

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.

ScholarOne Manuscripts™

Instructions & Forms Help

Log In Reset Password **Create An Account**

Log In

Journal
Select...

User ID
gw3nni31

Password

[Reset Password](#)

Log In **Create An Account**

Resources

- User Tutorials
- Help / Site Support

Welcome to the submission site for
ScholarOne University Training Sites

To begin, [create an account](#). It only takes a few minutes.

If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen.

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 on the top of the page, or you can use the **Create Account** just below 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 an existing ORCID iD. Each of these options will be presented to you as links in the first step of the account creation process.

Create an Account

There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

E-mail Addresses

- E-mails will always be sent to the 'Primary E-mail Address'. If you would also like copies of the e-mails to go to a second address, please complete the 'Primary Cc E-mail Address' as well.
- 'Secondary E-mail Address' and 'Secondary Cc E-mail Address' are for the records only and will not receive correspondence generated from the system. The site administrator may use these if your primary e-mail is unable to receive messages.

1 E-Mail / Name

2 Address

3 User ID & Password

Next

ORCID®

Select the appropriate option below to associate an ORCID iD to your account.

To register for a new ORCID iD, click [here](#).

To associate this account with your existing ORCID iD, click [here](#).

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.

Name

Special Characters

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 ORCID iD.

ORCID
Connecting Research and Researchers

SIGN IN

Email or iD

Password

[Sign in](#)
[Forgotten Password?](#)

DON'T HAVE AN ID? REGISTER

First name

Last name

Email

Re-enter email

Password

Confirm password

Default privacy for new works
☐ ☐ ☐ ☐

[iDea for ORCID site?](#)

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.

ORCID
Connecting Research and Researchers

CONNECTING ScholarOne Manuscripts WITH YOUR ORCID RECORD

ScholarOne Manuscripts
 has asked for the following access to your ORCID Record

Confirm who you are, to log you in to their system

Add an external identifier to your ORCID Record

Read limited info from your biography

This application will not be able to see your ORCID password, or other private info in your ORCID Record

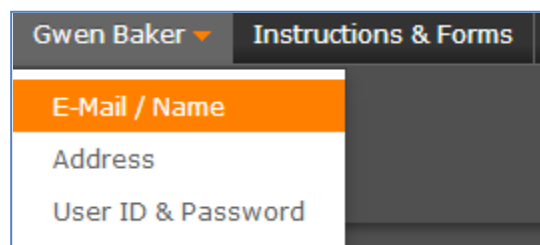
[Deny](#) [Authorize](#)

ScholarOne Manuscripts
 ScholarOne, a Thomson Reuters company, provides online tools to help many of the world's leading scholarly publishers manage their submission and peer review processes. A journal on the ScholarOne Manuscripts platform has requested authorization. Your ORCID iD and profile data marked "limited" will only be shared with journals and publishers you authorize.

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

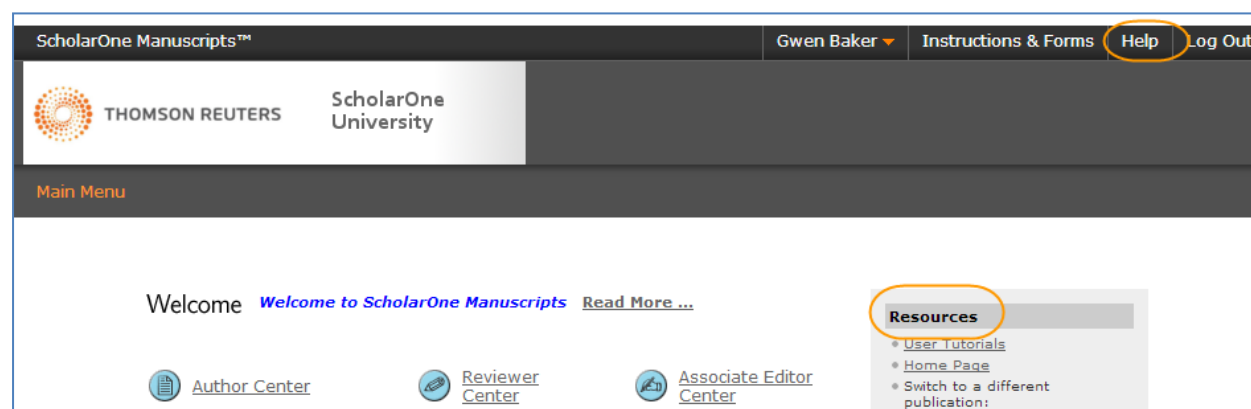
You can log out of ScholarOne Manuscripts at any time by selecting **Log Out** at the top right corner of the page. You will be returned to the Log In page.

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.



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.

The screenshot shows the top navigation bar with the following items: **Gwen Baker** (with a dropdown arrow), **English (US)** (with a dropdown arrow), **Instructions & Forms**, **Help**, and **Log Out**. The **English (US)** dropdown menu is open, showing three options: **中文 (Zh)**, **Français (FR)** (highlighted in orange), and **日本語 (日本)**.

Below the navigation bar, the main content area is displayed in French. It starts with a **Bienvenue** (Welcome) message: "Bienvenue sur le site *Super Master*. Pour commencer, veuillez cliquer sur le lien de l'espace qui vous concerne ci-dessous. Vous pouvez revenir à cet écran pour modifier les espaces, si nécessaire, en cliquant sur le lien « Menu principal » dans le coin supérieur gauche de la page." Below this message is a grid of 12 links, each with a circular icon and a label:

- [Espace de l'auteur](#)
- [Espace du directeur de la publication](#)
- [Espace de configuration client S1](#)
- [Espace de configuration support](#)
- [Espace du lecteur critique](#)
- [Espace Admin](#)
- [Espace de configuration client](#)
- [Espace de support S1](#)
- [Espace du rédacteur en chef adjoint](#)
- [Espace de production](#)
- [Espace de configuration support S1](#)

