



# 作者指南

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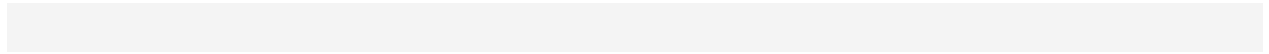
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## 作者指南

### 作者必备软件

使用 Editorial Manager 在线投稿系统的作者必须在电脑系统中安装 Adobe Acrobat Reader (一种 PDF 文档阅读器)。如需安装该软件, 可从下面的链接中获得免费下载:

<http://www.adobe.com/products/acrobat/readstep2.html>

如果在安装或使用该软件的过程中遇到问题, 应向 IT 部门寻求帮助。在下面的链接中, 你还可以找到 Adobe 提供的免费软件帮助数据库:

<http://www.adobe.com/support/products/acrreader.html>

了解使用 EM 系统时必备的通用软件和硬件, 请使用以下链接:

<http://www.editorialmanager.com/homepage/homefaq10.html>

如通过不支持的浏览器访问系统, 会弹出一个警告框。

### 注册期刊的 EM 系统

在页面上方的主导航菜单上, 你将看到一组菜单选项。点击“**REGISTER**”。



点击“**REGISTER**”后将出现以下页面:

**PRE-REGISTRATION PAGE**

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

**Please Enter The Following** [Insert Special Character](#)

First Name\*

Last Name\*

E-mail Address\*

---

**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 Password?' 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.

---

完成“预注册必填”信息的填写后点击“Continue >>”，这时将出现“重复注册检查”窗口。

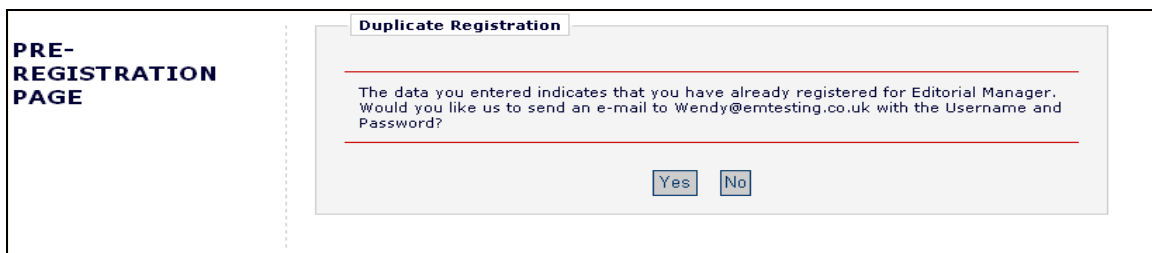
### 重复注册检查

EM 系统能检查你是否已经注册。只需输入你的“First Name (名)”、“Last Name (姓)”和“E-mail Address (电邮地址)”，点击“Continue >>”按钮，系统就会在数据库中搜索匹配记录。

**注意：** 请正确输入你的姓名，这一点很重要。因拼写错误导致的重复注册很常见。

### 重复用户检查可能出现的结果

如发现了匹配记录（即存在重复的用户名）——此时你将不能继续注册。你可以选择用系统中已存在的电邮地址接收一封含有用户名和密码信息的邮件。

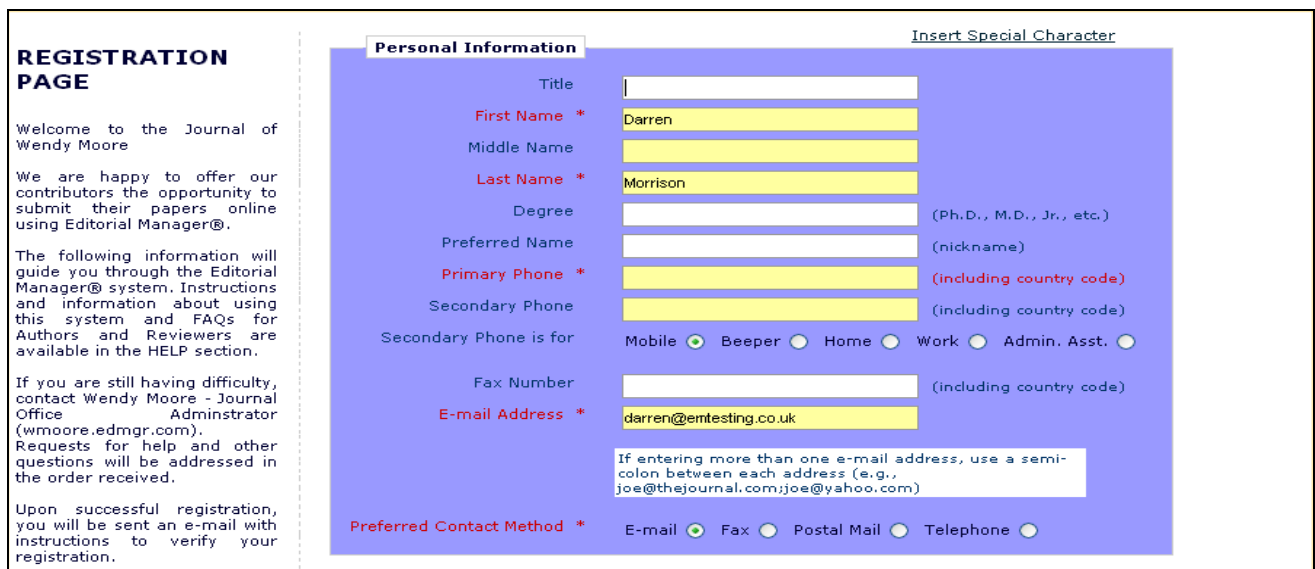


如果你认为自己可能已注册，请点击“**Yes**”；如确定自己尚未注册，请点击“**No**”。系统此时会显示注册页面，你可以选择更改“**First Name**”、“**Last Name**”和“**E-mail address**”，或对以上三项全部更改。

如果没有发现匹配项（即无重复注册）——你将进入第二步，注册。

### 注册程序

系统将会出现以下页面：



**Institution Related Information**
[Insert Special Character](#)

Position	<input type="text"/>
Institution	<input type="text"/>
Department	<input type="text"/>
Street Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
State or Province	<input type="text"/>
Zip or Postal Code	<input type="text"/>
Country *	<input type="text" value="Please choose a country"/>
Address is for *	Work <input checked="" type="radio"/> Home <input type="radio"/> Other <input type="radio"/>
Available as a Reviewer?	Yes <input type="radio"/> No <input checked="" type="radio"/>

**Additional Information**

\*

**Choose A User Name**
[Insert Special Character](#)

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 \*

Once you have filled in the required information, click the button below.

**注意：**带星号(\*)的信息栏为必填项。

如果你希望被期刊选为审稿人，你可以将“Are you available as a Reviewer?”选项设为“Yes”。

在表格底部，你必须输入一个首选用户名。输入用户名或其他任何注册必填信息失败时会出现以下提示：

**ERROR NOTICE**

Your preferred username was not entered.  
Your Personal Classifications were not entered.

Please use the button below to go back to the Previous Page and enter the missing information.

**注意：**请务必牢记该用户名以便访问该期刊的EM系统。

如该期刊的系统应用了专业分类体系，则用户可以从其预设列表中选择自己所属的专业。

**注意：**如果编辑部将专业分类作为必填的项目，则用户必须从其预设列表中选择自己的所属的专业。

如果已填写的信息无需更改，请点击底部的“Continue >>”按钮继续。

此时会出现一个“注册确认”页面，在该页面你可以再次检查自己输入的信息是否正确。请认真检查，确保所有拼写和电子邮件地址均正确无误。

**CONFIRM REGISTRATION**

Please confirm the following very important information:

First Name: **Darren**  
Last Name: **Morrison**  
Username: **Dazza**  
Email Address: **darren@emtesting.co.uk**  
Country: **BELGIUM**

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.

