# Tutorial for Authors

Version 17.0 | Q2 2021

## Contents

## Author Software Requirements

Authors using Editorial Manager (EM) must have Adobe Acrobat Reader (a PDF reader) installed. To install this software, download the free Adobe Acrobat Reader at the following address:

http://get.adobe.com/reader/

Users should contact their IT department if they experience difficulty installing or utilizing this software. Adobe also offers a help database for the free Reader at the following address:

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

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

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

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

## Registering with the Publication’s EM Site

### *Standard Registration*

A set of menu options is available at the top of the screen on the main navigation menu. Click on ‘REGISTER’.


The following screen will be displayed:

**Pre-registration Page**

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

**Choose a Registration Method**

**Retrieve your details from the ORCID registry:**

Use My ORCID Record

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

Given/First Name*

Family/Last Name*

E-mail Address*

Continue >>

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Login Details?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

Cancel | Forgot Your Login Details?

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

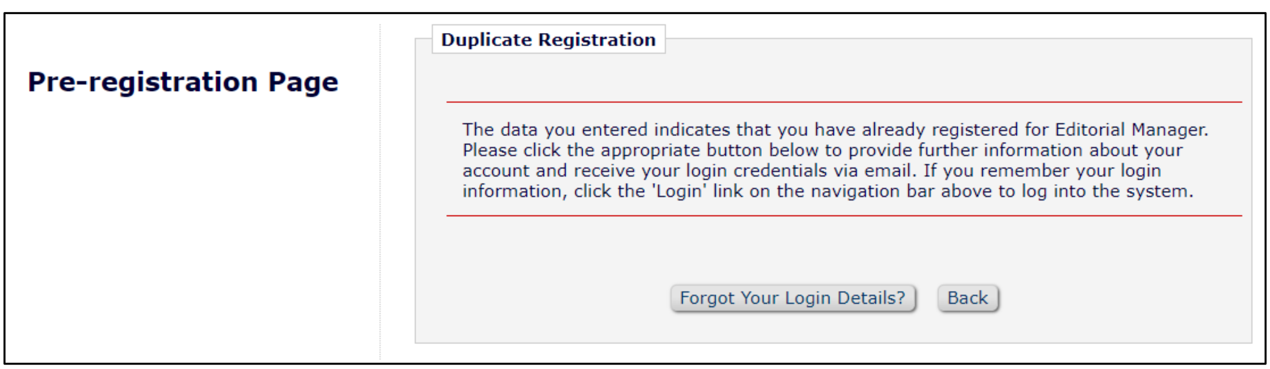
## *Duplicate Registration Check*

EM will check whether a user is already registered once the First Name, Last Name, and E-Mail Address fields have been entered. Click on the button labeled 'Continue>>'. This will execute a search of the database for any duplicate records.

**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 email containing the Username and Password associated with the email address that is already in the system.



**Pre-registration Page**

**Duplicate Registration**

The data you entered indicates that you have already registered for Editorial Manager. Please click the appropriate button below to provide further information about your account and receive your login credentials via email. If you remember your login information, click the 'Login' link on the navigation bar above to log into the system.

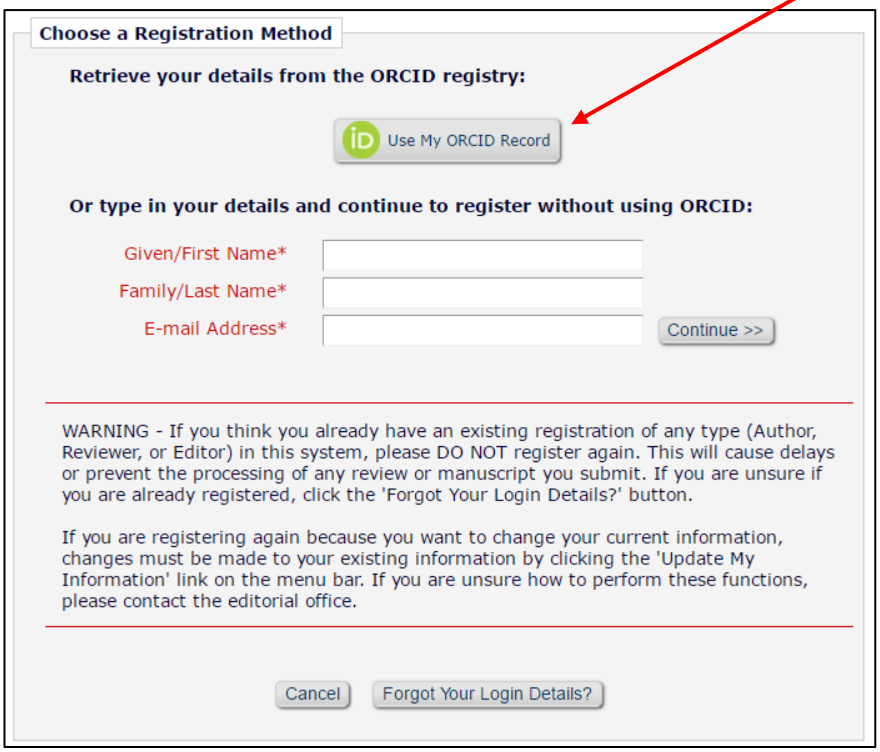
Forgot Your Login Details? | Back

Users should click on 'Forgot Your Login Details?' 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 'Back'. The system will then go back to 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.

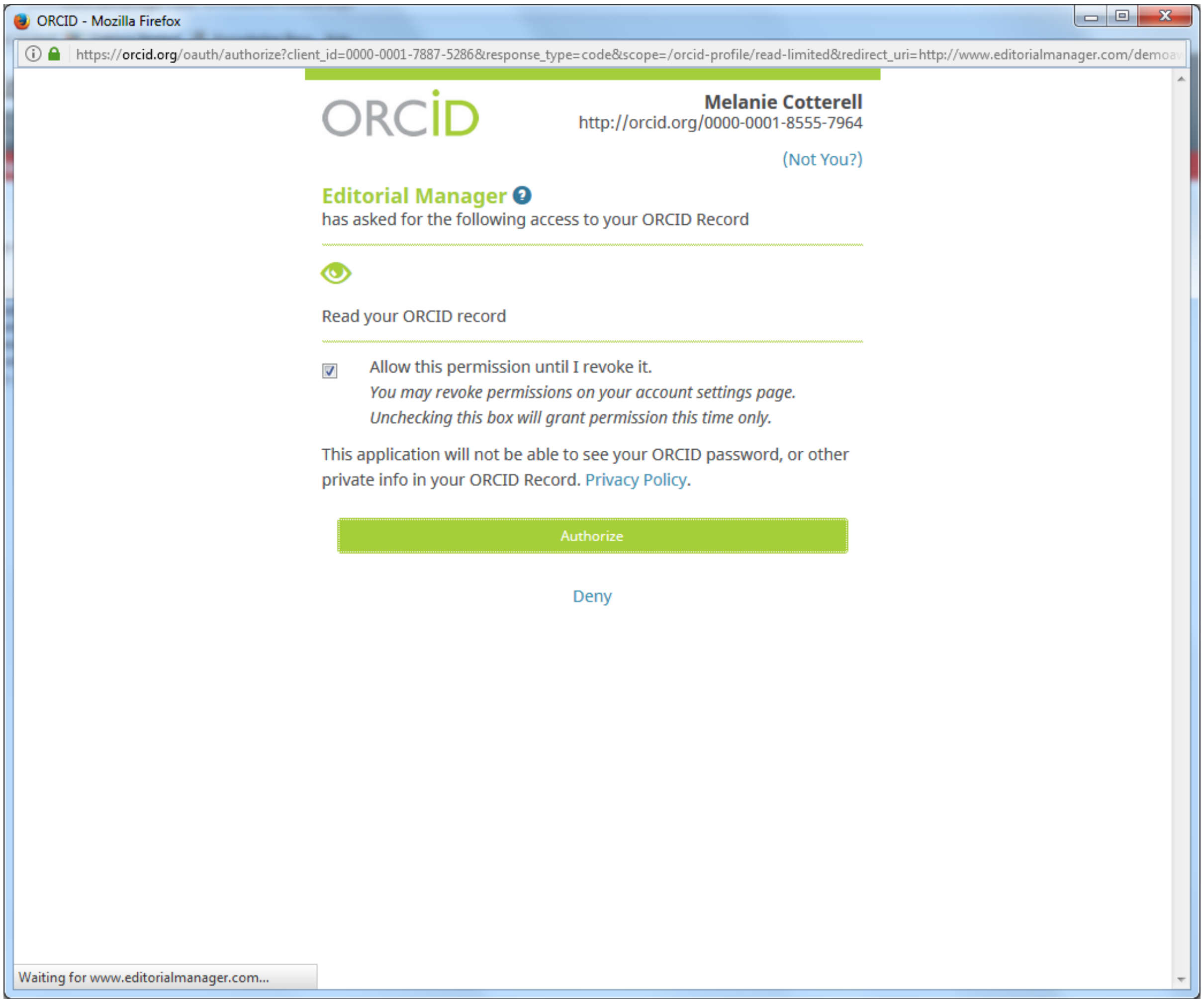
## *Registration Using ORCID*

Users may not only retrieve their ORCID, but also their 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.




You are taken to ORCID to sign in.

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



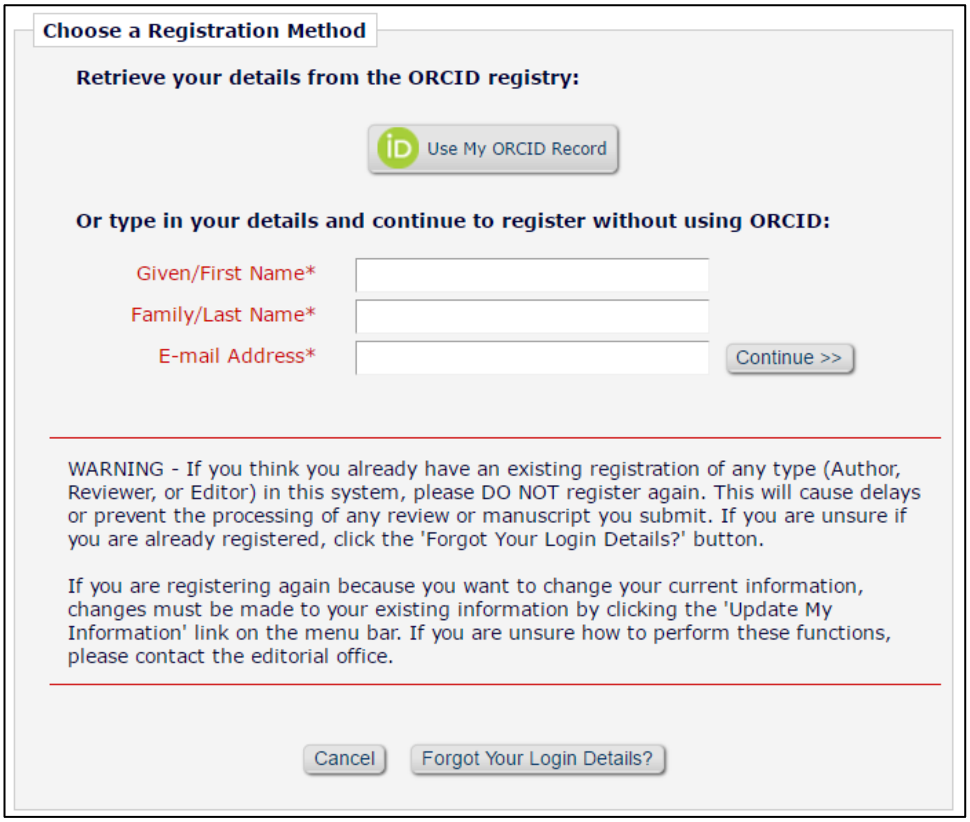

If the data are available and not set to private in the ORCID record, the following fields will be populated into your EM registration:

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

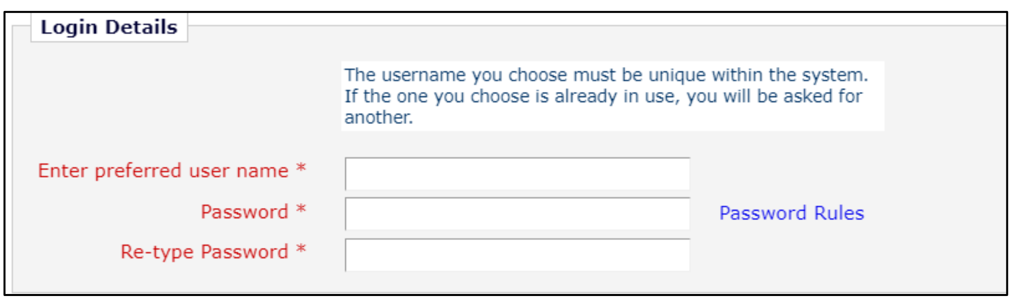
**Note:** *Some publication may require a Corresponding Author to have an authenticated ORCID record before they can submit.*

### *Registration Process*

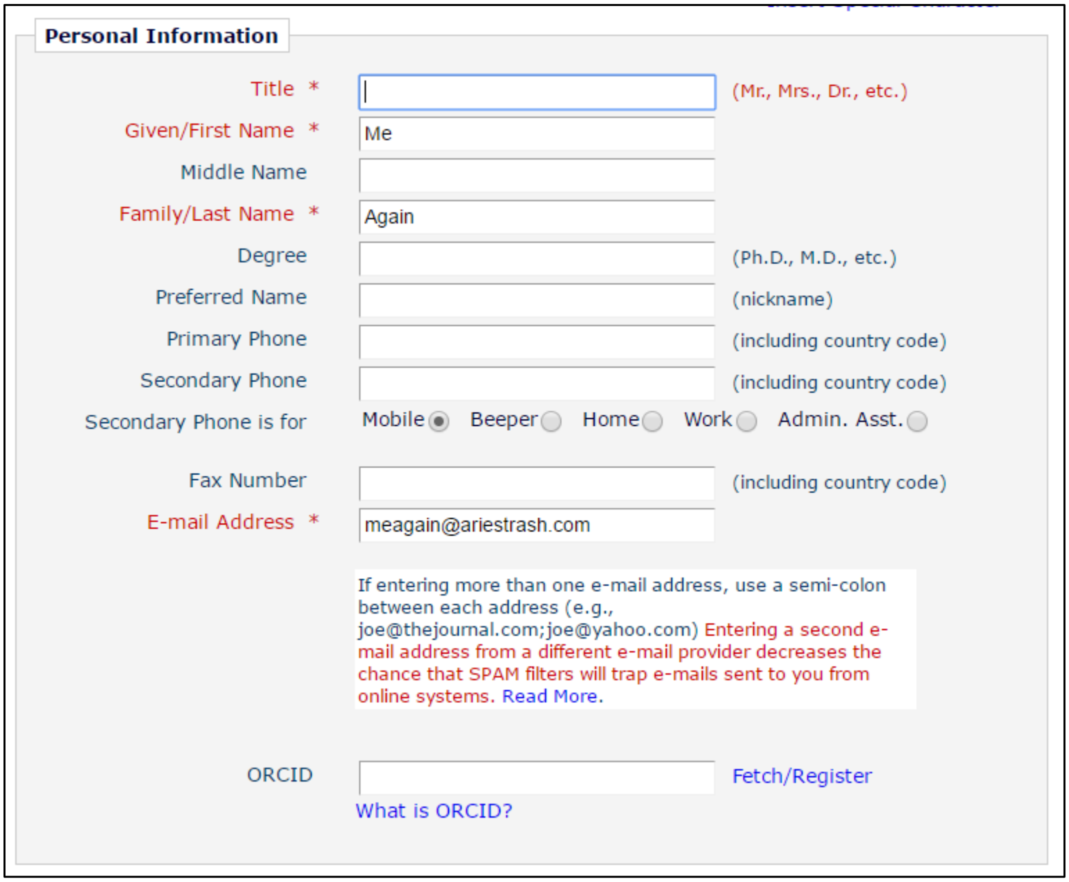
If you are not using ORCID, fill in the name and email fields and select Continue>>.




