



# Tutorial for Authors

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## 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:

The image shows the 'Pre-registration Page' of the Editorial Manager system. On the left, there is a sidebar with the title 'Pre-registration Page' and a paragraph: '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.' The main content area is titled 'Choose a Registration Method'. It has two sections. The first section is 'Retrieve your details from the ORCID registry:' and contains a button labeled 'id Use My ORCID Record'. The second section is 'Or type in your details and continue to register without using ORCID:' and contains three input fields labeled 'Given/First Name\*', 'Family/Last Name\*', and 'E-mail Address\*'. A 'Continue >>' button is to the right of the email field. Below these sections is a 'WARNING' message: '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.' Below the warning is another paragraph: '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.' At the bottom of the main content area are two buttons: 'Cancel' and 'Forgot Your Login Details?'.

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

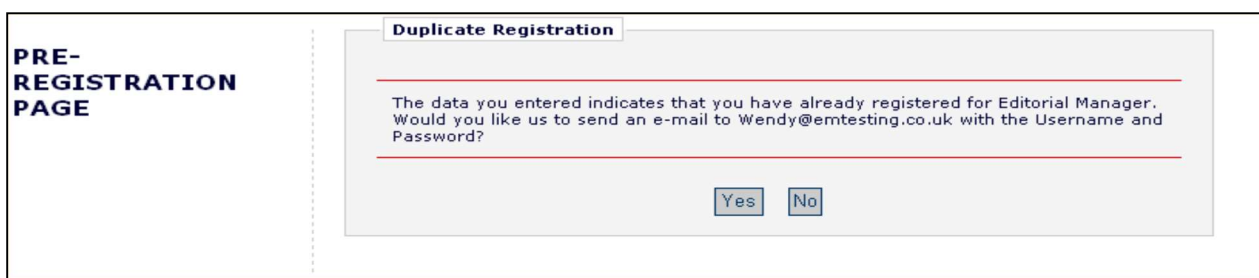
### ***Duplicate Registration Check***

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 a duplicate record.

**Note:** *It is important that users enter their name exactly as they are known. It is not unusual for variations in spelling to cause duplicate entries in the database.*

### **Possible Outcome of Duplicate User Test**

If a match is found (i.e., presence of duplicates), the user will not be able to proceed with the Registration. The user may opt to receive an e-mail containing the Username and Password associated with the e-mail address that is already in the system.



The screenshot shows a web interface with a sidebar on the left labeled "PRE-REGISTRATION PAGE". The main content area has a title "Duplicate Registration" in a small box. Below the title, a message is displayed between two horizontal red lines: "The data you entered indicates that you have already registered for Editorial Manager. Would you like us to send an e-mail to Wendy@emtesting.co.uk with the Username and Password?". At the bottom of the message box, there are two buttons: "Yes" and "No".

Users should click on ‘Yes’ if they could already be registered. If the user is certain that he or she is not already registered, he or she should click on ‘No’. The system will then present the ‘Registration’ page, which provides an option to change First Name, Last Name, E-Mail Address or all three fields.


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

### ***Registration Using ORCID***

Users may not only retrieve their ORCID record, but also retrieve name and contact details from their ORCID record. Users who select this option will experience the standard ORCID authorization interaction, giving EM permission to read information from their profile.

Choose a Registration Method

Retrieve your details from the ORCID registry:

 Use My ORCID Record

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

Given/First Name\*

Family/Last Name\*

E-mail Address\*

Continue >>

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

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


Cancel


Forgot Your Login Details?

You are taken to ORCID to sign in.

ORCID

Sign into ORCID or [Register now](#)

 Personal account

 Institutional account

Sign in with your ORCID account



Email or ID

ORCID password

Sign into ORCID

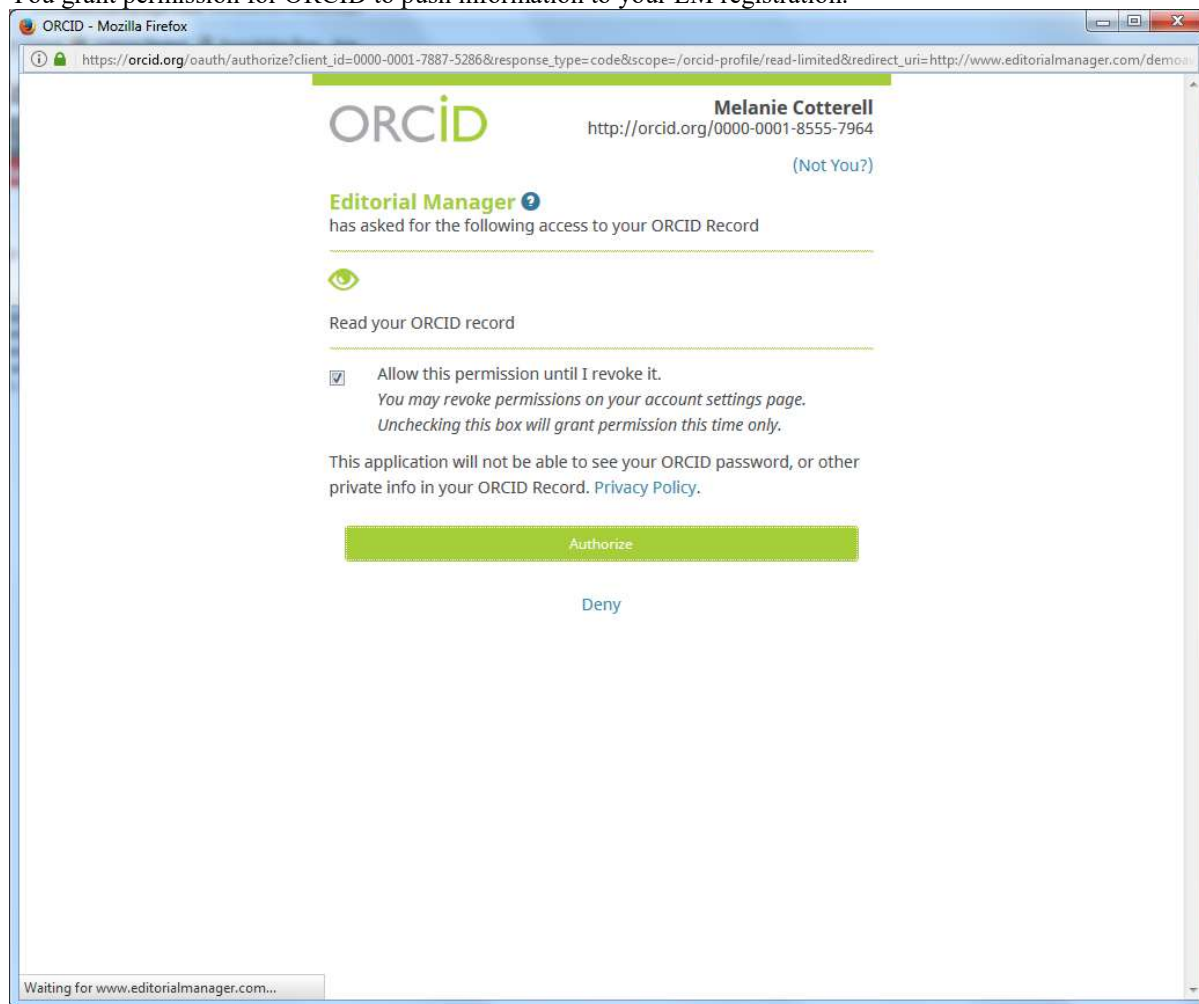
Forgotten your password?

Sign in with a social media account



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



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

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


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

## Registration Process

If you aren't using ORCID, fill in the name and e-mail fields and select Continue>>.

**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?

The following screens will be displayed:

**Login Details**

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

Enter preferred user name \*

Password \*

Re-type Password \*

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

Personal Information

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?’

Areas of Interest or Expertise

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button, or by adding your own Personal Keywords individually using the "Edit Personal Keywords" button.

Personal Classifications \*

(None Selected)

Select Personal Classifications

Select 3-5 Classifications

Personal Keywords

(None Defined)

Edit Personal Keywords

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.*

Select Personal Classifications

Please identify your areas of Interest and specialization by selecting one or more classifications from the list below.

