













## LANGUAGE TOGGLE

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

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

Below the navigation bar, a white box with a blue border contains a French welcome message:

**Bienvenue** Bienvenue sur le site *Super Master*. Pour commencer, veuillez cliquer sur le lien de l'espace qui vous concerne ci-dessous. Vous pouvez revenir à cet écran pour modifier les espaces, si nécessaire, en cliquant sur le lien « Menu principal » dans le coin supérieur gauche de la page.

Below the message, there are twelve links, each with a blue circular icon containing a white symbol:

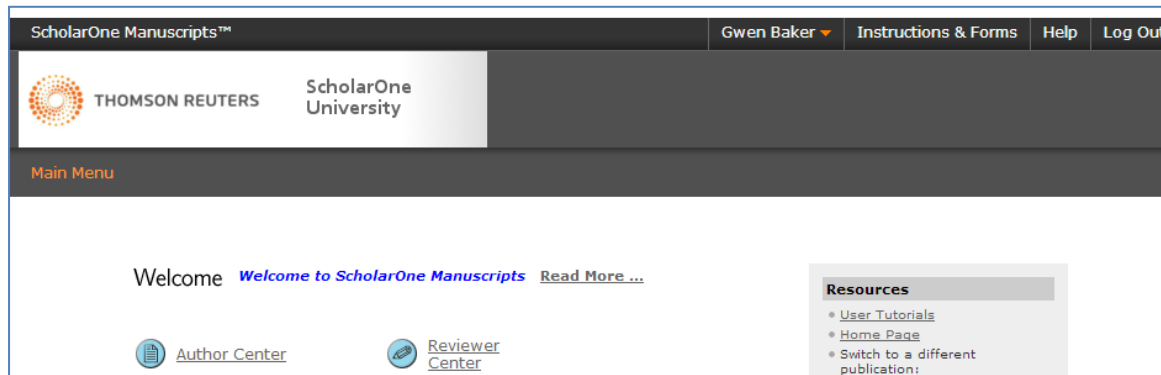
- [Espace de l'auteur](#)
- [Espace du lecteur critique](#)
- [Espace du rédacteur en chef adjoint](#)
- [Espace du directeur de la publication](#)
- [Espace Admin](#)
- [Espace de production](#)
- [Espace de configuration client S1](#)
- [Espace de configuration client](#)
- [Espace de configuration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

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



## THE WELCOME PAGE

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



To access your author dashboard page, select the  [Author Center](#) link.

## INSTRUCTIONS AND FORMS

Access journal-specific Instructions and Forms in the **Resources** section of the welcome screen, or when you enter your Author center.






## THE AUTHOR DASHBOARD

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



Dashboard

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

[Read More ...](#)

My Manuscripts	Author Resources
<ul style="list-style-type: none"> <li>5 <a href="#">Unsubmitted and Manuscripts in Draft</a></li> <li>0 <a href="#">Resubmitted Manuscripts in Draft</a></li> <li>0 <a href="#">Revised Manuscripts in Draft</a></li> <li>0 <a href="#">Submitted Manuscripts</a></li> <li>0 <a href="#">Manuscripts with Decisions</a></li> <li>1 <a href="#">Manuscripts I Have Co-Authored</a></li> <li>0 <a href="#">Manuscripts in Appeal</a></li> <li>0 <a href="#">Withdrawn Manuscripts</a></li> <li>0 <a href="#">Invited Manuscripts</a></li> </ul>	<p> <a href="#">Click here</a> to submit a new manuscript</p> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p>


**Unsubmitted and Manuscripts in Draft**

Manuscript ID	Manuscript Title	Date Created	Continue Submission	Delete
draft	(No Title Entered) <a href="#">[View Submission]</a>	10-Mar-2014		

## THE MANUSCRIPT SUBMISSION PROCESS

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

**Author Resources**

 [Click here](#) to submit a new manuscript



## IMPORTANT NOTES





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



- Journal-required fields are denoted by the required symbol
- Journals may vary the requirements based on manuscript type
- Always follow journal instructions carefully when submitting manuscripts





## STEP 1 – TYPE, TITLE, & ABSTRACT

	Actions	Notes
1.	Manuscript Type: Select from the dropdown list of choices.	
2.	Title: Enter a manuscript title or paste one in. Running Head: If present, enter a short title.	Select  to insert any special characters. Select  to preview the title.
3.	Abstract: Enter the abstract or attach it if that option is available.	Select  to insert any special characters.
4.	Select  .	

