General Instructions for Using EMSS

Revised December 2019

Welcome to The Elsevier Manuscript Submission System (EMSS)! We hope you find the system logical and user-friendly. You will need to do the following to login, complete your profile, and submit your work. (Click on each step below for detailed instructions or scroll to the next page.)

HOW TO USE EMSS

1. Create your password and log in to EMSS

1. Go to the EMSS site, at https://editorial.elsevier.com . You may wish to save this link as a bookmark or favorite in your web browser, or as a link on your desktop, so that you will always be able to find it.
   2. Click the "New user?" link.

WELCOME TO ELSEVIER'S ELECTRONIC MANUSCRIPT SU

Login

Your email address: [   ]

Your password: [   ]

☐ Remember me? (help)   New User?   Forgot password?

[Login]

This will lead to a new user welcome page with information about establishing your credentials.

Welcome to EMSS, New User!

Back to Login

We will send you an email with instructions about how to set your password. The information is time-sensitive, so please act on is within the next two hours.

To ensure that you receive the password reset email, please add emssnotify@elsevier.com to your safe senders list.

Enter the email address to which your invitation to write was sent. (If you do not know which email was used, please check with your editorial contact.)

Email Address: [   ]

[Send Welcome Email]

EMSS is for invited authors of book chapters who already have an account in the system. This is not a means of submitting unsolicited articles. For help submitting to a journal, visit the Journal Article Publishing Support Center.

3. Submit your email address and follow to confirmation page for further instructions.

Welcome Email Sent

We have sent an email to **wcprince@testemail.com**.

Please check your e-mail, within the next few minutes, and follow the instructions.

If you do not receive the e-mail, double-check your junk mail folder or get in touch with your Elsevier Editorial contact.

« Back to Login

The welcome email will arrive momentarily, containing a time-sensitive link to a password page.

We have received a request to create an account for you on https://editorial.elsevier.com/.

To set your password please use the following link and follow the instructions.

You have 2 hours to set your password, otherwise you will have to use the "forgot password" functionality.

Instructions for using EMSS are available in the Default Resources area of each chapter. Go to the Your Manuscript page for any chapter, scroll down and click on the Resources tab.

Please get in touch with your Elsevier Editorial contact if you have any question.

4. Click within the allotted time and the link will take you to a password reset page, allowing you to set their EMSS password. *Note the minimum complexity security requirements in red.*

Reset Your Password

New Password

Confirm New Password

Password must be at least 8 characters long and include at least 1 upper case letter, 1 lower case letter and 1 number or symbol.

Reset Password

5. Complete the password process to establish your credentials and you will be automatically logged into EMSS. Since this is your first visit, the system will direct you to your Profile page by default to complete your personal info. While there are fields available to change your password there, they are not marked as "Required" because you have already set your password.

Login Information

Email Address (Required)	wcprince@testemail.com
New Password	
Confirm New Password	

6. If you attempt to use the link provided in the Welcome email after the allotted period leads to a notice that it has expired, but you can still visit the "Forgot password?" page to try again.

Invalid or Expired Password Reset Token

The password reset token is invalid or has expired. Please click the 'Forgot password' link to request another reset token.

Forgot password?

2. Complete your Profile (and link ORCID)

1. If this is your first visit to EMSS, you will be taken to your Profile page. Here you must do the following:
   o   Change your password in the **New Password** and **Confirm New Password** fields.
   o   Double-check your first and last names.
   o   Enter your phone number (required).
   o   Enter your degrees (required).
   o   Enter your affiliations (you may have up to four, but the first one is required).
   o   Enter your preferred mailing address (required).
   o   Enter any assistant information (optional, but encouraged).
   o   Link to the ORCID site to pull your existing ORCID, or one you create for the first time, to your EMSS profile (optional, but encouraged).

ORCID (Open Researcher and Contributor ID)

ORCID is a nonproprietary alphanumeric code to uniquely identify scientific and other academic authors.

Have an ORCID or need to sign up? Click on the button below to open the orcid.org site and authorize linking your ORCID to EMSS.

Link to ORCID

Then, click on the link below to see your ORCID here.

Save ORCID to my profile

   o   Save what you have entered by scrolling to the bottom of the page and clicking the **Save** button.
4. You will also have the *option* to link your Open Researcher Contributor ID (ORCID) number.
   o   Link to the ORCID site to pull your existing ORCID, or one you create for the first time, to your EMSS profile (optional, but encouraged).
   o   Save what you have entered by scrolling to the bottom of the page and clicking the **Save** button.
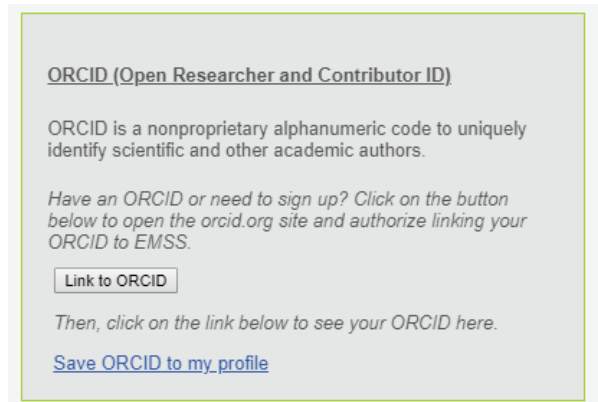
Linking your ORCID identifier is not mandatory to use EMSS, however it will ensure that once the book is published it will appear in your ORCID profile, as well as ensuring correct citations.