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

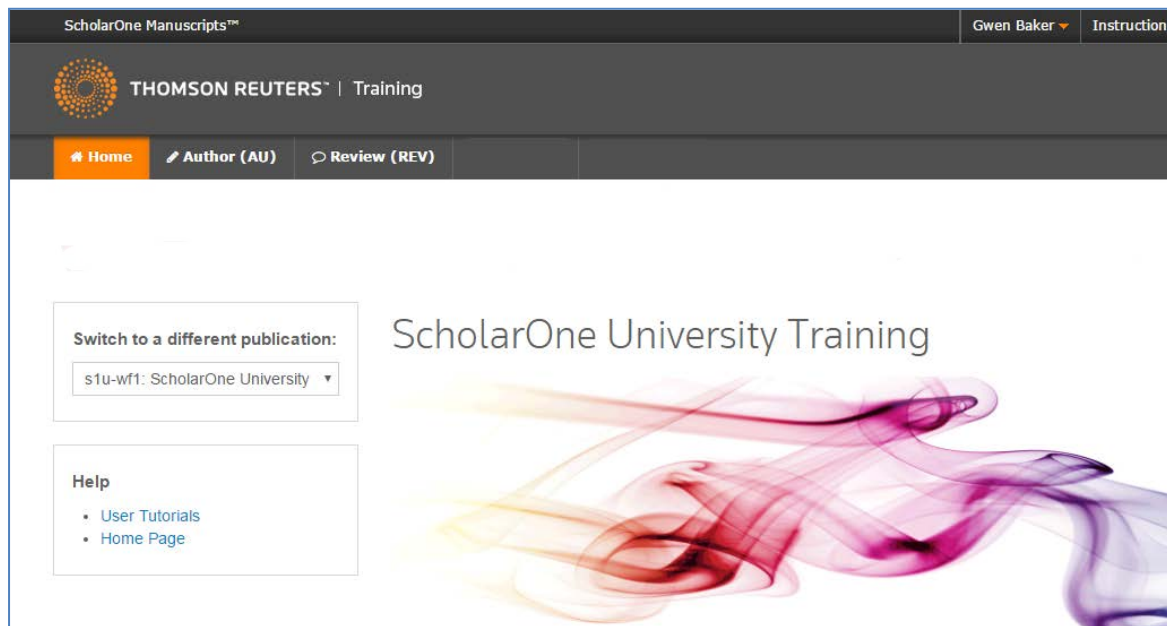
INSTRUCTIONS AND FORMS

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.

Instructions & Forms

THE HOME PAGE

When you log in, you are taken to the **Home** page. The page may contain information from the journal, such as submission instructions and forms.



NAVIGATION

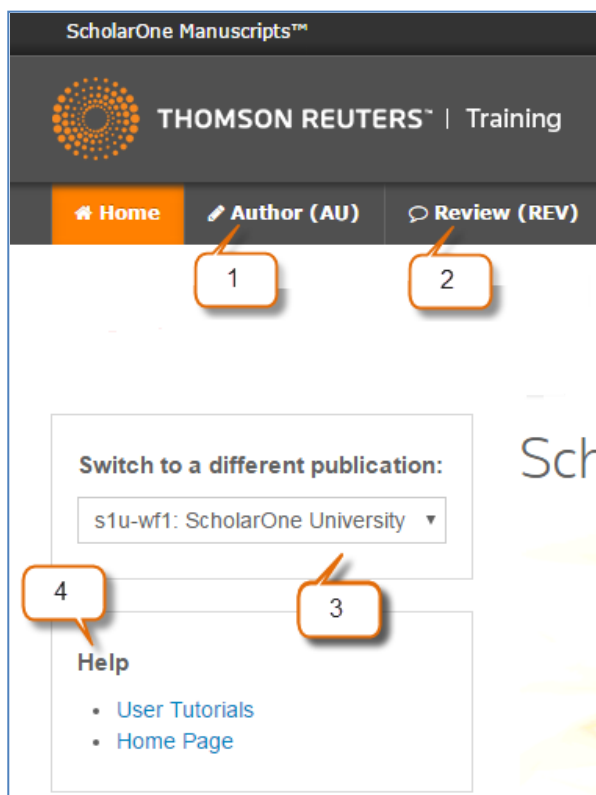
Top-Level Menu

Access to Author and Review Centers

1. Author Center
2. Reviewer Center

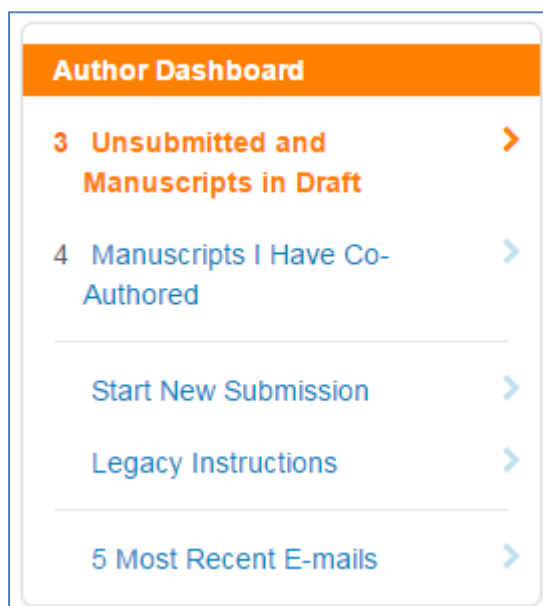
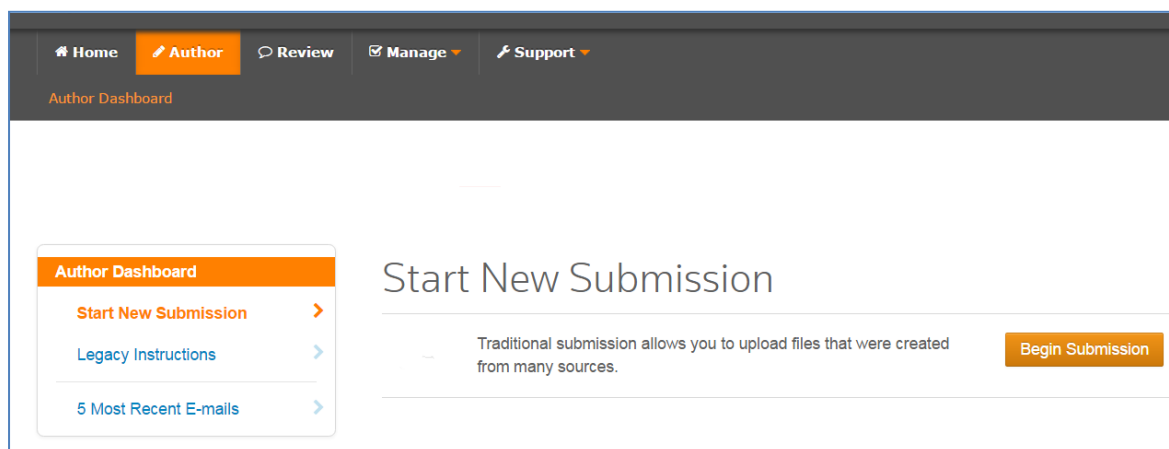
Left