The following screens will be displayed:



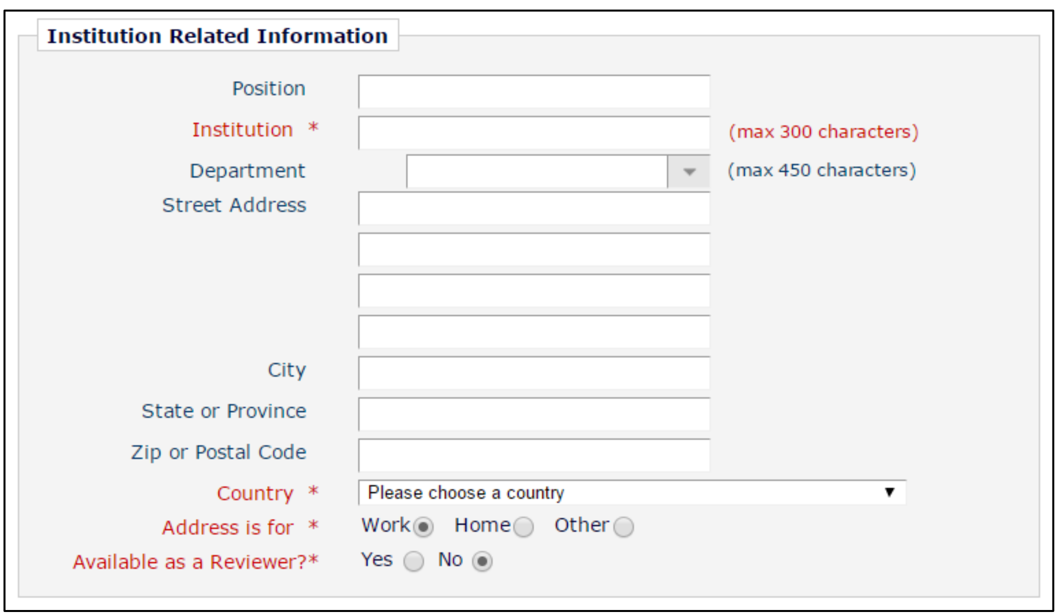

**Note:** *Users must remember this username in order to access the Publication's EM System. If the preferred username is already taken, when the user tries to proceed with the registration, they will be directed back to this page to select a new one.*


**Personal Information**

Title * (Mr., Mrs., Dr., etc.)
Given/First Name * Me
Middle Name
Family/Last Name * Again
Degree (Ph.D., M.D., etc.)
Preferred Name (nickname)
Primary Phone (including country code)
Secondary Phone (including country code)
Secondary Phone is for Mobile Beeper Home Work Admin. Asst.
Fax Number (including country code)
E-mail Address * meagain@ariestrash.com

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. Read More.

ORCID Fetch/Register
What is ORCID?


**Institution Related Information**

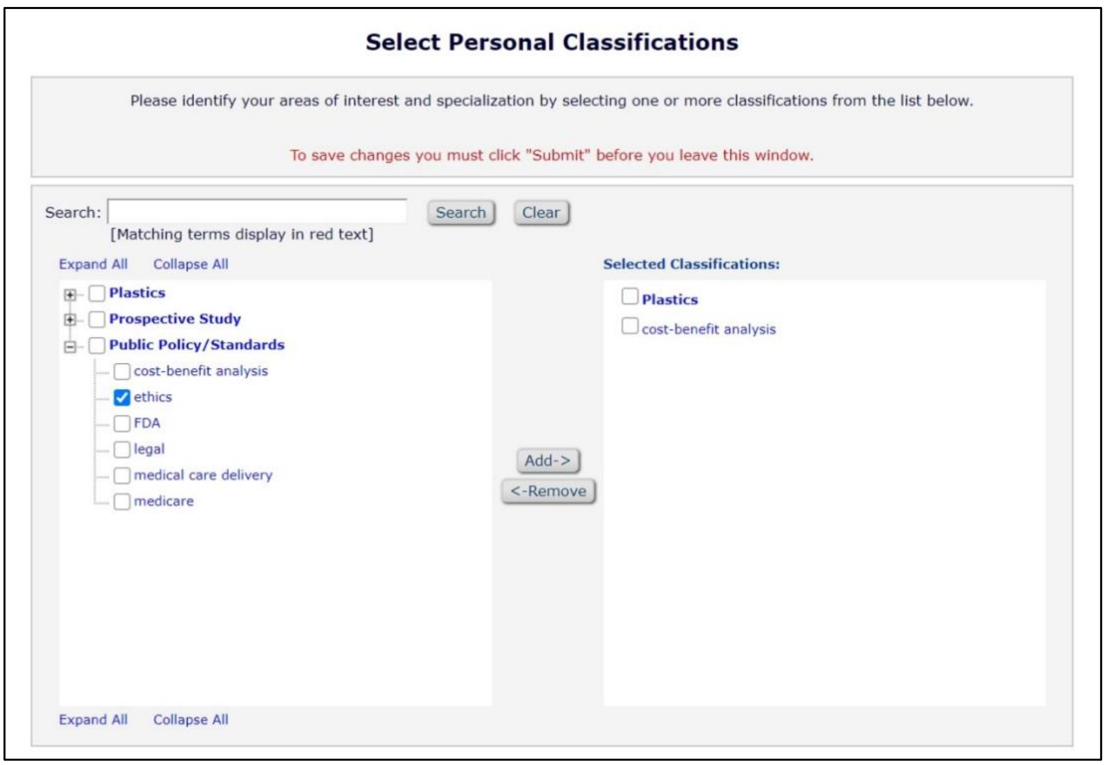
Position
Institution * (max 300 characters)
Department (max 450 characters)
Street Address
City
State or Province
Zip or Postal Code
Country * Please choose a country
Address is for * Work Home Other
Available as a Reviewer?* Yes No

**Note:** *Information fields marked with asterisks (*) cannot be left empty.*

A user may indicate to the Publication that he or she is available as a Reviewer by selecting “Yes” in response to the question, ‘Are you available as a Reviewer?’

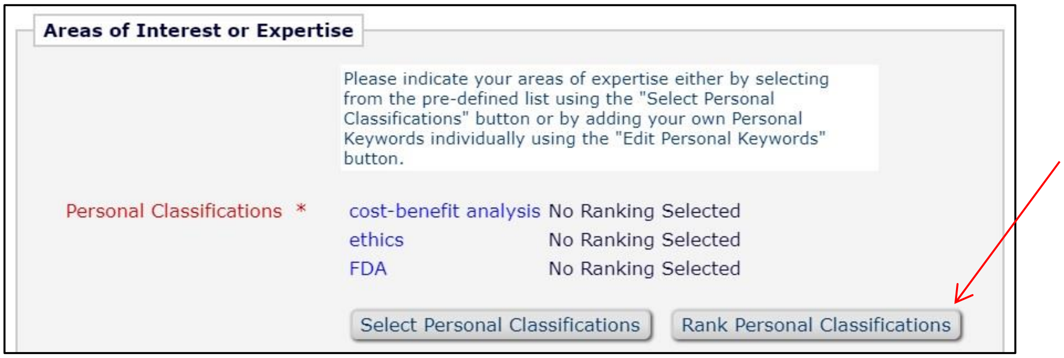

If the Publication is using classifications, users may also select Personal Classifications from a predefined list.

**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 [-] boxes. 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 at the bottom of the page.

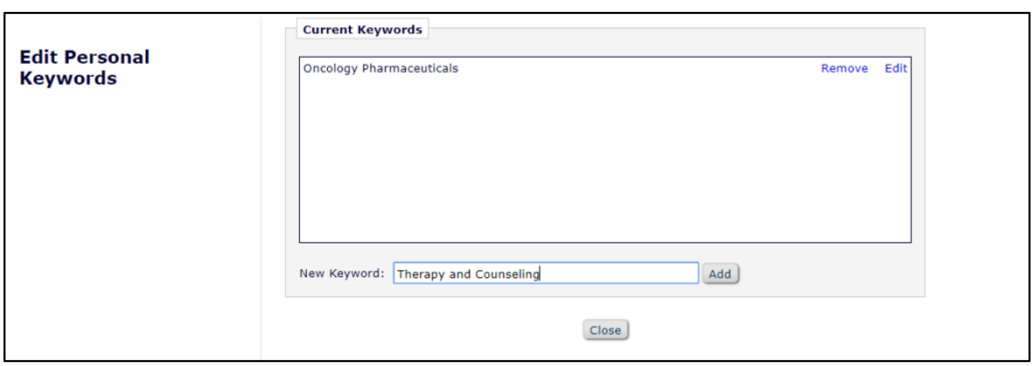
If the Publication has Classification Ranking enabled, users may be asked to specify levels of personal expertise for their selected Personal Classifications.




Clicking the ‘Rank Personal Classifications’ button will direct the user 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**

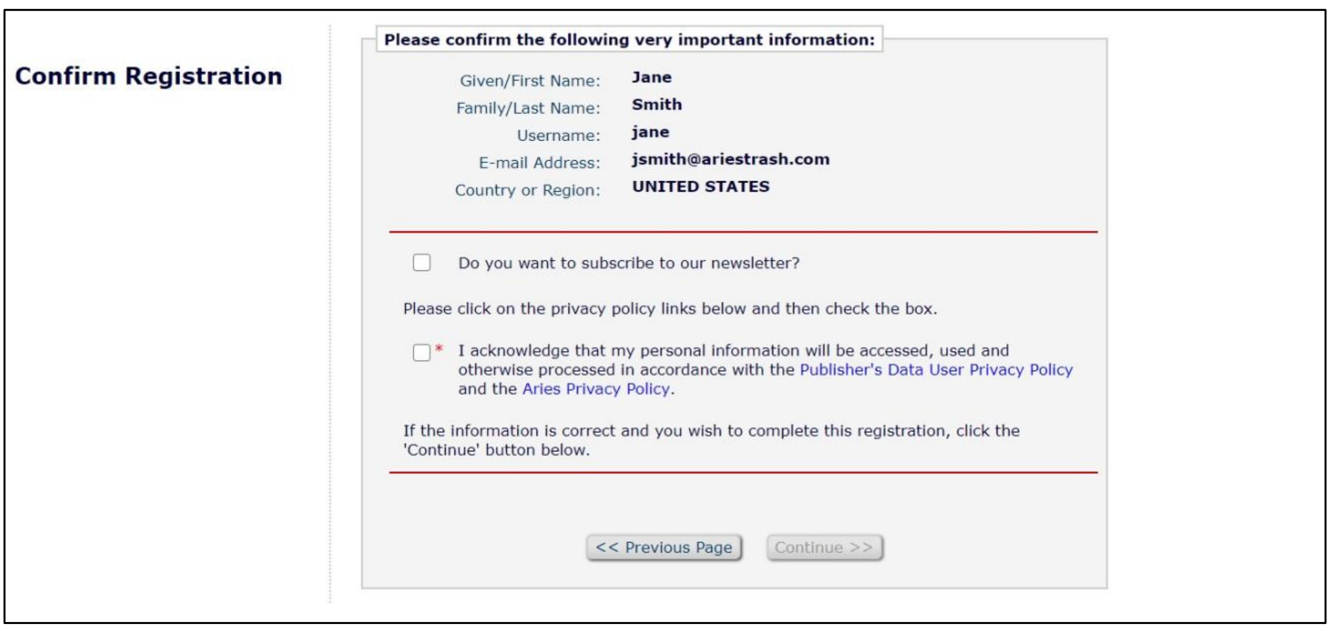
It is strongly suggested that users enter a second email address. If the system emails get caught in a SPAM filter for one email address, users can still receive the email at a secondary email address from a different service provider (i.e., Gmail, Outlook, Hotmail, etc.).


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.

**Custom Registration Questions and Registration Confirmation**

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

You will be required to acknowledge Privacy Policies in compliance with the European Union's General Data Protection Regulation (https://gdpr-info.eu/). You may also be presented with additional questions from the Publication. A red asterisk indicates required information.


Confirm Registration
Please confirm the following very important information:
Given/First Name: Jane
Family/Last Name: Smith
Username: jane
E-mail Address: jsmith@ariestrash.com
Country or Region: UNITED STATES
Do you want to subscribe to our newsletter?
Please click on the privacy policy links below and then check the box.
* I acknowledge that my personal information will be accessed, used and otherwise processed in accordance with the Publisher's Data User Privacy Policy and the Aries Privacy Policy.
If the information is correct and you wish to complete this registration, click the 'Continue' button below.
<< Previous Page
Continue >>

Once you have completed the questions, click Continue>> at the bottom of the page.

The Registration process is now complete, and the user should check their email for a confirmation.


An example of a confirmation email is shown below.

---------- Forwarded message ---------
From: **The Journal** <em@editorialmanager.com>
Date: Wed, Dec 5, 2018 at 4:35 PM
Subject: Editorial Manager Registration
To: Jessica Snapke <tinafleischer1@gmail.com>

Dear Snapke,

Thank you for registering for the Editorial Manager online submission and peer review tracking system for DEMO TF Beta Site.

Please record the password you just selected for accessing Editorial Manager at https://demotfbeta.editorialmanager.com/.

If you forget your password or need to reset it, click the link below.

Username: JessicaSnapke
Password: https://demotfbeta.editorialmanager.com/l.asp?i=1039&l=WTVLYEJE

Best regards,

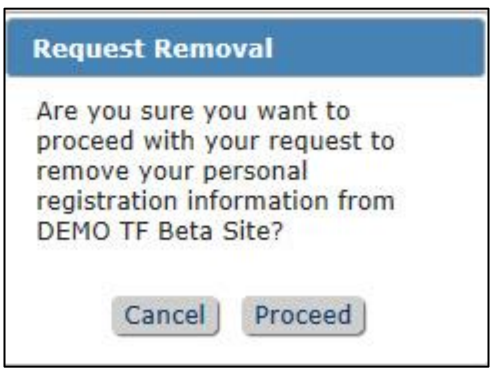
DEMO TF Beta Site

In compliance with data protection regulations, you may request that we remove your personal registration details at any time. (Use the following URL: https://demotfbeta.editorialmanager.com/login.asp?a=r) Please contact the publication office if you have any questions.

In accordance with the General Data Protection Regulation (GDPR), registered users have the "right to erasure" if they want to be removed from the journal's database. To request removal, click the link that appears in the footer of all system-generated emails (shown in email above). You will be prompted to login for identity verification purposes.


You may add any additional comments and then click "Please Remove My Details".


You will be prompted to confirm.




Click "Proceed" and you will receive a confirmation screen. Note that the removal is not instantaneous. The Journal Office is sent your request/comments and will then remove you from the system.


## 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 Login 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 next to the folder name.

### *Single Sign-on via ORCID*

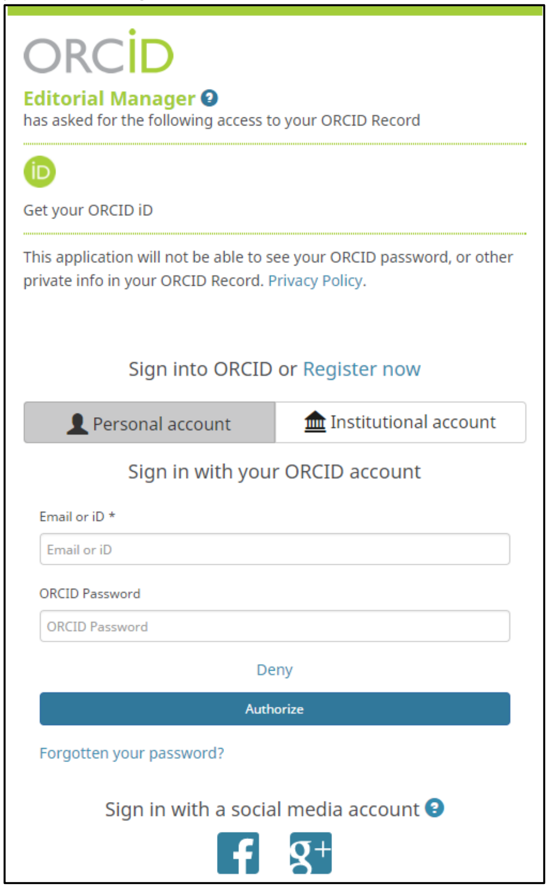
Users who have already authenticated an ORCID with their EM user account will be able to login with their ORCID credentials immediately. First-time EM users will need to first authenticate their ORCID record before successfully logging into EM.

Once Single Sign-on via ORCID is enabled, an ORCID icon will display on the Login page. Clicking the icon will take the user to the ORCID site 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.

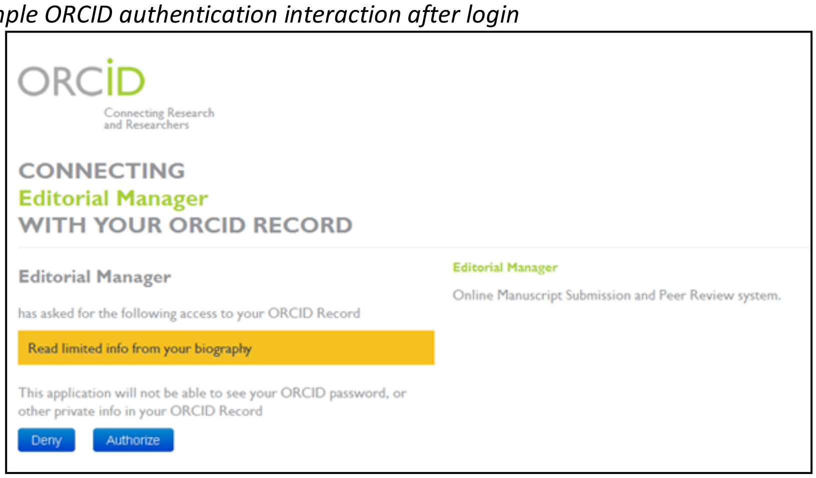
If they have not previously authenticated their ORCID record, EM will ask them to log in (or register) normally – this will automatically authenticate their ORCID record for that EM login, and they will be able to log in via ORCID in future.

