



## Author Submission Interface

A redesigned Author Submission Interface is available in Editorial Manager® (EM) Version 14.1. Authors can utilize the updated interface to quickly submit manuscripts to publications. Authors will use this interface for initial submission and submission of revisions. (Only Authors will see the new interface in EM 14.1. Editors will continue to use the existing submission interface when editing a submission or submitting as an Editor.)

This interface features include more streamlined submission steps and easier access to submission requirements. The new interface collects the same data as in earlier versions of EM, but the order of the submission steps has changed.

In addition, Editorial Manager can pull data directly from a manuscript file during the upload process to automatically populate specific submission data fields. These fields include article title, abstract, and author name, title, affiliations, and degrees. This feature means the Author spends less time entering information manually, which makes for a more efficient overall experience. Authors must submit the manuscript file in Microsoft Word format to use this functionality.

**Note:** The new Author Submission Interface is an optional EM 14.1 feature and is not enabled by default on upgrade for general release. Please contact your Aries Account Coordinator if you would like to enable this feature.

### Navigating Core Submission Steps

In previous versions of EM, submission steps were stacked vertically in the left part of the page in the Author Submission Interface. Authors could proceed through the submission process in the order the steps appeared or click into each step in the order they preferred. In EM 14.1, submission sections are displayed horizontally on a progress bar. As before, Authors can complete each step in whatever order they choose. Graphic indicators show which steps are complete and which remain to be addressed.

## New progress bar, showing different progress indicators



Core submission steps are automatically updated as an Author proceeds through the process. A green check mark icon indicates the step is complete, a blue arrow icon indicates the current page being displayed, a red exclamation point icon notes a section requires more information, and a blank circle indicates a page that the Author has not opened yet.

### Presentation of Submission Steps

The submission process can include seven core submission steps: Article Type Selection, Attach Files, General Information, Review Preferences, Additional Information (questionnaires), Comments, and Manuscript Data. (Steps displayed depend on Article Type configuration.)

The page for each core submission step may include multiple data fields, depending on the configuration of the Article Type. These fields are contained in accordion sections, each of which can be expanded or collapsed by clicking on its title bar. (See images on page 4.) Clicking the Next button closes the current field and opens the one below it. The system saves entered data when the Author clicks the Back or Proceed button to move to a new page.

The seven core steps are ordered as follows:

- **Article Type Selection**
  - Author selects an Article Type from the drop-down menu.
  - This step may be suppressed if the publication pre-selects Article Types on behalf of Authors (as for an invited submission).

## Select Article Type page, including progress bar at top

- **Attach Files**

- Author uploads files, using the Browse button or the Drag & Drop feature.
- The Author uploads a manuscript file in Microsoft Word—readable format (e.g., .doc or .docx) that will be used for the metadata extraction feature.
- Other required information appears in red text.

## Detail of Attach Files page, showing uploaded manuscript file

| Order | Item   | Description | File Name      | Size     | Last Modified | Actions  | Select                   |
|-------|--|-------------|----------------|----------|---------------|----------|--------------------------|
| 1     | Choose<br>Choose<br>Update F<br>*Manuscript<br>Figure<br>Table |             | eazy-peazy.doc | 757.0 KB | 12 Sep 2017   | Download | <input type="checkbox"/> |

Remove  
Check All Clear All

- After this first file is uploaded, the Author is asked to upload any additional files for the submission. The extraction process will only run on the first file uploaded on the first Attach Files screen. NOTE: Publications can designate which Item Type to label the “Primary Manuscript File” initially uploaded. This is done by Article Type via the Edit Article Type page in PolicyManager. Other required submission item types appear in red.

## Detail of Attach Files page, showing designated Submission Item type assigned to “Primary Manuscript File”

**Required For Submission:**

- Cover Letter
- ✓ Manuscript

*Please provide any additional items.*

[Insert Special Character](#)

Select Item Type  
\*Manuscript

Description  
Manuscript

[Browse...](#) OR 

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items manually if necessary.

