

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.

The screenshot displays the 'Funding Institutions' section of a submission form. At the top, there is a checkbox labeled 'There are no funders to report for this submission'. Below this is a table with columns for 'Funding Institutions', 'Grant / Award Number', 'Edit', and 'Delete'. The table currently shows 'No Funders Entered'. Below the table is the 'Add a New Funder' section, which includes a 'Funder Name' search field. A dropdown menu is open, showing a list of potential matches. The list includes 'NIH' and 'National Institutes of Health' as parent organizations, with several sub-organizations listed below them, such as 'NIH Clinical Center', 'NIH Office of the Director', and 'NIHRTCC'. The 'National Institutes of Health' is highlighted in blue in the dropdown list.

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 
 req 
 
 
 
 

	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

id
 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

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

Special Characters

Middle Name:

req Last (Family) Name:

Search ResearcherID

Top Keywords Top Countries/Territories World Map

Search using one or more of these fields:

Last/Family Name: Lachlan

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"> • Type your cover letter in the text field • Paste an existing cover letter into the field • If option is available, you can browse to and attach an existing file. 	
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
No Files Attached	

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 Upload Files.	
4.	During upload, a Details pop-up window displaying file attributes appears for each file. Select Next to move to the next file. Select Save 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>	

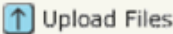
My Files (Uploaded files cannot exceed 60000K)

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:"/>
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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 ^{req}	Date	Edit Details	Delete
1	paper.tex (1K) + intro.tex + meat.tex + conc.tex + bib.bib [view Tex-Processor log file]	Main Document	10-Sep-2012		
	intro.tex (1K)	Main Document	10-Sep-2012		
	meat.tex (1K) + maxround.ps	Main Document	10-Sep-2012		
	maxround.ps (12K)	TeX/LaTeX Suppl File	10-Sep-2012		
	conc.tex (1K)	Main Document	10-Sep-2012		
	bib.bib (1K)	TeX/LaTeX Suppl File	10-Sep-2012		





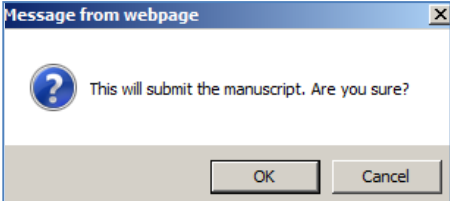
Save File Order

 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.... [View Submission]	29-Jul-2009	24-Jan-2013	ADM: Baker, Gwen <ul style="list-style-type: none"> Minor Revision (24-Jan-2013) Due on: 23-Feb-2013 view decision letter	create a revision

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.... [View Submission]	24-Jan-2013		



SCHOLARONE®

ScholarOne, a Thomson Reuters Business, provides comprehensive workflow management systems for scholarly journals, books, and conferences. Its web-based applications enable publishers to manage the submission, peer review, production, and publication processes more efficiently, increasing their profile among authors, decreasing time-to-market for critical scientific data, and lowering infrastructure costs. ScholarOne offers workflow solutions for the submission and review of manuscripts, abstracts, proceedings, books, grants & awards, and production. Supporting over 365 societies and publishers, over 3,400 books and journals, and 13 million users, ScholarOne is the industry leader.

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