



Tutorial for Authors

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Author Tutorial

Author Software Requirements

Authors using Editorial Manager must have Adobe Acrobat Reader (a PDF reader) installed. To install this software, download the free Adobe Acrobat Reader at the following address:

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

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 this address:

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

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

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

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

Registering with the Publication's EM Site

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:

PRE-REGISTRATION PAGE

To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Please Enter The Following

Insert Special Character

First Name*

Last Name*

E-mail Address*

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 Password?' 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 Password?

Continue >>

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.

**PRE-
REGISTRATION
PAGE**

Duplicate Registration

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?

Yes 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 now 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 Process

The following screens will be displayed:

Registration Page

Personal Information

Title

Mr.

First Name *

Michael

Middle Name

Last Name *

Smith

Degree *

Ph.D.

(Ph.D., M.D., Jr., 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 *

mikesmith@ariessys.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.](#)

Preferred Contact Method *

E-mail ☒

Fax ☐

Postal Mail ☐

Telephone ☐

Insert Special Character

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?’

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 one or more 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

[Expand All](#) [Collapse All](#)

Selected Classifications:

☐ drug toxicity
☐ **PHARMACOLOGY**

Select->
<-Remove

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 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.*

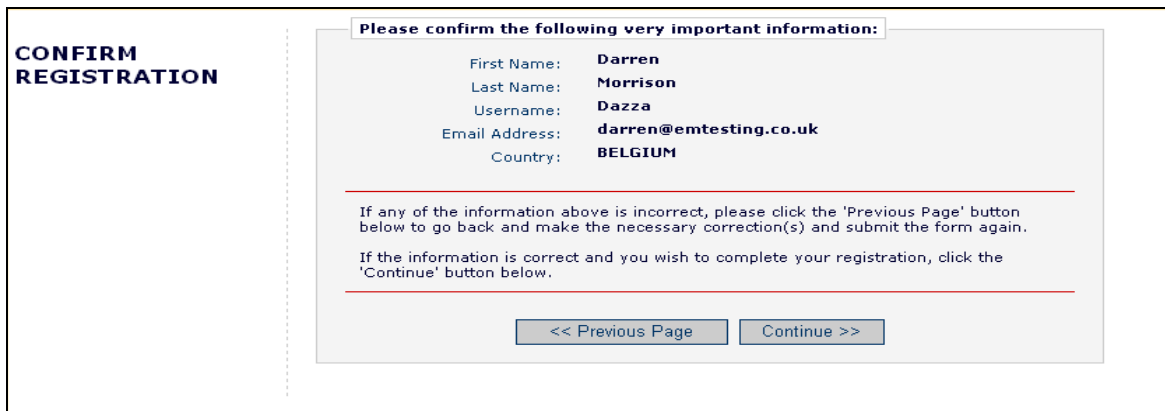
Click on **'Edit Personal Keywords'** to access the screen to enter free-form areas of expertise. To add a new Keyword, simply type the Keyword(s) into the **'New Keyword'** field and click on **'Add'**. Click on **'Close'** after all Personal Keywords have been entered.

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

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

When satisfied with the information that has been provided, click the **'Continue >>'** button at the bottom to proceed.

A 'Registration Confirmation' page will appear. Please ensure that everything is spelled correctly, and that the e-mail address is correct.

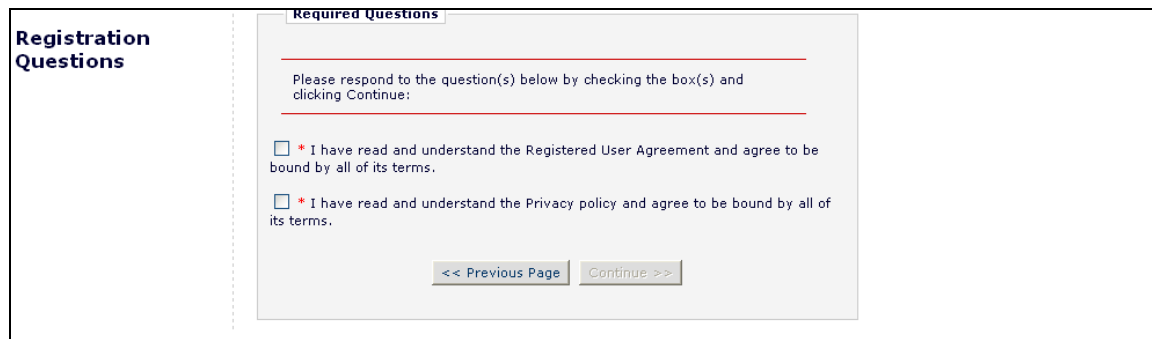


The image shows a web page titled 'CONFIRM REGISTRATION'. On the left is a vertical dashed line. To the right of this line is a box with a title 'Please confirm the following very important information:'. Inside this box, the following information is listed: First Name: Darren, Last Name: Morrison, Username: Dazza, Email Address: darren@emtesting.co.uk, and Country: BELGIUM. Below this list, there are two paragraphs of text: 'If any of the information above is incorrect, please click the 'Previous Page' button below to go back and make the necessary correction(s) and submit the form again.' and 'If the information is correct and you wish to complete your registration, click the 'Continue' button below.' At the bottom of the box are two buttons: '<< Previous Page' and 'Continue >>'.

If all fields are correct, click on '**Continue >>**'. The registration process is now complete, and the user may check e-mail for the password sent by Editorial Manager.

Custom Registration Questions

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



The image shows a web page titled 'Registration Questions'. On the left is a vertical dashed line. To the right of this line is a box with a title 'Required Questions'. Inside this box, there is a paragraph of text: 'Please respond to the question(s) below by checking the box(s) and clicking Continue:'. Below this text are two questions, each with a checkbox and an asterisk: 'I have read and understand the Registered User Agreement and agree to be bound by all of its terms.' and 'I have read and understand the Privacy policy and agree to be bound by all of its terms.' At the bottom of the box are two buttons: '<< Previous Page' and 'Continue >>'.

Once all necessary information has been provided, click on the '**Continue >>**' button to proceed.

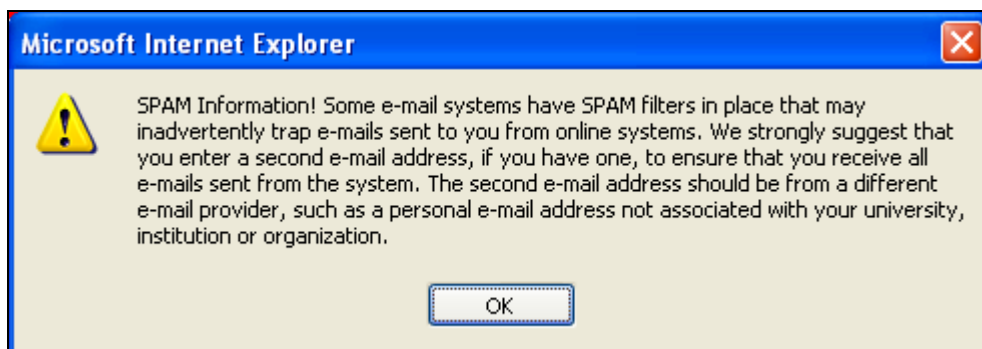
Multiple E-mail Address Request

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 (e.g. Yahoo, AOL, etc.).



