em Editorial Manager®

Tutorial for Authors

Version 15.0 – Q2/2018

Author Software Requirements

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

http://get.adobe.com/reader/

Users should contact their IT department if they experience difficulty installing or utilizing this software. Adobe also offers a help database for the free Reader at the following address:

http://www.adobe.com/support/reader/

General Software and Hardware requirements for EM are at the following address:

http://www.ariessys.com/views-press/faqs/

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

Registering with the Publication's EM Site

Standard Registration

A set of menu options is available at the top of the screen on the main navigation menu. Click on 'REGISTER'.

The following screen will be displayed:

Fill in the Required Pre-Registration information and click 'Continue >>' when done. There will then be a 'Duplicate Registration Check'.
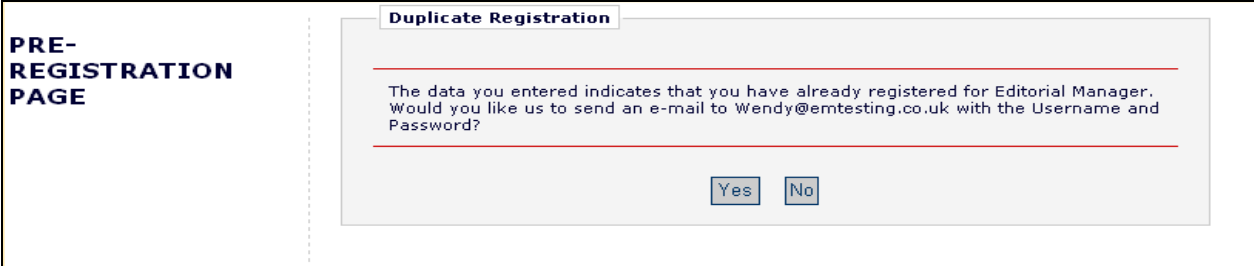
Duplicate Registration Check

EM will check whether a user is already registered, once the First Name, Last Name, and E-Mail Address fields have been entered. Click on the button labeled 'Continue'. This will execute a search of the database for a duplicate record.

Note: *It is important that users enter their name exactly as they are known. It is not unusual for variations in spelling to cause duplicate entries in the database.*

Possible Outcome of Duplicate User Test

If a match is found (i.e., presence of duplicates), the user will not be able to proceed with the Registration. The user may opt to receive an e-mail containing the Username and Password associated with the e-mail address that is already in the system.

Users should click on 'Yes' if they could already be registered. If the user is certain that he or she is not already registered, he or she should click on 'No'. The system will then present the *'Registration'* page, which provides an option to change First Name, Last Name, E-Mail Address or all three fields.

If no matches are found (i.e., no duplicates), then proceed to the second step – the Registration process.

Registration Using ORCID

Users may not only retrieve their ORCID record, but also retrieve name and contact details from their ORCID record. Users who select this option will experience the standard ORCID authorization interaction, giving EM permission to read information from their profile.

Choose a Registration Method

Retrieve your details from the ORCID registry:

[iD Use My ORCID Record]

Or type in your details and continue to register without using ORCID:

Given/First Name* [   ]

Family/Last Name* [   ]

E-mail Address* [   ] [Continue >>]

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Login Details?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

[Cancel] [Forgot Your Login Details?]

You are taken to ORCID to sign in.

ORCID

Sign into ORCID or Register now

[👤 Personal account] [🏛 Institutional account]

Sign in with your ORCID account

Email or iD

[Email or iD]

ORCID password

[ORCID password]

[Sign into ORCID]

Forgotten your password?

