enter Abstract' step of the submission process.

Please Enter Abstract

Submitting an Abstract is Required for Submission.

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.

Limit 100 words

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.

Please Enter Keywords

Enter Keywords separated by semicolons. e.g., animal behavior; evolution; speciation; ornithology; field research.
Each individual keyword may be up to 256 characters in length.

Limit 3 Keywords

Previous

Next

Click 'Next' to proceed.

Select Classifications

Please Select Classifications

Selecting a Classification is Required for Submission.

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this publication. 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.

Selected Classifications

Select 2 to 3 Classifications

(None Selected)

Select Classifications

Previous

Next

Select Document Classifications opens 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.

Select Submission Classifications

Cancel Submit

Please identify your manuscript's areas of interest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you are done.

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

Search: [Search] [Clear]

[Matching terms display in red text]

Expand All Collapse All

☐ Animal behavior
☐ Avian breeding biology
☐ Endangered and Threatened Species
☐ Evolutionary outcomes
☐ Ornithology
☐ Systems biology

Selected Classifications: **Select 2 to 3 Classifications**

Add->
<-Remove

Expand All Collapse All

Cancel Submit

Click the checkbox next to any Classification to be selected. Authors may select as many Classifications as appropriate or required. Click 'Submit' when finished.

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 Submission 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, dependent on your previous responses. In these cases, new sub-questions will appear as you answer a question with multiple parts. This may be an optional, required, or hidden step. Additionally, answers may be optional or required.

Sample of Additional Information requested

Please Enter the Following

Additional Information is Required for Submission.
Please respond to the questions/statements below.

Please confirm you have approval from all Co-authors to submit this manuscript?

Yes ▼

Is your manuscript subject to specific copyright rules?

Answer Required: ☐ Please select a response
☐ No
☒ Yes

Please describe.

Answer Required: Character Count: 0
Limit 200 characters

Have you submitted this manuscript to another journal?

Yes ▼

Please list the journal(s).

Character Count: 0
Limit 75 characters

Sample of Additional Information requested -- Continued

Which author is the Principle Investigator of this manuscript?

☐ The first author of the manuscript.
☐ The last author of the manuscript.
☐ Another author of the manuscript.

[Select All](#) [Clear All](#)

Have you removed all identifying information from your filenames and files?

[Instructions](#)
Answer
Required:

Yes

Please provide the date on which your data collection was complete.

05/29/2017

Please summarize why your manuscript is suitable for publication in our journal.

[Instructions](#)

Character Count: 0

Limit
20000
characters

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

Click 'Next' to proceed.

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.

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 Reviewer candidates as the Publication requires for a submission. Please click Add Suggested Reviewer.

Suggest Reviewers

Suggesting 1 reviewer(s) is Required for Submission.

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 editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

A * indicates a required field.

Current Suggested Reviewers List

+ Add Suggested Reviewer

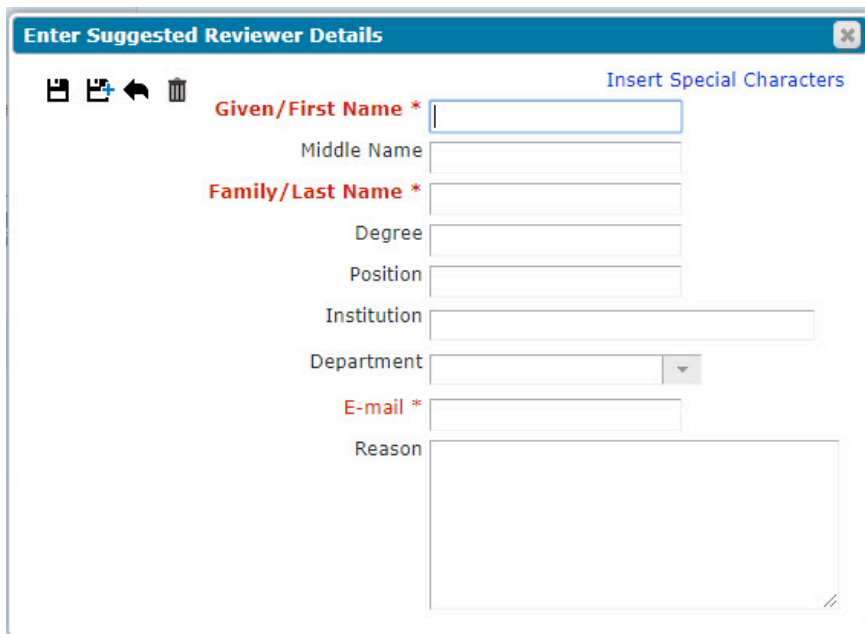
There are currently no Suggested Reviewers in the list.

