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:


**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:
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.

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.

You are taken to ORCID to sign in.
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>>.

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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Given/First Name</td>
<td>Me</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Family/Last Name</td>
<td>Again</td>
</tr>
<tr>
<td>Degree</td>
<td></td>
</tr>
<tr>
<td>Preferred Name</td>
<td></td>
</tr>
<tr>
<td>Primary Phone</td>
<td></td>
</tr>
<tr>
<td>Secondary Phone</td>
<td></td>
</tr>
<tr>
<td>Secondary Phone is for</td>
<td>Mobile , Beeper, Home, Work, Admin. Asst.</td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:meagain@ariestrash.com">meagain@ariestrash.com</a></td>
</tr>
</tbody>
</table>

**Institution Related Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Institution *</td>
<td>(max 300 characters)</td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State or Province</td>
<td></td>
</tr>
<tr>
<td>Zip or Postal Code</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Address is for</td>
<td>Work, Home, Other, Other</td>
</tr>
<tr>
<td>Available as a Reviewer</td>
<td>Yes, No</td>
</tr>
</tbody>
</table>

**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?’
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.

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.

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’.

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.
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.).

Enter a second e-mail address into the ‘New Keyword’ field and click on ‘Add’. Click on ‘Close’ after all Personal Keywords have been entered.

**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.

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.
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://DEMO140.EMGR.com/
Username: Quinn
Password: http://DEMO140.EMGR.com/fjsp/f?u=q&l=U0Z12NMW
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.

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.
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

![ORCID login interface](image)

Sign into ORCID or Register now
- Personal account
- Institutional account

Sign in with your ORCID account
- Email or ID
- ORCID Password

Sign in with a social media account
- Facebook
- Google+

Example ORCID authentication interaction after login

![ORCID authentication interaction](image)

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.
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://DMTF14.0.ariesmgr.com/

Username: Quinn
Password: httpdmotf140.ariesmgr.com/Lasp?i=7398&l=U572WVMH

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.

**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.

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

Start Date: 
End Date: 
Reason: 

Substitute Information
First Substitute Name: 
First Substitute E-mail: 
Second Substitute Name: 
Second Substitute E-mail: 
Third Substitute Name: 
Third Substitute E-mail: 

Cancel  Submit
Submitting a New Manuscript

Submission Steps

NOTE: Editorial Manager currently supports two different interfaces for manuscript submission. Please see below Submission Interface 1 and Submission Interface 2. Follow the steps based on the interface you encounter. Then proceed to the section Author PDF Approval.

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

Click 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.

<table>
<thead>
<tr>
<th>New Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit New Manuscript</td>
</tr>
<tr>
<td>Submissions Sent Back to Author (0)</td>
</tr>
<tr>
<td>Incomplete Submissions (1)</td>
</tr>
<tr>
<td>Submissions Waiting for Author’s Approval (0)</td>
</tr>
<tr>
<td>Submissions Being Processed (1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submissions Needing Revision (0)</td>
</tr>
<tr>
<td>Revisions Sent Back to Author (0)</td>
</tr>
<tr>
<td>Incomplete Submissions Being Revised (0)</td>
</tr>
<tr>
<td>Revisions Waiting for Author’s Approval (0)</td>
</tr>
<tr>
<td>Revisions Being Processed (0)</td>
</tr>
<tr>
<td>Declined Revisions (0)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submissions with a Decision (9)</td>
</tr>
</tbody>
</table>

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
Submission Interface 1

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.

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.
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
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.

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.

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

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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.
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.

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).

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.

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.
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.

Click ‘Next’ to proceed.

**Select Classifications**

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

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. 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

---
Click ‘Next’ to proceed.

Enter Comments

Enter any Comments to be sent to the Editorial Office. These Comments will not appear in the submission PDF. The Publication may configure this as an optional, required, or hidden step.
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.
Next, complete the form.

![Image of Enter Suggested Reviewer Details form]

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.
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’.

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.
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.
**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.
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.
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

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.
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.
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.

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.
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-th/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 .bib, .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.

Click ‘Build PDF for my Approval’. A will appear on the screen instructing 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

Note: To complete the submission process and send the submission to the Editorial Office, you must view and
Submission Interface 2

This submission interface features an updated layout and the extraction of some key data from the manuscript file. Most of the steps are serving the same function as those in Submission Interface 1, but presented to the user in a more stream-lined format.

NOTE: If there are steps you encounter that are not detailed below, please check the Submission Interface 1 section above. It is likely that there has been no change to the step between the two interfaces and the information has been omitted below to eliminate redundancy.

Article Type Selection

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 ‘Proceed’.

Attach Files

Browse to or drag and drop to upload a single file that contains your article. Click ‘Proceed’ to continue or ‘Back’ to change your Article Type.

