SCHOLARONE MANUSCRIPTS
Author Guide

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LOGGING ON AND OFF THE AUTHOR CENTER

LOGGING IN

Each journal's ScholarOne Manuscripts site has a unique Web address (URL). Typically, you are given the address in an email sent by the journal. If the address is hyperlinked, select the link within the email, or copy and paste into the browser. The journal's **Log In** page is displayed.

Access to the journal site may be provided in two ways:

1. The journal may create your account and email to you instructions on how to log in and set your User ID and password.

2. Some journals allow their users to create their own accounts. If yours does, there will be a **Create Account** link in the top right corner of the page, or you can use **the New User? Register here** just to the right of the Log In. Follow the 3-step process for creating your account.

- Journal-required fields are denoted by a red asterisk.

Note: Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length (the 8 characters must contain two or more numbers).

ORCID ACCOUNT CREATION AND VALIDATION

During account creation, you may be given the option to associate an ORCID iD with your account by either registering for a new ORCID iD or associating and existing ORCID iD. Each of these options will be presented to you as links in the first step of the account creation process.

When you select one of these options to associate an ORCID iD with your account, a new browser window will open and special registration page on the ORCID website allowing the user to enter your existing ORCID credentials, link an existing ORCID iD, or register for a new ORICID iD.

Once you have validated an ORCID iD using one of the options, you will be asked to either authorize or deny the journal access to your 'limited' data.

If you click **Authorize**, you will be redirected back to your journal's ScholarOne site with a validated ORCID iD.

MAINTAINING YOUR ACCOUNT

To keep your account information current, click on your name and select the area you need to update.
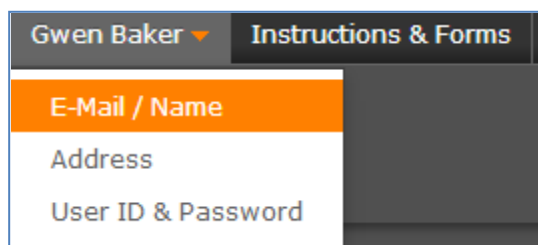
LOGGING OUT

You can log out of ScholarOne Manuscripts at any time by selecting **Log Out** at the top right corner of the page. You will be returned to the Log In page.

FORGOT YOUR PASSWORD?

If you know you have an account but have forgotten your password, use the **Password Help** field and select **GO**. The system will send you an e-mail with your account information or link to reset your password. Please be sure to check your spam folder as our email is sometimes treated as spam.

HELP DOCUMENTATION

Online training documentation is available through the **Get Help Now** link at the top right of all journal site pages and through the **Resources** section on the Log In and Welcome pages.

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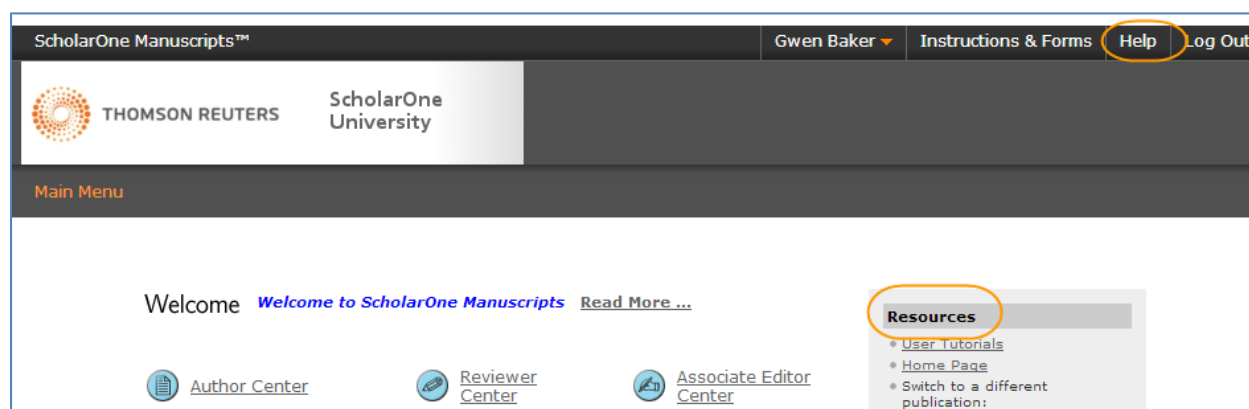
LANGUAGE TOGGLE

Language toggle allows you to switch the display from the default language of English to another language. If configured for your site, you will find the language toggle located on the header at the top of the screen. Current languages available are French, Chinese and Japanese.

Note: All uploaded documents and end-user supplied text will not toggle and will be displayed in the language entered by the user.