To save changes you must click "Submit" before you leave this window.

Search:

Search

Clear

[Matching terms display in red text]

Expand All

Collapse All

☐ antibiotics
 ☐ Antivirals
 ☐ Drug interactions plus
 ☐ drug toxicity
 ☐ NSAIDS (non-steroidals)
 ☐ Steroids

☒ PLASTICS
 ☒ PROSPECTIVE STUDY
 ☒ PSYCHOPHYSICS
 ☒ PUBLIC POLICY STANDARDS

☐ (PPPs) preferred practice patterns
 ☐ cost-benefit analysis
 ☐ ethics
 ☒ FDA
 ☐ legal
 ☐ medical care delivery
 ☐ medicare
 ☐ Ophth. Terminology
 ☐ Ophthal. Business Practices
 ☐ safety

Select->

<-Remove

Selected Classifications:

☐ drug toxicity
 ☐ PHARMACOLOGY

Expand All

Collapse All

Users can click on 'Select Personal Classifications' to access the screen to enter areas of expertise. The predefined list can be expanded or collapsed by clicking the [+] or [-] checkboxes. To add a Personal Classification, check the appropriate classification, and click on the 'Select' button. The number of Personal Classifications allowed is determined by the Publication. When all of the appropriate areas of expertise have been selected, click on the 'Submit' button on the bottom of the page.

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

Areas of Interest or Expertise

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own Personal Keywords individually using the "Edit Personal Keywords" button.

Personal Classifications

10: [First Major Term](#) No Ranking Selected

Select Personal Classifications

Rank Personal Classifications

Clicking the ‘Rank Personal Classifications’ button will direct you to a pop-up window where users have the option to rank their experience level for each Classification as ‘Low’, ‘Medium’ or ‘High’.

Rank Personal Classifications

Please rate your level of academic interest and expertise by selecting...

Classification	Experience Ranking				Remove Classification
10: <a href="#">First Major Term</a>	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
20: <a href="#">Second Major Term</a>	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
30: <a href="#">Third Major Term</a>	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>

Cancel

Submit

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.

Edit Personal Keywords

Current Keywords

Enter 2-5 Keywords

Oncology Pharmaceuticals

Remove

Edit

New Keyword:

Therapy and Counseling

Add

Close

Click on 'Edit Personal Keywords' to access the screen to enter free-form areas of expertise. To add a new Keyword, type the Keyword(s) into the 'New Keyword' field and click on 'Add'. Click on 'Close' after all Personal Keywords have been entered.

### Multiple E-Mail Address Request

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

	<b>E-mail Address *</b> <input type="text" value="jsmith@edmgr.com"/>
	<small>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. <a href="#">Read more.</a></small>

### 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 be presented with additional questions from the Publication. A red asterisk indicates required information.

<b>Confirm Registration</b>	<b>Please confirm the following very important information:</b>									
	<table><tr><td>Given/First Name:</td><td><b>Jessica</b></td></tr><tr><td>Family/Last Name:</td><td><b>Snapke</b></td></tr><tr><td>Username:</td><td><b>Jessica</b></td></tr><tr><td>E-mail Address:</td><td><b>jsnapke@ariessys.com</b></td></tr><tr><td>Country or Region:</td><td><b>UNITED STATES</b></td></tr></table> <hr/> <div><input type="checkbox"/> Check to receive our monthly newsletter.</div> <p>Please click on the privacy policy links below and then check the box. This ensures that you are aware of your personal data privacy protection under the European Union's General Data Protection Regulation (GDPR). See <a href="https://ec.europa.eu/info/law/law-topic/data-protection_en">https://ec.europa.eu/info/law/law-topic/data-protection_en</a></p> <div><input type="checkbox"/> * I have read and accept the <a href="#">Publisher's Data Use Privacy Policy</a> and the <a href="#">Aries Privacy Policy</a>.</div> <hr/> <p>If the information is correct and you wish to complete this registration, click the 'Continue' button below.</p> <div><input type="button" value=" &lt;&lt; Previous Page "/>&lt;&lt; Previous Page <input type="button" value=" Continue &gt;&gt; "/>&gt;&gt; Continue</div>	Given/First Name:	<b>Jessica</b>	Family/Last Name:	<b>Snapke</b>	Username:	<b>Jessica</b>	E-mail Address:	<b>jsnapke@ariessys.com</b>	Country or Region:
Given/First Name:	<b>Jessica</b>									
Family/Last Name:	<b>Snapke</b>									
Username:	<b>Jessica</b>									
E-mail Address:	<b>jsnapke@ariessys.com</b>									
Country or Region:	<b>UNITED STATES</b>									

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

<b>Registration Complete</b>	<p>Check your email for a message to confirm your registration. Note that Editorial Manager may have assigned a different Username if the one you selected is already in use.</p> <p>Thank you!</p>
<p><a href="#">Go to Login Page</a></p>	

The Registration process is now complete, and the user may check their e-mail for a confirmation.

An example of a confirmation e-mail is shown below.

-----Original Message-----  
From: [em.demotf150.0.5c87ad.4ee0c581@editorialmanager.com](mailto:em.demotf150.0.5c87ad.4ee0c581@editorialmanager.com) [mailto:[em.demotf150.0.5c87ad.4ee0c581@editorialmanager.com](mailto:em.demotf150.0.5c87ad.4ee0c581@editorialmanager.com)] On Behalf Of The Journal  
Sent: Friday, July 13, 2018 12:56 PM  
To: Jessica Snapke <[jsnapke@ariesys.com](mailto:jsnapke@ariesys.com)>  
Subject: Editorial Manager Registration

Dear Snapke,

Thank you for registering for the Editorial Manager online submission and peer review tracking system for TF Demo 15.0.

Please record the password you just selected for accessing Editorial Manager at <https://demotf150.editorialmanager.com/>.

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

Username: Jessica  
Password: <https://demotf150.editorialmanager.com/l.asp?i=897&l=112J6EY5>

Best regards,  
TF Demo 15.0

If you would like your personal information to be removed from the database, please contact the publication office.

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

<b>Change Password</b>	
Please enter your new password. If this publication enforces specific password guidelines, they will be listed below.	
New Password	<input type="password"/>
Re-type New Password	<input type="password"/>
<p><a href="#">Cancel</a> <a href="#">Submit</a></p>	

## Logging In

### *Standard Login*

Users can begin to use the system once they have received a registration notification e-mail from the Editorial Office.

Go to the Publication's EM website. At the top of the navigation main menu a set of menu options is available. Click on 'LOGIN', as shown below:



The EM Log-In screen will be displayed. Enter the username and password in the appropriate fields. Click on the 'Author Login' button. This will display the 'Author Main Menu' which will contain a list of functions that may be performed in the system.

**Note:** If users have multiple roles with the Publication, it is possible to set up a default login role. The option to do this can be found by clicking on the 'Update My Information' link on the main navigation menu.

Once a user has successfully logged in, the 'Author Main Menu' will display 'Incomplete Submissions', 'Submissions Waiting for Author's Approval', and 'Submissions Being Processed' folders. The number of submissions in process in each folder will be displayed in parentheses by the side of the folder name.

### Single Sign-on via ORCID

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

Once Single Sign-on via ORCID enabled, an ORCID icon will display on the Login page. Clicking the icon will take the user to ORCID to verify their credentials and confirm the ORCID record to use for the login. Once verified, assuming they have previously Authenticated their ORCID record, the user is logged into EM.

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

**Note:** The user's ORCID password is never exposed to EM; the user is asked to log into ORCID and authorize the login, then the ORCID site provides EM with the ORCID record to use via a secure channel.