The image shows a web form with a label 'E-mail Address *' in red. To the right of the label is a text input field containing 'jsmith@edmgr.com'. Below the input field, there is a paragraph of text: '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.](#)'

When the '[Read more](#)' link is selected, this warning will be displayed:



Logging In

Users can begin to use the system, once they have received a notification e-mail from the Editorial Office containing the username and password.

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 Editorial Manager 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.

A screenshot of the Editorial Manager Log-In screen. The page has a white background with a blue header area. On the left, the text "LOG-IN" is displayed. The main content area is a blue box with a white border. Inside the box, the text "Please Enter the Following" is at the top. Below it are two input fields: "Username:" and "Password:". To the right of the "Username:" field is a link "Insert Special Character". Below the input fields are four buttons: "Author Login", "Reviewer Login", "Editor Login", and "Publisher Login". Below these buttons are three links: "Send Username/Password", "Register Now", and "Login Help". At the bottom of the blue box is the text "Software Copyright © 2005 Aries Systems Corporation."

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' links. These links are also referred to as 'Folders.' The number of submissions in process in each folder will be displayed by the side of the entry.

AUTHOR MAIN MENU	New Submissions Submit New Manuscript Incomplete Submissions (0) Submissions Waiting for Author's Approval (0) Submissions Being Processed (4)
	Revisions Submissions Needing Revision (0) Incomplete Submissions Being Revised (0) Revisions Waiting for Author's Approval (0) Revisions Being Processed (0) Declined Revisions (0)
	Decisions Submissions with a Decision (0)

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:

UPDATE MY INFORMATION To update any information, make the changes on the form and click Update. Required fields have an asterisk next to the label.	Login Information	Insert Special Character
	<div> <p>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.</p> <p>User Name * <input type="text" value="Wendy"/></p> <p>Password * <input type="password" value="Wendy"/></p> <p>The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.</p> <p>Default Login Role: <input type="text" value="Author"/> <input type="button" value="v"/></p> </div>	

The user will then be redirected to the Registration screen, where all of the personal information currently available to the Publication is displayed, and may be updated as needed.

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

**CONFIRM
INFORMATION
UPDATE**

Required Field Warning

One or more required fields are not filled in. If you wish to enter the missing information, click 'Previous Page' to go to the previous page or you may click 'Continue' to submit the changes you did make and proceed.

<< Previous Page

Continue

Users may return to the information pages (click on the '<< Previous Page' button) or can simply click on the button labeled 'Continue'.

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

Unavailable Dates

Cancel

Submit

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.

Cancel

Submit

Please Enter the Following

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:

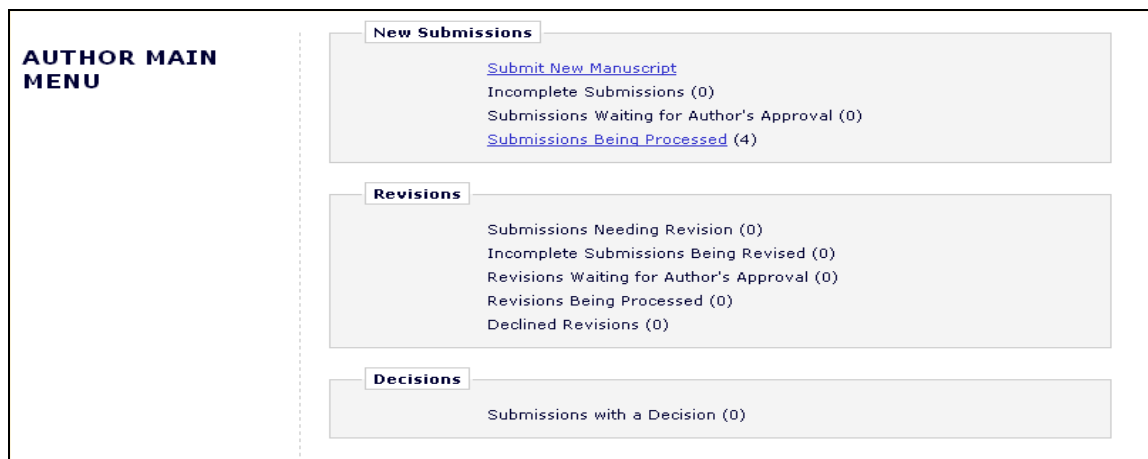
Cancel

Submit

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Submitting a manuscript

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



Click on the on the '**Submit New Manuscript**' link. This will display the Submit New Manuscript menu. Authors will be asked to enter data that is 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 the submission process.

Submission Step Limits

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

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

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

New Submission

[Frequently Asked Questions](#)

- ☒ Select Article Type
- ☒ Enter Title
- Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments**
- ☒ Suggest Reviewers
- ☒ Oppose Reviewers
- Request Editor
- Select Region of Origin
- Attach Files

[Insert Special Character](#)

Please Enter Comments

If required, the following text is added and is editable: Comments are required for Submission. Enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript.

Limit 150 words

Previous Next

If the word or character count limitations imposed by the Publication have been exceeded, the user may not continue on to the next step. If this is the case, a warning box will appear if the user clicks 'Next'.

New Submission

[Frequently Asked Questions](#)

- ☒ Select Article Type
- Enter Title**
- Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- ☒ Suggest Reviewers
- ☒ Oppose Reviewers
- Request Editor
- Select Region of Origin
- Attach Files

Please Enter The Full Title of Your Submission

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

Full Title (Limit 4 words) **Word Count: 7**

New EM Submission Steps Have Been Created

Microsoft Internet Explorer

WARNING: The limit for Full Title is 4 words, and you entered 7 words. Click 'Cancel' to go back and shorten your Full Title. Click 'OK' to proceed without shortening your Full Title at this time.

OK Cancel

Previous Next

Once the word or character requirement has been met, the user may click 'Next' to proceed to the next submission step.

Select Article Type

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 menu, 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 'Next' to proceed or 'Previous' to make changes on the previous screen.

NEW SUBMISSION

[Frequently Asked Questions](#)

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

Please Select an Article Type

Selecting an Article Type is Required for Submission.

Choose the article type of your manuscript from the pull-down menu.

Choose Article Type

Manuscript
None
Test Article
Terms of Agreement
Manuscript
Research Paper
Rapid Communication
Case Report
Annual Meeting Abstract

Enter Article Title

An Article Title is the first required step in the submission process. Enter the title of the submission in the space provided. Click ‘Next’ when the title has been entered.

New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.

Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title

New EM Submission Steps

Previous

Next

Enter Short Title

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

[Frequently Asked Questions](#)

✓ Select Article Type

➔ Enter Title

Entering a Full Title is Required for Submission.

Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title

Short Title

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

Add/Edit/Remove Authors

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

NEW SUBMISSION

[Frequently Asked Questions](#)

✓ Enter Title

✓ Select Article Type

➔ Add/Edit/Remove Authors

Select Section/Category

Submit Abstract

Enter Keywords

Select Classifications

Additional Information

Enter Comments

Request Editor

Select Region of Origin

Attach Files

Please Enter the Following

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

A * indicates the field is required.