THE WELCOME PAGE

When you log in, you are taken to the **Welcome** page. Here you see links to all of the role centers you have permissions for in this journal. Typically, authors are given both Author and Reviewer permissions, although this varies by journal.
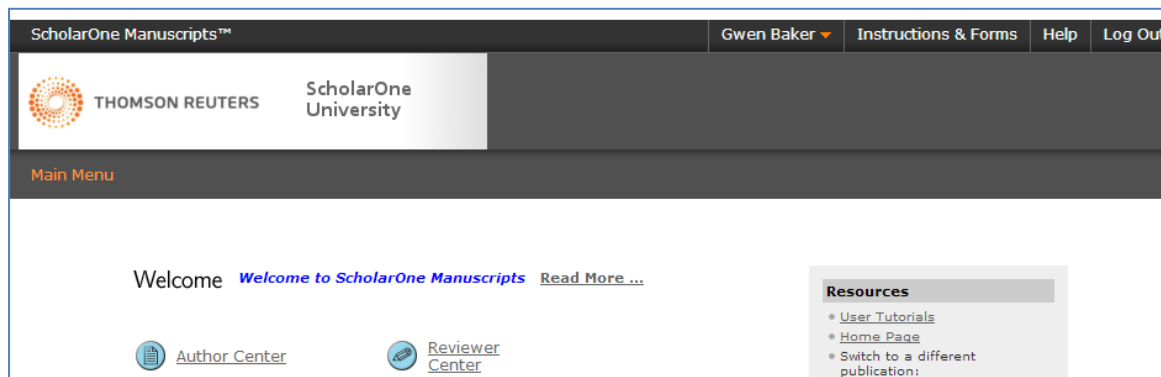
To access your author dashboard page, select the link.

INSTRUCTIONS AND FORMS

Select **Instructions and Forms** on the header to access journal-specific information regarding submitting your manuscript. It is very important that you follow the instructions provided by the journal.

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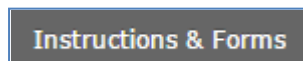
THE AUTHOR DASHBOARD

The Author Dashboard is where you begin the manuscript submission process. You can track the status and view the details of all your manuscripts in the journal's ScholarOne Manuscripts site. Select the appropriate queue in the **My Manuscripts** section. The results will display directly below the dashboard.

Dashboard

- To submit a **new manuscript** click on the **blue star** in the right column.

Read More ...

My Manuscripts	Author Resources
5 Unsubmitted and Manuscripts in Draft	⭐ Click here to submit a new manuscript
0 Resubmitted Manuscripts in Draft	
0 Revised Manuscripts in Draft	This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.
0 Submitted Manuscripts	
0 Manuscripts with Decisions	
1 Manuscripts I Have Co-Authored	
0 Manuscripts in Appeal	
0 Withdrawn Manuscripts	
0 Invited Manuscripts	

Unsubmitted and Manuscripts in Draft

Manuscript ID	Manuscript Title	Date Created	Continue Submission	Delete
draft	(No Title Entered) [View Submission]	10-Mar-2014	↪	✖

THE MANUSCRIPT SUBMISSION PROCESS

To begin the submission process, select the **here** link in your dashboard's **Author Resources** section:
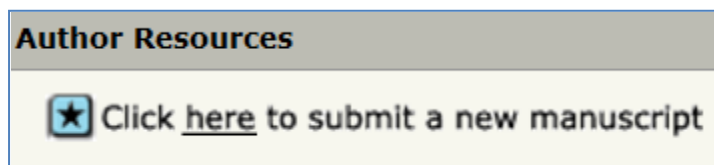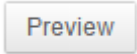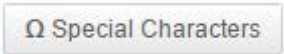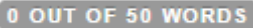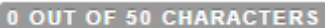
IMPORTANT NOTES

- Each journal can configure ScholarOne Manuscripts to ask for different pieces of information and different required fields from the examples shown in this guide

- Journal-required fields are denoted by a red asterisk

- Journals may vary the requirements based on manuscript type

- Always follow journal instructions carefully when submitting manuscripts

- If your journal utilizes the Overleaf integration, please also see the *Submissions using Overleaf* section of this document.

The steps for submitting a manuscript are listed on the left of the screen

BASIC SCREEN NAVIGATION

SCREEN ELEMENT	DESCRIPTION
*	Indicates a required field
?	Click for a description or instructions for a specific field.
Preview	Click to see a preview of the entered text
Ω Special Characters	Click to add special characters and formatting to the text
0 OUT OF 50 WORDS 0 OUT OF 50 CHARACTERS	Word or character counts display for each text field. The counts update as you type.

STEP 1 – TYPE, TITLE, & ABSTRACT

Step 1: Type, Title, & Abstract

* = Required Fields

---

* Type: ❷

CHOICE	TYPE
○	Original Article
○	Letter to the Editor
○	2014 Awards

---

* Title ❷

Preview	Ω Special Characters

0 OUT OF 50 WORDS

---

* Running Head ❷

Preview	Ω Special Characters

0 OUT OF 50 CHARACTERS

---

* Abstract ❷

Write or Paste Abstract

Preview	Ω Special Characters

0 OUT OF 200 WORDS

Save	Save & Continue ❯

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1. Complete the Type Title & Abstract screen.

    • **Type**: Select from available manuscript types. Types are determined by the journal and may vary. Selecting a type determines what information you are required to enter throughout the submission process. Once saved, you cannot change the type.

    • **Title**: Enter a manuscript title.

    • **Running Head**: If present, enter a short title.

    • **Abstract**: Enter the abstract.

2. Click **Save and Continue.**

    Save & Continue ❯

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STEP 2 – ATTRIBUTES

Attributes or keywords are often required for manuscript submission. Some journals have a list of keywords for you to choose from, others allow authors to enter their own keywords, and some sites allow for both options.