### Example ORCID login

The screenshot shows the ORCID Editorial Manager login interface. At the top, the ORCID logo is displayed, followed by 'Editorial Manager' and a help icon. Below this, a message states: 'has asked for the following access to your ORCID Record'. A green circle with 'iD' inside is shown, followed by the text 'Get your ORCID iD'. A disclaimer states: 'This application will not be able to see your ORCID password, or other private info in your ORCID Record. [Privacy Policy](#).' Below this is a link 'Sign into ORCID or Register now'. There are two tabs: 'Personal account' (selected) and 'Institutional account'. Below the tabs is the text 'Sign in with your ORCID account'. There are two input fields: 'Email or iD \*' and 'ORCID Password'. Below the input fields are two buttons: 'Deny' and 'Authorize'. Below the 'Authorize' button is a link 'Forgotten your password?'. At the bottom, there is a link 'Sign in with a social media account' with Facebook and Google+ icons.

### Example ORCID authentication interaction after login

The screenshot shows the ORCID Editorial Manager authentication interaction after login. At the top, the ORCID logo is displayed, followed by 'Connecting Research and Researchers'. Below this is the text 'CONNECTING Editorial Manager WITH YOUR ORCID RECORD'. Below this is a message: 'Editorial Manager has asked for the following access to your ORCID Record'. A yellow box contains the text 'Read limited info from your biography'. Below this is a disclaimer: 'This application will not be able to see your ORCID password, or other private info in your ORCID Record'. Below the disclaimer are two buttons: 'Deny' and 'Authorize'. On the right side, there is a link 'Editorial Manager' and a text 'Online Manuscript Submission and Peer Review system.'

### Time Zone Display

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

## Multi-Language Toggle

If your Publication provides access to secondary languages, you will see the 'language drop-down' in the top right corner of your screen as part of the Main Menu bar area. Here you may choose to display the site in a language other than the Publication's default language by selecting from the list of available languages.



If you switch to an alternate language, your preference will be saved by the system and the site will display in that language at each subsequent login. Your preferred language is recorded as the one most recently displayed.

## Changing Passwords

Users may change their password at any time, but must first be logged in to the system. From the main navigation menu at the top of the screen (see below) select 'UPDATE MY INFORMATION'.



The 'Update My Information' page dialog boxes will be displayed, where all of the personal information currently available to the Publication is displayed, and may be updated as needed.



When the password has been changed, click Submit.

## Send Username/Password

If a user has an existing account in the system, they may choose to recover this information by clicking 'Send Login Details' in the Login box.

### Account Finder

Enter your e-mail address in the box below. If an account exists with this e-mail address, your Username and a link to change your Password will be e-mailed to you.

Please Enter The Following

E-mail\*

[Go to Login Page](#)

If the system finds an existing record matching the e-mail address, an e-mail is sent.

Thank you for registering for the Editorial Manager online submission and peer review tracking system for Demo TF 14.0.

Here is your username and confidential password, which you need to access the Editorial Manager at <http://DEMOTF140.edmgr.com/>.

Username: Quinn  
 Password: <http://demotf140.edmgr.com/l.asp?i=7238&l=U0Z1ZNMH>

Please save this information in a safe place.

You can change your password and other personal information by logging into the Demo TF 14.0 website and clicking on the Update My Information link on the menu.

Best regards,

Demo TF 14.0

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

### Change Password

Please enter your new password. If this publication enforces specific password guidelines, they will be listed below.

New Password

Re-type New Password

## 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.

### Additional Information

Authors enter dates for which they are not available and provide a short reason for their unavailability. Authors can also enter up to three potential substitutes.

## Add Unavailable Date

Please enter the dates that you are unavailable. This information will be taken into consideration when your assistance is desired. You may also enter details of up to three people who the publication may contact in your absence.

### Please Enter the Following

[Insert Special Character](#)

Start Date:   (mm/dd/yyyy)

End Date:   (mm/dd/yyyy)

Reason:

### Substitute Information

First Substitute Name:

First Substitute E-mail:

Second Substitute Name:

Second Substitute E-mail:

Third Substitute Name:

Third Substitute E-mail:

## Submitting a New Manuscript

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

The screenshot displays the 'Author Main Menu' interface. On the left is a sidebar with the title 'Author Main Menu' and links for 'Alternate Contact Information' and 'Unavailable Dates'. Below these links is a note: 'For additional help with your submission, please click [here](#) for the Author Tutorial.' The main content area is divided into three sections: 'New Submissions', 'Revisions', and 'Completed'. The 'New Submissions' section contains links for 'Submit New Manuscript', 'Submissions Sent Back to Author (0)', 'Incomplete Submissions (1)', 'Submissions Waiting for Author's Approval (0)', and 'Submissions Being Processed (1)'. The 'Revisions' section contains links for 'Submissions Needing Revision (0)', 'Revisions Sent Back to Author (0)', 'Incomplete Submissions Being Revised (0)', 'Revisions Waiting for Author's Approval (0)', 'Revisions Being Processed (0)', and 'Declined Revisions (0)'. The 'Completed' section contains a link for 'Submissions with a Decision (9)'.

Category	Item	Count
New Submissions	Submit New Manuscript	
	Submissions Sent Back to Author	0
	Incomplete Submissions	1
	Submissions Waiting for Author's Approval	0
	Submissions Being Processed	1
Revisions	Submissions Needing Revision	0
	Revisions Sent Back to Author	0
	Incomplete Submissions Being Revised	0
	Revisions Waiting for Author's Approval	0
	Revisions Being Processed	0
	Declined Revisions	0
Completed	Submissions with a Decision	9

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

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

### Submission Step Limits

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

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

If the word or character count limitations imposed by the Publication have been exceeded, the user may not continue the next step. If this is the case, a warning box will appear if the user clicks ‘Next’. Once the word or character requirement has been met, the user may click ‘Next’ to proceed to the next Submission step.

### Submission Steps

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

## Author Main Menu

[Alternate Contact Information](#)

[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.

New Submissions

[Submit New Manuscript](#)

[Submissions Sent Back to Author \(0\)](#)

[Incomplete Submissions \(1\)](#)

[Submissions Waiting for Author's Approval \(0\)](#)

[Submissions Being Processed \(1\)](#)

Revisions

[Submissions Needing Revision \(0\)](#)

[Revisions Sent Back to Author \(0\)](#)

[Incomplete Submissions Being Revised \(0\)](#)

[Revisions Waiting for Author's Approval \(0\)](#)

[Revisions Being Processed \(0\)](#)

[Declined Revisions \(0\)](#)

Completed

[Submissions with a Decision \(9\)](#)

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

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

## 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

If the word or character count limitations imposed by the Publication have been exceeded, the user may continue to the next step, but will see a red exclamation mark above the step on the progress bar, and he or she will be unable to finalize the submission until all warnings have been addressed.

## 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’.

Article Type Selection

Attach Files

Manuscript Data

Choose the Article Type of your submission from the drop-down menu.

Select Article Type

Original Study

Proceed

Attach Files

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

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

Article Type Selection

Attach Files

General Information

Review Preferences

Additional Information

Comments

Manuscript Data

A Manuscript is requested.  
Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.

Browse...

OR

Drag & Drop Files Here

No Items have yet been attached for this submission.

Back

Proceed

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.

Article Type Selection

Attach Files

General Information

Review Preferences

Additional Information

Comments

Manuscript Data

Required For Submission:  
Manuscript  
Please provide any additional items.

Select Item Type

\*Manuscript

Description

Manuscript

Browse...

OR

Drag & Drop Files Here

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

files to

Change Now

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript	Manuscript	TEST MANUSCRIPT.docx	15.7 KB	Jul 13, 2018	Download	

Update File Order

Remove

Check All

Clear All

Back

Proceed

File Ordering Mechanism

File order can be changed by entering numbers in the text box next to each Submission Item. The files are numbered in the sequence in which they were uploaded. For example, if four files are uploaded, the default value for each Item is 1,

2, 3, and 4, respectively. The user can then change the order of the files by typing in a new order and clicking the 'Update File Order' button.

**Note:** *The order of the files in the File Grid dictates the order of items in the PDF that is generated.*

If the Publication has elected to impose a particular file order that differs from the order used, that imposed order will supersede the order used by the Author. If the files are uploaded in an incorrect order the system will alert the Author and update the order according to the Publication's settings. The Author may change the order of the files that are of the same Item Type, however.

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

## Removing Files

Once files have been attached, you can remove them from the submission individually or in groups. To remove an attached file, select the file's check box in the File Grid and then click the 'Remove' button. 'Check All' and 'Clear All' links are available for selecting/deselecting all files. Once one or more files are selected, a 'Remove' button is enabled, allowing the user to remove the selected files. You may select any number of attached files for removal using these steps.