Sign in with a social media account ❓

[f] [g+]

You grant permission for ORCID to push information to your EM registration.
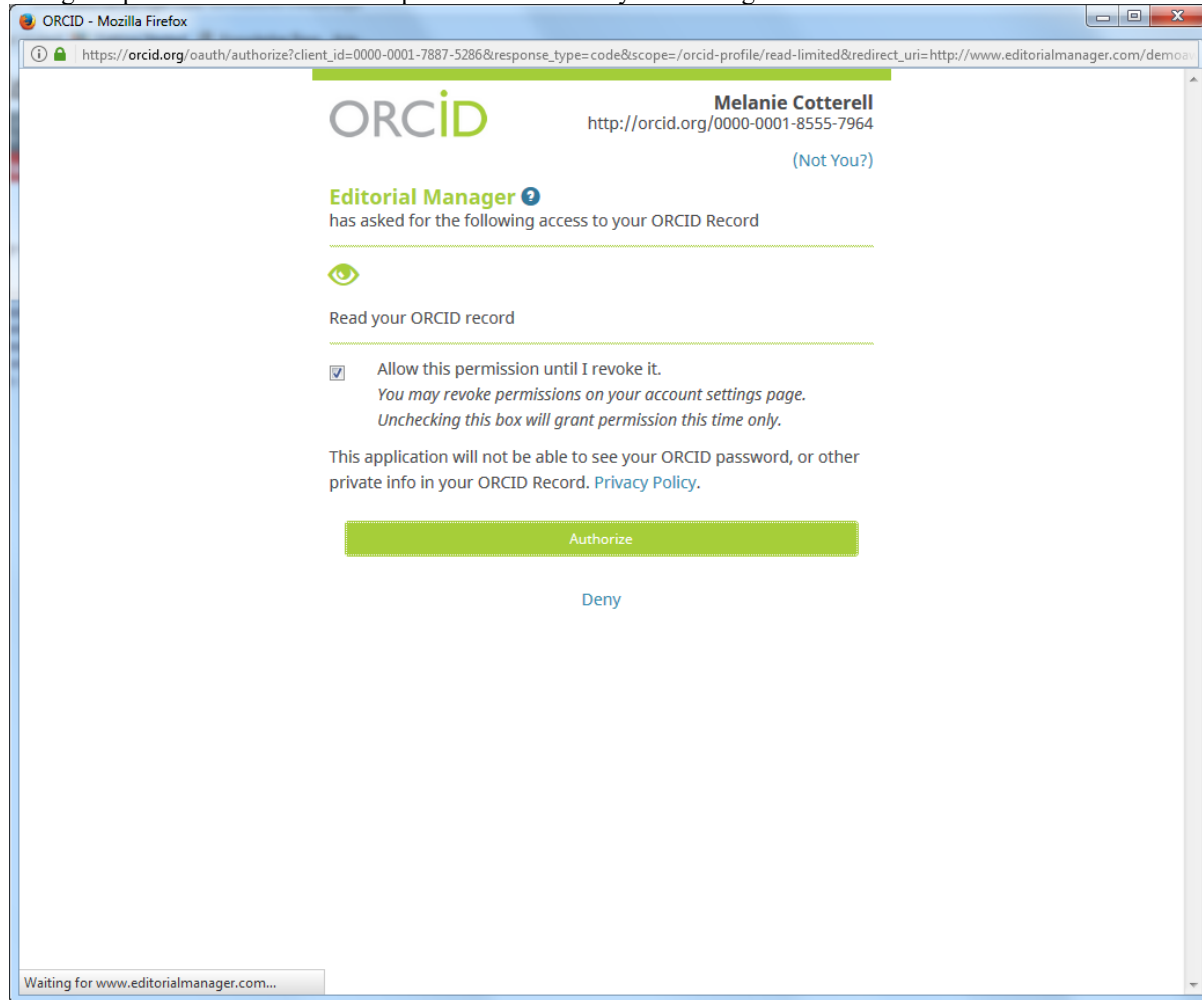
If the data are available and not set to private in the ORCID record, the following fields will be populated into your EM registration:

- Given/First Name
- Family/Last Name
- E-mail Address
- Position
- Institution
- Department
- City
- State or Province
- Country
- Keywords (if configured as a Registration Field)

Note: *A Publication may require a Corresponding Author to have an authenticated ORCID record before they can submit.*

Registration Process

If you aren't using ORCID, fill in the name and e-amil fields and select Continue>>.

