

APTARA

PXE5 - User Guide

Proprietary and Confidential

© 2023- Aptara, Inc. All rights reserved

Table of Contents

1	Introduction.....	6
2	Getting Started.....	6
2.1	Compatibility.....	6
2.2	Login to PXE5.....	6
2.3	Logout Session Length.....	7
2.4	Auto Save.....	8
3	About Dashboard.....	9
3.1	Search Bar.....	9
3.2	FAQ, Help and Video Tutorials.....	10
3.3	Logout.....	10
3.4	Journal Selection Option.....	10
3.5	Dashboard Panels.....	10
3.5.1	Edit Panel.....	11
3.5.2	Revision Completed.....	11
4	Article View Modes.....	11
4.1	Edit.....	11
4.2	View Changes.....	12
4.3	PDF.....	12
4.4	CopyEditor Track Changes.....	12
5	Editor.....	13
5.1	The Edit Toolbar.....	13
6	PXE5 Editing Managers.....	15
6.1	Heading Manager.....	15
6.1.1	Renumbering of Headings.....	15
6.1.2	Section Linking.....	16
6.2	Figure Manager.....	17
6.2.1	Replace Figure.....	18
6.2.2	Figure Citation.....	19
6.2.3	Deleting inserted figure.....	19
6.2.4	Reordering Figures.....	20
6.3	Table Manager.....	21
6.3.1	Inserting a new table.....	21

6.3.2	Inserting Table Citation.....	23
6.3.3	Deleting Inserted Table.....	23
6.3.4	Reordering Tables.....	24
6.3.5	Table Note Insertion.....	25
6.3.6	Table Note Citation Insertion.....	27
6.3.7	Table Note Deletion.....	28
6.3.8	Table Properties.....	29
6.4	Math Editor.....	36
6.4.1	Modify Equation – Find and Replacement.....	38
6.4.2	Inserting Citation of Equation.....	39
6.4.3	Deleting Equation.....	40
6.4.4	Renumbering of Equation.....	41
6.4.5	Zooming the Equation.....	41
6.4.6	Change Numbered Math to Unnumbered Math and vice versa.....	42
6.5	Footnote Manager.....	44
6.6	URL Tagging.....	45
6.7	Copy.....	45
6.8	Paste.....	46
6.9	Remove.....	46
6.10	UpperCase.....	46
6.11	LowerCase.....	47
6.12	Special Characters.....	48
6.13	Query Manager.....	48
6.13.1	Add Query.....	49
6.13.2	Show / Hide queries.....	49
6.13.3	Deleting inserted query.....	50
6.13.4	Reply query.....	51
6.13.5	Resolve query.....	51
6.14	Reference Manager.....	51
6.14.1	Add New Reference.....	51

6.14.2	Insert Pubmed Reference	53
6.14.3	Insert ADS Bibcode Reference	56
6.14.4	Insert CrossRef DOI Reference	59
6.14.5	Reference Citation.....	62
6.14.6	Deleting Reference.....	63
6.14.7	Reordering References:	64
6.14.8	Editing References	64
6.14.9	Inserting URL in References:.....	65
6.14.10	Uncited References:.....	66
6.15	Zoom	67
6.16	Bookmark	67
6.16.1	Go to the Bookmarked Location	68
6.16.2	Delete Bookmark.....	69
6.17	Find and Replace	69
6.18	Affiliations	73
6.18.1	Move up	73
6.18.2	Move down	73
6.18.3	Insert and Reorder Affiliation.....	74
6.18.4	Delete and Reorder Affiliation.....	75
6.19	Note.....	76
6.19.1	Insert Note.....	76
6.19.2	Insert Note Label	77
6.19.3	Update Note Label.....	77
6.19.4	Remove Note Label.....	77
6.19.5	Delete Note.....	78
6.20	Author	78
6.20.1	Insert Author	78
6.20.2	Delete Author	79
6.20.3	Linking of Affiliation and Note with author.....	79

6.20.4	Unlinking of Affiliation and Note with author	79
6.20.5	Add/Update ORCID ID.....	80
6.20.6	Remove ORCID ID	81
6.21	CE Check (For Copy Editors use only)	81
6.22	Pre Edit.....	83
7	Tools	83
7.1	Content Explorer	84
7.2	Document Metadata	84
7.3	History	85
7.4	Attribute Manager.....	86
7.5	Word Count	86
7.6	Insert New	87
7.7	Content Styles	87
8	Finish and Submit: Completing your proof review	88

1 Introduction

This document provides information and essential instructions for the systematic usage of **PXE5**. Screenshots are also provided for the ease of use and better understanding and to serve as an instructional roadmap to the users.

PXE5 is designed to provide a '**Generic Editing Experience**', keeping some of the standard editing methods same as those in Microsoft Office. Unlike MS Office, PXE5 works in an online environment and helps in producing and reusing the text in different media with the help of 'Support Tools' like references, tables, and figures. This application aims to facilitate users in reviewing the differences and workflow features of varied types of content-based work.

2 Getting Started

PXE5 is a web-based tool that comes with a user specific 'URL' or 'Web Address', which is supposed to be entered into the compatible web-browser to access the login window. A specific user ID and password keep the confidentiality of the matter and restricts any unauthorized intervention. Please note, that cursor position plays an important role in PXE5, hence, make sure that you have placed the cursor at the right place to get the desired results.

Note: For better PXE performance it is recommended to clear browser cache cookies.

2.1 Compatibility

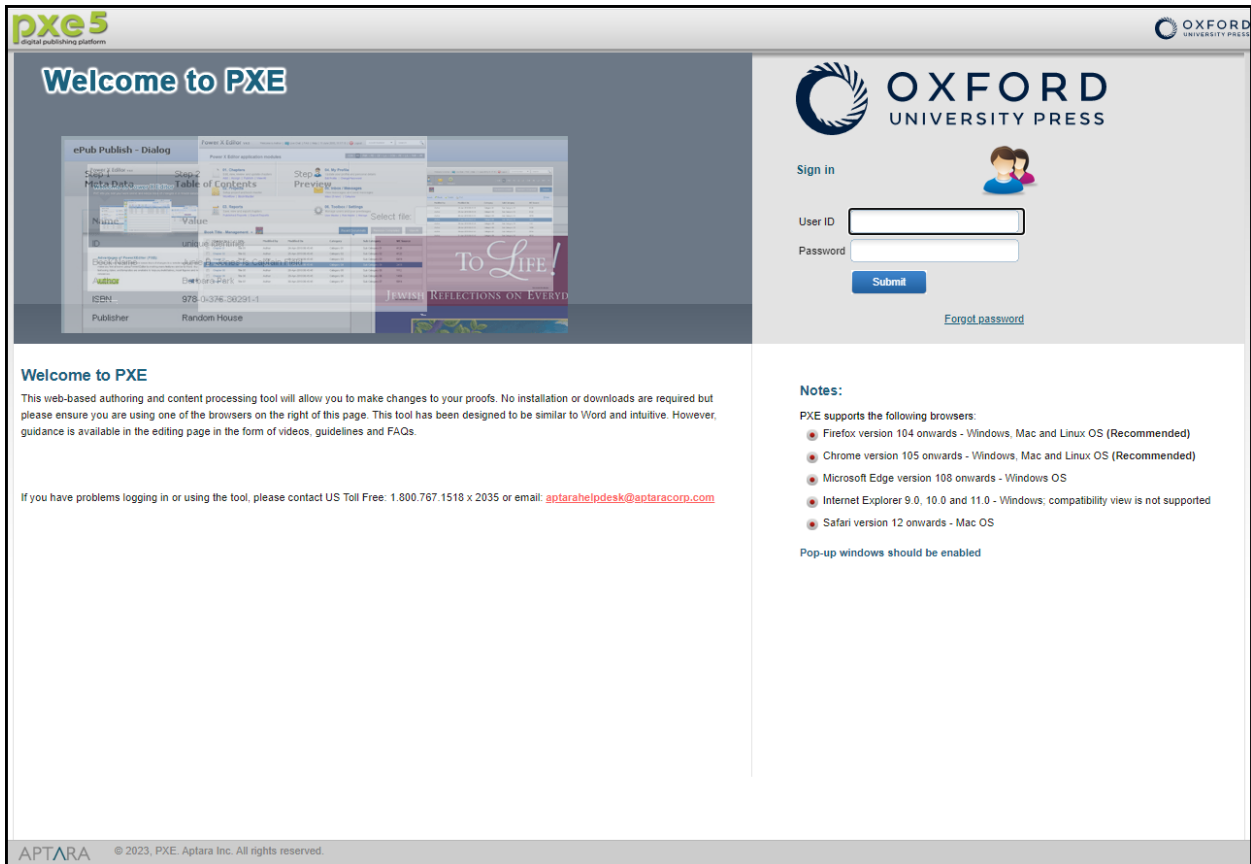
PXE5 is a web-enabled tool that requires uninterrupted internet connection so please ensure that it's available. PXE5 is compatible with the following browsers:

- Firefox 104 onwards – Windows, Mac and Linux OS (**Recommended**)
- Chrome 105 onwards – Windows, Mac and Linux OS (**Recommended**)
- Microsoft Edge 108 onwards - Windows OS
- Internet Explorer 9.0, 10.0 and 11.0 – Windows; compatibility view is not supported
- Safari 12 onwards - Mac OS

2.2 Login to PXE5

To Login into the PXE5, follow the mentioned steps:

Enter the PXE URL "<http://powerxeditor.aptaracorp.com/pxeoup/>" in the address bar of the Browser, the login Page will appear and would look like this:



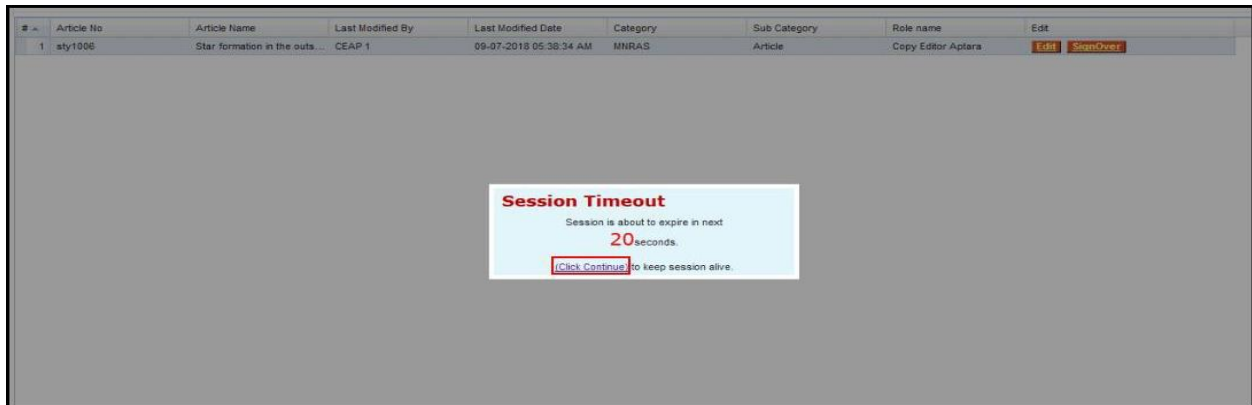
- a. **Logo:** The Oxford University Press logo will appear on the left.
- b. **Password Recovery:** If a user does not remember his/her password, it can be recovered by using the 'Forgot Password' option. On clicking the button, a Forgot Password window will appear. On entering the validated email ID, the user will get the new password through email.

- c. **User ID and Password:** A unique user ID and password is mandatory for every user to log into PXE5. Enter the authentic credentials provided in the notification E-mail and click on the 'Submit' button.

2.3 Logout Session Length

For security, the PXE5 session automatically times out if the end-user is inactive for 30 minutes.

After the 30 minutes of inactive session period, user will be notified that their session is about to timeout. At this point, the user will have the option to remain logged in by clicking "Click Continue".



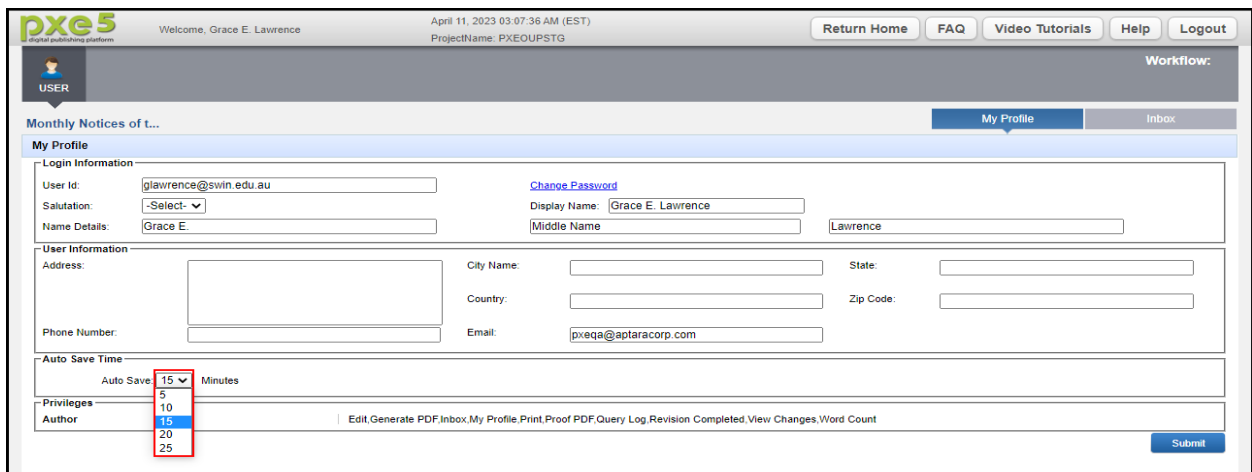
If the user does not respond to the timeout notification within 30 seconds, the user will be automatically redirected to the log out page and the user's work will be automatically saved.

2.4 Auto Save

PXE5 provides the facility of auto save which automatically saves the user's work at regular intervals. By default, auto save time interval is of 15 minutes. The user can change the auto save time interval by going to 'My Profile' of User module.

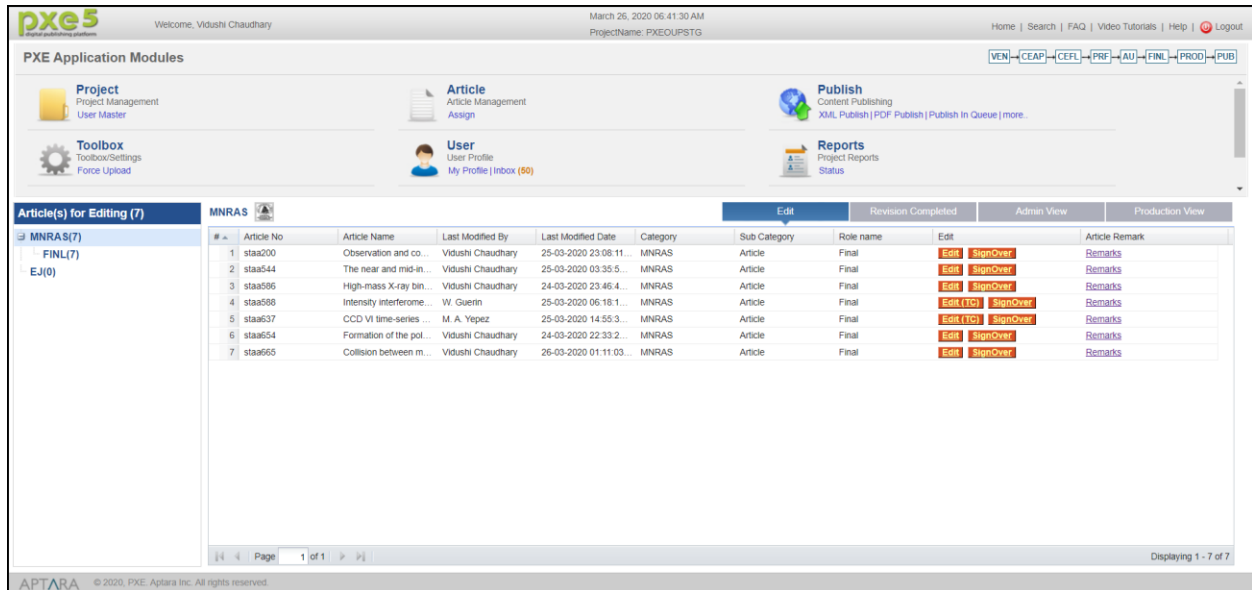


Click on the bar that is given below under the Auto Save Time option. Mention the desired time and save the changes.



3 About Dashboard

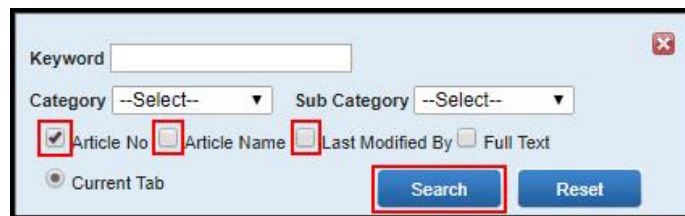
The dashboard appears with a welcome note for the user, followed by Current Date and Time, Search, FAQ, Video Tutorials, Help, Logout, Workflow, Application Modules, Book Selection drop down and Panels. This page is designed to provide easy access of the important pages to the user.



Note: If a user has just one article assigned to them that this screen will be bypassed, and they will be directed straight to the article instead.

3.1 Search Bar

PXE5 enables to search the article or content using a search bar. Users can search any article in terms of its Number, Name, Last Modified by and Full Text.



Users can search the desired article by following these simple steps:

- Fill in the keyword text box with the desired keyword.
- Checkmark the Article No. / Article name/ Last modified Option as per your requirement as to where you need to search for that keyword.
- Click on the 'Search' button. All the results displaying the keyword will be shown.

Users can also search for the desired article in the full text by mentioning a specific keyword in the Search Bar. This tool helps in accessing all the articles in which that particular keyword is mentioned. To search in full text:

- Mention the keyword in the text area.
- Checkmark full text option.
- Click on search.

Note: Only the articles that are either already edited or previewed would be searched. Search will not be held in newly added articles.

3.2 FAQ, Help and Video Tutorials

User can take help from the Video Tutorials, Help and FAQ document provided in PXE5.

3.3 Logout

In order to exit from PXE5, click on the **Logout** button.



3.4 Journal Selection Option

After logging into the system, the Journal list will be displayed under the heading “Article(s) for Editing” to allow you to select the desired journal to work. This list shows all the journals that are assigned to you.

#	Article No	Article Name	Last Modified By	Last Modified Date	Category	Sub Category	Role name	Edit	Article Remark
1	staa200	Observation and co...	Vidushi Chaudhary	25-03-2020 23:08:11...	MNRAS	Article	Final	Edit SignOver	Remarks
2	staa544	The near and mid-in...	Vidushi Chaudhary	25-03-2020 03:35:5...	MNRAS	Article	Final	Edit SignOver	Remarks
3	staa586	High-mass X-ray bin...	Vidushi Chaudhary	24-03-2020 23:46:4...	MNRAS	Article	Final	Edit SignOver	Remarks
4	staa588	Intensity interferome...	W. Guerin	25-03-2020 06:18:1...	MNRAS	Article	Final	Edit (EC) SignOver	Remarks
5	staa637	CCD VI time-series ...	M. A. Yezzi	25-03-2020 14:55:3...	MNRAS	Article	Final	Edit (EC) SignOver	Remarks
6	staa654	Formation of the pol...	Vidushi Chaudhary	24-03-2020 22:33:2...	MNRAS	Article	Final	Edit SignOver	Remarks
7	staa665	Collision between m...	Vidushi Chaudhary	26-03-2020 01:11:03...	MNRAS	Article	Final	Edit SignOver	Remarks

Note: If a user has just one article assigned to them that this screen will be bypassed, and they will be directed straight to the article instead.

3.5 Dashboard Panels



Dashboard Panels are designed for Project Tracking and Management for the entire review cycle. These panels are accessible by all or specific users as per their assigned privileges. With the help of Dashboard Panels, the administrator can ensure that the workload is balanced across all resources

and provides a comprehensive overview of where the articles are in the process. PXE5 offers multiple dashboard panels to its users. The detailed description of these panels is mentioned below:

3.5.1 Edit Panel

Edit Panel displays all the articles that are ready for editing. User can track by whom all the assigned articles were modified, on which date they were modified and at what time. It provides the important details about user's role, article's category, and sub-category. By just clicking the 'Edit' button, a user can open the assigned article in the Editor.

The screenshot shows the PXE5 dashboard for user Grace E. Lawrence. The 'Article(s) for Editing (1)' section is active, displaying a table with one article:

#	Manuscript No.	Article No	Article Title	Last Modified By	Last Modified Date	Edit
1	MN-21-4162-MJ.R1	stac2447	Gusts in the Headwi...	Grace E. Lawrence	27-02-2023 10:53:42...	Edit

The 'Edit' button is highlighted with a red box. Other buttons like 'Revision Completed' are also visible.

3.5.2 Revision Completed

The articles that are completed by the user in the current role in the workflow and are signed off to another role are viewed under this section.

The screenshot shows the PXE5 dashboard for user Philipp Weber. The 'Article(s) for Editing (0)' section is active, displaying a table with one article:

#	Article No	Article Title	Last Modified By	Last Modified Date	Revision Completed
1	stac3478	The SPHERE view of three i...	MNRAS	12-12-2022 05:57:14 AM	07-12-2022 05:53:55 PM

The 'Revision Completed' button is highlighted with a red box.

4 Article View Modes

There are various modes in which you can view the article:

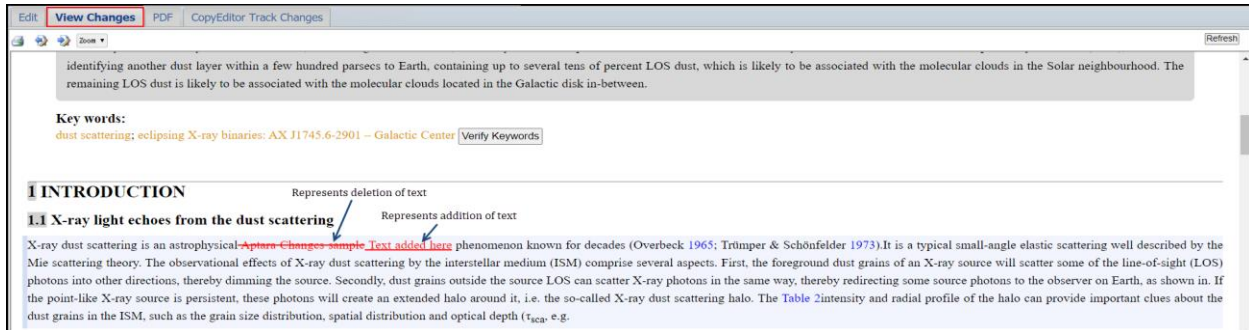
4.1 Edit

Edit mode enables you to make edits, answer queries, add comments or instructions, etc. (See Section 5).

The screenshot shows the article editor toolbar. The 'Edit' button is highlighted with a red box. Other buttons include 'View Changes', 'PDF', and 'CopyEditor Track Changes'.

4.2 View Changes

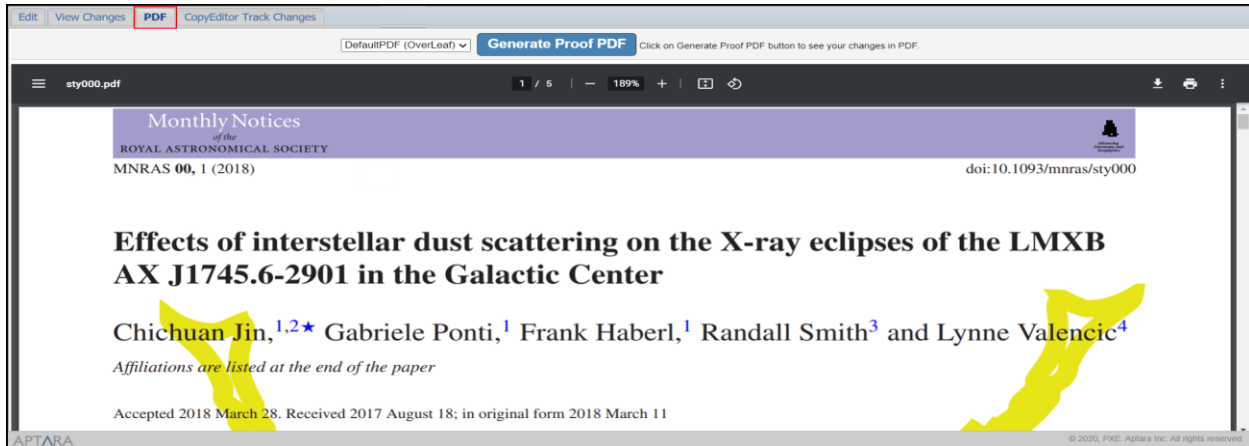
View Changes Mode enables you to see the edits (addition and deletion) you have made for the same role. Added text is displayed as underlined whereas a line through text indicates the deletion.



Note: Please note that the "View Changes" tab does not highlight the formatting changes.

4.3 PDF

PDF mode enables you to view, print and download the proof in PDF format.



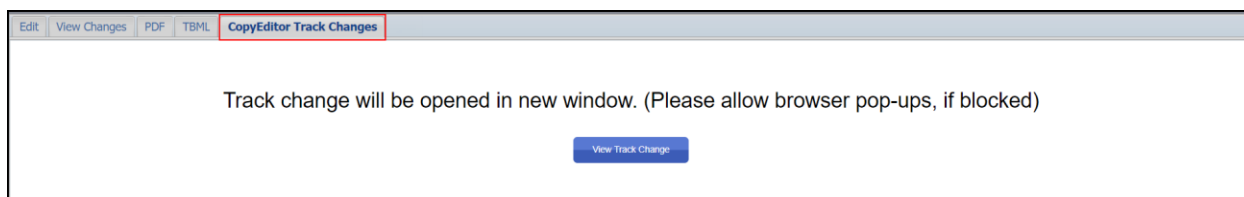
Generate Proof PDF: On clicking "Generate Proof PDF" button, the PDF of proof will be generated.

Download: On clicking Download button  the PDF version of proof will be downloaded.

Note: Although the PDF is fully paginated and reflects the journal style, it is NOT the final PDF and may not reflect the final page layout; differences may include the position of floating objects i.e., figures, and tables).

4.4 CopyEditor Track Changes

This tab will enable you to review all the changes that have been done to your manuscript by the Copy Editor/ Editor. However, further changes to the proof can only be made in "Edit" tab.

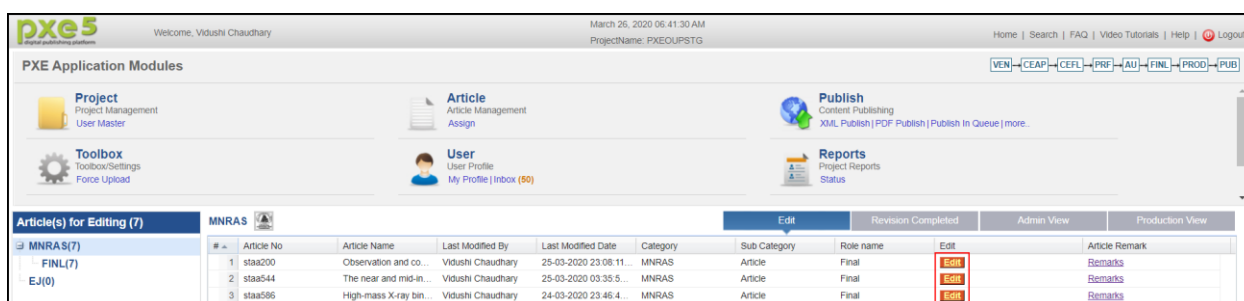


On clicking this tab and then clicking on “View Track Change”, the Track Change Preview will be opened in the new tab. Added text is displayed as underlined whereas a line through text indicates the deletion.

5 Editor

PXE5 helps its users to edit the articles by using certain defined tools that are almost similar to those used in Microsoft Word.







To enter the editor page, click on the **Edit** option from the panels present on the Dashboard. The edit page will appear.







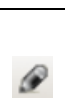
5.1 The Edit Toolbar

On the top left corner of the edit page is an editing window which contains various formatting options. Following table describes the various editing functions in the PXE5 editor toolbar.



Tool	Tool Name	Short-cut Keys	Function
	Print	Ctrl+P	Prints the article content
	Save	Ctrl+S	Save the changes made in the content
	Spell Check	F7	Checks the wrongly spelled words in the articles
	Find and Replace	Ctrl+H	Searches the text and replaces it with the specified text
	Cut	Ctrl+X	Cut the selected text/content
	Copy	Ctrl+C	Copy the selected text/content

	Paste	Ctrl+V	Paste the clipboard text/content to the document
	Undo	Ctrl+Z	Undo last action made in the document
	Redo	Ctrl+Y	Redo last undo action
B	Bold	Ctrl+B	Bold the normal text
<i>I</i>	Italics	Ctrl+I	Convert normal text into Italics
<u>U</u>	Underline	Ctrl+U	Mark a line under the normal text
	Insert Ordered List	No Shortcut	Applies numbered listing
	Insert Unordered List	No Shortcut	Applies unordered listing
ABC	Small Caps	No Shortcut	Convert selected text into small caps
	Highlight	No Shortcut	Highlight the selected text
	Indent Text	No Shortcut	Right indent the selected text
	Outdent Text	No Shortcut	Left indent the selected text
	Move Up	Alt + PageUp	Moves the section/sub section/ elements in upward direction
	Move Down	Alt + PageDown	Moves the section/ sub section/ elements in downward direction
	Superscript Text	Ctrl + Shift + .	Superscript the selected text
	Subscript Text	Ctrl + Shift + ,	Subscript the selected text
	Upper case	No Shortcut	Changes the selected text into upper case
	Lower case	No Shortcut	Changes the selected text into lower case
	Remove	Alt + Del	Removes the section/sub section/ elements from content
Ab	Initial Caps	No Shortcut	Applies initial caps to the selected text
	Special Characters	No Shortcut	Insert a special character and symbols
	Query Manager	No Shortcut	To add query as a comment as well show all and hide all comments
	Show formatting marks	No shortcut	Makes the formatting symbols visible in the article
	Heading Manager	No shortcut	Manage headings of an article or journal
	Figure Manager	No Shortcut	For adding, deleting, replacing, reordering and citing figures
	Table Manager	No Shortcut	For adding, deleting, replacing, reordering and citing tables
	Math Manager	No Shortcut	For adding, deleting, replacing, reordering and citing maths
	Footnote Manager	No Shortcut	Insert the footnotes
	Link Manager	No Shortcut	Creates hyperlink to the selected text

	Reference Manager	No Shortcut	For adding, editing, deleting, reordering and citing references
	Zoom	No Shortcut	Increase the size of the desired text
	Bookmark	No Shortcut	To identify a specific location in an article for future reference
	CE Check	Ctrl+G	To check and suggest keyword sequencing, reference citation sorting, hyphenated word usage and reference validation from ADS server (for Copy Editors use only)
	Pre Edit	No Shortcut	To provide the functionality of pre-editing. It highlights the unmatched opening/closing pair of brackets (), [], {} within paragraph except bib, author, affiliation, keyword, history dates and n styles.

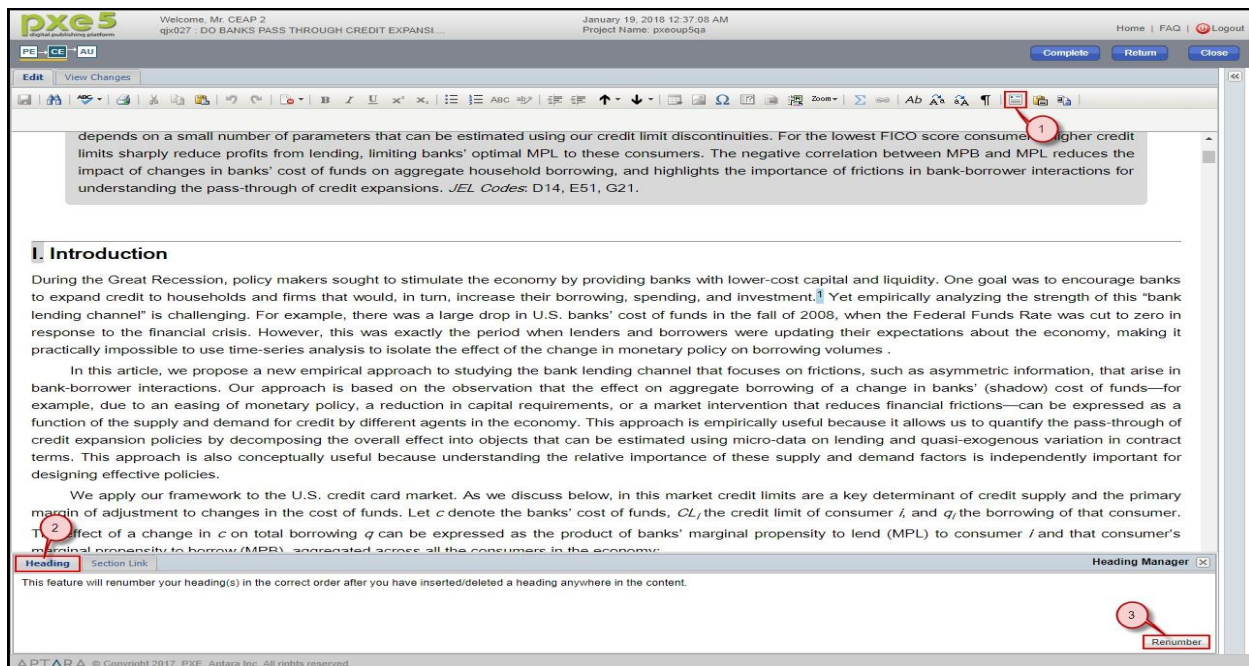
6 PXE5 Editing Managers

6.1 Heading Manager

Heading Manager provides the functionality to reorder the headings in sequential order as well as to insert section links in the article.

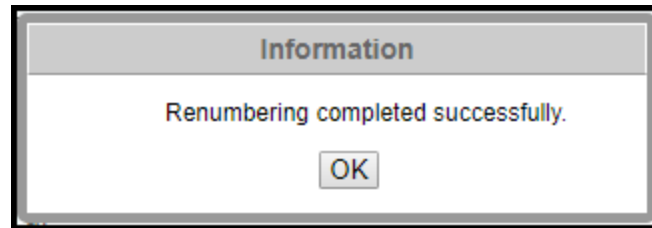
6.1.1 Renumbering of Headings

The steps to use Heading manager are as follows:



1. Click on the **Heading Manager** option from the edit toolbar.
2. A heading Manager Dialog box appears at the bottom of the window.
3. Click on the **Renumber** button.

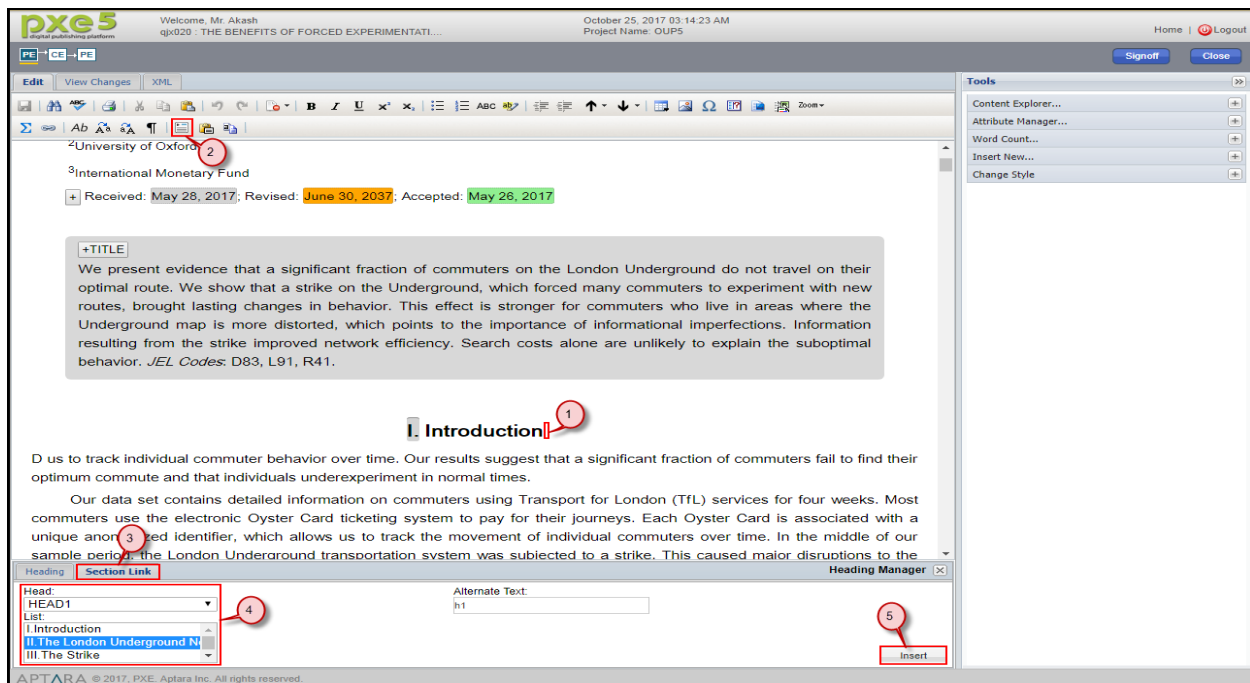
- The headings will be renumbered according to the predefined journal section number style in the correct order after you have inserted/deleted the heading anywhere in the content. An information dialog box appears to inform the successful renumbering. Click **ok**.