## General Information

The journal may collect 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, Keywords or Classifications related to your submission. Whenever possible, use the Classification list provided to indicate the subject matter. In cases where a suitable term is not available, use the Keywords to add it. The instructions will indicate if the information is required. Otherwise, it is optional.

The screenshot shows a multi-step submission process. At the top, a progress bar includes icons for 'Article Type Selection' (checked), 'Attach Files' (checked), 'General Information' (active), 'Review Preferences', 'Additional Information', 'Comments', and 'Manuscript Data'. Below the progress bar, a message states: 'Please provide the requested information.' The main form area contains several sections: 'Region Of Origin' with a dropdown menu labeled 'Choose Region' and a 'Next' button; 'Section/Category' and 'Keywords' sections with expandable headers; and 'Classifications' with a text area for selecting up to 3 classifications, currently showing '(None Selected)' and an 'Add Classifications' button. At the bottom right, there are 'Back' and 'Proceed' buttons.

## 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.

Article Type Selection

Attach Files

General Information

Review Preferences

Additional Information

Comments

Manuscript Data

Please provide the requested information.

+ Request Editor

- 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

There are currently no Suggested Reviewers in the list.

+ Add Suggested Reviewer

+ Next

+ Oppose Reviewers

Back Proceed

## 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.

Article Type Selection

Attach Files

General Information

Review Preferences

Additional Information

Comments

Manuscript Data

Please respond to the presented questions/statements.

Insert Special Character

Questionnaire

Please confirm you have approval from all Co-authors to submit this manuscript?

Answer Required: Yes

If you have submitted this manuscript to another publication please give details below

Character Count: 0

Limit 20000 characters

Please enter the date you submitted the paper to another publication.

Please enter the Word Count of your manuscript

## Comments

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

Article Type Selection

Attach Files

General Information

Review Preferences

Additional Information

Comments

Manuscript Data

Please provide the requested information.

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.

Insert Special Character

Back

Proceed

## Manuscript Data

Title, Abstract, and Authors may have been extracted from your manuscript file and have populated some or all of the 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 to building your PDF and approving it.

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Title

Full Title (required) ✓  
Limit 300 characters

The Test Article

Character Count: 18

Short Title ✓  
Limit 20 words

Next

Abstract

Abstract (required) ✓  
Limit 300 words

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam at tempor risus. Morbi non ante eros. Duis hendrerit sodales viverra. Nam pulvinar sem vitae justo imperdiet vulputate at vel ante. Integer ornare posuere porta. Aenean id lacina mauris. Nullam in ex lacus.

Word Count: 42

Next

Authors

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Some required information is missing. You may proceed for now, but this information will be required before the submission can be completed.

Current Author List

mary mary [Corresponding Author] [First Author] [You] ⚠

Add Another Author

Next

Funding Information

Please choose a funding source from the list that displays as you start to enter the funder's name. If you are unable to make a selection from the list you can continue to enter the entire funder's name. Then enter the award number and select the award recipient.

Required \*

Funding information is not available.

Current Funding Sources List

There are currently no Funding Sources in the list.

Add a Funding Source

Add a Funding Source

Back

Save & Submit Later

Build PDF for Approval

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## Author PDF Approval

Authors must approve a submission before it is sent to the Editorial Office. Click the ‘Submissions Waiting for Author’s Approval’ folder to bring up a table containing all manuscripts that are waiting to be viewed and approved (see below). In addition to the Action links of the left, the Author may be required to accept terms of submission, by clicking the checkbox next to ‘I accept’.

Submissions Waiting for Approval by Author Tina Fleischer

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions)

Action ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼	Please view our Conflict of Interest Policy here: <a href="http://www.americanornithologypubs.org/userimages/Content">http://www.americanornithologypubs.org/userimages/Content</a>
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	My New Article About Something Neat	06/07/2017	06/07/2017	Needs Approval	<input type="checkbox"/> I accept

Page: 1 of 1 (1 total submissions)

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

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

- ‘View Submission’ allows the Author to view the PDF that was built. If there is a problem creating the PDF, there will be a message in the PDF explaining what may have caused the problem. If the PDF is acceptable, the Author can proceed to ‘Approve Submission’. If the PDF is unacceptable, the Author can proceed to ‘Edit Submission’.
- ‘Edit Submission’ allows the Author to remove or add files, make spelling corrections or description changes, etc. If any changes are made, a new PDF must be built. Once the Author has viewed the new PDF and deemed it acceptable, he or she can proceed to ‘Approve Submission’ to send it to the Editorial Office.
- ‘Approve Submission’ allows the Author to complete the process and send the submission to the Editorial Office.
- ‘Remove Submission’ allows Authors to remove a manuscript from the system (the manuscript will never be received by the Editorial Office and will be deleted from the system). Authors can use this link to restart the process fresh, if desired.

**The Author must View the Submission, agree to any terms specified, and Approve the Submission. Once the Author approves the submission, it will move to the ‘Submissions Being Processed’ folder in the ‘Author Main Menu’.**

## Fees and Payments

### Submission Fees

For some Publications, Authors will have access to the ‘Fees and Payments’ page for each submission that has at least one payment required.

Authors may access the ‘Fees and Payments’ page in the following ways:

- 1) At the end of the manuscript submission process, if a Submission Fee is configured for the submission's Article Type, the Author is automatically taken to the *'Fees and Payments'* page after clicking the 'Approve Submission' link and answering 'OK' to the alert 'Are you sure you want to approve the submission?'.
- 2) At any point after a Fee has been levied on a submission, a new 'Fees and Payments' link will display in Author folders. Authors may click this link at any point to take action on Fees or view the payment status.
- 3) An 'Author Payment' link may be included in letters. This link will log the Author into the system and navigate them directly to the *'Fees and Payments'* page.

The Submissions Waiting for Author's Approval folder is the first opportunity the Author has to see the *'Fees and Payments'* page. The submission step for an Author is to approve the submission by clicking the 'OK' button on the 'Are you sure you want to approve the submission?' alert. Upon clicking the 'OK' button, the Author is taken directly to the *'Fees and Payments'* page.

The *'Fees and Payments'* page displays the settings configured for the appropriate submission.

In the example below, the Submission Fee has two options – Society Members are levied one submission rate (75.00 USD), and Non-Society Members are levied another submission rate (100.00 USD). This Submission Fee has two possible Payment Method options – 'Bill Me' or 'Request Waiver'. To complete the submission, the Author would select which pricing option applies, and which payment method he or she would like to use. There is also space for the Author to enter comments to the Publication.

### 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.

<b>Payment Status:</b>	Payment Due		
<b>Pick One:</b>	<input type="checkbox"/> I am a society member.	75.00	USD
	<input type="checkbox"/> I am not a society member.	100.00	USD

**Choose Payment Method:**
☐ Bill Me  
☐ Request Waiver

**Comments to Publication:**

[Insert Special Character](#)

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

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

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

<b>Author's Decision</b>	Thank you for approving "Environmental Impacts of Pesticide Sprays Aimed at Eradicating Eastern Equine Encephalitis (EEE)". Your request for a bill has been sent.
	<a href="#">Main Menu</a>

*Example: Author has selected 'Request Waiver option*

<b>Author's Decision</b>	Thank you for approving "Mid-Season Mosquito Hatches: Increased chance of infections?". Your request for a waiver has been sent.
	<a href="#">Main Menu</a>

If the Author selected 'Credit Card' for the payment method on the '*Fees and Payments*' page, he or she can then click the 'Pay Now' button and proceed directly to PayPal where he or she can pay by credit card or personal PayPal account.

**Note:** *The Author is **NOT** required to have a personal PayPal account in order to pay any fees by credit card.*

<b>Author's Decision</b>	Thank you for approving Standing Water Pools and Prevalence of Lyme Disease. Click the 'Pay Now' button below to pay by credit card. Your submission will not be forwarded to the editorial office until a successful transaction confirmation is received from PayPal.
	 