Choose a Registration Method

Retrieve your details from the ORCID registry:

iD Use My ORCID Record

Or type in your details and continue to register without using ORCID:

Given/First Name*

Family/Last Name*

E-mail Address*   Continue >>

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Login Details?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

Cancel   Forgot Your Login Details?

The following screens will be displayed:

Login Details

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

Enter preferred user name *

Password *

Re-type Password *

Note: *Users must remember this username in order to access the Publication's EM System. If the preferred user name is already taken, when you try to proceed with the registration, you'll be directed back to this page to select a new one.*

Personal Information

Title *	[	] (Mr., Mrs., Dr., etc.)
Given/First Name *	Me	
Middle Name		
Family/Last Name *	Again	
Degree		(Ph.D., M.D., etc.)
Preferred Name		(nickname)
Primary Phone		(including country code)
Secondary Phone		(including country code)
Secondary Phone is for	Mobile ⦿ Beeper ◯ Home ◯ Work ◯ Admin. Asst. ◯	
Fax Number		(including country code)
E-mail Address *	meagain@ariestrash.com	

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. Read More.

ORCID		Fetch/Register

What is ORCID?

Institution Related Information

Position		
Institution *		(max 300 characters)
Department	[▼]	(max 450 characters)
Street Address		
City		
State or Province		
Zip or Postal Code		
Country *	Please choose a country ▼	
Address is for *	Work ⦿ Home ◯ Other ◯	
Available as a Reviewer?*	Yes ◯ No ⦿	

Note: *Information fields marked with asterisks (*) cannot be left empty.*

A user may indicate to the Publication that he or she is available as a Reviewer, by selecting "Yes" in response to the question, 'Are you available as a Reviewer?'

If the Publication is using classifications, users may also select Personal Classifications from a predefined list.

Note: *If the Editorial Office has set up Classifications as a required field, users must select the required number of areas of expertise from this predefined list.*

Users can click on 'Select Personal Classifications' to access the screen to enter areas of expertise. The predefined list can be expanded or collapsed by clicking the [+] or [-] checkboxes. To add a Personal Classification, check the appropriate classification, and click on the 'Select' button. The number of Personal Classifications allowed is determined by the Publication. When all of the appropriate areas of expertise have been selected, click on the 'Submit' button on the bottom of the page.

If the Publication has Classification Ranking enabled, users may be asked to specify levels of personal expertise for their selected Personal Classifications.

Clicking the 'Rank Personal Classifications' button will direct you to a pop-up window where users have the option to rank their experience level for each Classification as 'Low', 'Medium' or 'High'.

If the Publication is using Personal Keywords, users may enter free-form Keywords that identify areas of expertise not included in the predefined Personal Classifications list.

Note: *If the Editorial Office has set up Personal Keywords as a requirement, users must enter the minimum number of Keywords indicated.*

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

Multiple E-Mail Address Request

It is strongly suggested that users enter a second e-mail address. If the system e-mails get caught in a SPAM filter for one e-mail address, users can receive the e-mail at a secondary e-mail address from a different service provider (i.e., Gmail, Outlook, Hotmail, etc.).

Custom Registration Questions and Registration Confirmation

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

You will be required to acknowledge Privacy Policies in compliance with the European Union's General Data Protection Regulation (https://gdpr-info.eu/). You may be presented with additional questions from the Publication. A red asterisk indicates required information.

Once you have completed the questions, click Continue>> at the bottom of the page.

Registration Complete

Check your email for a message to confirm your registration. Note that Editorial Manager may have assigned a different Username if the one you selected is already in use.

Thank you!

[Go to Login Page]

The Registration process is now complete, and the user may check their e-mail for a confirmation.

An example of a confirmation e-mail is shown below.

-----Original Message-----
From: em.demotf150.0.5c87ad.4ee0c581@editorialmanager.com [mailto:em.demotf150.0.5c87ad.4ee0c581@editorialmanager.com] On Behalf Of The Journal
Sent: Friday, July 13, 2018 12:56 PM
To: Jessica Snapke <jsnapke@ariessys.com>
Subject: Editorial Manager Registration

Dear Snapke,

Thank you for registering for the Editorial Manager online submission and peer review tracking system for TF Demo 15.0.

