# em Editorial Manager®

# Tutorial for Authors

Version 6.1 – 9/1/2008

# Author Tutorial

## Author Software Requirements

As an Author using Editorial Manager, you must have Adobe Acrobat Reader (a PDF reader) installed on your system.  If you need to install this software, you can download the free Adobe Acrobat Reader at the following address:

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

If you experience difficulty installing or utilizing this software, you should contact your IT department for assistance.  Adobe also offers a help database for their free Reader at this address:

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

For general Software and Hardware requirements when using EM, please use the following link:

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

A pop-up alert box is displayed if you are accessing the system with an unsupported browser.

## Registering with the Publication's EM Site

From the main navigation menu at the top of the screen, you will see a set of menu options.  Click on '**REGISTER**'.



Once you click **'REGISTER'** the following screen will be displayed:

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

## *Duplicate Registration Check*

EM will be able to check whether you are already registered once you have entered your **First Name**, **Last Name** and **E-mail Address**.  Click on the button labeled **'Continue'**.  This will execute a search of the database for a duplicate record.

> **Note:** *It is important that you enter your name exactly as you 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) – you will not be able to proceed with the Registration.  You will be given the option of receiving an e-mail containing the Username and Password to the e-mail address already in the system.



Click on '**Yes**' if you think you might already be registered.  If you are positive that you are not already registered, then click on '**No'**.  The system will now present you with the registration page, which gives you the option to change **First Name, Last Name, E-mail address** or **all three fields.**

If no matches are found (i.e. no duplicates) – then you will proceed to the second step, the Registration process.

## *Registration Process*

The following screens will be displayed:



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

If you want the Publication to be able to select you as a Reviewer, you can set the Option '**Are you available as a Reviewer?'** to '**Yes'**.

If the Publication is using classifications, you may also select your own Personal Classifications from their predefined list.

**Note:** *If the Editorial Office has set up Classifications as a required field, you must select your areas of expertise from this predefined list*

Click on '**Select Personal Classifications'** to access the screen to enter your areas of expertise. The predefined list can be expanded or collapsed by clicking the [+] or [-] checkboxes. To select, check the appropriate classification, and click on the '**Select'** button. The number of Personal Classificiations allowed is determined by the Publication. When you have selected all of the appropriate areas of expertise, click on the '**Submit**ʹbutton on the bottom of the page.
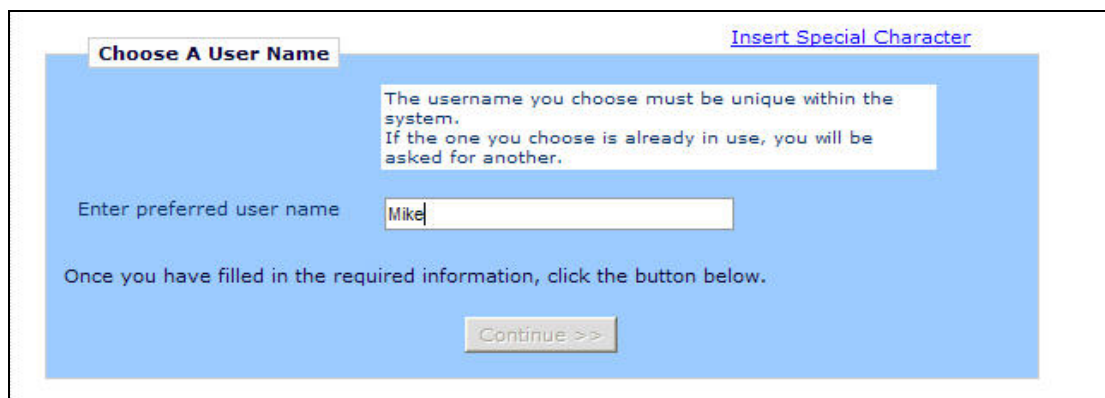
If the Publication is using Personal Keywords, you may enter your own free-form Keywords that identify areas of expertise not included in the predefined Personal Classifications list.