3. Journal Selection
4. Help Links



THE AUTHOR DASHBOARD

The Author Dashboard is where you will create and manage your submissions. The left menu lists available options. When you first log on, you will see the option to Start New Submission. Later, you will see additional queues which indicate your manuscript's progress through the submission process or actions you may need to perform.



Note: Some journals may have multiple submission methods. Please read the descriptions and select the appropriate method.

START A SUBMISSION

To begin the submission process, select **Begin Submission** (or select from available submission methods.)

Start New Submission

Traditional submission allows you to upload files that were created from many sources.

[Begin Submission](#)

IMPORTANT NOTES



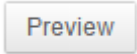
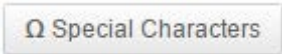
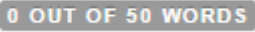
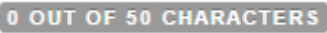

- Each journal can configure ScholarOne Manuscripts to ask for different pieces of information and different required fields from the examples shown in this guide
- Journal-required fields are denoted by a red asterisk
- Journals may vary the requirements based on manuscript type
- Always follow journal 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

Submission

- Step 1: Type, Title, & Abstract
- Step 2: Attributes
- Step 3: Authors & Institutions
- Step 4: Reviewers & Editors
- Step 5: Details & Comments
- Step 6: File Upload
- Step 7: Review & Submit

BASIC SCREEN NAVIGATION

SCREEN ELEMENT	DESCRIPTION
	Indicates a required field
	Click for a description or instructions for a specific field.
	Click to see a preview of the entered text
	Click to add special characters and formatting to the text
 	Word or character counts display for each text field. The counts update as you type.
	In sub-tasks, such as selecting keywords, the gray action button will become highlighted in orange to indicate where to click to complete your selection.

STEP 1 – TYPE, TITLE, & ABSTRACT

Step 1: Type, Title, & Abstract

* = Required Fields

* Type: ?

CHOICE	TYPE
<input type="radio"/>	Original Article
<input type="radio"/>	Letter to the Editor
<input type="radio"/>	2014 Awards

* Title ?

Preview

0 OUT OF 50 WORDS

* Running Head ?

Preview

0 OUT OF 50 CHARACTERS

* Abstract ?

Write or Paste Abstract

Preview

0 OUT OF 200 WORDS

Save Save & Continue >

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.

A rectangular button with an orange-to-yellow gradient background. The text "Save & Continue" is in white, followed by a white right-pointing chevron symbol.

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

- Please select five keywords from the drop-down list, clicking 'ADD' to enter. Use ctrl+click to select multiple words.
- Select one subject category that best describes your area of work.

* = Required Fields

* To search keyword list, use whole or part words followed by an * ⓘ Edit

[- Hide Full List](#)

CNS INJURY AND STROKE
.....Angiography
.....Anoxia
.....Aphasia
.....Arteriovenous malformations
.....Atherosclerosis
.....Blood pressure

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.

* Keywords ⓘ

Molecular Biology

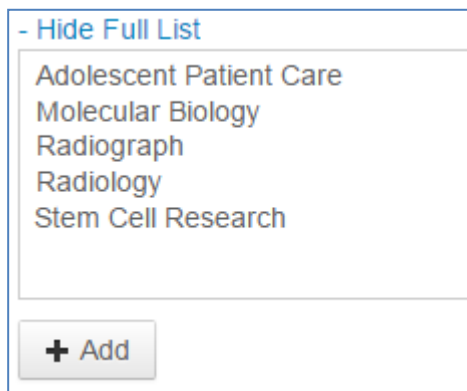
- Click on the keyword.
- Click the **Add** button.

b. Select from the list

- Click **Show Full List**

[+ Show Full List](#)

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



- Hide Full List

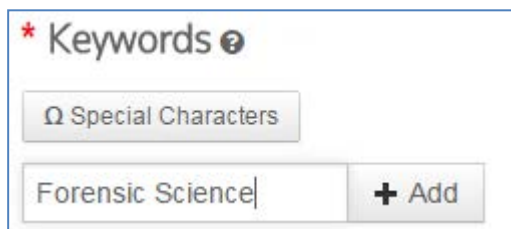
Adolescent Patient Care
Molecular Biology
Radiograph
Radiology
Stem Cell Research

+ Add

- 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.



* Keywords ⓘ

Ω Special Characters

Forensic Science + Add

- Click the **Add** button.

4. Click **Save and Continue**.

Save & 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.

Step 3: Authors & Institutions

* = Required Fields

Submitting Agent

* Agent Question ⓘ

- ☐ **Author** I, Dr. Gwen Baker, am submitting this manuscript on behalf of myself and my co-authors.
- ☐ **Submitting Agent** I, Dr. Gwen Baker, am not an author on this manuscript. I am submitting this manuscript on behalf of an author.