If the information is correct and you wish to complete your registration, click the 'Continue' button below.

<< Previous Page    Continue >>

如所有信息均正确无误，请点击“Continue >>”按钮。现在你已经完成了注册程序，可以退出浏览器，检查电子信箱是否已收到系统发出的包含密码的邮件。

### 用户注册常见问题

如该期刊要求用户回答注册问题，那么用户必须进行以下步骤才能完成注册程序。带星号的方框是必选项目。

**Registration Questions**

Required Questions

Please respond to the question(s) below by checking the box(s) and clicking Continue:

\* I have read and understand the Registered User Agreement and agree to be bound by all of its terms.

\* I have read and understand the Privacy policy and agree to be bound by all of its terms.

<< Previous Page    Continue >>

若你已经为期刊提供了必要的信息，点击“Continue >>”按钮继续。

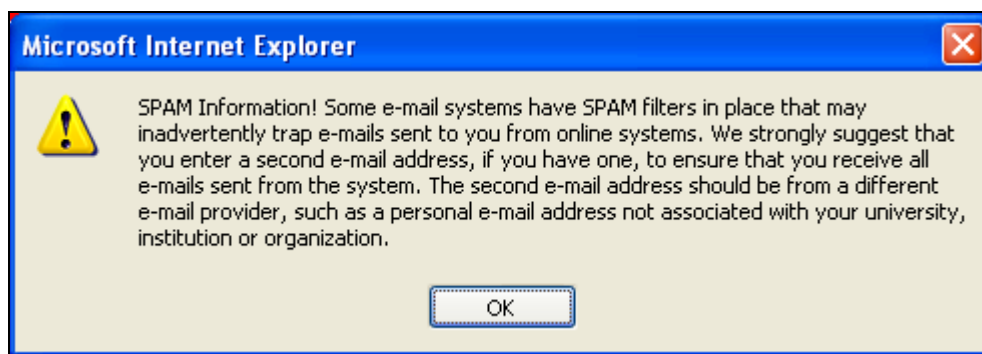
### 多个电子邮件地址要求

电子邮箱地址栏下面会出现一个 SPAM（垃圾邮件）信息提示，该提示强烈建议用户输入备用电子邮件地址。如因某种原因，系统邮件被 SPAM 过滤器拦截，你可以在其他服务提供商（如 Yahoo 和 AOL 等）的备用电子信箱中收到该邮件。

E-mail Address \*    jsmith@edmgr.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.](#)

点击“Read more”链接时，会出现下列警告：



## 登录

用户在收到编辑部发出的包含用户名和密码的通知邮件后，即可开始使用本系统。

进入该期刊的 EM 站点。从页面顶端的主导航菜单中，你可以看到一组菜单选项。点击“**LOGIN**”按钮——如下图所示：



这时会出现 EM 登录页面。在正确的位置输入你的用户名和密码。点击标有“**Author Login**”的条目，系统会显示“Author Main Menu（作者主菜单）”，包含你获得许可的系统功能列表。

**注意：**如果你在期刊中担任多个角色，可能需要设置一个默认登录角色。点击位于主导航菜单上的“*Update My Information*”即可找到这个选项。

成功登录后，“作者主菜单”将显示“**Incomplete Submissions（未完成提交的稿件）**”、“**Submissions Waiting for Author’s Approval（等待作者确认的稿件）**”或“**Submissions Being Processed（处理中的稿件）**”等链接。这些链接也可以看作是“文件夹”。你在每个文件夹内的稿件数将显示在项目一侧。



**AUTHOR MAIN MENU**

**New Submissions**

- [Submit New Manuscript](#)
- Incomplete Submissions (0)
- Submissions Waiting for Author's Approval (0)
- [Submissions Being Processed](#) (4)

**Revisions**

- Submissions Needing Revision (0)
- Incomplete Submissions Being Revised (0)
- Revisions Waiting for Author's Approval (0)
- Revisions Being Processed (0)
- Declined Revisions (0)

**Decisions**

- Submissions with a Decision (0)

## 修改密码

你可以随时修改密码，但必须首先登录本系统。从页面顶端的主导航菜单（见下图）中选择“UPDATE MY INFORMATION”按钮：

**em Editorial Manager™**

HOME • LOG OUT • HELP • REGISTER • **UPDATE MY INFORMATION** • JOURNAL OVERVIEW  
 MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

“Update My Information” 页面的对话框将出现：

**UPDATE MY INFORMATION**

To update any information, make the changes on the form and click Update. Required fields have an asterisk next to the label.

**Login Information** [Insert Special Character](#)

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.

User Name \*

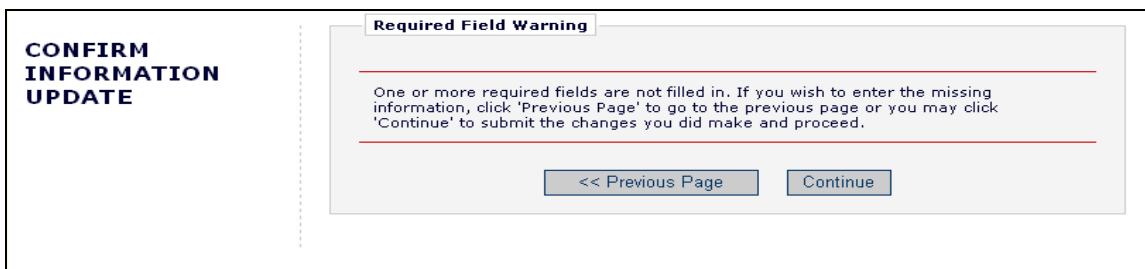
Password \*

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role:

然后你将被切换到注册页面，在那里你可以浏览提供给期刊的全部有关你的现存信息，如有需要可进行更新。

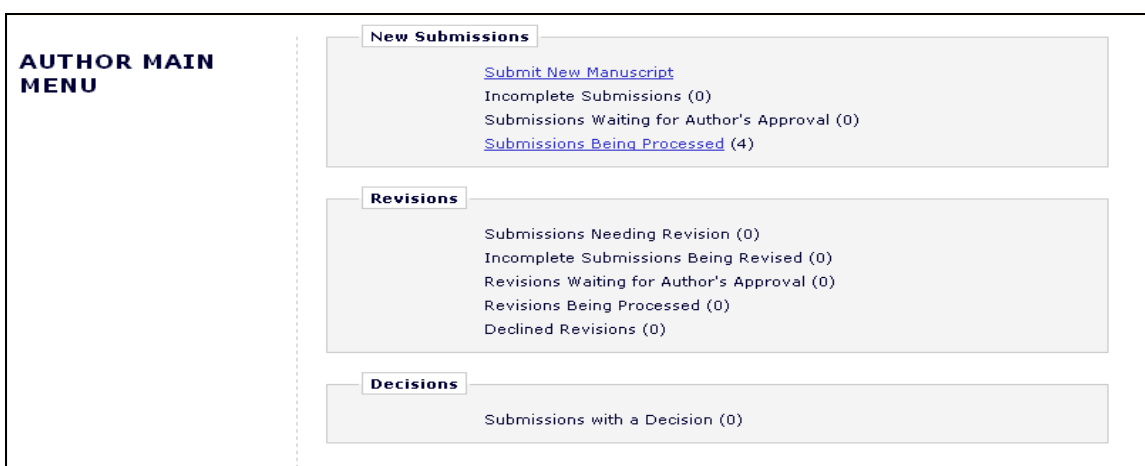
修改完成后，点击“**Submit**”按钮。EM 系统将检查你是否填写了所有必填项目——如果没有，将出现以下提示：



你可以选择返回你的信息页面（点击“<< Previous Page”按钮），或者点击“Continue”按钮继续。

## 提交原稿

如果你已经登录系统，会看到“作者主菜单”页面：



点击“**Submit New Manuscript**”链接。这时出现“提交新稿件”菜单。系统将提示你提交与原稿有关的所有资料——可能会包括文本、图片和说明。一些信息是必须提交的，另外一部分可以有选择地提交。下文将对每个投稿步骤进行简要介绍。由于每本期刊的投稿步骤会有所不同，因此某些步骤可能包含在而某些步骤不包含在你的投稿过程中。

