Submitting CLAS12 Papers to NIM

- The submission website for this journal is located at:

  https://ees.elsevier.com/nima_proceedings/default.asp

- To ensure that all manuscripts are correctly identified for inclusion into the special issue authors must select:

  VSI: The CLAS12 Spectrometer

  when they reach the *Article Type* step in the submission process

- To submit articles to NIM for the CLAS12 special issue, follow the steps on the following pages

Step #1:

- Login to NIM submission page
- Click on *"Submit New Manuscript"*

Step #2:

- If you do not have an ORCID profile setup, click on *"Cancel"* to proceed

Step #3:

- Choose *article type* by selecting *"VSI: The CLAS12 Spectrometer"* from the drop-down menu

Step #4:

- Fill in funding organization information by typing in information for *Organization Name* and *Grant/Contract Number*
- Fill in *Corresponding Author's Organization*
- Click on *"Next"* when done

Step #5:

- Type in Full Title of article
- Click on *"Next"* when done

Step #6:

- Enter the names and email addresses of each author on the paper – do not add the lead author – and then their Organization name. Click on *"Add Author"* after each author and proceed until done.
- The author information appears in the table at the bottom of the page
- Click on *"Next"* when done

Step #7:

- Cut and paste your article Abstract into the window
- Click on *"Next"* when done

Step #8:

- Enter your article Keyword listings
- Click on *"Next"* when done

Step #9:

- Enter your article classifications – Click on *"Select Classifications"* for a pop-up window of choices. Use *"Select"* and *"Submit"* to make choices.
- Click on *"Next"* when done

Step #10:

- Click on *"Select Classifications"* to choose categories for your article. A pop-up window will appear. Click *"Select"* for your topics of choice and *"Submit"* after you are done to bring you back to the above window.
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Step #12:

- Enter comments to send to the Journal Office. See window for example.

Step #13:

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- Enter them in order. See the next slide in this presentation for an example cover letter.
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Cover Letter example:

Dear NIM editors,

The attached manuscript is entitled "The CLAS12 Forward Time-of-Flight System" with lead author Daniel S. Carman of Jefferson Laboratory. This manuscript is intended to be part of the CLAS12 Spectrometer special NIM issue.

Sincerely,
Daniel S. Carman

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