**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*




*Example ORCID authentication interaction after login*




## *Time Zone Display*

Depending on the configuration of the Publication, users may see a 'Time Zone Footer' frame when logged into EM. This displays the current site time as well as the user's local time. Clicking on the link 'Site time' brings up a pop-up window providing additional time zone information.

## *Multi-Language Toggle*

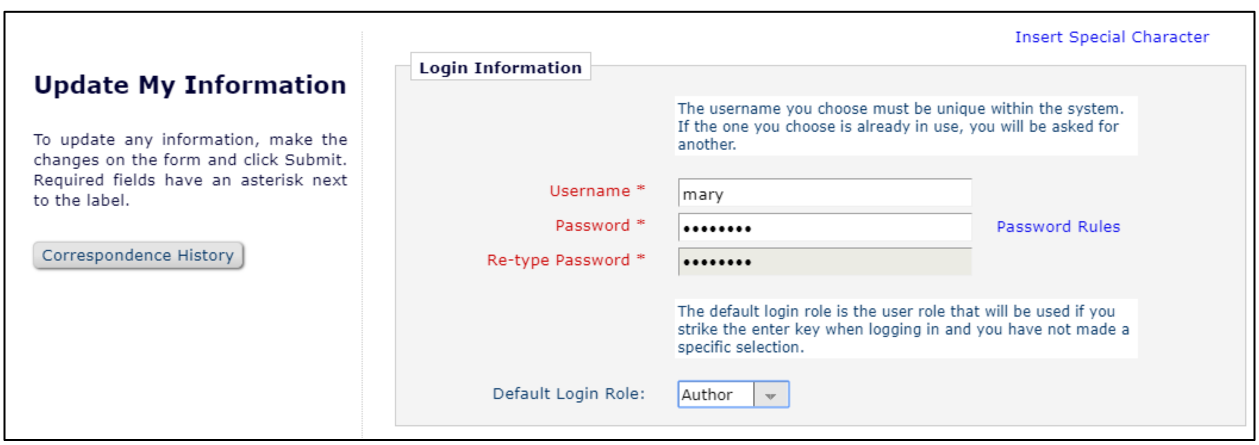
If your Publication provides access to secondary languages, you will see the 'language drop-down' in the top right corner of your screen as part of the Main Menu bar area. Here you may choose to display the site in a language other than the Publication's default language by selecting from the list of 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. This is where all of the personal information currently available to the Publication is displayed and may be updated as needed.

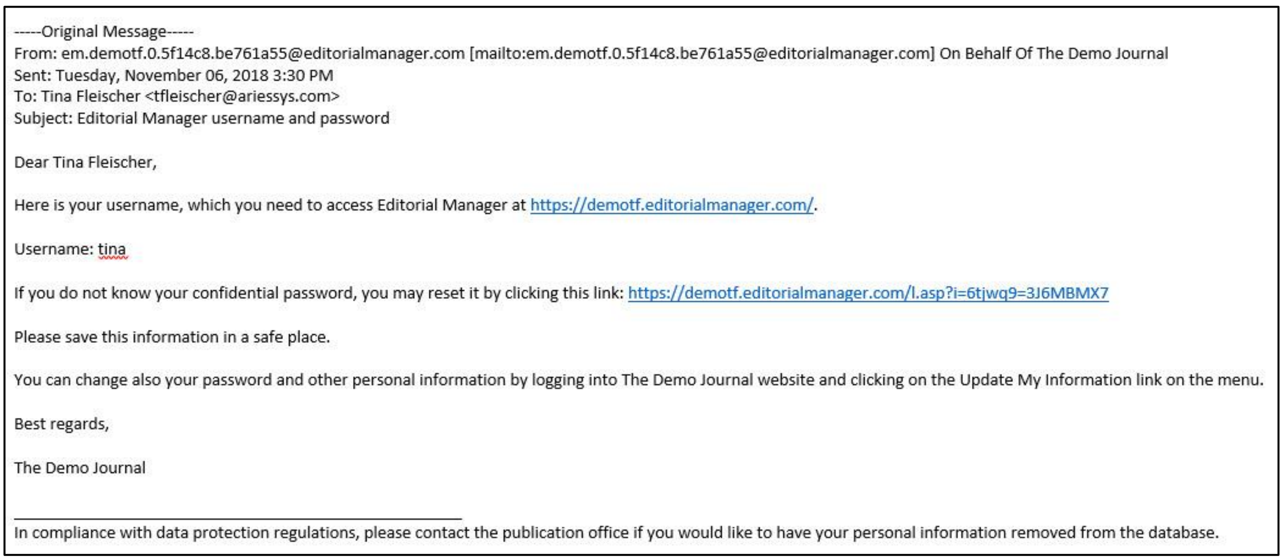



When the password has been changed, click Submit.

## *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.


-----Original Message-----
From: em.demotf.0.5f14c8.be761a55@editorialmanager.com [mailto:em.demotf.0.5f14c8.be761a55@editorialmanager.com] On Behalf Of The Demo Journal
Sent: Tuesday, November 06, 2018 3:30 PM
To: Tina Fleischer <tfleischer@ariessys.com>
Subject: Editorial Manager username and password

Dear Tina Fleischer,

Here is your username, which you need to access Editorial Manager at https://demotf.editorialmanager.com/.

Username: tina

If you do not know your confidential password, you may reset it by clicking this link: https://demotf.editorialmanager.com/l.asp?i=6tjwq9=3J6MBMX7

Please save this information in a safe place.

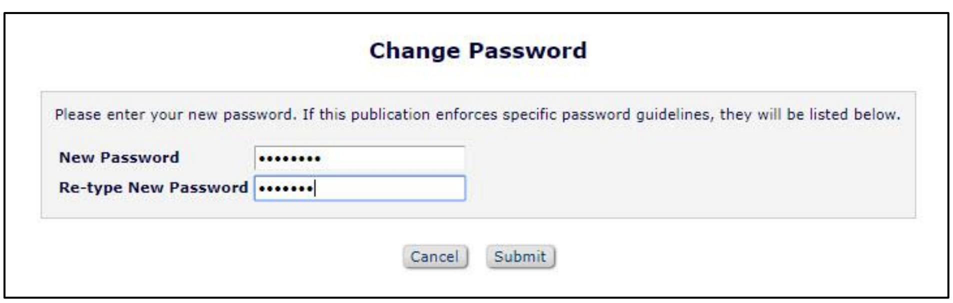
You can change also your password and other personal information by logging into The Demo Journal website and clicking on the Update My Information link on the menu.

Best regards,

The Demo Journal

In compliance with data protection regulations, please contact the publication office if you would like to have your personal information removed from the database.

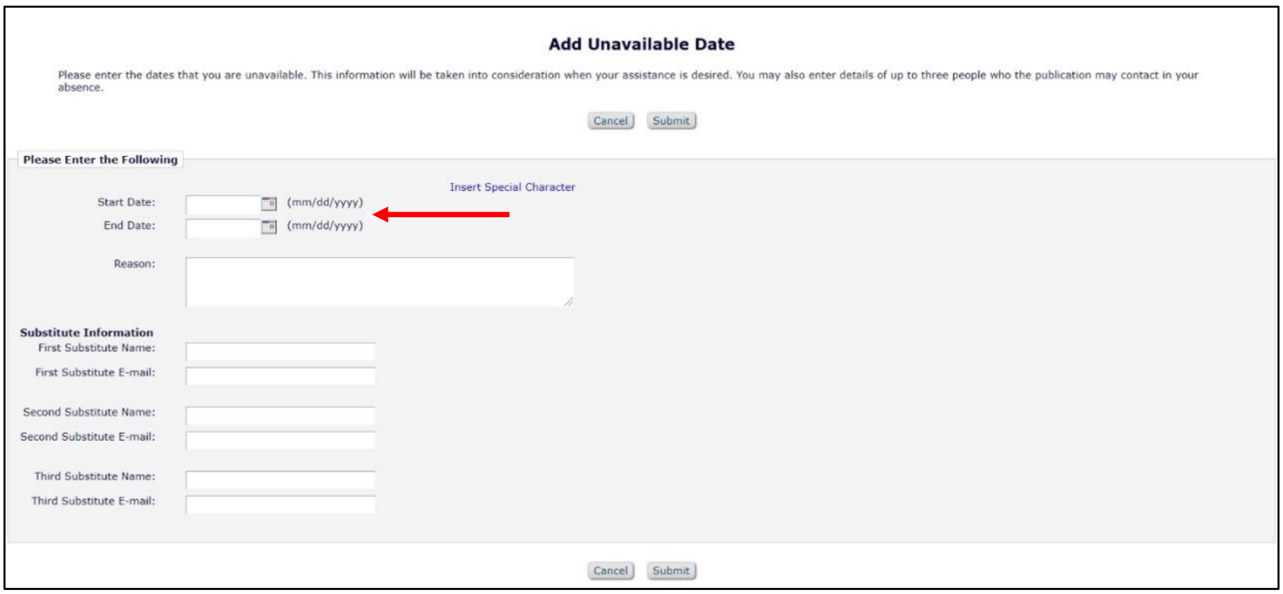
The e-mail contains the username and a link that will take the user directly into EM to change their password, if desired.




## *Entering Unavailable Dates*

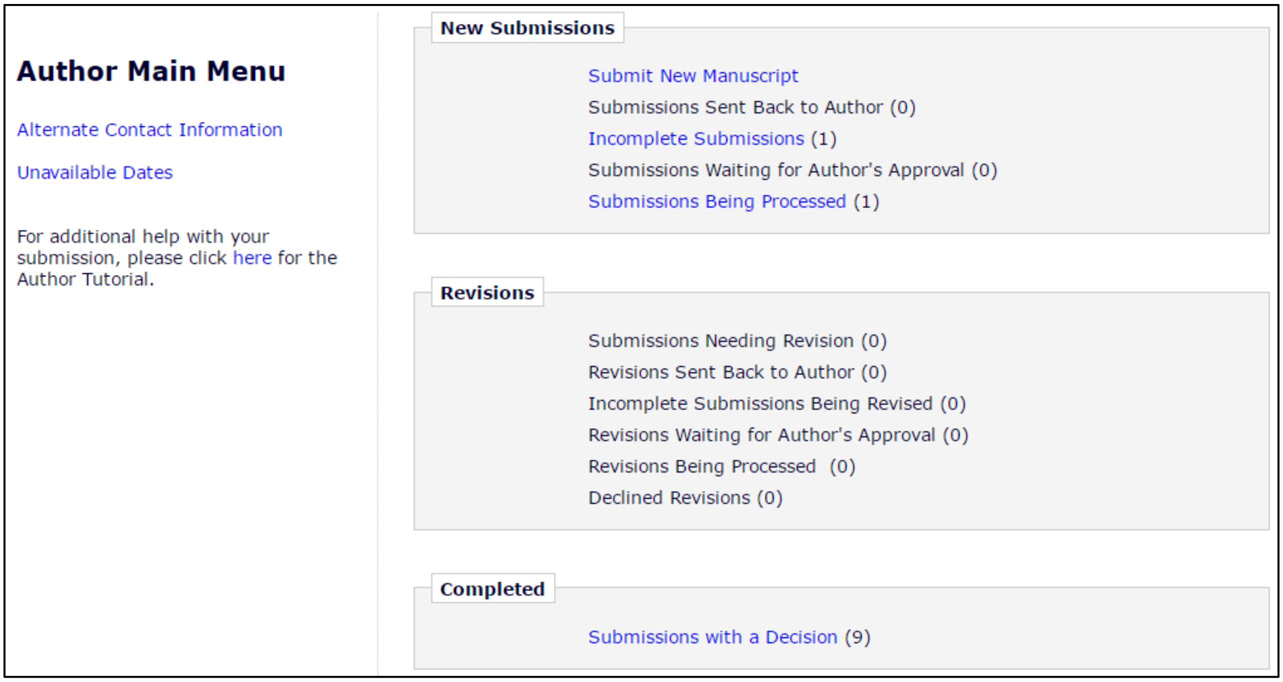
EM allows Authors to enter Unavailable Dates from the Additional Information section of the *'Update my Personal Information'* page. These unavailable dates can then be taken into account when Editors invite Authors to submit manuscripts.


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.




## Submitting a New Manuscript

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




Click on the on the 'Submit New Manuscript' link to beging the submission process.

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

## *Submission Steps*

Once an Author has clicked on the 'Submit New Manuscript' link, they will be asked to enter data that are associated with the manuscript – this can include text, images, and descriptions. Some of this information will be mandatory; other items will be optional. Each submission step is outlined below. This information is customized by the Publication; therefore, some steps may or may not be part of your submission process.

**Note:** *A symbol ( ) will be displayed next to imcomplete steps if required information is missing or incorrectly completed.*

**Submission Step Limits**

The Editorial Office has the ability to restrict entries (e.g. the number of words, characters, or entries) used for the following Submission steps:

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

If the requirements imposed by the Publication have not been fulfilled, warnings may appear (red text, icons). The user may not continue until the requirements have been met. Once the requirements have been met, the user may click 'Build PDF for Approval' to create their Submission PDF.

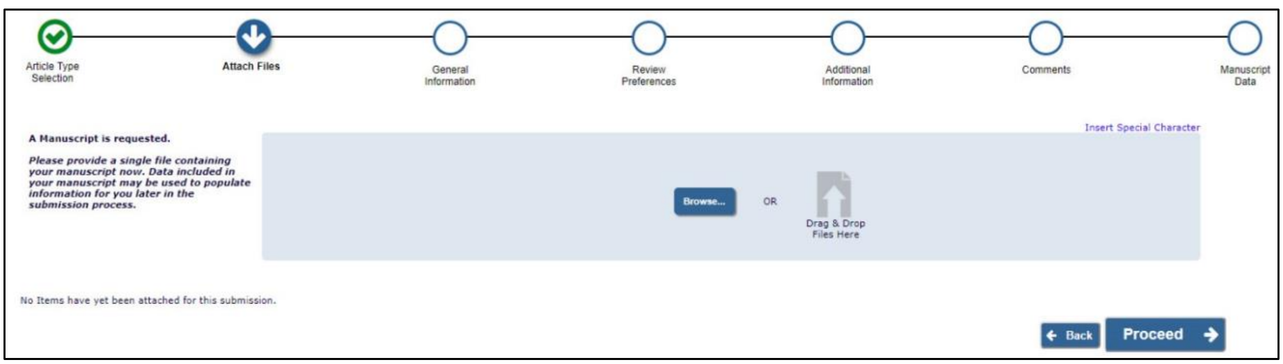
**Article Type Selection**

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**

The journal will have specific instructions for you to the left of the drag-and-drop box.

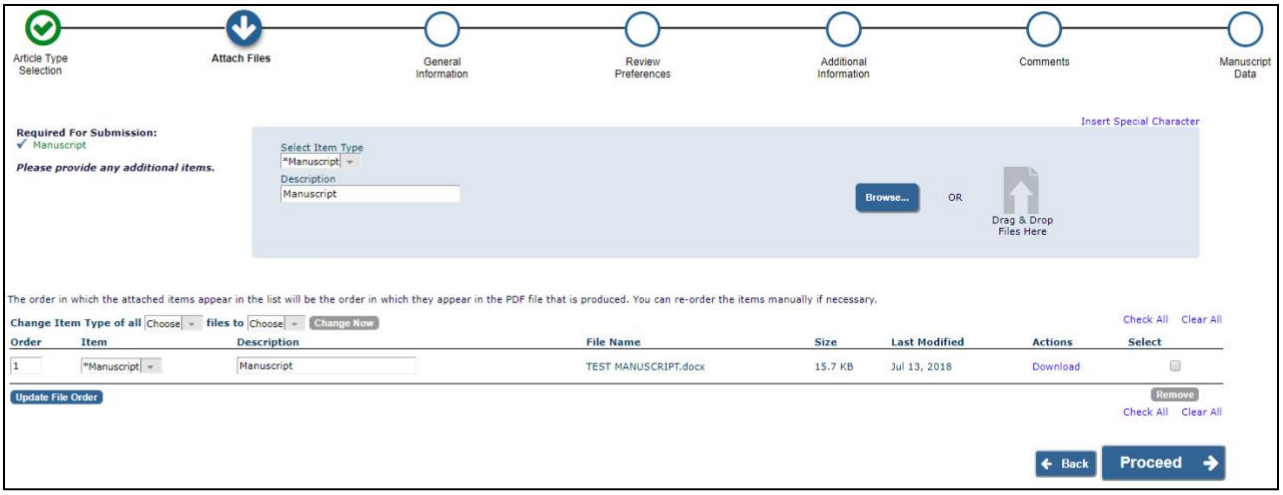
Browse for or drag and drop to upload a single file that contains your article. Click 'Proceed' to continue or 'Back' to change your Article Type.