First Name*

Middle Initial

Last Name*

Academic Degree(s)

Affiliation

E-mail Address

Please select if this is the corresponding author ☐

Add Author

Previous Next

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

The Author can designate the order in which other Authors should be listed, including the Corresponding Author. After the Additional Author information has been entered, the list of authors can be reordered by clicking on the arrows next to each name. The Author at the top of the list is automatically designated as the First Author. The

Corresponding Author does not have to be listed first, and can appear anywhere in the list (including at the top of the list as the First Author).

Note: Please note that the user who begins the manuscript submission process is, by default, the Corresponding Author.

To change the Corresponding Author, first enter the name of the new Corresponding Author in the textboxes and click the checkbox next to 'Please select if this is the corresponding author'. If the person entered is not registered with Editorial Manager, the user will be unable to designate him/her as the Corresponding Author, until that user has been registered. If this person *is* registered with Editorial Manager, his or her username must be entered. However, please note that if the Corresponding Author is changed, once the manuscript has been submitted, the user who has entered the submission **will no longer be considered the Corresponding Author and will not be able to access the manuscript**. The new Corresponding Author will receive an e-mail when the PDF is built, asking him or her to log into EM to view and approve the submission before it can be sent to the Editorial Office.

Click 'Next' to proceed.

Select Section/Category

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

The screenshot displays the 'NEW SUBMISSION' form. On the left is a vertical sidebar with a list of steps: 'Enter Title', 'Select Article Type', 'Add/Edit/Remove Authors', 'Select Section/Category' (highlighted with a blue arrow), 'Submit Abstract', 'Enter Keywords', 'Select Classifications', 'Additional Information', 'Enter Comments', 'Request Editor', 'Select Region of Origin', and 'Attach Files'. The main content area is titled 'Please Select Section/Category' and contains the instruction: 'Select the Section or Category related to your manuscript from the drop-down menu below.' Below this is a dropdown menu with 'None' selected and a green arrow icon. At the bottom of the main area are 'Previous' and 'Next' buttons.

Click 'Next' to proceed.

Submit Abstract

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

NEW SUBMISSION

[Frequently Asked Questions](#)

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

[Insert Special Character](#)

Please Enter Abstract

Enter the abstract of your manuscript into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.

Click 'Next' to proceed.

Enter Keywords

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

NEW SUBMISSION

[Frequently Asked Questions](#)

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

[Insert Special Character](#)

Please Enter Keywords

Enter Keywords separated by semicolons. e.g., active vitamin D; parathyroid hormone-related peptide; hypercalcemia; bone resorption.
Each individual keyword may be up to 256 characters in length.

Heart; Lungs; Liver

Click 'Next' to proceed.

Select Classifications

The screenshot shows the 'NEW SUBMISSION' page with a sidebar of steps. The 'Select Classifications' step is highlighted with a blue arrow. The main content area is titled 'Please Select Classifications' and contains instructions: 'Click 'Select Document Classifications' to open a window containing a list of the classifications pertaining to this journal. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.' Below the instructions is a button labeled 'Select Document Classifications' and two buttons labeled 'Previous' and 'Next'.

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

The screenshot shows the 'Select Document Classifications' window. It has a search bar at the top with a 'Search' button and a 'Clear' button. Below the search bar is a list of classifications, each with a checkbox. The classifications are: drug toxicity, NSAIDS (non-steroidals), Steroids, PLASTICS, PROSPECTIVE STUDY, PSYCHOPHYSICS, PUBLIC POLICY\STANDARDS, (PPPs) preferred practice patterns, cost-benefit analysis, ethics, FDA (checked), legal, medical care delivery, medicare, Ophth. Terminology, Ophthal. Business Practices, safety, socioeconomic, standards, and REFRACTION/REFRACTIVE ERROR. To the right of the list are two buttons: 'Select->' and '<-Remove'. Below the list are 'Expand All' and 'Collapse All' links. On the right side of the window, there is a section titled 'Selected Classifications: Limit 5 Classifications' with a list of selected classifications: Antivirals, Drug interactions plus, and drug toxicity.

Click the checkbox next to any classification to be selected. Authors may select as many classifications as appropriate. Click '**Submit**' when finished. This may be an optional, required, or hidden step.

Click '**Next**' to proceed.

Custom Submission Steps

The submission step called 'Additional Information' allows the Publication to create custom questions that can be answered during the Submit Manuscript process. The questions in this step are defined by the Publication and may be mandatory. Examples of questions include: 'How many pages is the manuscript?'; 'Do you have color images?'

NEW SUBMISSION

[Frequently Asked Questions](#)

- ✓ [Enter Title](#)
- ✓ [Select Article Type](#)
- [Add/Edit/Remove Authors](#)
- [Select Section/Category](#)
- [Submit Abstract](#)
- ✓ [Enter Keywords](#)
- [Select Classifications](#)
- ➔ [Additional Information](#)
- [Enter Comments](#)
- [Request Editor](#)
- [Select Region of Origin](#)
- [Attach Files](#)

Please Enter The Following

Additional Information is Required for Submission.

Please respond to the questions/statements below.

Has the paper being submitted ever been reviewed by another Journal?
Answer Required

Can you indicate whether all experimental work carried out for this submission has followed all necessary guidelines? Please specify details.
Answer Required

Please state that you have read the terms and conditions and agree to be bound by them (terms and conditions can be [found here](#)).
Answer Required

Enter Comments

Enter any comments to be sent to the Editorial Office. These comments will not appear in the manuscript. The Publication may configure this as an optional, required, or hidden step.

NEW SUBMISSION

[Frequently Asked Questions](#)

- ✓ [Enter Title](#)
- ✓ [Select Article Type](#)
- [Add/Edit/Remove Authors](#)
- [Select Section/Category](#)
- [Submit Abstract](#)
- ✓ [Enter Keywords](#)
- [Select Classifications](#)
- ✓ [Additional Information](#)
- ➔ [Enter Comments](#)
- [Request Editor](#)
- [Select Region of Origin](#)
- [Attach Files](#)

Please Enter Comments

[Insert Special Character](#)

If required, the following text is added and is editable: Comments are required for Submission. Enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript.

Previous

Next

Click 'Next' to proceed.

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 review candidates as the Publication requires for a submission. Please fill in the necessary information:

New Submission

[Frequently Asked Questions](#)

- ☒ Select Article Type
- ☒ Enter Title
- [Add/Edit/Remove Authors](#)
- [Select Section/Category](#)
- [Select Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Suggest Reviewers](#)**
- [Request Editor](#)
- [Attach Files](#)

Suggest Reviewers

Please suggest potential reviewers for this submission.

Use the fields below to give us contact information for each suggested reviewer, and please provide specific reasons for your suggestion in the comments box for each person. Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

A * indicates a required field.

First Name*

James

Middle Initial

Last Name*

Melville

Academic Degree(s)

Position

Department

Institution

E-mail Address

james@ariestrash

Reason

James has done extensive research in this field.