> **Note:** *If the Editorial Office has set up Personal Keywords as a requirement, you 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, simply type the Keyword(s) into the **'New Keyword'** field and click on **'Add'.** Click on **'Close'** when you have entered all of your Personal Keywords.



At the bottom of the form you must enter a preferred username. Failure to enter a username or any other required information for your registration will result in the display of the following warning:

**ERROR NOTICE**

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

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

<< Previous Page

---

**Note:** *You must remember this username in order to access the Publication's EM System*

When you are satisfied with the information you have provided, click the '**Continue >>**' button at the bottom to proceed.

A 'Registration Confirmation' page will appear, allowing you to double-check that you have entered the correct information. Please take a good look to make sure everything is spelled correctly, and that your e-mail address is correct.

**CONFIRM REGISTRATION**

Please confirm the following very important information:

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

If any of the information above is incorrect, please click the 'Previous Page' button below to go back and make the necessary correction(s) and submit the form again.

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

<< Previous Page     Continue >>

If all fields are correct, click on '**Continue >>**'. You have now completed the registration process, and may exit out of your browser to check your e-mail for the password that will be sent to you.

## Custom Registration Questions

If the Publication has opted to require that users respond to registration questions the following step will appear before you can complete the registration process. A box with an asterisk next to it indicates required information.

**Registration Questions**

Required Questions

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

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

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

<< Previous Page     Continue >>

Once you have provided the Publication with the necessary information, click on the '**Continue >>**' button to proceed.

### *Multiple E-mail Address Request*

We strongly urge users to enter a second e-mail address. If, for some reason, the system e-mails get caught in a SPAM filter for one e-mail address, you should receive the e-mail at a secondary e-mail address from a different service provider (e.g. Yahoo, AOL, etc.).



When you click the 'Read more' link, this warning will be displayed:
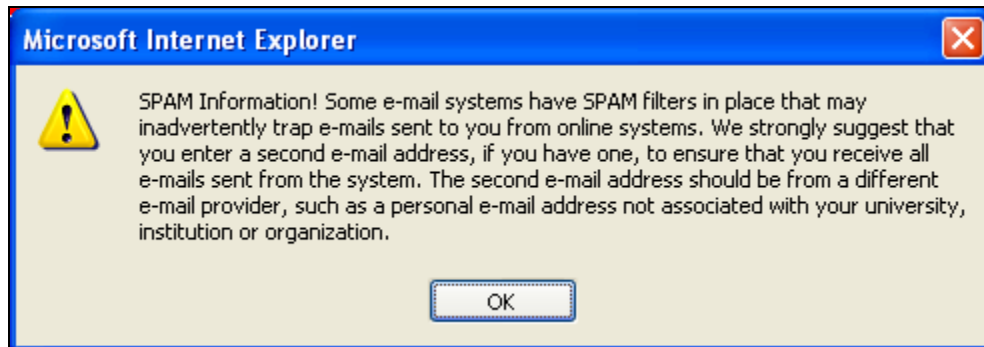


# Logging In

Once you have received a notification e-mail from the Editorial Office containing your username and password, you can start to use the system.

Go to the Publication's EM website. From the main navigation menu at the top of the screen you will see a set of menu options. Click on '**LOGIN**'- as shown below:



The Editorial Manager Log-In screen will be displayed. Enter your 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 you have been given permission to perform in the system.

**Note:** *If you 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 you have successfully logged in, the Author Main Menu will display 'Incomplete Submissions', 'Submissions Waiting for Author's Approval' or 'Submissions Being Processed' links. These links are also referred to as 'Folders'. The number of submissions you have in process in each folder will be displayed by the side of the entry.



## Changing your password

You may at any time change your password, but you 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:

You will then be redirected to the Registration screens where you may look at all of the personal information currently available to the Publication, and update where applicable.

Once you have made your changes, click on the '**Submit**' button. EM will check to see if you have filled in all of the required fields – if you have not, the following warning will be displayed:



You have an option to return to your information pages (click on the '**<< Previous Page**' button) or you can just click on the button labeled '**Continue**'.