	<a href="#">Return to Fees and Payments</a>
	<a href="#">Return to Submissions Waiting for Author's Approval</a>
	<a href="#">Author Main Menu</a>

<b>Submission Fee</b>		<b>Total: \$100.00 USD</b>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p><b>Pay with Credit Card or Log In</b></p> <p><a href="#">Learn more</a> about PayPal - the safer, easier way to pay.</p> <p><b>Enter your billing information</b></p> <p>Country: <span style="border: 1px solid #ccc; padding: 2px;">United States</span></p> <p>Credit Card Number: <span style="border: 1px solid #ccc; padding: 2px;">44xxxxxxxxxxxx</span></p> <p>Payment Type: <span style="border: 1px solid #ccc; padding: 2px;"> </span></p> <p>Expiration Date: <span style="border: 1px solid #ccc; padding: 2px;">mm / yy</span> CSC: <span style="border: 1px solid #ccc; padding: 2px;"> </span> <a href="#">What's this?</a></p> <p>First Name: <span style="border: 1px solid #ccc; padding: 2px;">Jennifer</span></p> <p>Last Name: <span style="border: 1px solid #ccc; padding: 2px;">Barrista</span></p> <p>Billing Address Line 1: <span style="border: 1px solid #ccc; padding: 2px;">66 Old Mill Lane</span></p> <p>Billing Address Line 2: (optional) <span style="border: 1px solid #ccc; padding: 2px;"> </span></p> <p>City: <span style="border: 1px solid #ccc; padding: 2px;">Danbury</span></p> <p>State: <span style="border: 1px solid #ccc; padding: 2px;">CT</span></p> <p>ZIP Code: <span style="border: 1px solid #ccc; padding: 2px;">06810</span></p> <p>Home Telephone: <span style="border: 1px solid #ccc; padding: 2px;">555-555-1234</span></p> <p>Email: <span style="border: 1px solid #ccc; padding: 2px;">barrista@xmail.com</span></p> <p style="text-align: center; margin-top: 10px;"><span style="background-color: #f39c12; padding: 5px 15px; border: 1px solid #f39c12;">Review Order and Continue</span></p> </div> <div style="text-align: right;"> <p><b>Already have a PayPal account?</b></p> <div style="border: 1px solid #f39c12; padding: 10px; margin-top: 10px;"> <p><b>Please log in</b></p> <p>Email: <span style="border: 1px solid #ccc; padding: 2px;">barrista@xmail.com</span></p> <p>Password: <span style="border: 1px solid #ccc; padding: 2px;"> </span></p> <p style="text-align: center; margin-top: 5px;"><span style="background-color: #f39c12; padding: 5px 10px; border: 1px solid #f39c12;">Log In</span></p> <p>Forgot <a href="#">email</a> or <a href="#">password</a>?</p> </div> </div> </div>		

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.

Submissions Being Processed for Author Andrew Author, MD

Page: 1 of 1 (3 total submissions)

Display results per page.

Action ▲	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">View Submission</a> <a href="#">View QC Results</a> <a href="#">View Reference Checking Results</a> <a href="#">Fees and Payments</a> <a href="#">Send E-mail</a>	DEMO641	A Very Important Article	Jul 03, 2008	Aug 06, 2008	Under Review
<a href="#">View Submission</a> <a href="#">View QC Results</a> <a href="#">View Reference Checking Results</a> <a href="#">Send E-mail</a>	DEMO659	Super Research	Jun 26, 2008	Jun 26, 2008	Received by Editor
<a href="#">View Submission</a> <a href="#">View QC Results</a> <a href="#">View Reference Checking Results</a> <a href="#">Fees and Payments</a> <a href="#">Send E-mail</a>	DEMO668	A New Study	Jun 13, 2008	Sep 08, 2008	Received by Editor

Page: 1 of 1 (3 total submissions)

Display results per page.

<< Author Main Menu

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.

Fees and Payments "Athlete's Foot in Wrestlers"	
<p>The publication may charge a submission fee and/or page 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.</p>	
<p><b>Submission Fee</b></p> <p><b>IMPORTANT NOTE!</b> 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.</p> <p>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.</p> <p>If you are requesting a waiver, please enter the your reasons for doing so in the Comments to Publication box.</p> <p>If you experience any problems with PayPal, please contact the editorial office at 555-555-1234.</p>	
<b>Fee Tracking ID:</b>	EM-STEPHANITEST72-15
<b>Payment Status:</b>	Waiver Request Granted
<b>Amount Due:</b>	0.00
<b>Notes to Author:</b>	ok
<b>Comments to Publication:</b>	I am broke.
<p><a href="#">Return to Submissions Being Processed</a></p>	

## 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.

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

☐ Title  
☐ Abstract  
☐ Authors  
☒ Request Waiver

You may request a waiver of publication charges associated with this submission. If you request a waiver the manuscript will not be submitted until the waiver is granted. To request a waiver, please select the checkbox below and enter the reasons for your request in the text box.

☒ I am requesting a waiver of publication charges for the following reasons:

My reason here:

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

**Waiver Request**

A waiver request has been sent to the publication. You will be notified when a decision has been made.

If the waiver is approved, your manuscript will be submitted to the publication without further action. If the request is not granted, you may edit the submission in order to submit it without a waiver request.

## Other Fees

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

From: emdev.stephanietest72.0.17dd64.090ebc78@ariessys.net on behalf of The Journal of Information Architecture [trash@ariessys.com]  
 To: sjavelle@charter.net  
 Cc:  
 Subject: Your page charge is now due!

Sent: Fri 9/11/2009 2:21 PM

Dear Jen Barrett,

Congratulations, your article Common Injuries in Runners has been accepted for publication! We require payment of the 320.00 USD Page charge before your article can be published in the journal.

For reference purposes, your Fee Tracking ID in our system is EM-stephanietest72-30.

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.

You may pay your fee with a credit card or request a bill by clicking the link below:  
[Pay My Fee Now](#)

Sincerely,  
 The Journal

Clicking the payment link takes the Author directly to the *'Fees and Payments'* page, so he or she can pay the Fee (or request a waiver, or request a bill) immediately without having to login to the system. This is just like paying a Submission Fee, as described previously.

**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.

<b>Fee Tracking ID:</b>	EM-STEPHANIETEST72-30
<b>Payment Status:</b>	Payment Due
<b>Amount Due:</b>	320.00 USD
<b>Choose Payment Method:</b>	<input type="checkbox"/> Credit Card <input type="checkbox"/> Request Waiver
<b>Comments to Publication:</b>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

[Insert Special Character](#)

**Note:** If the submission has more than one fee, the Author must select which fee he or she wants to view on a new 'Select a Fee' page. After making a selection, he or she will proceed to the 'Fees and Payments' page as shown above.

**Select a Fee**

[Submission Fee](#)

[Page Charge](#)

### Additional Views of the 'Fees and Payments' Page

When Authors access the 'Fees and Payments' page either via the e-mail link or the 'Fees and Payments' Action link in the 'Submissions Being Processed' folder, the page will be slightly different for each Fee. The specific look of the 'Fees and Payments' page will change depending on:

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

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

### 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			
<b>IMPORTANT NOTE!</b> 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: <a href="#">Our Policies on Article Processing Charges</a>			
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
<a href="#">Return to Submissions Being Processed</a>			

### 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			
<b>IMPORTANT NOTE!</b> 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 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:	SVN40805TD9428607		
Amount Paid:	100.00 USD		
Date Payment Processed:	Aug 04 2009 12:29PM		
<a href="#">Return to Submissions Being Processed</a>			

## 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.

<b>Fee Tracking ID:</b>	EM-STEPHANITEST72-30
<b>Payment Status:</b>	Payment Due
<b>Amount Due:</b>	320.00 USD
<b>Choose Payment Method:</b>	<input type="checkbox"/> Credit Card <input type="checkbox"/> Request Waiver
<b>Comments to Publication:</b>	<div><a href="#">Insert Special Character</a></div>

[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, depending on the system configuration chosen by the Publication.

## Artwork Quality Check

If the Publication has this option enabled on its site, figures submitted to the Publication will be processed through EM's Artwork Quality Checking (AQC) system. The AQC system analyzes the artwork, and provides results back to EM. These results are then made available to the Author and/or the Editor on designated pages.