Add Reviewer

Previous

Next

When finished, click the ‘**Add Reviewer**’ button to submit additional Reviewer information. Click the ‘**Next**’ button when ready to move on to the next step.

Oppose Reviewers

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

New Submission

[Frequently Asked Questions](#)

- ☒ Select Article Type
- ☒ Enter Title
- [Add/Edit/Remove Authors](#)
- [Select Section/Category](#)
- [Submit Abstract](#)
- [Enter Keywords](#)
- [Select Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Suggest Reviewers](#)
- [Oppose Reviewers](#)**
- [Request Editor](#)
- [Select Region of Origin](#)
- [Attach Files](#)

Oppose Reviewers

Please identify anyone who you would prefer not to review this manuscript.

Fill in as much contact information as possible to allow us to identify the person in our records, and please provide specific reasons why each person should not review your submission in their comments box. Please note that we may need to use a reviewer that you identify here, but will try to accommodate author's wishes when we can.

A * indicates a required field.

First Name*

Seth

Middle Initial

Last Name*

Reeves

Academic Degree(s)

MD, PhD

Position

Chair

Department

Engineering

Institution

MIT

E-mail Address

sreeves@nit.com

The Oppose Reviewers step is similar to the Request Reviewers step in that when the information has been entered, Authors may click the ‘**Add Reviewer**’ button to submit additional Oppose Reviewer Candidates. Click the ‘**Next**’ button when ready to move on to the next step.

Note: Publications may disregard any request for specific Reviewers to be either invited or excluded. The Suggest and Oppose Reviewers steps simply provide information for the Publication to use when selecting appropriate Reviewers.

Request Editor

Depending upon how the Editorial Office has configured the EM site, Authors may be asked to request a particular Editor to be assigned to a submission. The request will be taken under advisement by the Editorial Office. Select an Editor by using the drop-down menu and click ‘**Next**’ to proceed. This may be an optional step for a Publication. If an Author is not directed to request an Editor, the submission will be assigned to an Editor selected by the Editorial Staff.

Click ‘**Next**’ to proceed.

Select Region of Origin

Authors can identify a geographic region (or country) of origin for the manuscript, which may have a ‘Country of Origin’ designation that is different from the Author’s country. This is referred to as the ‘Manuscript Geographic Region of Origin’.

NEW SUBMISSION

[Frequently Asked Questions](#)

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

Please Select Region of Origin

Select the Region of Origin related to your manuscript from the drop-down menu below.

Please Choose Choose Region

Previous Next

Select the country or region for the manuscript by using the drop-down menu and clicking ‘Next’ to proceed. This may be an optional step for a particular Publication.

Attach Files

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

NEW SUBMISSION

[Frequently Asked Questions](#)

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

Please Attach Files [Insert Special Character](#)

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.

Item	Description	Delivery Method
Figure	Figure	<input checked="" type="radio"/> Online Web System <input type="radio"/> Offline

Enter a Description. Select Online System is selected, click the Browse File button. If Offline is selected, click the Attach This File button.

File Name: Browse...

Attach This File

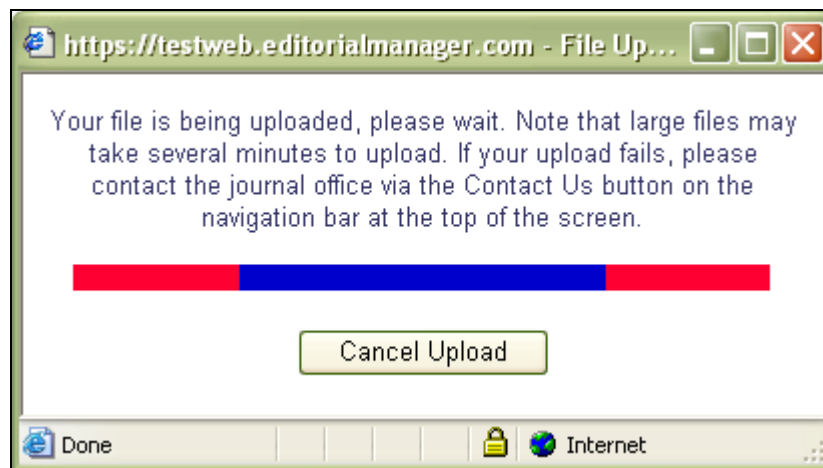
No Items have yet been attached for this submission.

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

For each Item to be uploaded into the system:

- Choose the Item from a drop-down box. Manuscript, figures or tables may all be separate Items in the drop-down box, as the Items listed may vary with each Publication. Make sure to choose the correct one.
- Enter a Description in the text box (i.e., Figure 1, Table 2, etc.)

- Select the Delivery Method by which the Item will reach the Editorial Office (online or offline).
- The option of online or offline may not always be available since the Publication may require the Item to be submitted online only.
- Locate the file on the hard drive using the '**Browse**' button.
- Authors may attach files to their submission that have been 'compressed' (i.e. zip files). This allows Authors to upload several files at once, rather than having to upload one file at a time. It also enables a faster upload of a large single file. The system will automatically 'unpack' or 'un-zip' the file, so that the individual file(s) can be attached to the submission. There is more information regarding the upload of compressed files at the end of this section.
- Click '**Attach This File**' to upload the file (uploading may take several minutes for larger files), and the following window should appear:



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

Repeat this process until all Items in the submission have been specified. All attached files are visible in the list at the bottom.

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

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

Authors will see the summary of the files to be sent to the Editorial Office, and should ensure that everything that should be included has been listed. **A message above the grid will inform the Author if any of the required pieces of the submission have not been included.**

NEW SUBMISSION

[Frequently Asked Questions](#)

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

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

	Online	Offline		Online	Offline
Figure	1	0	Manuscript	1	0
Response to Reviewers	0	0	Table	0	0

Previous Build PDF for my Approval

Click 'Build PDF for my Approval'. A thank you message will appear on the screen, and the manuscript will now be located in the 'Submissions Waiting for Author's Approval' folder on the Author's Main Menu. To complete the submission process and send the submission to the Editorial Office, the Author must view and approve the PDF. (See 'Author PDF Approval' in the following section).

Even if an Author is unable to complete the submission process, no data will be lost. The submission can be accessed by clicking on the 'Incomplete Submissions' folder on the Author's Main Menu.

File Ordering Mechanism

File order can be changed by entering numbers in the text box next to each Submission Item. The files are numbered in the sequence in which they were uploaded. For example, if four files are uploaded, the default value for each Item is 1, 2, 3, and 4, respectively. The user can then change the order of the files by typing in a new order and clicking the 'Update File Order' button.

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

New Submission

[Frequently Asked Questions](#)

- ☒ Select Article Type
- ☒ Enter Title
- [Add/Edit/Remove Authors](#)
- [Select Section/Category](#)
- [Select Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Suggest Reviewers](#)
- [Request Editor](#)
- ☒ [Attach Files](#)

Attach Files Order

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type by entering new numbers into any editable 'Order' boxes. Note: if no 'Order' boxes appear, the Items cannot be re-ordered. Click the 'Next' button to continue with the submission process.