### 各投稿步骤的字数限制

编辑部对以下步骤中提交内容的字数或字符数会有所限制：

- 完整标题
- 短标题
- 摘要
- 注释
- 作者
- 关键词
- 分类

在提交稿件过程中，下面的窗口出现时，你的投稿字数或者字符数会有所限制：

**New Submission**

[Frequently Asked Questions](#)

- 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 Editor
- Select Region of Origin
- Attach Files

[Insert Special Character](#)

**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.

Limit 150 words

Previous Next

如果超过了期刊规定的字数限制，你将不能继续进行下面的步骤。这种情况下，如果你点击“Next”将出现一个警告窗口。

**New Submission**

[Frequently Asked Questions](#)

- 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 Editor
- Select Region of Origin
- Attach Files

**Please Enter The Full Title of Your Submission**

Entering a Full Title is Required for Submission.  
Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title (Limit 4 words) Word Count: 7

New EM Submission Steps Have Been Created

**Microsoft Internet Explorer**

WARNING: The limit for Full Title is 4 words, and you entered 7 words. Click 'Cancel' to go back and shorten your Full Title. Click 'OK' to proceed without shortening your Full Title at this time.

OK Cancel

Previous Next

如果符合字数要求，你可以点击“Next”继续下面的步骤。

### 选择文章类型

使用 EM 系统投稿的第一步是选择“文章类型”，这是投稿的必要步骤。使用下拉菜单选择最能描述你稿件的“文章类型”。“文章类型”的设置将决定后续步骤。（例如，“致编辑的信”不需要提交“摘要”；因此，如果你选择这种文章类型就不会出现这一步。）点击“Next”继续或“Previous”进行修改。

**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

**Please Select an Article Type**

---

Selecting an Article Type is Required for Submission.

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

---

Choose Article Type

Manuscript	▼
None	
Test Article	
Terms of Agreement	
Manuscript	
Research Paper	
Rapid Communication	
Case Report	
Annual Meeting Abstract	

### 输入文章标题

输入文章标题是投稿过程第一个必须步骤。在提供的空格内输入你的文章标题。填好后点击“Next”继续下面的步骤。

[Insert Special Character](#)

**New Submission**

[Frequently Asked Questions](#)

- 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
- Attach Files

**Please Enter The Full Title of Your Submission**

---

Entering a Full Title is Required for Submission.

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

---

**Full Title**

New EM Submission Steps

### 输入短标题

如果编辑部设置了这个步骤，“Enter Article Title Box”的正下方会出现一个文本框要求你输入一个短标题：

Frequently Asked Questions

- ✓ Select Article Type
- ➔ Enter Title

---

Entering a Full Title is Required for Submission.  
Enter the title of your manuscript. You cannot submit a manuscript without a title.

**Full Title**

**Short Title**

如果编辑部对“短标题”的提交进行字数限制，那么你就不能超过规定字数。

### 增加/编辑/删除作者

提交稿件的作者将被默认为“通讯作者”。只有作为“通讯作者”，你才能收到系统发送的邮件通知。你可以指定某人作为“通讯作者”，但这个人必须是已注册的 EM 用户，因为整个投稿过程中都需要和他或她联系。其他“作者”不需要注册本系统，但为了出现在所有作者列表中，他们姓和名是必填项。

**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

---

**Please Enter the Following**

Enter the names of anyone who contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by clicking the arrows. The first author of the manuscript may be indicated. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD). To change the corresponding author, enter the new corresponding author's name in the text boxes, and click the check box labeled 'Please select if this is the corresponding author'.

A \* indicates the field is required.

First Name\*

Middle Initial

Last Name\*

Academic Degree(s)

Affiliation

E-mail Address

Please select if this is the corresponding author

Add Author

Previous Next

	First Name	Middle Initial	Last Name	Academic Degree	Affiliation	E-mail Address
First Author	Wendy		Moore	PhD	Brookside University	WW@emtesting.co.uk
Corresponding Author						

作者可指定包括“通讯作者”在内的其他作者的排列顺序。输入其他作者的信息之后，可以点击紧挨着每个名字的箭头重新排序作者列表。列表首位的作者被默认为第一作者。“通讯作者”不一定要排在首位，可以出现在列表的任何位置（包括排在列表首位作为“第一作者”）。

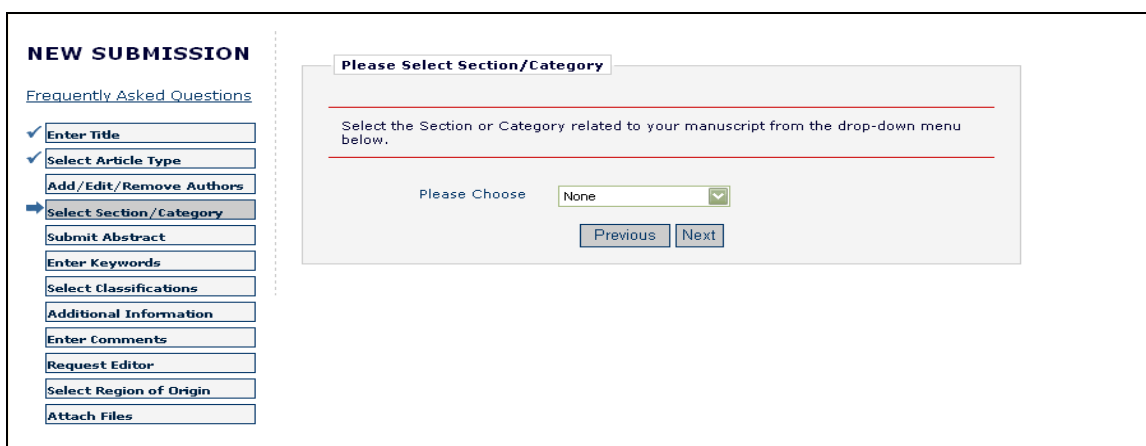
请注意，你不需再次将自己输入到作者列表中。启动投稿程序的人将被默认为“通讯作者”。

变更“通讯作者”，首先在“First Name”和“Last Name”文本框输入“通讯作者”的姓名，然后点击“Please select if this is the corresponding author”下面的检验栏。如果你输入的人没有注册 EM 系统，你将不能指定他/她作为“通讯作者”。如果此人已注册了 EM，你需要输入他/她的用户名和密码。但请注意，如果你作此变更，一旦你完成投稿，你将不再被认为是“通讯作者”，并且不能访问该稿件。PDF 创建后，新的“通讯作者”将收到一封邮件，要求其在稿件被发送至编辑部之前登录 EM 系统，检查并确认投稿。

点击“Next”继续。

## 选择版块/分类

作者可使用“Section（版块）/ Category（分类）”列表说明他/她的稿件属于期刊的某个“版块”或期刊内容的某个“分类”。这个步骤可能是可选择的、必需的或是被编辑部隐藏的步骤，因此作者可能看不到这一步。



The screenshot shows a web form titled "NEW SUBMISSION". On the left is a vertical sidebar with a list of steps: "Enter Title", "Select Article Type", "Add/Edit/Remove Authors", "Select Section/Category" (highlighted with a blue arrow), "Submit Abstract", "Enter Keywords", "Select Classifications", "Additional Information", "Enter Comments", "Request Editor", "Select Region of Origin", and "Attach Files". The main content area is titled "Please Select Section/Category" and contains the instruction: "Select the Section or Category related to your manuscript from the drop-down menu below." Below this is a dropdown menu with "None" selected and a "Please Choose" label. At the bottom of the main area are "Previous" and "Next" buttons.