**Manuscript Type**

req Manuscript Type:


---

req **Title** (Limit 50 words)  Preview  Special Characters

*Press Control-V (or Cmd-V) to Paste*

req **Running Head** (Limit 50 characters)

---

req **Abstract** (Limit 200 words)  Special Characters

*Press Control-V (or Cmd-V) to Paste*

### SUBMITTING AGENT QUESTION

Your site may also have a question regarding if you are a submitting agent or one of the actual authors of the paper.

**req Author or Submitting Agent**

I, Dr. Gwen Baker, am submitting this manuscript on behalf of myself and my co-authors.

I, Dr. Gwen Baker, am not an author on this manuscript. I am submitting this manuscript on behalf of an author.

### ENTERING ARTICLE FUNDING INFORMATION (OPTIONAL)

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

**Funding Institutions**

There are no funders to report for this submission

Funding Institutions	Grant / Award Number	Edit	Delete
No Funders Entered			

**Add a New Funder**

Funder Name

NIH

- NIH Blueprint for Neuroscience Research
- NIH Clinical Center  
NIH CC
- NIH Office of the Director  
OD
- NIHR Health Services and Delivery Research (HS&DR) programme  
HS&DR
- National Institutes of Health  
NIH
- Research Trainees Coordinating Centre  
NIHRTCC

**Add a New Funder**

Funder Name

U.S. Department of Health and Human Services

Sub-organization

- NIH Clinical Center
- National Center for Health Statistics
- National Center for Immunization and Respiratory Diseases
- National Center for Injury Prevention and Control
- National Center for Preparedness, Detection, and Control of Infectious Diseases
- National Center for Public Health Informatics
- National Center on Birth Defects and Developmental Disabilities
- National Institute for Occupational Safety and Health
- Office for State, Tribal, Local and Territorial Support
- Office of Public Health Genomics
- Office of Public Health Preparedness and Response
- Centers for Medicare and Medicaid Services
- DHHS Office of the Secretary
- Health Resources and Services Administration
- Indian Health Service
- National Institutes of Health**
- Center for Information Technology
- Center for Scientific Review

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



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

Click the **Add To Funding Institutions** button.

**Add a New Funder**

Funder Name

Sub-organization

Grant / Award Number  
 [Remove](#)

[Add another grant/ award number](#)






Save

Once you have added your Funder(s) you can edit or delete as needed.

Funding Institutions			
<input type="checkbox"/> There are no funders to report for this submission			
Funding Institutions	Grant / Award Number	Edit	Delete
U.S. Department of Health and Human Services-National Institutes of Health-NIH Clinical Center	example:abb432		


## STEP 2 – ATTRIBUTES & KEYWORDS

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


	Actions	Notes
1.	Search on this list: Enter a keyword and select  Search .	A popup box displays keywords to match your search. Select the keyword(s) and select  Add .  Select the checkbox to mark the search as case sensitive.  Select  to insert any special characters.
2.	To add a keyword to your manuscript submission, select a word from the list box and select  Add .	The selected keywords display in the fields to the right.
3.	Select  Save and Continue .	







**Keywords**



Search on this list:

Case sensitive  Search

- accounts
- Article
- emails
- html
- proof
- proxy
- roles
- superuser
- templates
- workflow






 Add

req	<input type="text" value="accounts"/>	 Clear
req	<input type="text" value="proof"/>	 Clear
	<input type="text" value="templates"/>	 Clear
	<input type="text"/>	 Clear
	<input type="text"/>	 Clear
	<input type="text"/>	 Clear

	Actions	Notes
1.	If there is no pre-populated list of keywords, type it into the most appropriate box.	Select  to insert any special characters.
2.	To add a keyword to your manuscript submission, select a word from the list box and select  Add .	The selected keywords display in the fields to the right.

## STEP 3 – AUTHORS & INSTITUTIONS

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

	Actions	Notes
1.	Enter your author information in the fields. If your information is pre-filled, verify it for accuracy.	Select  to edit the information.
2.	To add co-author information to your manuscript submission, enter the author's email address in the Email field. As needed, select the link to add additional Institutions and Departments for an author.	If a  button displays, selecting it results in a search for existing account information, or that author will be added to the database.
3.	Enter co-author information in the fields.	Select  to insert any special characters.
4.	Select 	The Co-author displays in the My Authors section with your name.
5.	Select  ..	