+ Add Suggested Reviewer

Previous

Next

Next, complete the form.



The screenshot shows a web form titled "Enter Suggested Reviewer Details" with a blue header bar. In the top left corner of the form area, there are four icons: a save icon, a plus icon, a back arrow, and a trash can. In the top right corner, there is a link that says "Insert Special Characters". The form contains the following fields and labels:

- Given/First Name ***: A text input field.
- Middle Name**: A text input field.
- Family/Last Name ***: A text input field.
- Degree**: A text input field.
- Position**: A text input field.
- Institution**: A text input field.
- Department**: A dropdown menu.
- E-mail ***: A text input field.
- Reason**: A large text area for a detailed explanation.

Click 'Next' to proceed.

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. The Oppose Reviewers step is similar to the Request Reviewers step in that you click Add Opposed Reviewer and then complete the form.

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

Click 'Next' to proceed.

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 and click 'Next' to proceed. If an Author is not directed to request an Editor, the submission will be assigned to an Editor selected by the Editorial Staff.

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](#)

Request an Editor

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.

Please Choose No Request

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

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'.

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. The Publication may configure this as an optional, required, or hidden step.

Click 'Next' to proceed.

Attach Files

Next, the Author will be asked to attach all of the files associated with the submission. All required Items in the drop-down are marked with an asterisk.

Please Attach Files


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

Item *Manuscript ▼

Enter a **Description** and then either choose files or drag and drop files.

Description Manuscript

Choose Files Or Drag & Drop Files Here

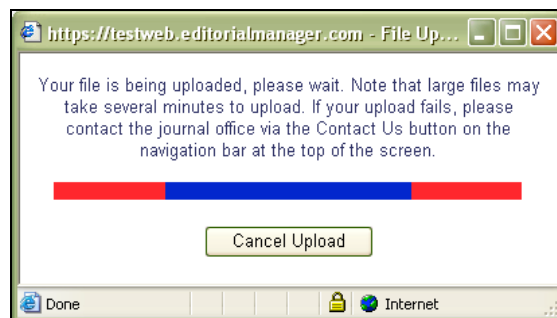


A few Publications accept Items offline or outside of their EM websites (e.g., e-mail, postal mail, or fax). If offered the option of selecting either ‘Online Web System’ or ‘Offline,’ the Author may click the appropriate button (not shown).

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:

- Choose the Item from the drop-down. Manuscript, figures, or tables may all be separate Items in the drop-down, as the Items listed may vary with each Publication. Make sure to choose the correct one.
- Enter a Description in the text box, if needed (e.g., Figure 1, Table 2, etc.)
- Locate the file on your hard drive using the ‘Browse’ button or drag and drop the file to the specific location on the screen.
- Click ‘Attach This File’ to upload the file (uploading may take several minutes for larger files), and the following window should appear:



Repeat this process until all Items in the submission have been specified. All attached files are visible in the list at the bottom of the page.

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	*Manuscript ▼	Manuscript	TF_training_file.docx	48.7 KB	06/07/2017	Download	<input type="checkbox"/>
2	Figure ▼	Figure	Figure 1.jpg	7.6 KB	06/07/2017	Edit Data Download	<input type="checkbox"/>
3	Figure ▼	Figure	Fig2.png	589.1 KB	06/07/2017	Edit Data Download	<input type="checkbox"/>
4	Author Agreement ▼	Author Agreement	Author agreement.docx	11.2 KB	06/07/2017	Download	<input type="checkbox"/>
Update File Order							Remove
Check All Clear All							

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.

Note: The order of the files in the File Grid dictates the order of items in the PDF that is generated.