点击“Next”继续。

## 提交摘要

在“Submit Abstract”这一步，作者可以将“稿件摘要”输入或者复制粘贴到文本框。这也可能是可选择的、必需的或隐藏的步骤。

点击“Next”继续。

### 输入关键词

输入稿件的关键词，每个关键词之间用分号隔开（例如：active vitamin D; parathyroid hormone-related peptide; hypercalcemia; bone resorption）。这可能是可选择的、必需的或隐藏的步骤。

点击“Next”继续。

### 选择分类

**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

**Please Select Classifications**

---

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

---

点击“**Select Document Classifications**”，打开一个含有该期刊所使用的分类列表的窗口。分类可看作是与你稿件有关的关键词或术语预设列表。编辑部可以结合你的“稿件分类”和“审稿人专业分类”，找到合格的审稿人。

**SELECT DOCUMENT CLASSIFICATIONS**

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.

You must click "Submit" before you leave this window.

<input type="checkbox"/>	10.000	Heart Failures
<input type="checkbox"/>	10.100	Blocked Arteries
<input type="checkbox"/>	10.200	Heart Valve defects
<input type="checkbox"/>	10.300	Heart failure due to disease
<input type="checkbox"/>	10.400	Another Minor Term under First
<input type="checkbox"/>	20.000	Gynaecology
<input type="checkbox"/>	20.100	Ovarian Cancer
<input type="checkbox"/>	20.300	Endometriosis
<input type="checkbox"/>	20.500	IVF
<input type="checkbox"/>	30.000	Endocrinology
<input type="checkbox"/>	30.200	Diabetes

点击你要选择的分类下面的确认框。你可以尽可能多地选择适合的分。完成后点击“**Submit**”。这可能是可选择的、必需的或被隐藏的步骤，因此你可能看不到这一步。

点击“**Next**”继续。

### 常规投稿步骤

在叫做“附加信息”的这个投稿步骤中，期刊可以设定在“提交原稿”程序中需要回答的常规问题。这些问题由期刊制定，可以是强制性的。问题范例有：“稿件有多少页？”；“稿件中有彩图吗？”。



**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

**Please Enter The Following**

---

Additional Information is Required for Submission.

Please respond to the questions/statements below.

---

Has the paper being submitted ever been reviewed by another Journal?  
Answer Required

Can you indicate whether all experimental work carried out for this submission has followed all necessary guidelines? Please specify details.  
Answer Required

Please state that you have read the terms and conditions and agree to be bound by them (terms and conditions can be [found here](#)).  
Answer Required

## 输入注释

输入任何你愿意发送给编辑部的注释。这些注释不会出现在你的稿件中。期刊可以将它设置为可选的、必需的或隐藏的步骤，因此你可能看不到这一步。

**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

[Insert Special Character](#)

**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.

---

点击“Next”继续。

## 推荐审稿人

若编辑部设置了此项功能，期刊将要求你为自己的稿件提供该期刊所要求的数目的审稿人选的姓名和联系信息。请填写必要信息：

### New Submission

[Frequently Asked Questions](#)

- 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 Editor
- Select Region of Origin
- Attach Files

[Insert Special Character](#)

**Suggest Reviewers**

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

A \* indicates a required field.

---

<b>First Name*</b>	<input type="text" value="Robert"/>
Middle Initial	<input type="text"/>
<b>Last Name*</b>	<input type="text" value="Peppermoth"/>
Academic Degree(s)	<input type="text"/>
Position	<input type="text"/>
Department	<input type="text"/>
Institution	<input type="text"/>
E-mail Address	<input type="text" value="rpb@ariessys.com"/>
Reason	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Dr. Peppermouth is an expert in my field.</div>

完成后，你可以点击“**Add Reviewer**”按钮，提交其他审稿人的信息。完成审稿人信息提交并准备进入下一步时，点击“**Next**”按钮。

### 回避审稿人

若系统设置含有本步骤，你可以告知编辑部你不愿意把稿件送给哪些人审阅。提供所有必要的联系信息：

### New Submission

[Frequently Asked Questions](#)

- 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 Editor
- Select Region of Origin
- Attach Files

[Insert Special Character](#)

**Oppose Reviewers**

Please identify anyone who you would prefer not to review this manuscript.

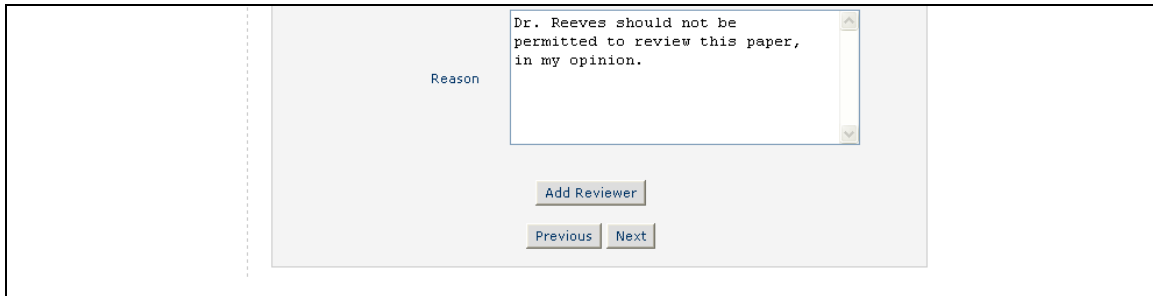
Fill in as much contact information as possible to allow us to identify the person in our records, and please provide specific reasons why each person should not review your submission in their comments box. Please note that we may need to use a reviewer that you identify here, but will try to accommodate author's wishes when we can.

A \* indicates a required field.

---

<b>First Name*</b>	<input type="text" value="Seth"/>
Middle Initial	<input type="text"/>
<b>Last Name*</b>	<input type="text" value="Reeves"/>
Academic Degree(s)	<input type="text" value="MD, PhD"/>
Position	<input type="text" value="Chair"/>
Department	<input type="text" value="Engineering"/>
Institution	<input type="text" value="MIT"/>
E-mail Address	<input type="text" value="sreeves@nit.com"/>

“回避审稿人”与“推荐审稿人”相似，填写完毕后，你可以点击“Add Reviewer”按钮，提交其他“回避审稿人”人选。完成“回避审稿人”信息提交并准备进入下一步时，点击“Next”按钮。



The screenshot shows a web form with a text area labeled "Reason". The text area contains the text: "Dr. Reeves should not be permitted to review this paper, in my opinion." Below the text area are three buttons: "Add Reviewer", "Previous", and "Next".

## 邀请编辑

根据编辑部对其 EM 系统的设置，你可能会要求邀请某位编辑，指派其处理你的稿件。该邀请将在编辑部的建议下进行。通过使用下拉菜单选择你的编辑，点击“Next”继续。这可能是你投稿的某期刊设置的一个可选择的步骤，因此如果你没有被提示邀请编辑，你的稿件会由编辑部工作人员决定指派给合适的编辑（们）。



The screenshot shows a web form titled "NEW SUBMISSION". On the left is a sidebar with a list of steps: "Enter Title", "Select Article Type", "Add/Edit/Remove Authors", "Select Section/Category", "Submit Abstract", "Enter Keywords", "Select Classifications", "Additional Information", "Enter Comments", "Request Editor" (highlighted with a blue arrow), "Select Region of Origin", and "Attach Files". The main content area is titled "Request an Editor" and contains the following text: "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." Below this text is a dropdown menu labeled "Please Choose" with "No Request" selected. At the bottom are "Previous" and "Next" buttons.

点击“Next”继续。

## 选择稿件来源地

你可以指定你的稿件来源的地理区域（或国家）：一个稿件可以指定不同于作者国家的“来源国”，这就是“稿件来源的地理区域”。

**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

**Please Select Region of Origin**

Select the Region of Origin related to your manuscript from the drop-down menu below.