**Add a New Co-Author**
 Special Characters

req E-Mail:  Find

req Sal. req First (Given) Name: Middle Name: req Last (Family) Name:

Select...

---

Institution:  Department:

req Country

req State/Province  req City

http://orcid.org/   
Find an ORCID iD

This person is the formal Corresponding Author as denoted on the title page of the manuscript

If you have multiple Institutions and Departments for this author, click [here](#).

Add To My Authors
 Clear

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

- 2 Attributes
- 3 Authors & Institutions
- 4 Reviewers & Editors
- 5 Details & Comments
- 6 File Upload
- 7 Review & Submit

Order	Name	Institution	Department	E-Mail	Edit	Delete
1	Ms. Gwen Ma <i>Corresponding</i>			an@test.demo		

**Advanced Search**

You must populate a least one field.

Search by ORCID ID

Given name

Also search other names

Family name

Institution name

Also search Past Institutions

Keyword

Search

Search results

Relevance	ORCID ID	Given name	Family names	Other names
106	0000-0003-2647-5154	SJ	Mac	John MacJohn

**Special Characters**

Middle Name:

req Last (Family) Name:

Search ResearcherID

Search using one or more of these fields:

req Last/Family Name:

Example: SMH

First/Given Name:  Example: J or James

also search "other names"

Institution:  Example: Drexel

also search "past institutions"

Country/Territory:

Keyword:  Example: bioethic

Or, enter the researcher's ResearcherID:  Example: A-1009-2008

Search Clear





## STEP 4 – REVIEWERS & EDITORS

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

	Actions	Notes
1.	Add a Reviewer: Enter information in the fields.	
2.	Select <input checked="" type="checkbox"/> Designate as Preferred Reviewer or <input checked="" type="checkbox"/> Designate as Preferred Editor	These designations display during reviewer assignment.
3.	Add an Editor: Select from a list of journal editors.	
4.	Select <input checked="" type="checkbox"/> Designate as Preferred Editor or <input checked="" type="checkbox"/> Designate as Non-Preferred Editor	
5.	Select <input type="button" value="▶ Save and Continue"/>	



My Reviewers (2 preferred reviewers required)						
Name	Institution	Department	Phone/E-Mail	Preference	Edit	Delete
Robin Randall			RobinR@test.demo	Preferred		
Linda Sparks			Linda@test.demo	Non-Preferred		

**Add A Reviewer**

req First (Given) Name:  req Last (Family) Name:  req Email:

Institution:  Department:  Phone:

Designate as Preferred Reviewer  Designate as Non-Preferred Reviewer

My Editors					
Name	Institution	Department	Phone E-Mail	Preference	Delete
Eddie Editor			eddie@test.demo	Preferred	

**Add an Editor**

Select...

Designate as Preferred Editor  Designate as Non-Preferred Editor

## STEP 5 – DETAILS & COMMENTS

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

	Actions	Notes
1.	<p>Cover Letter: If one is required, you can submit a cover letter in one of 3 ways:</p> <ul style="list-style-type: none"> <li>Type your cover letter in the text field</li> <li>Paste an existing cover letter into the field</li> <li>If option is available, you can browse to and attach an existing file.</li> </ul>	
2.	Other sections: Complete the fields as indicated.	
3.	Select  Save and Continue .	



**Cover Letter**

Attach another file containing your cover letter:

**Files attached**

File Name	Delete
<i>No Files Attached</i>	




Attach this Cover Letter



**Manuscript Information**

<small>req</small> Number of Figures:	<input style="width: 80%;" type="text"/>
<small>req</small> Number of Color Figures:	<input style="width: 80%;" type="text"/>
<small>req</small> Number of Tables:	<input style="width: 80%;" type="text"/>
<small>req</small> Number of Words:	<input style="width: 80%;" type="text"/>

## STEP 6 – FILE UPLOAD

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

	Actions	Notes
1.	File Upload: Select Browse to locate a file and select it for upload.	The total size limit for file upload is set by the journal. The number of slots indicates the number of files that can be uploaded at once and not the total number.
2.	File Designation: Select from the drop-down list of choices.	
3.	Select  .	
4.	During upload, a Details pop-up window displaying file attributes appears for each file. Select  to move to the next file. Select  at the end of the file upload.	For image/figure files, name the file to link to the same name as it has in the main document. You can also insert a caption/legend beneath it. Files display in the My Files Section. You can change the order of the files and edit details.