**Note:** *Some journals might ask that a document other than the manuscript, such as a Title Page, be uploaded first. Make sure to review the instructions in the left-hand margin before uploading your files.*

**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.




**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.

File order can also be changed by dragging and dropping a file to a new place in the list using the blue icon ( ) on the left of each item.

| |
|---|
| **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 the incorrect order, the system will alert the Author and update the order according to the Publication's settings. The Author may still change the order of the files that are of the same Item Type, however, such as multiple Figures.

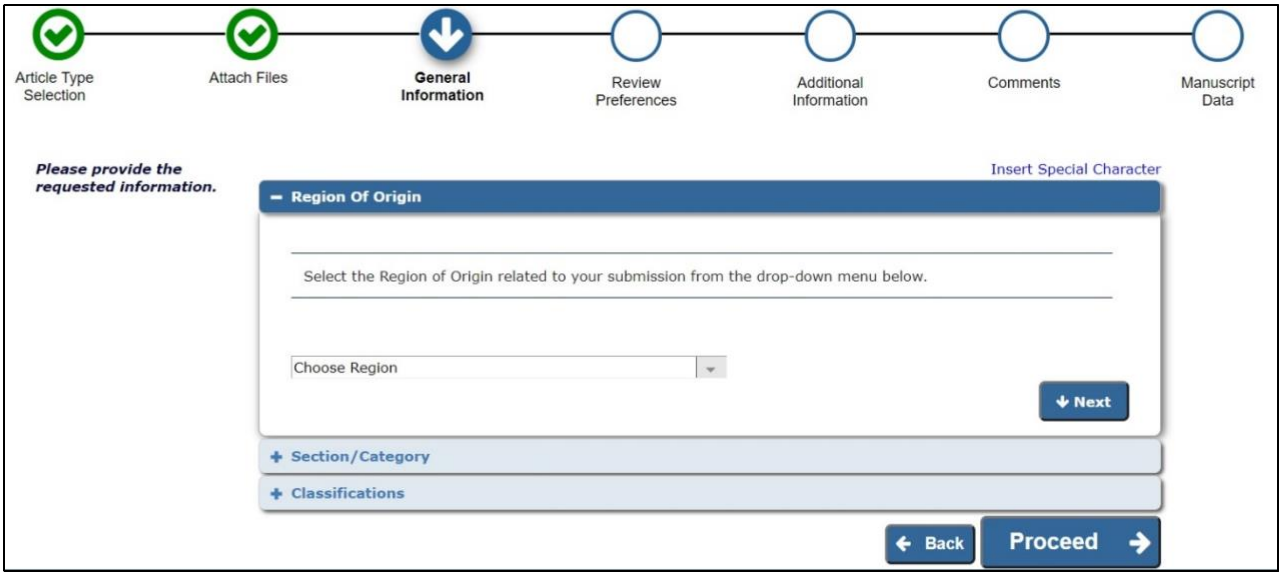
The 'Item' column in the list of attached files contains drop-downs and a text box for each file, so the Submission Item and Description can easily be changed after the file has been uploaded. To change the Item Type, select from the drop-down. To change the Description, type the correct information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

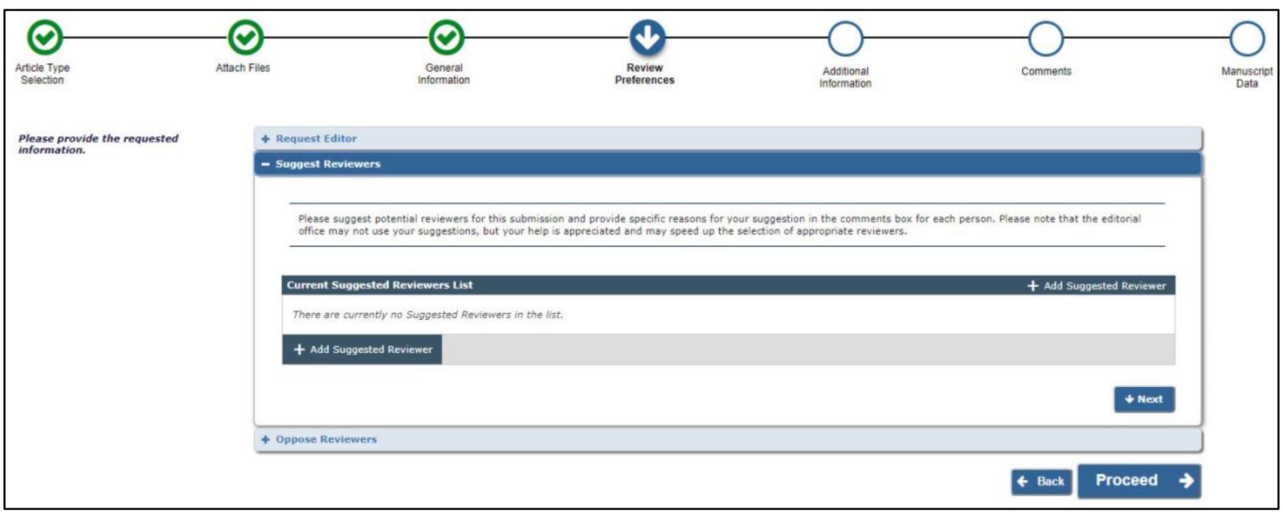
The journal may collect general information related to your submission, including but not limited to the Region of Origin of the research, the Section/Category of the journal that your submission most closely fits, and Classifications related to your submission. The instructions will indicate if the 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.



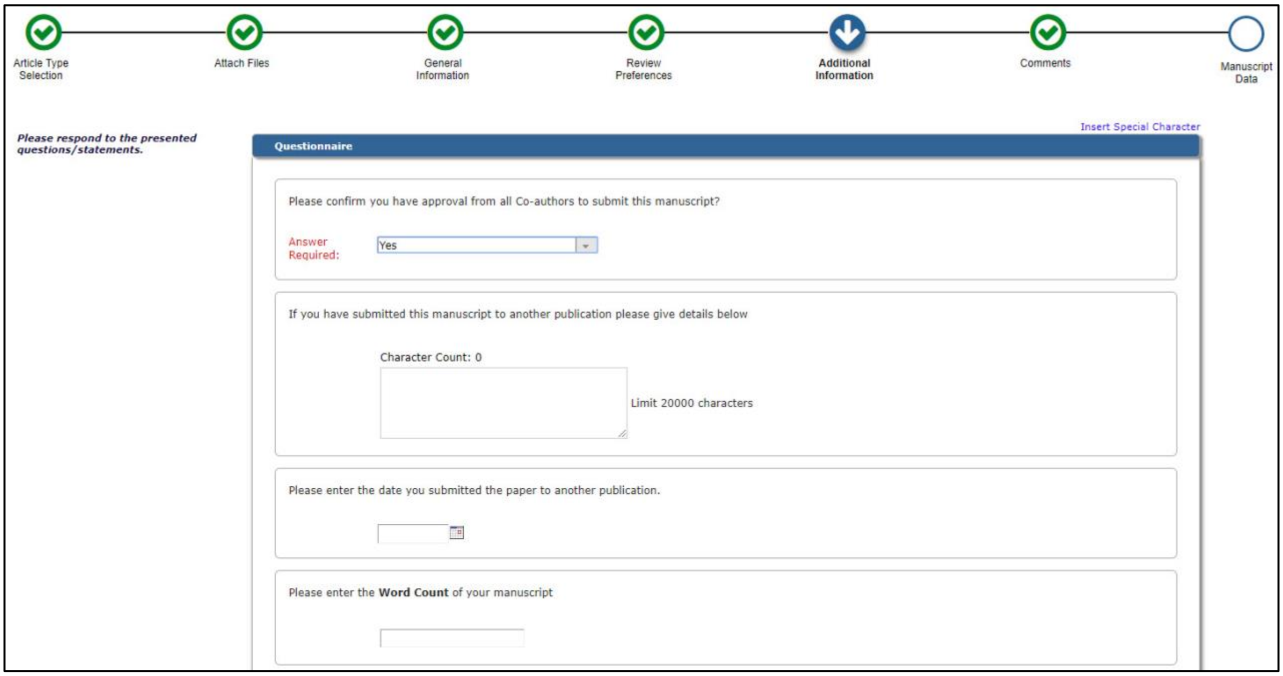

### Oppose Reviewers

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.

### Additional Information

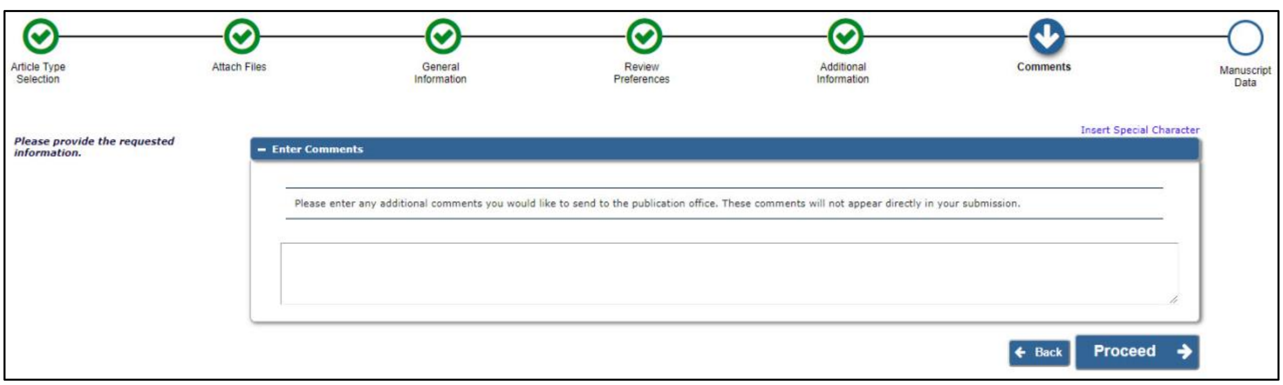
The submission step called 'Additional Information' allows the Publication to present custom questions that can be answered during the Submission process. Examples of questions include: 'How many pages is the manuscript?' and 'Do you have color images?'.

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.



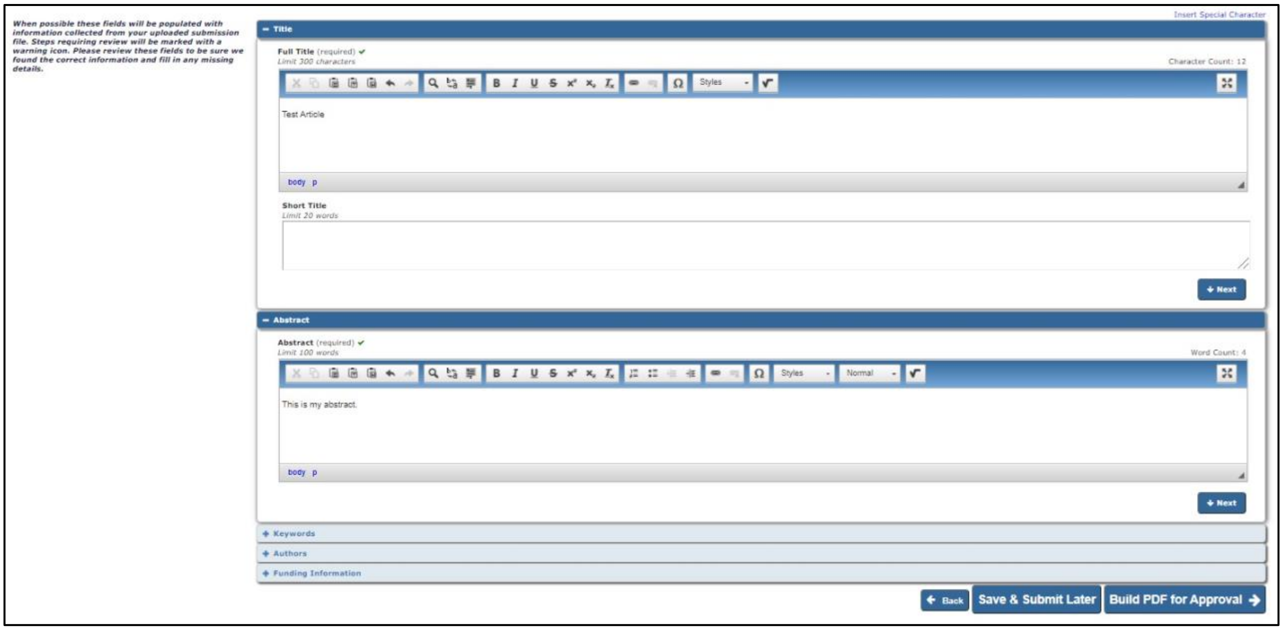

**Comments**

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




**Manuscript Data**

Title, Abstract, Keywords, and Authors may have been extracted from your manuscript file and populated some or all of these fields. Authors should carefully review all fields for accuracy. 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 immediately to building your PDF and approving it.



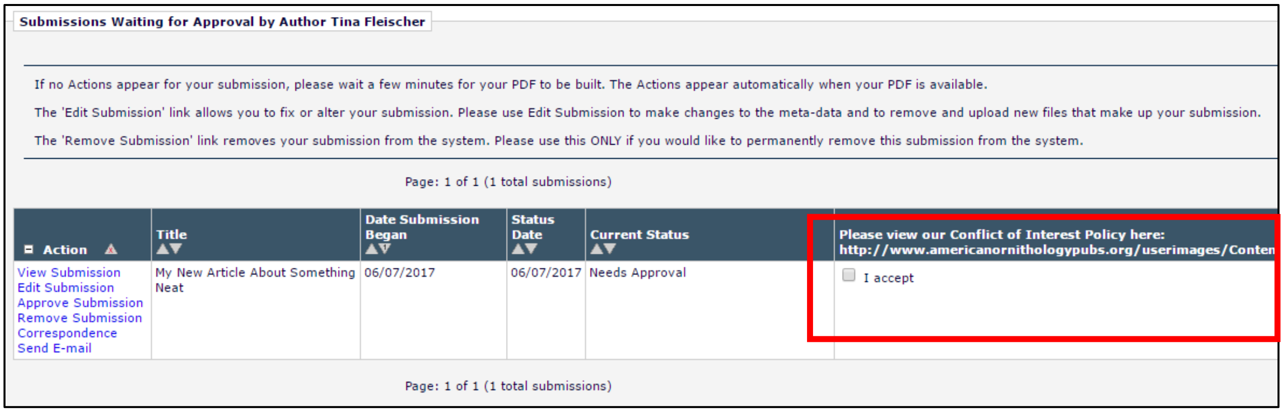

## *Author PDF Approval*

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). 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.

- '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, the Author 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.

| |
|---|
| **Note:** *The actual process of building the PDF may take several minutes, depending on the size of files and outstanding PDF building activity.* |

In addition to the action links on the left, the Author may be required to accept terms of submission by clicking the checkbox next to 'I accept'.




The Author must click View Submission, agree to any terms specified, and Approve the Submission to submit a submission to the Publication. 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.

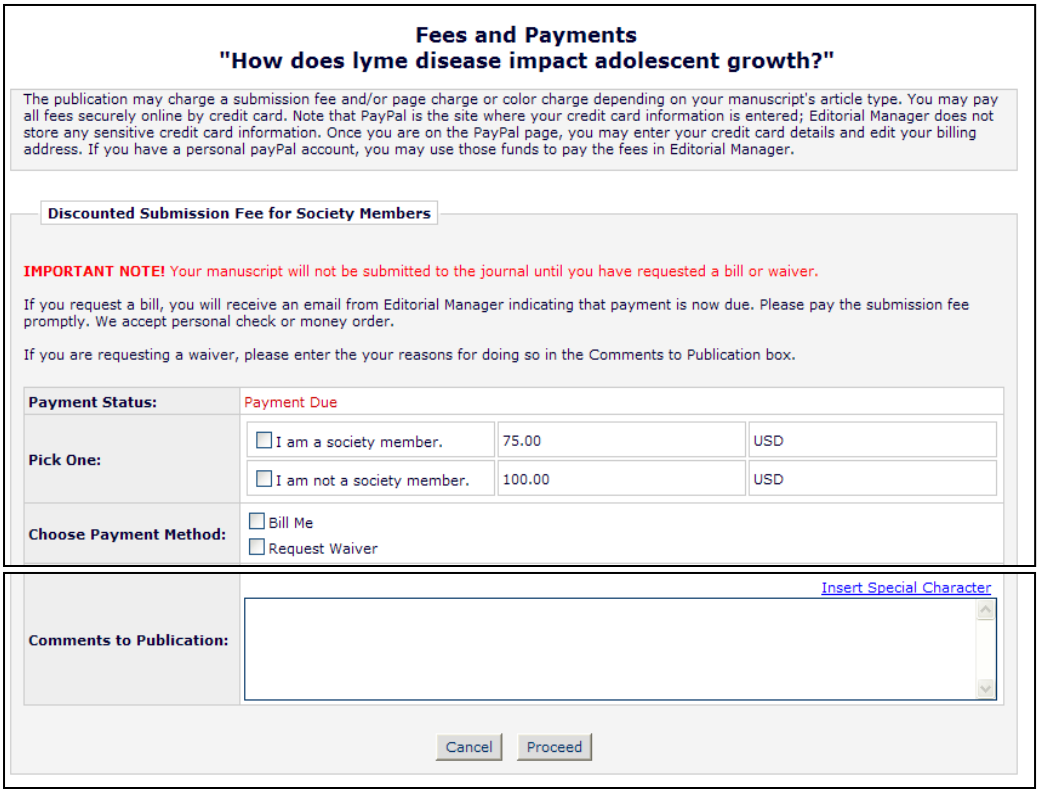
Authors may access the *'Fees and Payments'* page in the following ways:

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' deep 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 they would like to use. There is also space for the Author to enter comments to the Publication.