Order	Description	File Name	Size
1	Author Agreement	This is a sample author agreement.doc	23 KB
<input type="text" value="2"/>	*Cover Letter	this is a sample cover letter.doc	23 KB
<input type="text" value="3"/>	*Cover Letter	TS_Report_Form.doc	29 KB
4	*Manuscript	Manuscript.doc	30 KB

[Update File Order](#)

[Previous](#) [Next](#)

The Author may change the order of the files that are of the same Item Type. In the example above, Items 2 and 3 may be reordered because they are both the same Item type.

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

The 'Item' column in the list of attached files has drop-down boxes for each file, so the Submission Item Description can be easily changed after the file has been uploaded. For example, if an Author uploads a Figure, but did not select the 'Figure' Item from the Item drop-down box, the Item label would be incorrect. The Author can change the description by typing the correct information in the box.

Order	Item	Description	File Name	Size	Last Modified	Actions
<input type="text" value="1"/>	<input type="text" value="Figure"/>	<input type="text" value="Figure Description"/>	Table 1.tif	49 KB	15-11-2005	Download Remove
<input type="text" value="2"/>	<input type="text" value="Manuscript"/>	<input type="text" value="Manuscript"/>	DEMO Checklist.doc	19 KB	22-12-2005	Download Remove
Update File Order						
Previous Next						

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

Uploading a Compressed File

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

- 1) Zip – such as WinZIP
- 2) tar.gz – this is a UNIX file compression utility

When uploaded, EM unpacks the zip file into the individual files, at which point the author must select the Item Type for each individual file.

Authors will see a set of drop-down menus above the file list when a zip file is uploaded. The author can use these drop-down menus to quickly assign an Item Type to all files of a certain format. The user may further adjust the Item Type manually for a specific file, if desired.

The first drop-down contains an alphabetical list of the file extensions of all files successfully uploaded in the zip file(s). If another zip file is uploaded, any new file extensions are added to the drop-down, and the list is re-sorted. If any zip file contains files that have no extension (e.g. Mac files), the word “Other” displays as a choice at the end of the list and applies to all files without an extension.

Selecting File Format

New Submission

[Frequently Asked Questions](#)

- ☒ Select Article Type
- ☒ Enter Title
- ☐ Add/Edit/Remove Authors
- ☐ Select Section/Category
- ☒ Submit Abstract
- ☒ Enter Keywords
- ☐ Select Classifications
- ☒ Enter Comments
- ☒ Attach Files

Please Attach Files

[Insert Special Character](#)

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.

Item

Figure

Enter a Description. Select Online Web System or Offline delivery. If Online Web System is selected, click the Browse button to select a file, then click the Attach This File button. If Offline is selected, click the Attach This Information button.

Description:

Delivery Method: ☒ Online Web System ☐ Offline

File Name:

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 and click the 'Update File Order' button to effect the change.

Change Item Type of all

Choose

 files to:

Choose

Order	Item	Description	File Name	Size	Last Modified	Actions
1	*Manuscript	Working Study	MS12252009.doc	28.5 KB	2009-06-24 13:31:16	Download Remove
2	Choose		Figure1.jpg	37.1 KB	2009-06-24 13:31:16	Download Remove
3	Choose		Figure2.jpg	37.1 KB	2009-06-24 13:31:19	Download Remove
4	Choose		Figure3.jpg	37.1 KB	2009-06-24 13:31:09	Download Remove
5	Choose		Figure4.eps	456.1 KB	2009-06-24 13:31:16	Download Remove
6	Choose		Figure5.jpg	456.1 KB	2009-06-24	Download

The second drop-down lists all Item Types configured for the selected Article Type.

A button labeled “Change Now” appears to the right of the dropdowns but is disabled until both a file type and Item Type have been selected.

Selecting Item Type

New Submission

[Frequently Asked Questions](#)

- ☒ Select Article Type
- ☒ Enter Title
- [Add/Edit/Remove Authors](#)
- [Select Section/Category](#)
- ☒ Submit Abstract
- ☒ Enter Keywords
- [Select Classifications](#)
- ☒ Enter Comments
- ☒ Attach Files

Please Attach Files [Insert Special Character](#)

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.

Item Figure

Enter a Description. Select Online Web System or Offline delivery. If Online Web System is selected, click the Browse button to select a file, then click the Attach This File button. If Offline is selected, click the Attach This Information button.

Description Figure

Delivery Method ☒ Online Web System ☐ Offline

File Name: [Browse...](#)

[Attach This File](#)

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 and click the 'Update File Order' button to effect the change.

Change Item Type of all .jpg files to: Choose [Change Now](#)

Order	Item	Description	File Name	Size	Last Modified	Actions
1	*Manuscript	Data Tracking Study	MS12252009.doc	28.5 KB	2009-06-24 13:31:16	Download Remove
2	Choose		Figure1.jpg	37.1 KB	2009-06-24 13:31:16	Download Remove
3	Choose		Figure2.jpg	37.1 KB	2009-06-24 13:31:19	Download Remove
4	Choose		Figure3.jpg	37.1 KB	2009-06-24 13:31:09	Download Remove
5	Choose		Figure4.eps	456.1 KB	2009-06-24 13:31:16	Download Remove
6	Choose		Figure5.eps	456.1 KB	2009-06-24 13:31:13	Download Remove
7	Choose		Figure6.eps	456.1 KB	2009-06-24 13:31:14	Download Remove
8	Choose		Figure7.eps	456.1 KB	2009-06-24 13:31:14	Download Remove
9	Choose		Figure8.eps	456.1 KB	2009-06-24 13:31:14	Download Remove
10	Choose		Figure9.eps	456.1 KB	2009-06-24 13:31:14	Download Remove
11	Choose		Figure10.eps	456.1 KB	2009-06-24 13:31:15	Download Remove

Once the author has selected both a file type and an Item Type, the 'Change Now' button is enabled. The author then clicks the button, and the selected Item Type is applied to all files with the selected file type.

All files with .jpg extension have Item Type set to Figure

New Submission

[Frequently Asked Questions](#)

- ✓ [Select Article Type](#)
- ✓ [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Select Section/Category](#)
- ✓ [Submit Abstract](#)
- ✓ [Enter Keywords](#)
- [Select Classifications](#)
- ✓ [Enter Comments](#)
- ➔ [Attach Files](#)

Please Attach Files [Insert Special Character](#)

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.

Item:

Enter a Description. Select Online Web System or Offline delivery. If Online Web System is selected, click the Browse button to select a file, then click the Attach This File button. If Offline is selected, click the Attach This Information button.

Description:

Delivery Method: ☒ Online Web System ☐ Offline

File Name: [Browse...](#)

[Attach This File](#)

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 and click the 'Update File Order' button to effect the change.