## Submitting a manuscript

Once you have logged in to the system, the Author Main Menu will be displayed:



Click on the on the '**Submit New Manuscript**' link. This will display the Submit New Manuscript menu. You will be prompted to submit all of the data that is associated with your manuscript – this can include text, images and descriptions. Some of this information will be mandatory; other parts 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.

## Submission Step Limits

The Editorial Office has the ability to restrict the number of words or characters used for the following submission steps:

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

The word or character count is made available to you at the time of submission if this feature has been enabled:



If you exceed the word or character count limitations imposed by the Publication, you may not continue on to the next step. If this is the case, a warning box will appear if you click '**Next**'.

Once you meet the word or character requirement, you may click '**Next**' to proceed to the next submission step.

## *Select Article Type*

The first step of the EM manuscript submission process is selecting an Article Type, which is a required step in the submission process.  Using the drop-down menu, select the Article Type that best describes your 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 you choose that article type.)  Click '**Next**' to proceed or '**Previous**' to make changes on the previous screen.



## *Enter Article Title*

An Article Title is the first required step in the submission process.  Enter the title of your article in the space provided. Click '**Next**' when you are ready to proceed to the next step.



### Enter Short Title

If the editorial office has enabled this step, you will be required to enter a Short Title in a text box that appears directly below the Enter Article Title Box:

✓ Select Article Type

➡ Enter Title

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

**Full Title**

**Short Title**

If the Editorial Office chose to limit the Short Title submission step to a certain number of characters, you simply will not be able to type past the allotted amount.

## *Add/Edit/Remove Authors*

The author submitting the manuscript will be listed as the Corresponding Author by default.  Only you as the Corresponding Author will receive any e-mail notifications from the system.  You may change the person designated as the Corresponding Author, but this person must be a registered Editorial Manager user, as he or she will need to be contacted throughout the submission process.  Other Authors do not need to be registered with the system, but may be included for the purpose of appearing in the list of all authors.  A first name and last name are required.

**NEW SUBMISSION**

Frequently Asked Questions

✓ Enter Title
✓ Select Article Type
➡ Add/Edit/Remove Authors
Select Section/Category
Submit Abstract
Enter Keywords
Select Classifications
Additional Information
Enter Comments
Request Editor
Select Region of Origin
Attach Files

**Please Enter the Following**

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

A * indicates the field is required.

First Name*
Middle Initial
Last Name*
Academic Degree(s)
Affiliation
E-mail Address

Please select if this is the corresponding author ☐

Add Author

Previous   Next

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

The Author can designate the order in which other Authors should be listed, including the Corresponding Author.  After you have entered the other Authors' information, the list of authors can be reordered by clicking on the arrows next to each name.  The Author at the top of the list is automatically designated as the First Author.  The Corresponding Author does not have to be listed first, they can appear anywhere in the list (including at the top of the list as the First Author).

> **Note:** *Please note that you **do not** need to re-enter yourself in the list of authors.  The person who begins the manuscript submission process is by default the Corresponding Author.*

To change the Corresponding Author, first enter the name of the Corresponding Author in the First Name and Last Name textboxes and click the checkbox next to 'Please select if this is the corresponding author'.  If the person you entered is not registered with Editorial Manager, you will be unable to designate him/her as the Corresponding Author.  If this person *is* registered with Editorial Manager, you will be asked to enter his or her username and password.  However, please note that if you make this change, once you have finished submitting the manuscript, **you will no longer be considered the Corresponding Author and will not be able to access the manuscript**.  The new Corresponding Author will receive an e-mail when the PDF is built, asking them to log into EM to view and approve their submission before it can be sent to the Editorial Office.

Click '**Next**' to proceed.

## *Select Section/Category*

The Section/Category list is used by the Author to indicate that his/her submission belongs to a particular 'Section' of the Publication or belongs to a particular 'Category' within the contents of the Publication.  This step may be optional, required, or hidden by the Editorial Office, so the Author may not see it.



Click '**Next**' to proceed.

## *Submit Abstract*

The 'Submit Abstract' step allows the Author to type or copy and paste the manuscript's Abstract into a textbox.  This also may be an optional, required, or hidden step.