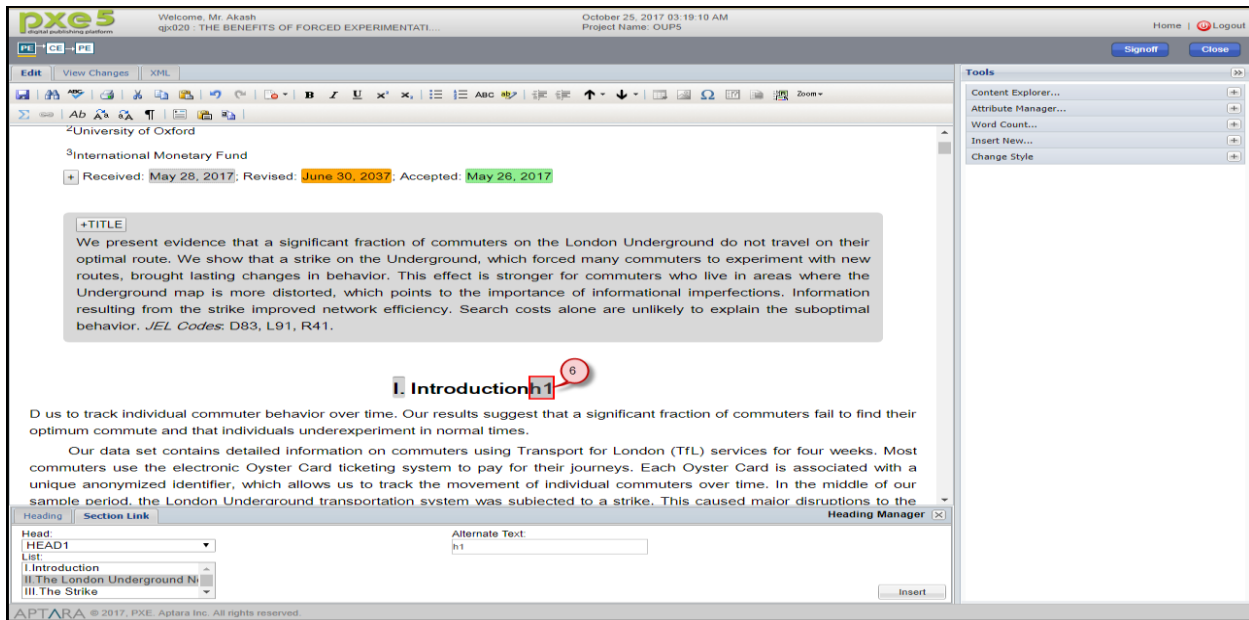
6.1.2 Section Linking

Section linking provides the functionality to insert section links in an article.

The steps to use Section linking are as follows:



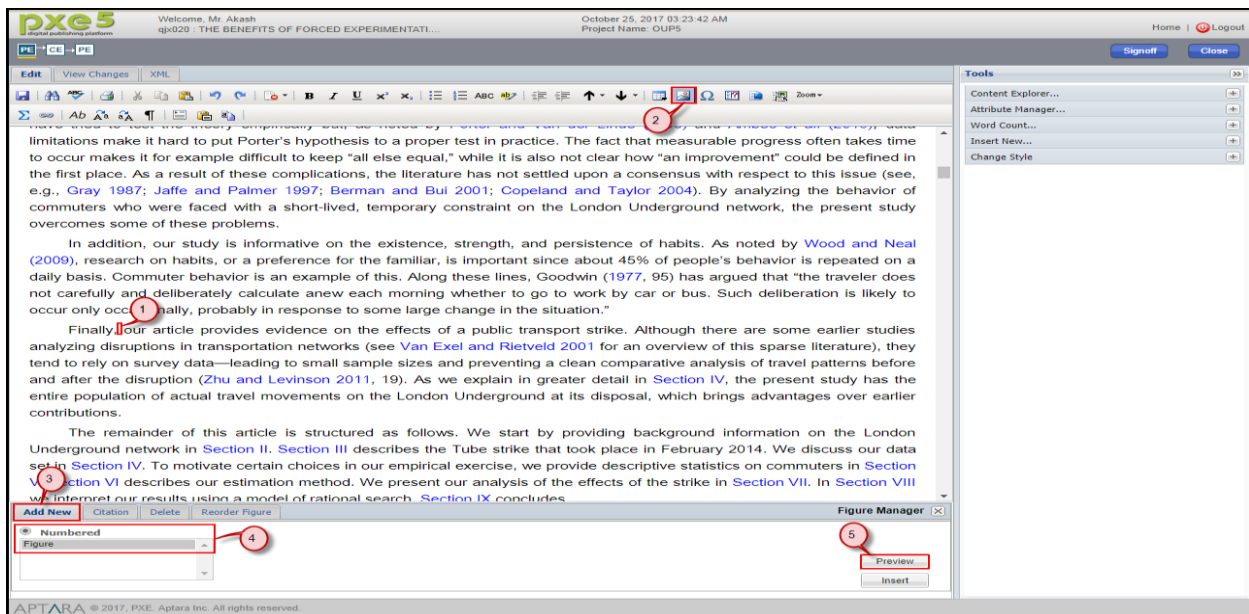
- Place the cursor in the content where section link needs to be inserted.
- Click on the **Heading Manager** button from the edit Toolbar. A heading manager dialog box appears at the bottom of editing window.
- Select the **Section Link** tab from the heading manager dialog box.
- Choose the **Head No.** and the heading whose section link needs to be added.
- Click on **"Insert"** button.
- The section link will be inserted at the cursor position.



6.2 Figure Manager

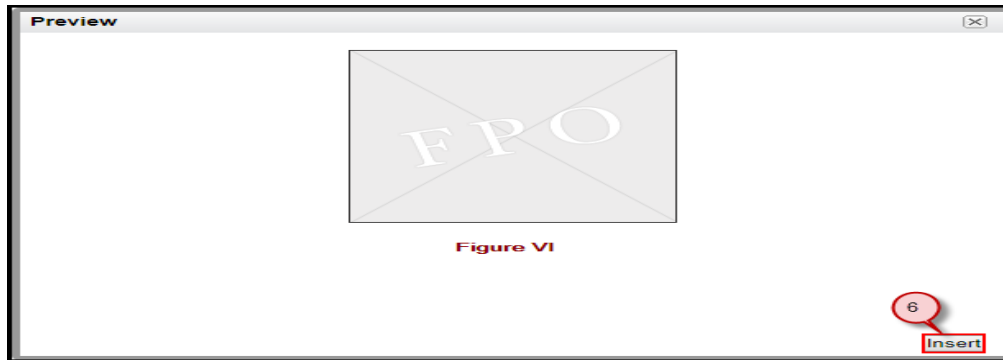
Figure Manager provides the functionality to add, delete, replace, cite and reorder images in the article.

Steps to insert a new figure are as follows:



1. Place the cursor in the paragraph at the end of which the figure needs to be inserted.
2. Click the **Figure Manager** Tool button from the edit toolbar or from the **Insert New** tab in the Tools section. The Figure Manager Dialog box appears at the bottom of the editing window.
3. Click the “**Add new**” option.
4. Select a template for the figure from the Numbered radio button.

5. Click the **Preview** button to see the preview of the selected template.

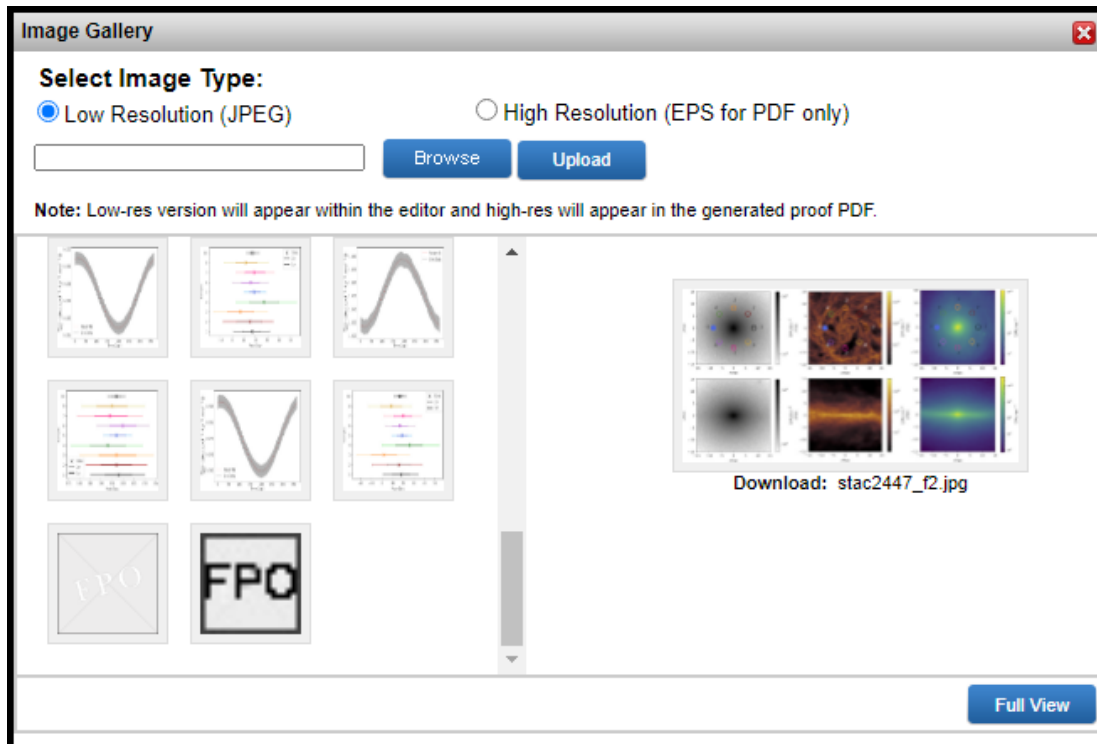


6. Click the **Insert** button in the preview dialog box to insert the figure template in the content.
Note: Figure would be inserted at the end of selected para and the citation will be inserted at cursor position
7. Double click on the inserted figure template to view the Image Gallery
8. Click on the PXE Images tab to select or browse the figure to be inserted

6.2.1 Replace Figure

If you want to replace an already existing figure, follow the below mentioned steps:

1. Double click on the inserted figure or click the “Click to Replace Image” button (placed below the figure) to view the image gallery.

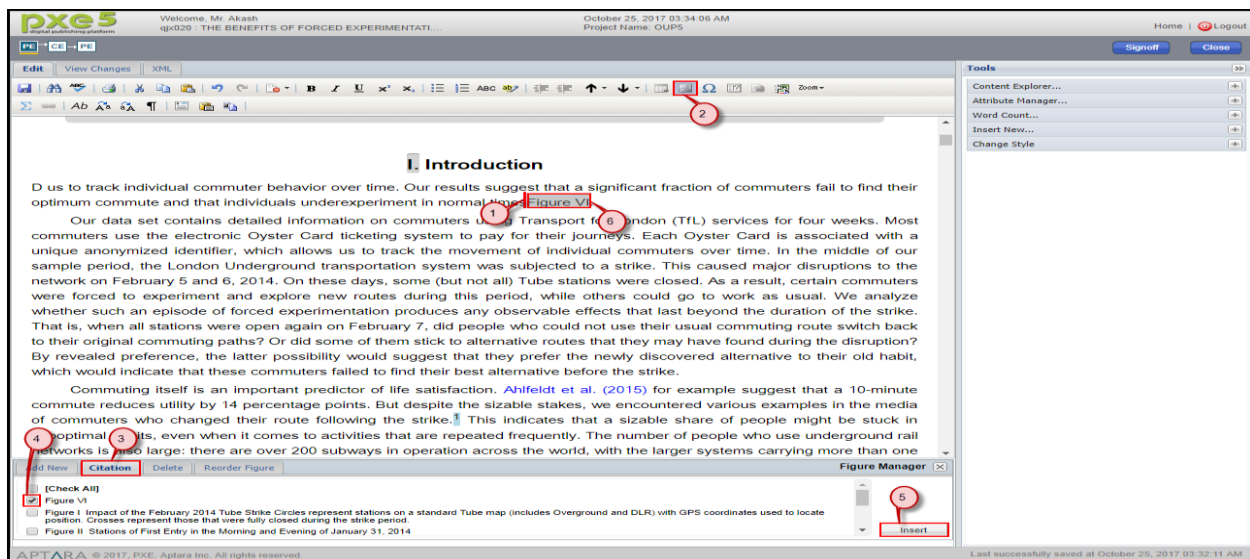


2. Select the Image type from the ‘Low Resolution’ and ‘High Resolution’ radio buttons.

- a. **Low Resolution image:** To replace with low resolution image, select the image from the PXE Image Gallery. In the event that the required image is not available in the gallery, you can upload it by clicking the **Browse** button, then clicking **Upload**. Uploaded low resolution image (.jpg) will be added into the gallery along with other existing images, from where you just need to select it and click on 'Ok' to replace the existing image within PXE editor window. You can also see the full view of the figure by clicking **Full View** button.
- b. **High Resolution image:** To replace with high resolution image, select the image (in .eps format) by clicking on 'Browse' button and then clicking 'Upload'. However, the uploaded High Resolution image (.eps) will be stored in the backend and will appear in the latest generated proof PDF from the 'PDF' tab. Click on 'PDF' tab and then click on 'Generate Proof PDF' button to see the uploaded/replaced high resolution image in the proof PDF.

6.2.2 Figure Citation

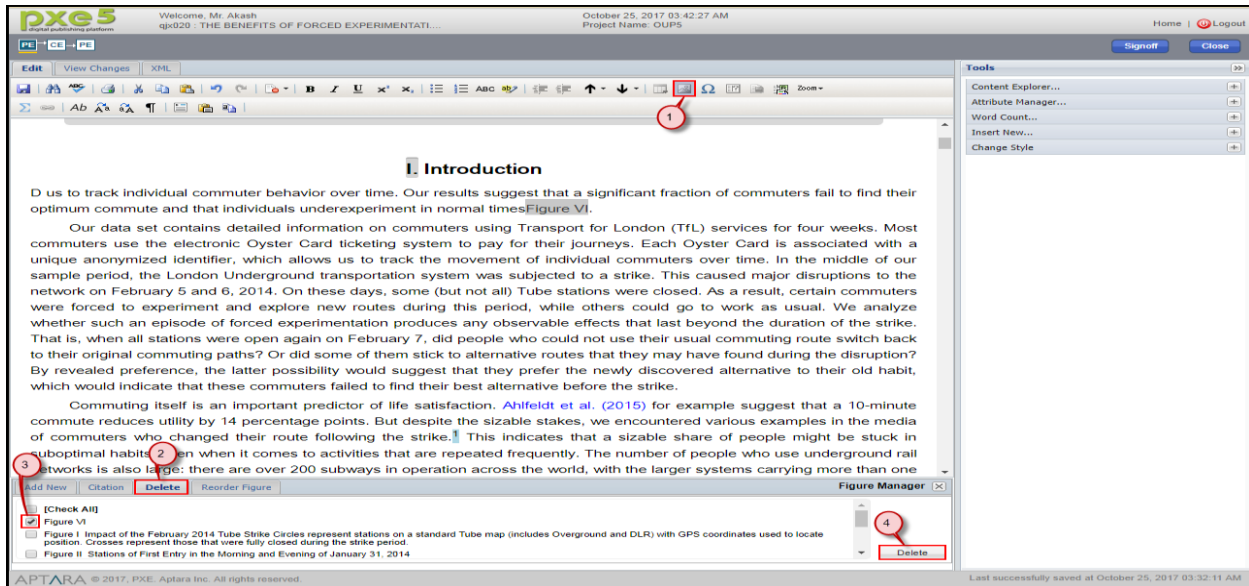
The steps to insert figure citation are as follows:



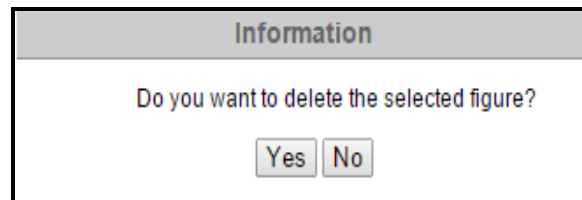
1. Place the cursor in the content where you want to insert the figure citation.
2. Click the **Figure Manager** Tool button from the edit toolbar. The Figure Manager Dialog box appears at the bottom of the editing window.
3. Select the **Citation** tab from the figure manager dialog box.
4. Mark the checkbox of figure for which you want to insert the citation.
5. Click the **Insert** button to insert the citation.
6. The inserted citation will appear at the cursor position.

6.2.3 Deleting inserted figure

The steps to delete a figure and its citations are as follows:



1. Place the cursor anywhere in the content. Click the **Figure Manager** Tool button from the edit toolbar. The Figure Manager Dialog box appears at the bottom of the editing window.
2. Click the **Delete** tab from the figure manager dialog box.
3. Select the check box next to the figure name which you want to delete.
4. Click the **Delete** button.



5. A confirmation dialog box appears to confirm the deletion of figure or not. Click **Yes** to confirm deletion of selected figure and its citations or click **No** if you don't want to delete it.

6.2.4 Reordering Figures

The steps to reorder a figure are as follows:



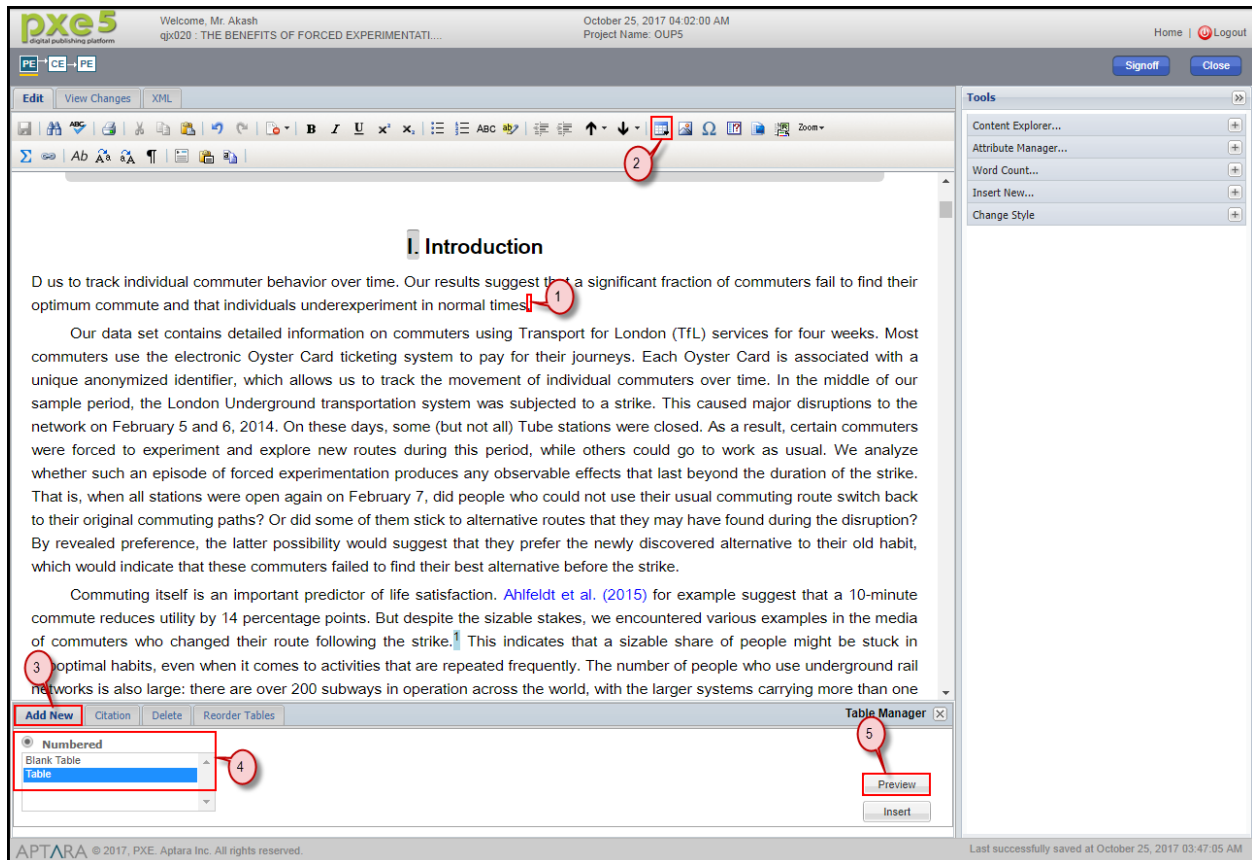
1. Place the cursor anywhere in the content. Click the 'Figure Manager' Tool button from the edit toolbar. The Figure Manager Dialog Box appears at the end of the editing window.
2. Select the **Reorder Figure** tab.
3. Click the **Start** button to renumber the figures in ascending order.

6.3 Table Manager

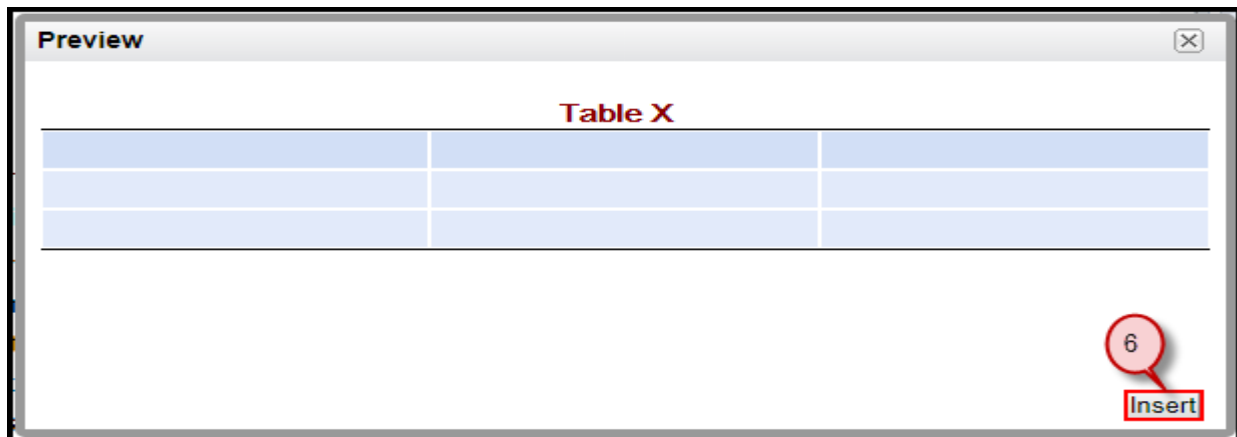
Table Manager provides the functionality to add, delete, replace, cite and reorder tables in the article.

6.3.1 Inserting a new table

Steps to insert a new table are as follows:



1. Place the cursor in the paragraph where the table citation is required and at the end of which the table needs to be inserted.
2. Click on the Table Manager Tool button from the edit toolbar. The Table Manager Dialog Box appears at the bottom of the editing window.
3. Click the 'Add New' tab.
4. Select a template for the table from the Numbered radio button.
5. Click the Preview button to see the preview of the selected template. The Table Preview dialog box appears on the editing window.

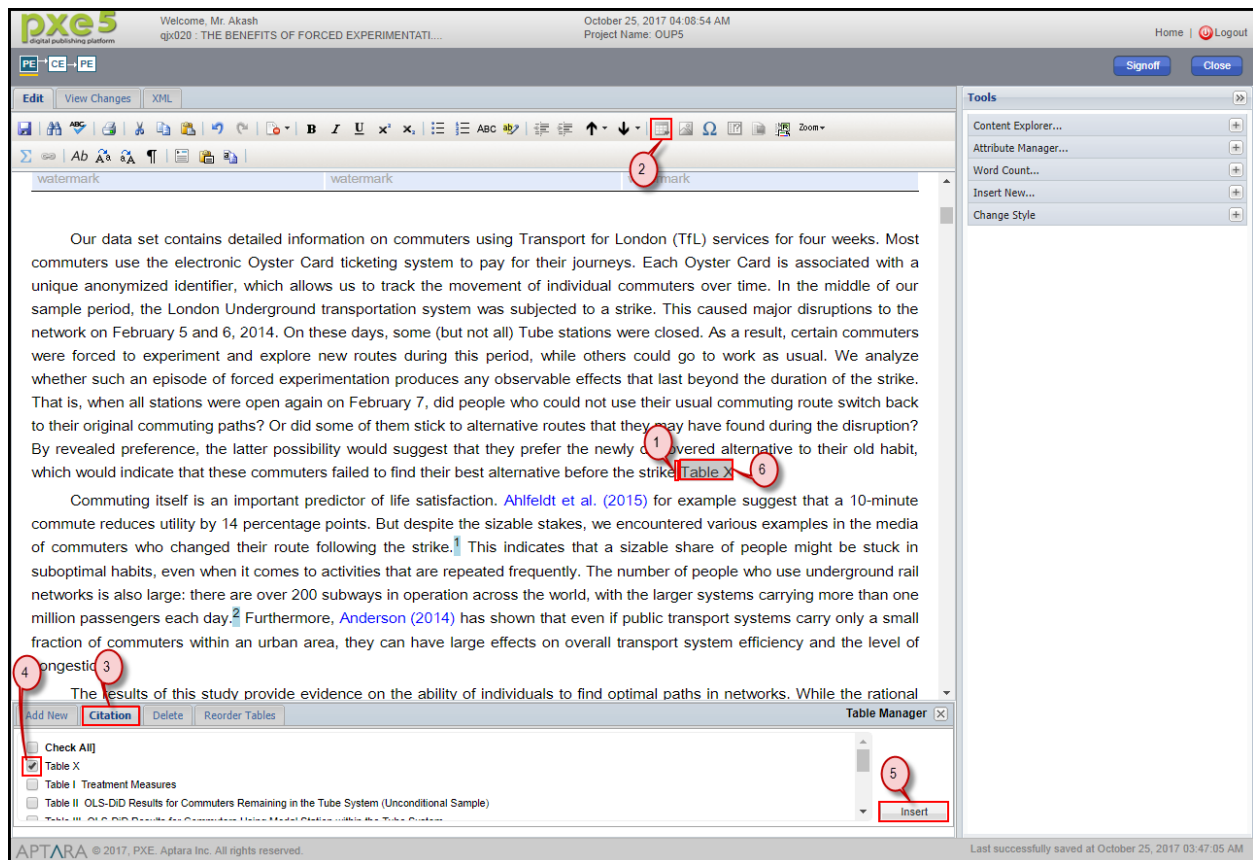


6. Click the **Insert** button in the preview dialog box to insert the table template in the content.

Note: The table will be inserted at the end of selected paragraph and the citation will be inserted at cursor position.

6.3.2 Inserting Table Citation

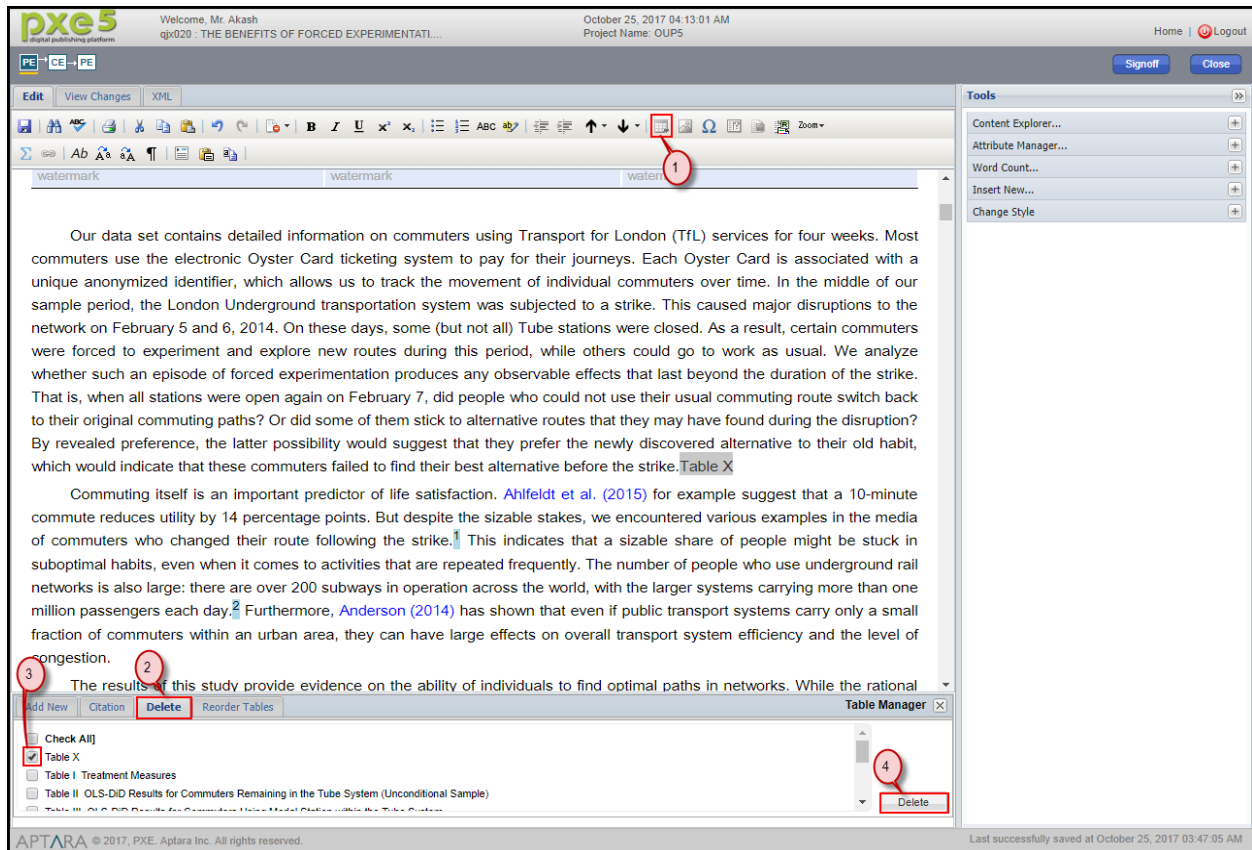
The steps to insert the table citation are as follows:



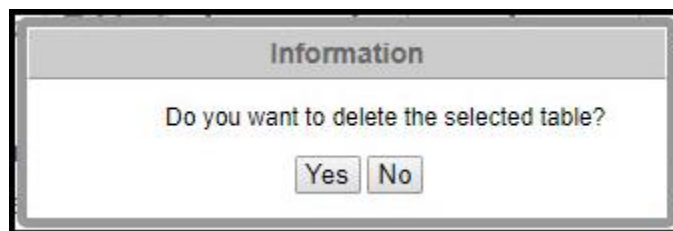
1. Place the cursor in the content where you want to insert the table citation.
2. Click the **Table Manager** tool button from the edit toolbar. The Table Manager Dialog Box appears at the bottom of the editing window.
3. Select the **Citation** tab from the Table manager dialog box.
4. Mark the checkbox of the table for which you want to insert the citation.
5. Click the **Insert** button to insert the table citation.
6. The inserted citation will appear at the cursor position.

6.3.3 Deleting Inserted Table

The steps to delete a table and its citations are as follows:



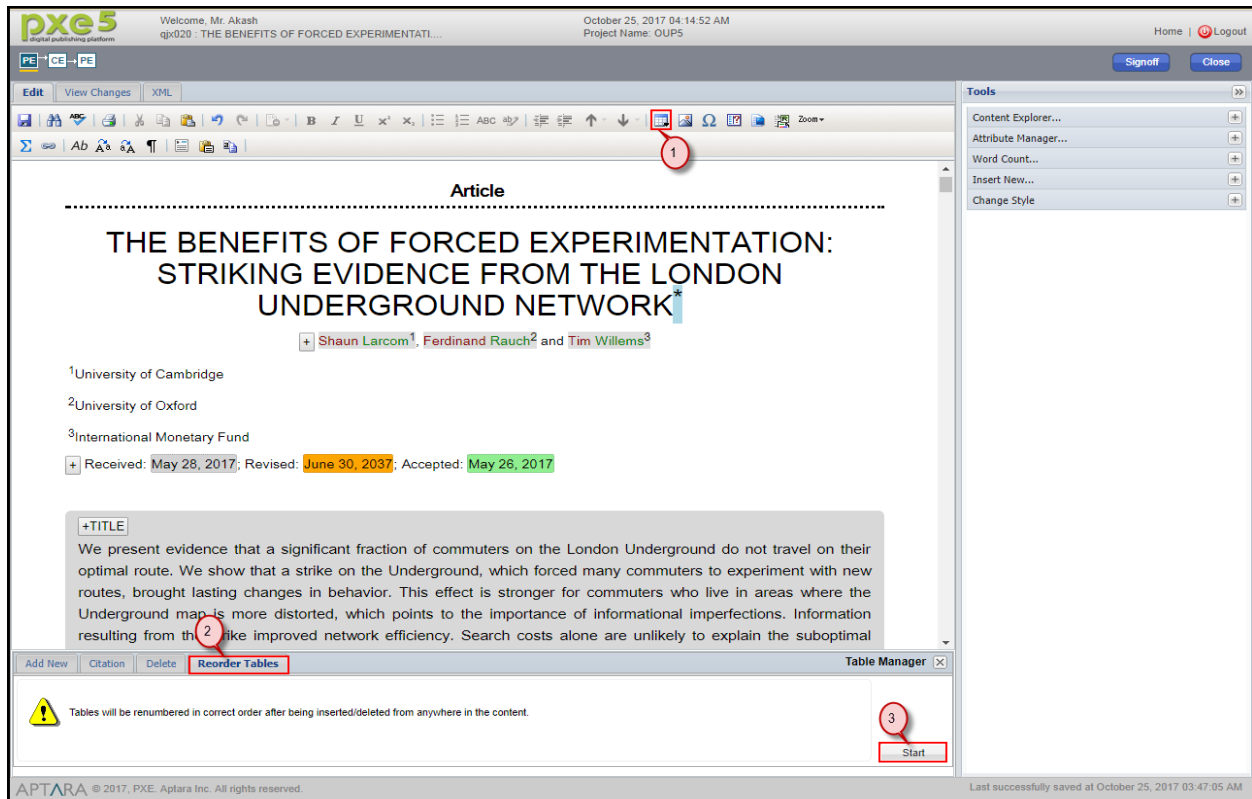
1. Click the **Table Manager** Tool button from the edit toolbar. The Table Manager Dialog Box appears at the bottom of the editing window.
2. Click on **Delete** Tab.
3. Select the table you want to delete.
4. Click on the Delete button. A confirmation message window will appear.



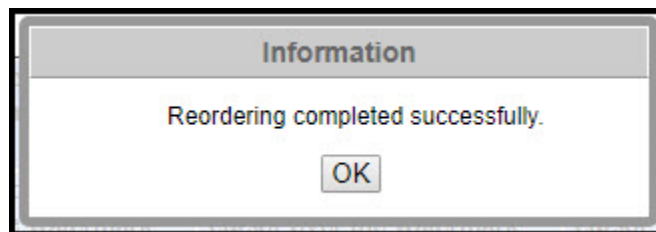
5. Click **Yes** to confirm deletion of the selected table and its citations or else click **No** if you don't want to delete it.