### Displaying AQC Results

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

Submissions Waiting for Approval by Author Anthony Author, MD		
If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically. The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the manuscript. The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove your submission.		
Page: 1 of 1 (5 total submissions)		
Action ▲▼	Title ▲▼	Date Submission Began ▲▼
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Google Scholar - Title</a> <a href="#">OVID - Title and Keywords</a> <a href="#">INSPEC - OVID</a> <a href="#">View Artwork Quality Results</a> <a href="#">View Reference Checking Results</a> <a href="#">Send E-mail</a>	Thursday manuscript one	Dec 29 2005 4:16:20

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.



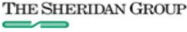
*Example: AQC Results page*

Artwork Quality Results "Thursday manuscript one"					
If your uploaded Item has a <b>Fail</b> link, this indicates that the Item does not meet the journal's production standards. You can click the <b>Fail</b> link to obtain more information about how to correct the Item. In order to replace an Item, click 'Edit Submission' on the prior page.					
Item Type	Item Description	File Name	Size	Actions	Artwork Quality Results
PDF	PDF			<a href="#">View</a>	N/A
Manuscript	Manuscript	manuscript with refl.doc	144 KB	<a href="#">Download</a>	N/A
Figure	Figure	Graph.tif	175.5 KB	<a href="#">Download</a>	Fail <a href="#">View</a>

[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*

### Proflight Detail Report

Submitted: April 05, 2005

[Print](#)
[Close](#)

#### 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 also display specific information regarding any problems with the file, as well as possible solutions. This means that an Author can make any necessary changes to the artwork files and upload new files, better suited for production.

*Example: Diagnostic information from the Artwork Quality Check*

**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 CrossCheck Similarity Check on submissions, Authors may be given access to a version of the Similarity Report. If the Author has the ability to view this report a 'CrossCheck/iThenticate Results' Action link will be available for the submission. The score of the report displays next to the link.

*Partial display; 'Submissions Being Processed' folder*

Submissions Being Processed for Author Michael Green, NA			
Page: 1 of 1 (3 total submissions)			
Action ▲▼	Manuscript Number ▲▼	Title ▲▼	Initial Date ▲▼
<a href="#">View Submission</a> <a href="#">CrossCheck/iThenticate Results (23%)</a> ← <a href="#">Correspondence</a> <a href="#">Send E-mail</a>		10.1 testing of Similary Checking functionality	Apr 17 2013
<a href="#">View Submission</a> <a href="#">Author Status</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>		Testing Co-Author Registration Questionnaire	Nov 1 2012

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

**iThenticate®**  
Professional Plagiarism Prevention  
Document Viewer BETA

**BETSYDEV101-S-13-00015.pdf**  
By: Michael Green  
As of: Wed Apr 17, 2013 11:19am EDT  
53 words - 1 match - 1 source

**Similarity Index**  
**23%**

Mode: **Similarity Report** [Exclude Quotes](#) [Exclude Bibliography](#) [Exclude small matches](#)

BETSYDEV101 10.1 testing of Similary Checking functionality --Manuscript Draft-- Manuscript Number: Full Title: 10.1 testing of Similary Checking functionality Article Type: Abstract Keywords:

**1** 12 words / 23% - Internet from Sat Dec 29, 2012  
[www.mdag.com](http://www.mdag.com)

**1** **Powered by Editorial Manager® and Preprint Manager® from Aries Systems Corporation** Abstract  
Click here [to](#)

download Abstract: The Abstract for Demo Purposes.doc The Abstract for Demo Purposes.

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':

**Submissions Waiting for Approval by Author Jeffrey Wiggle**

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

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

Action ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">View Reference Checking Results</a>	Using Exstyles: No room for wiggling	Feb 16 2006 3:24PM	Feb 16 2006 3:30PM	Needs Approval

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

[<< Author Main Menu](#)

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 <a href="#">Download File</a>				
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. <i>Circulation Research</i> , 77, 684-694.	Validated	<a href="#">PubMed</a>	
2	2. Berne, R. M., & Leivy, M. N. <i>Cardiovascular Physiology</i> . Elsevier Science, 2000, 312 pp.	Not Checked		
3	3. K. G., V. P. Shirinsky, O. V. Stepalnova, V. A. Tkachuk, A. W. A. Hahn, R. J. Resink, V. N. Smirnov. Stretch affects phenotype and proliferation of vascular smooth muscle cells. 144:131-139, 1995.	Not Checked		
4	4. Caro, C. G., & Nerem, R. M. (1973). Transport of 14 C-4-cholesterol between serum and wall in the perfused dog common carotid artery. <i>Circulation Research</i> , 32, 187-205.	Validated	<a href="#">PubMed</a>	
5	5. Cattaruzza, M., Dimigen, C., Ehrenreich, H., & Hecker, M. (2000). Stretch-induced endothelin b receptor-mediated apoptosis in vascular smooth muscle cells. <i>The FASEB Journal</i> , 14, 991-998.	Validated	<a href="#">PubMed</a>	
6	6. Chesler, N. C., Conklin, B. S., Han, H.-C., & Ku, D. N. (1998). Simplified ex vivo artery culture techniques for porcine arteries. <i>Journal of Vascular Investigation</i> , 4, 123-127.	Not Validated	NOT_FOUND;INVALID_JOURNAL	
7	7. Chesler, N. C., Ku, D. N., & Galis, Z. S. (1999). Transmural pressure induces matrix-degrading activity in porcine arteries ex vivo. <i>The American Journal of Physiology</i> , 277, H2002-H2009.	Validated	<a href="#">PubMed</a>	
8	8. Frobert, O., Mikkelsen, E. O., Gregersen, H., Nyborg, N. C. B., & Bagger, J. P. (1996). Porcine coronary artery pharmacodynamics in vitro evaluated by a new intravascular technique: relation to axial stretch. <i>Journal of Pharmacological and Toxicological Methods</i> , 36, 13-19.	Validated	<a href="#">PubMed</a>	<a href="#">CrossRef</a>

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

## Send E-mail

Authors will be notified when the Publication has made a decision. If the Publication has provided access, the Author will see a 'Send E-mail' link within the Action links. This will allow the Author to send an e-mail to the Publication at any time. The Publication will have set up either one or multiple Ad Hoc e-mails that can be modified for use by an Author. In some cases, using an Ad Hoc letter will allow users to attach files to the letter by choosing from personal files.

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

Submissions Being Processed for Author Michael Green, NA			
Page: 1 of 1 (3 total submissions)			
Action ▲▼	Manuscript Number ▲▼	Title ▲▼	Initial Date ▲▼
<a href="#">View Submission</a> <a href="#">CrossCheck/iThenticate Results (23%)</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>		10.1 testing of Similary Checking functionality	Apr 17 2013
<a href="#">View Submission</a> <a href="#">Author Status</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>		Testing Co-Author Registration Questionnaire	Nov 1 2012

When an Ad Hoc letter is configured to allow attachments, then the sender of the letter will see a new 'Add/Change Attachments' button on the 'Customize Letter' page.

### Customize Letter - Author Query to Journal

Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page.

Cancel Preview and Send

From: "Anthony Author" <bhopkins@ariessys.com>  
To: "The DEMO Journal" <trash1@ariessys.com>;  
Letter Subject: Query to Journal

Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank box next to cc: or bcc, as appropriate. Multiple e-mail addresses can be included, separated by semicolons (;).

cc: bcc:  
☒ Editor-in-Chief  
☐ ☐ All Co-Authors with known e-mail addresses

cc:   
bcc:

Attachments: **Add/Change Attachments**

Letter Body: [Insert Special Character](#) [Open in New Window](#)

# All lines beginning with a number sign (#)  
# are comments and are not sent.  
#

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

The screenshot shows a 'Select Files' dialog box. At the top are 'Cancel' and 'Proceed' buttons. Below is a title bar 'Select Files'. The main area contains instructions: 'To add a file from your computer, click the **Browse** button to select the file you wish to upload, then click the **Add This File** button. When you have selected all the files you wish to attach, click the **Proceed** button to attach the files to the e-mail.' Below this is a 'Caution' note: 'Please be aware that many e-mail services limit the number or size of attachments that can be received and may not deliver the message if attachments exceed the limit.' Then there is a 'File Name:' text box, a 'Browse...' button (highlighted with a red arrow), and an 'Add This File' button. At the bottom are 'Cancel' and 'Proceed' buttons.