Fees and Payments
"How does lyme disease impact adolescent growth?"

The publication may charge a submission fee and/or page charge or color charge depending on your manuscript's article type. You may pay all fees securely online by credit card. Note that PayPal is the site where your credit card information is entered; Editorial Manager does not store any sensitive credit card information. Once you are on the PayPal page, you may enter your credit card details and edit your billing address. If you have a personal payPal account, you may use those funds to pay the fees in Editorial Manager.

**Discounted Submission Fee for Society Members**

**IMPORTANT NOTE!** Your manuscript will not be submitted to the journal until you have requested a bill or waiver.

If you request a bill, you will receive an email from Editorial Manager indicating that payment is now due. Please pay the submission fee promptly. We accept personal check or money order.

If you are requesting a waiver, please enter the your reasons for doing so in the Comments to Publication box.

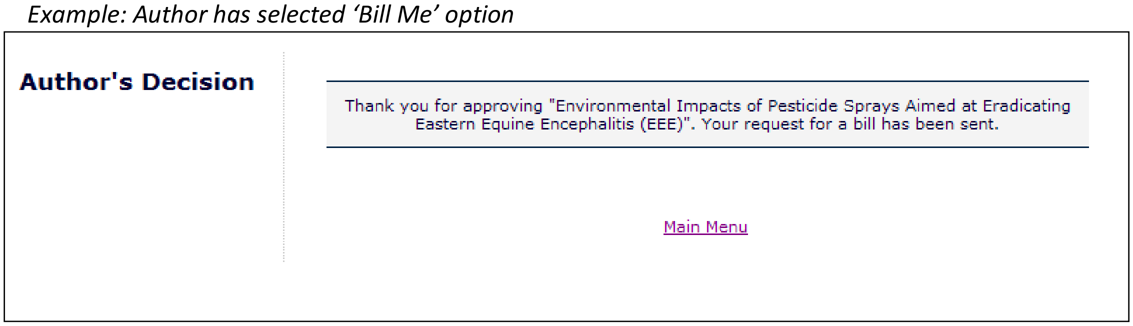
| | | | |
|---|---|---|---|
| **Payment Status:** | Payment Due | | |
| **Pick One:** | ☐ I am a society member. | 75.00 | USD |
| | ☐ I am not a society member. | 100.00 | USD |
| **Choose Payment Method:** | ☐ Bill Me<br>☐ Request Waiver | | |
| **Comments to Publication:** | Insert Special Character | | |

Cancel Proceed

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

When the Author clicks the 'Proceed' button on the *'Fees and Payments'* page, the Author proceeds to the *'Author's Decision'* page which confirms that they approved the submission (now it will be sent to the Editorial Office) and indicates theirselected method of payment for the Submission Fee.

*Example: Author has selected 'Bill Me' option*


**Author's Decision**

Thank you for approving "Environmental Impacts of Pesticide Sprays Aimed at Eradicating Eastern Equine Encephalitis (EEE)". Your request for a bill has been sent.

Main Menu

*Example: Author has selected 'Request Waiver option*

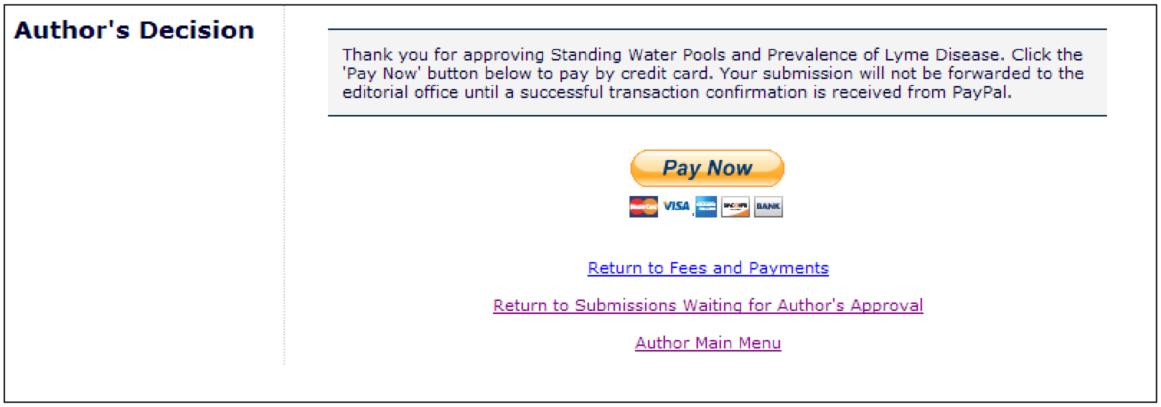

**Author's Decision**

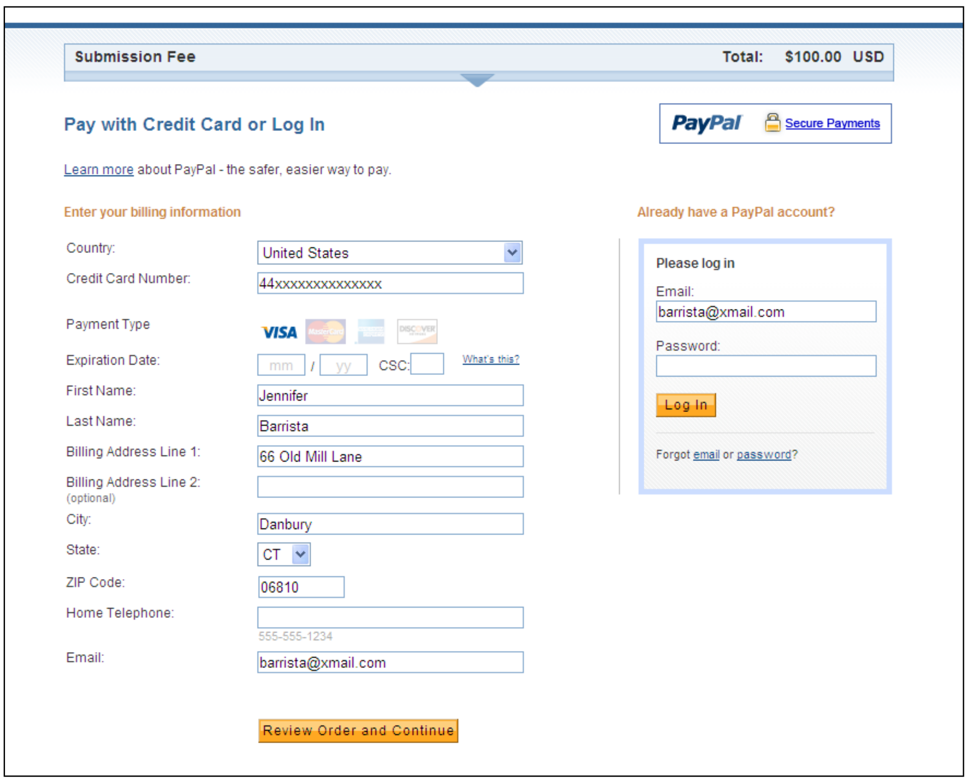
Thank you for approving "Mid-Season Mosquito Hatches: Increased chance of infections?". Your request for a waiver has been sent.

Main Menu

If the Author selected ‘Credit Card’ for the payment method on the *‘Fees and Payments’* page, the Author can then click the ‘Pay Now’ button and proceed directly to PayPal where they 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.*

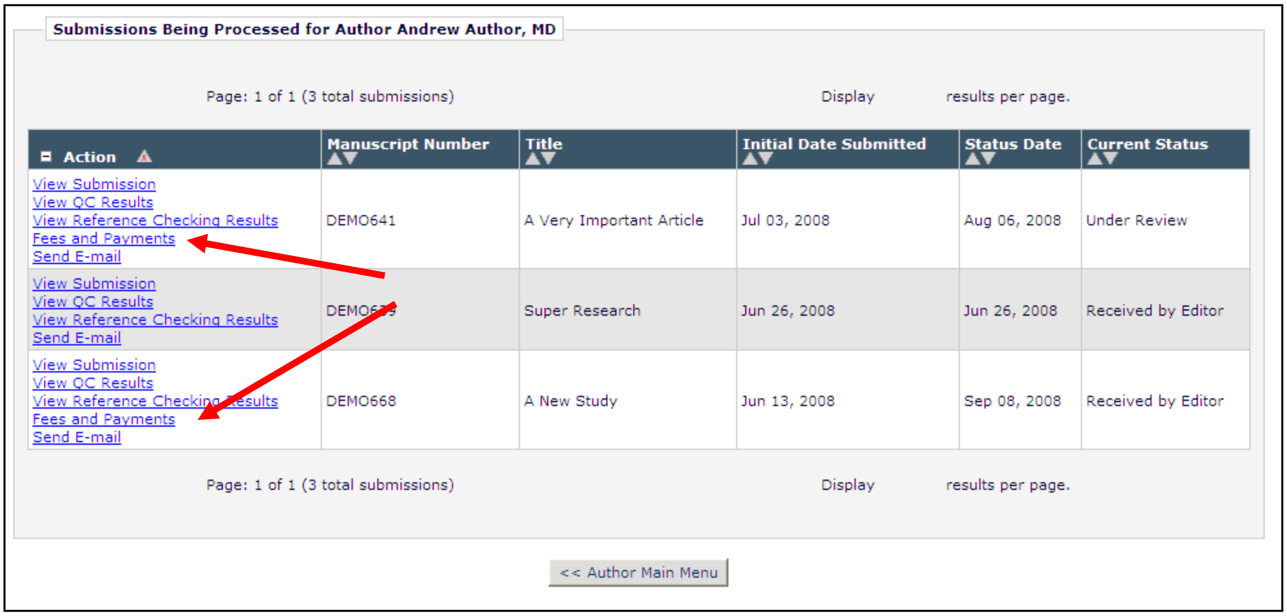



Once an Author has completed the credit card transaction, they are returned to EM.

**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.

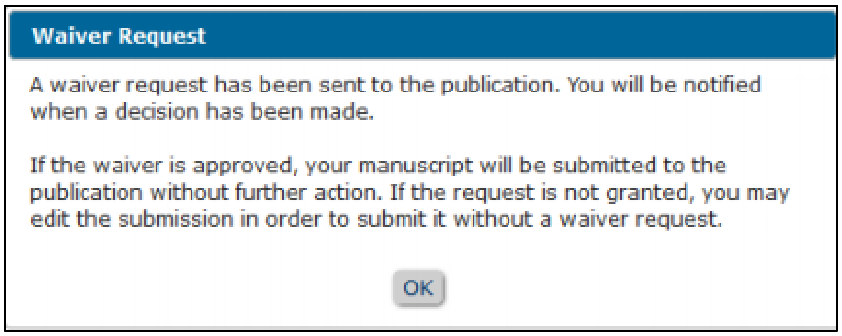



Clicking the ‘Fees and Payments’ link takes the Author to the same *‘Fees and Payments’* page, except now the Author will see the current payment status along with any notes the Publication may have entered for the Author.


### Request Waiver Submission Step

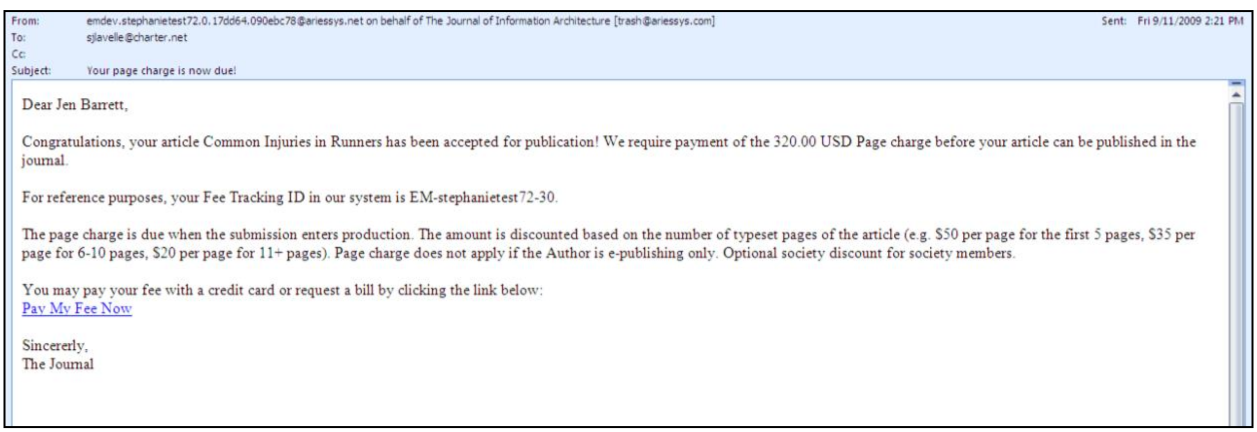
Some Publications will allow Authors to request their fees be waived. Authors likely will be required to enter a reason for the request. This step is found in the Manuscript Data step of submission.


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

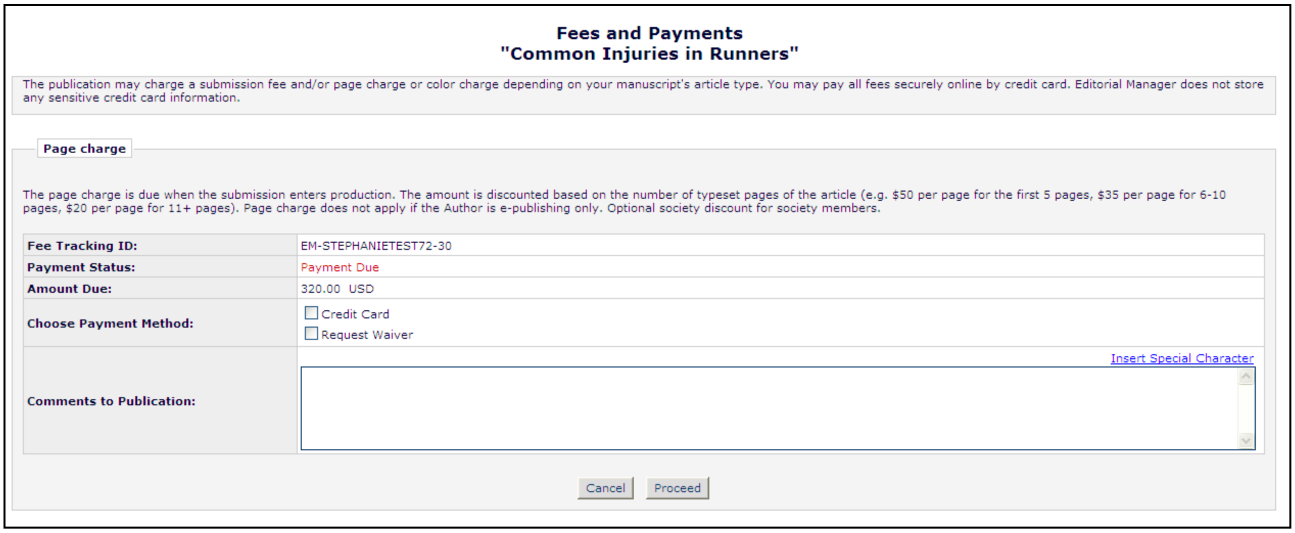



**Other Fees**

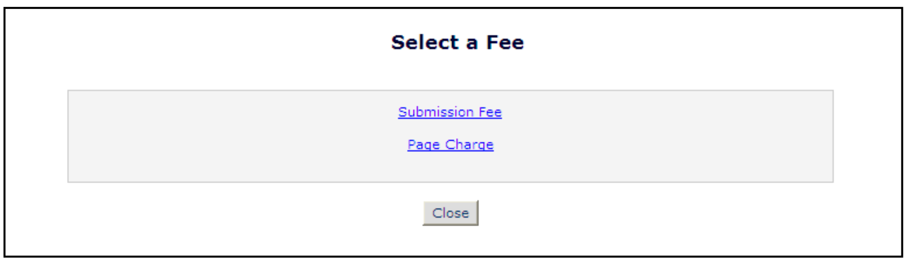
Other Fees (e.g., publication charge, page charges, etc.) are initiated by the Publication after the manuscript has been submitted, at some other point in the editorial or production workflow. The Author will receive an email that a Fee is now due. The email can include a link to the *'Fees and Payments'* page.