Click '**Next**' to proceed.

## Enter Keywords

Enter the keywords for your manuscript, with each keyword separated by a **semicolon** (for example: active vitamin D; parathyroid hormone-related peptide; hypercalcemia; bone resorption). This may be an optional, required, or hidden step.



Click '**Next**' to proceed.

## Select Classifications



Click '**Select Document Classifications**' to open a window containing a list of the classifications used by the Publication.  Classifications can be viewed as a predetermined list of terms associated with your manuscript. The Editorial Office can cross-reference your Manuscript Classifications with Personal Classifications of potential Reviewers to find qualified Reviewers.



Click the checkbox next to any classification you wish to select.  You may select as many classifications as is appropriate.  Click '**Submit**' when you are done.  This may be an optional, required, or hidden step..

Click '**Next**' to proceed.

## Custom Submission Steps

The submission step called 'Additional Information' allows the Publication to create custom questions that can be answered during the Submit Manuscript process.  The questions in this step are defined by the

Publication and can be mandatory.  Examples of questions include: 'How many pages is the manuscript?'; 'Do you have color images?'



## Enter Comments

Enter any comments you would like to send to the Editorial Office.  These comments will not appear in your manuscript.  The Publication may configure this as an optional, required, or hidden step..



Click '**Next**' to proceed.

## Suggest Reviewers

If this function is enabled by the Editorial Office, you will be asked or required to provide names and contact information for as many review candidates as the Publication requires for your manuscript.  Please fill in the necessary information:

When you are finished, you may click the '**Add Reviewer**' button to submit additional Reviewer information.  Click the '**Next**' button when you have finished providing Reviewer information and are ready to move on to the next step.

## *Oppose Reviewers*

If the site is configured to include this step, you are provided with the opportunity to inform the Editorial Office of Reviewers that you would prefer not review your submission.  Provide all of the necessary contact information:

The Oppose Reviewers step is similar to the Request Reviewers step in that when you are finished, you may click the '**Add Reviewer**' button to submit additional Oppose Reviewer Candidates. Click the '**Next**' button when you have finished providing Oppose Reviewer information and are ready to move on to the next step.

Reason

Dr. Reeves should not be
permitted to review this paper,
in my opinion.

Add Reviewer

Previous | Next

## Request Editor

Depending upon how the Editorial Office has configured their EM site, you may be asked to request a particular Editor to be assigned to your submission. The request will be taken under advisement by the Editorial Office. Select the Editor of your choice by using the drop-down menu and click '**Next**' to proceed. This may be an optional step for your particular Publication, so if you are not directed to Request an Editor, your submission will be assigned to the appropriate Editor(s) as determined by the Editorial Staff.

**NEW SUBMISSION**

Frequently Asked Questions

✓ Enter Title
✓ Select Article Type
Add/Edit/Remove Authors
Select Section/Category
Submit Abstract
✓ Enter Keywords
Select Classifications
✓ Additional Information
Enter Comments
➡ Request Editor
Select Region of Origin
Attach Files

**Request an Editor**

You may Request an Editor to be assigned to your paper. The request will be taken under advisement by the Journal Office. If you do not Request an Editor, your manuscript will be assigned to the appropriate Editor(s) as determined by the Journal Staff.

Please Choose    No Request ▾

Previous | Next

Click '**Next**' to proceed.

## Select Region of Origin

You can identify a geographic region (or country) of origin for your manuscript: a manuscript can have a 'Country of Origin' designation that is different than the Author's country. This is referred to as the 'Manuscript Geographic Region of Origin'.

Select the country/region of your choice by using the drop-down menu and click '**Next**' to proceed. This may be an optional step for your particular Publication.

## *Attach Files*

Next, you will be asked to attach all of the files associated with your submission.



Some Publications accept information offline or outside of their EM websites (e.g., e-mail, postal mail, or fax). If you are offered the option of selecting either 'Online Web System' or 'Offline', then click the appropriate button.

For each Item you want to upload into the system:

- Choose the Item from a drop-down box. Manuscript, figures or tables may all be separate Items in the drop-down box, as the Items listed may vary with each Publication. Make sure to choose the correct one.