Authors

* Selected Authors ⓘ

ORDER	ACTIONS	AUTHOR	INSTITUTION
-------	---------	--------	-------------

Add Author

Find using Author's email address

[Create New Author](#)

5. In the Agent Question field, indicate whether you are the author or the submitting agent for this manuscript.
6. If you are the author, you may be asked to create or associate an ORCID iD with your submission. Select the appropriate option and follow the ORCID process. You will be returned to this screen when complete.

*** Open Researcher and Contributor ID (ORCID)** is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>



[Create an ORCID iD](#)
[Associate your existing ORCID iD](#)

7. 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.

Add Author
Find using Author's email address

8. 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](#).

9. To add the co-author you must create the author. Click the **Create New Co-Author** link in the message.
10. The Create new Author screen displays. Complete all the required fields to identify both the author and the institution they are affiliated with.

The screenshot shows two overlapping 'Create New Author' windows. The background window has fields for Prefix, First (Given) Name, Middle Name, Last (Family) Name, E-Mail, and Institution 1. The foreground window is focused on the 'Institution 1' field, which has a dropdown menu open. The dropdown list shows several institutions, including 'Centers for Disease Control and Prevention' and 'San Diego Continuing Education'. The 'Institution Number' field is set to '1'.

11. 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.
12. Add additional institutions as needed.
13. When finished creating the author, click the **Add Created Author** button.



+ Add Created Author >


Note: When adding a new Co-Author to a submission, you will not be prompted to enter their ORCID iD. Co-authors may receive an email requesting their ORCID iD.

14. 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.

Authors

* Selected Authors ⓘ

	ORDER	ACTIONS	AUTHOR	INSTITUTION
 Drag	1 ▼	Select... ▼	Newman, Arthur E aenewman@institution.edu	1. American Cancer Society Atlanta, GA, USA
 Drag	2 ▼	Select... ▼	Bird, Barbara bbird@institution.edu	1. American Cancer Society Atlanta, GA, USA

 Update Author Order

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

ACTIONS	AUTHOR
Select... ▼	Newman, Arthur E
Select... ▼	aenewman@institution.edu
Edit	
Assign as Corresponding Author	
Remove Author	

16. Click Save and Continue.

Save & Continue >

STEP 4 – REVIEWERS & EDITORS

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

Step 4: Reviewers & Editors

* = Required Fields

* Reviewers ⓘ

RECOMMENDED: 0 OUT OF 2 MIN

ACTIONS	PREFERENCE	REVIEWER	INSTITUTION
<div>Add Reviewer</div>			

Editors ⓘ

ACTIONS	PREFERENCE	EDITOR	INSTITUTION
<div>Add Editor</div>			

< Previous Step

Save

Save & Continue >

17. Click the **Add Reviewer** button.

Add Reviewer

Ω Special Characters

* First/Given Name

Thomas

* Last/Family Name

David

* Email

thomas@test.demo

* Institution ⓘ

Imperial College London ⓧ

Department

Pediatrics

Phone Number

+44 555-555-5555

* Preference

☒ I recommend this Reviewer

☐ I oppose this Reviewer

34 OUT OF 100 CHARACTERS

* Reason

Strong knowledge about the subject

⏪ Cancel

+ Add New Reviewer ⏩

Add Referee

Ω Special Characters

* First/Given Name

David

* Last/Family Name

Thomas

* Email

thomas@test.demo

Institution ⓘ

Imperial College London ✕

Department

Pediatrics

Phone Number

44+060-98708796

34 OUT OF 100 CHARACTERS

Reason

Strong knowledge about the subject

* Preference

☒ I recommend this Reviewer

☐ I oppose this Reviewer

◀ Cancel

+ Add New Reviewer ▶

18. 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.

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

20. The reviewer's information displays.

Step 4: Reviewers & Editors

- Please supply the names and email addresses of five potential referees who have no conflict of interest with this paper.

* = Required Fields

* Recommend Referees ⓘ

RECOMMENDED: 1 OUT OF 5 MIN

ACTIONS	PREFERENCE	REVIEWER	INSTITUTION
Select... ▼	Recommended Reason: Strong knowledge about the subject	David Thomas thomas@test.demo	Pediatrics Imperial College London 44+060-98708796

21. Click **Save and Continue**.

Save & 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.

Step 5: Details & Comments

Enter your **cover letter** into the box either by using the **"Browse"** button to find your cover letter file and **attach** it or copy-pasting your letter directly into the box.

* = Required Fields

Cover Letter ⓘ

Write Cover Letter

PreviewΩ Special Characters

0 OUT OF 32768 CHARACTERS

Upload Cover Letter

 1. Select File

 2. Attach File

COVER LETTER

22. 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.

Funding?

Is there funding to report for this submission?

☒ Yes ☐ No

Funders?

ACTIONS	FUNDER	GRANT / AWARD NUMBER
No Funders Entered		
Add Funder		

Add Funder X

Name

Grant / Award Number

[Remove](#)

[Add another grant/ award number](#)

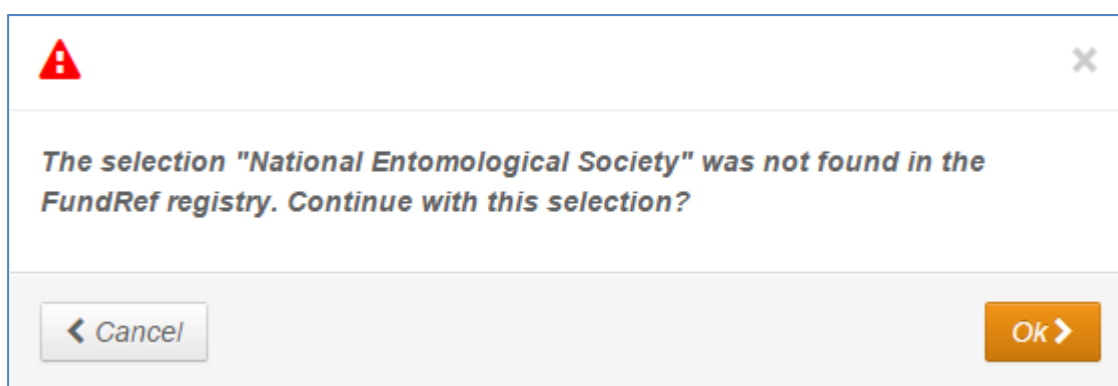
[Close](#)

[Clear](#)

[+ Add Funder](#)

23. 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 field 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**.