Please record the password you just selected for accessing Editorial Manager at https://demotf150.editorialmanager.com/.

If you forget your password or need to reset it, click the link below.

Username: Jessica
Password: https://demotf150.editorialmanager.com/l.asp?i=897&l=112J6EY5

Best regards,

TF Demo 15.0

If you would like your personal information to be removed from the database, please contact the publication office.

The e-mail contains the username and a link that will take the user into EM to change his/her password, if desired.

Change Password

Please enter your new password. If this publication enforces specific password guidelines, they will be listed below.

New Password   ••••••••
Re-type New Password ••••••••

[Cancel] [Submit]

Logging In

Standard Login

Users can begin to use the system once they have received a registration notification e-mail from the Editorial Office.

Go to the Publication's EM website. At the top of the navigation main menu a set of menu options is available. Click on 'LOGIN', as shown below:

The EM Log-In screen will be displayed. Enter the username and password in the appropriate fields. Click on the 'Author Login' button. This will display the 'Author Main Menu' which will contain a list of functions that may be performed in the system.

Note: *If users have multiple roles with the Publication, it is possible to set up a default login role. The option to do this can be found by clicking on the 'Update My Information' link on the main navigation menu.*

Once a user has successfully logged in, the 'Author Main Menu' will display 'Incomplete Submissions', 'Submissions Waiting for Author's Approval', and 'Submissions Being Processed' folders. The number of submissions in process in each folder will be displayed in parentheses by the side of the folder name.

Single Sign-on via ORCID

Users who have already authenticated an ORCID with the EM user account will be able to login with their ORCID credentials immediately. First-time EM users will have to first authenticate their ORCID record before successfully logging into EM.

Once Single Sign-on via ORCID enabled, an ORCID icon will display on the Login page. Clicking the icon will take the user to ORCID to verify their credentials and confirm the ORCID record to use for the login. Once verified, assuming they have previously Authenticated their ORCID record, the user is logged into EM.

If they have not previously Authenticated their ORCID record, EM will ask them to log in (or register) normally – this will automatically Authenticate their ORCID record for that EM login, and they will be able to log in via ORCID in future.

Note: *The user's ORCID password is never exposed to EM; the user is asked to log into ORCID and authorize the login, then the ORCID site provides EM with the ORCID record to use via a secure channel.*

Example ORCID login

Example ORCID authentication interaction after login

Time Zone Display

Depending on the configuration of your Publication, you may see a 'Time Zone Footer' frame when logged into EM. This displays the current site time as well as your local time. Clicking on the link 'Site time' brings up a pop-up window providing additional time zone information.

Multi-Language Toggle

If your Publication provides access to secondary languages, you will see the 'language drop-down' in the top right corner of your screen as part of the Main Menu bar area. Here you may choose to display the site in a language other than the Publication's default language by selecting from the list of available languages.

If you switch to an alternate language, your preference will be saved by the system and the site will display in that language at each subsequent login. Your preferred language is recorded as the one most recently displayed.

Changing Passwords

Users may change their password at any time, but must first be logged in to the system. From the main navigation menu at the top of the screen (see below) select 'UPDATE MY INFORMATION'.
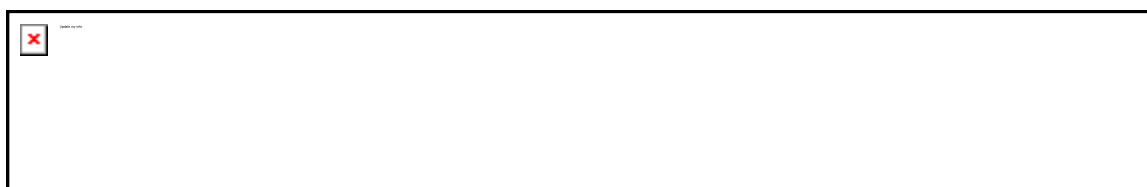
The *'Update My Information'* page dialog boxes will be displayed, where all of the personal information currently available to the Publication is displayed, and may be updated as needed.