> ## Step 2: Attributes
>
> **To enter your manuscript attributes/keywords, you may do it in two different ways:**
>
> - Search the journal's list of keywords, by typing in a term and clicking **Search**, or
> - Select your keywords from the list (Control-Click to select multiple words), and click **Add**.
> When you are finished, click **Save and Continue.**
>
> *Please only enter serious keywords for scholarly work.* Read More …
>
> * = Required Fields
>
> ---
>
> * Keywords ❷
>
> [Ω Special Characters]
>
> [   ] [+ Add]
>
> + Show Full List
>
> REQUIRED 2. MAX 6.
>
> **KEYWORDS**
>
> [❮ Previous Step]   [Save] [Save & Continue ❯]
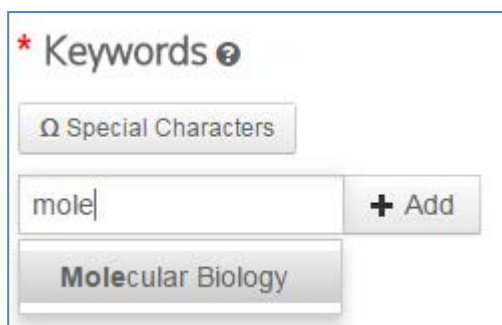
3. Enter a keyword in the Keywords field using any of the following methods.

   a. Type-Ahead search

      ▪ Begin typing in the Keyword field and Type-Ahead Search will show any existing keywords matching your search term.
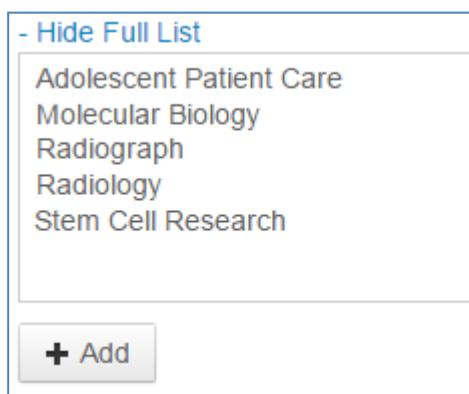
- Click on the keyword.

- Click the **Add** button.

b. Select from the list

- Click **Show Full List**

- Click on an item in the list. Ctrl-click to select multiple items.
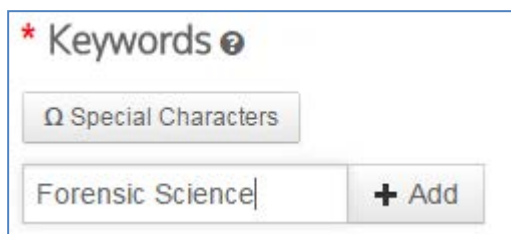
- Click the **Add** button.

c. Add Your Own Keyword (if configured for your journal)

- If no appropriate keywords are found, you may be able to add a new keyword to the list, if allowed by your journal. Type the keyword into the field.

- Click the **Add** button.

4. Click **Save and Continue.**

STEP 3 – AUTHORS & INSTITUTIONS

Enter or confirm your institution information and add any co-authors and their information. The journal may have limits set on the number of co-authors you can enter and the number of institutions per author.

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5. In the Agent Question field, indicate whether you are the author or the submitting agent for this manuscript.

Add Author

Find using Author's email address

| AuthorsEmail@example.com | Q Search |

6. To add co-author information to the manuscript submission, enter the **Author's email address** and click the **Search** button. Please note that authors may have several email addresses and you may need to search using an alternate email address.

7. If no matching email address is found, the message below will display.

⚠ No co-author found. Please search again using another e-mail address or create a new co-author.

8. To add the co-author you must create the author. Click the **Create New Co-Author** link in the message.

9. The Create new Author screen displays. Complete all the required fields to identify both the author and the institution they are affiliated with.

Create New Author ⊘   ✕

Ω Special Characters

* Prefix: None Selected   ▼

* First (Given) Name:

Middle Name:

* Last (Family) Name:

* E-Mail:

Institution 1

Institution Number:

Create New Author ⊘   ✕

Institution 1

Institution Number: 1   ▼

Institution: ⊘   centers for di

Department: **Centers for Disease Control and Prevention**
                 Atlanta, GA, 30329-4018, US
                 San Diego Continuing Education
* Country: (San Diego Centers for Education and Technology)
                 San Diego, CA, 92113-1915, US
                 Centers for Disease Control and Prevention Office
* State/Province: **of Infectious Diseases**
                 Atlanta, GA, 30329-4018, US
                 Centers for Disease Control and Prevention
* City: **Center for Global Health**
                 Atlanta, GA, 30333, US
                 Centers for Disease Control
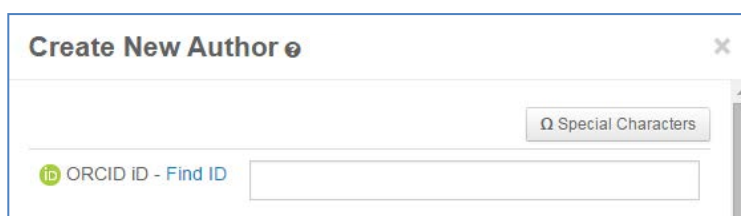Phone Number: Taipei, 10050, TW
                 Beijing Centers for Disease Control and

10. The Institution field utilizes the Ringgold Identify database of institutions. Simply type a minimum of three characters and search results will display. Type more characters for a better match. Select from the list. If you are unable to find the institution in the list, simply type the institution name in the field.