6.3.4 Reordering Tables

The steps to reorder a table are as follows:



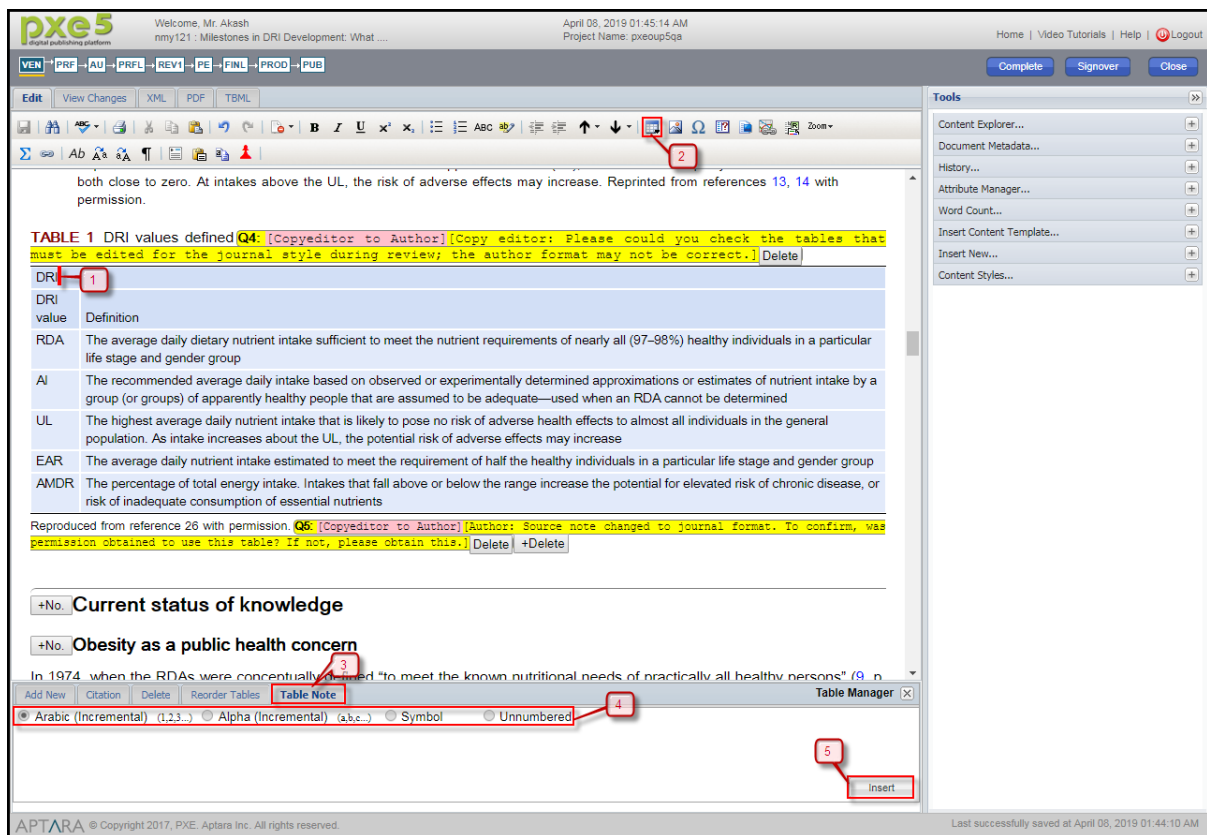
1. Click the **Table Manager** Tool button from the edit toolbar. The Table Manager Dialog Box appears at the bottom of the editing window.
2. Select the **Reorder Tables** Tab.
3. Click the **Start** button to renumber the tables in ascending order.



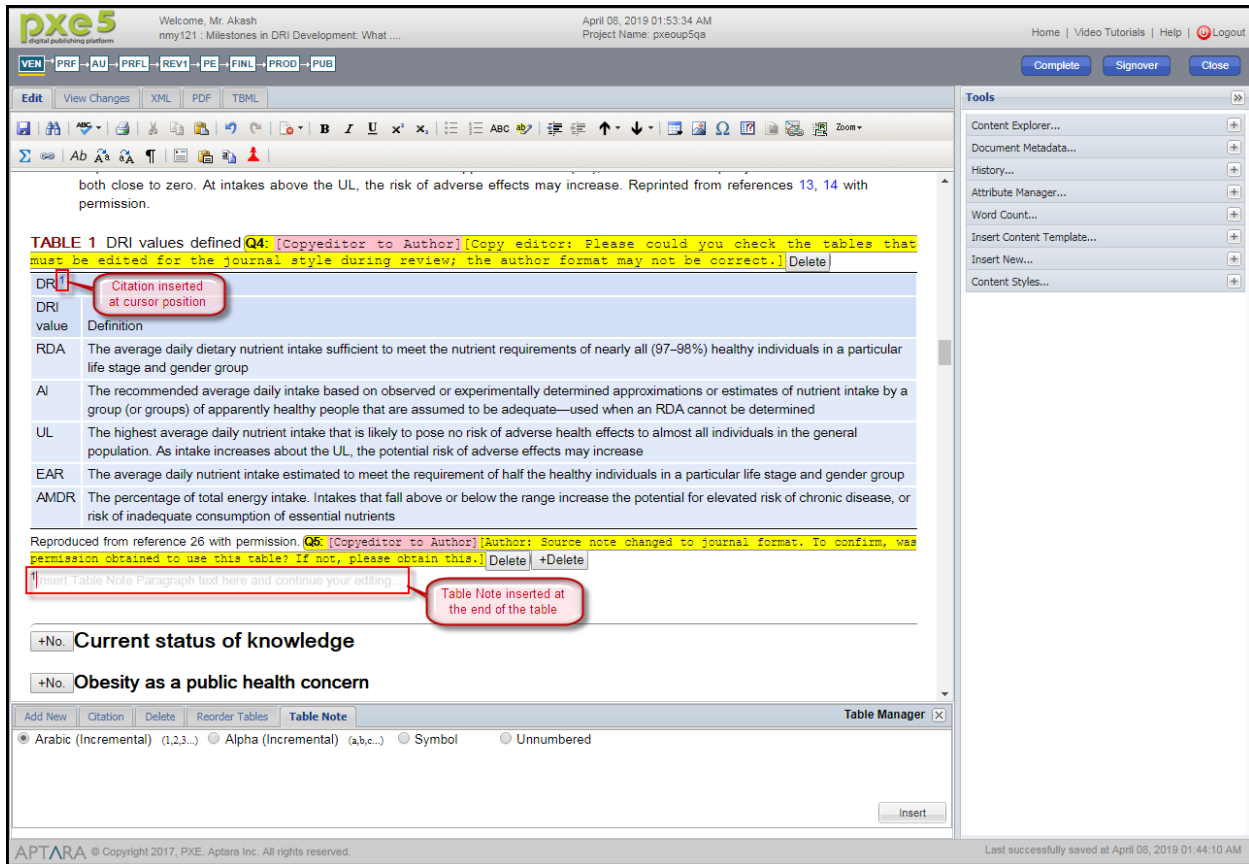
4. A confirmation dialog box will appear informing that reordering has been completed. Click **OK**.
5. The tables along with their citations will be reordered in ascending order.

6.3.5 Table Note Insertion

The steps to insert a table note are as follows:

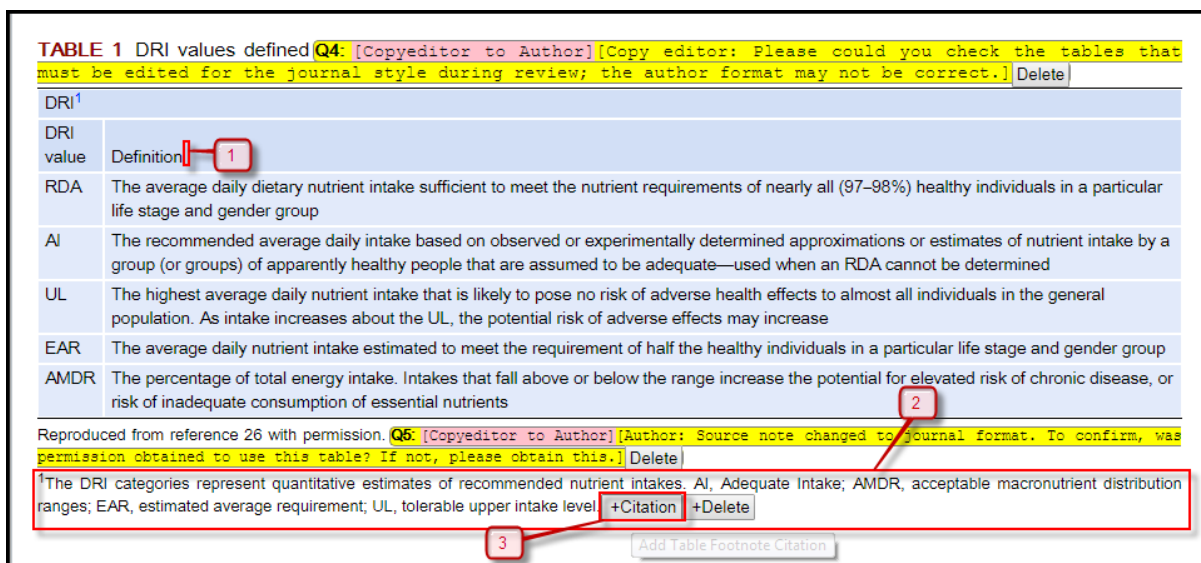


1. Place the cursor in the table where you want to insert the table note.
2. Click the **Table Manager** Tool button from the edit toolbar. The Table Manager Dialog Box appears at the bottom of the editing window.
3. Select the **Table Note** tab from the Table manager dialog box.
4. Select the type of table note from radio buttons (Arabic, Alpha, Symbol and Unnumbered) to be inserted.
5. Click the **Insert** button to insert the table note.
6. The table note citation will appear at the cursor position and table note text will be added at the end of the table which can be edited.



6.3.6 Table Note Citation Insertion

The steps to insert citation of a table note are as follows:



1. Place the cursor in the table where citation needs to be inserted.

2. Hover over the mouse cursor on the Table note whose citation needs to be inserted. 'Citation' button will be displayed at the end of the Table note text.
3. Click the 'Citation' button.
4. The citation will be inserted at the cursor position.

TABLE 1 DRI values defined **Q4:** [Copyeditor to Author] [Copy editor: Please could you check the tables that must be edited for the journal style during review; the author format may not be correct.] Delete

DRI ¹	
DRI value	Definition 1 4
RDA	The average daily dietary nutrient intake sufficient to meet the nutrient requirements of nearly all (97–98%) healthy individuals in a particular life stage and gender group
AI	The recommended average daily intake based on observed or experimentally determined approximations or estimates of nutrient intake by a group (or groups) of apparently healthy people that are assumed to be adequate—used when an RDA cannot be determined
UL	The highest average daily nutrient intake that is likely to pose no risk of adverse health effects to almost all individuals in the general population. As intake increases about the UL, the potential risk of adverse effects may increase
EAR	The average daily nutrient intake estimated to meet the requirement of half the healthy individuals in a particular life stage and gender group
AMDR	The percentage of total energy intake. Intakes that fall above or below the range increase the potential for elevated risk of chronic disease, or risk of inadequate consumption of essential nutrients

Reproduced from reference 26 with permission. **Q6:** [Copyeditor to Author] [Author: Source note changed to journal format. To confirm, was permission obtained to use this table? If not, please obtain this.] Delete

¹The DRI categories represent quantitative estimates of recommended nutrient intakes. AI, Adequate Intake; AMDR, acceptable macronutrient distribution ranges; EAR, estimated average requirement; UL, tolerable upper intake level. +Citation +Delete

6.3.7 Table Note Deletion

The steps to delete a table note are as follows:

TABLE 1 DRI values defined **Q4:** [Copyeditor to Author] [Copy editor: Please could you check the tables that must be edited for the journal style during review; the author format may not be correct.] Delete

DR 1	
DRI value	Definition 1
RDA	The average daily dietary nutrient intake sufficient to meet the nutrient requirements of nearly all (97–98%) healthy individuals in a particular life stage and gender group
AI	The recommended average daily intake based on observed or experimentally determined approximations or estimates of nutrient intake by a group (or groups) of apparently healthy people that are assumed to be adequate—used when an RDA cannot be determined
UL	The highest average daily nutrient intake that is likely to pose no risk of adverse health effects to almost all individuals in the general population. As intake increases about the UL, the potential risk of adverse effects may increase
EAR	The average daily nutrient intake estimated to meet the requirement of half the healthy individuals in a particular life stage and gender group
AMDR	The percentage of total energy intake. Intakes that fall above or below the range increase the potential for elevated risk of chronic disease, or risk of inadequate consumption of essential nutrients

Reproduced from reference 26 with permission. **Q6:** [Copyeditor to Author] [Author: Source note changed to journal format. To confirm, was permission obtained to use this table? If not, please obtain this.] Delete **1**

¹The DRI categories represent quantitative estimates of recommended nutrient intakes. AI, Adequate Intake; AMDR, acceptable macronutrient distribution ranges; EAR, estimated average requirement; UL, tolerable upper intake level. +Citation +Delete **2**

1. Hover over the mouse cursor on the Table note which needs to be deleted. 'Delete' button will be displayed at the end of the Table note text.
2. Select the 'Delete' button.
3. The selected Table Note as well as its citation in the table will be deleted.

TABLE 1 DRI values defined **Q4:** [Copyeditor to Author] [Copy editor: Please could you check the tables that must be edited for the journal style during review; the author format may not be correct.] Delete

DRI	
DRI value	Definition
RDA	The average daily dietary nutrient intake sufficient to meet the nutrient requirements of nearly all (97–98%) healthy individuals in a particular life stage and gender group
AI	The recommended average daily intake based on observed or experimentally determined approximations or estimates of nutrient intake by a group (or groups) of apparently healthy people that are assumed to be adequate—used when an RDA cannot be determined
UL	The highest average daily nutrient intake that is likely to pose no risk of adverse health effects to almost all individuals in the general population. As intake increases about the UL, the potential risk of adverse effects may increase
EAR	The average daily nutrient intake estimated to meet the requirement of half the healthy individuals in a particular life stage and gender group
AMDR	The percentage of total energy intake. Intakes that fall above or below the range increase the potential for elevated risk of chronic disease, or risk of inadequate consumption of essential nutrients

Reproduced from reference 26 with permission. **Q5:** [Copyeditor to Author] [Author: Source note changed to journal format. To confirm, was permission obtained to use this table? If not, please obtain this.] Delete

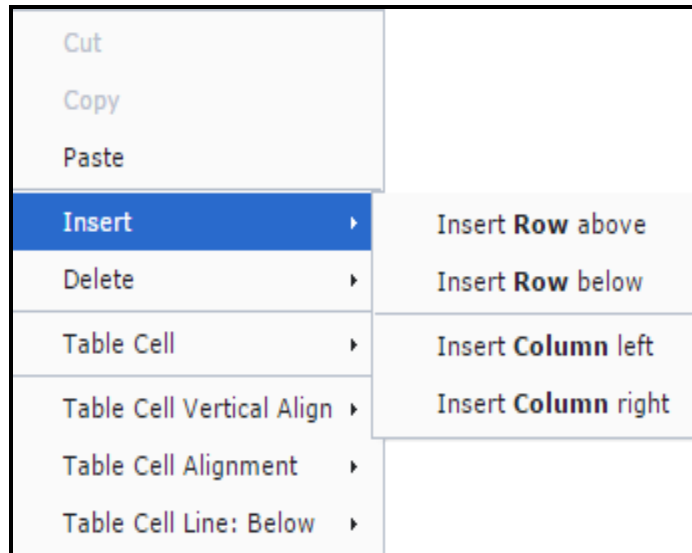
6.3.8 Table Properties

Table properties can be modified by right clicking the mouse button. A **context menu** appears displaying options to modify the table properties. Following are the options for modifying table properties:

Cut	
Copy	
Paste	
Insert	▶
Delete	▶
Table Cell	▶
Table Cell Vertical Align	▶
Table Cell Alignment	▶
Table Cell Line: Below	▶
Table Cell Line: Right	▶
Table Column Align	▶
Row Line: Below	▶
Table Width	▶
Table Frame	▶
Table Orientation	▶
Table Row Separator	▶
Table Column Separator	▶
Table Fit to	▶
Table Text Size	▶

Insert:

Users can insert a new Row/ Column in a table by placing the cursor at the required location. Then use right click, choose **Insert** and then click the desired option.



Delete:

Users can delete the desired parts of the table by placing the cursor at the required location. Then use right click, choose **Delete** and then click the desired option.

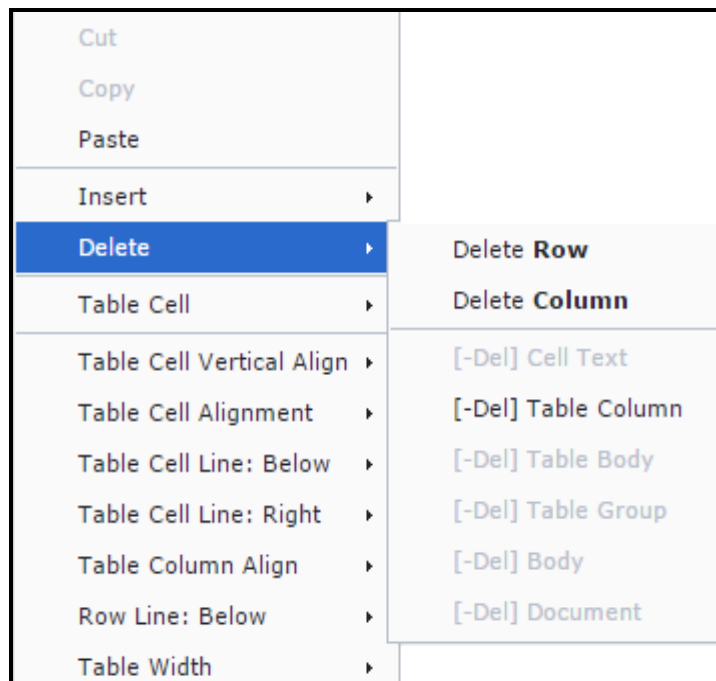


Table Cell:

To merge or split the table cells, click on the “Table Cell” option from the context menu. Following are the properties that can be applied on the desired table cell:

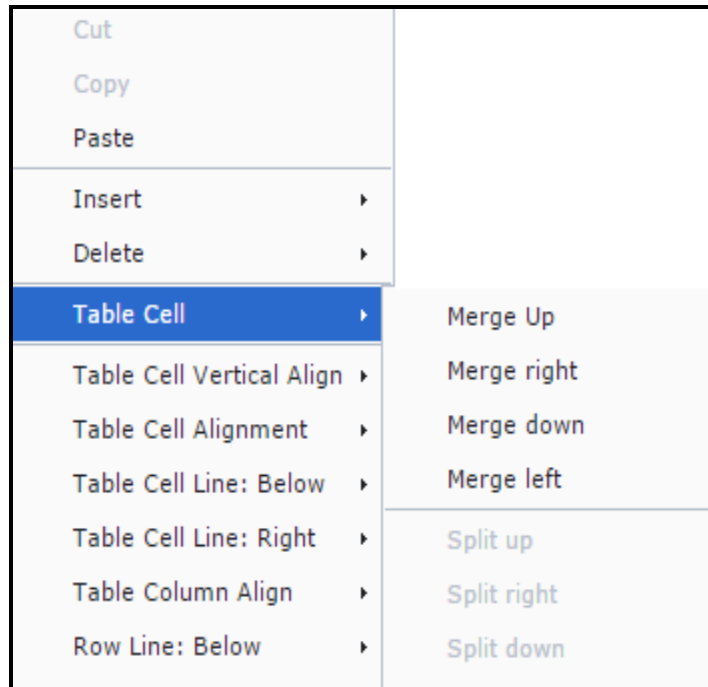


Table Cell Vertical Align:

To align the text vertically, click in the cell that you want to align. Then use right click, choose “Table Cell Vertical Align”, then click on the desired alignment. Your cell text will be aligned as selected.

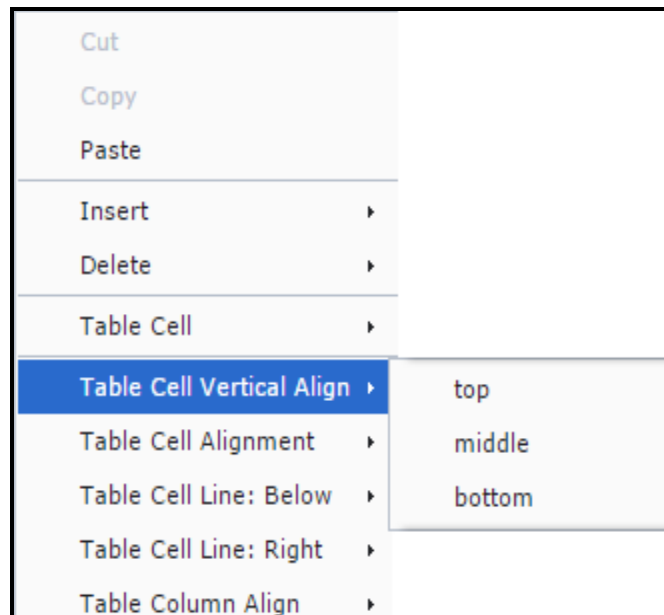


Table Cell Alignment:

Cell text can be aligned to the left, right or center by placing the cursor in the desired cell and selecting the required option from “Table Cell Alignment”. Your cell text will be aligned as selected.

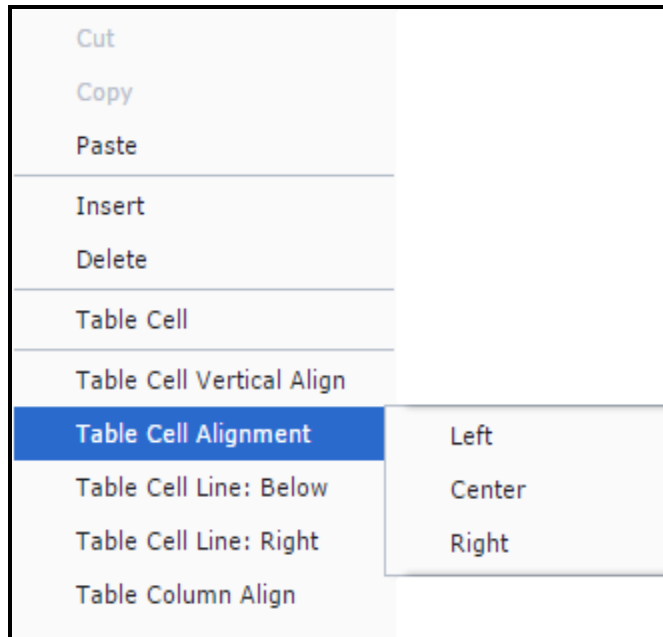


Table Cell Line:

In order to place a visible line below or on the right side of your table cell, you need to select the desired option from the **Table Properties**.

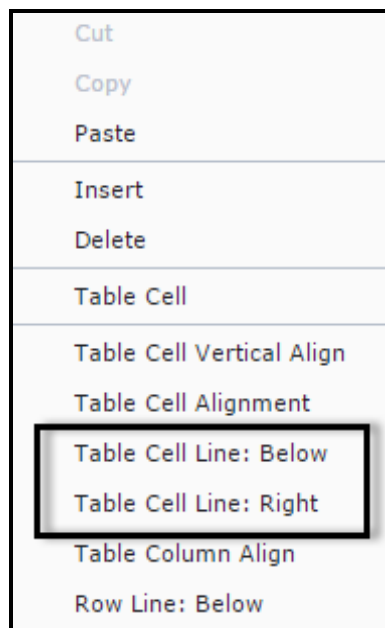
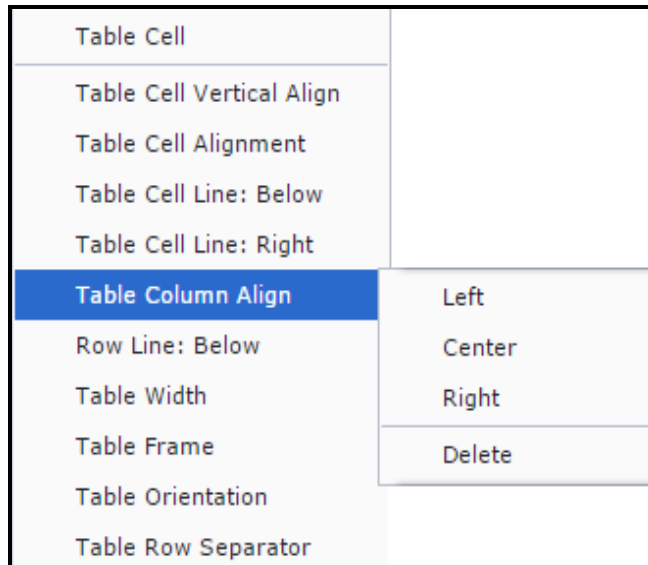


Table Column Align:

Any particular column of the table can be aligned by using the “Table Column Align” option present in the Table Properties.



Row Line Below:

To place a visible line below any row, click in the desired row. Then use right click to choose “Row Line Below” option.

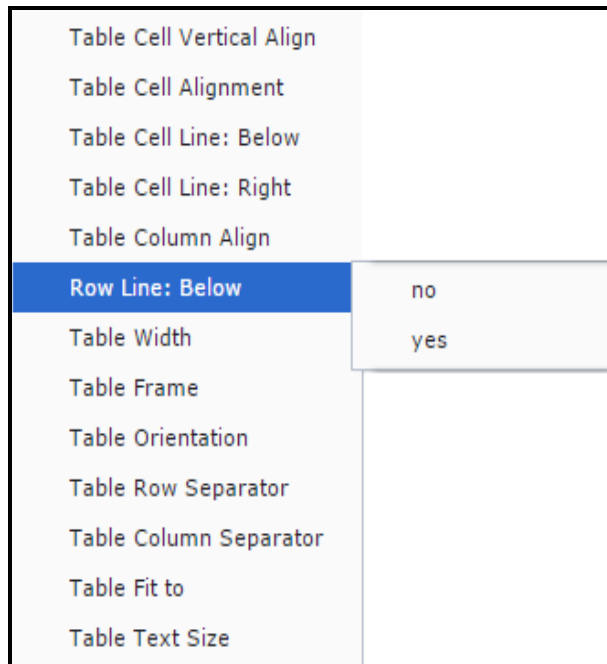


Table Width:

You can adjust the width of your table by selecting the desired option under the “Table Width” option in the Table properties context menu.

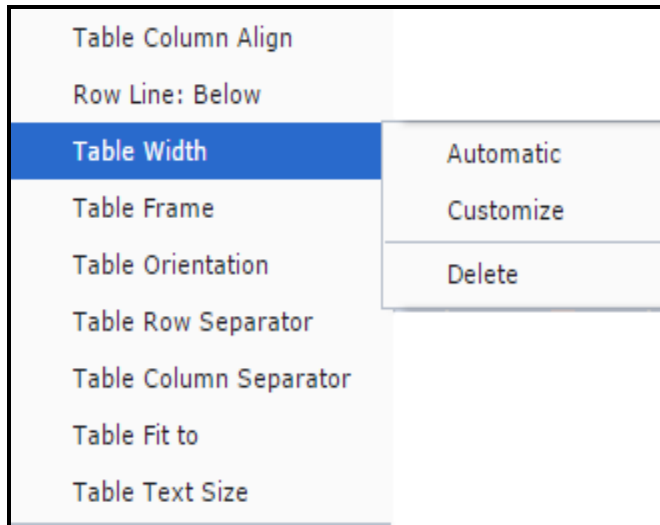


Table Frame:

Table Borders can be applied by using “Table Frame” property from the context menu. Options to introduce frame includes Top Bottom, Top, Bottom, None, All and Sides. Table frame can also be deleted by choosing delete option present in the same.

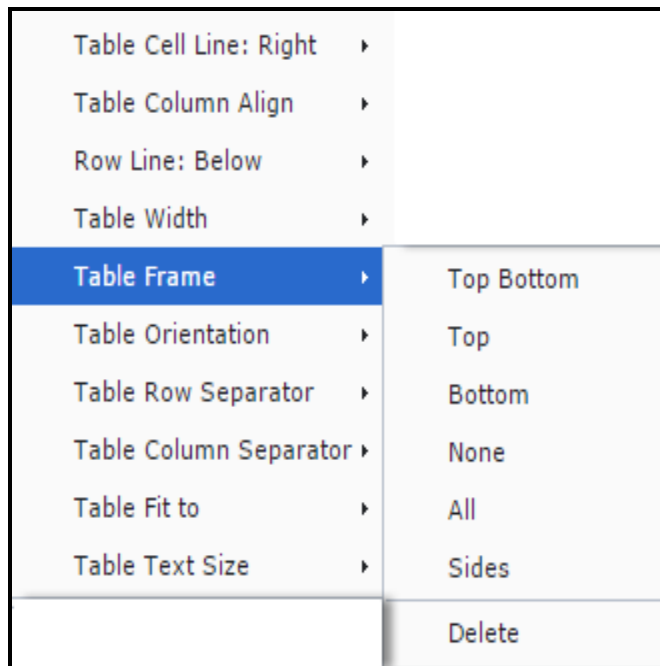


Table Orientation:

The orientation of the table can be switched between Portrait and Landscape as required. To change the orientation, click on “Table Orientation” option from the Table properties context menu.

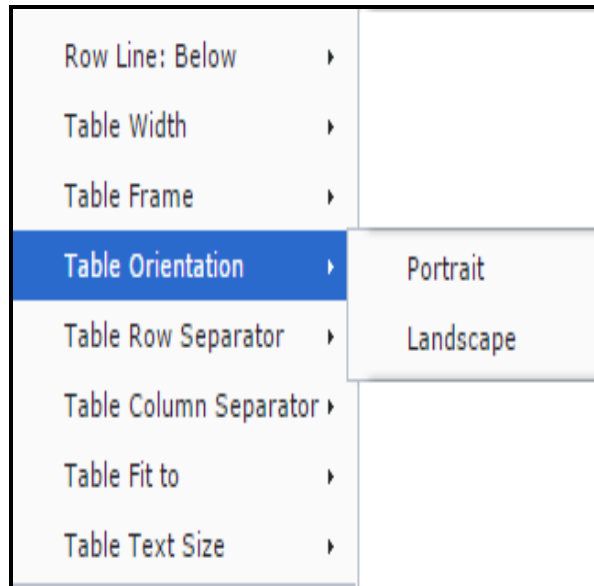


Table Row/ Column Separator:

A visible border for separation of a row /column can be applied in the table by the Table Row/ Column separator option in the table properties context menu.

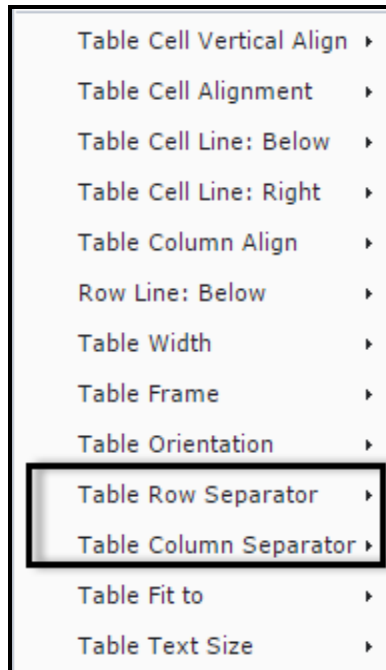


Table fit to:

The desired table can be fit as required in Page width, Column width and Page centre.

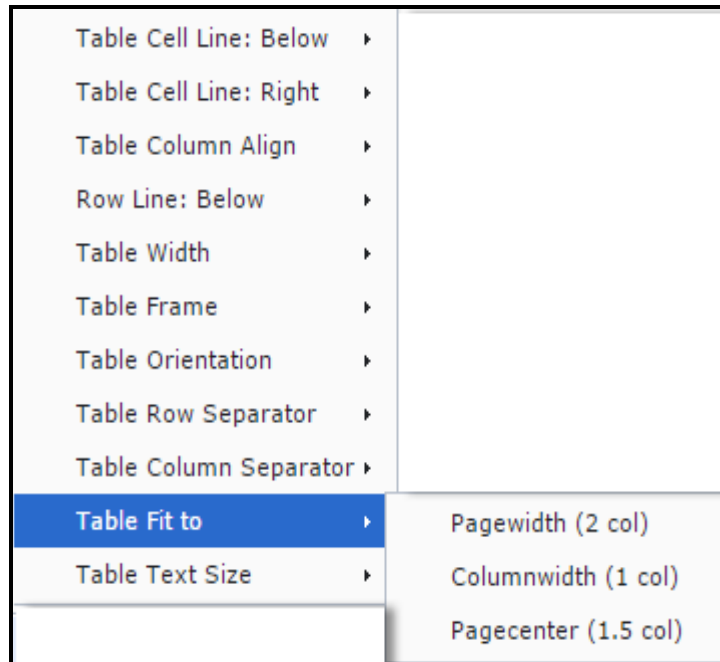
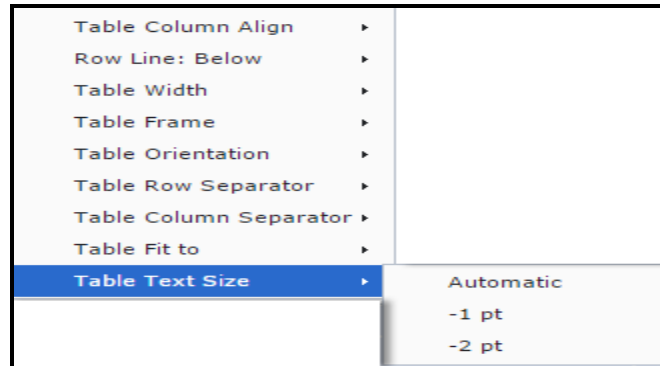


Table Text Size:

The text in a table can be sized accordingly by using “Table Text Size” option present in the table properties context menu.

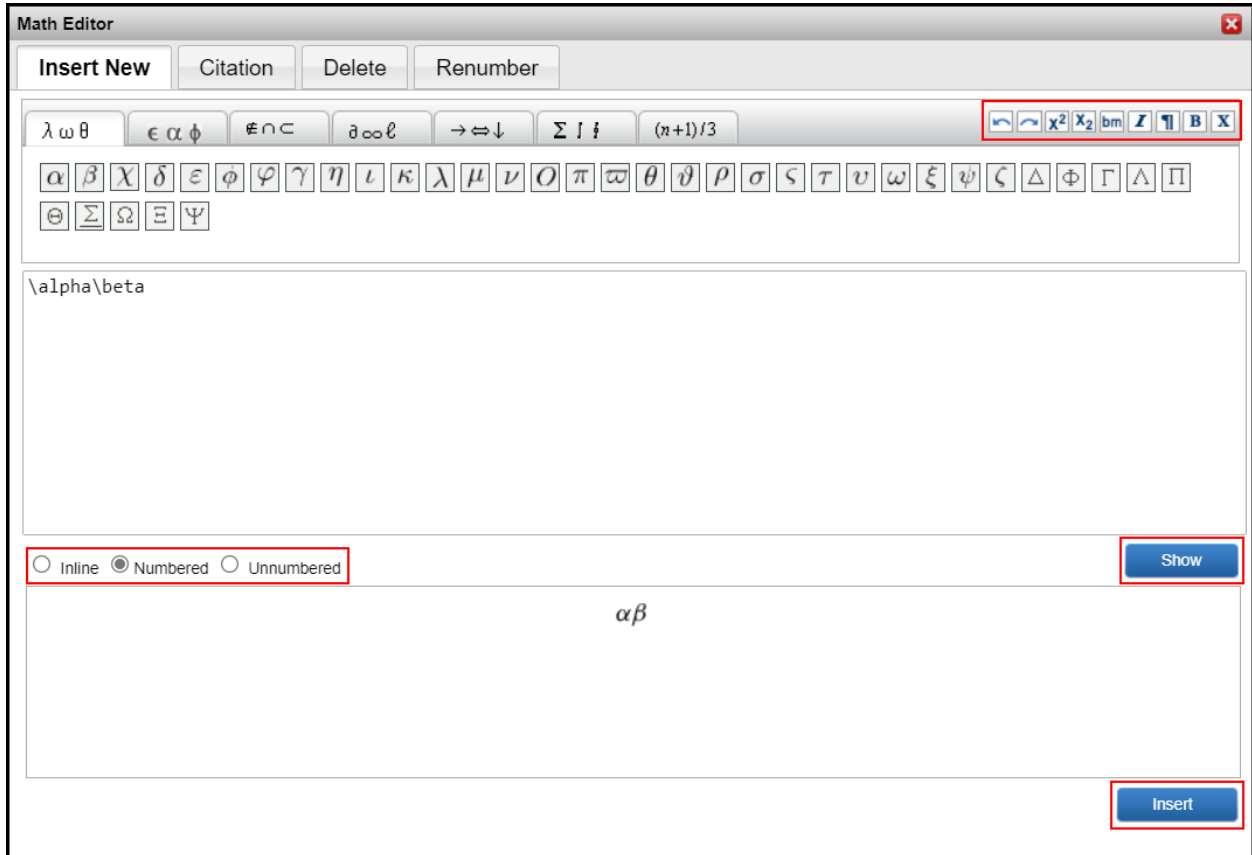


Note: Table properties can also be changed from the **Attribute manager** present in the “**Tools**” link on the right side of the editor window. For modifying the table properties using attribute manager, place your cursor inside the table and click on attribute manager. All the available attributes for the selected cursor position will appear below the Attribute Manager bar.