Change Item Type of all Choose files to Choose [Change Now](#) [Check All](#) [Clear All](#)

| Order | Item        | Description | File Name   | Size     | Last Modified          | Actions                  | Select                   |
|-------|-------------|-------------|---|----------|------------------------|--------------------------|--------------------------|
| 1     | *Manuscript | Manuscript  | test_Motivation to Quit Gambling MANUSCRIPT<br>JAD_RE VISED.doc | 197.0 KB | Jun 28 2018<br>02:34PM | <a href="#">Download</a> | <input type="checkbox"/> |

[Update File Order](#) [Remove](#) [Check All](#) [Clear All](#)

[← Back](#) [Proceed →](#)

- If the Article Type is configured to permit offline submission of specific submission items, an Attach This Information button appears on this page in the shaded area. Clicking the button adds a row to the item inventory section (just as uploading a file does).

## Detail of Attach Files page, showing offline submission item

[Insert Special Character](#)

**Required For Submission:**

✓ Manuscript

*Please provide any additional items.*

Select Item Type  
Figure

Description  
Figure

Delivery Method  
 Online Web System  Offline

[Attach This Information](#)

| Order | Item        | Description | File Name      | Size     | Last Modified | Actions                  | Select                   |
|-------|-------------|-------------|----------------|----------|---------------|--------------------------|--------------------------|
| 1     | *Manuscript |             | eazy-peazy.doc | 757.0 KB | 12 Sep 2017   | <a href="#">Download</a> | <input type="checkbox"/> |
| 2     | Figure      | Figure      | Offline        |          |               |                          | <input type="checkbox"/> |

- **General Information**

- This page includes the following pre-existing submission steps (if enabled for the chosen Article Type):
  - Region of Origin
  - Section/Category
  - Classifications
  - Keywords
- An Author can expand or collapse each of the fields on this and similar pages by clicking the tab name for each field. This allows the Author to view only one or more than one section at a time.

Detail of General Information page, showing collapsed data fields



- **Review Preferences**

- This page contains the following pre-existing submission steps (if enabled for the chosen Article Type):
- Request Editor
  - Suggest Reviewers
  - Oppose Reviewers

Detail of Review Preferences page, showing both expanded and collapsed data fields, with the familiar tools for adding and editing names on the list retained

**- Suggest Reviewers**

Please suggest potential reviewers for this submission and provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

**Current Suggested Reviewers List** **+ Add Suggested Reviewer**

|                                 |                        |
|---------------------------------|------------------------|
|                                 | Rhoda Reviewer         |
|                                 | Prudence Peer-Reviewer |
| <b>+ Add Suggested Reviewer</b> |                        |

**↓ Next**

**+ Oppose Reviewers**

**← Back** **Proceed →**

- **Additional Information**

- This page displays the Author and/or Submission Questionnaire if configured for the Article Type. (The step does not appear in the progress bar if no questionnaires are configured.)
- The basic structure of this page remains unchanged with the exception of minor cosmetic enhancements.
- Question configurations are unchanged at upgrade.
- In previous versions of EM, this step was called Additional Information.

## Detail of Additional Information page

*Please respond to the presented questions/statements.*

**Questionnaire**

Do you want to answer a multi-part question?

Instructions

- Please select a response
- Yes
- No

[← Back](#) [Proceed →](#)

- **Comments**
  - An Author can enter any submission-related comments in this section.
  - Display is configurable by Article Type.
  - In previous versions of EM, this step was called Enter Comments.

## Detail of Comments page

**Enter Comments**

Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.