11. Add additional institutions as needed.

12. When finished creating the author, click the **Add Created Author** button.
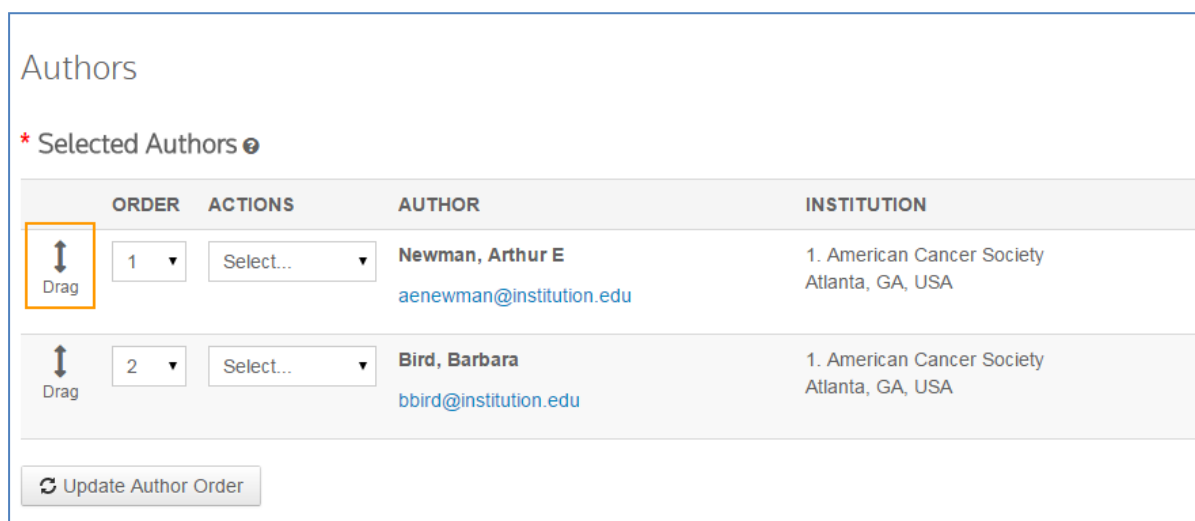

Note: When adding a new Co-Author to a submission, you may have the option to also add the ORCID iD and/or Researcher ID of your Co-Author.

13. Added authors display. You may re-order them by dragging the double-arrow at the left of the author information. You may also use the numbers in the Order column to re-order then click the Update Author Order button.

14. Select the Actions drop-down list to edit, remove, and assign as a corresponding author.

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15. Click **Save and Continue.**

STEP 4 – REVIEWERS & EDITORS

Some journals allow or require you to add Preferred and/or Opposed Reviewers and Editors for your manuscript.

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Step 4: Reviewers & Editors

* = Required Fields

* Reviewers ❷

RECOMMENDED: 0 OUT OF 2 MIN

ACTIONS	PREFERENCE	REVIEWER	INSTITUTION

Add Reviewer

Editors ❷

ACTIONS	PREFERENCE	EDITOR	INSTITUTION

Add Editor
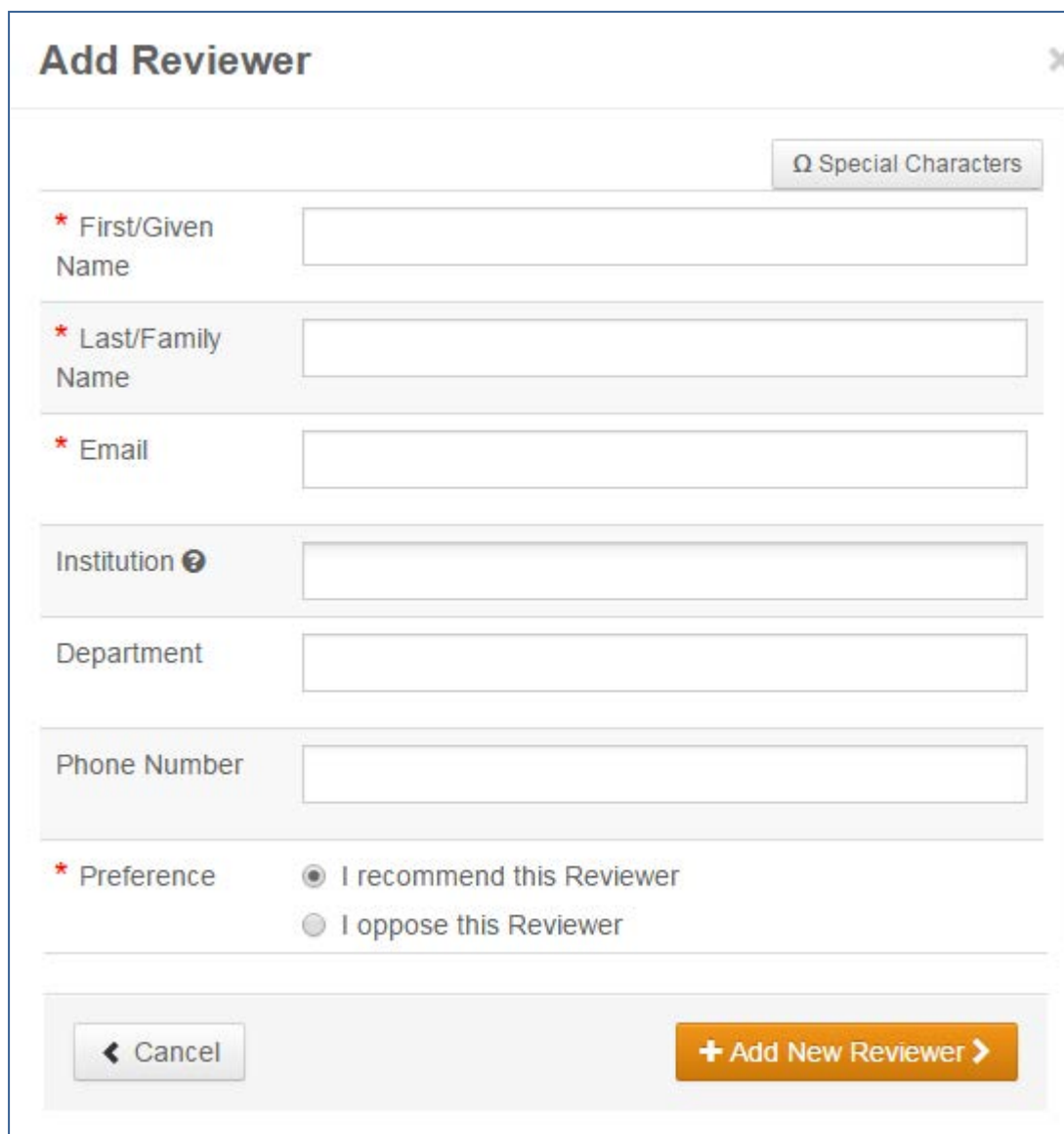
‹ Previous Step   Save   **Save & Continue ›**