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 by the Author. 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. 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 'Item' column in the list of attached files contains drop-downs for each file, so the Submission Item and Description can easily be changed after the file has been uploaded. To change the Item Type, select from the drop-down. To change the Description, type the correct information in the box.

Removing Files

Once files have been attached, you can remove them from the submission individually or in groups. To remove an attached file, select the file's check box in the File Grid and then click the 'Remove' button. 'Check All' and '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.

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	*Manuscript ▼	Manuscript	TF_training_file.docx	48.7 KB	06/07/2017	Download	<input type="checkbox"/>
2	Figure ▼	Figure	Figure 1.jpg	7.6 KB	06/07/2017	Edit Data Download	<input type="checkbox"/>
3	Figure ▼	Figure	Fig2.png	589.1 KB	06/07/2017	Edit Data Download	<input type="checkbox"/>
4	Author Agreement ▼	Author Agreement	Author agreement.docx	11.2 KB	06/07/2017	Download	<input type="checkbox"/>
Update File Order							Remove
Check All Clear All							

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-downs 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.

The screenshot shows a web form titled "Submission". On the left is a sidebar with a list of fields: "ntly Asked Questions", "Article Type", "Title", "Edit/Remove Authors", "Section/Category", "Abstract", "Keywords", "Classifications", "Comments", "Test Reviewers", "Use Reviewers", "Test Editor", and "Region of Origin". The main form area contains instructions: "Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page." and a note: "Note that you may now upload ZIP FILES!!!!". Below this is a form section with a dropdown menu labeled "Item" set to "Zip File (Keep it Packed)". Below the dropdown is a text area for "Description" with the text "Zip File (Keep in Packed)". Below that is a "Delivery Method" section with two radio buttons: "Online Web System" (selected) and "Offline". Below that is a "File Name:" label followed by a text input field and a "Browse..." button. At the bottom of this section is an "Attach This File" button.

Selecting File Format – Changing Item type

Example of Submission Attachments to be changed – selecting Item type, where 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](#)

[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

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 files to: [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

The Change Item Type of all drop-down lists all file types configured for the selected Article Type. Once the Author has selected both Item Type and file 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.

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**

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

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	28.5 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, the Author 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	External Item		Apr 1 2013 5:30PM	Access Item	<input type="checkbox"/>
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.



arXiv.org e-Print archive

Automated e-print archives:

17 Jan 2004: [Endorsement system](#) introduced.
 15 Sep 2003: [Announcement](#) of **New** Quantitative Biology archive.
 For more info, see cumulative "What's New" pages.
Robots Beware: [indiscriminate automated downloads from this site are not permitted.](#)

Physics

- [Astrophysics](#) ([astro-ph new](#), [recent](#), [abs](#), [find](#))
- [Condensed Matter](#) ([cond-mat new](#), [recent](#), [abs](#), [find](#))
 includes: [Disordered Systems and Neural Networks](#); [Materials Science](#); [Mesoscopic Systems and Quantum Hall Effect](#); [Other](#); [Soft Condensed Matter](#); [Statistical Mechanics](#); [Strongly Correlated Electrons](#); [Superconductivity](#)
- [General Relativity and Quantum Cosmology](#) ([gr-qc new](#), [recent](#), [abs](#), [find](#))

To upload files from the Los Alamos arXiv server, go to the 'Submit New Manuscript' link, fill in each step (Article Type, Article Title, 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 and enter the arXiv code, which consists of a string of letters and numbers identifying the particular Los Alamos database (e.g., hep-th or physics.acc-ph) followed by a forward slash and a 7-digit number unique to Los Alamos (e.g., hep-ex/0401001, physics/0401001, math.AG/0401002).

Next click 'Attach this File'. When the arXiv code is recognized by the Los Alamos server and 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 may have created Submission Items in the drop-down that 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.

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

Authors will see the summary of the files to be sent to the Editorial Office, and should ensure that everything that should be included has been listed. A message above the File Grid will inform the Author if any of the required pieces of the submission have not been included.

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		Online
*Manuscript	1	Figure	5
Table	0	Dataset	0
Author Agreement	1		

[Previous](#) [Build PDF for my Approval](#)

Click 'Build PDF for my Approval'. A will appear on the screen instructopm the Author that Submission will now be located in the 'Submissions Waiting for Author's Approval' folder on the 'Author Main Menu'.