5.	<p>If the option is available, you can send files offline. Enter the number of files and select  ..</p> <p>Enter a file name/description for each file and select a file designation from the dropdown list.</p>	<p>The page displays fields for the requested number of files.</p>
6.	<p>Select  .</p>	

**My Files** (Uploaded files cannot exceed 60000K)


Order	File Name	File Designation <small>req</small>	Date	Edit Details	Delete
<i>No files have been uploaded.</i>					

---

**File Upload**

Upload new files:

<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	<input type="text" value="Select:"/>
<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	<input type="text" value="Select:"/>
<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	<input type="text" value="Select:"/>



### ZIP FILES AND LATEX DOCUMENTS

If configured for your journal, your zipped files can be uploaded in the **Upload zipped files** section. The contents of the file will be unpacked and processed automatically. A selected file designation will be added to each extracted file in the **My Files** list.

Upload zipped files:

<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	<input type="text" value="Select:"/>
----------------------	--	-------------------	--------------------------------------



For TeX/LaTeX submissions, the package contents will be unpacked, parsed, and processed to determine the identity of the LaTeX content files. The files can then be assigned to their file designations automatically, based on the journal's configuration, and uploaded to the manuscript. Be sure that the very first file presented in your file listing is the main LaTeX file.

**My Files** (Uploaded files cannot exceed 60000K)





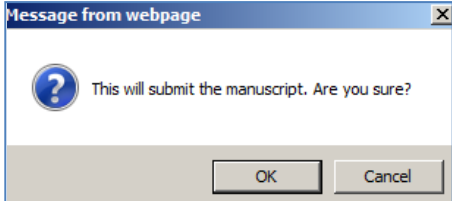
Order	File Name	File Designation <sup>req</sup>	Date	Edit Details	Delete
1 ▾	<a href="#">paper.tex</a> (1K) + <a href="#">intro.tex</a> + <a href="#">meat.tex</a> + <a href="#">conc.tex</a> + <a href="#">bib.bib</a> [ <a href="#">view Tex-Processor log file</a> ]	Main Document	10-Sep-2012		
	<a href="#">intro.tex</a> (1K)	Main Document	10-Sep-2012		
	<a href="#">meat.tex</a> (1K) + <a href="#">maxround.ps</a>	Main Document	10-Sep-2012		
	<a href="#">maxround.ps</a> (12K)	TeX/LaTeX Suppl File	10-Sep-2012		
	<a href="#">conc.tex</a> (1K)	Main Document	10-Sep-2012		
	<a href="#">bib.bib</a> (1K)	TeX/LaTeX Suppl File	10-Sep-2012		

Save File Order
 
 HTML
  PDF



## STEP 7 – REVIEW & SUBMIT

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

	Actions	Notes
1.	Review each section carefully for accuracy and completeness	<p>A  appears next to each item that has been completed correctly according to the journal's standards.</p> <p>A  indicates that you need to complete required fields. A yellow box at the end of this column details the exact error. Select  in the right column to return to that step.</p>
2.	If you have not already done so, review the HTML and/or PDF versions of your submission.	Your editor center dashboard page opens.
3.	<p>Select </p> <p>The system asks for confirmation of the submission. Select OK to submit the manuscript.</p> 	<p>You will receive a successful submission confirmation along with your manuscript ID number.</p> <p>The manuscript Displays in the Submitted Manuscripts column of your dashboard.</p>

## TIPS FOR AUTHORS SUBMITTING A REVISION

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



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

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

Manuscripts with Decisions					
Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Actions
MCU1-2009-07-0093	Sample title - Book Review of.... [ <a href="#">View Submission</a> ]	29-Jul-2009	24-Jan-2013	ADM: <a href="#">Baker, Gwen</a> <ul style="list-style-type: none"> <li>Minor Revision (24-Jan-2013)</li> <li>Due on: 23-Feb-2013</li> </ul> <a href="#">view decision letter</a>	<a href="#">create a revision</a>

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

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

Revised Manuscripts in Draft				
Manuscript ID	Manuscript Title	Date Created	Continue Submission	Delete
MCU1-2009-07-0093.R1	Sample title - Book Review of.... [ <a href="#">View Submission</a> ]	24-Jan-2013		



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