Please Choose

使用下拉菜单选择你所选择的国家/地区，点击“Next”继续。这可能只是某种期刊的一个选择性的步骤。

### 添加附件

接下来，你需要添加所有与你的稿件有关的文件。

**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**

**Please Attach Files** [Insert Special Character](#)

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

Item	Description	Delivery Method
<input type="text" value="Figure"/>	<input type="text" value="Figure"/>	<input checked="" type="radio"/> Online Web System <input type="radio"/> Offline

Enter a Description. Select Online System is selected, click the Browse File button. If Offline is selected, delivery. If Online Web System is selected, then click the Attach This Information button.

File Name:

No Items have yet been attached for this submission.

某些期刊接受脱机或来自其 EM 网站外的信息（如电子邮件、邮件或传真）。如果你可以选择“Online Web System（在线网络服务）”或“Offline（脱机）”，只需点击相应的按钮。

对于你要上传到系统的各个项目：

- 从下拉栏里选择项目。各个编辑部的项目列表可能有所不同，因此在下拉栏里，原稿、图形或表格可能都是单独的项目。确保选择正确的项目。
- 在文本框内输入说明性文字（如图 1、表 2 等）。

**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**

**Please Attach Files** [Insert Special Character](#)

---

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

---

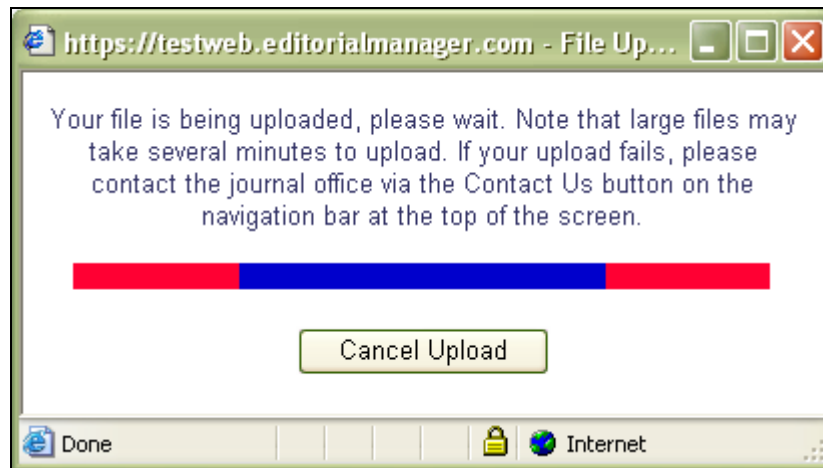
Item	Figure <input type="button" value="v"/>
------	---

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	<input type="text" value="Figure Description"/>
Delivery Method	<input checked="" type="radio"/> Online Web System <input type="radio"/> Offline
File Name:	<input type="text"/> <input type="button" value="Browse..."/>

No Items have yet been attached for this submission.

- 选择项目到达编辑部的“传送方式”（在线或脱机）。
- 由于某些期刊可能只要求通过在线方式提交项目，因此选择在线或者脱机的方式传递有时不可用。
- 使用“**Browse**”按钮将文件放到你的硬盘上。
- 作者可以将文件添加到已“压缩”的稿件上（如 zip 文件）。这样作者可以一次上传多个文件，而不是一次上传一个文件，而且还可以更快地上传较大的单个文件。系统将自动“打开”或“解压缩”文件，因此单个文件（夹）可以黏附于稿件上。本节最后有关于上传压缩文件的详细信息。
- 点击“**Attach This File**”上传文件（上传较大的文件可能需要几分钟），将出现以下窗口：



对通过**脱机**传送的项目，请首先从下拉菜单中选择该项目，点击“**Offline**”传送方式，然后点击“**Attach This File**”。该项目将添加到你的脱机投稿文件列表，编辑部可以通过一种替代传送方式预期项目到达。

重复该程序，直到投稿所需的全部项目已添加到列表。你可以在底端的列表看到你添加的所有项目。

Order	Item	Description	File Name	Size	Last Modified	Actions
1	Figure	Figure Description	Table 1.tif	49 KB	15-11-2005	<a href="#">Download</a> <a href="#">Remove</a>
2	Manuscript	Manuscript	DEMO Checklist.doc	19 KB	22-12-2005	<a href="#">Download</a> <a href="#">Remove</a>

Update File Order

Previous Next

将所有项目上传完成后，点击页面底端的“Next”。

这时你将看到一个发送给编辑部的文件的总结，并确保你要发送的所有文件已在列表中。如果你遗漏了投稿所需的某部分，表格上面的信息将提示你。

### 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

#### 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	Offline		Online	Offline
Figure	1	0	Manuscript	1	0
Response to Reviewers	0	0	Table	0	0

Previous Build PDF for my Approval

点击“Build PDF for my Approval”。页面上将会出现一条感谢你投稿的信息。现在你的稿件可在“Author Main Menu”的“Submissions Waiting for Author’s Approval”里找到。在编辑部收到你的投稿之前，你需要进行最后的确认，从而完成投稿过程（见下节的“Author PDF Approval”）。

如果你未能完成投稿过程，你的资料也不会丢失。你可以在“Author Main Menu”的“Incomplete Submissions”列表内获得你未完成的稿件。

### 文件排序机制

在每个“稿件项目”旁边的文本框内输入数字可改变文件顺序。

每个文件旁边会出现一个带数字的文本框。这些文件按照其上传的顺序排序，例如，如果上传四个文件，每个项目的默认值分别是 1、2、3 和 4。用户可以键入新的顺序，然后点击“Update File Order”按钮来更改文件的顺序。

例如，如果你上传的最后一个项目应该出现在最前面，只需在文件旁边键入“1”，然后点击“Update File Order”。你不需要再对所有的文件进行重新编号，该文件会自动跳至顶端，其他文件则自动退到下面。

### 文件上传后仍可修改稿件项目

如果你正在上传一个图形，却未从项目下拉栏内选择“图形”，那么项目标记将是不正确的。上传文件列表内每个文件的项目栏均有下拉框，因此文件上传后仍可轻松地修改稿件项目。

Order	Item	Description	File Name	Size	Last Modified	Actions
1	Figure	Figure Description	Table 1.tif	49 KB	15-11-2005	<a href="#">Download</a> <a href="#">Remove</a>
2	Manuscript	Manuscript	DEMO Checklist.doc	19 KB	22-12-2005	<a href="#">Download</a> <a href="#">Remove</a>
<input type="button" value="Update File Order"/>						
<input type="button" value="Previous"/> <input type="button" value="Next"/>						

[如上：文件上传后，文件顺序、项目名称和说明均仍可修改]

## 上传压缩文件

压缩文件即由“打包”软件如 PKZip 或 WinZip 创建的文件。一个压缩文件可能包含单个文件或多个文件。文件压缩的主要目的是缩小文件，从而加快传送。系统支持以下压缩文件格式：

- 1) Zip—如 WinZIP
- 2) tar.gz—一种 UNIX 文件压缩软件

上传压缩文件时，首先从下拉列表中选择稿件项目类型，然后上传含一个或多个文件的压缩文件。根据压缩文件包含单个或多个文件的不同，上传结果也会有细微区别。上传文件后你仍可修改项目名称及其说明。