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the *Submissions Waiting for Author's Approval* page, where a link to the PDF will appear after it has been built. **You must view the PDF and approve your submission.** Please read the instructions below.

On the *Submissions Waiting for Author's Approval* page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

[Submissions Waiting for Author's Approval](#)
[Back to Main Menu](#)

Note: To complete the submission process and send the submission to the Editorial Office, you must view and

approve the PDF.

Author PDF Approval

Authors must approve a submission before it is sent to the Editorial Office. Click the 'Submissions Waiting for Author's Approval' folder to bring up a table containing all manuscripts that are waiting to be viewed and approved (see below). In addition to the Action links of the left, the Author may be required to accept terms of submission, by clicking the checkbox next to 'I accept'.

Submissions Waiting for Approval by Author Tina Fleischer					
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)					
Action	Title	Date Submission Began	Status Date	Current Status	
View Submission Edit Submission Approve Submission Remove Submission Correspondence Send E-mail	My New Article About Something Neat	06/07/2017	06/07/2017	Needs Approval	<div>Please view our Conflict of Interest Policy here: http://www.americanornithologypubs.org/userimages/Content <input type="checkbox"/> I accept</div>
Page: 1 of 1 (1 total submissions)					

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

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 the Author to view the PDF that was built. If there is a problem creating the PDF, there will be a message in the PDF explaining what may have caused the problem. If the PDF is acceptable, the Author can proceed to 'Approve Submission'. If the PDF is unacceptable, the Author can proceed to 'Edit Submission'.
- 'Edit Submission' allows the Author to remove or add files, make spelling corrections or description changes, etc. If any changes are made, a new PDF must be built. Once the Author has viewed the new PDF and deemed it acceptable, he or she can proceed to 'Approve Submission' to send it to the Editorial Office.
- 'Approve Submission' allows the Author to complete the process and send the submission 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 and will be deleted from the system). Authors can use this link to restart the process fresh, if desired.

The Author must View the Submission, agree to any terms specified, and Approve the Submission. Once the Author approves the submission, it will move to the 'Submissions Being Processed' folder in the 'Author Main Menu'.

Fees and Payments

Submission Fees

For some Publications, Authors will have access to the 'Fees and Payments' page for each submission that has at least one payment required.

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' link 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, the Author is taken directly to the '*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 Members are 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 or she 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 the your reasons for doing so in the Comments to Publication box.

Payment Status:	Payment Due		
Pick One:	<input type="checkbox"/> I am a society member.	75.00	USD
	<input type="checkbox"/> I am not a society member.	100.00	USD

Choose Payment Method:

☐ Bill Me

☐ Request Waiver

Comments to Publication:

[Insert Special Character](#)

Note: The Publication may not make the Request Waiver option available.

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.

Example: Author has selected 'Bill Me' option







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

Example: Author has selected 'Request Waiver 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

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

Country:

Credit Card Number:

Payment Type:

Expiration Date: / CSC: [What's this?](#)

First Name:

Last Name:

Billing Address Line 1:

Billing Address Line 2: (optional)

City:

State:

ZIP Code:

Home Telephone: 555-555-1234

Email:

Already have a PayPal account?

Please log in

Email:

Password:

Forgot [email](#) or [password](#)?

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 the Author selects another payment method.*

When the Submission Fee payment is completed by either the 'Credit Card', 'Request Waiver', or 'Bill Me' (options depend on the Publication), the 'Fees and Payments' 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 Send E-mail	DEMO659	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-STEPHANITEST72-15
Payment Status:	Waiver Request Granted
Amount Due:	0.00
Notes to Author:	ok
Comments to Publication:	I am broke.

[Return to Submissions Being Processed](#)

Request Waiver Submission Step

Some Publications will allow Authors to request their fees be waived via a Request Waiver Submission Step. Authors likely will be required to enter a reason for the request.

New Submission

- ✓ 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 Waiver

Request Waiver

You may request a waiver of publication charges associated with this submission. If you request a waiver, the manuscript will not be submitted until the waiver is granted. To request a waiver, please select the checkbox below and enter the reasons for your request in the text box.

☒ I am requesting a waiver of publication charges for the following reasons:

Please waive

PreviousNext

Once a waiver has been requested, the Author will be notified of any submission approval terms or other relevant information.