Please see https://orcid.org/ for more information on ORCID identifiers.

5. From the **Welcome** page, select your project title from the drop-down list and click **Go**.

Note: On the right side of your Profile page there are instructions for Outlook users on how to add the EMSS system's email address (emssnotify@editorial.elsevier.com) to your safe senders list. Manuscript notifications and author/editor communications via the system will be sent to your email from this address. Therefore, it is imperative that mail from this address not be sent to your spam or junk folder. Please make a point of following these quick steps as soon as you log in to ensure that you receive all communications coming from EMSS.

A NOTE ABOUT EMAIL

Many email programs have spam filters that automatically scan incoming email. To ensure that all emails regarding your project reach your inbox, **please add emssnotify@elsevier.com to your Safe Senders list.**

If you use Outlook for your email, please follow these instructions:

1. On the Tools menu, click Options
2. On the Preferences tab, under Email, click Junk Email.
3. Click the Safe Senders or Safe Recipients tab.
4. Click Add.
5. In the textbox provided, enter emssnotify@elsevier.com, and then click OK.

If you use a different email system and are unsure of how to add emssnotify@elsevier.com to your safe senders list, or if you have other questions, please notify your contact at Elsevier.

3. Read Your Author Instructions

Click on the **Author Instructions** link on the gray bar at the top of the page:

Home   Table of Contents   Author Instructions

This will take you to the specific instructions for your project. These instructions are provided by your Elsevier editorial contact; you should contact him or her with any questions you may have.

Some instructions may direct you to reference materials held on the **Resources** tab. To access these, scroll down to the tabs, click Resources, and download any relevant supplemental documents.

When you are finished reading the author instructions, click **Home** to return to the Home Page for your project.

From the Home Page, you can click on the title of your manuscript to go to the "Your Manuscript Page." On this page you will find a **Manuscript Status** box. Look here to see **Allotments** or elements, if any, relevant to your particular chapter. Please be sure to create your work following any allotment guidelines you find here. An *example* of what your box may look like is shown below.

The table below defines the Manuscript status indicators:

Status Boxes	The number of status boxes represents the number of workflow steps in the project.
	Mouse over each box to see the name of the workflow step.
	Black Dot - Indicates the current location of a manuscript in the workflow.
	Orange - Indicates a step the manuscript has gone to already.
	White - Indicates a step the manuscript has not passed into yet.
	Green - Indicates that the Elsevier person in that step has marked the manuscript as final.

4. Download Files to Revise *(if applicable)*

From the EMSS Home page for your project, click on the title of your manuscript to go to you're your Manuscript page. Scroll down to the **MANUSCRIPT** Tab. To download files for review or revision, click on the **Download Manuscript** link.

A previous edition file (marked as such) may be waiting for you. It may be a Word file if you were the author of the previous edition or it may be a PDF of the chapter if you are a new author.

Save the file to your own computer and begin your revisions. (To create a new version of the file, you must first save it to your own computer and then, later, upload the revised file.) The current version of your manuscript will always be clearly marked in EMSS. Note: If you are working with co-authors, only one of you should upload the revised version.)

5. Upload Your Work

From the EMSS Home Page for your project, click on the title of your manuscript to go to Your Manuscript Page.

A. Upload Chapter Plan/Outline (if applicable)

1. If your workflow includes delivering a chapter outline or plan prior to the first draft, you will need to scroll down to the **MANUSCRIPT** tab to upload your plan/outline file. To upload, click the button that says **Upload Plan/Outline**.