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.

The screenshot shows the same 'Select Files' dialog box, but now it displays a table of files added from the computer. The table is titled 'Files Added from My Computer' and has four columns: 'File Name', 'Size', 'Last Modified', and 'Actions'. The first row shows a file named 'Submission04102008.doc' with a size of '25.5 KB' and a last modified date of 'Feb 18 2011 02:49PM'. The 'Actions' column for this file contains links for 'Download' and 'Remove'. The table is highlighted with a red border. The rest of the dialog box, including the instructions, caution, and buttons, remains the same.

File Name	Size	Last Modified	Actions
Submission04102008.doc	25.5 KB	Feb 18 2011 02:49PM	<a href="#">Download</a> <a href="#">Remove</a>

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.

Submissions Being Processed for Author Mary François Smith, PhD

Page: 1 of 1 (3 total submissions)

Display 10 results per page.

Action	Manuscript Number	Title	Authorship	Initial Date Submitted	Status Date	Current Status
<a href="#">View Submission</a>	TONYTEST50-D-06-00001	Testing 1 2 3	Other Author	Apr 11 2007 12:58PM	Dec 12 2007 3:56PM	Under Peer Review
<a href="#">View Submission</a> <a href="#">View Other Author Status</a> <a href="#">Send E-mail</a>		Beating Winter Doldrums	Corresponding Author	Mar 18 2007 1:28PM	Mar 18 2007 1:28PM	Received by Journal
<a href="#">View Submission</a> <a href="#">View Reference Checking Results</a> <a href="#">View Proposal</a> <a href="#">View Invitation Letter</a> <a href="#">Send E-mail</a>	TONYTEST50-D-06-00030	All The World's a Stage	Corresponding Author	Apr 11 2006 11:58AM	Jan 21 2008 2:02PM	Decision in Process

Page: 1 of 1 (3 total submissions)

Display 10 results per page.

<< Author Main Menu

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 George Jetson, ABC

Page: 1 of 1 (2 total submissions)

Display 10 results per page.

Action	Manuscript Number	Title	Initial Date Submitted	Status Date	Current Status
<a href="#">View Submission</a> <a href="#">View Other Author Status</a> <a href="#">Send E-mail</a>	BETSYTEST60-D-07-00008	Following a Submission through 6.0 to see where Reviewer Attachments surface.	Oct 15 2007 4:53PM	Oct 17 2007 10:00AM	Received by Editor
<a href="#">View Submission</a> <a href="#">View Other Author Status</a> <a href="#">Send E-mail</a>		September 14, 2007 - The Day I Tested Out George's Account.	Sep 14 2007 10:18AM	Sep 14 2007 10:18AM	Received by Journal

Page: 1 of 1 (2 total submissions)

Display 10 results per page.

<< Author Main Menu

## Other Author Details for Manuscript Number: Unassigned "News Item to Test the News."

[Close](#)

### Other Author Status

Order ▲▼	Author Name ▲▼	Academic Degree(s)	Affiliation ▲▼	Confirmed? ▲▼
2	<a href="#">Anthony Author, PhD</a>	PhD	Duke Medical School	Yes (Registered) Sep 19 2009 4:19PM
3	<a href="#">Frankie Avalon</a>		Harvard Medical School	Yes (Registered) Sep 23 2009 11:03AM
4	<a href="#">George Jetson, PhD</a>	PhD		<b>Declined</b> Sep 20 2009 4:19AM
5	<a href="#">Edward Albert, MBA</a>	MBA	École des Garçons Δζ	Confirmation Not Requested
6	<a href="#">Simple Simon</a>			No Response

[Close](#)

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 Demonstration of Co-Author Questionnaires

[Close](#)

### Other Author Status

Order ▲▼	Author Name ▲▼	E-mail Address	Academic Degree(s)	Affiliation ▲▼	Confirmed? ▲▼	Options
2	<a href="#">Joannie Cunningham</a>	bhopkins@edmgr.com			Yes Oct 31 2012 4:17 PM	<a href="#">View Questionnaire Responses</a>
3	<a href="#">Andy Travis</a>	bhopkins@ariessys.com			No Response	<a href="#">Resend Letter</a> Questionnaire Not Completed

To resend letters to all Other Authors with a status of 'No Response' and send letters requesting verification to Other Authors who have never been notified, click the 'Send Letters' button. To send an individual letter, please use the link next to that Author's name.

[Send Letters](#)

[Close](#)

When the Corresponding Author is given permission to 'Manage Other Authors', the 'Options' column is displayed on the *Author Details* page. Authors may see the following links in this column:

1. 'View Questionnaire Responses' allows the Corresponding Author to view Questionnaire responses submitted by Other Authors. Clicking on the link navigates the Corresponding Author to the '*View Author Questionnaire*' page.
2. 'Questionnaire Not Completed' displays if an Author Questionnaire is configured for the Article Type, but Other Authors have not yet submitted responses.
3. 'Resend Letter' allows the Corresponding Author to resend a letter configured for Other Authors.
4. 'Request Confirmation' allows the Corresponding Author to send a letter configured for Other Authors for the first time.

Corresponding Authors with 'Manage Other Authors' permission will see a 'Send Letters' button on this page. Clicking this button will send letters to all Other Authors with a status of 'No Response' or 'Confirmation Not Requested'. Additionally, Corresponding Authors may be given permission to Manage Other Authors' verifications and update Other Authors' E-mail Addresses directly from the '*Author Status*' page.

## Submitting Revised Manuscripts

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

Submissions Needing Revision for Author Raj D Rao, MD

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

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

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

Action ▲▼	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Date Revision Due ▲▼	Status Date ▲▼	Current Status ▲▼	View Decision ▲▼
<a href="#">View Submission</a> <a href="#">File Inventory</a> <a href="#">Revise Submission</a> <a href="#">Decline to Revise</a> <a href="#">Send E-mail</a>	STACEYTEST30-D-04-00008	Test Author Must View AQC Before Approve Submission	May 11, 2004	N/A	Jun 01, 2006	Revise	<a href="#">B-Revise</a>

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

<< Author Main Menu

From this folder the following Action links are available: 'View Submission', 'File Inventory', 'Revise Submission', 'Decline to Revise', and 'Send E-mail' (when made an option). The Corresponding Author can also View Decision from the far right of the grid.

### View Submission

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

### File Inventory

The 'File Inventory' link allows the Author to download any of the source files that make up the submission. Authors can access submission files and work on them before clicking the 'Revise Submission' link.

### Download Submission Files for Manuscript Number DEMO507 JNMD First Demo

Listed below are the files included in the current version of the latest Revision of the submission. Click the Download link to download the individual source file. Resubmit the edited file(s) by clicking the Submit Revision link on the Submissions Needing Revision for Author page.

Close

Item	Description	File Name	Size	Last Modified	Action
Manuscript	Manuscript	Manuscript.txt	11.8 KB	Jun 12 2001 8:47:33	<a href="#">Download</a>

Close

## Attachments

If the Publication's EM site is configured to do so, then Reviewers or Editors may download source files, annotate them as needed, and upload them into the system. Non-manuscript files such as images or related materials may also be uploaded. The Editorial Office may give the Author access to these files to aid in submitting a revision. If Attachments are available to an Author, a 'View Attachments' Action link will be present.

## Submit Revision

The 'Revise Submission' link 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, he or she is presented with the list of source files from the previous version. The Author may choose whether or not to carry over files from the previous version to the Revision. 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.