- Enter a Description in the text box (i.e., Figure 1, Table 2, etc.)

- Select the Delivery Method by which the Item will reach the Editorial Office (online or offline).

- The option of online or offline may not always be available since the Publication may require the Item to be submitted online only.

- Locate the file on your hard drive using the '**Browse**' button.

- Authors may attach files to their submission that have been 'compressed' (i.e. zip files). This allows Authors to upload several files at once, rather than having to upload one file at a time. It also enables a faster upload of a large single file. The system will automatically 'unpack' or 'un-zip' the file, so that the individual file(s) can be attached to the submission. There is more information regarding the upload of compressed files at the end of this section.

- Click '**Attach This File**' to upload the file (uploading may take several minutes for larger files), and the following window should appear:
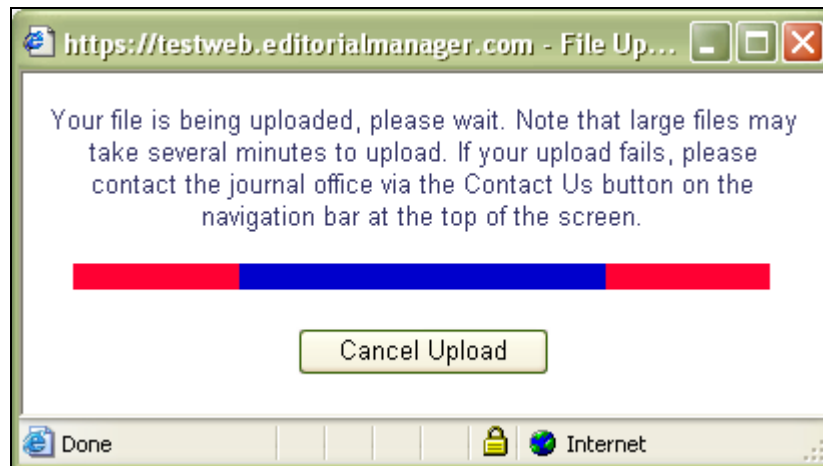


For Items to be sent **offline**, please select the Item from the drop-down menu, click the '**Offline**' Delivery Method, and then click '**Attach This File**'. The Item will be added to your list of submission files with the 'Offline' designation so that the Editorial Office can anticipate the Item's arrival through an alternate delivery method.

Repeat this process until all Items in your submission have been specified. You can see everything you have attached in the list at the bottom.

| Order | Item | Description | File Name | Size | Last Modified | Actions |
|---|---|---|---|---|---|---|
| 1 | Figure ▼ | Figure Description | Table 1.tif | 49 KB | 15-11-2005 | Download Remove |
| 2 | Manuscript ▼ | Manuscript | DEMO Checklist.doc | 19 KB | 22-12-2005 | Download Remove |
| Update File Order | | | | | | |

Previous  Next

When all Items have been attached, click '**Next**' at the bottom of the page.

At this point, you will see the summary of the files you are sending to the Editorial Office, and can make sure that everything you want to include is listed.  **A message above the grid will prompt you if you have left out any of the required pieces of the submission.**



Click '**Build PDF for my Approval**'.  A message will appear on the screen thanking you for your submission. Your manuscript will now be found in the 'Submissions Waiting for Author's Approval' in your Author Main Menu.  To complete the submission process you will need to make one final approval before the Editorial Office receives your submission (See 'Author PDF Approval' in the following section).

If you are unable to complete the submission process, your data will not be lost.  You can access your unfinished submission in the **'**Incomplete Submissions' list on your Author Main Menu.

**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.

If the Publication has chosen to impose a particular file order that differs from the order used, that imposed order will supercede the order used.  If the files are uploaded in an incorrect order, the following screen will appear:

You may now change the order of the files that are of the same Item Type. In the example above, you are given the opportunity to reorder Items 2 and 3 because they are both the same Item type.

**The Submission Item Label Can Be Changed after the File Is Uploaded**

If you are uploading a Figure, but did not select the 'Figure' Item from the Item drop-down box, then the Item label would be incorrect.