Clicking the payment link takes the Author directly to the *'Fees and Payments'* page, so the Author can pay the Fee (or request a waiver, or request a bill) immediately without having to log in 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 they want to view on a new* 'Select a Fee' *page. After making a selection, the Author 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 email link or the *'Fees and Payments'* action link in the 'Submissions Being Processed' folder, the page will be slightly different for each Fee. The specific look of the *'Fees and Payments'* page will change depending on:

- Type of Fee (Submission Fee or Non-Submission Fee)
- Payment Method
- Pricing Options (single or various amounts available for fee)
- Payment Status

The basic layout of the page is the same, including customized instructions, Fee-specific instructions, payment information, and any notes to the Author that may be entered for this Fee. Below are some example layouts of what the Author may see.

*Submission Fee – Waiver Request Pending example*

## Fees and Payments
## "Standing Water Pools and Prevalence of Lyme Disease"

The publication may charge a submission fee and/or page charge or color charge depending on your manuscript's article type. You may pay all fees securely online by credit card. Note that PayPal is the site where your credit card information is entered; Editorial Manager does not store any sensitive credit card information. Once you are on the PayPal page, you may enter your credit card details and edit your billing address. If you have a personal payPal account, you may use those funds to pay the fees in Editorial Manager.

**Article Processing Charge for an Open Access Institution**

**IMPORTANT NOTE!** Your manuscript will not be submitted to the journal until you have successfully paid the article processing charge by credit card or requested an institutional waiver.

For more information about our fees, click here: Our Policies on Article Processing Charges

If you belong to a member institution, please enter your member ID in the Comments to Publication box. If you belong to an institution that is a supporter member, you may request a waiver and the article processing charge will be discounted.

| | | | |
|---|---|---|---|
| **Fee Tracking ID:** | EM-STEPHANIETEST72-20 | | |
| **Payment Status:** | Waiver Request Pending | | |
| **Amount Due:** | 1995.00 USD | | |
| **Pick One:** | I want to pay in USD. | 1995.00 | USD |

Return to Submissions Being Processed

*Submission Fee – Credit Card Transaction Successful example*

## Fees and Payments
## "Heart disease experiment in hamsters"

The publication may charge a submission fee and/or page charge or color charge depending on your manuscript's article type. You may pay all fees securely online by credit card. Note that PayPal is the site where your credit card information is entered; Editorial Manager does not store any sensitive credit card information. Once you are on the PayPal page, you may enter your credit card details and edit your billing address. If you have a personal payPal account, you may use those funds to pay the fees in Editorial Manager.

**Submission Fee**

**IMPORTANT NOTE!** Your manuscript will not be submitted to the journal until you have successfully paid by credit card or requested a waiver. If your credit card transaction fails or you cancel out of this page without paying the fee, your submission will remain in the Submissions Needing Author's Approval folder until the fee is paid or a waiver is requested.

If you wish to pay by credit card, select 'PayPal' for your payment method. You will have the opportunity to enter your credit card information and return to Editorial Manager when your payment is complete. If you have a personal PayPal account and prefer to pay with those funds, you will have the opportunity to login to your PayPal account, pay the fee using your personal PayPal account funds, and then return to Editorial Manager.

If you are requesting a waiver, please enter the your reasons for doing so in the Comments to Publication box.

If you experience any problems with PayPal, please contact the editorial office at 555-555-1234.

| | |
|---|---|
| **Fee Tracking ID:** | EM-STEPHANIETEST72-1 |
| **Payment Status:** | PayPal Transaction Successful |
| **PayPal Transaction ID:** | 5VN40805TD9428607 |
| **Amount Paid:** | 100.00 USD |
| **Date Payment Processed:** | Aug 04 2009 12:29PM |

Return to Submissions Being Processed

*Fee – Payment Due example*

**Fees and Payments**
**"Common Injuries in Runners"**

The publication may charge a submission fee and/or page charge or color charge depending on your manuscript's article type. You may pay all fees securely online by credit card. Editorial Manager does not store any sensitive credit card information.

**Page charge**

The page charge is due when the submission enters production. The amount is discounted based on the number of typeset pages of the article (e.g. $50 per page for the first 5 pages, $35 per page for 6-10 pages, $20 per page for 11+ pages). Page charge does not apply if the Author is e-publishing only. Optional society discount for society members.

| | |
|---|---|
| **Fee Tracking ID:** | EM-STEPHANIETEST72-30 |
| **Payment Status:** | Payment Due |
| **Amount Due:** | 320.00 USD |
| **Choose Payment Method:** | Credit Card<br>Request Waiver |
| **Comments to Publication:** | Insert Special Character |

Cancel Proceed

## 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.

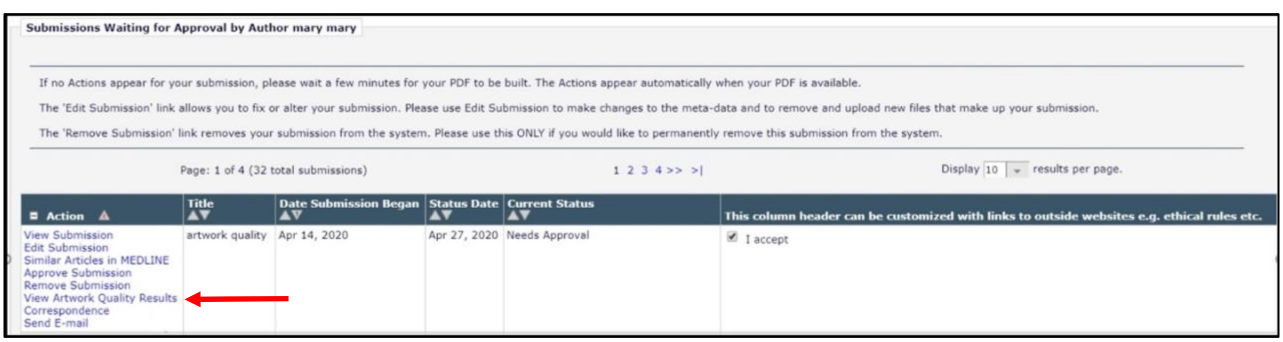
**Note:** *It may not be possible to view the status date of a submission. This will depend on the system configurations chosen by the Publication.*

### *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, an action link will appear labeled 'View Artwork Quality Results'. Authors should click on this link to view the results. Publications have the option to require that Authors view the results before proceeding.



**Submissions Waiting for Approval by Author mary mary**

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 4 (32 total submissions) 1 2 3 4 >> >| Display 10 results per page.

| Action | Title | Date Submission Began | Status Date | Current Status | This column header can be customized with links to outside websites e.g. ethical rules etc. |
|---|---|---|---|---|---|
| View Submission<br>Edit Submission<br>Similar Articles in MEDLINE<br>Approve Submission<br>Remove Submission<br>View Artwork Quality Results<br>Correspondence<br>Send E-mail | artwork quality | Apr 14, 2020 | Apr 27, 2020 | Needs Approval | I accept |

All files will be listed in the AQC Results, but only those designated as requiring analysis will display any results (i.e., Pass, Pass with Warning, Fail). Authors may View the PDF, Download individual source files, and View the Artwork Quality Results for each file.

*Example: AQC Results page*

**Artwork Quality Results**
**"Thursday manuscript one"**

If your uploaded Item has a Fail link, this indicates that the Item does not meet the journal's production standards. You can click the Fail link to obtain more information about how to correct the Item. In order to replace an Item, click 'Edit Submission' on the prior page.

| Item Type | Item Description | File Name | Size | Actions | Artwork Quality Results |
|---|---|---|---|---|---|
| PDF | PDF | | | View | N/A |
| Manuscript | Manuscript | manuscript with ref1.doc | 144 KB | Download | N/A |
| Figure | Figure | Graph.tif | 175.5 KB | Download | Fail [View] |

Close

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

*Example: Analysis of the Artwork Quality Check*

**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 |

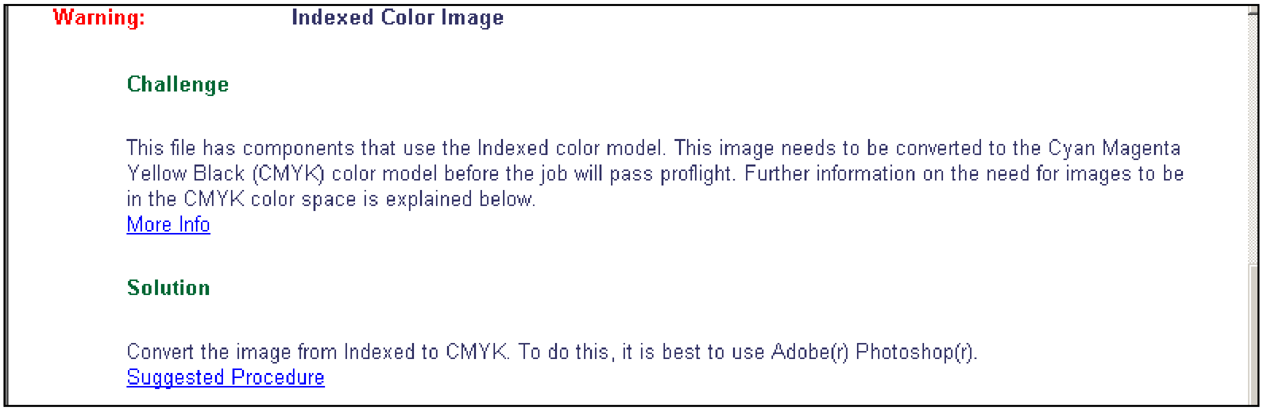
**Error:** Low Resolution Image

**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).

The Artwork Quality Results will 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 that are better suited for production.

*Example: Diagnostic information from the Artwork Quality Check*


Warning: Indexed Color Image

Challenge

This file has components that use the Indexed color model. This image needs to be converted to the Cyan Magenta Yellow Black (CMYK) color model before the job will pass proflight. Further information on the need for images to be in the CMYK color space is explained below.
More Info

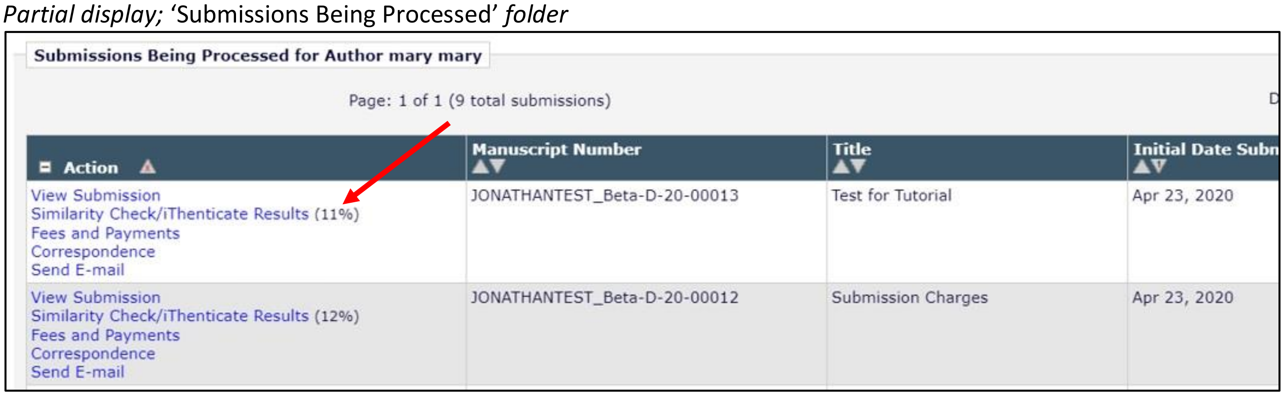
Solution

Convert the image from Indexed to CMYK. To do this, it is best to use Adobe(r) Photoshop(r).
Suggested Procedure

## *Similarity Check Results*

If the Publication is performing a 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 'Similarity Check/iThenticate Results' action link will be available for the submission. The score of the report displays next to the link.

*Partial display;* 'Submissions Being Processed' *folder*

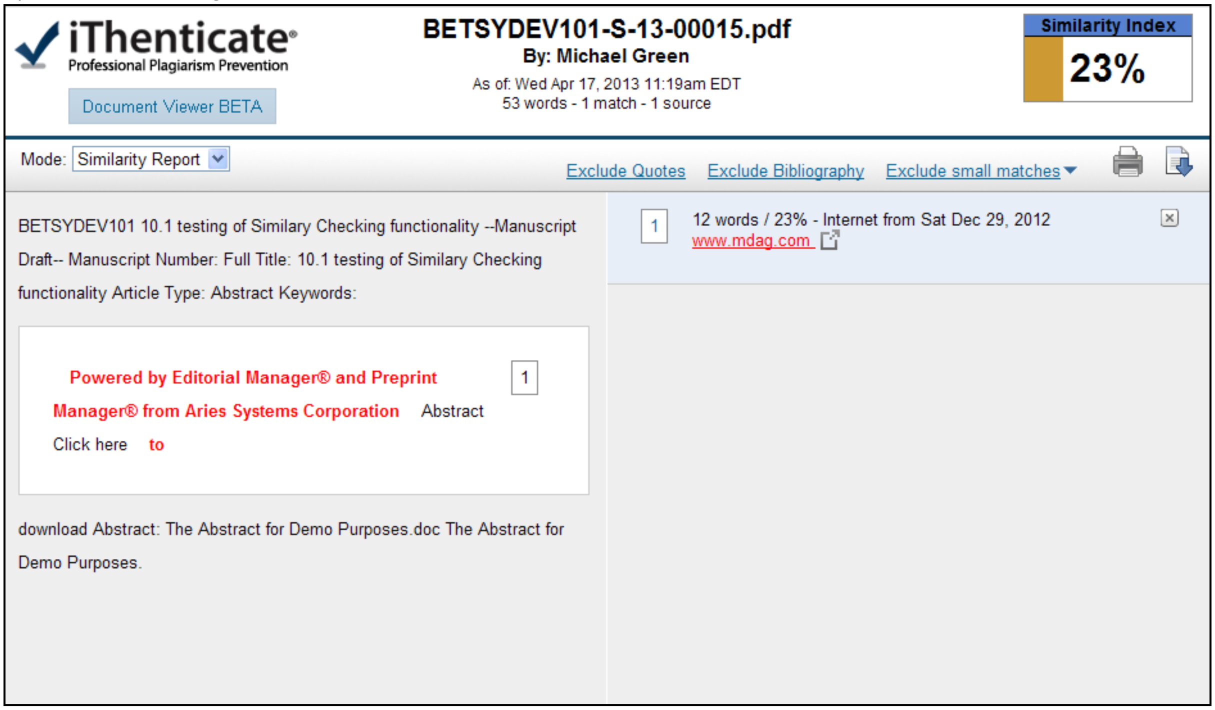

Submissions Being Processed for Author mary mary

Page: 1 of 1 (9 total submissions)

| Action | Manuscript Number | Title | Initial Date Subn |
|---|---|---|---|
| View Submission<br>Similarity Check/iThenticate Results (11%)<br>Fees and Payments<br>Correspondence<br>Send E-mail | JONATHANTEST_Beta-D-20-00013 | Test for Tutorial | Apr 23, 2020 |
| View Submission<br>Similarity Check/iThenticate Results (12%)<br>Fees and Payments<br>Correspondence<br>Send E-mail | JONATHANTEST_Beta-D-20-00012 | Submission Charges | Apr 23, 2020 |

Clicking the link will open the Similarity Report for this submission in a new window. The Author will be able to read the information but is not logged into the Publication's iThenticate account; they are only viewing the report results.