Waiver Request

A waiver request has been sent to the publication. You will be notified when a decision has been made.

If the waiver is approved, your manuscript will be submitted to the publication without further action. If the request is not granted, you may edit the submission in order to submit it without a waiver request.

OK

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 that a Fee is now due. The e-mail can include a link to the *'Fees and Payments'* page.

From: emdev.stephanietest72.0.17dd64.090ebc76@ariessys.net on behalf of The Journal of Information Architecture [trash@ariessys.com]

To: sjavelle@charter.net

Cc:

Subject: Your page charge is now due!

Sent: Fri 9/11/2009 2:21 PM

Dear Jen Barrett,

Congratulations, your article Common Injuries in Runners has been accepted for publication! We require payment of the \$20.00 USD Page charge before your article can be published in the journal.

For reference purposes, your Fee Tracking ID in our system is EM-stephanietest72-30.

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.

You may pay your fee with a credit card or request a bill by clicking the link below:
[Pay My Fee Now](#)

Sincerely,
The Journal

Clicking the payment 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.

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:	320.00 USD
Choose Payment Method:	<input type="checkbox"/> Credit Card <input type="checkbox"/> Request Waiver
Comments to Publication:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: right; font-size: 0.7em; color: #00a0e3;"> Insert Special Character </div>

Cancel

Proceed

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.*

Select a Fee

[Submission Fee](#)

[Page Charge](#)

Close

Additional Views of the '*Fees and Payments*' Page

When Authors access the '*Fees and Payments*' page either via the e-mail 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:	5VN40805TD9428607		
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:	320.00 USD
Choose Payment Method:	<input type="checkbox"/> Credit Card <input type="checkbox"/> Request Waiver
Comments to Publication:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> Insert Special Character

Tracking Your 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' folder.

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

Artwork Quality Check

If the Publication 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 EM. 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		
<p>If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically.</p> <p>The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the manuscript.</p> <p>The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove your submission.</p>		
Page: 1 of 1 (5 total submissions)		
Action ▲	Title ▲▼	Date Submission Began ▲▼
View Submission Edit Submission Approve Submission Remove Submission Google Scholar - Title OVID - Title and Keywords INSPEC - OVID View Artwork Quality Results View Reference Checking Results Send Email	Thursday manuscript one	Dec 29 2005 4:16:20

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.



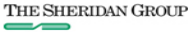
Example: AQC Results page

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 :	80 dpi
Color :	GRAYSCALE	36 Pica effective :	59 dpi
Height :	37.33 P	Max image scale @ 268dpi :	8 P
Width :	33.33 P	Max combo scale @ 500dpi :	P
Resolution :	72 dpi	Max mono scale @ 900dpi :	2 P

Error: **Low Resolution Image**

Challenge

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

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® Photoshop®.

[Suggested Procedure](#)

Similarity Check Results

If the Publication is performing a CrossCheck Similarity Check on submissions, Authors may be given access to a version of the Similarity Report. 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 Similary 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 iThenticate Page

iThenticate
Professional Plagiarism Prevention

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

Document Viewer BETA

Mode: **Similarity Report** Exclude Quotes Exclude Bibliography Exclude small matches Print Download

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

12 words / 23% - Internet from Sat Dec 29, 2012
www.mdag.com

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.

Reference Checking

Some Publications opt to use EM's Reference Checking, which will automatically check the accuracy of the references listed in the manuscript's References section.

Reference Checking will attempt to find each reference in PubMed and/or CrossRef. However, Reference Checking will not search for books or in-press articles, as that type of content is not listed in PubMed or CrossRef. If Reference Checking is able to find the reference in PubMed and/or CrossRef, a link to that record 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 Reference Checking:

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

If the reference is 'Validated', then Reference Checking was able to find a match on either PubMed, CrossRef, or both. If the reference is 'Not Validated', then Reference Checking was not able to find a match on PubMed or CrossRef. If the reference is 'Not Checked', the reference does not appear to be a journal reference.

Send E-mail

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 Action links. 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.