2. A box, as shown below, will open. Click the **Choose File** button.
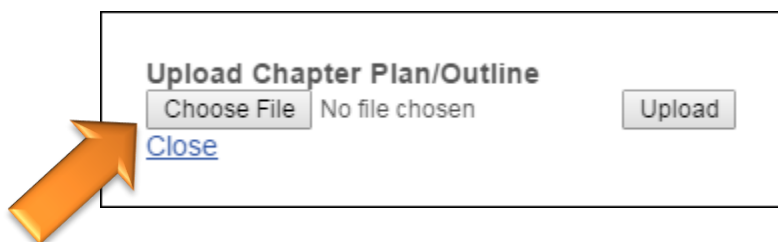
3. After your Plan/Outline file is uploaded, it will appear in its own row at the bottom of the tab:
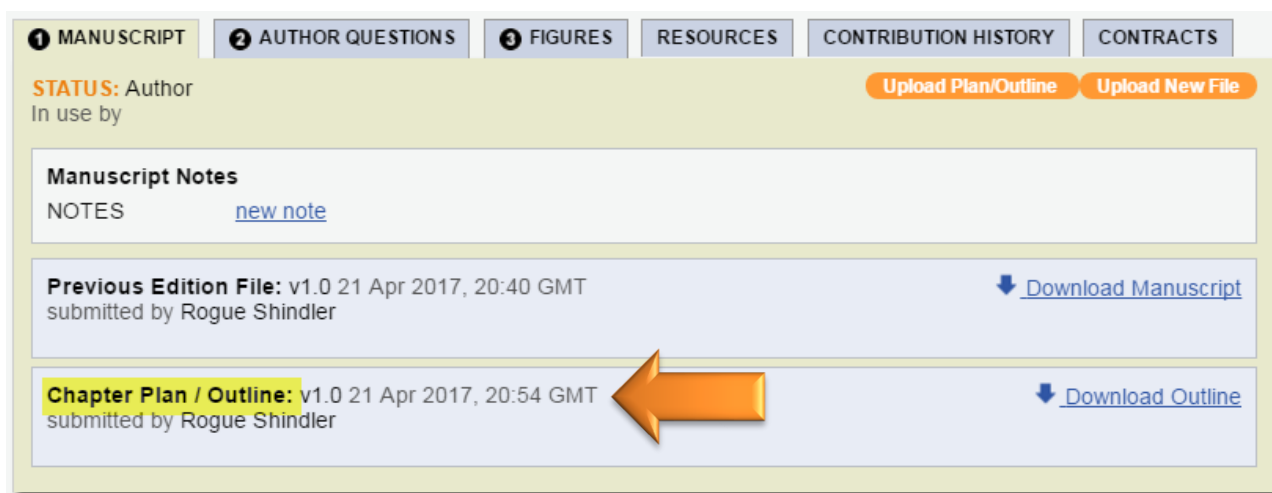
B. Upload the Manuscript
1. Scroll down to the **MANUSCRIPT** Tab to upload your manuscript. To upload, click on the button that says **Upload New File**.

2. A box, as shown below, will open. Click the **Choose File** button.

Upload New File
Choose File | No file chosen | Upload
Close
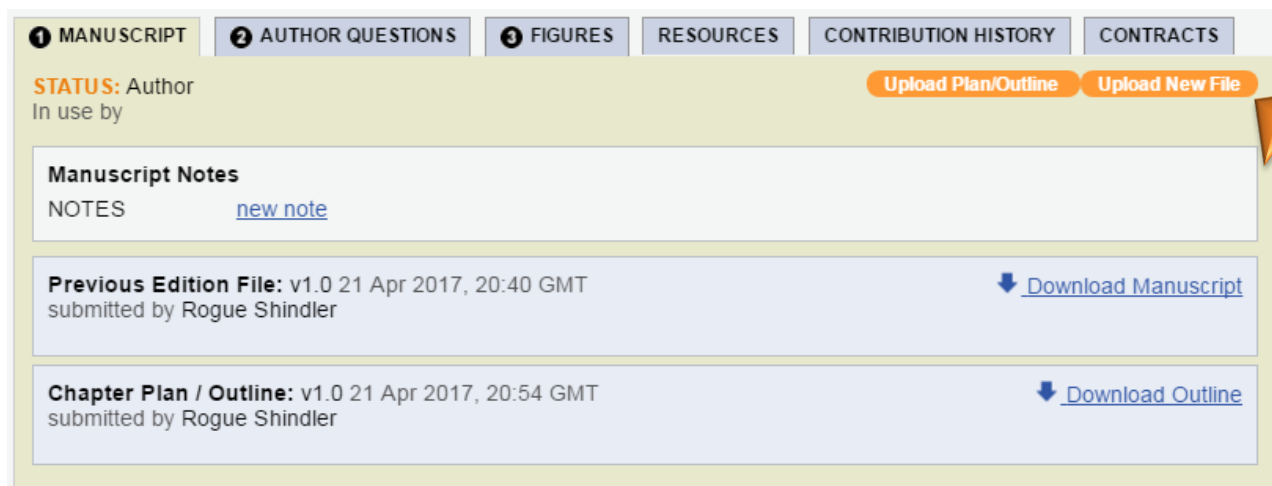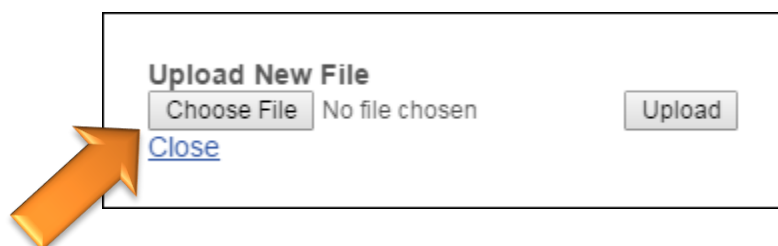
Find the appropriate file on your own computer, click on it, and then click the **Upload** button (shown opposite the **Choose File** button above).