*Sample iThenticate Page*




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'

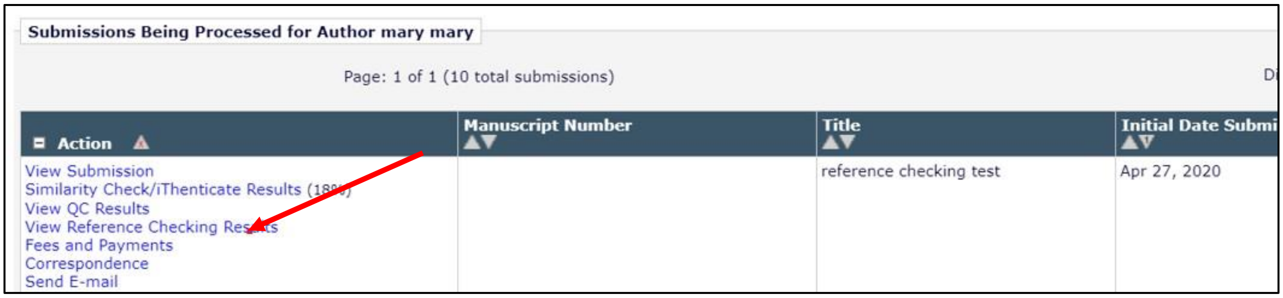
The Author may also see the link on the Confirmation page displayed to the Author after they approve their submission or revision, if a Similarity Check has been completed for that submission.

## *Reference Checking*

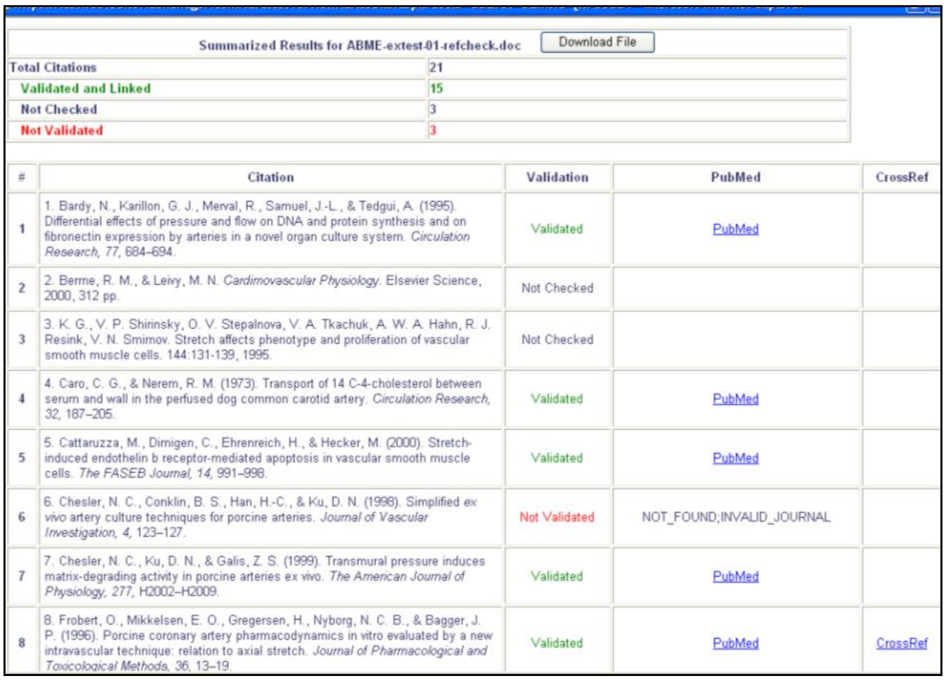
Some Publications opt to use EM's Reference Checking, which will automatically check the accuracy of the references listed in the manuscript's References section.

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 may be given access to the results. In that case, they 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:


Summarized Results for ABME-extest-01-refcheck.doc Download File

| | |
|---|---|
| Total Citations | 21 |
| Validated and Linked | 15 |
| Not Checked | 3 |
| Not Validated | 3 |

| # | Citation | Validation | PubMed | CrossRef |
|---|---|---|---|---|
| 1 | 1. Bardy, N., Karillon, G. J., Merval, R., Samuel, J.-L., & Tedgui, A. (1995). Differential effects of pressure and flow on DNA and protein synthesis and on fibronectin expression by arteries in a novel organ culture system. *Circulation Research, 77*, 684–694. | Validated | PubMed | |
| 2 | 2. Berne, R. M., & Leivy, M. N. *Cardimovascular Physiology.* 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. *Circulation Research, 32*, 187–205. | Validated | PubMed | |
| 5 | 5. Cattaruzza, M., Dimigen, C., Ehrenreich, H., & Hecker, M. (2000). Stretch-induced endothelin b receptor-mediated apoptosis in vascular smooth muscle cells. *The FASEB Journal, 14*, 991–998. | Validated | PubMed | |
| 6 | 6. Chesler, N. C., Conklin, B. S., Han, H.-C., & Ku, D. N. (1998). Simplified *ex vivo* artery culture techniques for porcine arteries. *Journal of Vascular Investigation, 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. *The American Journal of Physiology, 277*, H2002–H2009. | Validated | PubMed | |
| 8 | 8. Frobert, O., Mikkelsen, E. O., Gregersen, H., Nyborg, N. C. B., & Bagger, J. P. (1996). Porcine coronary artery pharmacodynamics in vitro evaluated by a new intravascular technique: relation to axial stretch. *Journal of Pharmacological and Toxicological Methods, 36*, 13–19. | Validated | PubMed | CrossRef |

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

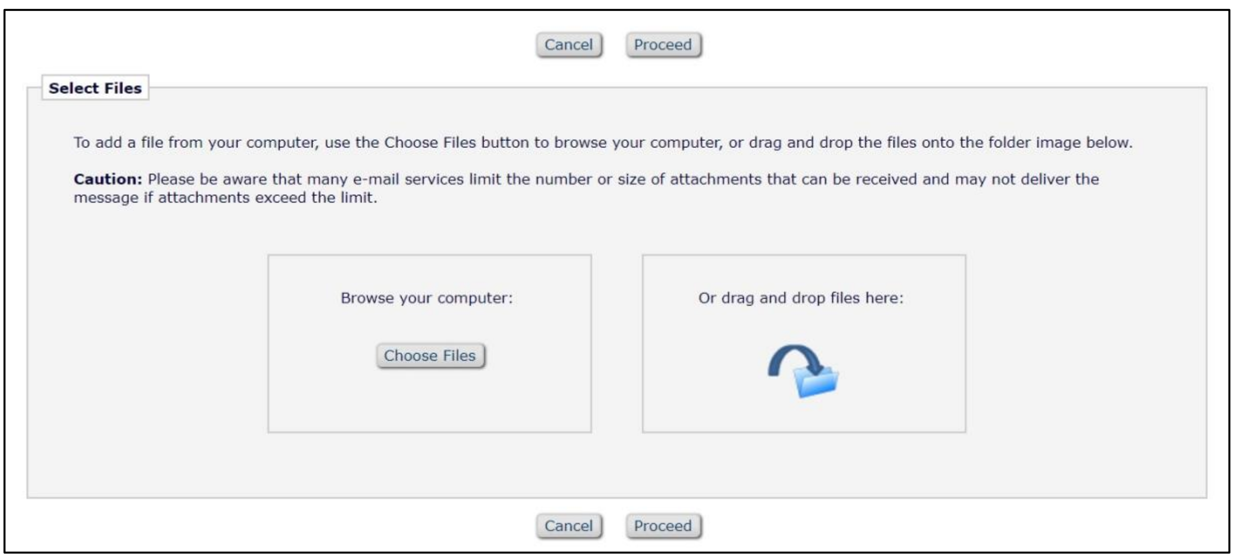
## *Send E-mail*

Authors will be notified when the Publication has made a decision. If the Publication has provided access, the Author will see a ‘Send E-mail’ link within the action links. This will allow the Author to send an email to the Publication at any time. The Publication will have set up either one or multiple Ad Hoc email templates 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.

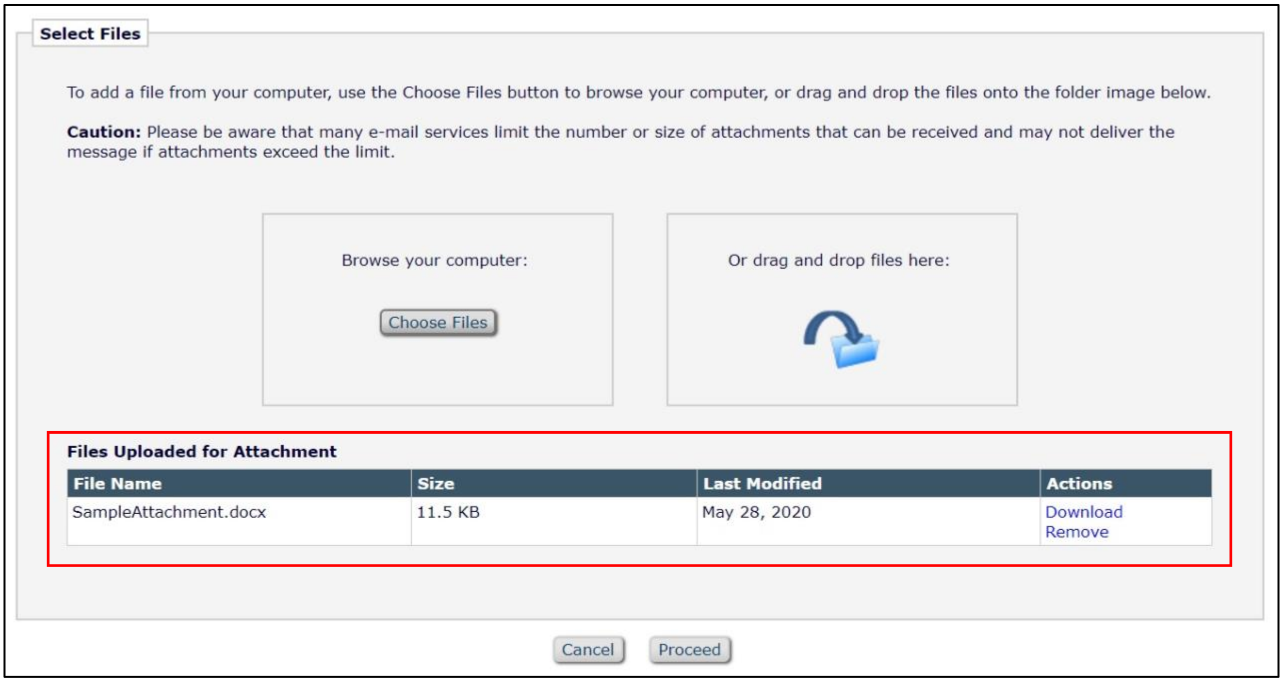
*Partial display; Example ‘Submissions Being Processed’ folder*

When an Ad Hoc letter is configured to allow attachments, 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 or dragging and dropping the file on to the page.




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.




Powered by: Aries systems

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

1) The logged-in user is the Corresponding Author on the submission, *and*
2) There are Other Authors on the submission, and at least one of them has been notified that verification of their contribution is required, *and*
3) The submission’s current Article Type is configured to either require Co-Author verification or Co-Author registration.

**Submissions Being Processed for Author Allan Author**

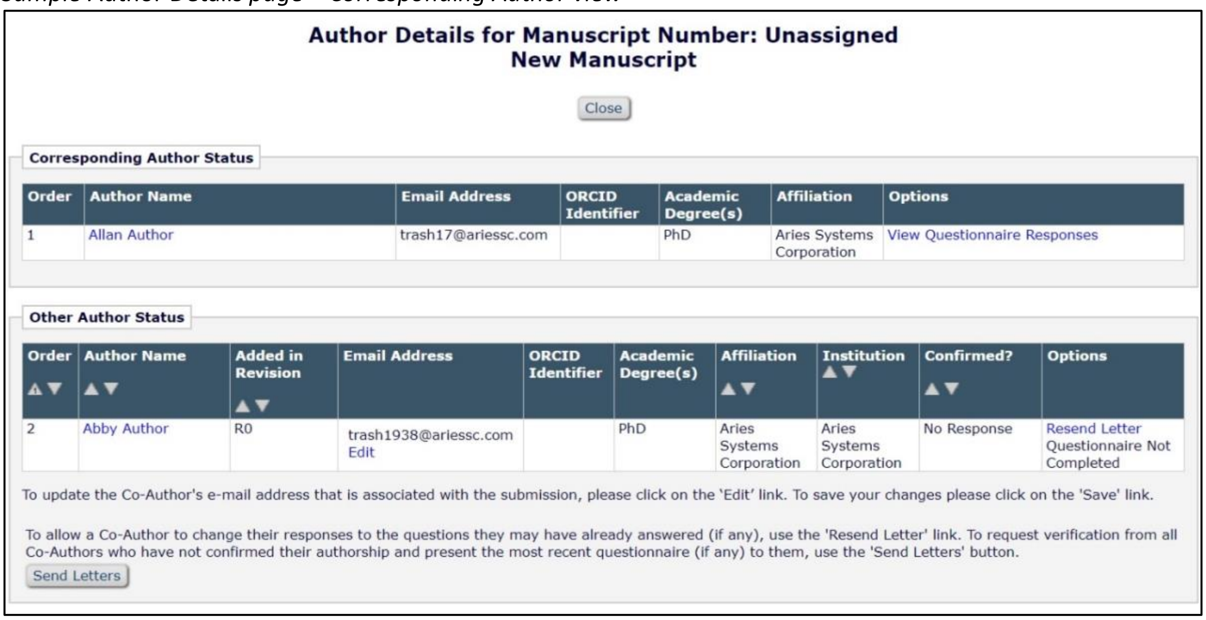
Page: 1 of 1 (3 total submissions)

Display 10 results per page.

| Action | Manuscript Number | Title | Initial Date Submitted | Status Date | Current Status |
|---|---|---|---|---|---|
| View Submission<br>Author Status<br>Correspondence<br>Send E-mail | | Test Submission | May 28, 2020 | May 28, 2020 | Manuscript Submitted |

The Author Names are links to the *‘View Author Detail’* page for each Other Author, where the Corresponding Author may see the information that was entered for each Other Author when a manuscript was submitted.

*Sample* Author Details *page – Corresponding Author view*



**Author Details for Manuscript Number: Unassigned**
**New Manuscript**

Close

**Corresponding Author Status**

| Order | Author Name | Email Address | ORCID Identifier | Academic Degree(s) | Affiliation | Options |
|---|---|---|---|---|---|---|
| 1 | Allan Author | trash17@ariessc.com | | PhD | Aries Systems Corporation | View Questionnaire Responses |

**Other Author Status**

| Order | Author Name | Added in Revision | Email Address | ORCID Identifier | Academic Degree(s) | Affiliation | Institution | Confirmed? | Options |
|---|---|---|---|---|---|---|---|---|---|
| 2 | Abby Author | R0 | trash1938@ariessc.com<br>Edit | | PhD | Aries Systems Corporation | Aries Systems Corporation | No Response | Resend Letter<br>Questionnaire Not Completed |

To update the Co-Author's e-mail address that is associated with the submission, please click on the 'Edit' link. To save your changes please click on the 'Save' link.

To allow a Co-Author to change their responses to the questions they may have already answered (if any), use the 'Resend Letter' link. To request verification from all Co-Authors who have not confirmed their authorship and present the most recent questionnaire (if any) to them, use the 'Send Letters' button.

Send Letters

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.

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:

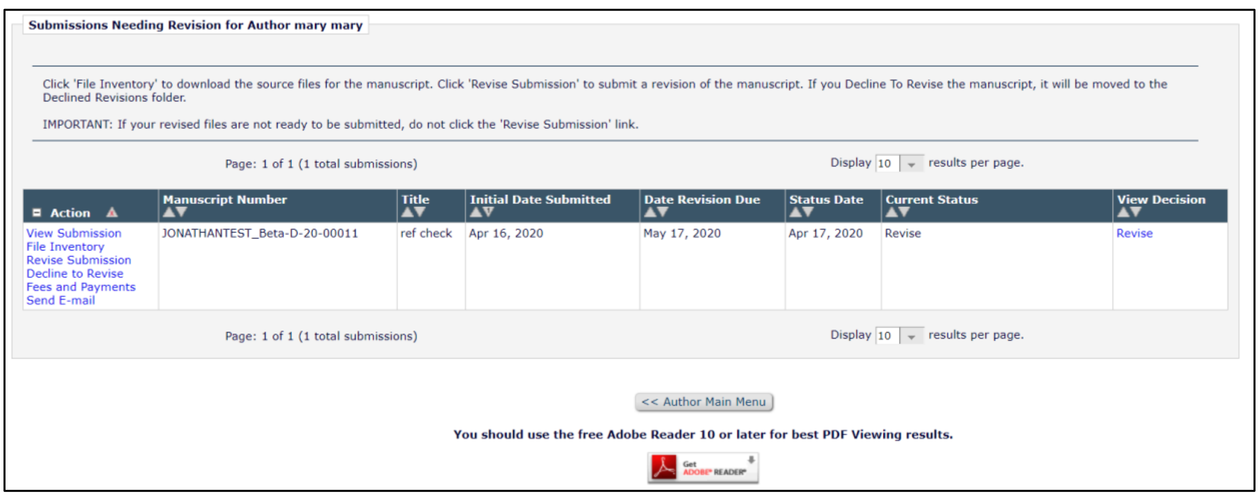
1. ‘View Questionnaire Responses’ allows the Corresponding Author to view Questionnaire responses submitted by Other Authors. Clicking on the link navigates the Corresponding Author to the ‘*View Author Questionnaire’* page.
2. ‘Questionnaire Not Completed’ displays if an Author Questionnaire is configured 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 from the system.