24. The funder information displays.

Funders ⓘ		
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.

<i>Do you have any conflict of interest?</i>	
<input type="radio"/>	Yes
<input type="radio"/>	No
<i>If yes, please state:</i>	
<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	

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

25. Click Save and Continue.

Save & Continue >

STEP 6 – FILE UPLOAD

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

Step 6: File Upload

Please only upload Word files, TIFF files and JPEG files for images. [Read More ...](#)

* = Required Fields

Files

0.00 OUT OF 58.59 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					

Update Order

File Upload

SELECTION	FILE DESIGNATION
Select File 1 ...	* Main Document
Select File 2 ...	Choose File Designation ...
Select File 3 ...	Choose File Designation ...

Upload Selected Files

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

27. 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.

Note: See sections below for additional information on *Figures and Images* and *Zip files and LaTeX Documents*.

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



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

Files					
0.052 OUT OF 58.59 MB					
ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1 ▼	Select: ▼	Main Document.doc 26 KB	Main Document	21-May-2015	Gwen Baker
2 ▼	Select: ▼	Additional Document.doc 26 KB	Supplementary File for review	21-May-2015	Gwen Baker
<div> Update Order View HTML proof View PDF proof </div>					

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

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

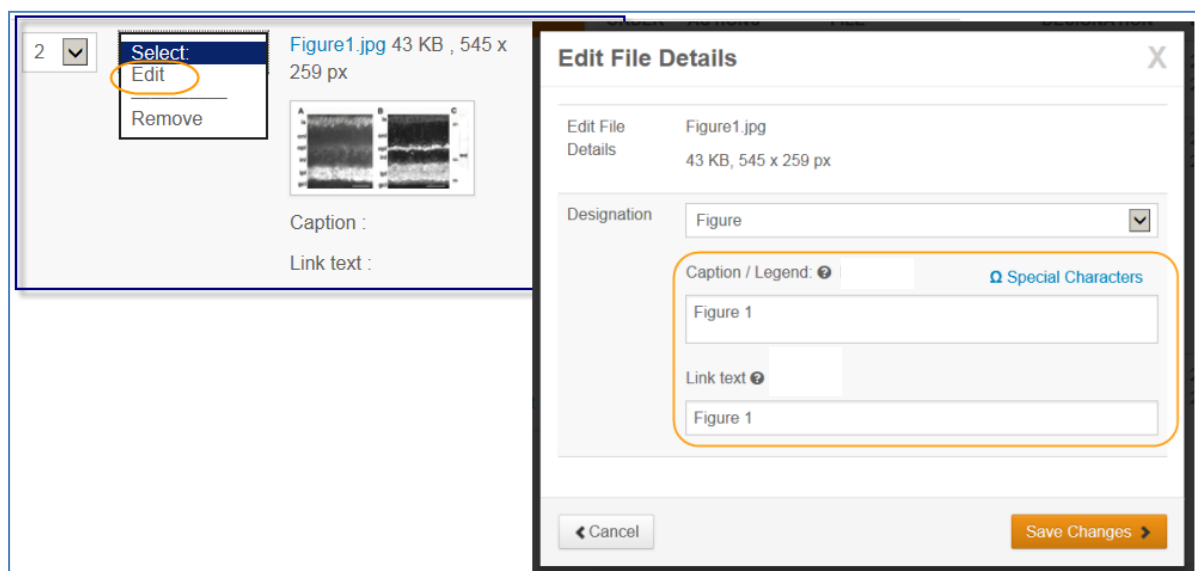
32. You can view a proof by clicking either the View HTML proof or View PDF proof buttons.

33. Click Save and Continue.



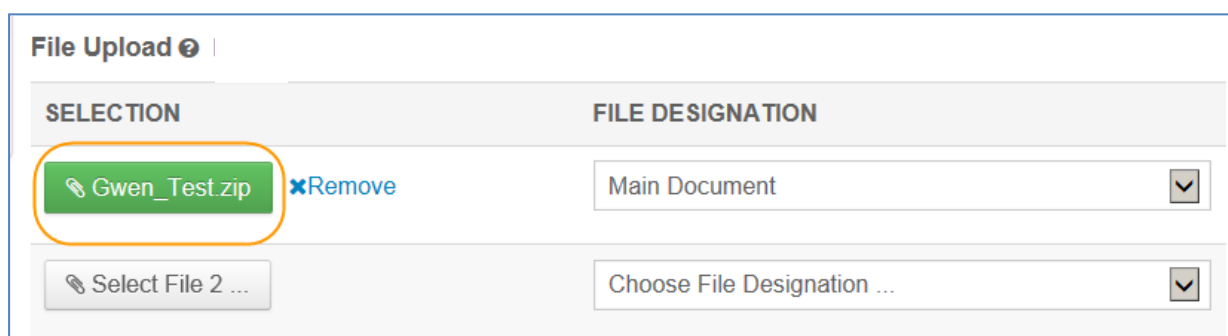
FIGURES AND IMAGES

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.

Files

8.037 OUT OF 97.66 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	Figure1.jpg 43 KB	Main Document	26-Jun-2015	Gwen Baker

Files

8.037 OUT OF 97.66 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	Figure1.jpg 43 KB	Main Document	26-Jun-2015	Gwen Baker
2	Select:	Figure2.jpg 43 KB	Main Document	26-Jun-2015	Gwen Baker

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.