Change Item Type of all files to: [Change Now](#)

Order	Item	Description	File Name	Size	Last Modified	Actions
1	*Manuscript	Data Tracking Study	MS12252009.doc	28.5 KB	2009-06-24 13:31:16	Download Remove
2	Figure		Figure1.jpg	37.1 KB	2009-06-24 13:31:16	Download Remove
3	Figure		Figure2.jpg	37.1 KB	2009-06-24 13:31:19	Download Remove
4	Figure		Figure3.jpg	37.1 KB	2009-06-24 13:31:09	Download Remove
5	Choose		Figure4.eps	456.1 KB	2009-06-24 13:31:16	Download Remove
6	Choose		Figure5.eps	456.1 KB	2009-06-24 13:31:13	Download Remove
7	Choose		Figure6.eps	456.1 KB	2009-06-24 13:31:14	Download Remove
8	Choose		Figure7.eps	456.1 KB	2009-06-24 13:31:14	Download Remove
9	Choose		Figure8.eps	456.1 KB	2009-06-24 13:31:14	Download Remove
10	Choose		Figure9.eps	456.1 KB	2009-06-24 13:31:14	Download Remove

Authors may use this feature to change the Item Type for a given file format as many times as necessary, as well as change any individual item manually.

Uploading arXiv Files from the Los Alamos National Laboratory

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



arXiv.org e-Print archive

Automated e-print archives

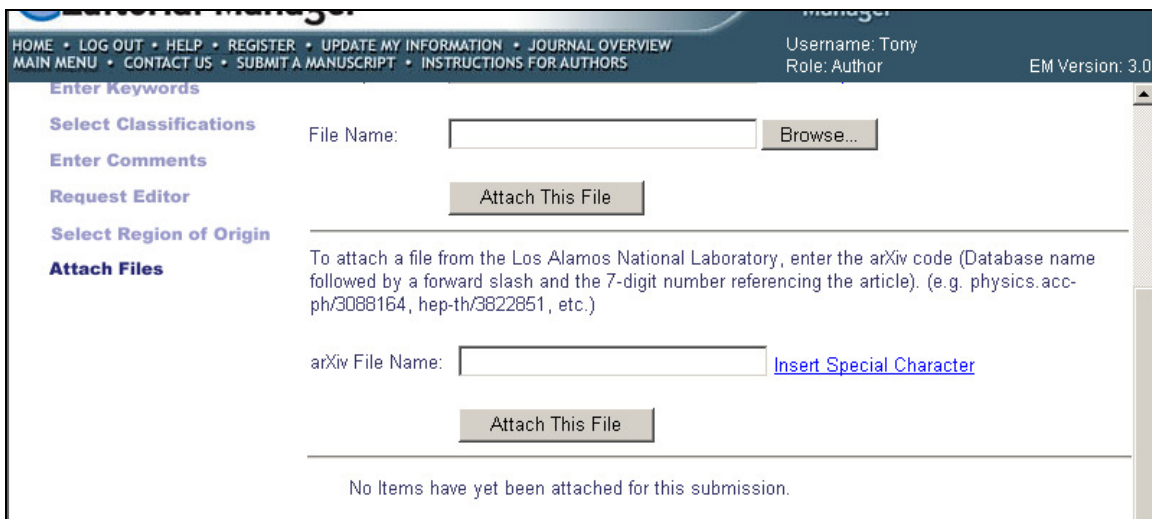
17 Jan 2004: [Endorsement system](#) introduced.
 15 Sep 2003: [Announcement](#) of [New](#) Quantitative Biology archive.
 For more info, see cumulative ["What's New"](#) pages.
Robots Beware: [indiscriminate automated downloads from this site are not permitted.](#)

Physics

- [Astrophysics](#) ([astro-ph](#) [new](#), [recent](#), [abs](#), [find](#))
- [Condensed Matter](#) ([cond-mat](#) [new](#), [recent](#), [abs](#), [find](#))
 includes: [Disordered Systems and Neural Networks](#); [Materials Science](#); [Mesoscopic Systems and Quantum Hall Effect](#); [Other](#); [Soft Condensed Matter](#); [Statistical Mechanics](#); [Strongly Correlated Electrons](#); [Superconductivity](#)
- [General Relativity and Quantum Cosmology](#) ([gr-qc](#) [new](#), [recent](#), [abs](#), [find](#))

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

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



HOME • LOG OUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
 MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Username: Tony
 Role: Author
 EM Version: 3.0

Enter Keywords

Select Classifications

Enter Comments

Request Editor

Select Region of Origin

Attach Files

File Name:

To attach a file from the Los Alamos National Laboratory, enter the arXiv code (Database name followed by a forward slash and the 7-digit number referencing the article). (e.g. physics.acc-ph/3088164, hep-th/3822851, etc.)

arXiv File Name: [Insert Special Character](#)

No Items have yet been attached for this submission.

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

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

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

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

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

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

Author PDF Approval

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

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

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

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 an Author to view the PDF version of a submission (if a user does not have Adobe Acrobat installed, he or she simply clicks the '**Get Acrobat Reader**' icon at the bottom of the 'Submissions Needing Approval' menu and follows the instructions from Adobe's web site). Authors may choose to make alterations to a submission such as spelling corrections, description changes, extra graphics, etc. – this can be done by selecting '**Edit Submission**'. If there is a problem creating the PDF, there will be a message in the PDF explaining what may have caused the problem. The Author must view the PDF before it can be approved.
- '**Edit Submission**' will bring the Author to the same interface that was used when initially submitting a manuscript. Authors can remove or add files at the Attach Files portion of the submission if anything needs to be changed. If any changes are made, a new PDF file will be built. Once the Author has viewed the submission, he or she will click '**Approve Submission**' to send it 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). Authors can always remove a submission and start over if desired.

When a submission has been approved, it will be filed in the 'Submissions Being Processed' list in the Author's Main Menu.

Fees and Payments

Submission Fees

For publications using Commerce Manager, Authors will have access to the *Fees and Payments* page for each submission that has at least one payment record associated with it.

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 deep link merge field 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 for the "Are you sure..." alert, the Author is taken directly to the new *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 Member is 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 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.

Payment Status:	Payment Due		
Pick One:	<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:	<input type="checkbox"/> Bill Me		
	<input type="checkbox"/> Request Waiver		
Comments to Publication:	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="text-align: right; margin-top: 5px;"> Insert Special Character </div>		

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.

Author has selected 'Bill Me' option

Author's Decision

Thank you for approving "Environmental Impacts of Pesticide Sprays Aimed at Eradicating Eastern Equine Encephalitis (EEE)". Your request for a bill has been sent.

[Main Menu](#)

Author has selected 'Request Waiver' option

Author's Decision

Thank you for approving "Mid-Season Mosquito Hatches: Increased chance of infections?". Your request for a waiver has been sent.

[Main Menu](#)


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 can pay by credit card or his personal PayPal account.

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

Author's Decision

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.

Pay Now



[Return to Fees and Payments](#)

[Return to Submissions Waiting for Author's Approval](#)

[Author Main Menu](#)

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 he successfully completes the transaction or selects another payment method.

Submission Fee

Total: \$100.00 USD





Pay with Credit Card or Log In

[Learn more](#) about PayPal - the safer, easier way to pay.

Enter your billing information

Country:

Credit Card Number:

Payment Type:    

Expiration Date: / CSC: [What's this?](#)

First Name:

Last Name:

Billing Address Line 1:

Billing Address Line 2:

City:

State:

ZIP Code:

Home Telephone:

Email:

Already have a PayPal account?