3. Once you upload your manuscript file, you will see a message indicating that you have successfully uploaded the file and offering options for your next step(s):

Your manuscript has been uploaded; you are ALMOST finished.

① Next Step: Author Questions

Answer any questions that have been posed to you.
VIEW AUTHOR QUESTIONS

② Step Two: Review and Update Your Figures

If you have figures/artwork, please go to the Figures Tab to review and update your figures. You can upload new files, delete unneeded files, and renumber figures, if necessary.
UPLOAD FIGURES

③ Final Step: Submit Your Contribution

After all of your files have been uploaded, you must click the orange "SEND TO" button (in the Actions Box, or below) to complete your submission. (Please note that once you send your contribution forward, you will not be able to upload more files unless the recipient sends it back to you.)
SUBMIT TO SECTION EDITOR

As this message notes, you are *almost* finished, but you must also:

1) Answer any questions that have been posed to you
2) Upload any new or revised figure files you may have, and
3) Submit the entire chapter to the next step. ***This final step is critical***; some authors think they have submitted their chapter when they have finished uploaded their chapter files. **But you must actively submit the chapter on to the next person in the workflow for it to be submitted.**

Click the **View Author Questions** button to go to the **AUTHOR QUESTIONS** Tab to see if any questions have been posed for you. From there, you can click on the **FIGURES** Tab where you can

[upload artwork](#) (if you have any). Check the **RESOURCES** Tab for any special instructions from your Elsevier contact.

When you are ready to submit your chapter, go to the **ACTIONS** Box (above and to the right of the tabs area) to submit your chapter to the next step. Once you submit the chapter, you will no longer be able to edit or upload files. If you need to make a change after sending your work, send a message to your Elsevier contact, whose email address appears at the bottom of the **Home** page and your **Manuscript** page. You can also post a note on the **Manuscript** page, copying your Elsevier contact on the message, to ask that the submitted files be returned to you.

C. Upload Artwork

If you have artwork to submit, go to the **FIGURES** Tab to check previous edition figures (if this applies) and to upload any new figures. To upload figures, click on the UPLOAD New Figure(s) button:
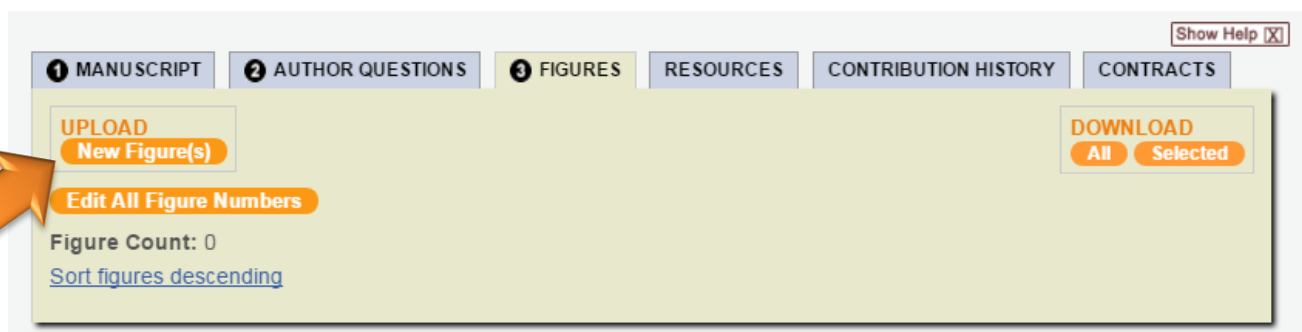
You can either use the **Select Files** button to browse your computer for the correct files, or you can drag-and-drop your files into the box provided.
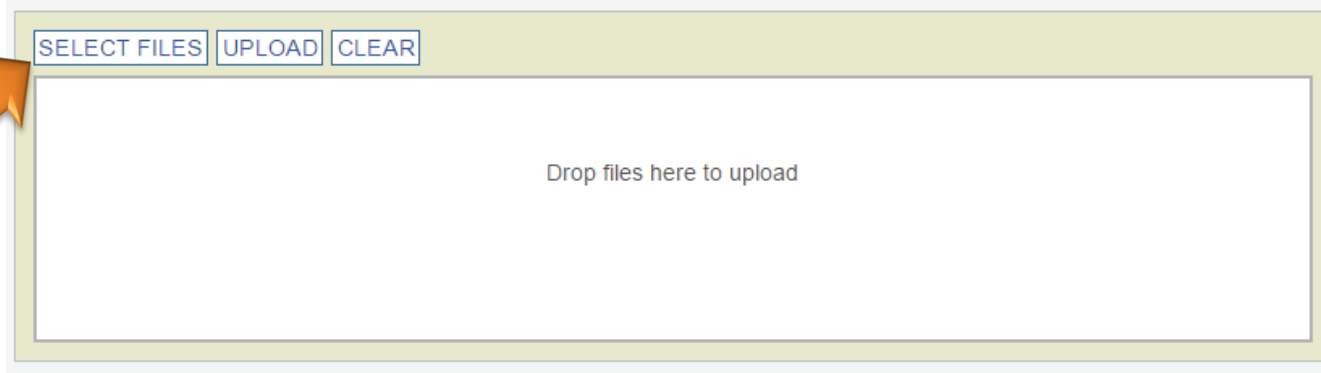
The files you have selected will appear in the central box. Image files will appear as thumbnails, but any type of file can be uploaded. You can continue selecting additional files using either method, or remove