Files

1.034 OUT OF 97.66 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	MANIFEST.MF 1 KB	No File Designation Edit	07-Jul-2015	Gwen Baker
2	Select:	ADOBE201.SF 1 KB	No File Designation Edit	07-Jul-2015	Gwen Baker
3	Select:	ADOBE201.RSA 6 KB		15	Gwen Baker
4	Select:			15	Gwen Baker
5	Select:			15	Gwen Baker
6	Select:			15	Gwen Baker

Edit File Details

Edit File Details ADOBE201.RSA
6 KB

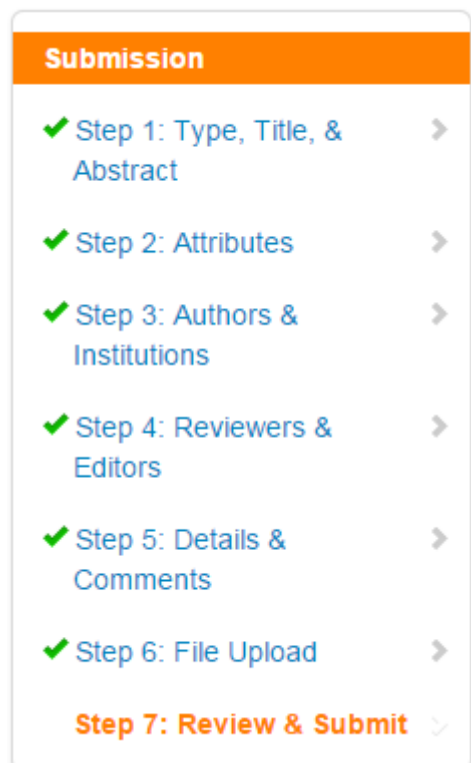
Designation:

Cancel Save Changes

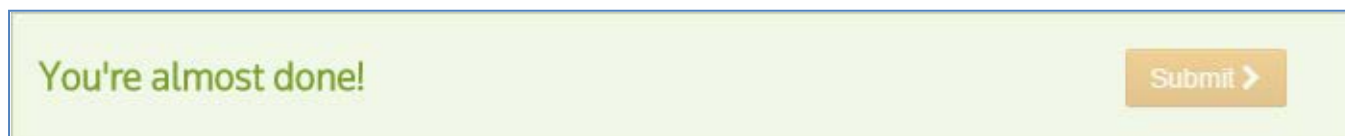
[Edit](#)

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	<ul style="list-style-type: none"> Article paper

34. Review each section carefully for accuracy and completeness.

35. 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.

⚠ The following steps are incomplete and must be corrected before you can submit

- **Step 4: Reviewers & Editors**

- A minimum of 2 recommended reviewers is required.

Submission

✓ Step 1: Type, Title, & Abstract >

✓ Step 2: Attributes >

✓ Step 3: Authors & Institutions >

Step 4: Reviewers & Editors >

✓ Step 5: Details & Comments >

✓ Step 6: File Upload >

Step 7: Review & Submit >

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

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

*** View Proof**

View either the HTML or PDF proof to submit

View HTML Proof

View PDF Proof

View MedLine Proof

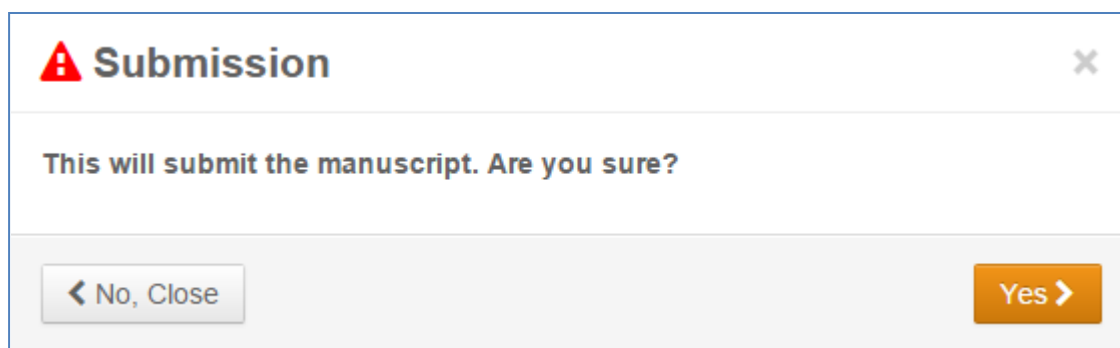
Note: The Submit button will not be active until you have viewed the proof and fixed all errors.

Note: If the journal requires payment at the time of submission, your next step will not be **Submit**. Click the **Continue to Payment** button and follow prompts for entering payment. If payment is only required after acceptance, you will be prompted to pay at a later time.