When the password has been changed, click Submit.

Send Username/Password

If a user has an existing account in the system, they may choose to recover this information by clicking 'Send Login Details' in the Login box.

If the system finds an existing record matching the e-mail address, an e-mail is sent.

The e-mail contains the username and a link that will take the user directly into EM to change his/her password, if desired.

Entering Unavailable Dates

EM allows Authors to enter Unavailable Dates from the Additional Information section of the *'Update my Personal Information'* page. These unavailable dates can then be taken into account when Editors invite Authors to submit manuscripts.

Authors enter dates for which they are not available and provide a short reason for their unavailability. Authors can also enter up to three potential substitutes.

Add Unavailable Date

Please enter the dates that you are unavailable. This information will be taken into consideration when your assistance is desired. You may also enter details of up to three people who the publication may contact in your absence.

Cancel   Submit

Please Enter the Following

Insert Special Character

Start Date: _____ 🗓 (mm/dd/yyyy)

End Date: _____ 🗓 (mm/dd/yyyy)

Reason:
```
┌─────────────────────────────┐
│                             │
│                             │
└─────────────────────────────┘
```

Substitute Information

First Substitute Name: _____

First Substitute E-mail: _____

Second Substitute Name: _____

Second Substitute E-mail: _____

Third Substitute Name: _____

Third Substitute E-mail: _____

Cancel   Submit

Submitting a New Manuscript

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

Click on the on the 'Submit New Manuscript' link. Authors will be asked to enter data that are associated with the manuscript – this can include text, images, and descriptions. Some of this information will be mandatory; other items will be optional. Each Submission step is outlined below. This information is customized by the Publication; therefore, some steps may or may not be part of your submission process.

> **Note:** *If an Author needs to stop a submission, any information entered **will not be lost**. The Author will find the submission in the 'Incomplete Submissions' folder in the 'Author Main Menu'.*

Submission Step Limits

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

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

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

Submission Steps

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

Click on the on the 'Submit New Manuscript' link. Authors will be asked to enter data that are associated with the manuscript – this can include text, images, and descriptions. Some of this information will be mandatory; other items will be optional. Each Submission step is outlined below. This information is customized by the Publication; therefore, some steps may or may not be part of your submission process.

Note: *A symbol (⚠) will be displayed next to imcomplete steps if required information is missing or incorrectly completed.*

Submission Step Limits

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

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

If the word or character count limitations imposed by the Publication have been exceeded, the user may continue to the next step, but will see a red exclamation mark above the step on the progress bar, and he or she will be unable to finalize the submission until all warnings have been addressed.

Article Type Selection

The first step of the EM manuscript submission process is to select an Article Type, which is a required step in the submission process. Using the drop-down, select the Article Type that best describes the manuscript. The Article Type

designation determines which additional steps will be displayed. (For example, an Abstract may not be part of a 'Letter to the Editor'; therefore, that step will not appear in the process if that Article Type has been selected.) Click 'Proceed'.

Attach Files

The journal will have specific instructions for you to the left of the drag-and-drop box.

Browse to or drag and drop to upload a single file that contains your article. Click 'Proceed' to continue or 'Back' to change your Article Type.

Upload Any Additional Files

All required Items in the drop-down are marked with an asterisk. If an item is not an option in the drop-down, it is likely not permitted by the journal to be part of the submission.

File Ordering Mechanism

File order can be changed by entering numbers in the text box next to each Submission Item. The files are numbered in the sequence in which they were uploaded. For example, if four files are uploaded, the default value for each Item is 1,

2, 3, and 4, respectively. The user can then change the order of the files by typing in a new order and clicking the 'Update File Order' button.

> **Note:** *The order of the files in the File Grid dictates the order of items in the PDF that is generated.*

If the Publication has elected to impose a particular file order that differs from the order used, that imposed order will supersede the order used by the Author. If the files are uploaded in an incorrect order the system will alert the Author and update the order according to the Publication's settings. The Author may change the order of the files that are of the same Item Type, however.