16. Click the **Add Reviewer** button.

Add Reviewer   ✕

Ω Special Characters

* First/Given Name

* Last/Family Name

* Email

Institution ❓

Department

Phone Number

* Preference   ⦿ I recommend this Reviewer
                  ◯ I oppose this Reviewer

‹ Cancel   ＋ Add New Reviewer ›

17. Complete the **Add a Reviewer** screen.

   • Enter the Reviewer's name and email information.

   • Search for the Institution. Complete any other fields as appropriate.

   • Select a preference to recommend or oppose a reviewer for this manuscript.

18. Click the **Add New Reviewer** button.

19. The reviewer's information displays.

20. Click **Save and Continue.**

STEP 5 – DETAILS & COMMENTS

This page is journal-specific and may include an area for a cover letter, as well as any other required submission information.

COVER LETTER

21. If a cover letter is required, enter it using one of the following methods.

- Enter it in the **Write Cover Letter** field. You may type or copy/paste into the Write cover letter field.

- Upload a file. Click the **Select File** button to browse to your cover letter file. Then click the **Attach File** button.

ENTERING ARTICLE FUNDING INFORMATION

If configured on your site, you may see a section for funding information. You will be able to search for your Funding Institution(s) from a list and enter your Grant /Award Number(s). When, configured, you will be required to either select that the submission has no funders to report or add at least one funder to the submission.

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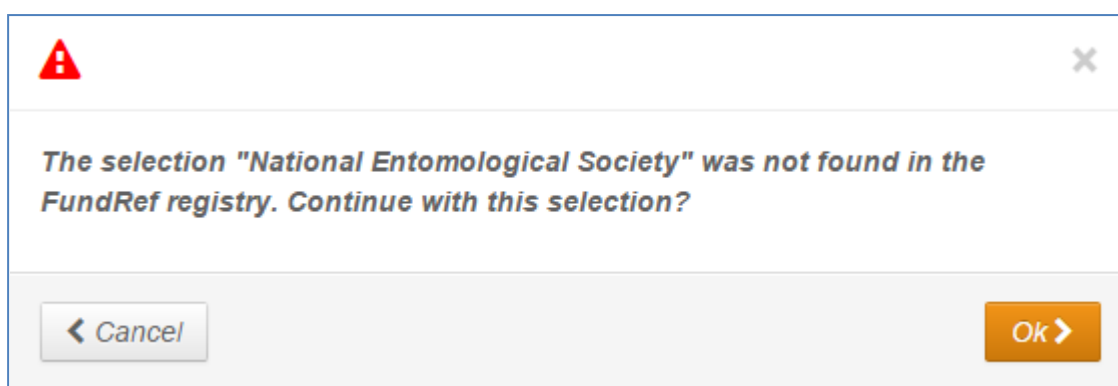
22. If funding information is requested, complete the appropriate fields.

- When you type in the name of your funder the system displays potential matches from the registry. Select the organization from the list. If the organization you chose has a parent organization, that will be automatically entered in the Funder Name filed and the organization you chose will be in the Sub-organization field.

- If no match is found, simply type the name of the funder into the **Name** field.

- Enter the **Grant/Award Number**.

- Click the **Add Funder** button to enter funder information.

- If you entered a new funder name, you will see the following message. Click **OK**.

The selection "National Entomological Society" was not found in the FundRef registry. Continue with this selection?

‹ Cancel   Ok ›

23. The funder information displays.

Funders ❷

ACTIONS	FUNDER	GRANT / AWARD NUMBER
Select ... ▾	**National Entomological Association**	123456789

CUSTOM QUESTIONS

The journal may have custom question you are required to complete as part of your submission. These will vary by site.

When finished with the Details & Comments page, click **Save and Continue**.

24. Click **Save and Continue**.

STEP 6 – FILE UPLOAD

In this step you will upload all of your manuscript files.

25. In the File Upload section, click the **Select File 1** button. Browse for your main document file.

26. If needed, use the **Select File 2** and additional buttons to select additional files. Choose an appropriate file designation from the drop down list.

Note: The total size limit for file upload is set by the journal. The number of slots indicates the number of files that can be uploaded at once and not the total number.