Partial display; Example '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/Thenticate Results (23%) Correspondence Send E-mail		10.1 testing of Similary Checking functionality	Apr 17 2013
View Submission Author Status Correspondence Send E-mail		Testing Co-Author Registration Questionnaire	Nov 1 2012

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 that 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:

bcc:

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 by clicking the 'Browse' button and navigating to 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: ←

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:

Files Added from My Computer

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

If the user 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, as applicable.

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		Beating 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

Authors may be granted the permission to ‘View Other Author Status’. Authors see a ‘View Other Author Status’ Action link that leads to the Author version of the ‘Other Author Status’ page, if

- 1) The logged in user is the Corresponding Author on the submission, *and*
- 2) There are Other Authors on the submission, and at least one of them has been notified that verification of their contribution is required, *and*
- 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."

[Close](#)

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

[Close](#)

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.

Sample Author Details page – Corresponding Author view

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

[Close](#)

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@ariessys.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.

[Send Letters](#)

[Close](#)

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' allows the Corresponding Author to view Questionnaire responses submitted by Other Authors. Clicking on the link navigates the Corresponding Author to the 'View Author Questionnaire' page.
2. 'Questionnaire Not Completed' displays if an Author Questionnaire is configured for the Article Type, but Other Authors have not yet submitted responses.
3. 'Resend Letter' allows the Corresponding Author to resend a letter configured for Other Authors.
4. 'Request Confirmation' allows the Corresponding Author to send a letter configured for Other Authors for the first time.

Corresponding Authors with 'Manage Other Authors' permission will see a 'Send Letters' button on this page. Clicking this button will send letters to all Other Authors with a status of 'No Response' or 'Confirmation Not Requested'. Additionally, Corresponding Authors may be given permission to Manage Other Authors' verifications and update Other Authors' 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-04-00008	Test Author Must View AQC Before Approve Submission	May 11, 2004	N/A	Jun 01, 2006	Revise	B-Revise

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

<< Author Main Menu

From this folder the following Action links are available: 'View Submission', 'File Inventory', 'Revise Submission', 'Decline to Revise', and 'Send E-mail' (when made an option). The Corresponding Author can also View Decision from the far right of the grid.

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 to aid 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 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 provides on screen to see what is preferred.

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.

PreviousNext

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

PreviousNext

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. Click 'Next' to build the PDF, which must be viewed and approved.

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 Fees, such as Payment Due letters.
- Any Ad Hoc from Author letter sent by the Author.
- The Submit 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 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

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.

REVISED SUBMISSION

JBJS-D-03-00812R1

[Frequently Asked Questions](#)

✓ [Select Article Type](#)

✓ [Enter Title](#)

✓ [Add/Edit/Remove Authors](#)

✓ [Enter Keywords](#)

[Enter Comments](#)

➔ [Respond to Reviewers](#)

[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 comments, click the "View Decision Letter" link. You may select and copy the comments from there, and paste into the box below.

[View Decision Letter](#)

1. I will number the manuscript pages as requested.
2. I have removed all abbreviations from the Abstract.

Previous

Next

If the 'Respond to Reviewers' Submission 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		Online	Offline		Online	Offline
✓ Select Article Type		0	0	Blinded Manuscript	0	0
✓ Enter Title		0	0	* Conflict of Interest	0	0
✓ Add/Edit/Remove Authors		0	0	* Unblinded Title Page	0	0
✓ Enter Keywords						
✓ Enter Comments						
Respond to Reviewers						
→ Attach Files						

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. The Author should contact the Editorial Office for assistance.

View Decision

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

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.

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 folders 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 Submission Requiring Commentary'. The Author is also given a link to 'View Invitation Letter' sent by the Editorial Office. Additional links provide the Author the ability to 'Agree to Submit' or 'Decline to Submit'.

AUTHOR MAIN MENU

Invited Submissions
[My New Invitations \(1\)](#)
[My Accepted Invitations \(4\)](#)

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

- 'My Accepted Invitations': This folder holds Proposals and Commentary solicitations for which an Author has agreed to submit a related article. A link appears for 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 and the submission is submitted. The submission moves into the regular folders for Submitting and Incomplete – just like a regular manuscript.

Note: In some cases, particularly book chapters or situations in which the Editorial Office has already made contact with you about a submission, you may find that you have been assigned to a submission rather than having been invited.