6.4 Math Editor

Math Editor provides the functionality to insert, modify, cite, delete or renumber the complex math equations. Let’s perform the following steps to add math equations in an article:

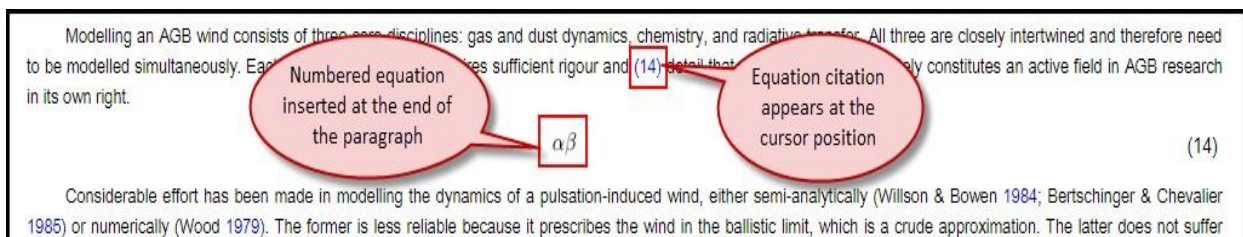
1. Place the cursor in the content where you want to insert new math equation citation; math equation will be inserted at the end of selected paragraph. Click the Math Editor Tool button from the Edit Toolbar.
2. A math editor window appears on the screen.



3. Select variables for the equation from the multiple drop-down lists and the bold, italic, new line, roman, superscript, subscript, redo and undo options from the toolbar on top right corner. They will appear in the blank space provided.
4. Select the categories from “Inline”, “Numbered” and “Unnumbered”.
5. Select “Show” button to view how equation looks like.
6. Click the “Insert” button to insert the equation.

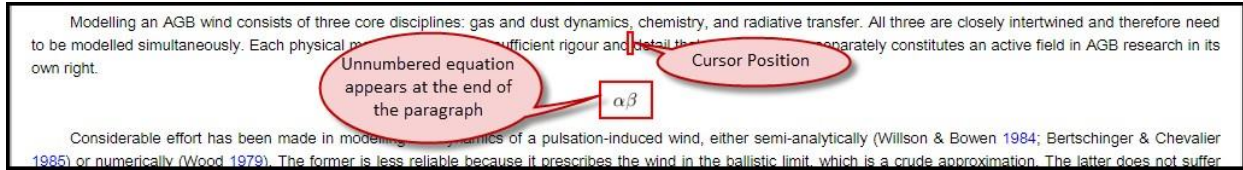
Numbered Equation

In case of numbered equation, equation citation appears at the cursor position in the article and the equation appears at the end of the paragraph.



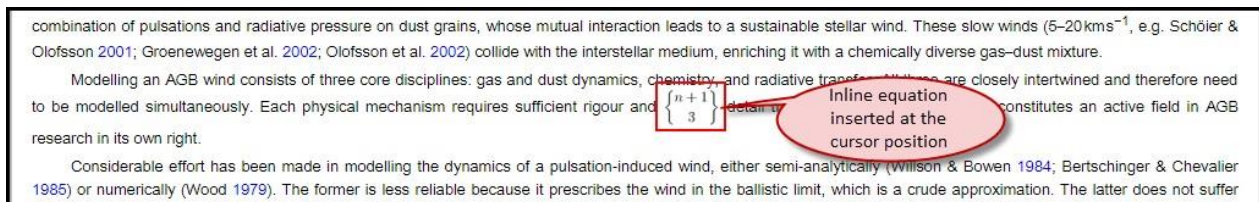
Unnumbered Equation

In case of unnumbered equation, there is no equation citation and the equation appear at the end of the paragraph.



Inline Equation

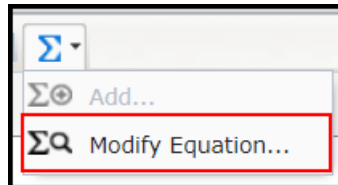
In case of inline equation, the equation appears at the cursor position without generating any citation.



6.4.1 Modify Equation – Find and Replacement

The steps to modify equation are mentioned below:

1. Place the cursor anywhere in the content to insert the equation and click on “Math Editor” button from the editing tool bar and select “Modify Equation”.



2. Modify Equation pop-up will appear.

Modify Equation

Find What (LaTeX):

Replace With (LaTeX):

Total Equation(s): 33

Search options for equation:
 All Display In line
 Match Case Whole Word
 Include LaTeX Commands

Find Next Clear Search
 Replace Replace All

Result:

Loading complete for equation 33 of 33 in 0.009 seconds.

S.No.	LaTeX Code	Preview LaTeX Code	Eqn No.
1	<code>\begin{equation}\alpha_{\text{vir}} = T/ \Omega , \end{equation}</code>	$\alpha_{\text{vir}} = T/ \Omega ,$	1
2	<code>\Wilde{\rho} \sim 10, 000</code>	$\tilde{\rho} \sim 10000$	
3	<code>\Wilde{\rho} \sim 100</code>	$\tilde{\rho} \sim 100$	
4	<code>\begin{equation}p(m) \propto \left(\frac{m}{\mu}\right)^{-\alpha} \left(1 + \left(\frac{m}{\mu}\right)^{1-\alpha}\right)^{-\beta}, \end{equation}</code>	$p(m) \propto \left(\frac{m}{\mu}\right)^{-\alpha} \left(1 + \left(\frac{m}{\mu}\right)^{1-\alpha}\right)^{-\beta},$	2
5	<code>\begin{equation}q = \frac{m_s}{m_p}, \end{equation}</code>	$q = \frac{m_s}{m_p}$	3
6	<code>\begin{equation}f_{\text{bin}} = \frac{B}{S+B}, \end{equation}</code>	$f_{\text{bin}} = \frac{B}{S+B},$	4
7	<code>\bar{a} = 389</code>	$\bar{a} = 389$	
8	<code>\sigma_{\log \bar{a}} = 0.79</code>	$\sigma_{\log \bar{a}} = 0.79$	
9	<code>\bar{a} = 50</code>	$\bar{a} = 50$	
10	<code>\sigma_{\log \bar{a}} = 1.68</code>	$\sigma_{\log \bar{a}} = 1.68$	

Undo

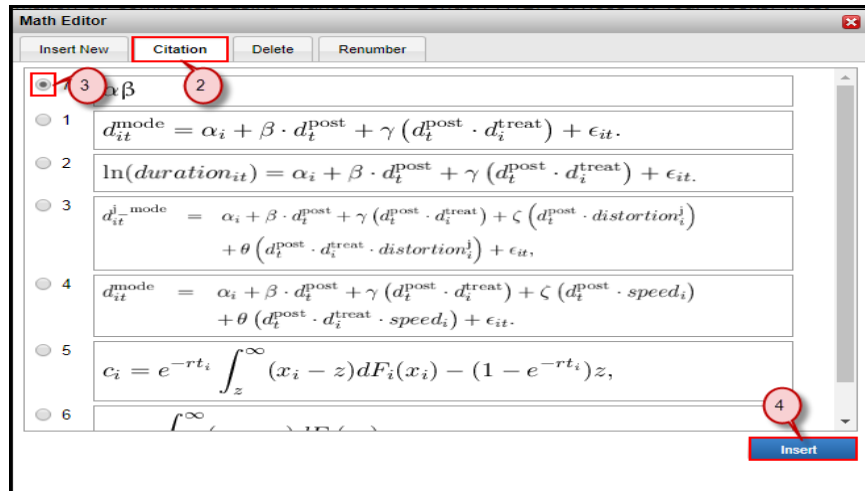
- In the 'Find What (LaTeX)' box type the code that you want to find, all instances of the code will be highlighted and displayed in the table below.

S.No.	LaTeX Code	Preview LaTeX Code	Eqn No.
2	<code>\rho \sim 10,000</code>	$\rho \sim 10000$	
3	<code>\rho \sim 100</code>	$\rho \sim 100$	
22	<code>\rho \sim 100\text{--}10,000</code>	$\rho \sim 100\text{--}10000$	
23	<code>\rho</code>	ρ	
24	<code>\rho</code>	ρ	

- To replace found code, type the replacement code in the 'Replace With (LaTeX)' box. Click 'Replace' button to replace the selected matched code or 'Replace All' button to replace all the matched code.
- Search options for equations:
 - All:** Allows to search in all the equations in an article.
 - Display:** Allows to search in all the display equations in an article.
 - In line:** Allows to search in all the inline equations in an article.
 - Match Case:** Allows to find only those instances that are written the same way (i.e. in same case)
 - Whole Word:** Allows finding the exact word.
 - Include LaTeX Commands:** Allows to include LaTeX commands.
- Clicking **Clear Search** button will reset all search options to default state and clear the 'Find what' and 'Replace with' code from the respective boxes.
- Click on the **Update** button to modify the math equation.

6.4.2 Inserting Citation of Equation

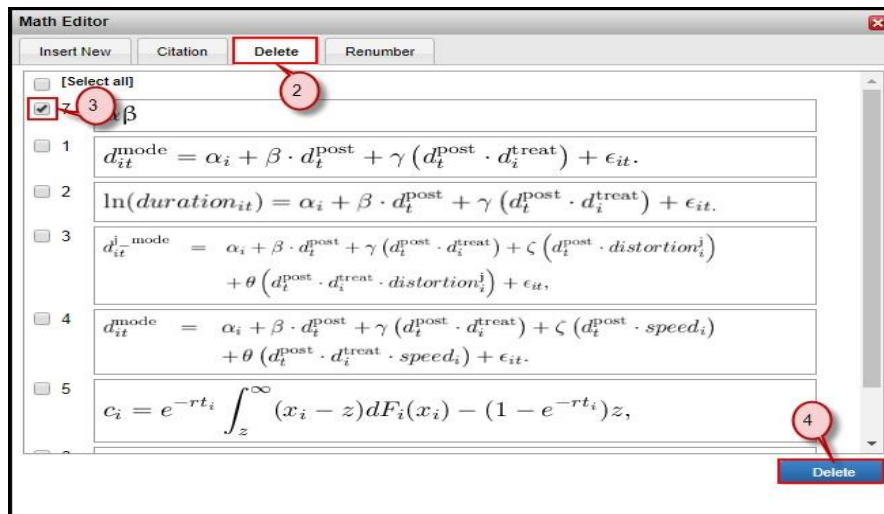
The steps to insert Equation citation are as follows:



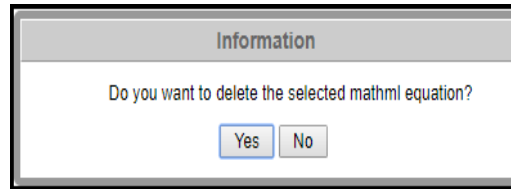
1. Place the cursor in the content where equation citation needs to be inserted. Click the **Math Editor** Tool button from the edit toolbar. The Math Editor Dialog box appears on the screen.
2. Click the **Citation** tab from the math editor dialog box.
3. Select the radio button of equation whose citation needs to be inserted.
4. Click the **Insert** button to insert the citation.
5. Citation will appear at the cursor position.

6.4.3 Deleting Equation

The steps to delete Equations are as follows:



1. Place the cursor anywhere in the content. Click the **Math Editor** Tool button from the edit toolbar. The Math Editor Dialog box appears on the screen.
2. Click the **Delete** tab from the math editor dialog box.
3. Select a check box next to the equation, which you want to delete
4. Click the **Delete** button.

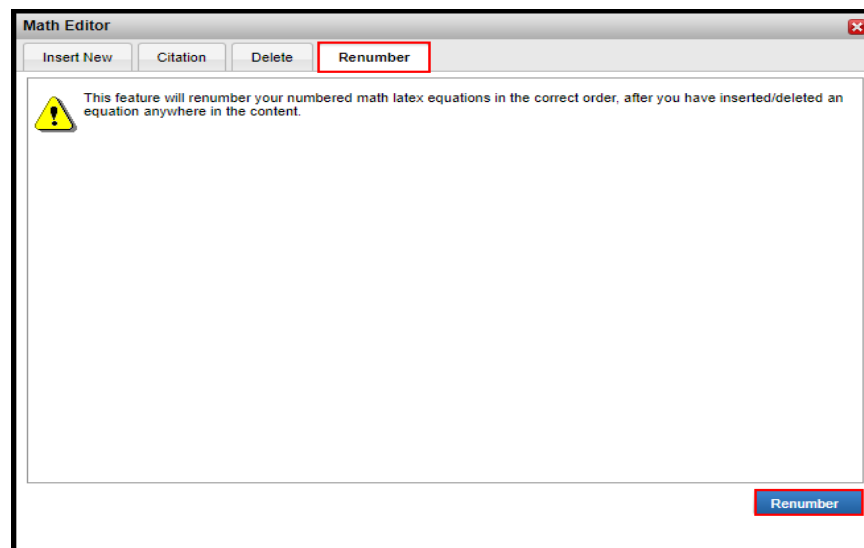


5. A confirmation message will appear. Click **Yes** to confirm deletion of the equation or click **No**.

6.4.4 Renumbering of Equation

Equations can be renumbered after being inserted / deleted from the content. Select the “Renumber” tab in the math editor. Click on **Renumber** Button on the bottom-right of the math editor.

Note: When you renumber equations, their corresponding citations are automatically renumbered.



6.4.5 Zooming the Equation

The steps to view the equation in increased size are as follows:

1. Hover the mouse on the equation (inline/numbered/unnumbered).

The improved accelerometer is expressed by:

$$d_{acc, x} = d_{acc, z}$$

$$= 10^{-11} \sqrt{\left(\frac{10^{-3} \text{ Hz}}{f}\right)^4 / \left(\left(\frac{10^{-5} \text{ Hz}}{f}\right)^4 + 1\right) + 1 + \left(\frac{f}{10^{-1} \text{ Hz}}\right)^4} \times \frac{m}{s^2 \sqrt{\text{Hz}}} \quad (2)$$

$$d_{acc, y} = 10 \cdot d_{acc, z}, \quad (3)$$

with x being the along-track, y across-track and z the quasi-radial component. In Fig. 3 (left-hand panel) the improved NGGM noise is visualized in blue and red (sensitive axes).

2. Click on the equation, to magnify.

$$d_{acc. x} = d_{acc. z}$$

$$= 10^{-11} \sqrt{\left(\frac{10^{-3} \text{ Hz}}{f}\right)^4 / \left(\left(\frac{10^{-5} \text{ Hz}}{f}\right)^4 + 1\right) + 1 + \left(\frac{f}{10^{-1} \text{ Hz}}\right)^4}$$

$$\times \frac{m}{s^2 \sqrt{\text{Hz}}}$$

$$d_{acc. y} = 10 \cdot d_{acc. z}$$

The size of the equation will keep on increasing on every mouse click. The equation will come to its original size, once the mouse pointer is removed from the equation.

6.4.6 Change Numbered Math to Unnumbered Math and vice versa

The steps to change numbered math to unnumbered math and vice versa are mentioned below:

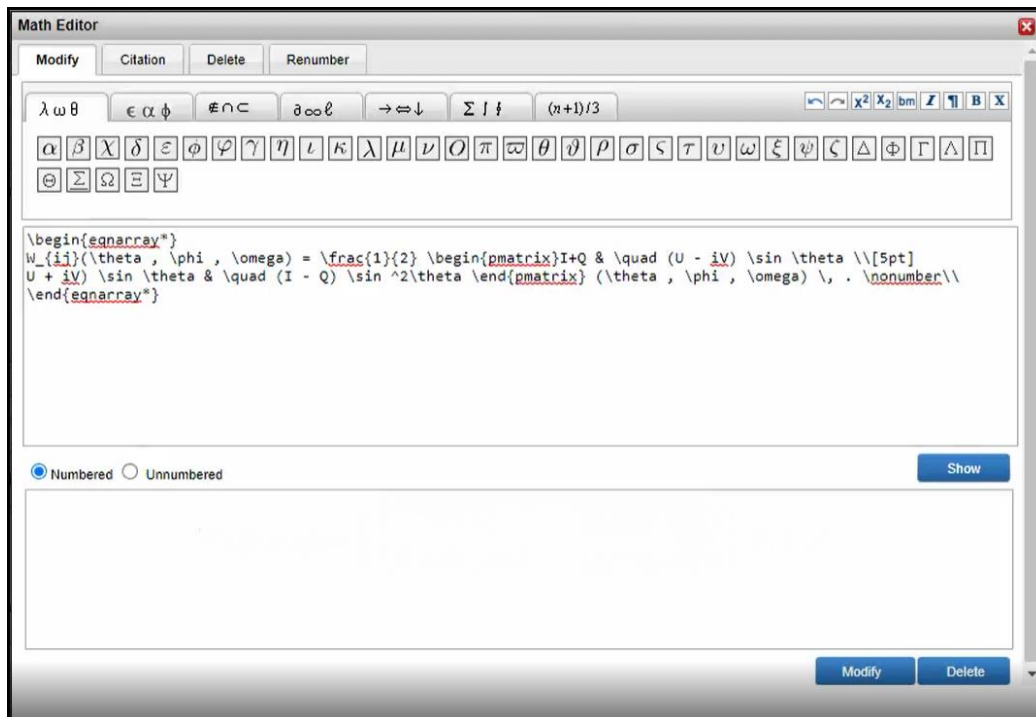
1. Right click and select “Modify Equation” or Double click on the equation to be changed.

$$W_{ij}(\theta, \phi, \omega) = \frac{1}{2} \begin{pmatrix} I + Q & (U - iV) \sin \theta \\ U + iV \sin \theta & (I - Q) \sin^2 \theta \end{pmatrix} (\theta, \phi, \omega). \quad (1)$$

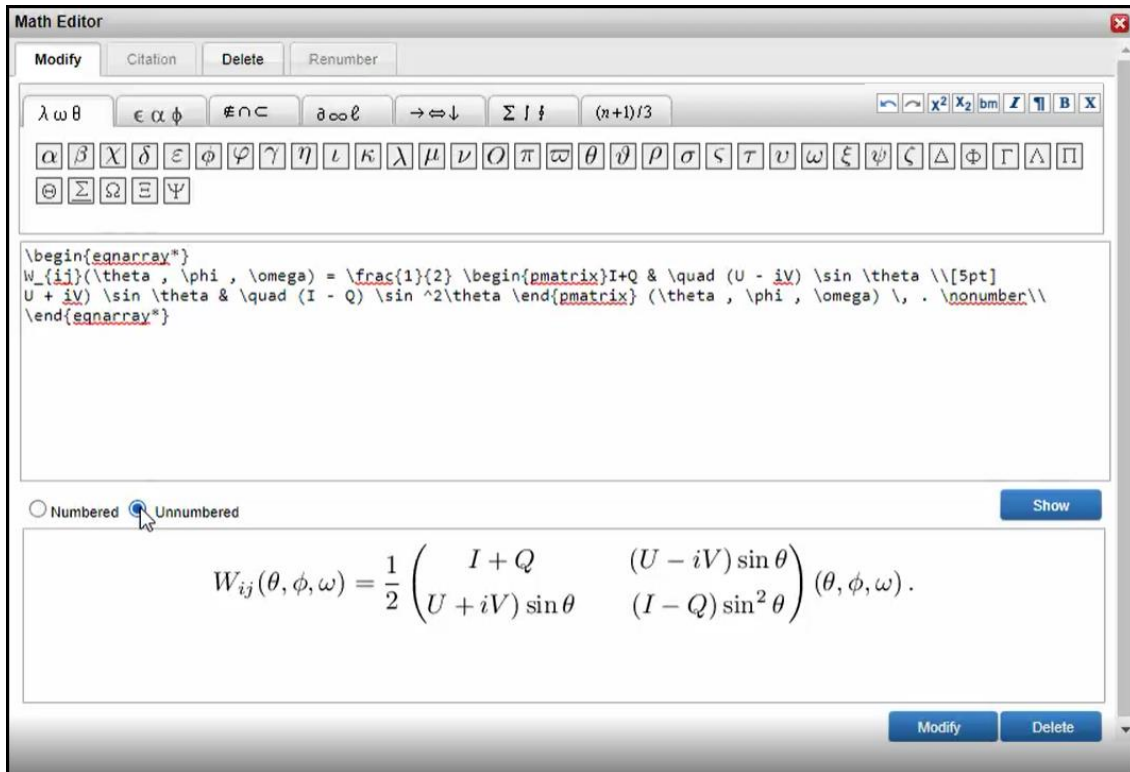
The I and V Stokes parameters represent the total intensity and circular polarized radiation component. Linear polarization is described by Q and U . It is important to realize that, because they correspond to the components of a second order tensor field, the Stokes parameters are basis dependent with transformation properties that reflect the underlying tensor transformation law. Naturally, the I parameter, being the trace of W , remains invariant. In contrast, the U and V fields behave as parity-odd under reflections; the Q and U parameters, corresponding to the symmetric, traceless part of the tensor field, transform among themselves under rotations of the coordinate system. Because W must be positive semi-definite, the Stokes parameters obey the following inequality:

$$I \geq \sqrt{Q^2 + U^2 + V^2}, \quad (2)$$

2. The equation will open in the **Math Editor** window.



- Select the radio button 'Unnumbered' to change the numbered equation into unnumbered equation or select the radio button 'Numbered' to change the unnumbered equation into numbered equation.



- Click on the "Modify" button, the below pop-up will be displayed:



- The selected numbered equation will be changed to unnumbered math equation and vice versa.

$$W_{ij}(\theta, \phi, \omega) = \frac{1}{2} \begin{pmatrix} I+Q & (U - iV) \sin \theta \\ U + iV & (I - Q) \sin^2 \theta \end{pmatrix} (\theta, \phi, \omega) \cdot$$

The I and V Stokes parameters represent the total intensity and circular polarized radiation component. Linear polarization is described by Q and U . It is important to realize that, because they correspond to the components of a second order tensor field, the Stokes parameters are basis dependent with transformation properties that reflect the underlying tensor transformation law. Naturally, the I parameter, being the trace of W , remains invariant. In contrast, the U and V fields behave as parity-odd under reflections; the Q and U parameters, corresponding to the symmetric, traceless part of the tensor field, transform among themselves under rotations of the coordinate system. Because W must be positive semi-definite, the Stokes parameters obey the following inequality:

$$I \geq \sqrt{Q^2 + U^2 + V^2}, \quad (1)$$

Note 1: When Numbered Equations are changed to Unnumbered Equations then their corresponding citations are removed.

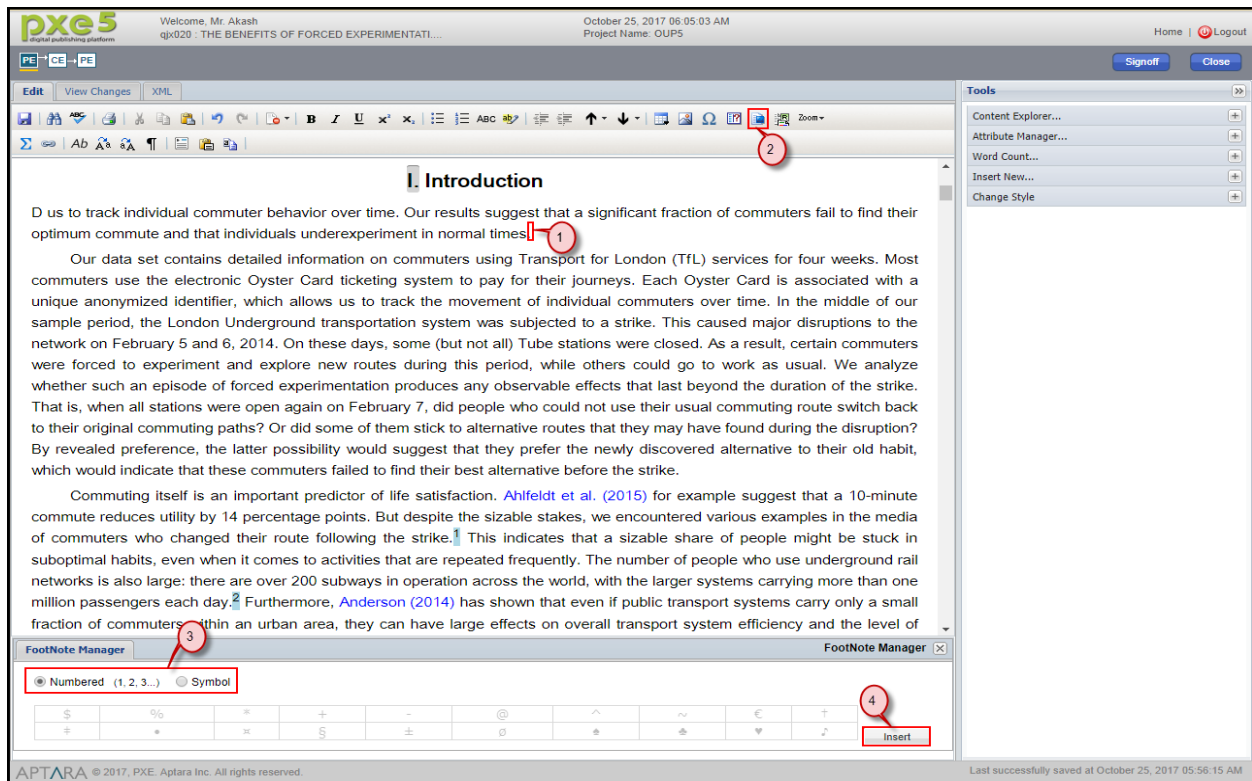
Note 2: When Unnumbered Equations are changed to Numbered Equations then it's corresponding citation need to be inserted manually.

Note 3: Whenever Numbered Equation is changed to Unnumbered Equation or vice versa, the numbered equations and their corresponding citations will be automatically renumbered.

6.5 Footnote Manager

Footnote manager provides the functionality to add a footnote in number or symbol form within an article.

The steps to use footnote manager are as follows:

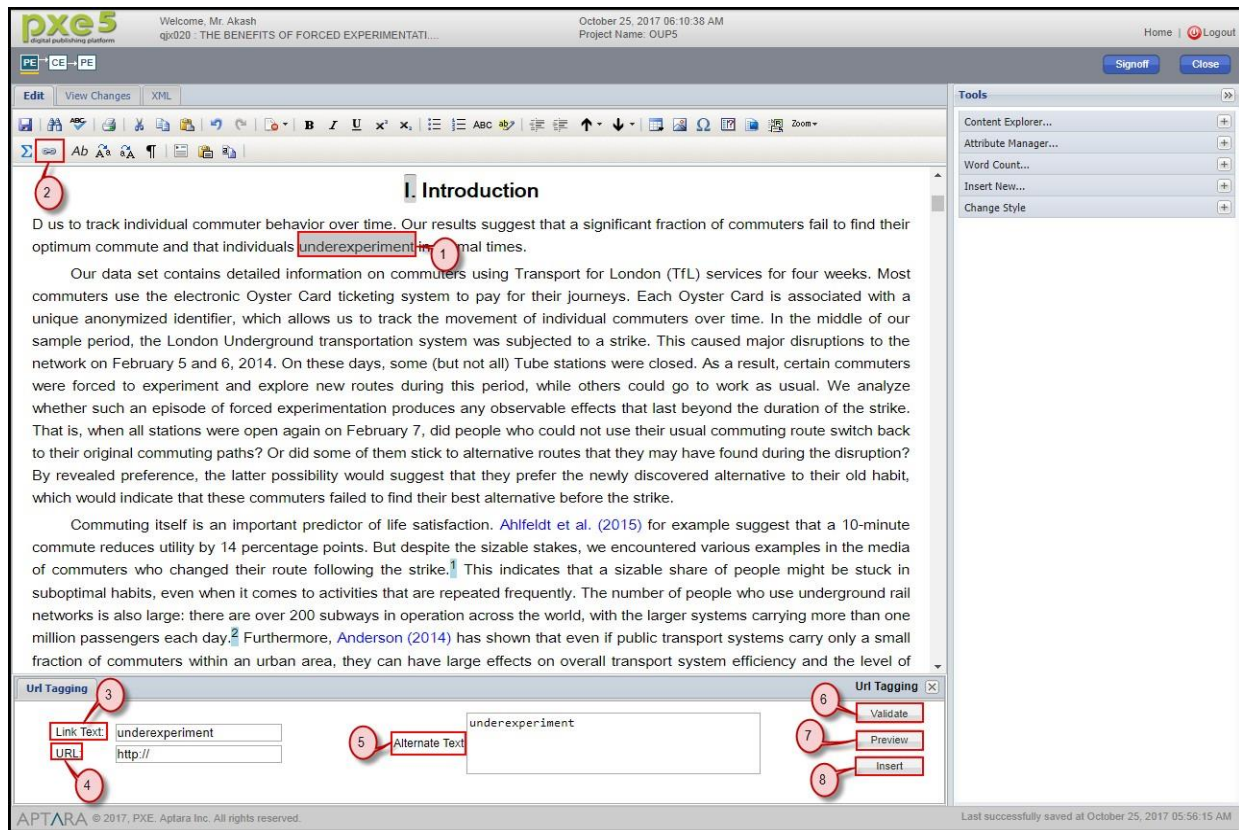


1. Place the cursor in the content where you want to insert the footnote.
2. Click on **Footnote Manager** Tool button from the edit toolbar. A footnote Manager Dialog box will appear at the bottom of the editing window.
3. Choose the Numbered or Symbol category in which you want to enter the footnote.
4. Click on **Insert** button.
5. A footnote will be added at the end of the article.

6.6 URL Tagging

URL Tagging provides the functionality to link a URL (Uniform Resource Locator) for the selected content. Whenever a user clicks on the linked content, it will redirect to the respective URL.

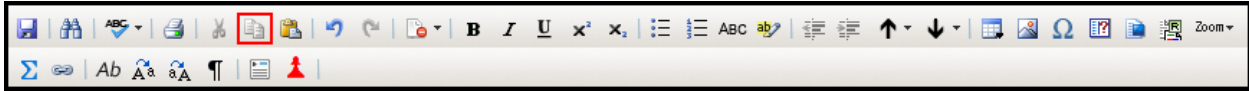
The steps to use URL Tagging are as follows:



1. Select the content for linking.
2. Click the **URL Tagging** tool button from the Edit Toolbar. URL Tagging Pane appears at the bottom of the Editing window.
3. Enter the desired link in the **Link Text** box.
4. Enter the respective **URL**.
5. Enter the alternate text in the **Alternate Text** box.
6. Click the **Validate** button to check if the entered URL is valid.
7. Click the **Preview** button to preview the contents of the entered URL.
8. Click the **Insert** button to link the URL.

6.7 Copy

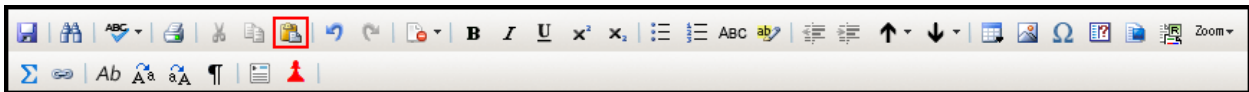
Copy provides the functionality to copy the content from PXE and paste it in Editor or to any external source.



To copy the content from PXE, select the content from the editor that you want to copy and click on the 'Copy' Tool button from the edit toolbar or press 'Ctrl+C' from your keyboard. The selected content will be copied.

6.8 Paste

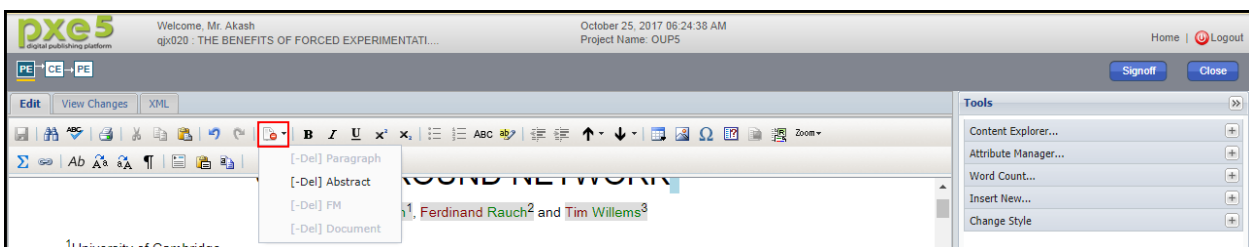
Paste provides the functionality to paste the content in Editor from PXE or from any external source.



To paste the copied content in PXE, place the cursor in the Editor where you want the text to be pasted and click on the 'Paste' Tool button from the edit toolbar or press 'Ctrl+V' from your keyboard. The copied text will be pasted at the cursor position.

6.9 Remove

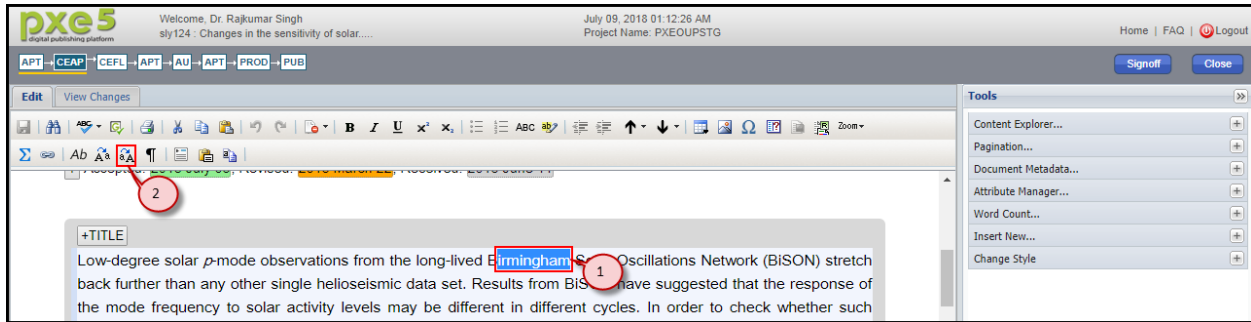
Remove option allows the user to remove the elements from the content. To remove any element directly from the editor, click on the relevant text element and then click on the remove button marked in white & red from the edit toolbar. On clicking this option, a drop-down list will appear containing all the elements that can possibly be deleted corresponding to the cursor position. Scroll down the drop-down list to find the element that you want to remove.