38. Click the **Submit** button.



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



40. 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

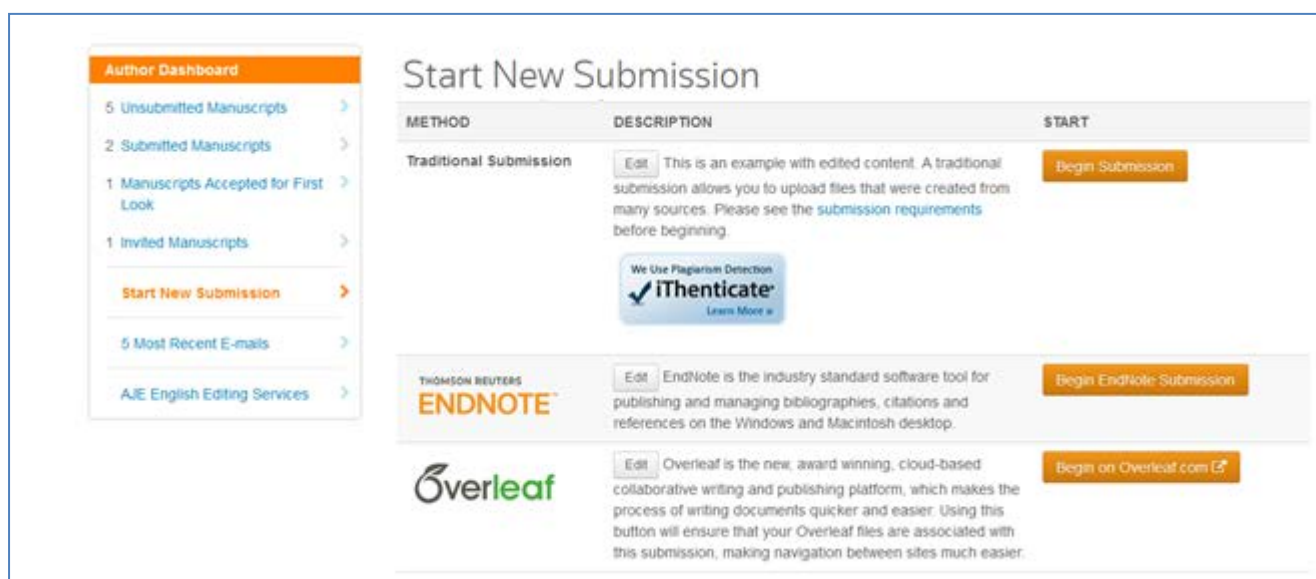
SUBMISSIONS USING OVERLEAF

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™*.

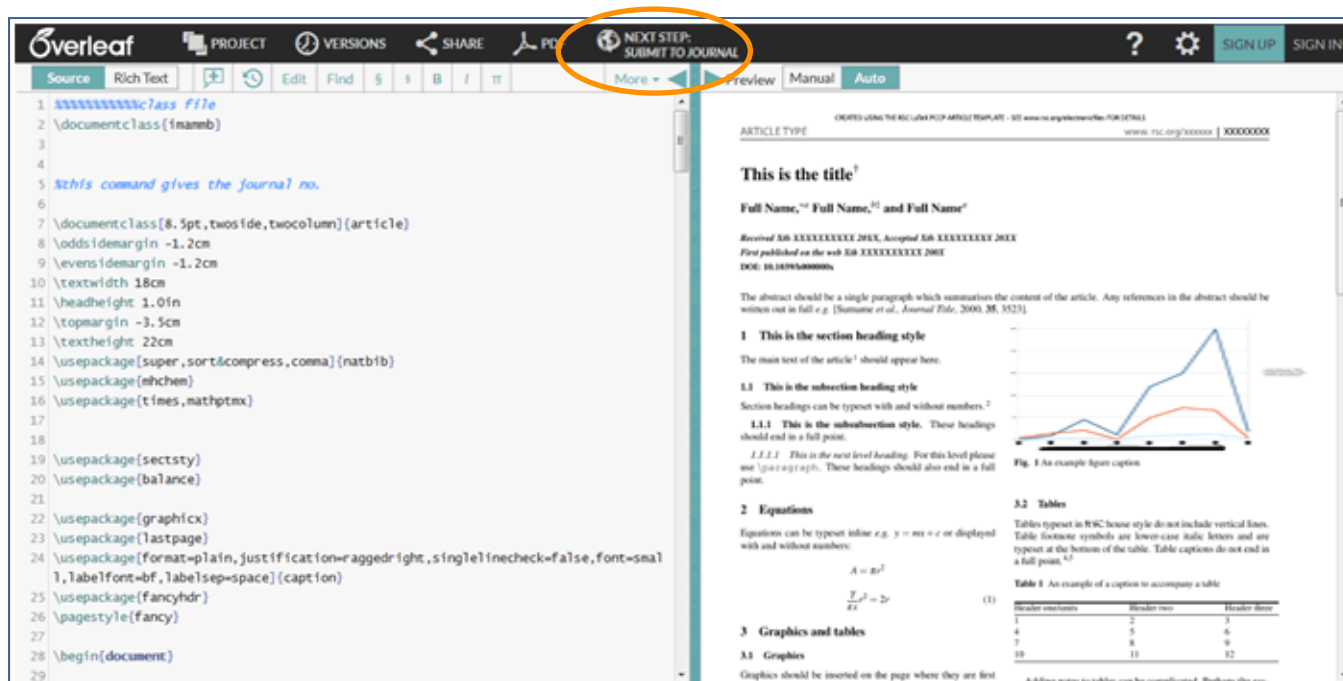
The Overleaf integration will allow you include files created with Overleaf directly in your submission. You will follow the same steps as described in earlier sections of this guide to complete all other required submission information.

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™* Author Dashboard.



You will be logged out of *ScholarOne Manuscripts™* and will log into Overleaf. Once in Overleaf create your submission using that tool. When ready to submit it to *ScholarOne Manuscripts™*, 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.


Files 56 OUT OF 97.6 MB					
ORDER	ACTIONS	FILE	DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select ...	safteylog2000-2014.doc 1 KB	Supplemental file for Review	26-Mar-2016	John Smith
2	Select ... Select ... Edit on Overleaf.com Remove	patient safety and quality of care by the usability of electronic health record 40 KB	Main Document	27-Mar-2016	John Smith
3	Select ...	Enhancing patient safety and quality .zip 314 KB	Supplemental file Not for Review	27-Mar-2016	John Smith
Update Order View PDF Proof View HTML Proof					

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.


Overleaf

Upload Overleaf Files from Your Computer [Edit](#)

Tip: Import the latest version of your Overleaf files: [Go to this project on Overleaf.com and click Submit](#)

SELECTION	DESIGNATION SET BY SITE
<div>  Select Overleaf .PDF File ... </div> <div>None selected</div>	Main Document
<div>  Select Overleaf .ZIP File ... </div> <div>None selected</div>	Supplemental file not for review

 Upload Selected Overleaf Files

OPEN ACCESS SUBMISSIONS

The journal you are submitting to may have a listing for fees associated with certain types of submissions that will be charged for Open Access.