The 'Item' column in the list of attached files has drop-down boxes for each file, so the Submission Item can easily be changed after the file has been uploaded.



[Above: File 'Order' and 'Item' designation, and 'Description' can all be changed after file upload]

**Uploading a Compressed File**

Compressed files are any files created by a "packing" utility, such as PKZip or WinZip. A compressed file may consist of a single file, or multiple files. The primary purpose of 'zipping' or 'compressing' files is to reduce the overall file size, thus facilitating faster transmittal. The following compressed file formats are supported:

1) Zip – such as WinZIP

2) tar.gz – this is a UNIX file compression utility

To upload a compressed file, choose a Submission Item Type from the drop-down list, and upload a compressed file containing one or more individual files. The resulting behavior varies slightly, depending on whether the zip file contains a single file or multiple files. You can always change the Items and descriptions once they have been uploaded.

### Zip File Contains a Single File

The single file is listed in the Attached Files list, with the Item and Description designation made by the user before the file was uploaded.  You then have the opportunity to change the Item and/or Description, and re-order the files (if there are other files already in the list).

### Zip File Contains Two or More Files

The unpacking process lists all of the files individually.  You must then explicitly select a Submission Item for each file.  The Description fields are dynamically populated based on the Submission Items selected, and the user can modify the Descriptions, if desired. The user then has the opportunity to reorder the files.

## *Uploading arXiv Files from the Los Alamos National Laboratory*

You can upload source files directly from the Los Alamos National Laboratory arXiv database.  Many Authors (primarily in Physics and Math) post their research on the arXiv server as a resource for other researchers.  You may then wish to submit your article directly from the arXiv database.



To upload files from the Los Alamos arXiv server, you go to the 'Submit New Manuscript' interface, fill in each step (Article Title, Article Type, etc.), and proceed to the 'Attach Files' step.

If the Article Type is configured to 'Allow file uploads from Los Alamos arXiv server', the Attach Files page displays special instructions and a text box for entry of the arXiv file identifier.  You can also upload additional 'regular' files on the same page, in addition to the arXiv file.

[Above: Attach files page with arXiv file upload box]

Select a Submission Item from the drop-down list, and enter the arXiv code which consists of a string of letters and numbers identifying the particular Los Alamos database (e.g. hep-th or physics.acc-ph) followed by a forward slash and a 7-digit number unique to Los Alamos (e.g., hep-ex/0401001, physics/0401001, math.AG/0401002).

Next click '**Attach this File**'. When the arXiv code is recognized by the Los Alamos server and corresponding file is found, the compressed file (.tar.gz format) containing the source files is downloaded from the Los Alamos server.

The .tar.gz file is unpacked by the system, and all of the individual files are uploaded to EM. Each file is listed individually so you can associate each file with an appropriate Submission Item, edit the Description, and re-order the list of files for PDF creation.

> **Note:** *This function is not available when submitting revisions. When you decide to submit a revision, you would not re-upload the submission from the arXiv database, but rather would choose to carry forward the files that do not require revision, and can then upload just the revised files*

> **Note:** *Most documents on the Los Alamos arXiv server are in LaTex format. To assist Authors who may not be sure which Submission Items to select for various arXiv file components (such as .bbl, .cls, .sty, etc.), the Publication can create Submission Items in the dropdown menu, which describe these components (Bibliography file, Style File, etc). If you are unclear about which Item to choose, select the Item that most closely describes the file and the system will proceed without a problem*

## Author PDF Approval

You must approve your submission before it is sent to the Editorial Office. Click '**Submissions Waiting for Author's Approval**' to bring up a table containing all of your manuscripts that are waiting to be viewed and approved (see below):

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

Once the PDF version of your manuscript has been created by the system, you will see a set of links in the Action column of the table (far left).