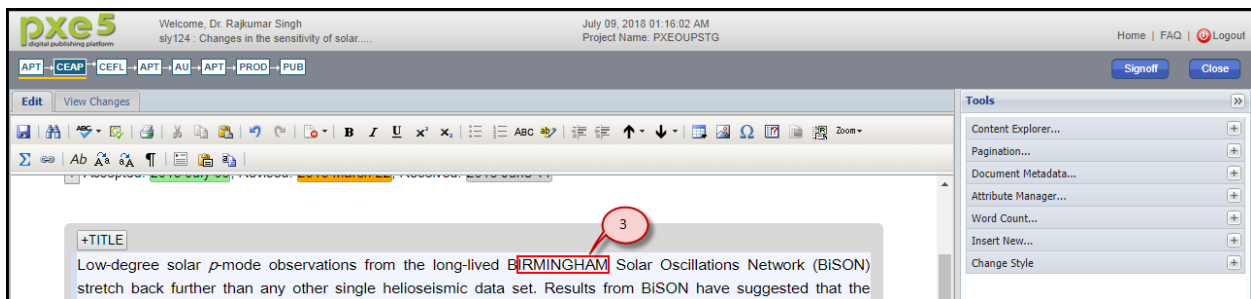
6.10 UpperCase

UpperCase allows the user to capitalize all of the selected letters. The steps to use UpperCase tool are as follows:

1. Select the text which you want to change in upper case.



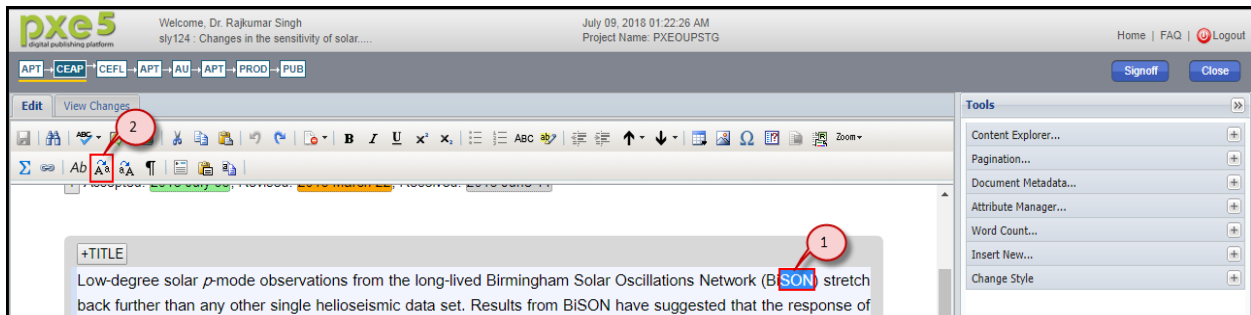
2. Select the 'UpperCase' button from the Edit Toolbar.
3. The selected text will be changed to upper case.



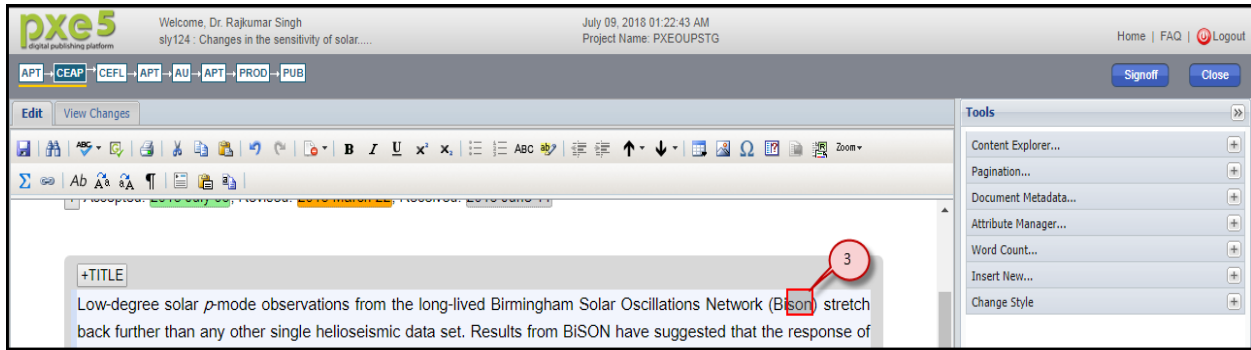
6.11 LowerCase

LowerCase allows the user to convert the selected letters in lowercase. The steps to use LowerCase tool are as follows:

1. Select the text which you want to change in lower case.



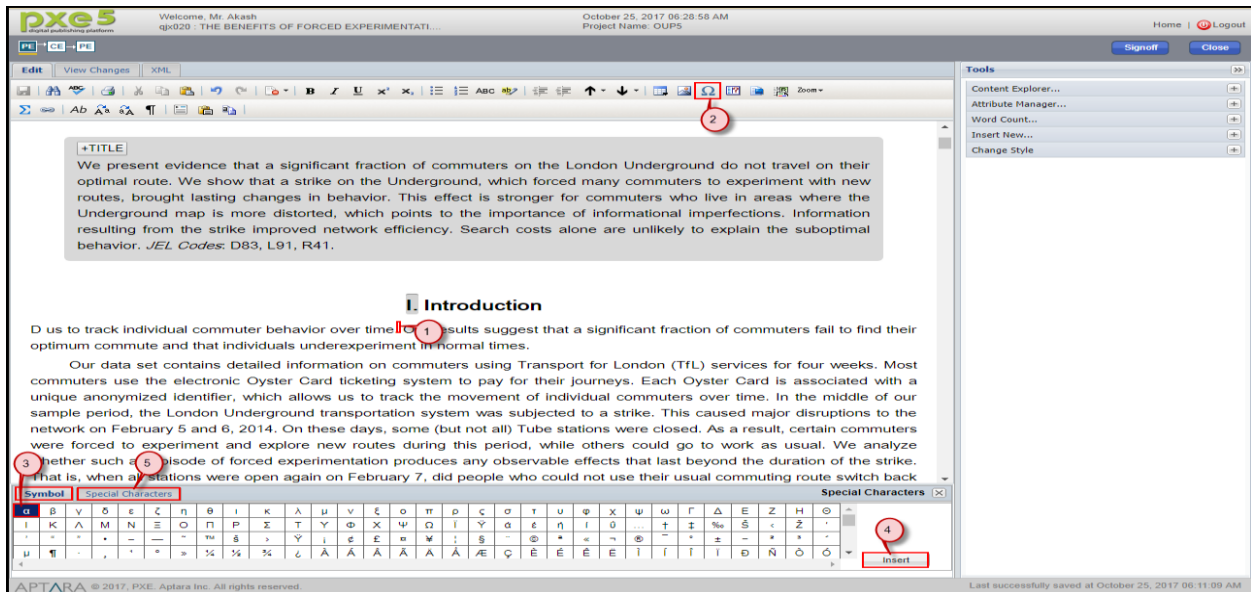
2. Select the 'LowerCase' button from the Edit Toolbar.
3. The selected text will be changed to lower case.



6.12 Special Characters

The Special Characters feature provides the functionality to add special characters and symbols in an article. A user can perform the following steps to add symbols and special characters into the article:

1. Place the cursor in the Editing window where special character(s) need to be inserted.
2. Select the **Special Characters** button from the Edit Toolbar or from the **Insert New** tab in the Tools section. The Special Characters pane appears at the bottom of the editing window.



3. Select a symbol from the Symbols tab.
4. Click the Insert button. Symbol will be inserted at the cursor position.
5. Similarly, on selecting Special Characters tab, the user can insert special characters in the article.

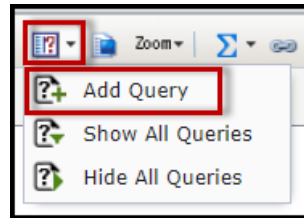
6.13 Query Manager

Query Manager provides the functionality to add or generate queries in a particular article for other users and also provides the option to hide all / show all queries.

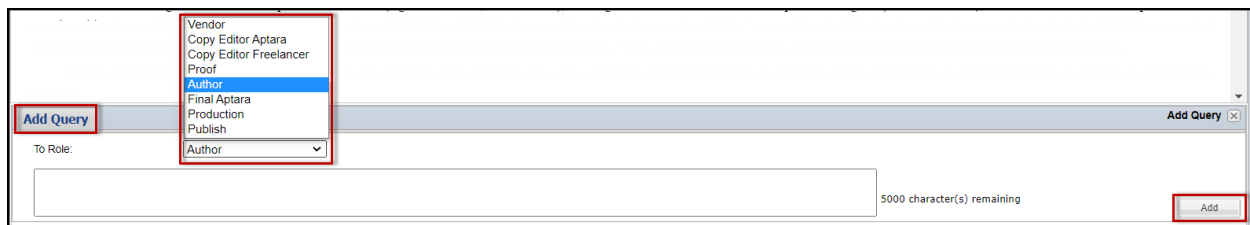
6.13.1 Add Query


To add new query, follow the below mentioned steps:

1. Place the cursor anywhere in the content to insert the query and click on “Query Manager” button from the editing tool bar and select “Add Query”.



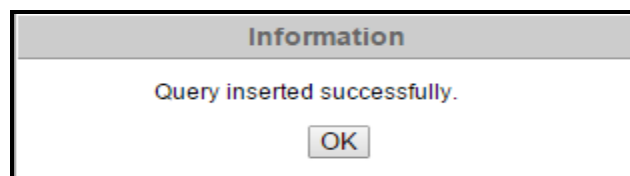
2. The Add Query pane appears at the bottom of the Editing window.



3. Select a role from the “To” drop-down list for whom the query has to be inserted.
4. Enter the query text in the text box.
5. Click the Add button to add the query.
6. This inserts the query at the cursor position (in collapsed mode, click on the expand sign  preceding the query to expand).

integrated radio flux densities available for G2.4+1.4 from a variety of surveys, and show that it has a flat spectrum at gigahertz frequencies (with a spectral index α of 0.02 ± 0.08 , where flux density S scales with frequency ν as $S \propto \nu^{-\alpha}$). **Q3: [Copyeditor to Author]**[Author: If you refer to any data bases in your paper, please note the journal policy for properly crediting those responsible for compiling the data base. Rather than citing only a URL, if at all possible please also cite a reference (and include it in the reference list), or if a reference is not available then the names of those who compiled the data base. Note that some data bases do provide guidelines on how they should be cited - please check for these and follow them in your paper where appropriate.] **Delete**

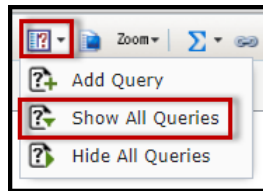
7. After the successful insertion of the query an information message appears on the screen. Click “Ok” to continue.



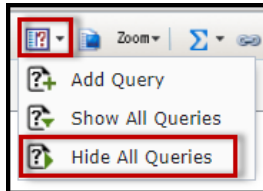
6.13.2 Show / Hide queries


All the queries will appear in collapse mode when an article is loaded into the editor for an easy and more content focused proofing environment.

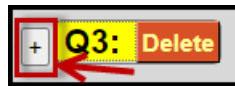
- a. **Expand all queries:** To expand all queries, click on the “Query Manager” button from the editing tool bar and select “Show All Queries”.




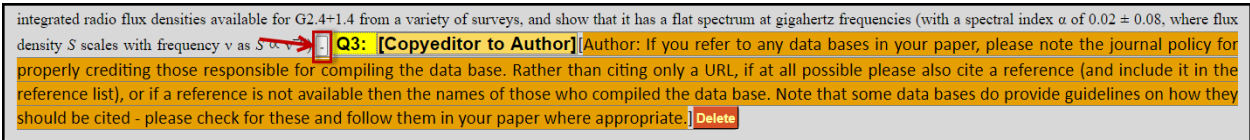
- b. **Collapse all queries:** To collapse all queries, click on the “Query Manager” button from the editing tool bar and select “Hide All Queries”.



- c. **Expand single query:** To expand single query, click on the expand sign  preceding the collapsed query.

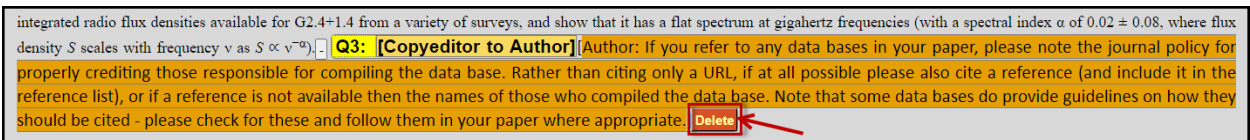


- d. **Collapse single query:** To collapse single query, click on the collapse sign  preceding the expanded query.

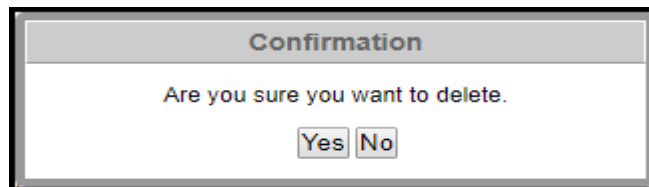


6.13.3 Deleting inserted query

At the end of the inserted query an option comes to delete the query.



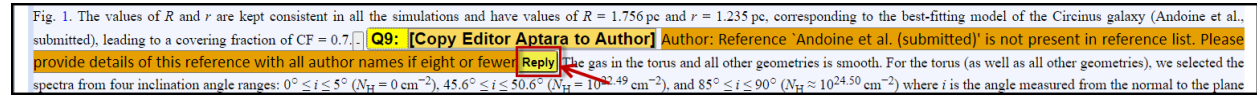
Click on **delete** button, confirmation window will appear.



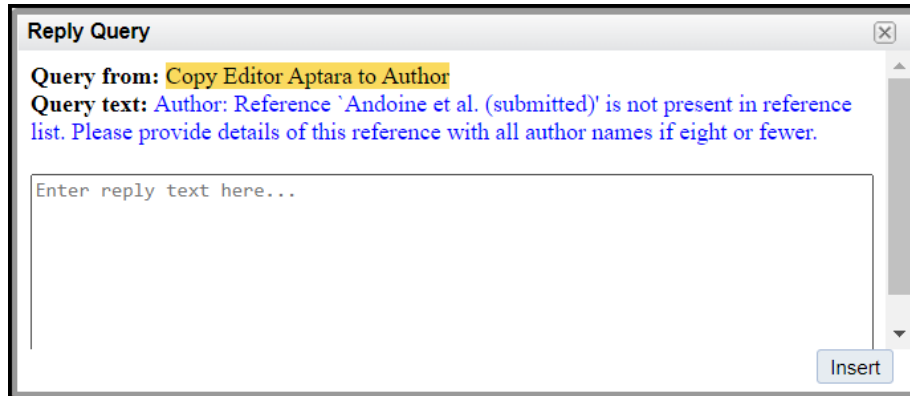
Click **Yes** to confirm deletion of query or click **No**.

6.13.4 Reply query

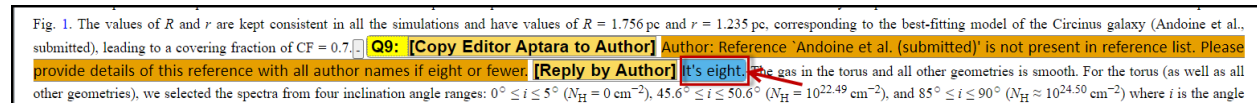
At the end of the inserted query an option comes to reply the query.



Click on **Reply** button, the below pop-up will appear:

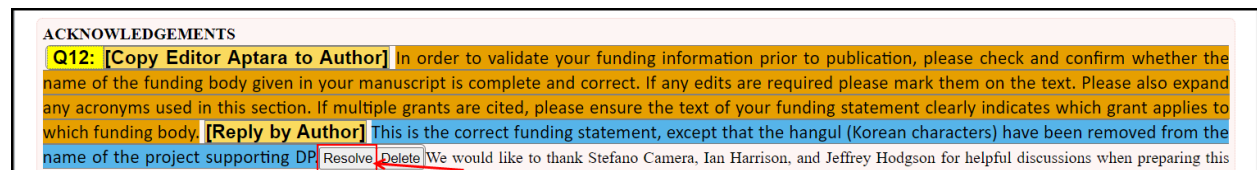


Insert the Reply text in the area indicated as 'Enter reply text here...' and click on 'Insert' button. The replied text will be added at the end of the query.

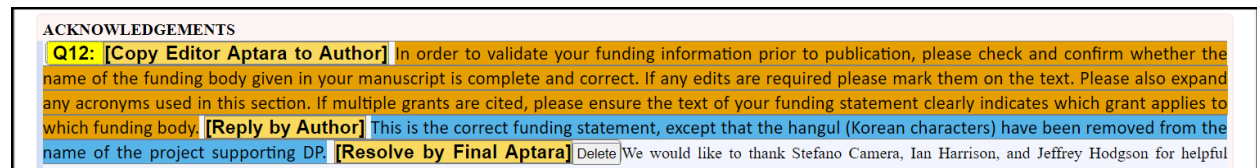


6.13.5 Resolve query

At the end of the replied query an option comes to resolve the query.



Click on **Resolve** button, to resolve the query.



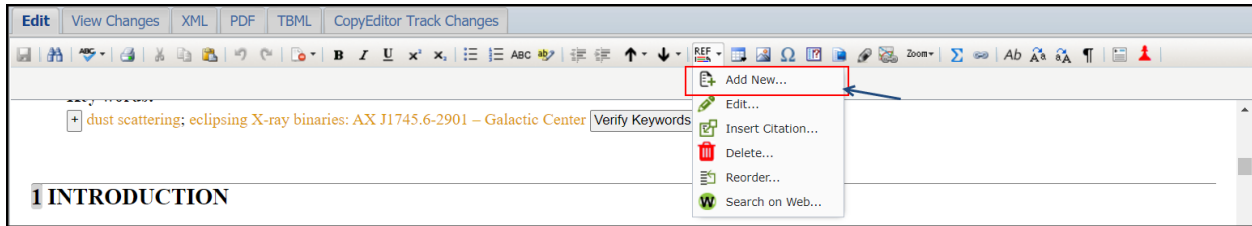
6.14 Reference Manager

Reference Manager provides the functionality to add, edit, cite, delete and reorder the references in content.

6.14.1 Add New Reference

To add new reference, follow the below mentioned steps:

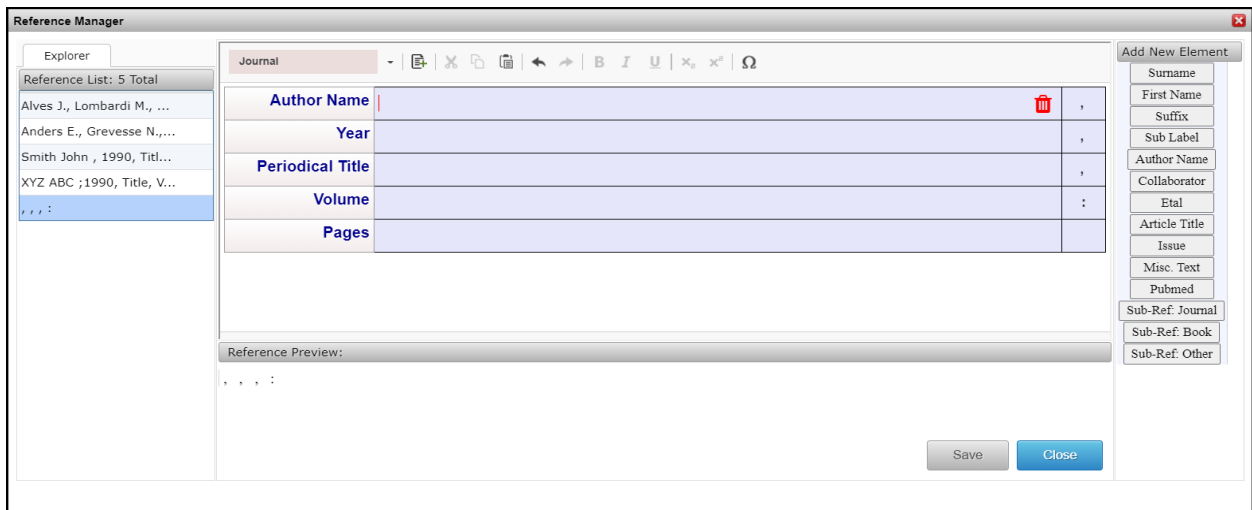
1. Place the cursor anywhere in the content to insert the reference and click on “Reference Manager” button from the editing tool bar and select “Add New” or you can also click “Reference Manager” Button from the **Insert New** tab in the Tools section.



2. Reference Manager pop-up will appear (Reference Template Radio Button selected by default).

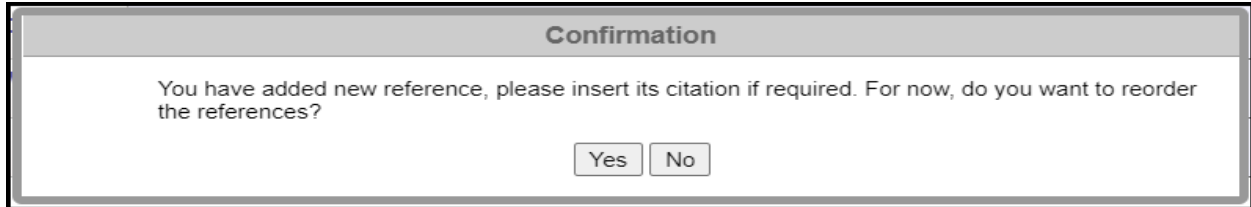


3. Click the desired reference template radio button from the list under “Enter new reference details”.
4. The below pop-up will be displayed to edit the selected reference template:



You can delete the element by clicking on delete icon and also add new elements in the reference through “Add New Element” interface. The element separators are editable. The preview of the references will be displayed under “Reference Preview”.

5. On clicking “Save” button, the reference will be added at the end of the article.
6. On clicking “Close” button the below confirmation message will be displayed:

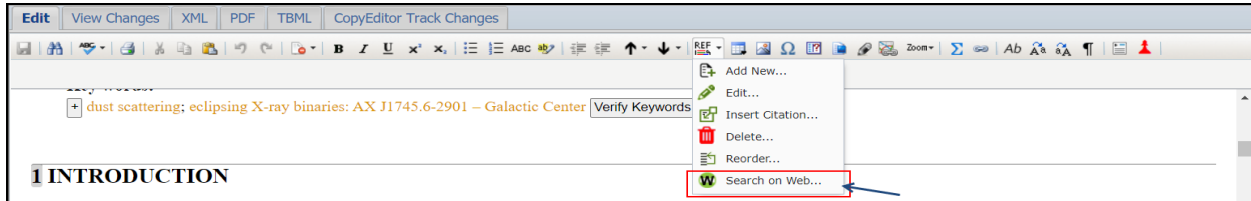


7. On clicking “Yes” button, the references will be reordered. If you don’t want to reorder the references, click “No” button.

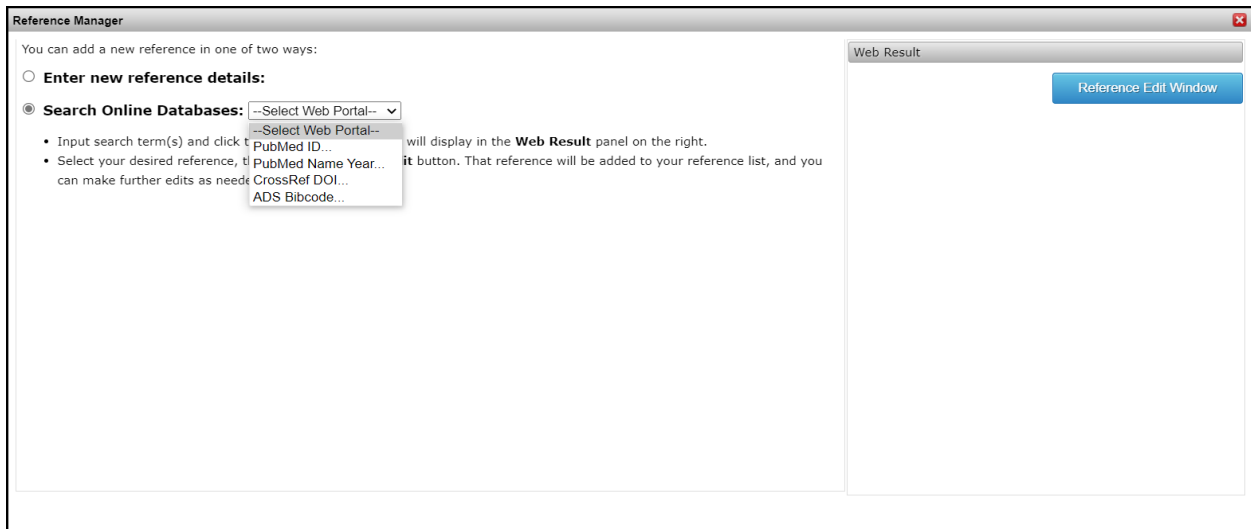
6.14.2 Insert Pubmed Reference

To insert pubmed reference follow the below mentioned steps:

1. Place the cursor anywhere in the content to insert the Pubmed reference and click on “Reference Manager” button from the editing tool bar and select “Add New” or “Search on Web” or you can also click “Reference Manager” Button from the **Insert New** tab in the Tools section.



2. Reference Manager pop-up will appear. Select the “Search Online Databases” radio button.

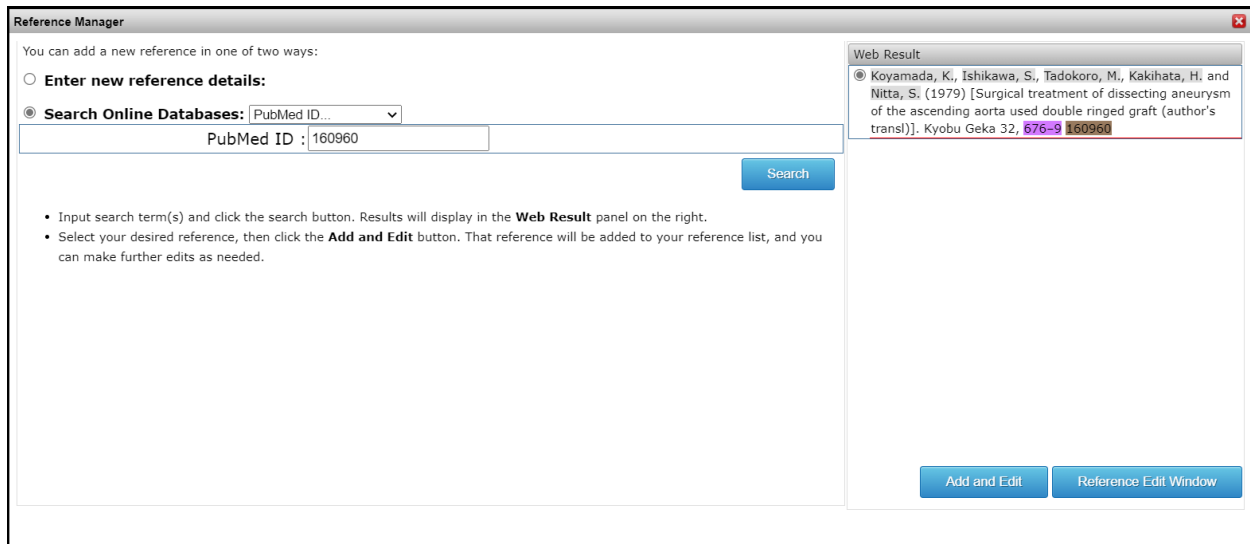


3. Select the “PubMed ID” or “PubMed Name Year” from “Select Web Portal” dropdown. Fill the mandatory boxes to search a reference according to your input value.

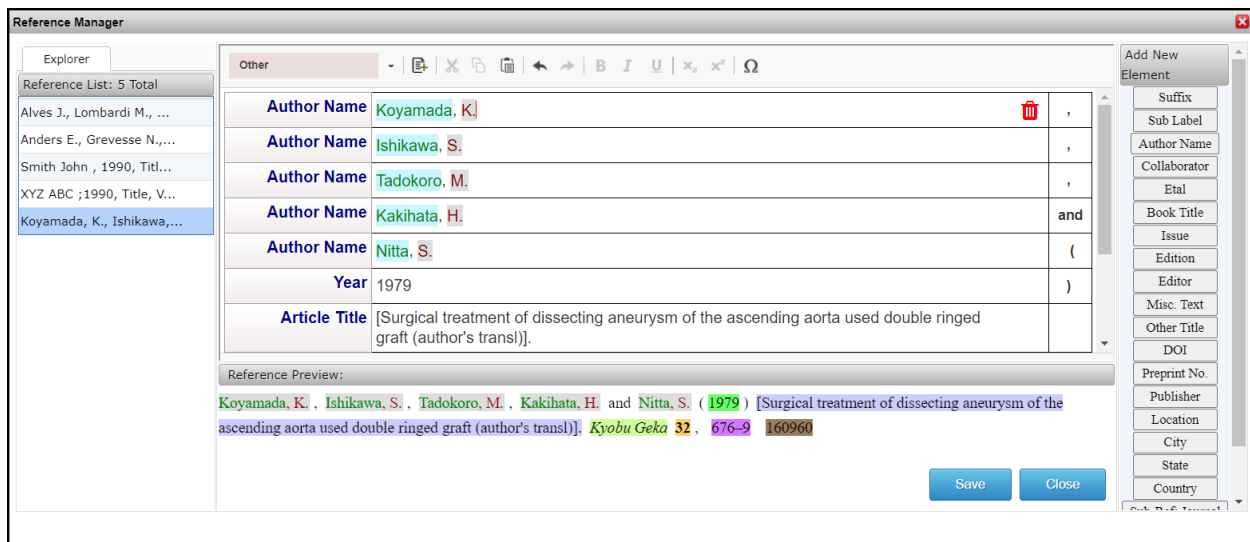
The screenshot shows the 'Reference Manager' application window. At the top, it says 'You can add a new reference in one of two ways:'. There are two radio buttons: 'Enter new reference details:' (unselected) and 'Search Online Databases:' (selected). Under 'Search Online Databases:', there is a dropdown menu currently showing 'PubMed ID...'. Below this is a text input field labeled 'PubMed ID :'. To the right of the input field is a blue 'Search' button. Below the input field, there are two bullet points: 'Input search term(s) and click the search button. Results will display in the **Web Result** panel on the right.' and 'Select your desired reference, then click the **Add and Edit** button. That reference will be added to your reference list, and you can make further edits as needed.' On the right side of the window, there is a 'Web Result' panel which is currently empty. A blue button labeled 'Reference Edit Window' is located in the top right corner of the 'Web Result' panel.

The screenshot shows the 'Reference Manager' application window. At the top, it says 'You can add a new reference in one of two ways:'. There are two radio buttons: 'Enter new reference details:' (unselected) and 'Search Online Databases:' (selected). Under 'Search Online Databases:', there is a dropdown menu currently showing 'PubMed Name Year...'. Below this is a form with five input fields: 'Last Name of a Author*:', 'Year*:', 'Journal Title:', 'Volume:', and 'First Page:'. To the right of the form is a blue 'Search' button. Below the form, there are two bullet points: 'Input search term(s) and click the search button. Results will display in the **Web Result** panel on the right.' and 'Select your desired reference, then click the **Add and Edit** button. That reference will be added to your reference list, and you can make further edits as needed.' On the right side of the window, there is a 'Web Result' panel which is currently empty. A blue button labeled 'Reference Edit Window' is located in the top right corner of the 'Web Result' panel.

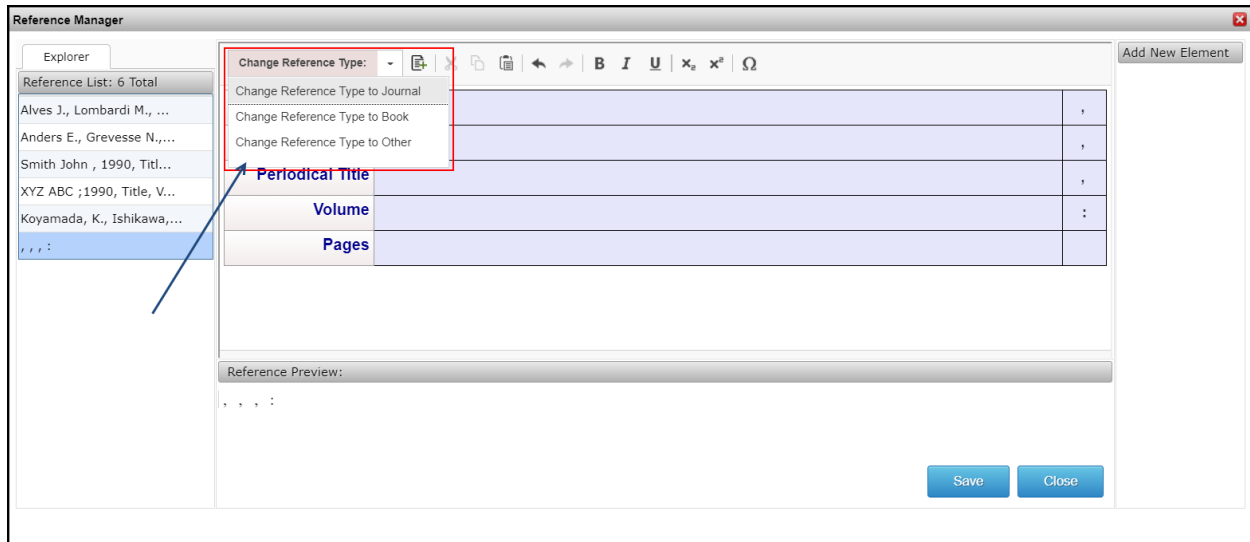
4. Click on “Search” button, the result appears under “Web Result”.



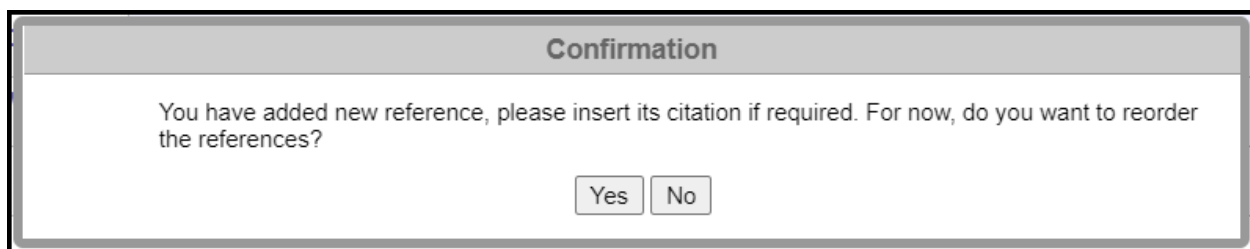
5. Select the desired reference and click on “Add and Edit” button, the below pop-up will be displayed to edit the selected reference template:



You can delete the element by clicking on delete icon and also add new elements in the reference through “Add New Element” interface. The element separators are editable. The preview of the references will be displayed under “Reference Preview”. You can also change the reference type to “book” or “journal” or “other” by selecting the option from “Change Reference Type” dropdown.



6. On clicking “Save” button, the reference will be added at the end of the article.
7. After saving, on clicking “Close” button the below confirmation message will be displayed:

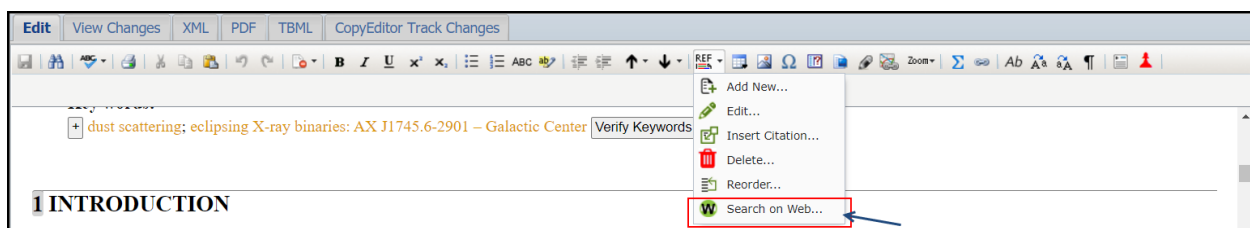


8. On clicking “Yes” button, the references will be reordered. If you don’t want to reorder the references, click “No” button.