Please log in

Email:

Password:

Log In

[Forgot email](#) or [password?](#)

Review Order and Continue

When the Author has completed the credit card transaction, he or she is returned to EM.

Once the Author has either paid the Submission Fee by credit card, requested a waiver, or requested a bill, the 'Fees and Payments' action 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 ▲▼
View Submission View QC Results View Reference Checking Results Fees and Payments Send E-mail	DEMO641	A Very Important Article	Jul 03, 2008	Aug 06, 2008	Under Review
View Submission View QC Results View Reference Checking Results Fees and Payments Send E-mail	DEMO639	Super Research	Jun 26, 2008	Jun 26, 2008	Received by Editor
View Submission View QC Results View Reference Checking Results Fees and Payments Send E-mail	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"

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

IMPORTANT NOTE! 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 the your reasons for doing so in the Comments to Publication box.

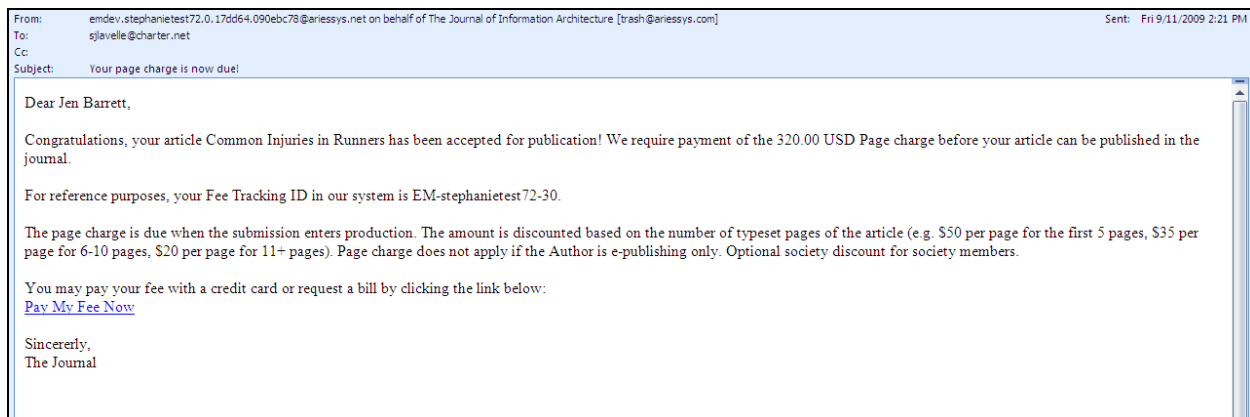
If you experience any problems with PayPal, please contact the editorial office at 555-555-1234.

Fee Tracking ID:	EM-STEPHANIEEST72-15
Payment Status:	Waiver Request Granted
Amount Due:	0.00
Notes to Author:	ok
Comments to Publication:	I am broke.

[Return to Submissions Being Processed](#)

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 telling him that a Fee is now due. The e-mail can include a deep link to the *Fees and Payments* page.



Clicking the Author Payment deep 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 the 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.

Fee Tracking ID:	EM-STEPHANIE72-30
Payment Status:	Payment Due
Amount Due:	320.00 USD
Choose Payment Method:	<input type="checkbox"/> Credit Card <input type="checkbox"/> Request Waiver

Comments to Publication:

[Insert Special Character](#)

Note: If the submission has more than one fee, the Author must select which fee he wants to view on a new 'Select a Fee' page. After making a selection, he 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 deep link, or via 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 (one amount, 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"			
<small>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.</small>			
Article Processing Charge for an Open Access Institution			
IMPORTANT NOTE! 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: Our Policies on Article Processing Charges			
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
Return to Submissions Being Processed			

Submission Fee – Credit Card Transaction Successful example:

Fees and Payments	
"Heart disease experiment in hamsters"	
<p>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.</p>	
Submission Fee	
<p>IMPORTANT NOTE! 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>	
Fee Tracking ID:	EM-STEPHANITEST72-1
Payment Status:	PayPal Transaction Successful
PayPal Transaction ID:	5VN40805TD9428607
Amount Paid:	100.00 USD
Date Payment Processed:	Aug 04 2009 12:29PM
Return to Submissions Being Processed	

Fee – Payment Due example:

Fees and Payments	
"Common Injuries in Runners"	
<p>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.</p>	
Page charge	
<p>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.</p>	
Fee Tracking ID:	EM-STEPHANITEST72-30
Payment Status:	Payment Due
Amount Due:	320.00 USD
Choose Payment Method:	<input type="checkbox"/> Credit Card <input type="checkbox"/> Request Waiver
Comments to Publication:	<div>Insert Special Character</div> <div></div>
<div>Cancel Proceed</div>	

Tracking the progress of a 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' list (see below).

Note: It may not be possible to viewing the status date of a submission, depending on the system configuration chosen by the Publication.

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 list of available actions. 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.

Page: 1 of 4 (37 total submissions)			1 2 3 4 >> >			Display 10 results per page.		
Action ▲▼	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼			
View Submission Send E-mail	DEMO520	test sub.	Nov 2 2005 10:45:24	Nov 2 2005 11:12:17	Under Review			
View Submission Send E-mail	DEMO515	Demonstration for Nature	Aug 8 2005 10:32:23	Oct 6 2005 3:14:13	Received by Editor			
View Submission Send E-mail	DEMO506	Case Report for ABPS	Aug 4 2005 3:18:07	Sep 19 2005 4:10:48	Under Review			
View Submission Send E-mail	DEMO505	Letter to the Editor example for AACR	Aug 3 2005 4:53:42	Aug 4 2005 11:40:22	Received by Editor			
View Submission View Proposal View Invitation Letter Send E-mail	DEMO-D-05-00030	My Clinical Guidelines paper	Jun 22 2005 2:18:22	Jun 22 2005 2:19:29	Received by Editor			
View Submission Send E-mail	DEMO-D-05-00036	USING TARGET FACTOR ANALYSIS METHOD FOR DETERMINING OF CONCENTRATION OF INDIVIDUAL AMINO ACIDS IN MIXTURE	Jun 21 2005 4:21:27	Jun 29 2005 12:34:39	Received by Editor			
View Submission Send E-mail	DEMO-D-05-00022	Part 2 of June 10th Demo	Jun 10 2005 1:06:17	Jun 10 2005 2:03:22	Under Review			
View Submission View Proposal View Invitation Letter Send E-mail	DEMO-D-05-00023	June 10th Invitation.	Jun 10 2005 1:02:03	Jun 10 2005 1:59:53	Under Review			
View Submission				Jun 9 2005	Decision in			

Submitting Revised Manuscripts

When asked to ‘Revise your Submission’, the submission moves into the folder called ‘Submissions Needing Revision’ under the Revisions heading on 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
View Submission File Inventory Revise Submission Decline to Revise Send E-mail	STACEYTEST30-D-04-00008	Test Author Must View AQC Before Approve Submission	May 11, 2004	N/A	Jun 01, 2006	Revise	B-Revise

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

<< Author Main Menu

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

View Submission

The ‘**View Submission**’ link allows 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	Download

Close

Reviewer Attachments

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

Submit Revision

The ‘**Revise Submission**’ link 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 new Revision.