> **Note:** *The actual building of your PDF may take a few minutes once you have uploaded your files or as long as 30-60 minutes depending on the size of files, and outstanding PDF building activity*

- '**View Submission**' allows you to view the PDF version of your submission (if you do not have Adobe Acrobat installed on your system, simply click the '**Get Acrobat Reader**' icon at the bottom of the 'Submissions Needing Approval' menu and follow the instructions from Adobe's web site).  You may choose to make alterations to your submission such as spelling corrections, description changes, extra graphics, etc. – you can do this by selecting '**Edit Submission**'.  If there is a problem creating the PDF you're viewing, there will be a message in the PDF explaining what may have caused the problem. You must view the PDF before you are able to approve it.

- **'Edit Submission'** will bring you to the same interface you used when you initially submitted the manuscript.  You can remove or add files at the Attach Files portion of the submission if you need to change anything.  If you make changes, a new PDF file for you to view and approve will be built.  Once you are satisfied with your submission and are ready to send it to the Editorial Office, click '**Approve Submission**'.

- '**Remove Submission**' allows you to remove your manuscript from the system (the Manuscript will never be received by the Editorial Office).  You can always remove your submission and start over if you experience problems.

When you approve your submission, it will now be filed in the 'Submissions Being Processed' list in your Author Main Menu.

## Tracking the progress of your submission

Once your manuscript has been submitted to the Publication, you can track its progress by viewing your submission in the 'Submissions Being Processed' list (see below).

> **Note:** *Viewing the status date of your submission might not be available to you, depending on the system configuration chosen by the Publication.*

You will be notified when the Publication has made a decision.  If the Publication has given you access, you will see a 'Send E-mail' link within your list of available actions.  This will allow you to send an e-mail to the Publication at any time.  They will have set up either one or multiple Ad Hoc e-mails that you can modify with your own information.

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

# Submitting Revised Manuscripts

When asked to 'Revise your Submission', the submission moves into the folder called 'Submissions Needing Revision' under the Revisions heading on your Author Main Menu page.



From this folder the following options are listed: View Submission, File Inventory, Revise Submission, Decline to Revise and View Decision.

## *View Submission*

The '**View Submission**' link allows you to see the PDF of the most recent version of the submission.

## *File Inventory*

The File Inventory link allows you to download any of the source files that make up your submission. You can access your files and work on them before you click the '**Revise Submission'** link.



## *Reviewer Attachments*

If the Publication's EM site is configured to do so, then Reviewers may download source files, annotate them as needed, and upload them back into the system. Reviewers may also wish to upload non-manuscript files such as images or related materials. The Editorial Office may give you access to these files for aiding in submitting your revision.

## *Submit Revision*

The 'Revise Submission' link provides access to the 'Submit Revised Manuscript' interface that leads you through the submission process.

This interface is similar to the 'Submit New Manuscript' interface. When you get to the 'Attach Files' step in the process, you are presented with the list of source files from the previous version. You may choose whether or not to carry over files from the previous version to the new Revision.

When presented with the list of source files, there is a checkbox displayed to the right of each file. The checkbox must be checked to carry the file over to the new version of the submission. Read the instructions the Publication will provide on screen to see what they prefer. (See below)



Click '**Next**' to proceed to the next page where you will be given the option to upload your revised files to attach to the Revised Submission. Again, you will be able to reorder your files with the arrows, and upload your new files (see below). Click '**Next**' to Build PDF for your Approval.

### Respond to Reviewers

A 'Respond to Reviewers' Submission Step can be displayed on the 'Submit Revision' page. You can click the '**View Decision Letter**' link to view the decision letter, which includes the blinded comments from each Reviewer. If your Publication has this step enabled, then you should respond to each Reviewer's comments, by typing (or copy and pasting) responses into the text box.

If the 'Respond to Reviewers' step is 'Required', then you will not be able to build the revision PDF until text has been entered in the 'Respond to Reviewers' text box.



You may access to your own responses to Reviewer Comments in the 'Revisions Being Processed' and 'Submissions with Decision' folders.

## *Decline to Revise*

This link is used when you decide not to submit a Revision. Your submission record then moves to the Author's Decline Revisions folder. If this is done in error, you will be able to reinstate a Declined Revision.