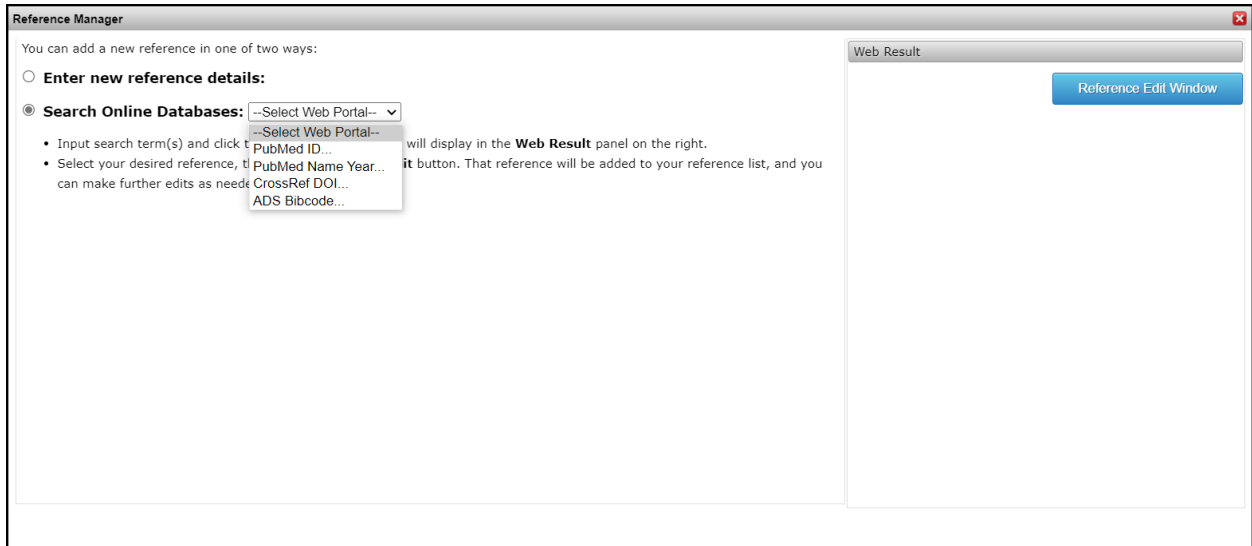
6.14.3 Insert ADS Bibcode Reference

To insert ADS Bibcode reference follow the below mentioned steps:

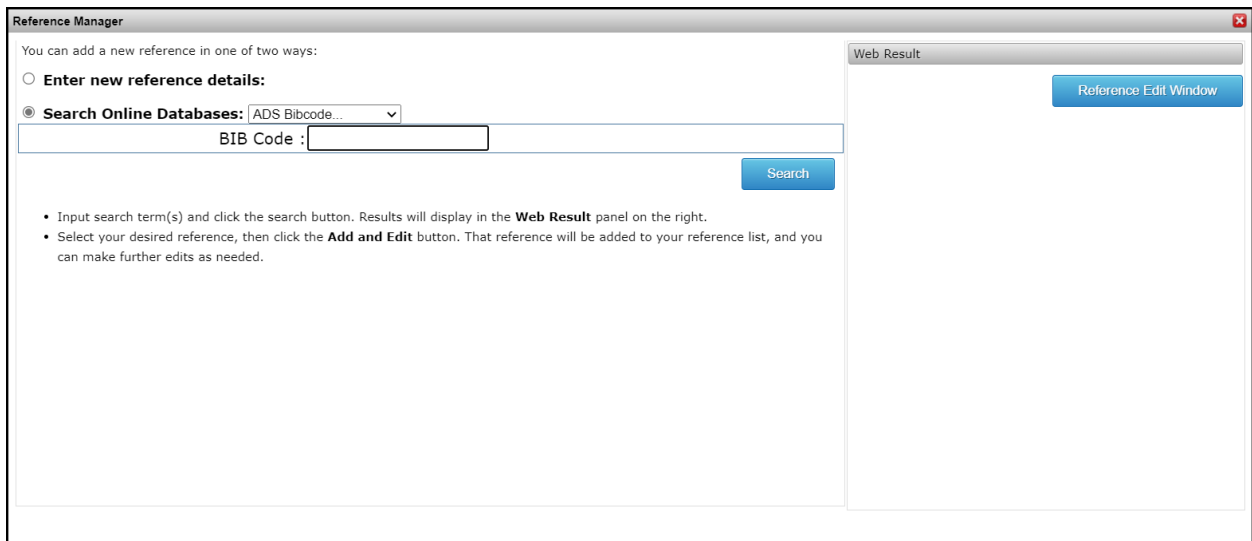
1. Place the cursor anywhere in the content to insert the ADS Bibcode reference and click on “Reference Manager” button from the editing tool bar and select “Add New” or “Search on Web” or you can also click “Reference Manager” Button from the **Insert New** tab in the Tools section.



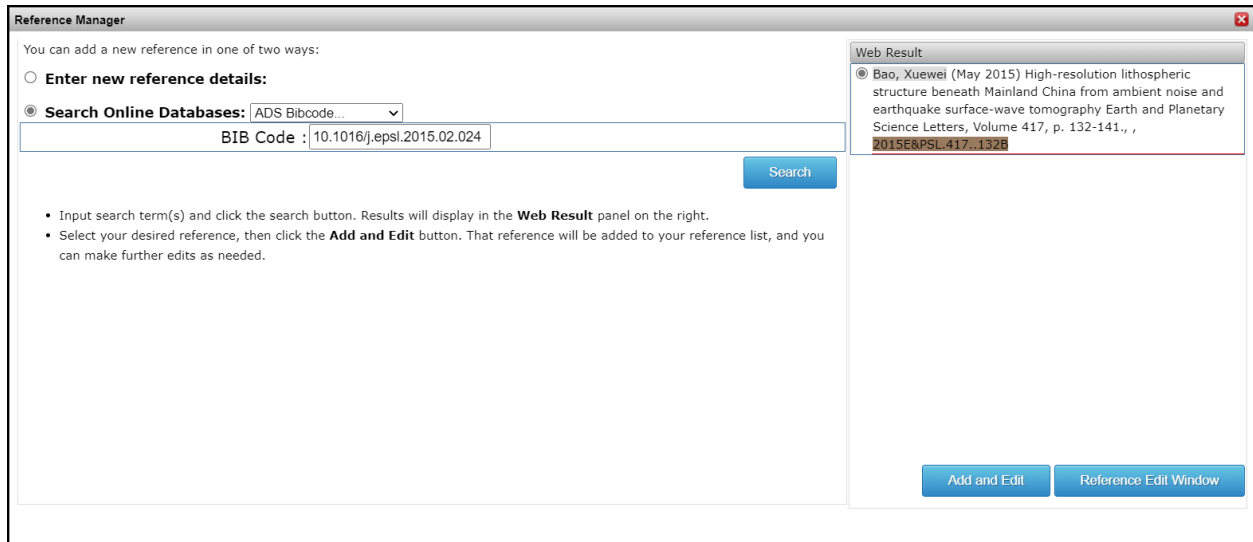
2. Reference Manager pop-up will appear. Select the “Search Online Databases” radio button.



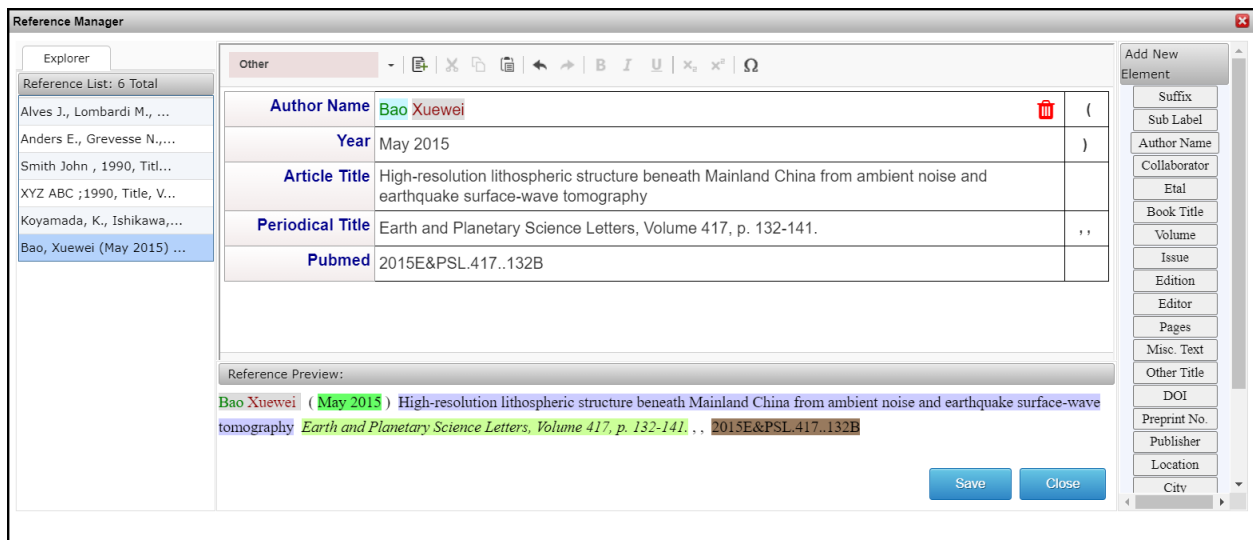
3. Select the “ADS Bibcode” from “Select Web Portal” dropdown. Insert the BIB Code in the box to search a reference according to your input value.



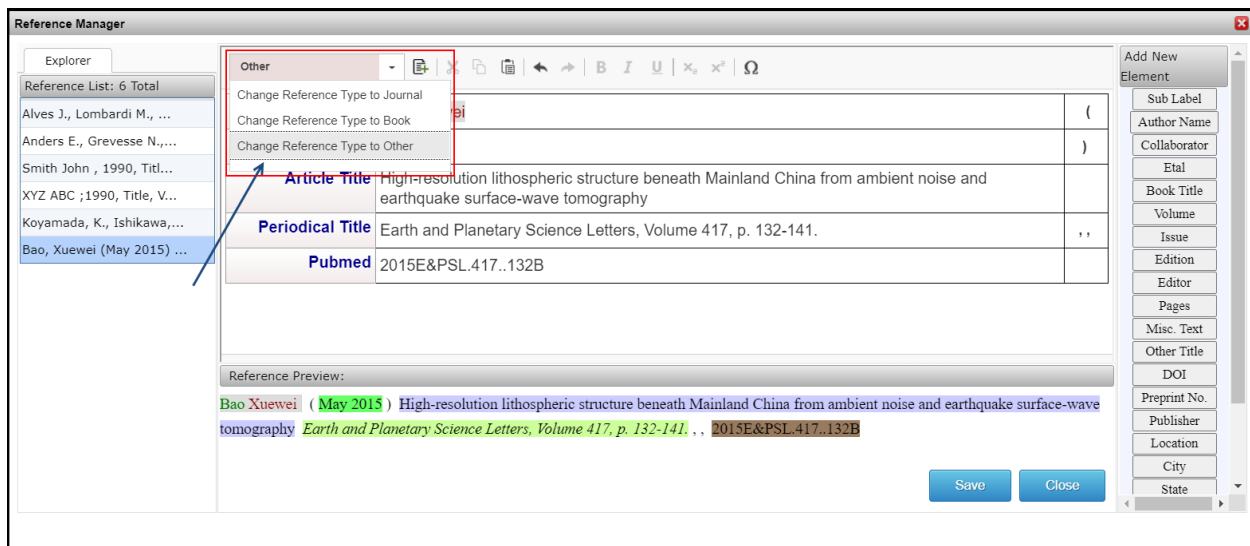
4. Click on “Search” button, the result appears under “Web Result”.



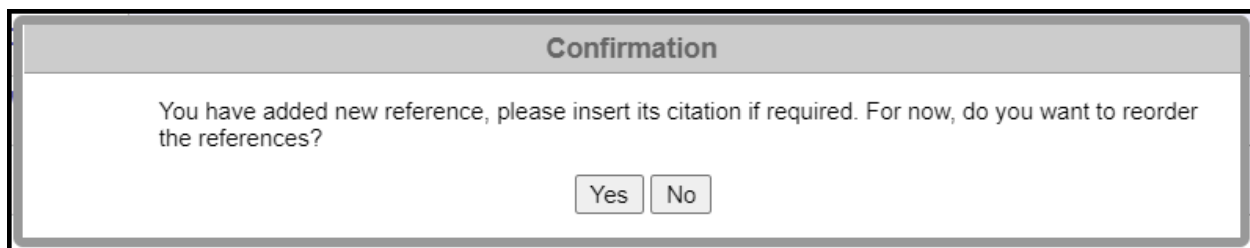
5. Select the desired reference and click on “Add and Edit” button, the below pop-up will be displayed to edit the selected reference template:



You can delete the element by clicking on delete icon and also add new elements in the reference through “Add New Element” interface. The element separators are editable. The preview of the references will be displayed under “Reference Preview”. You can also change the reference type to “book” or “journal” or “other” by selecting the option from “Change Reference Type” dropdown.



6. On clicking “Save” button, the reference will be added at the end of the article.
7. After saving, on clicking “Close” button the below confirmation message will be displayed:

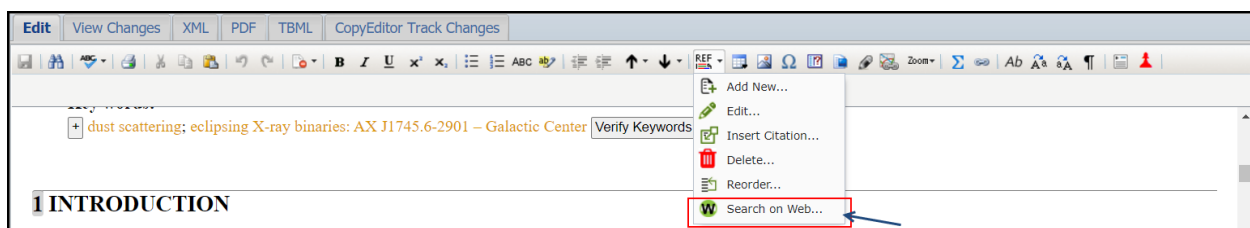


8. On clicking “Yes” button, the references will be reordered. If you don’t want to reorder the references, click “No” button.

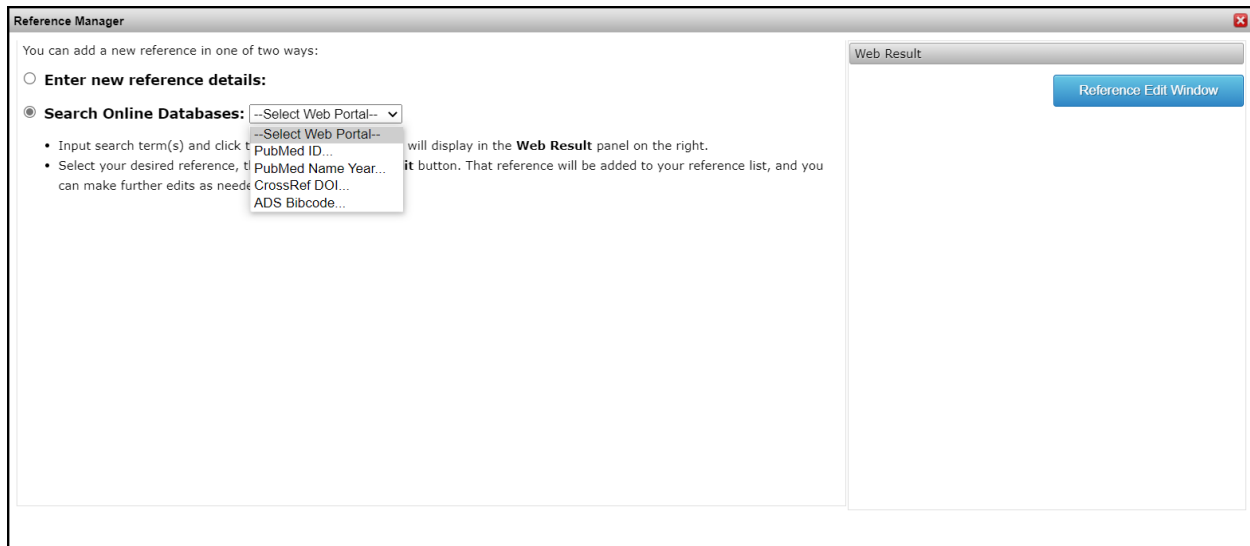
6.14.4 Insert CrossRef DOI Reference

To insert CrossRef DOI reference follow the below mentioned steps:

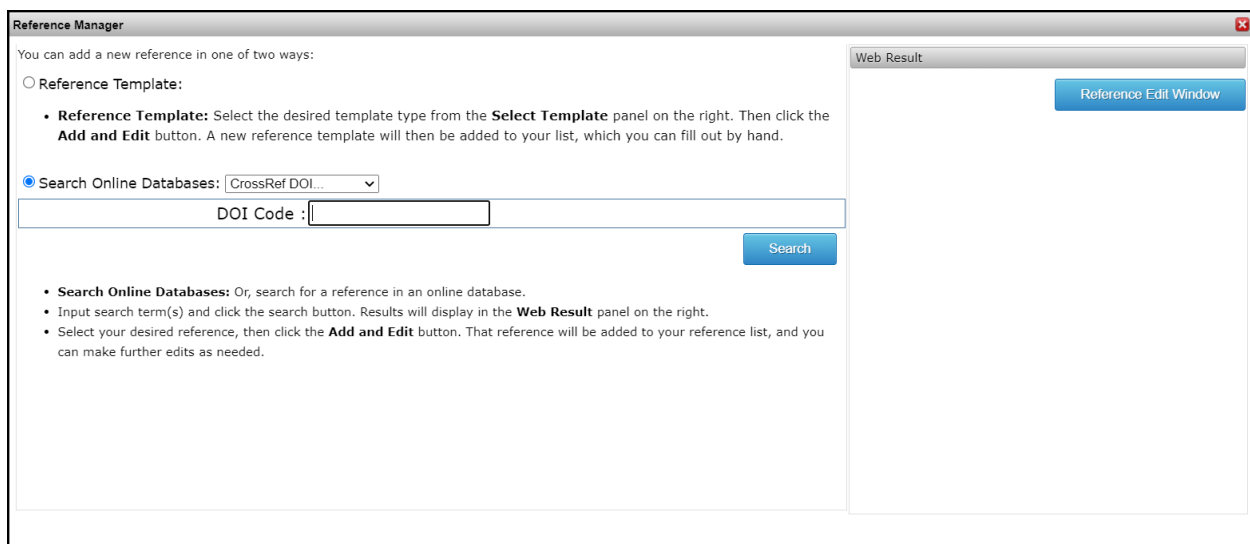
1. Place the cursor anywhere in the content to insert the CrossRef DOI reference and click on “Reference Manager” button from the editing tool bar and select “Add New” or “Search on Web” or you can also click “Reference Manager” Button from the **Insert New** tab in the Tools section.



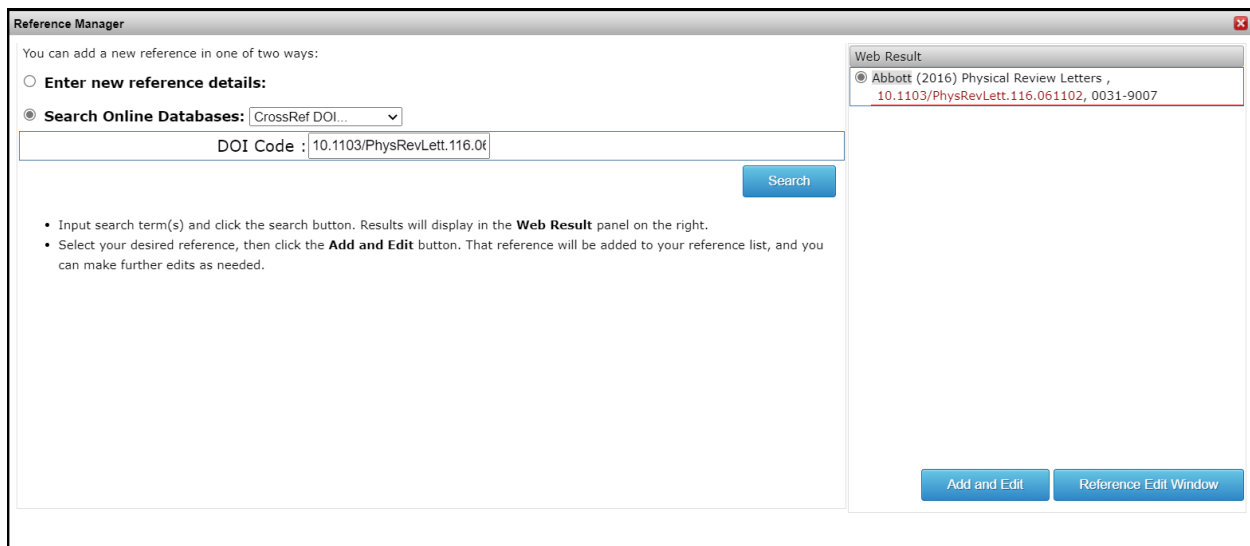
2. Reference Manager pop-up will appear. Select the “Search Online Databases” radio button.



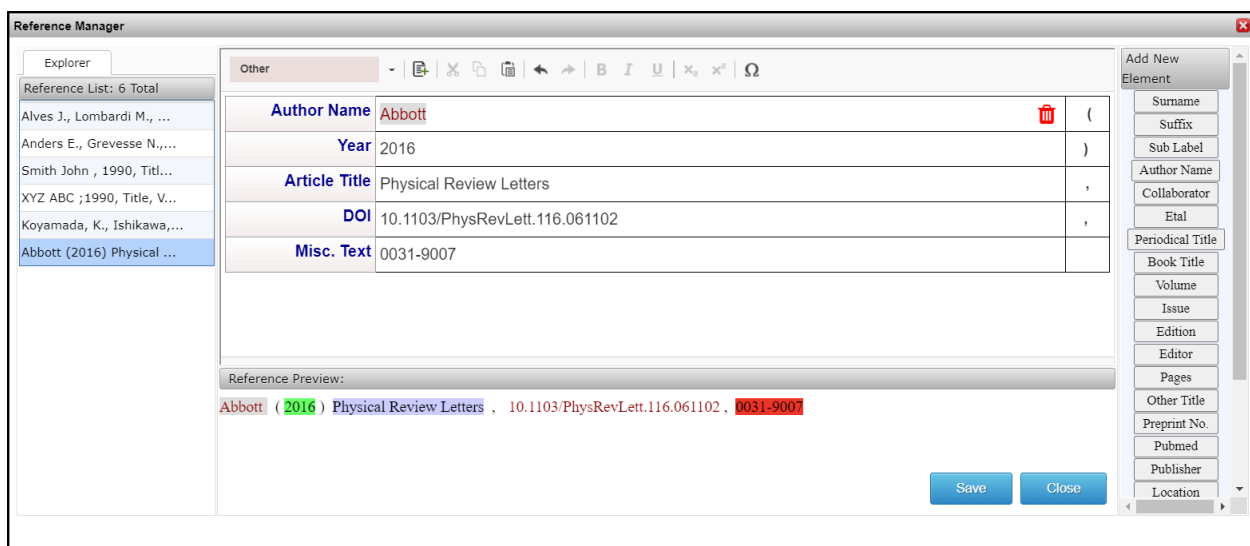
3. Select the “CrossRef DOI” from “Select Web Portal” dropdown. Insert the DOI Code in the box to search a reference according to your input value.



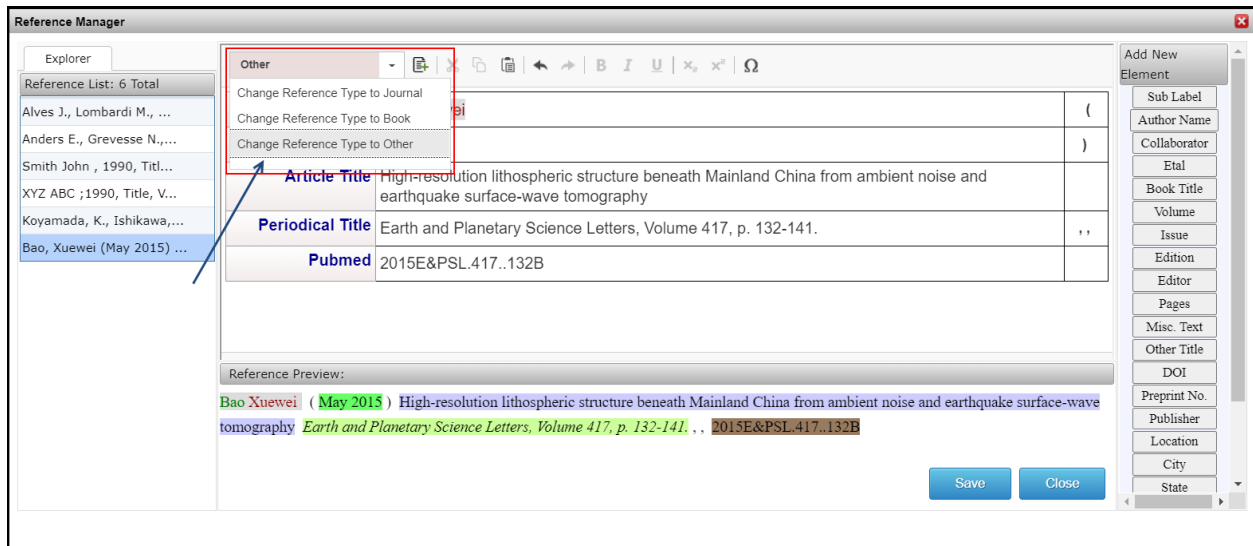
4. Click on “Search” button, the result appears under “Web Result”.



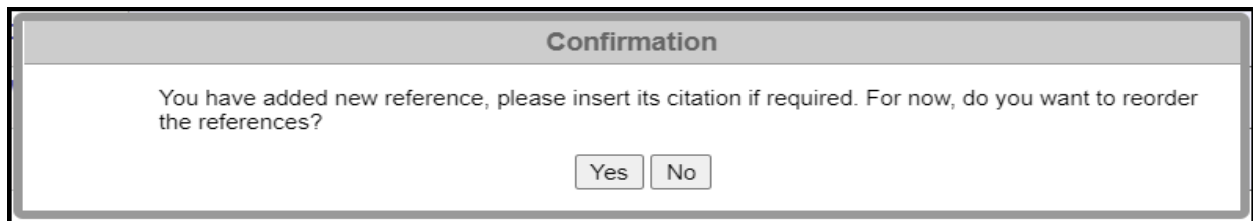
5. Select the desired reference and click on “Add and Edit” button, the below pop-up will be displayed to edit the selected reference template:



You can delete the element by clicking on delete icon and also add new elements in the reference through “Add New Element” interface. The element separators are editable. The preview of the references will be displayed under “Reference Preview”. You can also change the reference type to “book” or “journal” or “other” by selecting the option from “Change Reference Type” dropdown.



6. On clicking “Save” button, the reference will be added at the end of the article.
7. After saving, on clicking “Close” button the below confirmation message will be displayed:

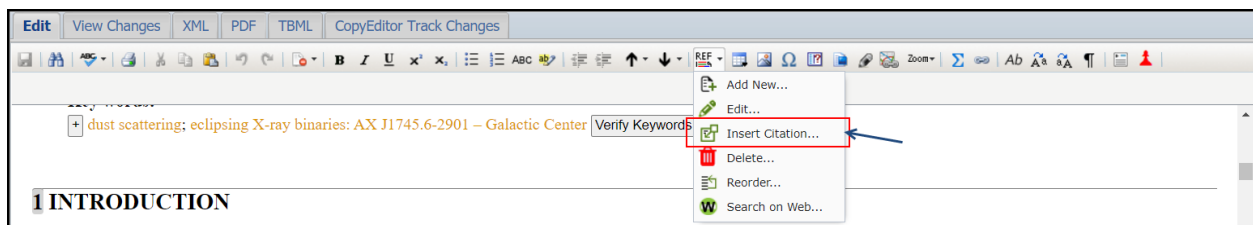


8. On clicking “Yes” button, the references will be reordered. If you don’t want to reorder the references, click “No” button.

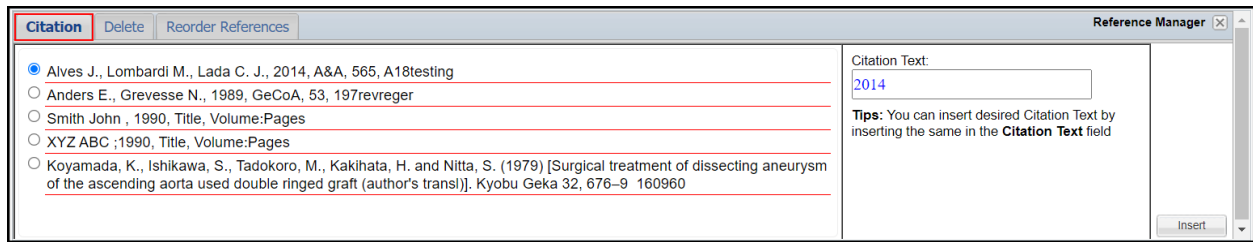
6.14.5 Reference Citation

Reference Manager helps user to insert one or more citations at different places using Citation Tab.

1. Place your cursor in the content where you want to insert the citation.
2. Click on “**Reference Manager**” button from the editing tool bar and select “Insert Citation”. A reference manager dialog box will appear at the bottom of the editing window.



3. Click on the Citation tab and scroll through the list of References to select the desired reference. You can also insert the desired citation text by inserting the same in the “Citation Text” field (Year from reference is auto picked up).

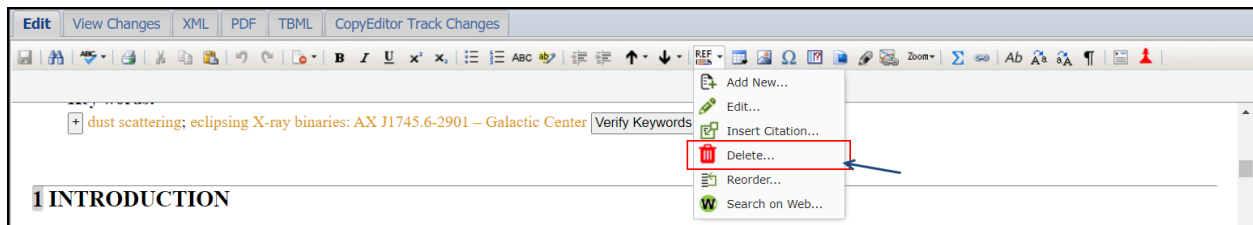


4. Click the insert button. The citation will be inserted at the cursor position.

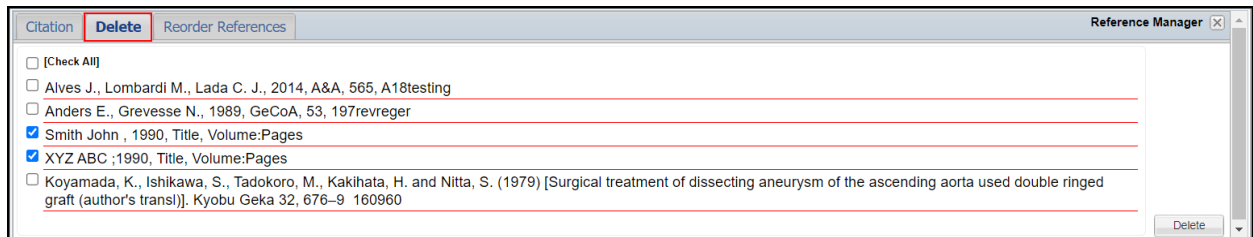
6.14.6 Deleting Reference

The Delete tab of Reference Manager allows user to delete one or more references and their citations throughout the article. PXE5 gives ample scope for correction and improvement of the article, considering all the requirements of the user.

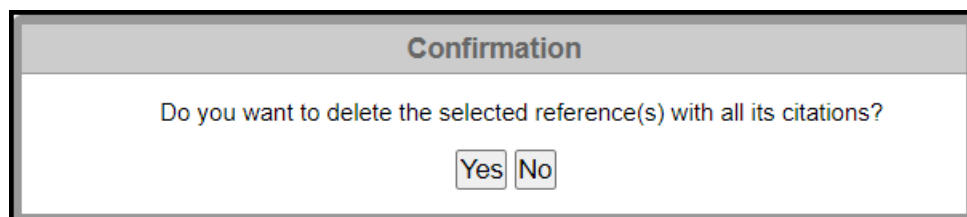
1. Click on “**Reference Manager**” button from the editing tool bar and select “Delete”. A reference manager dialog box will appear at the bottom of the editing window.



2. Click on the Delete tab and scroll through the list of References to select the desired reference.

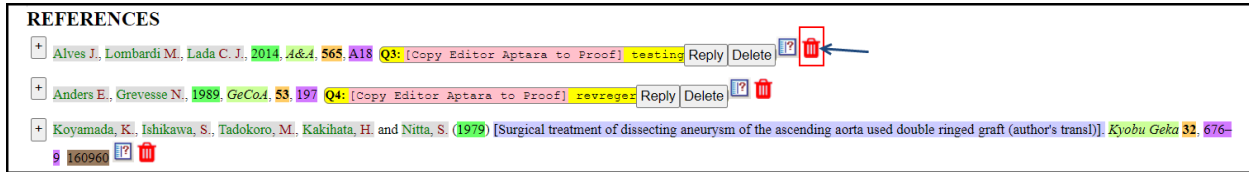


3. Click the Delete button. The confirmation message will be displayed.



On clicking “Yes” button, the selected reference(s) and its citation(s) will be deleted from the article.

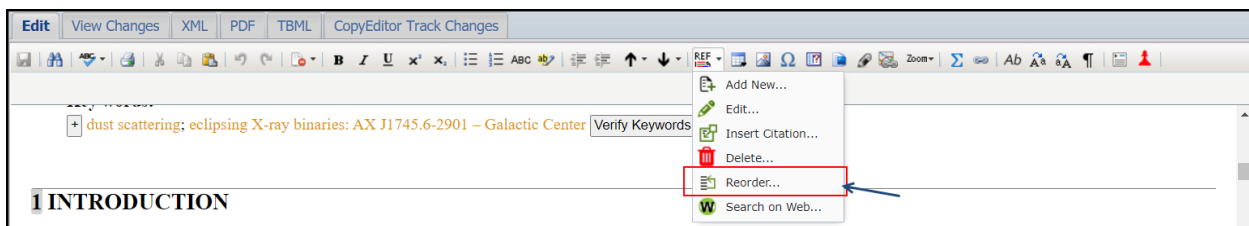
Note: You can also delete the reference by clicking the delete icon placed at the end of the reference.



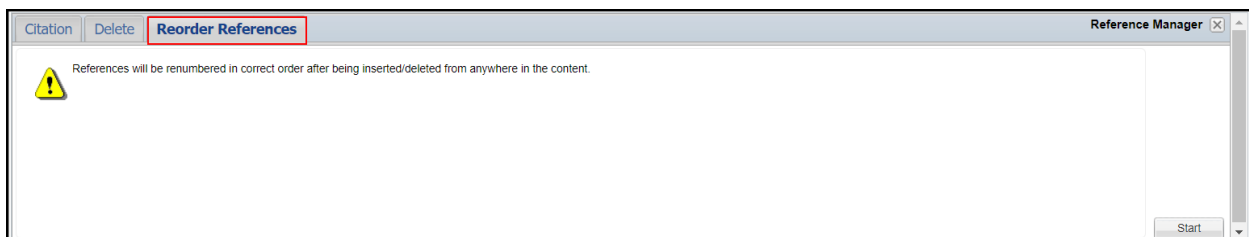
6.14.7 Reordering References:

The **Reorder References** tab of Reference Manager allows user to reorder all the references and its citation in one click.

Click on “**Reference Manager**” button from the editing tool bar and select “Reorder”. A reference manager dialog box will appear at the bottom of the editing window.