[← Back](#) [Proceed →](#)

- **Manuscript Data**

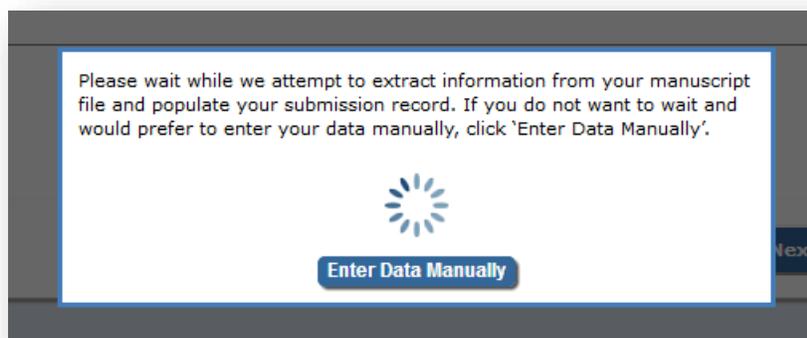
- This page contains the following pre-existing submission steps (if enabled for the chosen Article Type):
  - Title
  - Abstract
  - Authors
  - Funding Information
- The new interface automatically populates information for certain fields on this page, if possible, by extracting the metadata from the uploaded Primary Manuscript File. The fields that may be extracted include
  - article title
  - abstract
  - author titles
  - author names
  - author degrees
  - author affiliations

This Feature saves time for the Author, who then just needs to verify the information (and make any necessary edits). The other manuscript data fields on this page are not automatically populated.

Detail of Manuscript Data page, showing an alert icon that indicates required information in the Title field and the Information icon with custom instructions

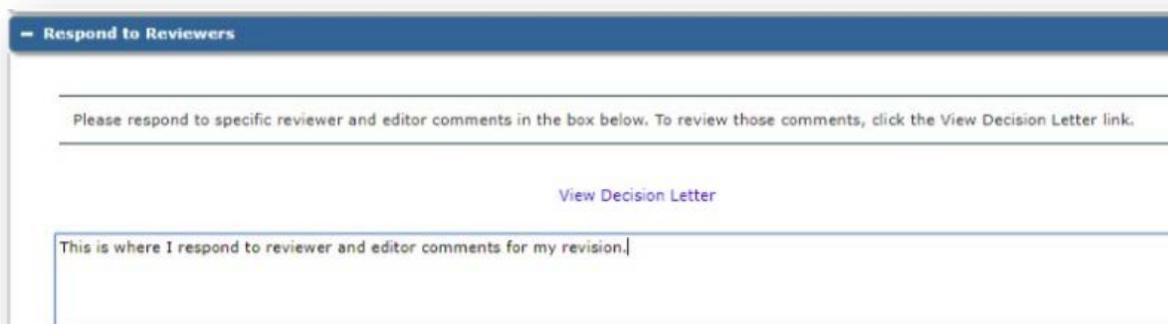
The screenshot displays the Manuscript Data page interface. At the top, there are four main sections: '+ Title', '+ Abstract', '- Authors', and '+ Request Waiver'. The 'Authors' section is expanded, showing a 'Current Author List' with a table of author information. An information icon (i) is highlighted in the top left of the 'Current Author List' section, with a tooltip that reads: 'You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.' A red alert icon is visible in the top right of the 'Title' field. At the bottom of the page, there are three buttons: 'Back', 'Save & Submit Later', and 'Build PDF for Approval'.

## Message shown to user during metadata extraction operation



Submission of a revision follows the same basic steps, and the user can make any necessary changes. Depending on Article Type configuration, the user may have the opportunity to respond to Reviewer feedback on the Comments page.

## Detail of Comments page, showing Respond to Reviewers box



On the Manuscript Data page, the same fields may be populated via metadata extraction. If the system detects a difference between the original information and the information supplied during the submission of the revised primary manuscript file, a pop-up overlay displays the two version. The user may select the correct one.