27. Click the **Upload Selected Files** button.

28. Once the files have been uploaded, they display in the Files section at the top of the screen.

29. You may reorder them by choosing a number from the Order drop-down list, then clicking the Update order button.

30. You may remove a file by clicking the Actions drop-down list for a file and selecting Remove File.

31. You can view a proof by clicking either the View HTML proof or View PDF proof buttons.

32. Click **Save** and **Continue**.

FIGURES AND IMAGES

Figures and image files will display a thumbnail of the image after file upload has been completed. You may edit the image with a caption or link to text within the main document.
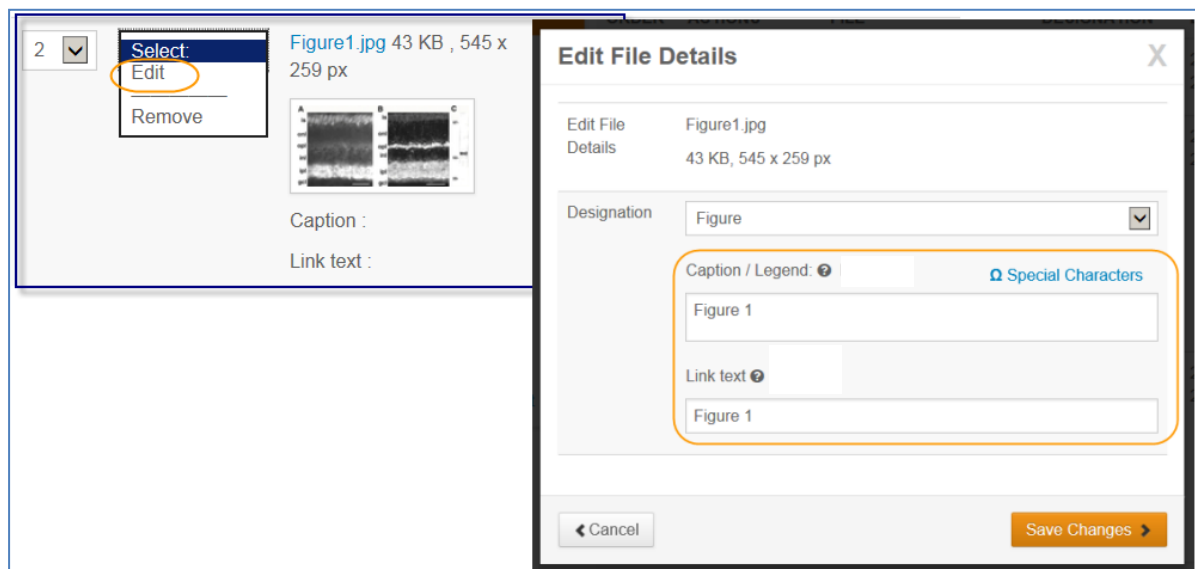
ZIP FILES AND LATEX DOCUMENTS

If configured for your journal, you can upload zip files, using any of the upload buttons.
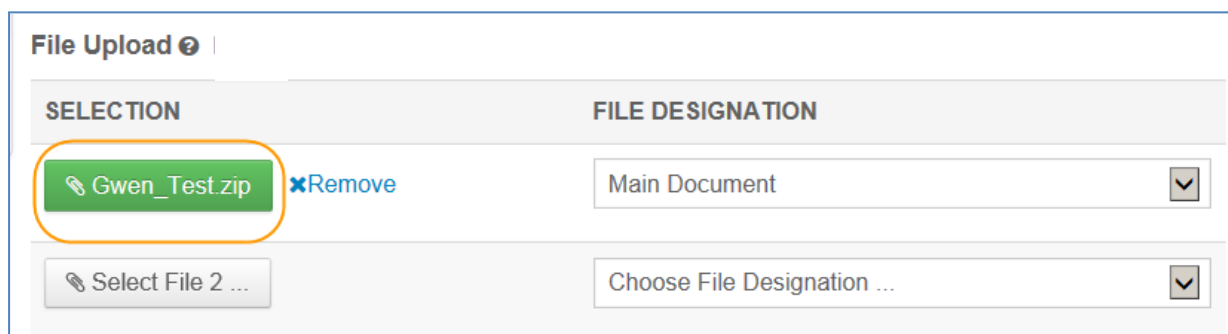
Each file that is uploaded will be unpacked and displayed in the list so you can provide the proper designation for each item.

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For TeX/LaTeX submissions, the package contents will be unpacked, parsed, and processed to determine the identity of the LaTeX content files. The files can then be assigned to their file designation. Be sure that the very first file presented in your file listing is the main LaTeX file.

STEP 7 – REVIEW & SUBMIT

This is a final review step before submitting your manuscript. All sections must display the green checkmark in the navigation menu before you can submit to complete the submission process.

You will see a message indicating that you are almost done. When you first enter this screen, the Submit button is not available. You must review your submission and view the proof before submitting.

Step 7: Review & Submit

Review the information below for correctness and make changes as needed. After reviewing the manuscript proofs at the foot of this page, you MUST CLICK 'SUBMIT' to complete your submission. You will receive a confirmation by e-mail after the manuscript is submitted.

Please do not hesitate to contact our Editorial Office if you have any questions about your submission.

* = Required Fields

* Verify Step Information

✔ Step 1: Type, Title, & Abstract   [☑ Edit]

FIELD	RESPONSE
Manuscript Type	Original Article
Title	Effect of Climate Change on Butterfly Migration
Running Head	The Prevailing Winds
Abstract	Butterfly migration patterns have changed and this change is linked to changes in average temperatures and weather patterns.