4. ‘Request Confirmation’ allows the Corresponding Author to send a letter configured for Other Authors for the first time from the system.

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’ Email 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 mary mary**

Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.

IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.

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

| Action | Manuscript Number | Title | Initial Date Submitted | Date Revision Due | Status Date | Current Status | View Decision |
|---|---|---|---|---|---|---|---|
| View Submission<br>File Inventory<br>Revise Submission<br>Decline to Revise<br>Fees and Payments<br>Send E-mail | JONATHANTEST_Beta-D-20-00011 | ref check | Apr 16, 2020 | May 17, 2020 | Apr 17, 2020 | Revise | Revise |

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

<< Author Main Menu

**You should use the free Adobe Reader 10 or later for best PDF Viewing results.**

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 by the publication). 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.

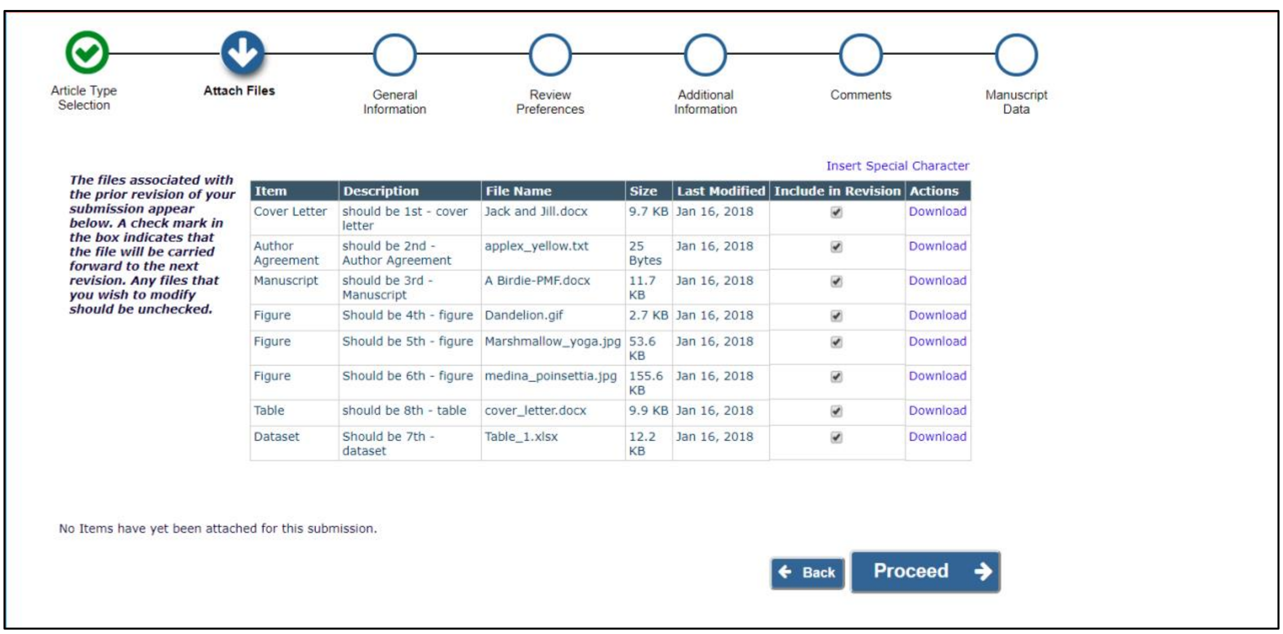

**Attachments**

If the Publication's EM site is configured to do so, 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 them in submitting a revision. If Attachments are available to an Author, a 'View Attachments' action link will be present.

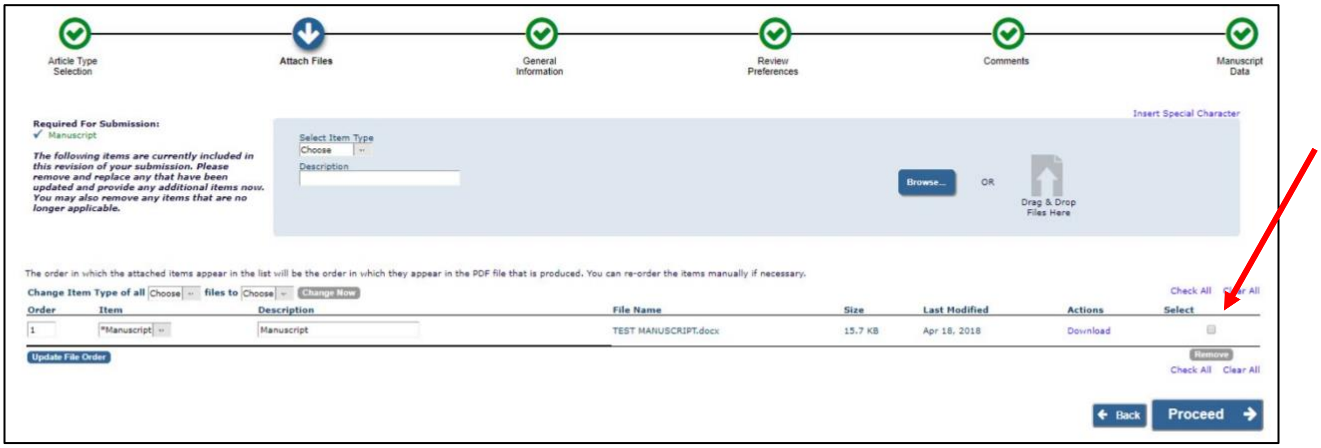
**Submit Revision**

The 'Revise Submission' link in the 'Submissions Needing Revision' folder 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, the Author 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. If the Author does not want to carry over a file, he or she unchecks the 'Include in Revision' box on the first Attach Files screen.



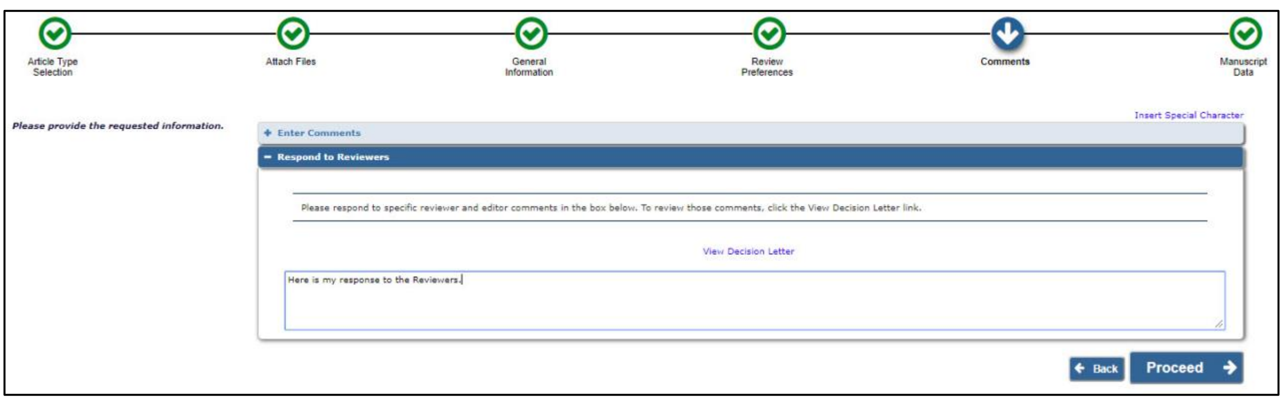
To remove any file, check the checkbox on the right of the second ‘Attach Files’ screen and click ‘Remove’. To upload new files, do as you did for your original submission, selecting file types and browsing to or dragging and dropping the files.




File order can be changed by entering numbers in the text box next to each Submission Item or by dragging and dropping a file to a new place in the list using the blue icon on the left of each item.

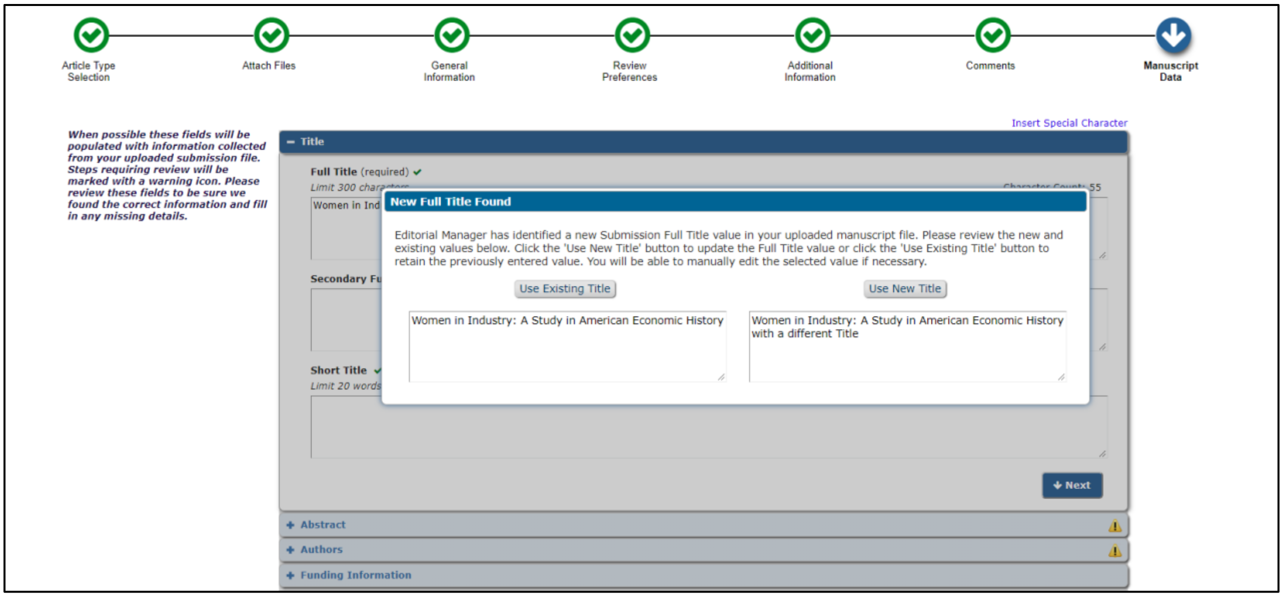
Click ‘Proceed’ to step through the remaining submission steps. Some steps may be different than on original submission, so it is important to review all of them. For example, the questions under ‘Additional Information’ may be different for revisions.

A ‘Respond to Reviewers’ submission step may be displayed in the Comments section of the submission interface. In this space, you can enter responses to the Reviewers' feedback. 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. You may, alternatively, be asked to upload a file that contains your responses to the Reviewers.




The Author may have access to the submitted responses to Reviewer Comments in the ‘Revisions Being Processed’ and ‘Submissions with Decision’ folders.

When you reach the Manuscript Data step, you may again find that the system has automatically extracted Title, Abstract, Keywords, and Authors information from your revised manuscript file. If there are differences between the original submission and the revision, in the Title and Abstract fields, you will see a side-by-side comparision of those fields where you can select the version that you want to keep. If there are any changes in the author list, you will see a yellow triangle warning symbol. As before, Authors should carefully review all fields for accuracy.




Once you are satisified with the revision, you may proceed to build and approve your revised PDF. If any warnings remain, you will need to address them before you can build your PDF and submit your revision.

**Viewing Correspondence History**

Throughout the submission process, letters are sent to the Author regarding the submission, from the notification that the PDF has been built and is ready to be approved through the point that the Author is notified of an Editor's decision.

If enabled by the publication, 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 EM system or those sent outside the system but added manually by an Editor. Such letters include:

- Any letter where the Author is the recipient, including Production Task Assignment letters and letters related to Fees, such as Payment Due letters.
- Any Ad Hoc from Author letter sent by the Author.
- The Submit letter sent by the Author.
- External correspondence added manually by the Editor.

Authors will see a 'Correspondence' Action link in most of the folders displayed on their Main Menu:

**Submissions Being Processed for Author Mary François Smith, PhD**

Page: 1 of 1 (8 total submissions) Display 10 results per page.

| Action | Manuscript Number | Title | Initial Date Submitted | Status Date | Current Status |
|---|---|---|---|---|---|
| View Submission<br>View Reference Checking Results<br>Correspondence<br>Send E-mail | BETSYTEST73-D-09-00006 | Demo of v. 4; Updated for 7.0 | Dec 23 2008 12:54PM | Nov 6 2009 2:26PM | Editor Invited |
| View Submission<br>Correspondence<br>Send E-mail | BETSYTEST61-D-08-00019 | If I write it, can I edit it too? | May 30 2008 9:58AM | Aug 14 2008 12:29PM | Editor Invited |
| View Submission<br>View Reference Checking Results<br>Correspondence<br>Send E-mail | BETSYTEST71-D-09-00002 | What are the dates? | Feb 2 2009 2:35PM | Feb 2 2009 2:36PM | Editor Invited |
| View Submission<br>View Reference Checking Results<br>Fees and Payments<br>Correspondence<br>Send E-mail | | Environmental Impacts of Pesticide Sprays Aimed at Eradicating Eastern Equine Encephalitis (EEE) | Aug 20 2009 12:09PM | Aug 20 2009 12:09PM | Received by Journal |

When this link is clicked, a pop-up window will display all letters sent to or from the Author regarding this submission. Letters are displayed in date order (newest on top) but can be sorted using the sort arrows in each column.

External correspondence will display for the Author on the *'History'* page. The item will be marked with (External) to denote this message as having been added manually by an Editor.

**History for Manuscript Number: Unassigned**
**Allan Author (UNITED STATES): "New Manuscript"**

Close

**Correspondence History**

| Correspondence Date | Letter | Recipient | Revision |
|---|---|---|---|
| May 28, 2020 | Checking in on the submission (External) | trash17@ariessc.com | |
| May 28, 2020 | Author Submits New Manuscript Confirmation | Allan Author | 0 |
| May 28, 2020 | PDF Built and Requires Approval | Allan Author | 0 |

Close

**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 Declined 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', the submission should be reinstated instead of submitting a New Manuscript. Reinstating a submission allows the revision process to continue as intended. The Author should contact the Editorial Office for assistance in this case.

## *View Decision Letter*

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

### *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

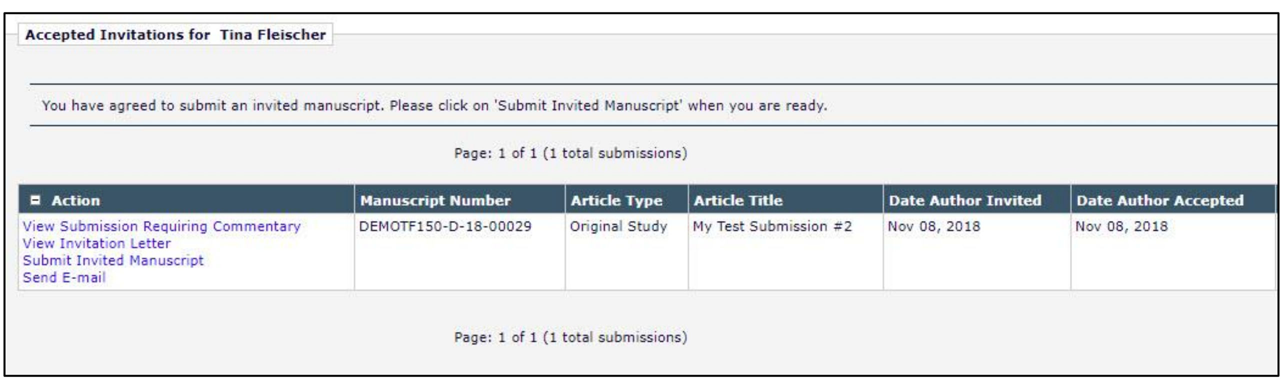
Some Publications have a pre-submission phase, during which time Authors are invited to submit articles. The invitation may be for a specific subject area, a symposium in print, or a festschrift honoring a distinguished colleague (i.e., a retiring Editor from an eminent publication). There are two general 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 the 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'.

Accepted Invitations for Tina Fleischer

You have agreed to submit an invited manuscript. Please click on 'Submit Invited Manuscript' when you are ready.

Page: 1 of 1 (1 total submissions)

| Action | Manuscript Number | Article Type | Article Title | Date Author Invited | Date Author Accepted |
|---|---|---|---|---|---|
| View Submission Requiring Commentary<br>View Invitation Letter<br>Submit Invited Manuscript<br>Send E-mail | DEMOTF150-D-18-00029 | Original Study | My Test Submission #2 | Nov 08, 2018 | Nov 08, 2018 |

Page: 1 of 1 (1 total submissions)

- '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.*