### 压缩文件含单个文件

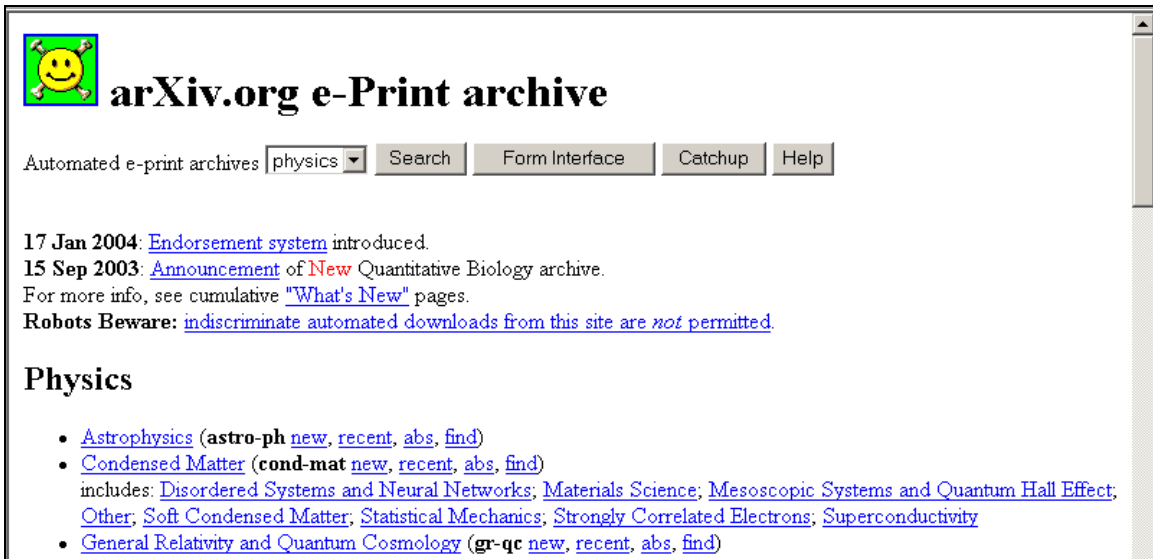
单个文件列入附件列表，并附有用户在文件上传之前指定的项目名称和说明。用户可以修改项目名称和/或说明，并对文件重新排序（如果列表中已有其他文件）。

### 压缩文件含两个或多个文件

解压缩程序分别列出所有单个文件。用户必须为每个文件选择一个明确的稿件项目。根据选择的稿件项目，系统将自动生成说明栏；如果需要，用户可以更改项目说明，并对文件重新排序。

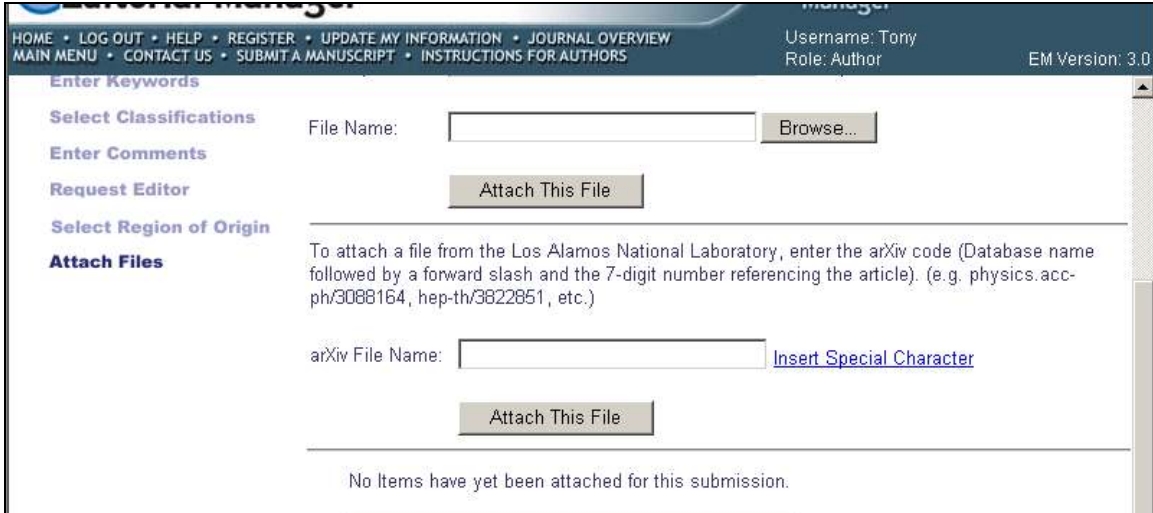
## 从 Los Alamos National Laboratory（美国洛斯阿拉莫斯国家实验室）上传 arXiv 文件

作者可以从洛斯阿拉莫斯国家实验室的 arXiv 数据库直接上传源文件。许多作者（主要是物理学和数学领域）将其研究论文放在 arXiv 服务器上，作为其他研究者的参考资料。这些作者可能希望直接从 arXiv 数据库投稿。有此需要的作者应该获知 arXiv 代码，该代码由一组字母和数字组成，它们由用以识别某个特定数据库的字母（如 hep-th 或 physics.acc-ph）开头，然后紧接着是一个斜线和特指 Los Alamos 的七位数字（如 hep-ex/0401001、physics/0401001 和 math.AG/0401002）组成。



由洛斯阿拉莫斯国家实验室的 arXiv 服务器上传文件，首先进入“Submit New Manuscript”界面，完成每一步（文章标题、文章类型等）的填写，然后进入“添加附件”步骤。

如果文件类型设置为“允许从 Los Alamos arXiv 服务器上传文件”，上传附件页面会出现特别提示和需要输入 arXiv 文件识别的文本框。除了 arXiv 文件外，你还可以在同一页面上上传其他“常规”文件。



[如上：附 arXiv 文件上传栏的添加文件页面]

作者从下拉列表中选择稿件项目，输入 arXiv 代码。该代码由一组字母和数字组成，首先是用以识别某个特定数据库的字母（如 hep-th 或 physics.acc-ph），然后是一个斜线和特指 Los Alamos 的七位数字（如 hep-ex/0401001、physics/0401001 和 math.AG/0401002）。

然后用户点击“Attach this File”。当 Los Alamos 服务器识别了 arXiv 代码并发现相应文件后，含源文件的压缩文件（.tar.gz 格式）将从 Los Alamos 服务器下载下来。



系统解压缩 tar.gz 文件，并将所有单个文件上传到 EM 系统。每个文件被分别列出，这样用户便可以为指定合适的稿件项目，编辑说明性文字，并对其重新排序以便创建 PDF 文件。

**注意：**提交修改稿时不能使用该功能。当你决定提交修改稿时，你不需要从 arXiv 数据库重复上传整组稿件，而是先整组上传所有无需修改的文件，然后单独上传修改稿。

**注意：**Los Alamos arXiv 服务器上多数文件是 LaTeX 格式。为各种 arXiv 文件组件（如 .bbl、.cls 和 .sty 等）选择稿件项目作者可能没有把握，为帮助作者，期刊可在下拉菜单中创建说明这些组件（Bibliography file、Style File 等）的投稿项目。如果你不确定选择哪个项目，只需选择最接近的项目，系统将顺利进入下一步。

## 作者确认 PDF 文件

在稿件发送到编辑部之前，你必须对其进行确认。点击“**Submissions Waiting for Author's Approval**”，会出现一个含有你全部投稿文件的表格，等待你检查和确认（如下）：

Action ▲	Title ▼	Date Submission Began ▼	Status Date ▼	Current Status ▲
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Google Scholar - Title</a> <a href="#">OVID - Title and Keywords</a> <a href="#">INSPEC - OVID</a> <a href="#">View Article Quality Results</a> <a href="#">View Reference Checking Results</a> <a href="#">Send E-mail</a>	Thursday manuscript one	Dec 29 2005 4:16:20	Dec 29 2005 4:16:10	Needs Approval

一旦系统将你的稿件创建为 PDF 格式，你将在表格的 Action 栏（最左方）看到一组链接。

**注意：**上传文件后，系统将其创建为 PDF 格式的实际时间可能需要几分钟，根据文件的大小和创建 PDF 文件的能力，也可能要长达 30-60 分钟。

- 点击“**View Submission**”，你可以检查稿件的 PDF 格式（如果你的系统未安装 Adobe Acrobat，只需点击“Submissions Needing Approval”菜单下方的“**Get Acrobat Reader**”图标，然后依照 Adobe 网站的指示操作）。你可能会对稿件进行诸如拼写修改、更改说明、添加图形等修改——这时你可以选择“**Edit Submission**”完成这些。如果你正在检查的 PDF 文件创建有问题，PDF 文件上会附上一条关于问题起因的信息。在确认投稿之前你必须检查 PDF 文件。
- 点击“**Edit Submission**”，你将进入最初提交稿件时使用的界面。若有任何修改的需要，你可以在粘贴附件中删除或添加文件。如果你进行了修改，系统将会创建一个新的 PDF 文件，等待你的检查和确认。若你认为自己的稿件无需进行修改并准备发送至编辑部，点击“**Approve Submission**”。
- 点击“**Remove Submission**”，你可以将稿件从系统中删除（编辑部将不会收到该稿件）。倘若遇到任何问题，你都可以删除稿件，并重新开始投稿。