Submission

- ✓ **Step 1: Type, Title, & Abstract**
- ✓ Step 2: Authors & Institutions
- ✓ Step 3: File Upload
- Step 4: Review & Submit

Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More ...](#)

* = Required Fields

* **Type:** [Edit](#)

CHOICE	TYPE	FEE
<input type="radio"/>	Original Article	Open Access: (1) Article Processing Charge may apply
<input checked="" type="radio"/>	Letter to the Editor (brief submission)	Open Access: (2) Article Processing Charge may apply
<input type="radio"/>	Invited Review	

For journals where all manuscripts are published under Open Access, you may be asked to agree to Open Access publication.

Submission

- ✓ Step 1: Type, Title, & Abstract
- ✓ Step 2: Attributes
- ✓ Step 3: Authors & Institutions
- ✓ Step 4: Reviewers & Editors
- ✓ Step 5: Details & Comments
- ✓ **Step 6: File Upload**
- Step 7: Review & Submit

✓ **Step 6: File Upload** [Edit](#)

FIELD	RESPONSE
File 1	File1.doc

* **View Proof**

View both the HTML and PDF proof to submit

[View HTML Proof](#) [View PDF Proof](#) [View MedLine Proof](#)

* **Confirm Open Access Publishing**

Please select the Instructional text can be configured per journal request. Can [hyperlink](#) out to a hosted instructions or page.

* ☐ I agree to Open Access publication of this submission.

Journals may give you the option of several publication methods. Select your publishing preference.

* View Proof

View both the HTML and PDF proof to submit

✓ View HTML Proof

✓ View PDF Proof

View MedLine Proof

* Publishing Preference

Please select the Instructional text can be configured per journal request. Can [hyperlink](#) out to a hosted instructions or page

* Publish this submission as:

☐ Open Access

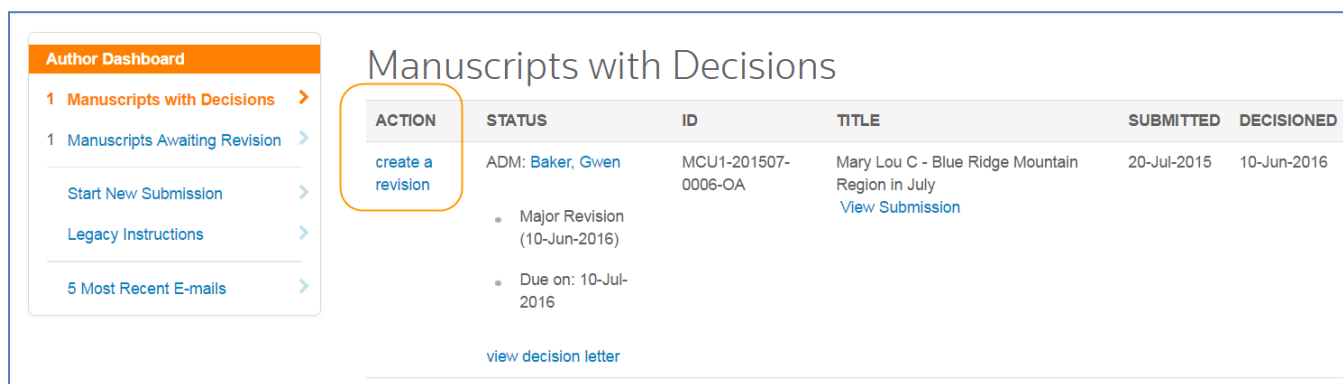
☒ Traditional

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 information on the right, click **Create a Revision** 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.



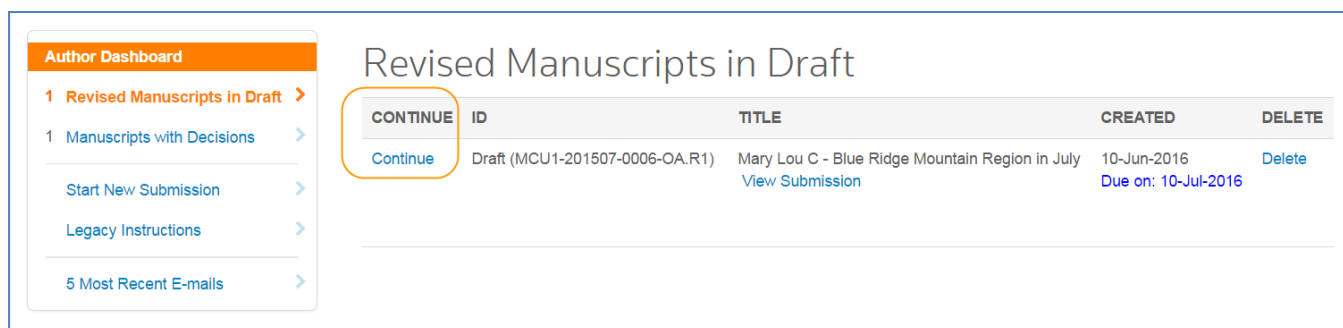
Author Dashboard

- 1 Manuscripts with Decisions >
- 1 Manuscripts Awaiting Revision >
- Start New Submission >
- Legacy Instructions >
- 5 Most Recent E-mails >

Manuscripts with Decisions

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
create a revision	ADM: Baker, Gwen	MCU1-201507-0006-OA	Mary Lou C - Blue Ridge Mountain Region in July View Submission	20-Jul-2015	10-Jun-2016
	<ul style="list-style-type: none"> Major Revision (10-Jun-2016) Due on: 10-Jul-2016 				
	view decision letter				

If you have already started a revision, the revision is now located in the **"Revised Manuscripts in Draft"** queue. Select this queue and click **Continue** to finish your revised submission.



Author Dashboard

- 1 Revised Manuscripts in Draft >
- 1 Manuscripts with Decisions >
- Start New Submission >
- Legacy Instructions >
- 5 Most Recent E-mails >

Revised Manuscripts in Draft

CONTINUE	ID	TITLE	CREATED	DELETE
Continue	Draft (MCU1-201507-0006-OA.R1)	Mary Lou C - Blue Ridge Mountain Region in July View Submission	10-Jun-2016 Due on: 10-Jul-2016	Delete

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