## *Reinstate a Declined Revision*

If you accidentally Decline to Revise or Remove a submission you intended to revise, by clicking on '**Decline to Revise**' or the '**Remove**' link, you should reinstate the submission. Instead of submitting a New Manuscript, the proper course is to reinstate the submission so you can continue with the revision process. Please contact the Editorial Office to do so.

## *View Decision*

You can view the Decision Letter by clicking on the link in the 'View Decision' column.

# Invited and Commissioned Papers

Some Publications have a pre-submission phase, during which time you 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 (e.g. 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*

You are notified of an invitation to submit a manuscript via an e-mail. Once you receive the e-mail, you must log in to the system. From the Author Main Menu you will see a heading called 'Invited Submissions' with two links 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 you to View the Submission for which your opinion/commentary is being invited. You are also given a link to the invitation letter sent by the Editorial Office. Once you have decided, you will be able to either Agree to Submit, or Decline.



| Action | Manuscript Number | Article Type | Article Title | Status Date | Current Status | Date Author Invited | Date Response Requested | Target Publication Date | Days Invitation Outstanding | Editor's Name | Keywords | Classifications |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| View Submission Requiring Commentary<br>View Invitation Letter<br>Agree to Submit<br>Decline to Submit | A_Test-3.0-04-100 | Rapid Review | New Submission | Apr 2 2004 10:11:56:843A | With Editor | Jul 14 2004 11:46:22:977A | Jul 21 2004 11:59:59:997P | Aug 31 2004 12:00:00:000A | 0 | Luke G. Shepherd, PhD, MD | | 60 Analgesics |

- **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 you to View the 'parent' submission for which you opinion/commentary is requested. You 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. The Author can then submit the manuscript when ready. Once you begin to submit your invited manuscript, it will move into the regular folders for Submitting and Incomplete—just like a regular manuscript.

## Author Rebuttal of a Rejected or Withdrawn Submission

This feature is used when you wish to dispute a Reject decision or reverse a 'Withdrawn' submission. You will need to contact the Editorial Office outside of the system to inform the Editors of your desire to rebut the decision.

## Artwork Quality Check

If the Publication Office 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 Editorial Manager. These results are then made available to you and/or the Editor on designated pages.

### *Displaying AQC Results*

After submission files are uploaded and sent to be built into a PDF all designated files are sent to the AQC tool. From the Submissions Waiting Approval or Revisions Waiting Approval pages, a link will appear labeled '**View Artwork Quality Results**'. You should click on this link to view the results. Publications have the option to require that you view the results before proceeding.

[Above: View Artwork Quality Results link]

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



[Above: AQC Results page]

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



[Above: Analysis of the Artwork Quality Check]

The Artwork Quality Results will also display specific information regarding any problems with the file as well as possible solutions.  This means that you can make any necessary changes to the artwork files and upload new files, better suited for production.



[Above: Diagnostic information from the Artwork Quality Check]

## eXtyles

Some Publications opt to use EM's 'Reference Checking' tool, which will automatically check the validity of the references listed in each manuscript's bibliography.

Reference Checking will attempt to find each Publication citation in PubMed and/or CrossRef.  However, Reference Checking will not search for books or in press articles, as these texts are not listed in PubMed or CrossRef.  If the Reference Checking tool is able to find the citation in PubMed and/or CrossRef, a link to that citation is created.

If the Publication has Reference Checking enabled, you will see a link that says "View Reference Checking Results":



Clicking on the '**View Reference Checking Results**' link will allow you to see the results of the reference check:

| | 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. Berrne, 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 bibliographic entry is listed and 'Validated', then the reference checker was able to find a match in either PubMed or Cross Ref, or both.  If the entry is listed as 'Not Validated', the reference checker was not able to locate the citation in CrossRef or Pubmed.

Publication citations that cannot be matched with an entry in either PubMed or Cross Ref will be listed as either 'Not Validated' (see #6 in the figure above), meaning the tool views the citation as a Journal reference but cannot locate it on PubMed or CrossRef OR as Not Checked (see #3 above), meaning the citation does not appear to be from a Journal.

You should view your Reference Checking Results and attempt to resolve any problems with your references prior to submitting.