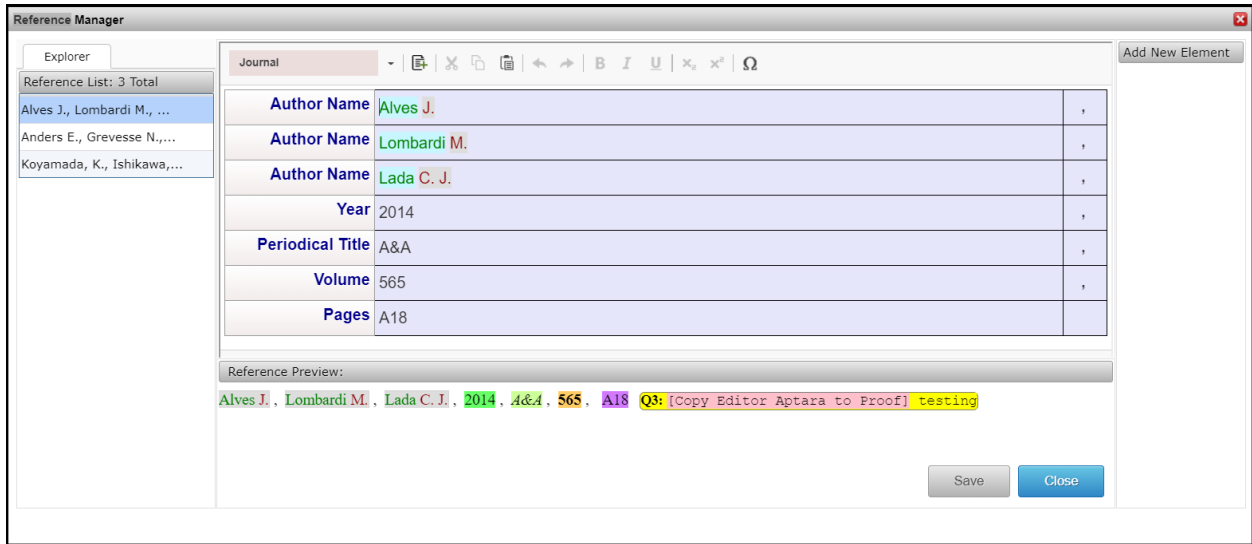


Select the “Renumber References” tab in the Reference Manager. Click on **Start** button to renumber the references and its citations.



6.14.8 Editing References

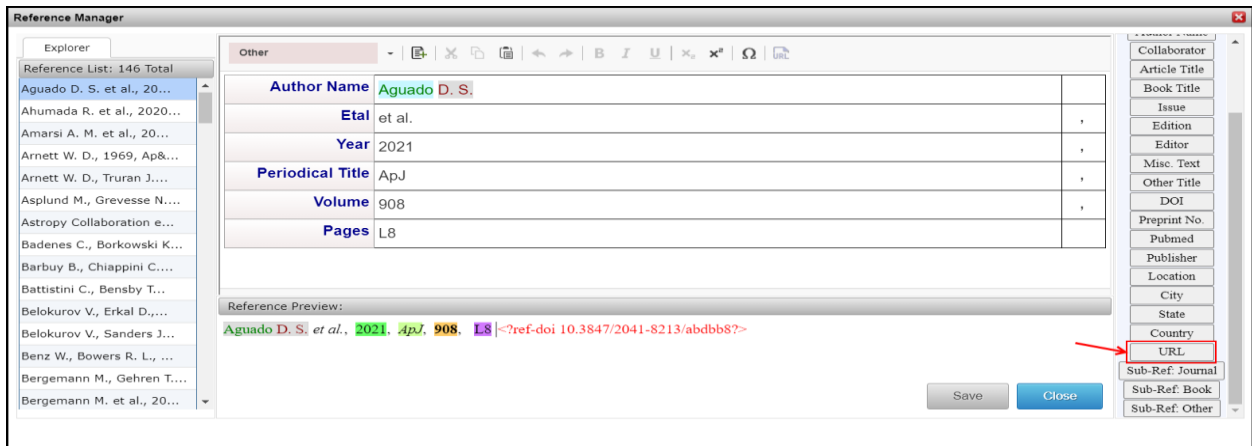
To edit references, click the expand “+” sign placed preceding the reference or double clicking in the reference or clicking on any listed element in Insert New tab in Tools section or click on “Reference Manager” button from the editing tool bar and select “Edit”. It will open a reference editing interface. You can also insert new elements in the reference through this interface.



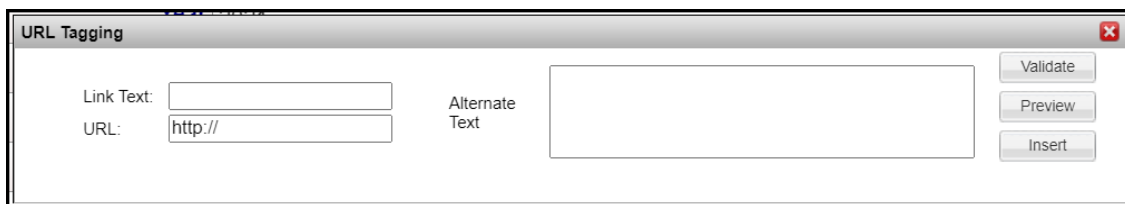
6.14.9 Inserting URL in References:


To insert URL in references, follow the below mentioned steps:

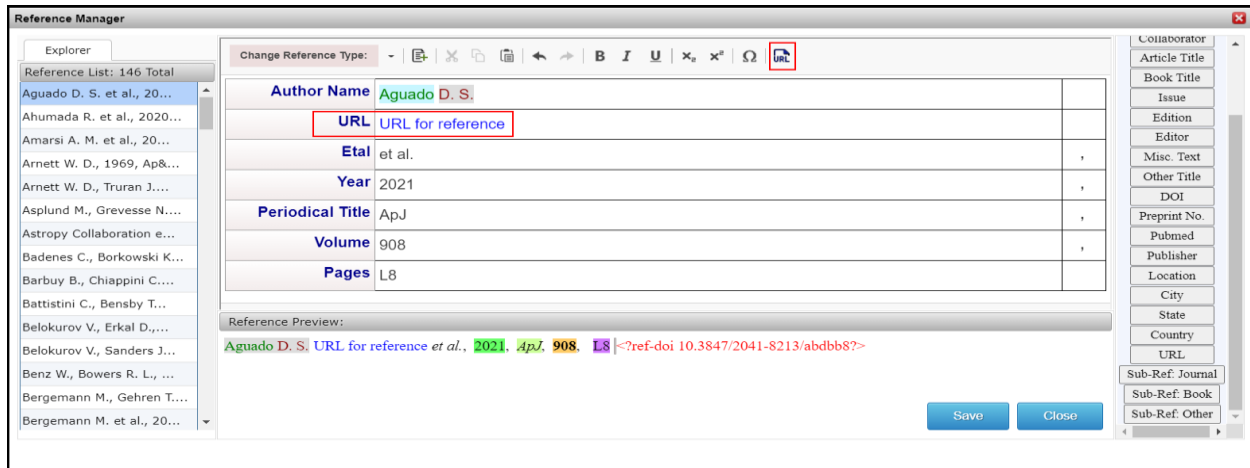
1. Open the reference editing interface by clicking the expand “+” sign placed preceding the reference or double clicking in the reference or clicking on any listed element in Insert New tab in Tools section or click on “Reference Manager” button from the editing tool bar and select “Edit”.



2. From the ‘Add New Element’ section, click the ‘URL’ element. The below ‘URL Tagging’ pop-up will be displayed.

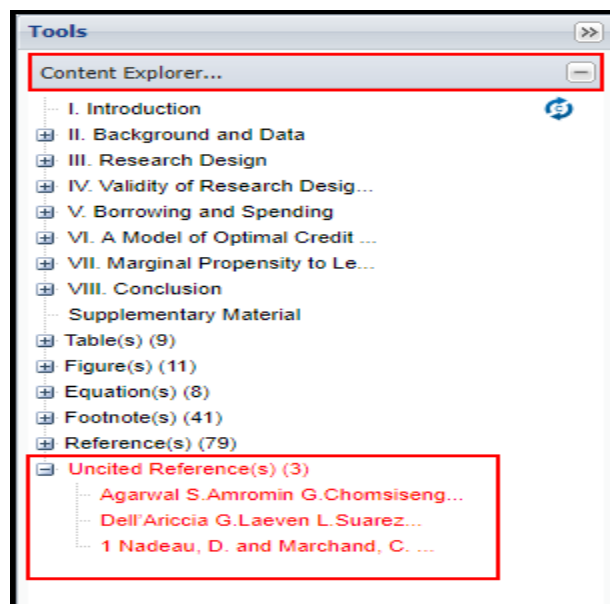


3. Enter the desired link in the **Link Text** box, the respective **URL** and the alternate text in the **Alternate Text** box. Click the **Validate** button to check if the entered URL is valid. Click the **Preview** button to preview the contents of the entered URL. Click the **Insert** button to link the URL and insert in reference.
4. To modify the existing URL value, select the URL linking text and click on the Tool bar URL icon . The URL Tagging will be displayed to modify the existing URL.



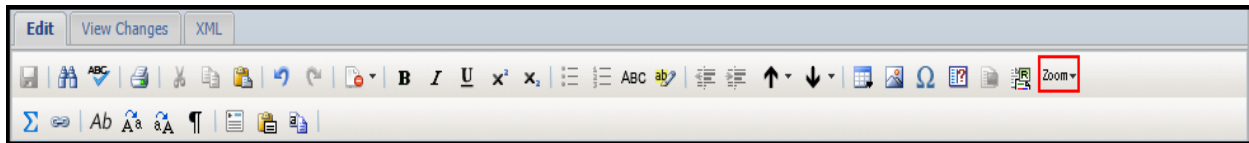
6.14.10 Uncited References:

The “**Uncited References**” functionality in “**Content Explorer**” under “**Tools**” tab allows the user to cross check citations and references. It consists of all the references which are not cited in the content.



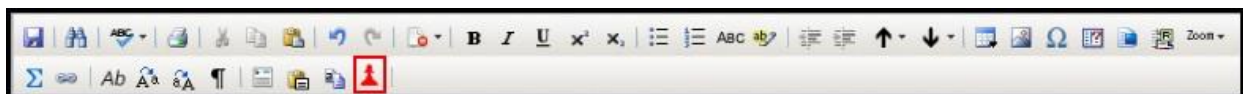
6.15 Zoom

If you want to increase the content size without increasing the editor size, click on the 'Zoom' option on the edit toolbar and select the required zoom level. This would increase the content size of the article.



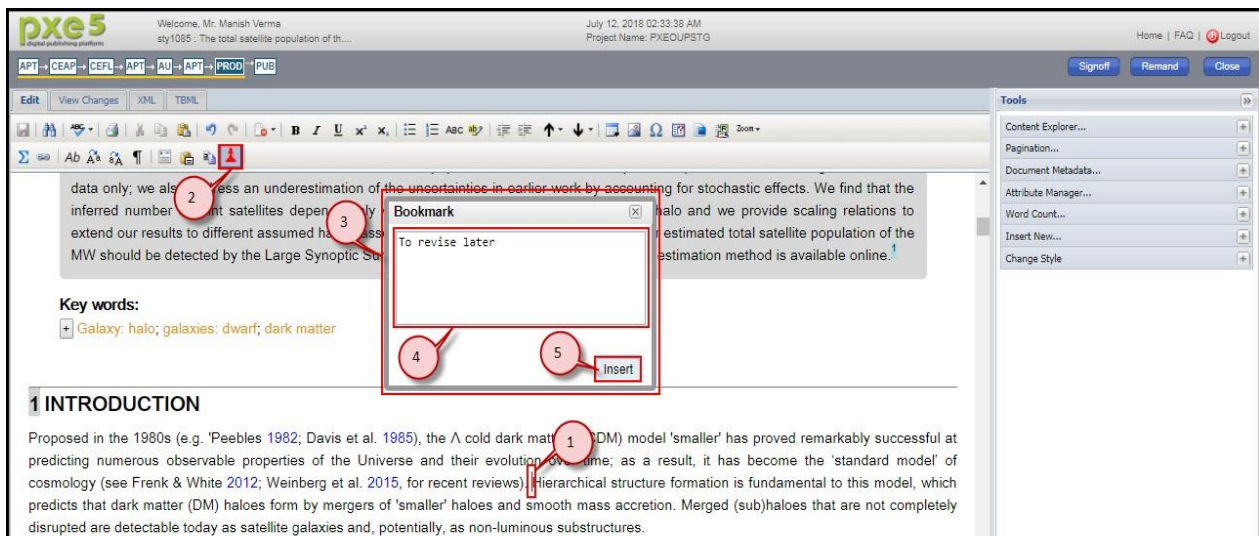
6.16 Bookmark

Bookmark marks a place that you want to find again easily. You can enter as many bookmarks as you want in your article, and can give each one a unique name so they're easy to identify.

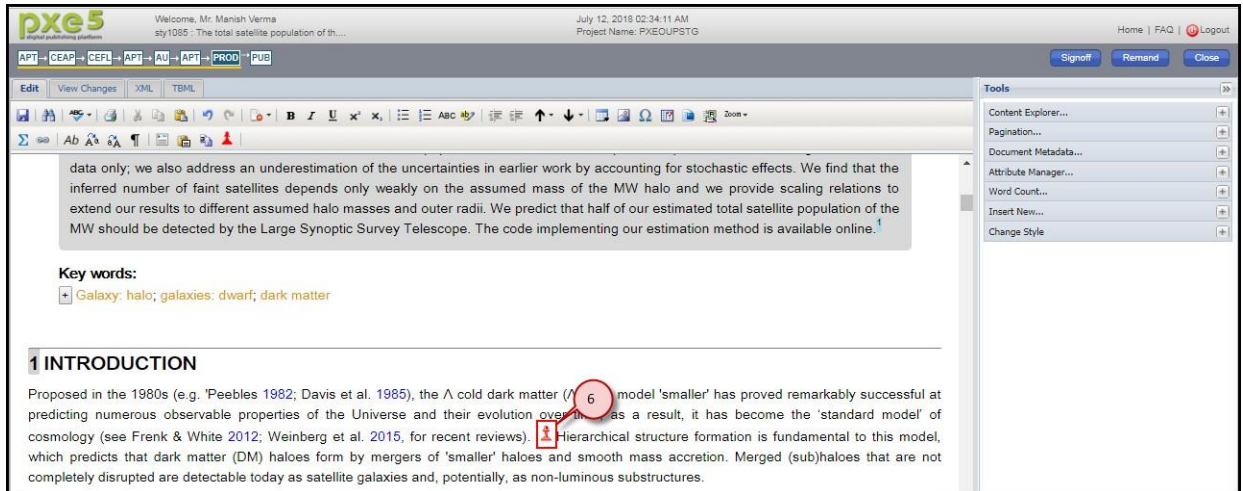


The steps to use Bookmark functionality are as follows:

1. Place the cursor in the content where Bookmark has to be inserted.
2. Select the Bookmark Tool button from the edit toolbar.
3. The Bookmark dialog box appears on the screen.
4. Insert the name for the bookmark (not mandatory).
5. Click the Insert button.



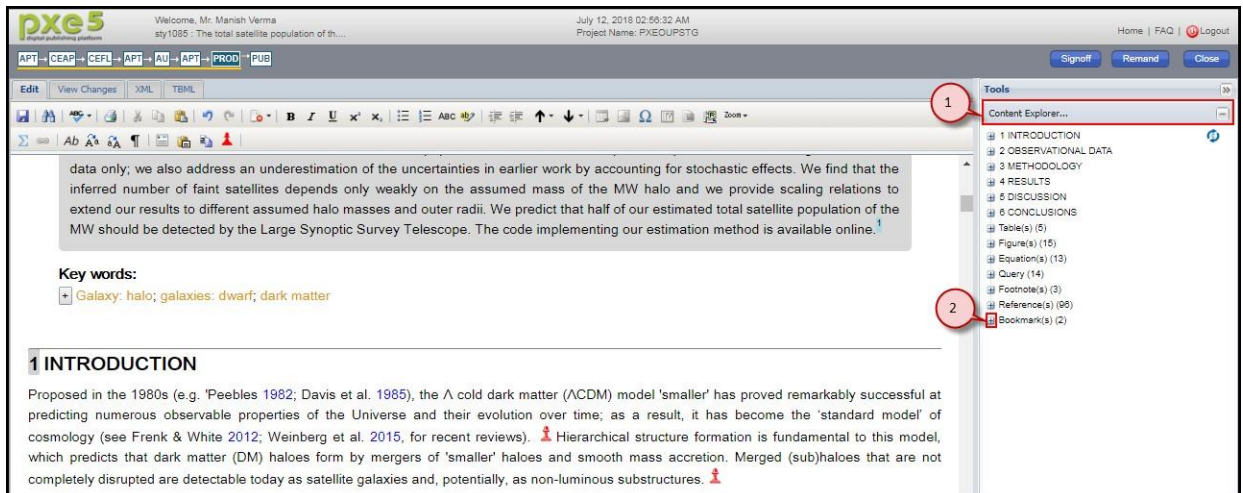
6. The Bookmark will be inserted at the cursor position.



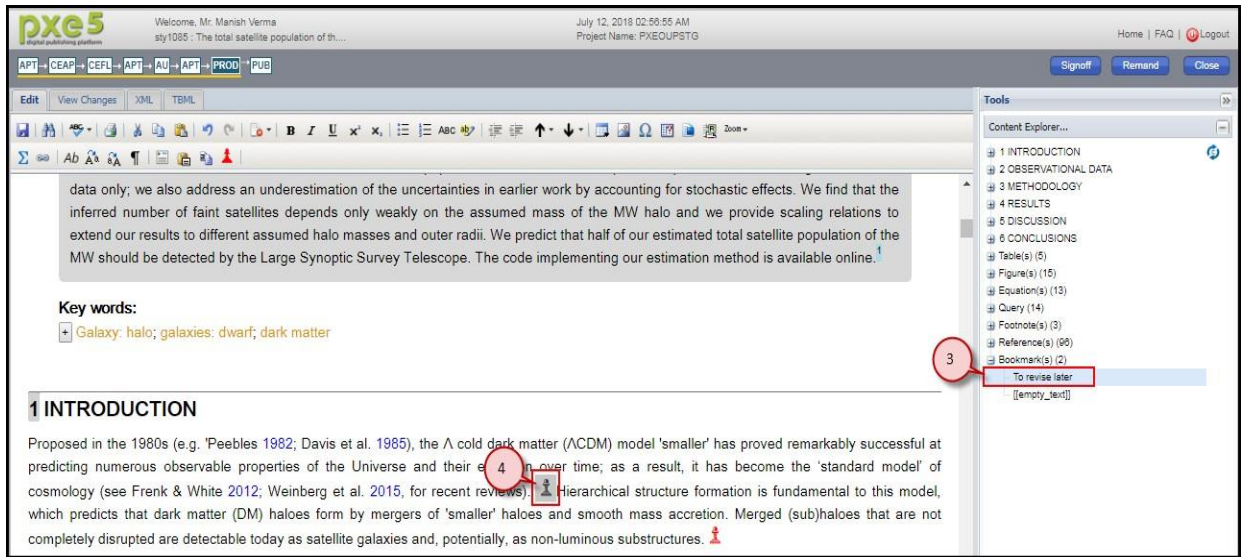
6.16.1 Go to the Bookmarked Location

After creating your bookmarks, you can jump to them at any time by following the below mentioned steps:

1. Click the “Content Explorer” under Tools section.
2. Click the Expand (+) button placed preceding the Bookmark(s) section.



3. The list of all the bookmarks will be displayed. Select the bookmark name.
4. You will be redirected to the selected bookmark.



6.16.2 Delete Bookmark

To delete the Bookmark, use the “Delete” or “Backspace” keys from your keyboard. The selected Bookmark will be deleted from the article. Using the “Backspace” key deletes bookmark to the left of the cursor. Pressing the “Delete” key deletes bookmark to the right of the cursor.

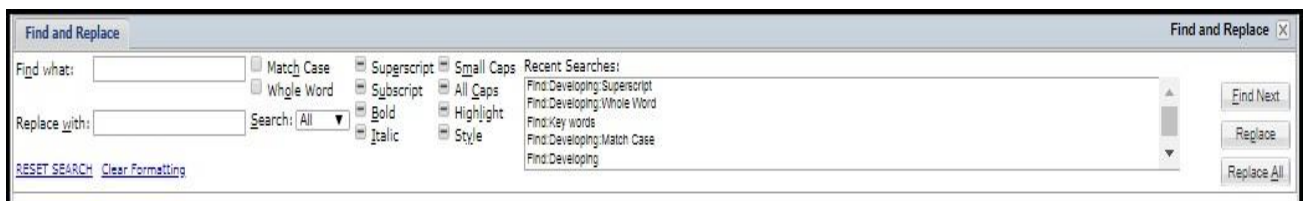
6.17 Find and Replace

Find and Replace provides the functionality to search and replace text. You can search for specific formatting, and highlighting, and change the formatting without changing the text. You can also find and replace text in selected style (Caption, Table Caption, Table Body, Reference and Head). When you search for words, this functionality highlights any matches in the yellow color and the first occurrence of the matched text from the cursor position will be highlighted in ‘magenta’ color.



The steps to use Find and Replace functionality are as follows:

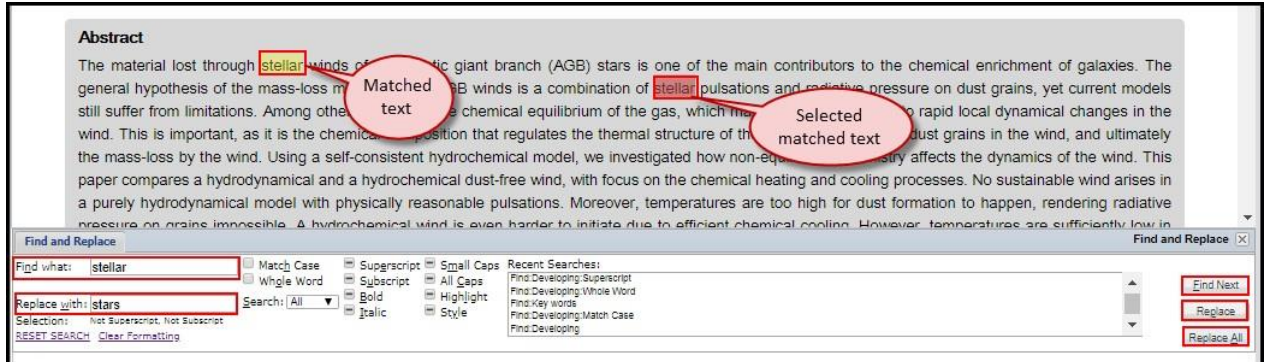
1. Select the Find and Replace Tool button from the edit toolbar.
2. The Find and Replace pane appears at the bottom of the editing window.



Find and Replace Text

In the ‘Find what’ box type the word or phrase that you want to find and click ‘Find Next’ button, all instances of the word or phrase throughout the article will be highlighted.

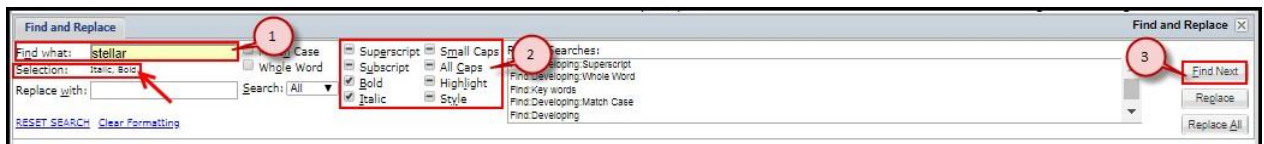
To replace found text, type the replacement text in the 'Replace with' box. Click 'Replace' button to replace the selected matched text or 'Replace All' button to replace all the matched text.



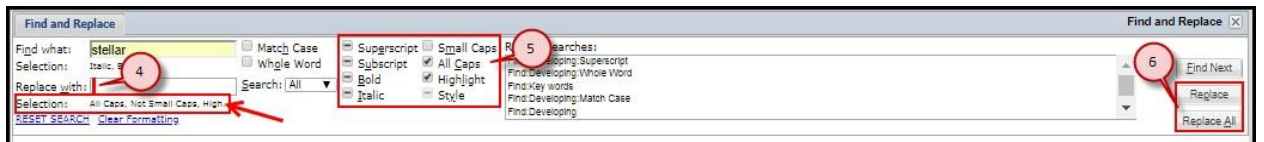
Find text with specific formatting and replace the formatting

To find text with specific formatting and replace the formatting follow the below mentioned steps:

1. In the 'Find what' box type the word or phrase that you want to find.
2. On the format menu select the formatting that you want to find such as superscript, subscript, bold, italic, small caps, all caps or highlights. The formatting options that you select will be displayed against the 'Selection' field, below 'Find what' box.
3. Click 'Find Next' button, all instances of the word or phrase with selected formatting throughout the article will be highlighted.



4. To replace the formatting, place the cursor in the 'Replace with' box.
5. On the format menu select the formatting that you want to replace with. The formatting options that you select will be displayed against the 'Selection' field, below 'Find what' box.
6. Click 'Replace' button to replace the selected matched text formatting or 'Replace All' button to replace all the matched text formatting.

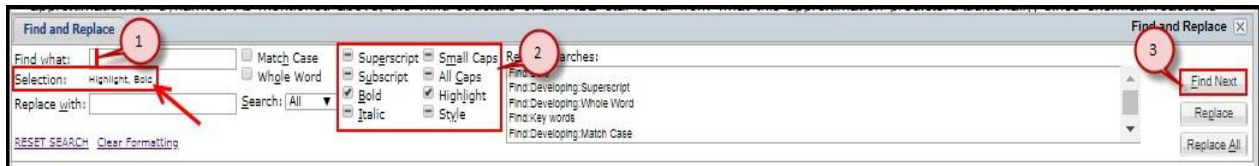


Note: Superscript and Subscript options are mutually exclusive; both cannot be selected at the same time. Similarly, 'All Caps' and 'Small Caps' options are mutually exclusive; both cannot be selected at the same time.

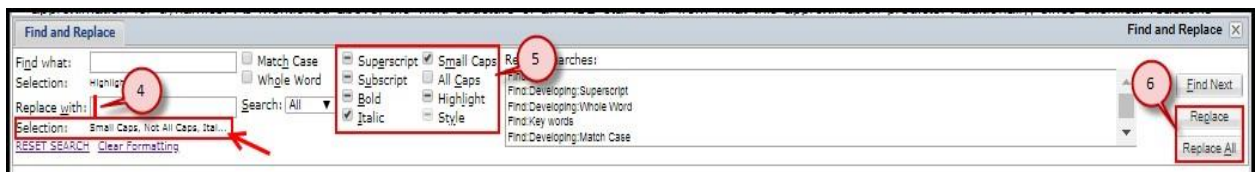
Find specific formatting and replace the formatting

To find specific formatting and replace the formatting follow the below mentioned steps:

1. To find the specific formatting, place the cursor in the 'Find what' box.
2. On the format menu select the formatting that you want to find such as superscript, subscript, bold, italic, small caps, all caps or highlights. The formatting options that you select will be displayed against the 'Selection' field, below 'Find what' box.
3. Click 'Find Next' button, all instances of the selected formatting throughout the article will be highlighted.

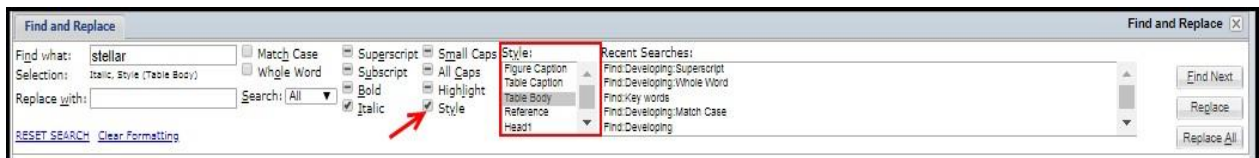


4. To replace the formatting, place the cursor in the 'Replace with' box.
5. On the format menu select the formatting that you want to replace with. The formatting options that you select will be displayed against the 'Selection' field, below 'Find what' box.
6. Click 'Replace' button to replace the selected matched text formatting or 'Replace All' button to replace all the matched text formatting.



Find and replace text or text with specific formatting within selected style

You can find and replace the text or text with specific formatting within the style such as Figure Caption, Table Caption, Table Body, Reference and Head, by clicking the checkbox against 'Style' and selecting style from the list.



Match Case

'Match Case' option allows to find only those instances that are written the same way (i.e. in same case). For example, if you search for 'Word' and set 'Match Case', 'Find Next' will find 'Words', 'Wording' but not 'word'.

Whole Word

'Whole Word' option allows finding the exact word. For example, if you search for 'Word' and set 'Whole Word', 'Find Next' will find 'word' but not 'Wording'.

Recent Searches

'Recent Searches' selection box shows last ten searches in stack manner (most recent search is shown on top). If recent search text is too long to be shown completely; it is truncated by box size,

however tool tip shows full text for the recent search item. Single click on the item will fill the search form and search can be made by clicking on “Find Next” button, while double click will fill the form and search for the selection automatically.

Reset Search

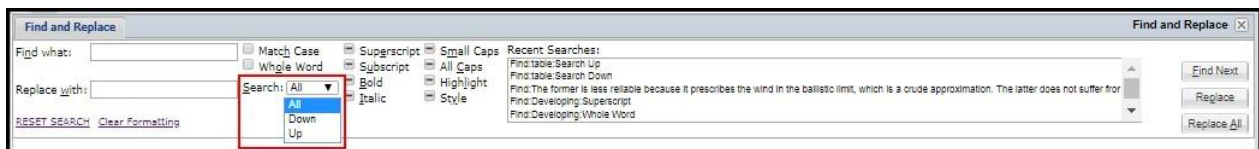
‘Reset Search’ will reset all search options to default state and clear the ‘Find what’ and ‘Replace with’ text from the respective boxes.

Clear Formatting

‘Clear Formatting’ will clear all the selected options of formatting from the active ‘Find what’ or ‘Replace with’ text box. Required text box can be made active by clicking on it.

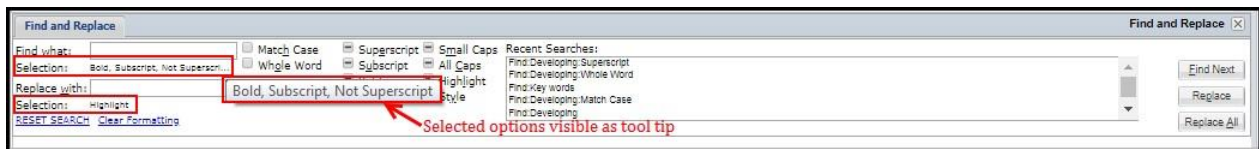
Search

‘Search’ dropdown field allows searching for selected text or text with formatting in the upward direction, downward direction or whole document.



Selection

‘Selection’ field allows viewing selected formatting options just below corresponding ‘Find what’ / ‘Replace with’ box. If text is too long then it is truncated with respect to text box size, but full text of selected options is visible as tool tip on formatting selection. Selected formatting options are listed in stack manner (most recent selection is shown first).



Keyboard shortcuts

1. The keyboard shortcut key for enabling ‘Find and Replace’ Tool is “Ctrl + g” and to close is “Esc” key.
2. All options on 'Find and Replace panel can be accessed via keyboard shortcuts using Alt key combination. The key to be used in combination with Alt key is shown as underline character on the option label. Some options such as 'Bold' (Ctrl + B), 'Italic' (Ctrl + I), 'Superscript' (Ctrl + Shift + .) and 'Subscript' (Ctrl + Shift + ,) can also be accessed with their regular keyboard shortcuts.
3. ‘TAB’ and ‘Shift + TAB’ can be used to switch between 'Find what' and 'Replace with' text boxes.
4. ‘Enter’ Key can be used to quickly find the specified text in 'Find what' box.

6.18 Affiliations

6.18.1 Move up

1. Place the cursor anywhere in the affiliation which you want to move up:

Surface gravities for 15,000 *Kepler* stars measured from stellar granulation and validated with Gaia DR2 parallaxes

+ Durlabh Pande^{2,3}, Timothy R. Bedding^{2,3}, Daniel Huber^{2,3,1,4} and Hans Kjeldsen³

¹Institute for Astronomy, University of Hawai'i, 2680 Woodlawn Drive, Honolulu, HI 96822, USA

²Sydney Institute for Astronomy, School of Physics, University of Sydney 2006, Australia

³Stellar Astrophysics Centre, Department of Physics and Astronomy, Aarhus University, Denmark

⁴SETI Institute, 189 Bernardo Avenue, Mountain View, CA 94043, USA

*E-mail: T.Bedding@physics.usyd.edu.au

+ Accepted: 2018 July 10; Revised: 2018 July 08; Received: 2018 June 11

2. Click on “Move Up” button from the editing tool bar and select “Move Up - Affiliation” to move the affiliation upwards:

Edit View Changes PDF

↑ ↓

Move Up- Affiliation

Move Up- FM

Move Up- Document

D. Pande et al. Surface gravi

3. Selected Affiliation will be moved up:

+ Durlabh Pande^{2,3}, Timothy R. Bedding^{2,3}, Daniel Huber^{2,3,1,4} and Hans Kjeldsen³

²Sydney Institute for Astronomy, School of Physics, University of Sydney 2006, Australia

¹Institute for Astronomy, University of Hawai'i, 2680 Woodlawn Drive, Honolulu, HI 96822, USA

³Stellar Astrophysics Centre, Department of Physics and Astronomy, Aarhus University, Denmark

⁴SETI Institute, 189 Bernardo Avenue, Mountain View, CA 94043, USA

6.18.2 Move down

1. Place the cursor anywhere in the affiliation which you want to move down:

+ Durlabh Pande^{2,3}, Timothy R. Bedding^{2,3}, Daniel Huber^{2,3,1,4} and Hans Kjeldsen³

²Sydney Institute for Astronomy, School of Physics, University of Sydney 2006, Australia

¹Institute for Astronomy, University of Hawai'i, 2680 Woodlawn Drive, Honolulu, HI 96822, USA
Place the cursor in the affiliation which you want to move down →

³Stellar Astrophysics Centre, Department of Physics and Astronomy, Aarhus University, Denmark

⁴SETI Institute, 189 Bernardo Avenue, Mountain View, CA 94043, USA

2. Click on “Move Down” button from the editing tool bar and select “Move Down - Affiliation” to move the affiliation downwards:

The screenshot shows the editing toolbar with the 'Move Down' button highlighted. A dropdown menu is open, showing three options: 'Move Down - Affiliation' (highlighted with a red box), 'Move Down - FM', and 'Move Down - Document'. The text 'D. Pande et al.' is visible in the background.

3. Selected Affiliation will be moved down:

+ Durlabh Pande^{2,3}, Timothy R. Bedding^{2,3}, Daniel Huber^{2,3,1,4} and Hans Kjeldsen³

²Sydney Institute for Astronomy, School of Physics, University of Sydney 2006, Australia

¹Institute for Astronomy, University of Hawai'i, 2680 Woodlawn Drive, Honolulu, HI 96822, USA

⁴SETI Institute, 189 Bernardo Avenue, Mountain View, CA 94043, USA

³Stellar Astrophysics Centre, Department of Physics and Astronomy, Aarhus University, Denmark

6.18.3 Insert and Reorder Affiliation

1. On placing a cursor anywhere in the affiliation, the “+ Affiliation” button will be displayed.

+ Durlabh Pande^{2,3}, Timothy R. Bedding^{2,3}, Daniel Huber^{2,3,1,4} and Hans Kjeldsen³

²Sydney Institute for Astronomy, School of Physics, University of Sydney 2006, Australia +Affiliation

¹Institute for Astronomy, University of Hawai'i, 2680 Woodlawn Drive, Honolulu, HI 96822, USA

⁴SETI Institute, 189 Bernardo Avenue, Mountain View, CA 94043, USA

³Stellar Astrophysics Centre, Department of Physics and Astronomy, Aarhus University, Denmark

2. On clicking “+ Affiliation” button, the new affiliation will be inserted below and Affiliations will be renumbered in correct order:

Affiliations Reordered + Durlabh Pande^{1,5}, Timothy R. Bedding^{1,5}, Daniel Huber^{1,5,3,4} and Hans Kjeldsen⁵

- 1 Sydney Institute for Astronomy, School of Physics, University of Sydney 2006, Australia
- 2 Insert Affiliation Text Here. ← New Affiliation inserted
- 3 Institute for Astronomy, University of Hawai'i, 2680 Woodlawn Drive, Honolulu, HI 96822, USA
- 4 SETI Institute, 189 Bernardo Avenue, Mountain View, CA 94043, USA
- 5 Stellar Astrophysics Centre, Department of Physics and Astronomy, Aarhus University, Denmark

6.18.4 Delete and Reorder Affiliation

1. Place the cursor anywhere in the affiliation to be deleted.

+ Durlabh Pande^{1,5}, Timothy R. Bedding^{1,5}, Daniel Huber^{1,5,3,4} and Hans Kjeldsen⁵

- 1 Sydney Institute for Astronomy, School of Physics, University of Sydney 2006, Australia
- 2 Insert Affiliation|Text Here. +Affiliation
- 3 Institute for Astronomy, University of Hawai'i, 2680 Woodlawn Drive, Honolulu, HI 96822, USA
- 4 SETI Institute, 189 Bernardo Avenue, Mountain View, CA 94043, USA
- 5 Stellar Astrophysics Centre, Department of Physics and Astronomy, Aarhus University, Denmark

2. Click on “Remove” button from the editing tool bar and select “[Del] Affiliation”, to delete the selected affiliation.