any that were selected by mistake.

Hovering the cursor over a file will show the file size. There is no limit to the total size of the load that can be uploaded, but each file can be no larger than 1 GB.
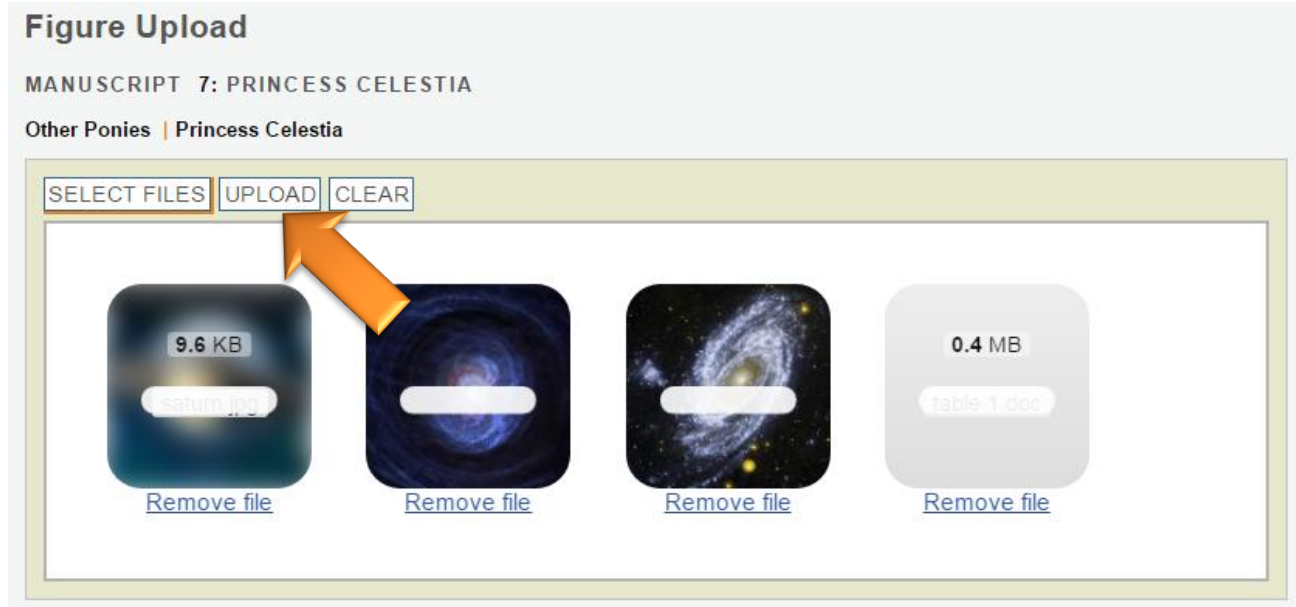
When you have completed your selections, click the **UPLOAD** button. Each file displays its own progress bar (or check mark, if complete).
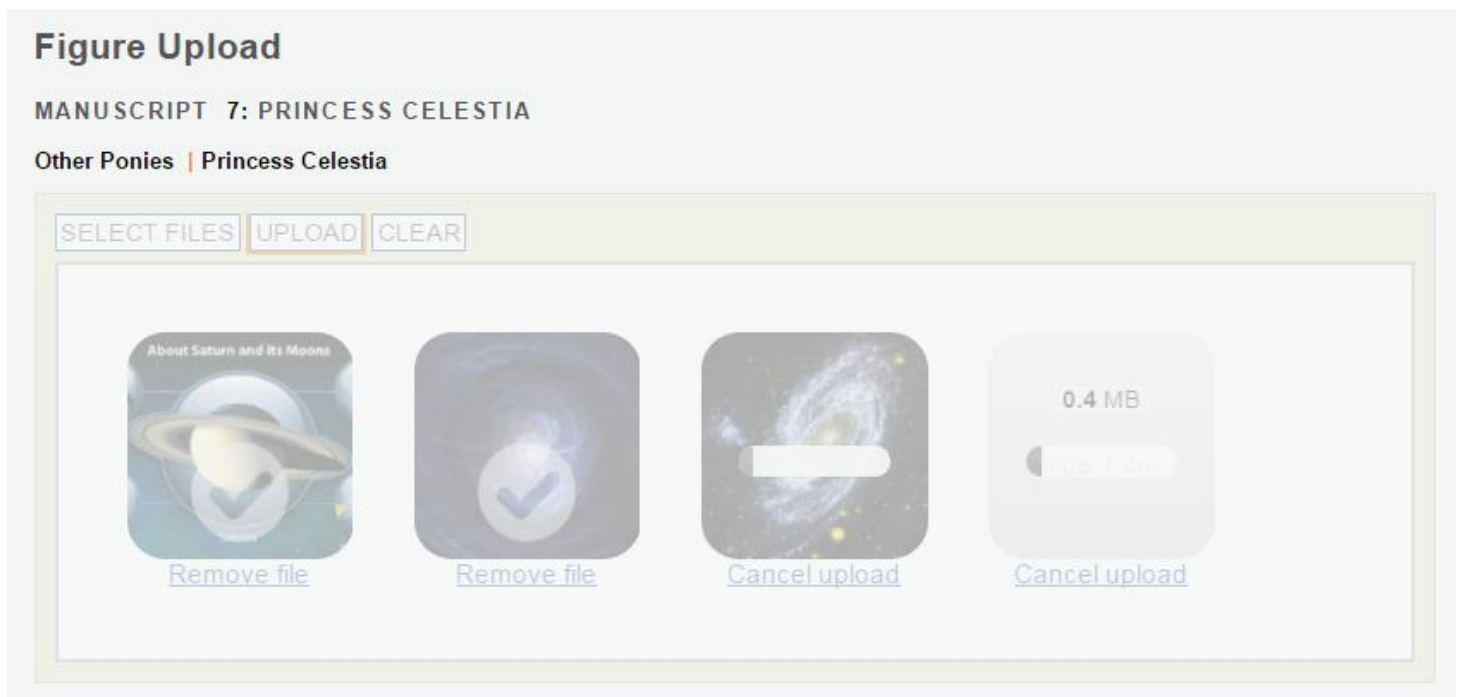
When all uploads are complete, you will be taken to another page where you must enter the appropriate figure numbers for your current project. When finished, click **Save.**