确认投稿后，你的稿件将被列入“Author Main Menu”的“Submissions Being Processed”清单。

## 追踪稿件状态

一旦将稿件提交至期刊后，你可以通过查看位于“Submissions Being Processed”列表的稿件来追踪其进展（如下）：

**注意：** 根据期刊选择的系统配置，你可能无法检查投稿的状态日期。

期刊做出决定后会通知你。如果期刊允许你访问，你将在可操作列表中看到一个“Send E-mail”链接。通过这个链接，你可以随时向期刊发送邮件，系统已经设置好了一封或多封你可以修改自己信息的邮件。

Page: 1 of 4 (37 total submissions)		1 2 3 4 >> >		Display 10 results per page.	
Action ▲	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">View Submission</a> <a href="#">Send E-mail</a>	DEMO520	test sub.	Nov 2 2005 10:45:24	Nov 2 2005 11:12:17	Under Review
<a href="#">View Submission</a> <a href="#">Send E-mail</a>	DEMO515	Demonstration for Nature	Aug 8 2005 10:32:23	Oct 6 2005 3:14:13	Received by Editor
<a href="#">View Submission</a> <a href="#">Send E-mail</a>	DEMO506	Case Report for ABPS	Aug 4 2005 3:18:07	Sep 19 2005 4:10:48	Under Review
<a href="#">View Submission</a> <a href="#">Send E-mail</a>	DEMO505	Letter to the Editor example for AACR	Aug 3 2005 4:53:42	Aug 4 2005 11:40:22	Received by Editor
<a href="#">View Submission</a> <a href="#">View Proposal</a> <a href="#">View Invitation Letter</a> <a href="#">Send E-mail</a>	DEMO-D-05-00030	My Clinical Guidelines paper	Jun 22 2005 2:18:22	Jun 22 2005 2:19:29	Received by Editor
<a href="#">View Submission</a> <a href="#">Send E-mail</a>	DEMO-D-05-00036	USING TARGET FACTOR ANALYSIS METHOD FOR DETERMINING OF CONCENTRATION OF INDIVIDUAL AMINO ACIDS IN MIXTURE	Jun 21 2005 4:21:27	Jun 29 2005 12:34:39	Received by Editor
<a href="#">View Submission</a> <a href="#">Send E-mail</a>	DEMO-D-05-00022	Part 2 of June 10th Demo	Jun 10 2005 1:06:17	Jun 10 2005 2:03:22	Under Review
<a href="#">View Submission</a> <a href="#">View Proposal</a> <a href="#">View Invitation Letter</a> <a href="#">Send E-mail</a>	DEMO-D-05-00023	June 10th Invitation.	Jun 10 2005 1:02:03	Jun 10 2005 1:59:53	Under Review
<a href="#">View Submission</a>				Jun 9 2005	Decision in

## 提交修改稿

当被要求“修改你的稿件”时，稿件会被转移到“作者主菜单”页面上方“修改”下叫做“Submissions Needing Revision”的文件夹。

**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
<a href="#">View Submission</a> <a href="#">File Inventory</a> <a href="#">Revise Submission</a> <a href="#">Decline to Revise</a> <a href="#">Send E-mail</a>	STACEYTEST30-D-04-00008	Test Author Must View AQC Before Approve Submission	May 11, 2004	N/A	Jun 01, 2006	Revise	<a href="#">B-Revise</a>

Page: 1 of 1 (1 total submissions) Display 10 results per page.

[<< Author Main Menu](#)

在这个文件夹中有以下选择：[View Submission](#)（检查稿件）、[File Inventory](#)（文件保存）、[Revise Submission](#)（修改稿件）、[Decline to Revise](#)（拒绝修改）和[View Decision](#)（检查决定）。

### 检查稿件

点击“**View Submission**”链接，你可以看到稿件最新版本的 PDF。

### 文件保存

点击“**File Inventory**”链接，你可以下载组成你的稿件的任何源文件。你可以访问你的文件，并在点击“**Revise Submission**”链接之前对其进行操作。

**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	<a href="#">Download</a>

[Close](#)

### 审稿人添加附件

若期刊的 EM 系统选择设置审稿人可添加附件，审稿人便可以下载源文件，根据需要对其进行评审，然后上传回系统。审稿人可能还想上传非稿件文件，如图片或相关资料。编辑部可能会允许你访问这些文件，以利于提交修改稿。

## 提交修改稿

点击“Revise Submission”链接，你可以访问引导你进行投稿程序的“Submit Revised Manuscript”界面。

该界面与“Submit New Manuscript”界面类似。当你进入此过程的“粘贴附件”步骤时，页面上会出现以前版本的源文件列表。你可以选择是否用新的修改稿替换原来的文件。

出现源文件列表时，每个文件右侧会有一个检验栏。必须通过该检验栏的验证才能将文件转至新版稿件。阅读页面上提供的期刊说明，了解其设置的选择。（如下）

The screenshot shows the 'REVISED SUBMISSION' interface for submission ID DEM0507R1. On the left, there is a sidebar with 'Frequently Asked Questions' and several steps: 'Enter Title', 'Select Article Type', 'Add/Edit/Remove Authors', 'Enter Comments', 'Select Region of Origin', and 'Attach Files'. The 'Attach Files' step is highlighted. The main content area is titled 'Select Files from Previous Revision' and contains instructions: '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.' Below the instructions are 'Previous' and 'Next' buttons. At the bottom, there is a table of files:

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"/>	<a href="#">Download</a>

Below the table are 'Previous' and 'Next' buttons.

点击“Next”进入下一页，你可以选择将修改稿上传至“Revised Submission”。同样，你可以用箭头对文件重新排序，并上传新文件（如下）。点击“Next”，创建需要你确认的 PDF 文件。

## 答复审稿人

“Respond to Reviewers”这个投稿步骤会出现在“Submit Revision”页面。作者可以点击“View Decision Letter”链接，检查含有每个审稿人盲审意见的决定信。如果你投稿的期刊有这个步骤，你应该输入或复制粘贴你的答复至文本框，就每个审稿人的意见进行答复。

The screenshot shows the 'REVISED SUBMISSION' interface for submission ID JBJS-D-03-00812R1. The 'Respond to Reviewers' step is highlighted in the sidebar. The main content area is titled 'Respond to Reviewers' and contains instructions: '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.' Below the instructions is a 'View Decision Letter' link. At the bottom, there is a text area containing the following text:

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

At the top right of the main content area is a link 'Insert Special Character'.