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

REVISED SUBMISSION

DEM0507R1

[Frequently Asked Questions](#)

- ✓ [Enter Title](#)
- ✓ [Select Article Type](#)
- ✓ [Add/Edit/Remove Authors](#)
- [Enter Comments](#)
- [Select Region of Origin](#)
- ➔ [Attach Files](#)

Select Files from Previous Revision

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 (i.e. not carried forward). New versions of these files (and additional files) can be uploaded on the Attach Files page that will be displayed after you click "Next" below.

[Previous](#)
[Next](#)

Item	Description	File Name	Size	Last Modified	Include in Revision	Actions
Manuscript	Manuscript	Manuscript.txt	11.8 KB	Jun 12 2001 8:47:33	<input checked="" type="checkbox"/>	Download

[Previous](#)
[Next](#)

Click ‘Next’ to proceed to the next page, where there will be an option to upload revised files to be attached to the Revised Submission. Again, it is possible to reorder the source files with the arrows, and upload new files (see below). Click ‘Next’ to build the PDF.

Respond to Reviewers

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

REVISED SUBMISSION

JBJS-D-03-00812R1

[Frequently Asked Questions](#)

- ✓ [Select Article Type](#)
- ✓ [Enter Title](#)
- ✓ [Add/Edit/Remove Authors](#)
- ✓ [Enter Keywords](#)
- [Enter Comments](#)
- ➔ [Respond to Reviewers](#)
- [Attach Files](#)

[Insert Special Character](#)

Respond to Reviewers

Please give your response to specific reviewer and editor comments in the box below. To see the comments, click the "View Decision Letter" link. You may select and copy the comments from there, and paste into the box below.

[View Decision Letter](#)

1. I will number the manuscript pages as requested.

2. I have removed all abbreviations from the Abstract.

[Previous](#)
[Next](#)

If the 'Respond to Reviewers' 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.

Frequently Asked Questions		Online	Offline	Online	Offline	
<input checked="" type="checkbox"/> Select Article Type		0	0	Blinded Manuscript	0	0
<input checked="" type="checkbox"/> Enter Title		0	0	* Conflict of Interest	0	0
<input checked="" type="checkbox"/> Add/Edit/Remove Authors		0	0	* Unblinded Title Page	0	0
<input checked="" type="checkbox"/> Enter Keywords						
<input checked="" type="checkbox"/> Enter Comments						
<input type="checkbox"/> Respond to Reviewers						
<input checked="" type="checkbox"/> Attach Files						

A minimum of 2 suggested reviewer(s) is required. Please go back and suggest 2 reviewer(s) before building your submission PDF.

Response to Reviewers is missing. You cannot complete your submission until you have entered a Response to Reviewers.

One or more required items are missing. You cannot complete your submission until you have either uploaded all required items or have specified them to be delivered offline.

The Author may access to his responses to Reviewer Comments in the 'Revisions Being Processed' and 'Submissions with Decision' folders.

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, he should reinstate the submission. Instead of submitting a New Manuscript, the proper course is to reinstate the submission so that the revision process may continue. Please contact the Editorial Office to do so.

View Decision

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

Invited and Commissioned Papers

Some Publications have a pre-submission phase, during which time 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 (e.g. a retiring Editor from an eminent Publication). There are two general scenarios in which Author solicitations may occur:

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

Invited Author's Perspective

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 links below:

- **My New Invitations** – this folder holds Proposals and Commentary Solicitations for which the Author has not yet 'Agreed' or 'Declined' to submit a related article. A link appears for the Author to View the Submission for which an opinion/commentary is being invited. The Author is also given a link to the invitation letter sent by the Editorial Office. There an Author is able to either Agree to Submit, or Decline.

AUTHOR MAIN MENU**Invited Submissions**[My New Invitations \(1\)](#)
[My Accepted Invitations \(4\)](#)

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

- **My Accepted Invitations** - this folder holds Proposals and Commentary solicitations for which an Author has 'Agreed' to submit a related article. A link appears for 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. The Author can then submit the manuscript when ready. Once an Author begins to submit an invited manuscript, it will move into the regular folders for Submitting and Incomplete – just like a regular manuscript.

Author Rebuttal of a Rejected or Withdrawn Submission

This feature is used when 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.

Artwork Quality Check

If the Publication Office has this option enabled on its site, figures submitted to the Publication will be processed through EM's Artwork Quality Checking (AQC) system. The AQC system analyzes the artwork, and provides results back to Editorial Manager. These results are then made available to 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 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 (5 total submissions)			Display 10 results per page.	
Action	Title	Date Submission Began	Status Date	Current Status
View Submission Edit Submission Approve Submission Remove Submission Google Scholar - Title OVID - Title and Keywords INSPEC - OVID View Artwork Quality Results View Reference Checking Results Send E-mail	Thursday manuscript one	Dec 29 2005 4:16:20	Dec 29 2005 4:18:10	Needs Approval

[Above: View Artwork Quality Results link]

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

Artwork Quality Results "Thursday manuscript one"					
If your uploaded Item has a Fail link, this indicates that the Item does not meet the journal's production standards. You can click the Fail 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			View	N/A
Manuscript	Manuscript	manuscript with ref1.doc	144 KB	Download	N/A
Figure	Figure	Graph.tif	175.5 KB	Download	Fail [View]

[Close](#)

[Above: AQC Results page]

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

Preprint Manager™

Digital
Expert

THE SHERIDAN GROUP

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).

[Above: Analysis of the Artwork Quality Check]

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

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](#)

[Above: Diagnostic information from the Artwork Quality Check]

eXtyles

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

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

If the Publication has Reference Checking enabled, Authors 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 ▲▼
View Submission Edit Submission Approve Submission Remove Submission View Reference Checking Results	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 the reference check:

Summarized Results for ABME-extest-01-refcheck.doc Download File				
Total Citations		21		
Validated and Linked		15		
Not Checked		3		
Not Validated		3		
#	Citation	Validation	PubMed	CrossRef
1	1. Bardy, N., Karillon, G. J., Merval, R., Samuel, J.-L., & Tedgui, A. (1995). Differential effects of pressure and flow on DNA and protein synthesis and on fibronectin expression by arteries in a novel organ culture system. <i>Circulation Research</i> , 77, 684–694.	Validated	PubMed	
2	2. Berne, R. M., & Levy, 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	PubMed	
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	PubMed	
6	6. Chesler, N. C., Conklin, B. S., Han, H.-C., & Ku, D. N. (1998). Simplified <i>ex vivo</i> 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 <i>ex vivo</i> . <i>The American Journal of Physiology</i> , 277, H2002–H2009.	Validated	PubMed	
8	8. Frobert, O., Mikkelsen, E. O., Gregersen, H., Nyborg, N. C. B., & Bagger, J. P. (1996). Porcine coronary artery pharmacodynamics in vitro evaluated by a new intravascular technique: relation to axial stretch. <i>Journal of Pharmacological and Toxicological Methods</i> , 36, 13–19.	Validated	PubMed	CrossRef

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