*Please note: thumbnails will appear only for true image files; Word, Excel, PowerPoint, and other non-image file types will **not** display a thumbnail but will be available for viewing by clicking the DOWNLOAD ORIGINAL button on the Figures tab.*

D. Edit and Download Posted Artwork

Show Help [X]

❶ MANUSCRIPT   **❷ AUTHOR QUESTIONS**   **❸ FIGURES**   **RESOURCES**   **CONTRIBUTION HISTORY**   **CONTRACTS**

UPLOAD
New Figure(s)
Edit All Figure Numbers
Figure Count: 1
Sort figures descending

DOWNLOAD
All   **Selected**

Tick this box to *Select* images to download or delete.

Click to reorder figures or edit multiple figure numbers at once.

Click here to save all or just selected images to your own computer.

☐ Figure: 1   Number of versions: 1

Click on the number to edit. You can also add letters.

Click to delete just this figure.

DELETE THIS FIGURE
⬆ Upload a new version

version: 1.0   uploaded: 24 Apr 2017, 19:12 GMT   size: 9 KB   type: jpg
uploaded by: Angel Author

VIEW LARGER
DOWNLOAD ORIGINAL
VIEW MANUSCRIPT

Click **View Larger** to open the image larger in a new window.

Click **Download Original** to save this single file to your computer.

Click **View Manuscript** to open the current manuscript file (without navigating to the Manuscript tab).

NOTES   new note

Click '**new note**' to type and post a note about this image.

DELETE ALL FIGURES   DELETE SELECTED FIGURES

Click here to delete all (left button) or just selected (right button) images.

6. Answer Author Questions

Some projects may ask you for additional information about your chapter, like submitting an abstract and/or keywords describing your chapter. This information is collected on the **AUTHOR QUESTIONS** tab.

Each question will give instructions on the type of response needed in the answer field (paragraph/essay response for abstract, comma-separated list for keywords, etc.). Some answers may be noted as "(Required)" meaning you will need to respond to them before submitting your chapter.

Once your responses have been entered, click Save at the bottom of the page.

7. Submit Your Work

Once you have uploaded your manuscript file, answered any questions, and are satisfied with your artwork (if any), scroll up to the **Actions Box** and click on the **SEND TO** button to send your work on to the next person.

You will be asked to confirm you are ready to submit your work, as, once you submit it, you will not be able to make any additional edits or upload new files.

To cancel your submission (if you had clicked the button by accident or realized you did not follow instructions), click the **GO BACK AND CHECK** button.

To complete your submission, click the **CONTINUE & SEND TO…** button. (The person you are sending to will be customized on your project and may not be the same as in the image shown at left.)