**Details of Manuscript Data page, showing extracted information from original submission and revision with prompts to select and edit as needed**

**New Full Title Found**

Editorial Manager has identified a new Submission Full Title value in your uploaded manuscript file. Please review the new and existing values below. Click the 'Use New Title' button to update the Full Title value or click the 'Use Existing Title' button to retain the previously entered value. You will be able to manually edit the selected value if necessary.

|   |   |
|---|---|
| Breaking the ritual metabolic cycle in order to save acetyl CoA | Breaking the ritual metabolic cycle in order to save acetyl CoA: a potential role for mitochondrial humanin in T2 bladder cancer aggressiveness |
|---|---|

**New Abstract Found**

Editorial Manager has identified a new Abstract in your uploaded manuscript file. Please review the new and existing values below. Click the 'Use New Abstract' button to update the Abstract value or click the 'Use Existing Abstract' button to retain the previously entered value. You will be able to manually edit the selected value if necessary.

|   |   |
|---|---|
| Trypanosoma cruzi is the protozoan parasite causing American trypanosomiasis or Chagas disease, a neglected parasitosis with important human health impact in Latin America. Current therapy has low efficacy and high toxicity. Since parasite proliferation is a fundamental target for rational drug design, we sought to progress into its understanding applying a genome-wide approach. | Trypanosoma cruzi is the protozoan parasite causing American trypanosomiasis or Chagas disease, a neglected parasitosis with important human health impact in Latin America. Current therapy has low efficacy and high toxicity. Since parasite proliferation is a fundamental target for rational drug design, we sought to progress into its understanding applying a genome-wide approach. Treating a TcI lineage strain with hydroxyurea, we isolated epimastigotes in late G1, S and G2/M cell cycle stages at 70% purity. The sequencing of each phase, identified 305 stage specific |
|---|---|

## TO CONFIGURE:

While the new Author Submission Interface is an optional EM 14.1 feature, it will become a requisite feature in version EM 15.0 (scheduled for July 2018). The majority of a publication's Article Type settings will automatically sync on upgrade to version 15.0. However, pre-existing submission instructions (related to the old submission interface) will not.

**Note:** Aries advises publications to create submission-step instructions for the new Author Submission Interface prior to the 15.0 upgrade, as the new interface has a separate configuration for instructions.

In EM 14.1, PolicyManager includes two separate sections for submission instructions. These appear on all sites at upgrade (regardless of whether or not the site has enabled the new Author Submission Interface).

- **Edit Manuscript Submission Instructions** holds configurations for the instructions for the *new* Author Submission Interface.
- **Edit Legacy Manuscript Submission Instructions** holds configurations for the instructions for the *existing* Author Submission Interface.

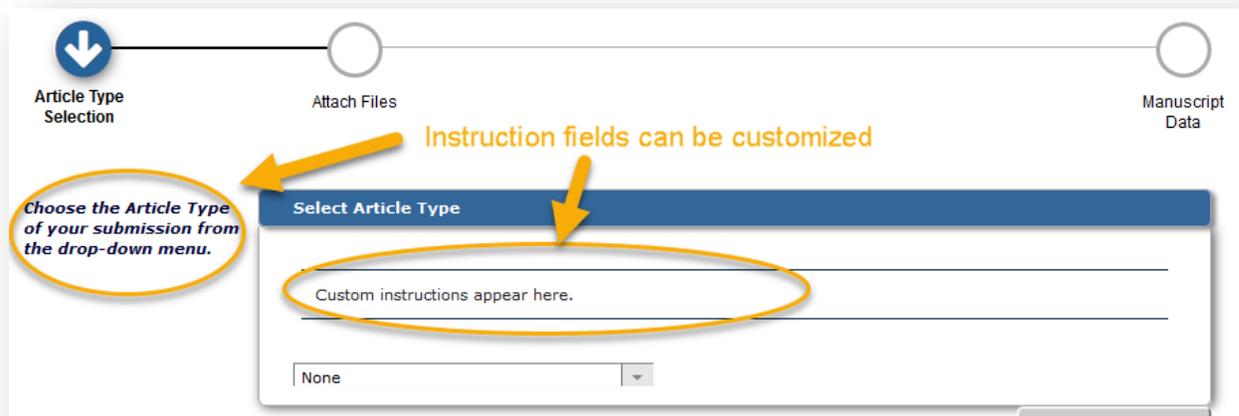
### PolicyManager detail, showing submission instructions links



In preparation for upgrade to EM 15.0, publications should update submission instructions on the Edit Manuscript Submission Instructions page to be used in the new Author Submission Interface. If no custom instructions are entered, default instructions will be used.

