
Best Practices for Preparing Submission Files for Xtract Manuscript Extraction

(Updated 4 June 2020)

Although the Editorial Manager® author submission interface does not require conformance to any specific style of manuscript preparation for the automatic extraction of submission data, the following tips should yield higher-quality results.

1. The first file uploaded by the author must contain the data to be extracted. This is the case even if the actual text of the manuscript is in a separate file (see [#17 below](#) for the case of double-blind workflows).

A common cause for extraction to fail is that an author uploads a cover letter first, rather than the manuscript file or other file that contains the submission metadata. Cover letters should be uploaded only after the file for extraction has been uploaded.

2. The auto-extraction tool will work only on Microsoft Word-readable files (.doc and .docx).
3. Extraction files should not be formatted for publication. In other words, authors should not use complex visual formatting such as multi-column layouts, text boxes, or elements made with drawing tools.
4. However, the extraction process works best if the file contains formatting that differentiates between different parts of the document. So, for example, the title and headings of the document should stand out from the text with a larger font size, bold, and/or color. Formatting titles and headings using MS Word styles works well.
5. The ideal order for the front matter of a submitted file is as follows. (Please note that the Xtract process will only attempt to extract those fields in red and bold below. The order of the other fields can help the system identify the correct fields to extract.)

- a. Title/subtitle**

- b. Short title (if included)

- c. Authors**

- d. Affiliations**

- e. Corresponding author information**

- f. Other author footnotes (if included, such as present address, equal contribution)

- g. Abstract** (use the heading “Abstract” on the previous line)

- h. Keywords** (if included, should be separated by a semicolon followed by a space. A single keyword has a 256-character limit. Use the heading “Keywords” on the previous line.)

- i. Conflict of interest or funding statement (when not part of the acknowledgements)

6. The more complete the information in the file being extracted, the less keying the author will need to do in the Editorial Manager interface to complete the required submission fields. (Note: Publications can opt not to extract Co-Author metadata. This option may be preferred for selective publications with a high percentage of “desk rejects” or that choose to simplify the initial submission process for Authors.)

7. The author list should be in this order:

AuthorTitle FirstName MiddleName LastName Degree

First and last names are required, although the first name can be an initial. Use these:

Mary Smith

M. Smith

M Smith

Dr. Mary Anne Smith

Mary Anne Smith, PhD.

not these:

Smith, Mary Smith M

Smith, Mary Anne Smith

8. Names in the author list should be punctuated consistently. Use these:

Mary Smith, Albert Author, Wrigley Writer

Mary Smith

Albert Author

Wrigley Writer

Mary Smith; Albert Author; Wrigley Writer

not these:

Mary Smith Albert Author Wrigley Writer

Mary Smith

Albert Author, Wrigley Writer

Mary Smith; Albert Author Wrigley Writer

9. Distinct links from each author to corresponding affiliation(s) should be present. We recommend PubMed style, with superscript numbers after each author name and before each affiliation. Use this:

Mary Smith¹ Albert Author²

¹University of Great Research

²Doing Good, Inc.

10. Affiliations should be complete. Use this:

¹Department of Psychiatry, Aries University, North Andover, MA, USA

²Department of Psychology, Aries University, North Andover, MA, USA

³Department of Neurology, Aries University, North Andover, MA, USA.

not this:

Departments of ¹Psychiatry, ²Psychology, and ³Neurology, Aries University, North Andover, MA, USA.

11. Author names and affiliation information should be placed in separate paragraphs; for example, this:

John Smith, R.N.¹

¹Aries University, North Andover, MA, USA

not this:

John Smith, R.N., Aries University, North Andover, MA, USA

12. Author affiliations will extract more reliably if they are relatively simple. For example, use this:

¹Department of Psychology, Aries University, North Andover MA, USA

not this:

¹Department of Psychology, Aries University, Mailstop 4, 50 Aries Street, Suite 21, North Andover, MA, USA

13. The Enter or Return key should be used only for new paragraphs, not at the end of a line in the middle of a paragraph.
14. Front matter information to be extracted should not be placed in tables.
15. Information that does not typically appear in a published article, such as word count, table count, page count, or table of contents should not be in the file to be used for extraction.
16. Information about the publication, such as the journal name or the editors of the journal, should not be in the file to be used for extraction.
17. For double-blind submission workflows, the author should create and upload (as the first file) a separate title or cover file to be used for extraction. This file should include the following information:

Submission Title, Author Titles, Author Names, Author Degrees, Author Affiliations, Abstract, Keywords

18. An author may upload a zip file as the first file. In this case the zip file should only contain one valid file to be used in the extraction process. Valid file types are Microsoft Word-readable files (.doc and .docx.) If multiple .doc/.docx files are included, then no extraction takes place.