Once you have clicked the **CONTINUE…** button, you should see the next square turn orange and the black dot move from your step to the next person's step in the **Manuscript Status** box above.

When you DO submit your work, the person you send the chapter to will get an email saying the manuscript has been sent to them and is ready for their review. Once you submit the chapter, you will no longer be able to edit or upload files unless the chapter is returned to you. If you need to make a change after sending your work, send a message to your Elsevier contact, whose email address appears at the bottom of the **Home** page and your **Manuscript** page.

You can also post a note on the **Manuscript** page, copying your Elsevier contact on the message, to ask that control of the submitted files be returned to you.
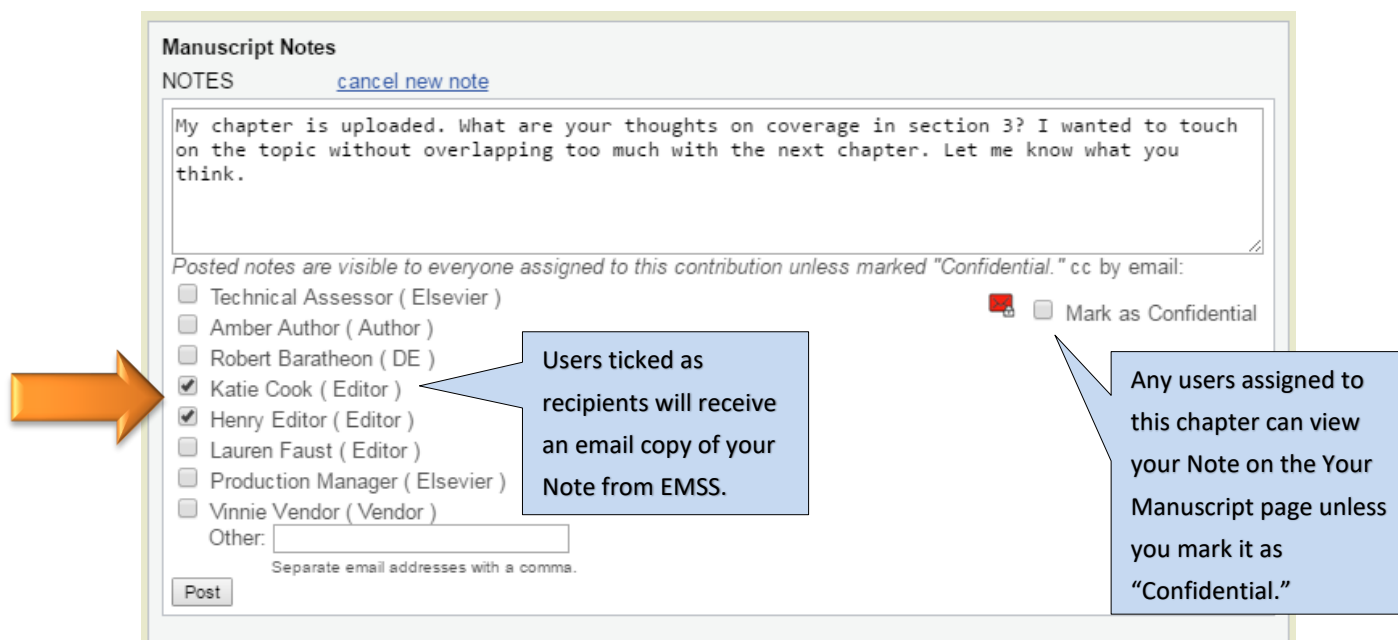
8. Send and Receive Notes

From the EMSS Home Page for your project, click on the title of your manuscript to go to your Manuscript Page.

To leave a note about the manuscript, scroll down to the **MANUSCRIPT** Tab and click on the '**new note**' link.

The tab will expand to a text window where you can type your note. When you have entered your text in the box provided, tick the box(es) of the recipient(s) you wish to copy by email (indicated by the arrow), then click **Post**.

Your message will be posted on the Manuscript Page of the chapter, and a copy of your message will be emailed to the indicated recipients.