Article Type Selection

Attach Files

General Information

Review Preferences

Additional Information

Comments

Manuscript Data

*The files associated with the prior revision of your submission appear below. A check mark in the box indicates that the file will be carried forward to the next revision. Any files that you wish to modify should be unchecked.*

Insert Special Character

Item	Description	File Name	Size	Last Modified	Include in Revision	Actions
Cover Letter	should be 1st - cover letter	Jack and Jill.docx	9.7 KB	Jan 16, 2018	<input checked="" type="checkbox"/>	<a href="#">Download</a>
Author Agreement	should be 2nd - Author Agreement	applex_yellow.txt	25 Bytes	Jan 16, 2018	<input checked="" type="checkbox"/>	<a href="#">Download</a>
Manuscript	should be 3rd - Manuscript	A Birdie-PMF.docx	11.7 KB	Jan 16, 2018	<input checked="" type="checkbox"/>	<a href="#">Download</a>
Figure	Should be 4th - figure	Dandelion.gif	2.7 KB	Jan 16, 2018	<input checked="" type="checkbox"/>	<a href="#">Download</a>
Figure	Should be 5th - figure	Marshmallow_yoga.jpg	53.6 KB	Jan 16, 2018	<input checked="" type="checkbox"/>	<a href="#">Download</a>
Figure	Should be 6th - figure	medina_poinsettia.jpg	155.6 KB	Jan 16, 2018	<input checked="" type="checkbox"/>	<a href="#">Download</a>
Table	should be 8th - table	cover_letter.docx	9.9 KB	Jan 16, 2018	<input checked="" type="checkbox"/>	<a href="#">Download</a>
Dataset	Should be 7th - dataset	Table_1.xlsx	12.2 KB	Jan 16, 2018	<input checked="" type="checkbox"/>	<a href="#">Download</a>

No Items have yet been attached for this submission.

← Back

Proceed →

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.

**Required For Submission:**  
 ✓ Manuscript  
 The following items are currently included in this revision of your submission. Please remove and replace any that have been updated and provide any additional items now. You may also remove any items that are no longer applicable.

Select Item Type  
 Choose [ ]  
 Description [ ]

Browse... OR Drag & Drop Files Here

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]

Order	Item	Description	File Name	Size	Last Modified	Actions
1	*Manuscript	Manuscript	TEST MANUSCRIPT.docx	15.7 KB	Apr 18, 2018	Download [Remove] [Check All] [Clear All]

[Update File Order] [Back] [Proceed]

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.

Please provide the requested information.

Enter Comments [Insert Special Character]

Respond to Reviewers

Please respond to specific reviewer and editor comments in the box below. To review those comments, click the View Decision Letter link.

View Decision Letter

Here is my response to the Reviewers.

[Back] [Proceed]

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, 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 comparison 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.

The screenshot displays the 'Manuscript Data' step of a submission process. At the top, a progress bar shows seven steps: Article Type Selection, Attach Files, General Information, Review Preferences, Additional Information, Comments, and Manuscript Data (the current step). A note on the left states: 'When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.'

The main form area is titled 'Title' and includes a 'Full Title (required)' field with a character limit of 300. A modal dialog box titled 'New Full Title Found' is open, displaying the message: '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.' The dialog shows two options: 'Use Existing Title' (resulting in 'Women in Industry: A Study in American Economic History') and 'Use New Title' (resulting in 'Women in Industry: A Study in American Economic History with a different Title').

Below the title fields, there are sections for 'Abstract', 'Authors', and 'Funding Information', each with a plus icon and a warning icon. A 'Next' button is located at the bottom right of the form area.

Once you are satisfied 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 is built and ready to be approved through to the point that the Author is notified of an Editor's decision.

If enabled, all Authors are given access to a 'Correspondence History' page. The Author's 'Correspondence History' page lists only those letters sent to or from the Author via the system, or those sent outside the system but added manually by an Editor. Such letters include:

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

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

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 ▲▼
<a href="#">View Submission</a> <a href="#">View Reference Checking Results</a> <a href="#">Correspondence</a> ← <a href="#">Send E-mail</a>	BETSYTEST73-D-09-00006	Demo of v. 4; Updated for 7.0	Dec 23 2008 12:54PM	Nov 6 2009 2:26PM	Editor Invited
<a href="#">View Submission</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	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
<a href="#">View Submission</a> <a href="#">View Reference Checking Results</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	BETSYTEST71-D-09-00002	What are the dates?	Feb 2 2009 2:35PM	Feb 2 2009 2:36PM	Editor Invited
<a href="#">View Submission</a> <a href="#">View Reference Checking Results</a> <a href="#">Fees and Payments</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>		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.

History for Manuscript Number: BETSYTEST73-D-09-00006, DOI: Unassigned Mary François Smith (UNITED STATES): "Demo of v. 4; Updated for 7.0"			
Close			
Correspondence History			
Correspondence Date ▲▼	Letter ▲▼	Recipient ▲▼	Revision ▲▼
Nov 06 2009 02:26PM	<a href="#">Author Notice of Manuscript Number</a>	Mary François Smith, PhD	0
Dec 23 2008 12:54PM	<a href="#">Author Submits New Manuscript Confirmation</a>	Mary François Smith, PhD	0
Dec 23 2008 12:53PM	<a href="#">PDF Built and Requires Approval</a>	Mary François Smith, PhD	0
Aug 15 2005 12:59PM	<a href="#">PDF Built and Requires Approval</a>	Mary François Smith, PhD	0
Close			

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, DOI: Unassigned Hermione Grainger (BOLIVIA, PLURINATIONAL STATE OF): "Testing the requirement of Other Authors to Register 1/5/10"			
<a href="#">Close</a>			
Correspondence History			
Correspondence Date ▲ ▼	Letter ▲ ▼	Recipient ▲ ▼	Revision ▲ ▼
Feb 23 2010 03:01PM	<a href="#">Checking on Status</a> (External)	Journal Office	
Jan 05 2010 02:20PM	<a href="#">PDF Built and Requires Approval</a>	Hermione Grainger	0
Jan 05 2010 02:19PM	<a href="#">Author Notice Editor Made Changes to Submission</a>	Hermione Grainger	0
Jan 05 2010 02:17PM	<a href="#">Commerce Manager - Fee Due</a>	Hermione Grainger	
Jan 05 2010 02:17PM	<a href="#">Author Submits New Manuscript Confirmation</a>	Hermione Grainger	0
Jan 05 2010 02:05PM	<a href="#">PDF Built and Requires Approval</a>	Hermione Grainger	0
<a href="#">Close</a>			

## Decline to Revise

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

## Reinstate a Declined Revision

If an Author accidentally clicks on 'Decline to Revise' or the 'Remove' link, the submission should be reinstated, instead of submitting a New Manuscript. Reinstating a submission allows the revision process may continue. The Author should contact the Editorial Office for assistance.

## View Decision

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

## Author Rebuttal of a Rejected or Withdrawn Submission

This feature is used when an Author wishes to dispute a Reject decision or reverse a Withdrawn submission. The Author will need to contact the Editorial Office outside of the system to inform the Editors of the desire to rebut the decision.

## Invited and Commissioned Papers

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

- 1) **Commentaries:** A Publication may solicit commentaries on a submitted article (that may or may not have yet been accepted for publication). This feature provides a way to invite an Author to submit a paper and link the existing ('parent') submission to the associated Commentaries.
- 2) **Proposals:** A Publication invites a leading expert (or experts) to submit a manuscript about a particular topic, or a Publication devotes an entire issue (special issue) to invited manuscripts for a particular topic(s). This

feature provides a way to invite Authors to submit papers and link the submissions for the purpose of tracking.

### *Invited Author's Perspective*

Invited Authors are notified of an invitation to submit a manuscript via an e-mail. Once the e-mail has been received, the Author must log into the system. On the 'Author Main Menu' there will be a new heading called 'Invited Submissions,' with two folders below:

- 'My New Invitations': This folder holds Proposals and Commentary Solicitations for which the Author has not yet 'Agreed' or 'Declined' to submit a related article. A link appears for the Author to 'View Submission Requiring Commentary'. The Author is also given a link to 'View Invitation Letter' sent by the Editorial Office. Additional links provide the Author the ability to 'Agree to Submit' or 'Decline to Submit'.

AUTHOR MAIN MENU	Invited Submissions											
	<a href="#">My New Invitations (1)</a> <a href="#">My Accepted Invitations (4)</a>											

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

- '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.