✔ Step 2: Attributes   [☑ Edit]

FIELD	RESPONSE
Keywords	• **Article** • **paper**

33. Review each section carefully for accuracy and completeness.

34. If required fields have not been completed, you will receive an error at the top of the screen and the left menu will not display a green check next to the step.

35. You may return to any step to correct errors by clicking the Step number on the error message or on the left menu.

36. Review the HTML and/or PDF versions of your submission.

Note: The Submit button will not be active until you have viewed the proof and fixed all errors.

Note: If the journal requires payment for a submission, your next step will not be **Submit**. Click the **Continue to Payment** button and follow prompts for entering payment.

37. Click the **Submit** button.

    Submit ❯

38. Click **Yes** to confirm the submission.

    ⚠ **Submission**   ✕

    This will submit the manuscript. Are you sure?

    ❮ No, Close   Yes ❯
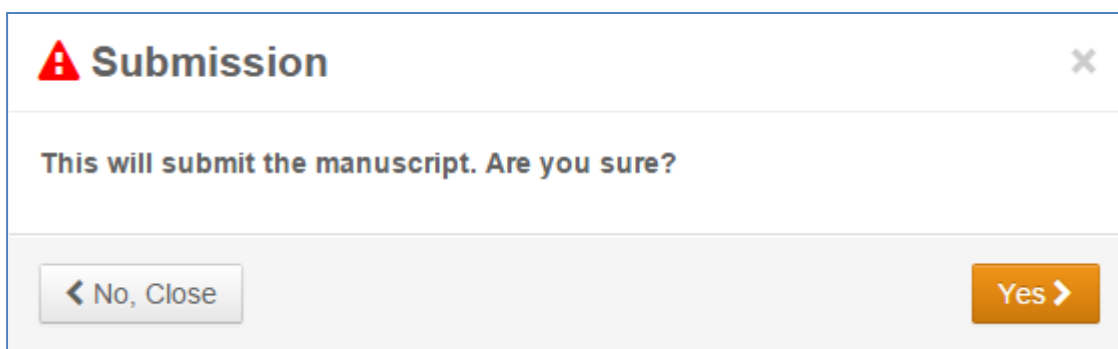
39. You will receive a submission confirmation on the screen.

Submission Confirmation

🖨 Print

Thank you for your submission

Submitted to
ScholarOne University Training Workflow 1

Manuscript ID
MCU1-201505-0001-OA

Title
Effect of Climate Change on Butterfly Migration

Authors
Baker, Gwen
Cooney, Jane

Date Submitted
22-May-2015

SUBMISSIONS USING OVERLEAF

Overleaf is a collaborative writing and publishing platform, which makes the process of writing, editing and publishing scientific documents quicker and easier. Your journal may have chosen to integrate Overleaf with *ScholarOne Manuscripts[TM]*.

The Overleaf integration will allow you include files created with Overleaf directly in your submission. You will follow the same steps as described in earlier sections of this guide to complete all other required submission information.