如果“Respond to Reviewers”是必填步骤，只有将答复输入到‘Respond to Reviewers’的文本框之后才可以创建修改稿的 PDF 文件。

Frequently Asked Questions		Online	Offline	Online	Offline
<input checked="" type="checkbox"/> Select Article Type		0	0	Blinded Manuscript	0 0
<input checked="" type="checkbox"/> Enter Title		0	0	* Conflict of Interest	0 0
<input checked="" type="checkbox"/> Add/Edit/Remove Authors		0	0	* Unblinded Title Page	0 0
<input checked="" type="checkbox"/> Enter Keywords				<p>A minimum of 2 suggested reviewer(s) is required. Please go back and suggest 2 reviewer(s) before building your submission PDF.</p> <p>Response to Reviewers is missing. You cannot complete your submission until you have entered a Response to Reviewers.</p> <p>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.</p>	
<input checked="" type="checkbox"/> Enter Comments					
<input type="checkbox"/> Respond to Reviewers					
<input checked="" type="checkbox"/> Attach Files					

你可以在“Revisions Being Processed”和“Submissions with Decision”文件夹中访问自己对审稿意见的回复。

## 拒绝修改

当您决定不提交修改稿时使用这个链接。你的投稿记录将转至“Author’s Decline Revisions”文件夹。如果由于操作失误造成拒绝对稿件的修改，你可以将拒绝修改的稿件恢复。

## 恢复被拒绝修改的稿件

如果你由于操作失误点击了“Decline to Revise”或“Remove”，造成拒绝修改或删除原本有意修改的稿件，你应该将稿件进行恢复。毋需提交新的原稿，正确的程序是恢复稿件，随后继续进行修改步骤。请联系编辑部进行此项操作。

## 检查用稿决定

点击“View Decision”栏，作者可以检查用稿决定信。

## 邀稿和委托稿

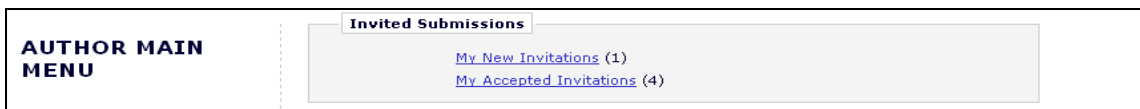
为了出版某具体学科领域的专刊、研讨会文集或著名出版人（如知名期刊即将退休的编辑）的纪念文集，一些期刊会设置预投稿阶段，邀请作者投稿。作者遇到的邀稿通常有两种情况：

- 1) **评论：**期刊邀请作者就某文稿（已或未同意出版）进行审评。这种情况提供了一种邀请作者投稿的方式，并将现有（“母”）稿件与评论结合起来。
- 2) **建议：**期刊邀请一名（或多名）顶级专家撰写某主题文章；或者期刊计划出版某主题的专刊（特刊）。这种情况提供了一种邀请作者投稿的方式，并将稿件紧密联系起来，以实现追踪报道。

## 受邀作者的观点

作者收到以邮件方式发送的邀稿通知后，应该登陆系统。在“作者主菜单”作者可以看到“Invited Submissions”的标题，有如下两个链接：

- **我的新的邀请**——该文件夹内包含作者尚未决定“同意”或“拒绝”提交相关稿件的建议和评论邀请。点击一个链接，你会看到邀请你对其发表见解/评论的稿件，。另一个链接是编辑部发送的邀稿信。作出决定后，你可以选择“Agree to Submit”或“Decline”。



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
<a href="#">View Submission Requiring Commentary</a> <a href="#">View Invitation Letter</a> <a href="#">Agree to Submit</a> <a href="#">Decline to Submit</a>	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

- **我已接收的邀请**——该文件夹内包含作者已“同意”提交相关稿件的建议和评论邀请。点击一个链接，你会看到要求你对其发表见解/评论“母稿”。另一个链接是编辑部发送的邀稿信。点击“**Submit Invited Manuscript**”链接，稿件将移出本文件夹。稿件完成后，作者就可提交文稿。作者开始提交邀请稿后，稿件就像常规稿件那样将移至常规的“Submitting”和“Incomplete”文件夹。

### 作者对被拒或被撤销稿件的异议

作者希望取消拒稿决定或撤稿决定时使用本功能。你需要在系统外联系编辑部，通知编辑人员你的异议。

### 图片质量检查

如果编辑部选择设置了此功能，EM的图片质量检查（AQC）系统将对提交给期刊的图片进行检查。AQC系统分析图片后将检查结果返回 Editorial Manager，然后作者和/或编辑将在指定的页面看到这些结果。

#### 显示 AQC 结果

投稿文件上传并发送至系统创建 PDF 文件后，所有指定的文件就都发送给 AQC 工具了。在“Submissions Waiting Approval”和“Revisions Waiting Approval”页面会出现标有“**View Artwork Quality Results**”的链接，你应该点击该链接检查其结果。期刊可以选择要求你在继续下一步程序之前查看图片质量检查结果。

**Submissions Waiting for Approval by Author Anthony Author, MD**

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 (5 total submissions) Display  results per page.

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Google Scholar - Title</a> <a href="#">OVID - Title and Keywords</a> <a href="#">INSPEC - OVID</a> <a href="#">View Artwork Quality Results</a> <a href="#">View Reference Checking Results</a> <a href="#">Send E-mail</a>	Thursday manuscript one	Dec 29 2005 4:16:20	Dec 29 2005 4:18:10	Needs Approval

[如上：检查图片质量结果链接]

AQC 结果将列出所有文件，但只有那些指定需要分析的文件会显示任何结果（如 Pass、Pass with Warning 和 Fail）。你可以“检查” PDF 文件、“下载”单个源文件以及“检查”每个文件的图片质量结果。

**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			<a href="#">View</a>	N/A
Manuscript	Manuscript	manuscript with refl.doc	144 KB	<a href="#">Download</a>	N/A
Figure	Figure	Graph.tif	175.5 KB	<a href="#">Download</a>	<b>Fail</b> <a href="#">[View]</a>

[如上：AQC 结果页面]

检查图片质量结果时，“Proflight Detail Report”将提供对每个文件的分析报告。

Preprint Manager™ Digital Expert THE SHERIDAN GROUP

**Proflight Detail Report**  
 Submitted: April 05, 2005

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 @ 266dpi :	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).

[如上：图片质量检查分析报告]

图片质量报告还将显示图片有关的任何问题及其解决方案的具体信息。这意味着你可以对图片文件进行任何必要的修改，上传更适合出版印刷的新文件。

**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(r) Photoshop(r).  
[Suggested Procedure](#)

[如上：来自图片质量检查的诊断信息]

## eXtyles

一些期刊选择使用 EM 的“参考文献检查”工具，这个工具自动检查每个稿件所列参考文献的有效性。

“参考文献检查”工具将在 PubMed 和/或 CrossRef 查找的每个引证。但是，由于 PubMed 和 CrossRef 没有收录图书和报刊文章，因此该工具无法搜索此类文本。若“参考书目检查”工具在 PubMed 和/或 CrossRef 找到了引证，将会创建一个指向该引证的链接。

如果期刊选择设置了“参考书目检查”功能，你会看到一个标有“View Reference Checking Results 查看参考文献检查结果”的链接：

**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
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">View Reference Checking Results</a>	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](#)

点击“View Reference Checking Results”链接即可看到参考文献检查的结果。



Summarized Results for ABME-extest-01-refcheck.doc <span style="float: right;">Download File</span>				
<b>Total Citations</b>		21		
<b>Validated and Linked</b>		15		
<b>Not Checked</b>		3		
<b>Not Validated</b>		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	<a href="#">PubMed</a>	
2	2. Berne, R. M., & Levy, 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, 167-205.	Validated	<a href="#">PubMed</a>	
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	<a href="#">PubMed</a>	
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	<a href="#">PubMed</a>	
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	<a href="#">PubMed</a>	<a href="#">CrossRef</a>

如果参考文献条目被列为“通过验证”，检查工具便可在 PubMed 或 CrossRef 或者两者上找到匹配项。如果文献条目被列为“未经验证”，检查工具将无法在 CrossRef 或 Pubmed 上找到该引证项。

无法在 PubMed 或 CrossRef 找到匹配条目的期刊引证项将被列为“Not Validated 未经验证”（见上图 #6）或“Not Checked 未检索到”（见上图#3），前者表示该工具检测到此引证条目是期刊文献，但在 PubMed 或 CrossRef 上查找不到；后者表示此引证条目不是来自某期刊。

你应当在提交稿件之前查看你的“参考文献检查结果”，并尽力解决参考文献中存在的任何问题。