The screenshot shows the editing toolbar with the '[-Del] Affiliation' option highlighted in a red box. Other options in the dropdown include '[-Del] FM' and '[-Del] Document'. The document text 'D. Pande et al.' and 'Surface gravities for *Kepler* stars' is visible in the background.

3. The selected affiliation will be deleted and also the affiliations will be renumbered in correct order.

+ Durlabh Pande^{1,4}, Timothy R. Bedding^{1,4}, Daniel Huber^{1,4,2,3} and Hans Kjeldsen⁴

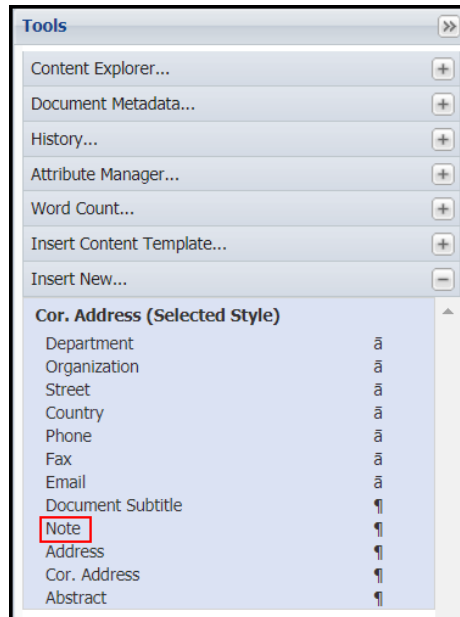
- 1 Sydney Institute for Astronomy, School of Physics, University of Sydney 2006, Australia
- 2 Institute for Astronomy, University of Hawai'i, 2680 Woodlawn Drive, Honolulu, HI 96822, USA
- 3 SETI Institute, 189 Bernardo Avenue, Mountain View, CA 94043, USA
- 4 Stellar Astrophysics Centre, Department of Physics and Astronomy, Aarhus University, Denmark

*E-mail: T.Bedding@physics.usyd.edu.au

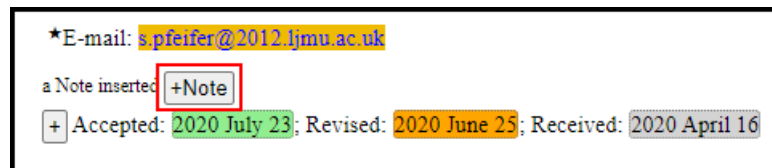
6.19 Note

6.19.1 Insert Note

1. Note can be inserted in two ways, either expand the “Insert New” button under the Tools section (provided at the right side of the editing window) and click on “Note”.



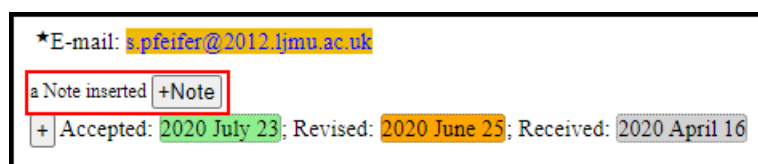
Or, by clicking on “+ Note” button at the end of the already inserted Note.



2. A new note will be inserted.

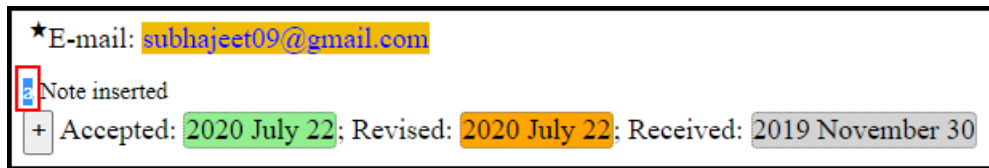


3. Insert the text for the note.

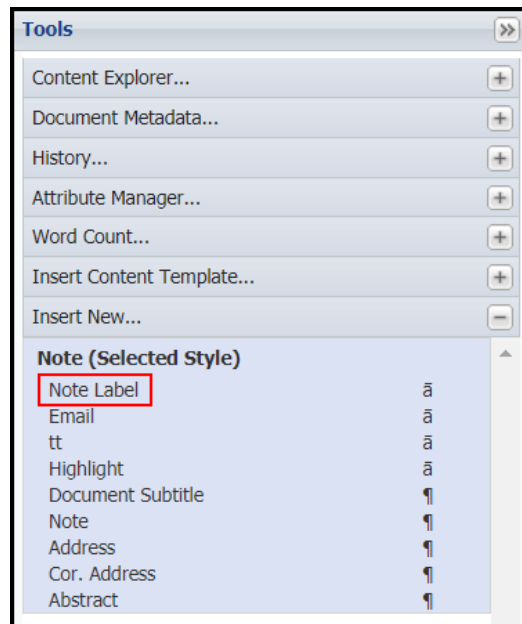


6.19.2 Insert Note Label

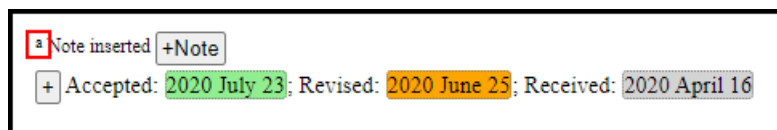
1. Select the term to be marked as Note Label from the inserted note.



2. Expand the “Insert New” button under the Tools section (provided at the right side of the editing window).



3. Click on “Note Label”, the selected term will be marked as Note label and will appear as superscript.



6.19.3 Update Note Label

To update Note Label, select the note label and replace it with the new note label.

6.19.4 Remove Note Label

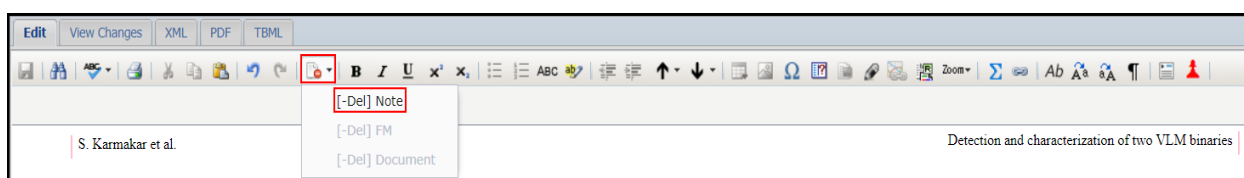
1. Place the cursor on the Note Label to be removed.
2. Click on “Remove” button from the editing tool bar and select “[-Del] Note Label”, to remove the Note Label style on the selected text.



3. The note label style will be removed.

6.19.5 Delete Note

1. Place the cursor anywhere in the Note to be deleted.
2. Click on “Remove” button from the editing tool bar and select “[Del] Note”, to delete the selected Note.

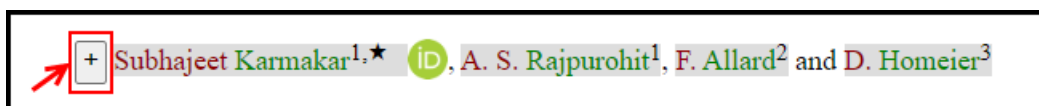


3. The selected note will be deleted.

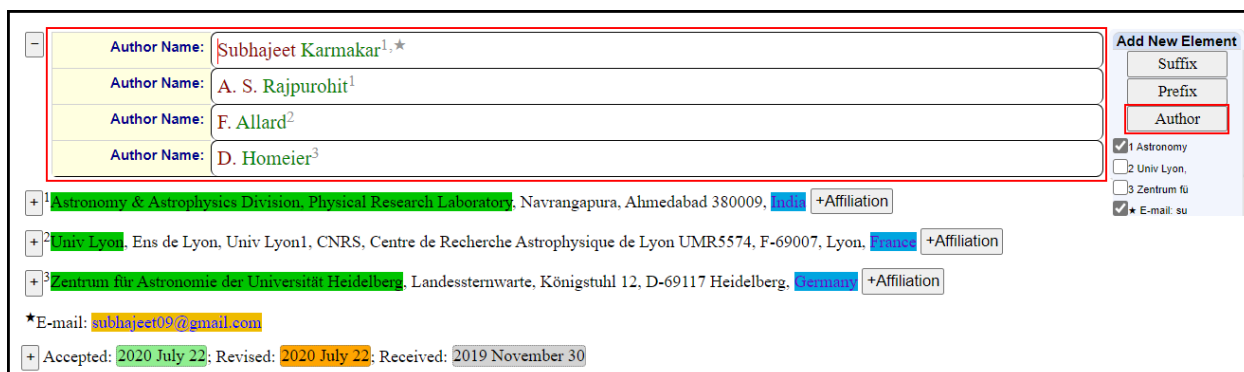
6.20 Author

6.20.1 Insert Author

1. Click the [+] sign in author section.



2. The author(s) will be expanded in edit mode.





3. Place the cursor in the column of author name after which new author needs to be inserted.
4. A side panel “Add New Element” will appear, click the author button.
5. The new author name column will be inserted.

-	Author Name: Subhajeet Karmakar ^{1,*}	Add New Element <input type="button" value="Suffix"/> <input type="button" value="Prefix"/> <input type="button" value="Author"/> <input type="checkbox"/> 1 Astronomy <input type="checkbox"/> 2 Univ Lyon, <input type="checkbox"/> 3 Zentrum fu <input type="checkbox"/> * E-mail: su
	Author Name: First Name Surname	
	Author Name: A. S. Rajpurohit ¹	
	Author Name: F. Allard ²	
	Author Name: D. Homeier ³	

6.20.2 Delete Author


1. Click the [+] sign in authors section. The authors will be expanded in edit mode.

-	Author Name: Subhajeet Karmakar ^{1,*}		Add New Element <input type="button" value="Suffix"/> <input type="button" value="Prefix"/> <input type="button" value="Author"/> <input type="checkbox"/> 1 Astronomy <input type="checkbox"/> 2 Univ Lyon, <input type="checkbox"/> 3 Zentrum fu <input checked="" type="checkbox"/> * E-mail: su
	Author Name: First Name Surname		
	Author Name: A. S. Rajpurohit ¹		
	Author Name: F. Allard ²		
	Author Name: D. Homeier ³		

2. Place the cursor in the column of author name which needs to be deleted.
3. A delete button “” will appear, click this button.
4. The selected author will be deleted.

6.20.3 Linking of Affiliation and Note with author

1. Click the [+] sign in author’s section. The authors will be expanded in edit mode.

-	Author Name: Subhajeet Karmakar ^{1,*}		Add New Element <input type="button" value="Suffix"/> <input type="button" value="Prefix"/> <input type="button" value="Author"/> <input checked="" type="checkbox"/> 1 Astronomy <input type="checkbox"/> 2 Univ Lyon, <input type="checkbox"/> 3 Zentrum fu <input checked="" type="checkbox"/> * E-mail: su <input type="checkbox"/> a Note inse
	Author Name: A. S. Rajpurohit ¹		
	Author Name: F. Allard ²		
	Author Name: D. Homeier ³		
+1	Astronomy & Astrophysics Division, Physical Research Laboratory , Navrangapura, Ahmedabad 380009, India <input type="button" value="+Affiliation"/>		
+2	Univ Lyon , Ens de Lyon, Univ Lyon1, CNRS, Centre de Recherche Astrophysique de Lyon UMR5574, F-69007, Lyon, France		
+3	Zentrum für Astronomie der Universität Heidelberg , Landessternwarte, Königstuhl 12, D-69117 Heidelberg, Germany		
	*E-mail: subhajeet09@gmail.com		
	*Note inserted		
+1	Accepted: 2020 July 22 ; Revised: 2020 July 22 ; Received: 2019 November 30		

2. Place the cursor in the column of author name where affiliation or note needs to be linked.
3. A side panel “Add New Element” will appear with the list of affiliations and note. Check the checkbox of the affiliation or note that needs to be linked.
4. The selected label of affiliation and/or note will be inserted as superscript at the end of the author name.

6.20.4 Unlinking of Affiliation and Note with author

1. Click the [+] sign in author’s section. The authors will be expanded in edit mode.

Author Name: Subhajeet Karmakar^{1,*}

Author Name: A. S. Rajpurohit¹

Author Name: F. Allard²

Author Name: D. Homeier³

¹ Astronomy & Astrophysics Division, Physical Research Laboratory, Navrangpura, Ahmedabad 380009, India +Affiliation

² Univ Lyon, Ens de Lyon, Univ Lyon1, CNRS, Centre de Recherche Astrophysique de Lyon UMR5574, F-69007, Lyon, France

³ Zentrum für Astronomie der Universität Heidelberg, Landessternwarte, Königstuhl 12, D-69117 Heidelberg, Germany

*E-mail: subhajeet09@gmail.com

^aNote inserted

Accepted: 2020 July 22; Revised: 2020 July 22; Received: 2019 November 30

Add New Element

Suffix

Prefix

Author

1 Astronomy

2 Univ Lyon,


3 Zentrum für

* E-mail: su

a Note inse

- Place the cursor in the column of author name where affiliation or note needs to be unlinked.
- A side panel “Add New Element” will appear with the list of affiliations and note. Uncheck the checkbox of the affiliation or note that needs to be unlinked.
- The deselected label of affiliation and/or note will be unlinked from the author name.

6.20.5 Add/Update ORCID ID

To add/update an ORCID ID, place the cursor on the author name and click on **Attribute Manager** on the right side under **Tools** section. Attribute manager will display all the attributes that could be applied. From here you can add/update the ORCID ID. The ORCID ID will appear as  icon on author name.

Tools

Content Explorer...

Pagination...

Document Metadata...

History...

Attribute Manager...

Author

Author Info

ORCID




Authors

Authors Prefix

Authors Postfix

Separator

Last Separator

T. Jayasinghe^{1,2,*}  K. Z. Stanek^{1,2}, C. S. Kochanek^{1,2}, B. J. Shappee³, <?brk ?> T. W. -S. Holoiem⁴  T. A. Thompson^{1,2,5}, J. L. Prieto^{6,7}, S. Dong⁸, M. Pawlak⁹, O. Pejcha⁹  J. V. Shields¹, G. Pojmanski¹⁰, S. Otero¹¹, N. Hurst¹², C. A. Britt¹² and D. Will^{1,12}

¹Department of Astronomy, The Ohio State University, 140 West 18th Avenue, Columbus, OH 43210, USA +Affiliation

²Center for Cosmology and Astroparticle Physics, The Ohio State University, 191 W. Woodruff Avenue, Columbus, OH 43210, USA +Affiliation

³Institute for Astronomy, University of Hawaii, 2680 Woodlawn Drive, Honolulu, HI 96822, USA

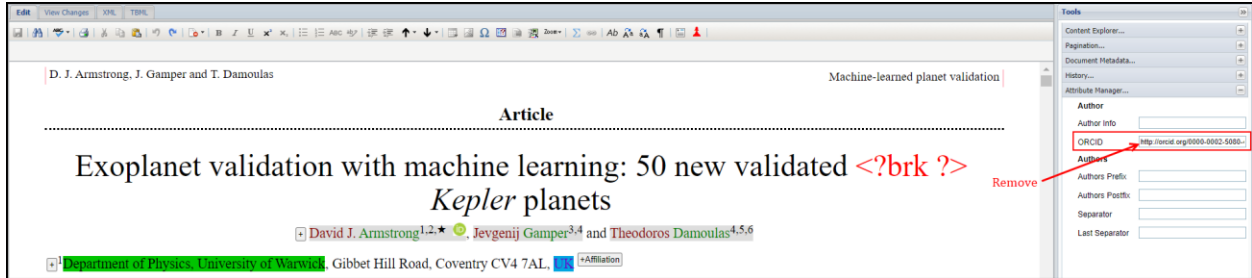
⁴Carnegie Observatories, 813 Santa Barbara Street, Pasadena, CA 91101, USA


⁵Institute for Advanced Study, Princeton, NJ 08540, USA

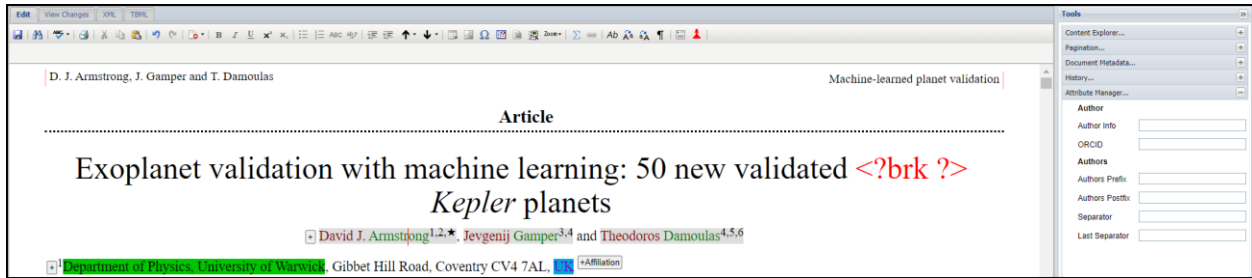
⁶Núcleo de Astronomía de la Facultad de Ingeniería y Ciencias, Universidad Diego Portales, Av. Ejército 441, Santiago,

6.20.6 Remove ORCID ID

To remove an ORCID ID, place the cursor on the author name and click on **Attribute Manager** on the right side under **Tools** section. Attribute manager will display all the attributes that could be applied. From here you can remove the ORCID ID from the “ORCID” field.



The ORCID ID icon  will be removed from the author name.



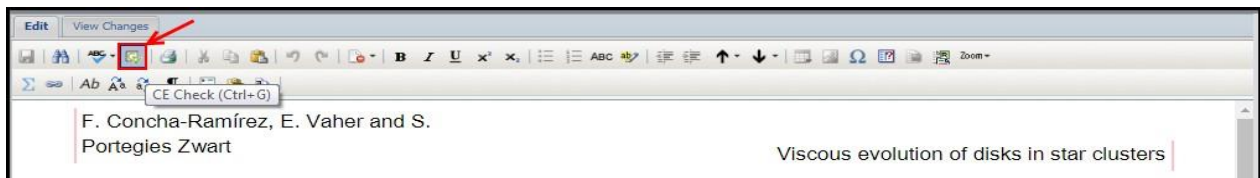
6.21 CE Check (For Copy Editors use only)

CE Check provides the functionality to check and suggest the following based on RAS guidelines:

- keyword sequencing
- reference citation sorting
- hyphenated word usage
- reference validation from ADS server

The shortcut for enabling CE Check Tool is “Ctrl + g” which also act as a toggle key. The steps to use CE Check Tool are given below:

1. Click on the CE Check Tool button from the edit toolbar or press the shortcut key “Ctrl + G”.



- The keyword sequencing (based on RAS guidelines), hyphenated word usage (based on previous work done by Copy Editors on hyphenated words) as well as reference citation sorting is validated; and highlighted in cyan color which display suggestions on right click.

Key words:
 + protoplanetary discs; open clusters and associations: general; stars: kinematics and dynamics

protoplanetary discs; stars: kinematics and dynamics; open clusters and associations: general
 Ignore

1 INTRODUCTION

Most approaches to the interaction of the circumstellar disks with their surrounding cluster have focused on a static size for the disk which can only decrease by the influencing external processes (e.g. Scally & Clarke 2001; Pfalzner, Olczak & Eckart 2006; Olczak, Pfalzner & Spurzem 2006; Olczak, Pfalzner & Eckart 2010; Vincke, Breslau & Pfalzner 2015b; Portegies Zwart 2016). In contrast, Rosotti et al. (2014) considered the viscous evolution of the disks along with truncations by dynamical encounters, by combining N-body simulations with smoothed particle hydrodynamics

Annotations:
 - Keyword sequencing validated (pointing to key words)
 - Suggestions on right-click (pointing to key words)
 - Reference citation sorting validated (pointing to the introduction text)

The references are validated from ADS server and are highlighted in cyan and red color. The references in cyan color are resolved from ADS server and display suggestions on right-click. The references which are not resolved from ADS server will be highlighted in red color and does not show any suggestions on right click (i.e. you have to manually go to ADS server to validate and correct).

REFERENCES

- + Adams F. C., 2010, *ARA&A*, 48, 47
- + Alcalá J. M. et al., 2014, *A&A*, 561, A2
- + Clarke C. J., Bonnell I. A., Hillenbrand L. A., 2000, *Protostars and Planets IV*, p. 151 Q8: [Copyeditor to Author] [CE: Please provide publisher and address.] Delete
- + Close J. L., Pittard J. M., 2017, *MNRAS*, 469, 113
- + Comerón F., 2008, *The Lupus Clouds*, p. 295 Q9: [Copyeditor to Author] [CE: Please provide publisher and address.] Delete
 Comerón F., 2008, The Lupus Clouds, p. 295, hsf2, 5
 Ignore
- + Cox E. G. et al., 2017, *ApJ*, 851, 83

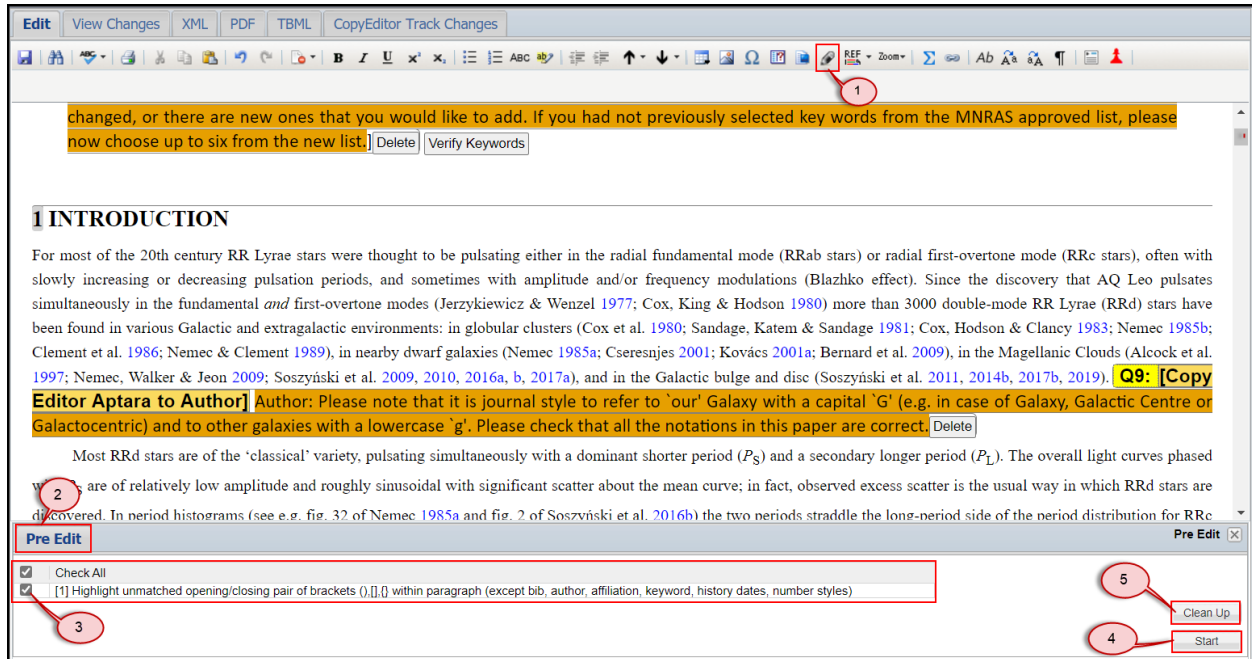
Annotations:
 - References not resolved from ADS server are highlighted in red. (pointing to Alcalá J. M. et al., 2014)
 - References resolved from ADS server are highlighted in cyan. (pointing to Comerón F., 2008)
 - Suggestions on right-click (pointing to the right-click menu for Comerón F., 2008)

- When you right click on cyan highlighted words, one or multiple suggestions will be displayed. You can apply suggested corrections where you need them. In case you don't want to use any of the suggestions, click on 'Ignore'.
- To disable the CE Check, again click on the CE Check Tool button from the edit toolbar or press the shortcut key "Ctrl + G".

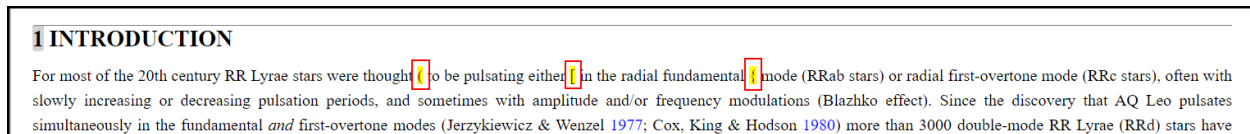
6.22 Pre Edit

Pre Edit feature provides the functionality of pre-editing. It highlights the unmatched opening/closing pair of brackets (), [], {} within paragraph except bib, author, affiliation, keyword, history dates and number styles.

Steps to use Pre Edit Tool are as follows:



1. Place the cursor anywhere in the article. Click on the Pre Edit Tool button from the edit toolbar.
2. The Pre Edit Dialog Box appears at the bottom of the editing window.
3. Select the checkbox of the rule to be applied to the article from the list.
4. Click 'Start' button, the selected rule will be applied to the article.



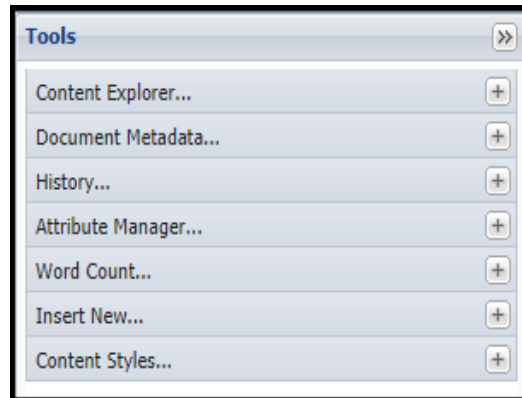
Verify all the highlighted content in the document and correct the same wherever required.

5. After verification of all the changes automatically done by executing PreEdit feature, click on the "Clean up" button to remove highlight formatting from the PreEdited text and save the article.

7 Tools

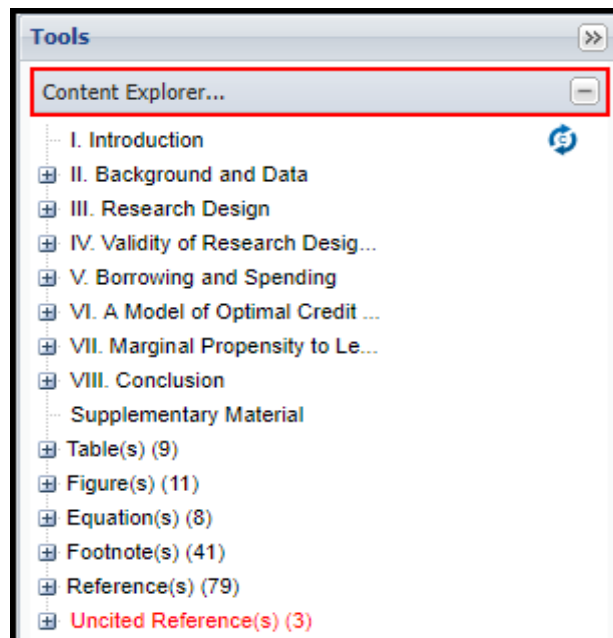
The Tools section is provided at the right side of the editing window. Users can show or hide the sections using the Expand/Collapse (+/-) button. This section provides information relevant to the

article that the user is working on. The general components of the Tools section are given in the below screenshot:



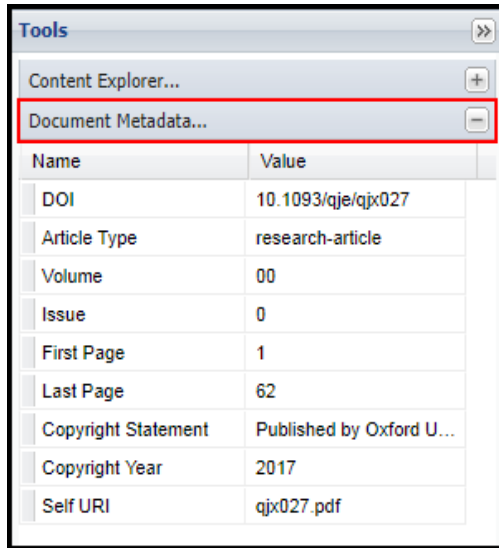
7.1 Content Explorer

This Tool button includes the pointers for the entire content. Objects are abstracted as separate individual items. Each object type collectively contains the list elements. Depending on the article, there could be multiple object entities that are included in Content Explorer.



7.2 Document Metadata

Document metadata allows the user to enter or view the metadata of the article. It can include one or more details:

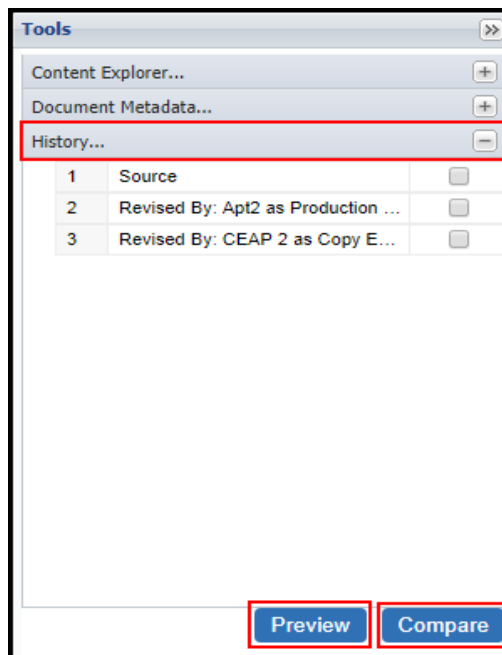


7.3 History

History allows you to keep a record of the amendments made to an article at various levels with the following details:

- By whom (User Name and Role)
- Date on which the version was created
- Time at which the version was created

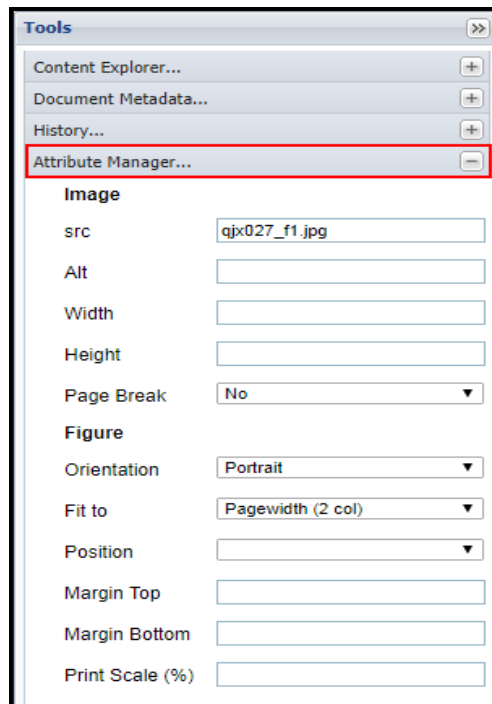
From here you can preview any of the revised articles or even the source article. It is often helpful to compare one revised version of an article to another to see what has changed. Differences will show up as tracked changes.



7.4 Attribute Manager

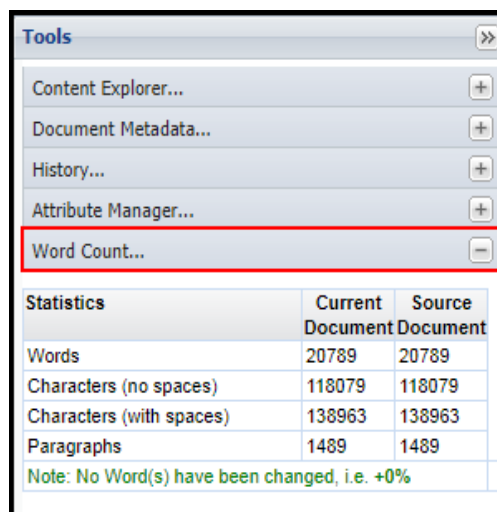
Attribute manager allows the user to manage various attributes of the element in the content, whether it is text, tables, figures, etc.

To use attribute manager, select the element for which you want to set attributes and then click on **Attribute Manager** tab from Tools section. A list including all possible attributes for the selected position or element will appear. User can use the same as required.



7.5 Word Count

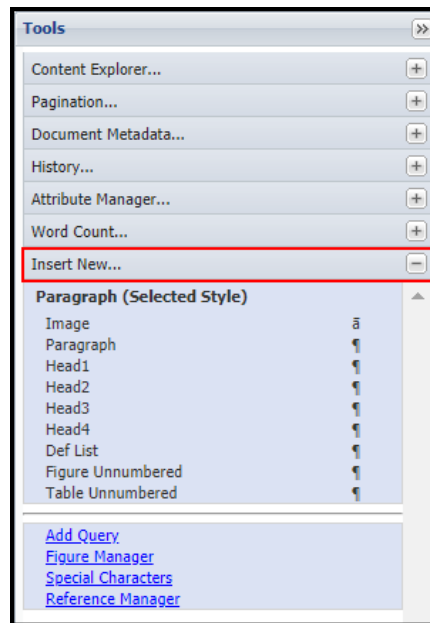
The Word Count section displays the total number of words in the content. Also, the defined word limit of some specific part of the content is shown:



7.6 Insert New

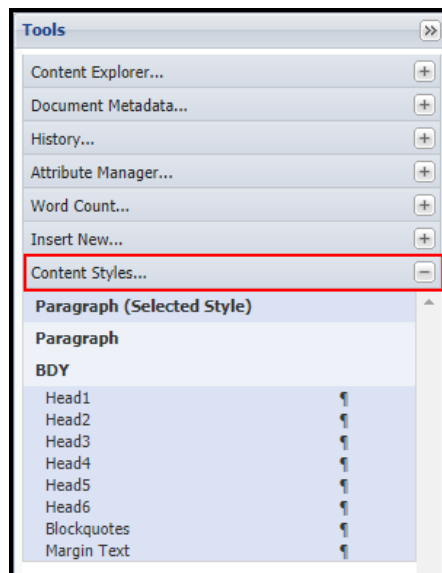
This option helps in inserting new elements in the content based on cursor position. In order to insert new elements, place your cursor at the position where you want to add the new element and then click on **Insert New** tab from the Tools section. A list appears with all possible options of the elements that can be inserted at that position.

Select the desired element which will then get inserted at cursor position.



7.7 Content Styles

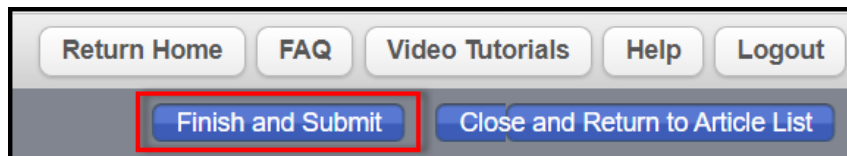
Content style allows the user to change the style of the selected text. Select the content of which you want to change style and then click on **Content Style** tab from tools menu. A list including all possible styles for the selected content appears. User can use the same as required.



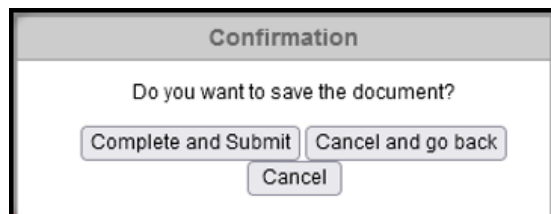
8 Finish and Submit: Completing your proof review

When you have finished reviewing your proof, i.e., you have provided all the necessary corrections either as edits or comments and have answered all of the queries; you can submit your corrections to OUP to continue the production process. You can submit the proof by following the steps below:

1. Click on the **Finish and Submit** button in the main editing interface



2. The below Confirmation pop-up will be displayed.



3. Click on '**Complete and Submit**' button to submit the proof.

Note:

- *Check that you have provided an answer to all the queries. You will not be able to fully complete this review stage until all the queries have been answered.*
- *Once you submit the article, it moves to the next stage of the publishing workflow, you will not be able to make further corrections via the system. We recommend that you download the PDF version of the proof before you sign off.*