CREATING AN OVERLEAF SUBMISSION

There are two ways to begin an Overleaf submission. You may find a link to Overleaf directly from the Journal's web site, or you may select connect to Overleaf from *ScholarOne Manuscripts[TM]* Author Dashboard.
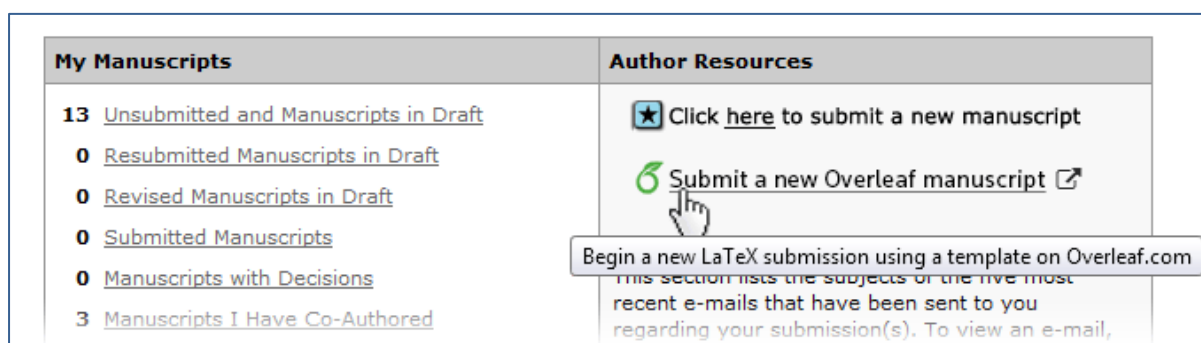
You will be logged out of *ScholarOne Manuscripts[TM]* and will log into Overleaf. Once in Overleaf create your submission using that tool. When ready to submit it to *ScholarOne Mansucripts[TM]*, click the **Next Step: Submit to Journal** link.
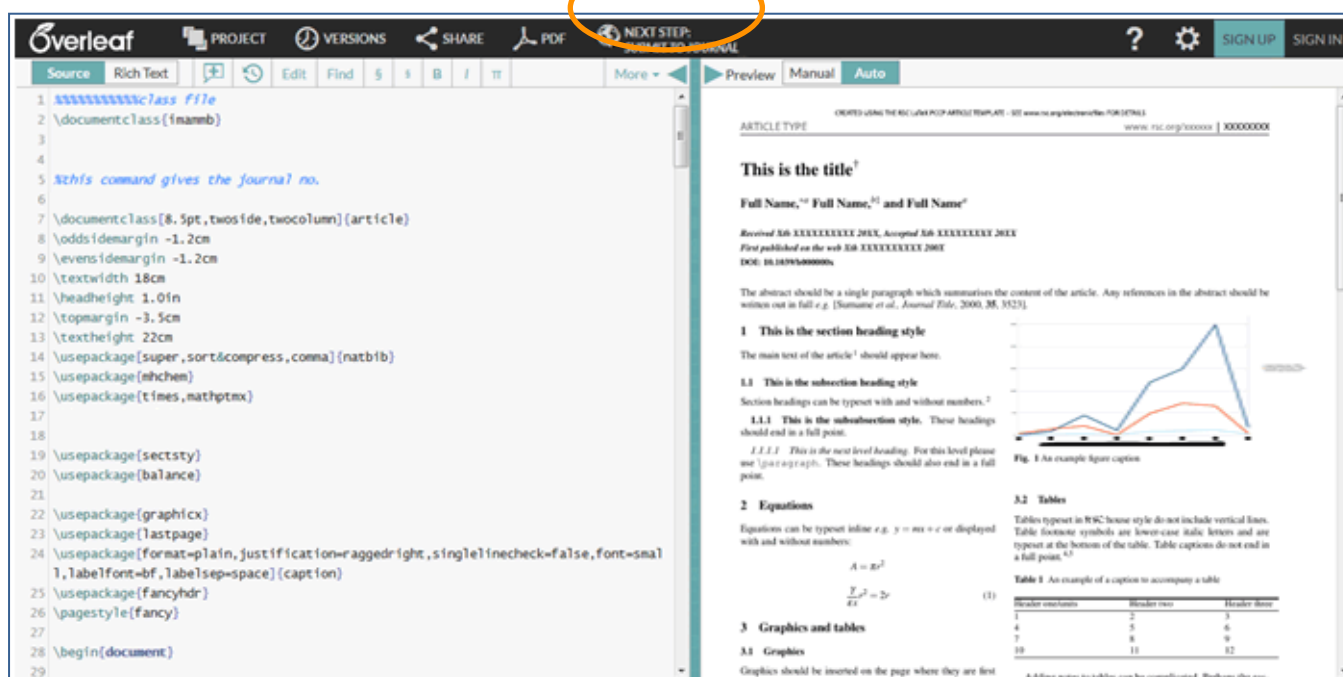
After using the **Next Step: Submit to Journal** link on Overleaf, log in to ScholarOne Manuscripts TM. Files are automatically imported into the ScholarOne submission and can be found on the File Upload step. They are indicated by the Overleaf logo.

If you need to edit your work, you can use the convenient **Edit on Overleaf.com** link in the Actions column to go directly into your project on Overleaf and start editing. When edits are complete, simply use the **Next Step: Submit to Journal** link again to import and overwrite the files in *ScholarOne Manuscripts*, keeping them in sync and up-to-date.

OVERLEAF FILE UPLOAD

If an Author or Admin removes the Overleaf files, the Author *(or OverLeaf account holder)* has two ways to get the files back into the submission on ScholarOne:

1. The first method is by clicking on one of two links that will take them directly into the corresponding project on Overleaf.

    a. One of these links will appear underneath the Files table when all Overleaf files have been removed.

    b. Link will appear as a "Tip" in the Overleaf file upload section.

2. The new Overleaf file upload section will appear when there are or have been files associated with Overleaf in the submission. While going to the project on Overleaf.com directly will ensure synchronicity between platforms, this section offers an alternative by allowing Authors to upload Overleaf files that are stored on their computer. Uploading them in this section ensures the Overleaf files are processed properly.

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TIPS FOR AUTHORS SUBMITTING A REVISION

To start your revision, you will need to log back into your Author Center and find the **Manuscripts with Decisions** queue. Selecting this queue will display the paper at the bottom of the screen with an **Action** of **create a Revision**. Click on the action to submit your revised paper.

Depending on your journal the link may say **create a resubmission**.

Note: If you do not see the link, your time has expired to create a revision and you will need to contact the journal office for an extension. Once the extension is granted, the link will reappear.

Manuscripts with Decisions					
Manuscript ID	**Manuscript Title**	**Date Submitted**	**Date Decisioned**	**Status**	**Actions**
MCU1-2009-07-0093	Sample title - Book Review of.... [View Submission]	29-Jul-2009	24-Jan-2013	ADM: Baker, Gwen • Minor Revision (24-Jan-2013) • Due on: 23-Feb-2013 view decision letter	create a revision

If you have already started a revision, this is noted by the "**a revision has been started**" action under "Manuscripts with Decisions". The revision is now located in the "**Revised Manuscripts in Draft**" queue.

To access the revision, click on that link under the "**My Manuscripts**" heading in the author center. You should then see the correct revision appear at the bottom of the page. Clicking the "**Continue Submission**" button will allow you to work on and submit your revised manuscript.

Revised Manuscripts in Draft				
Manuscript ID	**Manuscript Title**	**Date Created**	**Continue Submission**	**Delete**
MCU1-2009-07-0093.R1	Sample title - Book Review of.... [View Submission]	24-Jan-2013	⟲	✕

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science.thomsonreuters.com/contact

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