You can also post notes on the **FIGURES** Tab by clicking on the '**new note**' link under any figure.
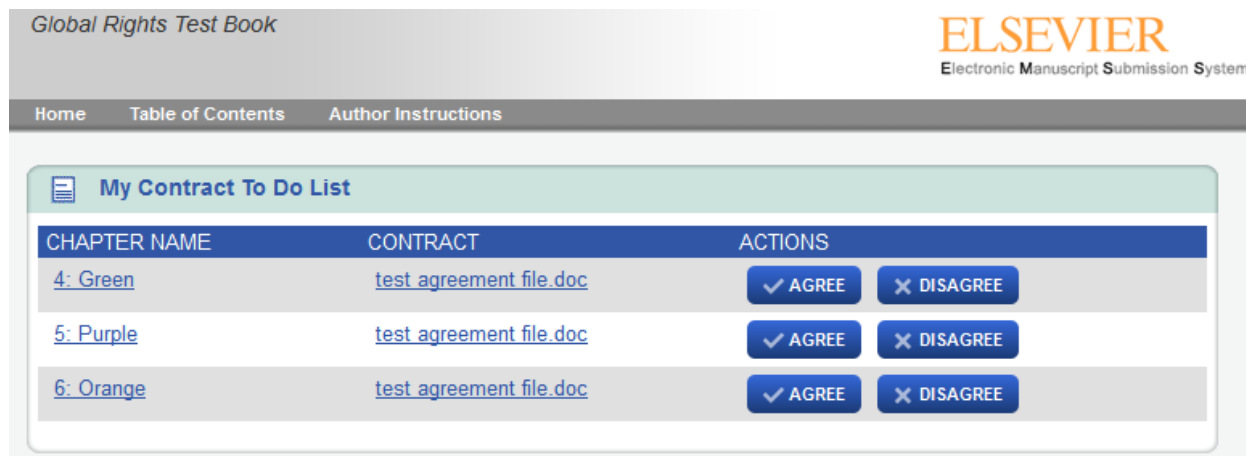
Note that posted messages sent via the EMSS system will remain in EMSS *and* be emailed to the copied recipients from **emssnotify@editorial.elsevier.com**, so it is important to make sure this address is in your safe senders list as instructed in Step 1.

Please also be aware that notes posted on the **MANUSCRIPT** and **FIGURES** Tabs will be visible to everyone assigned to your chapter (in any workflow step). You can designate manuscript notes to be confidential to only the people you copy on the note.

9. Contributor Agreements (Contracts)

Many projects using EMSS will allow you to read and to indicate your acceptance of your contributor agreement(s). (If the project you are working on is not using this functionality, you will not see the sections depicted below in EMSS. Check with your Elsevier editorial contact to determine if contributor agreements are being handled through EMSS.)

The **Contract To-Do List** appears at the top of the project **Home** page. To download and read your agreement file, click the linked file name. After reading your agreement, click the **Agree** or **Disagree** buttons to accept or decline the terms for each chapter.

You can also download the agreement file and click to **Agree** or **Disagree** from the **Manuscript** page **Contracts** tab (shown below).

After you agree to a contract, you will not be able to later disagree through EMSS.

Once you select **Agree**, the chapter will disappear from the **Contract To-Do List**. You can still access the agreement file at any time by going to the **Contracts** tab on the **Manuscript** page.

Your Manuscript Page

MANUSCRIPT 5: PURPLE

Section 2 | Purple

Go to Another Manuscript

All materials for preparing your manuscript are accessible here. We ask that you review the "Author Instructions" link above and check the resources box below for supplemental files.

First, go to the Manuscript Tab ❶ below to upload new manuscripts or access previous edition manuscripts.

Then, go to the Questions Tab ❷ below to answer any manuscript questions.

Then, go to the Figures Tab ❸ below to upload any new figures or to access previous edition figures.

Once you have uploaded all the elements of your chapter:
Go to the Actions Console ❹ to submit your manuscript by clicking on the "Send To" button. Contact Elsevier if you have any questions or concerns.

Manuscript Status

In use by Author ⬛ ⬜ ⬜ ⬜

❹ **Actions**

SEND TO EDITOR >>

Show Help ☒

❶ MANUSCRIPT | ❷ AUTHOR QUESTIONS | ❸ FIGURES | RESOURCES | CONTRIBUTION HISTORY | CONTRACTS

CONTRACTS

VIEW YOUR OTHER AGREEMENTS

CONTRACT	AUTHOR	STATUS	ACTIONS	
	Author, Janice	Not yet responded		
test agreement file.doc	Author, Alberta	Responded May 6, 2013	✓ AGREED	✕ DISAGREE
	Editor, Edna	Responded		

You will see "Responded" or "Not yet responded" status for each of your co-authors.

If you click **Disagree**, you must enter a reason for disagreeing with the contract. The reason you enter will be sent to the person at Elsevier handling contributor agreements so that s/he may work with you to provide a contract with which you are able to agree.

You can change your response from **Disagree** to **Agree** in EMSS at any time. Contracts to which you have disagreed will continue to appear in the **Contract To-Do List** on the project's **Home** page, as well as on the **Contracts** tab on the **Manuscript** page.

10. Additional Help

If you would like more online self-help information about EMSS, please click on the **Help** link at the top or bottom of the EMSS screen on any page. You will be taken to our support site. Click on the "Publishing a Book" icon, and you will find helpful Frequently Asked Questions about using EMSS, as well as some brief interactive tutorials.

MY PROFILE | Select Title Select a Title ▼ Go Help Welcome,

Home | My Profile | FAQ | Help | Privacy Policy | Terms and Conditions | Contact Us | Bookmark EMSS |

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