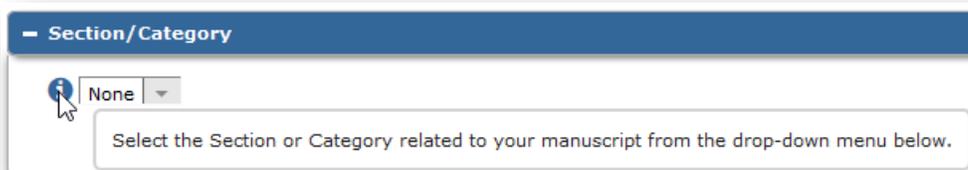
The new Author Submission Interface provides a variety of fields for custom instructions, both at the left of each core submission step page and within individual steps (in the accordion windows) on the page.

**Custom instruction fields appear on the left of each core submission-step page and within individual steps**



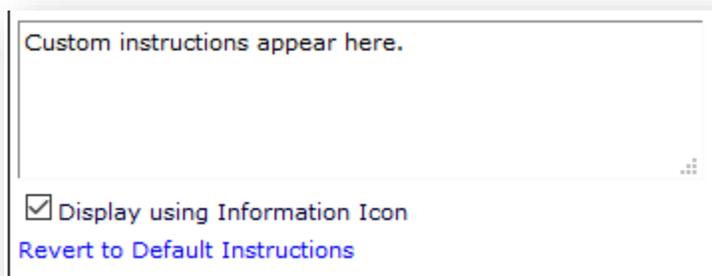
In addition, for instructions that appear in accordion windows, there is the option to display an information icon with associated hover text.

**Instructions appear when the user rolls the cursor over the information icon**



To select this option, check the box next to “Display using Information Icon” under the corresponding instructions entered in PolicyManager (see the illustration below).

## Detail of Edit Manuscript Submission Instructions page in PolicyManager



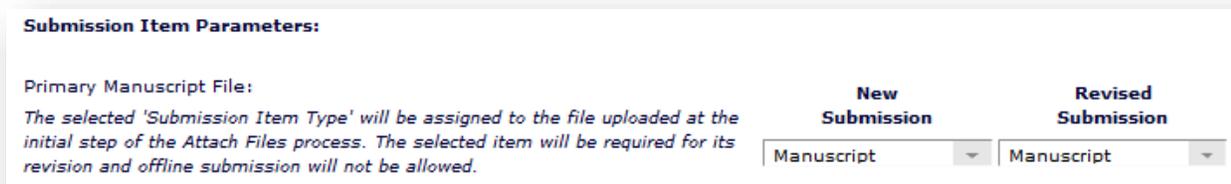
Custom instructions appear here.

Display using Information Icon

[Revert to Default Instructions](#)

In EM 14.1, if instruction changes are required for the existing (old) submission interface, they can be configured on the Edit Legacy Manuscript Submission Instructions page.

When the new interface is enabled, a new PolicyManager setting may be configured to identify the Primary Manuscript File so that this submission item type is automatically assigned when the author uploads it. This may be done for each Article Type. The file is designated on the Edit Article Type page (in the Submission Item Parameters section) using drop-down lists for new and revised submissions. The drop-down lists include any configured Submission Item Types in the Default or Document families.



**Submission Item Parameters:**

Primary Manuscript File:

*The selected 'Submission Item Type' will be assigned to the file uploaded at the initial step of the Attach Files process. The selected item will be required for its revision and offline submission will not be allowed.*

| New Submission | Revised Submission |
|----------------|--------------------|
| Manuscript     | Manuscript         |

## Detail of Edit Article Type page, showing new Primary Manuscript File setting