Upload Any Additional Files

All required Items in the drop-down are marked with an asterisk. If an item is not an option in the drop-down, it is likely not permitted by the journal to be part of the submission. Check the submission instructions on each screen.
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, however.

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.

General Information

The journal may collect additional information related to your submission including but not limited to the Region of Origin of the research, the Section/Category of the journal that your submission most closely fits, Keywords or Classifications related to your submission. Whenever possible, use the Classification list provided to indicate the subject matter. In cases where a suitable term is not available, use the Keywords to add it. The instructions will indicate if the information is required. Otherwise, it is optional.
Reviewer Preferences: Suggest and Oppose Reviewers

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 Suggest Reviewers > Add Suggested Reviewer and provide the required information.

Oppose Reviewers

If this function is enabled by the Editorial Office, Authors will be given the opportunity to oppose a Reviewer. Please click Oppose Reviewers > Add Opposed Reviewer and provide the required information.

Author Form

The submission step called ‘Author Form’ allows the Publication to create custom questions that can be answered during the Submission process. 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. Additionally, answers may be optional or required. Red text indicates a question that requires a response.

Comments

Enter any Comments to be sent to the Editorial Office. These Comments will not appear in the submission PDF.

Manuscript Data

Title, Abstract, and Authors may have been extracted from your manuscript file and have populated some or all of the fields. Required fields will be indicated. All required information must be provided in order to proceed to building your submission PDF. Once you have completed the fields, you can save your submission and submit it later, or proceed to building your PDF and approving it.
**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’.
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.
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.
```

Example: Author has selected ‘Request Waiver’ option

```
Author’s Decision
Thank you for approving “Mid-Season Mosquito Hatch: Increased chance of infections?”. Your request for a waiver has been sent.
```
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.

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.
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.

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

### 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.

---

Dear [Author’s Name],

Congratulations, your article [Article Title] 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-<tracking_id>.

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. $20 per page for the first 5 pages, $35 per page for 6-10 pages, $50 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,

[Journal Name]
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.

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.

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.
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.

<table>
<thead>
<tr>
<th>Fee Tracking ID:</th>
<th>EM-STEPHANIETEST72-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Status:</td>
<td>Waiver Request Pending</td>
</tr>
<tr>
<td>Amount Due:</td>
<td>1995.00 USD</td>
</tr>
<tr>
<td>Pick One:</td>
<td>I want to pay in USD.</td>
</tr>
<tr>
<td></td>
<td>1995.00 USD</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Fee Tracking ID:</th>
<th>EM-STEPHANIETEST72-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Status:</td>
<td>PayPal Transaction Successful</td>
</tr>
<tr>
<td>PayPal Transaction ID:</td>
<td>SIVN4529F542186537</td>
</tr>
<tr>
<td>Amount Paid:</td>
<td>100.00 USD</td>
</tr>
<tr>
<td>Date Payment Processed:</td>
<td>Aug 04 2009 12:29PM</td>
</tr>
</tbody>
</table>

Return to Submissions Being Processed

Fee – Payment Due example

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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.
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**

![Example: AQC Results page](image)

When the Artwork Quality Results are viewed, a “Proflight Detail Report” will provide analysis of the file.

**Example: Analysis of the Artwork Quality Check**

![Example: Analysis of the Artwork Quality Check](image)

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**

![Example: Diagnostic information from the Artwork Quality Check](image)
**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*

<table>
<thead>
<tr>
<th>Action</th>
<th>Manuscript Number</th>
<th>Title</th>
<th>Initial Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Submission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CrossCheck/iThenticate Results (23%)</td>
<td></td>
<td>10.1 testing of Similarity Checking functionality</td>
<td>Apr 17 2013</td>
</tr>
<tr>
<td>Correspondence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send Email</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Submission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author Status</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correspondence</td>
<td></td>
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<td>Send Email</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>View Submission</td>
<td></td>
<td>Testing Co-Author Registration Questionnaire</td>
<td>Nov 1 2012</td>
</tr>
<tr>
<td>Author Status</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correspondence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send Email</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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.
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’.
Clicking on the ‘View Reference Checking Results’ link will allow the Author to see the results of Reference Checking:

- **Validated and Linked**: 21 results, all validated and linked to PubMed or CrossRef.
- **Not Checked**: 45 results, not checked.
- **Not Validated**: 3 results, not validated.

**Summary Table**:

<table>
<thead>
<tr>
<th>#</th>
<th>Citation</th>
<th>Validation</th>
<th>PubMed</th>
<th>CrossRef</th>
</tr>
</thead>
</table>

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**

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.

Clicking the ‘Add/Change Attachments’ button will open a window where files can be uploaded by clicking the ‘Browse’ button and and navigating to the file to be added.
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.

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.

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.
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

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 Ra D, MD](image)

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.
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.

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:

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.
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.

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.
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.

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’.

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- ‘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.