The 'Item' column in the list of attached files contains drop-downs for each file, so the Submission Item and Description can easily be changed after the file has been uploaded. To change the Item Type, select from the drop-down. To change the Description, type the correct information in the box.

Removing Files

Once files have been attached, you can remove them from the submission individually or in groups. To remove an attached file, select the file's check box in the File Grid and then click the 'Remove' button. 'Check All' and "Clear All' links are available for selecting/deselecting all files. Once one or more files are selected, a 'Remove' button is enabled, allowing the user to remove the selected files. You may select any number of attached files for removal using these steps.

General Information

The journal may collect general information related to your submission including but not limited to the Region of Origin of the research, the Section/Category of the journal that your submission most closely fits, Keywords or Classifications related to your submission. Whenever possible, use the Classification list provided to indicate the subject matter. In cases where a suitable term is not available, use the Keywords to add it. The instructions will indicate if the information is required. Otherwise, it is optional.

Reviewer Preferences: Suggest and Oppose Reviewers

Suggest Reviewers

If this function is enabled by the Editorial Office, Authors will be asked or required to provide names and contact information for as many Reviewer candidates as the Publication requires for a submission. Please click Suggest Reviewers > Add Suggested Reviewer and provide the required information.

Oppose Reviewers

If this function is enabled by the Editorial Office, Authors will be given the opportunity to oppose a Reviewer. Please click Oppose Reviewers > Add Opposed Reviewer and provide the required information.

Additional Information

The submission step called 'Additional Information' allows the Publication to present custom questions that can be answered during the Submission process. Examples of questions include: 'How many pages is the manuscript?' and 'Do you have color images?'.

Some questions may be configured with multiple steps, dependent on your previous responses. In these cases, new sub-questions will appear as you answer a question with multiple parts. Additionally, answers may be optional or required. Red text indicates a question that requires a response.

Comments

Enter any Comments to be sent to the Editorial Office. These Comments will not appear in the submission PDF.

Manuscript Data

Title, Abstract, and Authors may have been extracted from your manuscript file and have populated some or all of the fields. Authors should carefully review all fields for accuracy. Required fields will be indicated. All required information must be provided in order to proceed to building your submission PDF. Once you have completed the fields, you can save your submission and submit it later, or proceed to building your PDF and approving it.

Author PDF Approval

Authors must approve a submission before it is sent to the Editorial Office. Click the 'Submissions Waiting for Author's Approval' folder to bring up a table containing all manuscripts that are waiting to be viewed and approved (see below). In addition to the Action links of the left, the Author may be required to accept terms of submission, by clicking the checkbox next to 'I accept'.

Submissions Waiting for Approval by Author Tina Fleischer					
If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.					
The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.					
The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.					
Page: 1 of 1 (1 total submissions)					
⊟ Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼	Please view our Conflict of Interest Policy here: http://www.americanornithologypubs.org/userimages/Conten
View Submission Edit Submission Approve Submission Remove Submission Correspondence Send E-mail	My New Article About Something Neat	06/07/2017	06/07/2017	Needs Approval	☐ I accept
Page: 1 of 1 (1 total submissions)					

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

> **Note:** *The actual process of building the PDF may take several minutes, depending on the size of files and outstanding PDF building activity.*

- 'View Submission' allows the Author to view the PDF that was built. If there is a problem creating the PDF, there will be a message in the PDF explaining what may have caused the problem. If the PDF is acceptable, the Author can proceed to 'Approve Submission'. If the PDF is unacceptable, the Author can proceed to 'Edit Submission'.
- 'Edit Submission' allows the Author to remove or add files, make spelling corrections or description changes, etc. If any changes are made, a new PDF must be built. Once the Author has viewed the new PDF and deemed it acceptable, he or she can proceed to 'Approve Submission' to send it to the Editorial Office.
- 'Approve Submission' allows the Author to complete the process and send the submission to the Editorial Office.
- 'Remove Submission' allows Authors to remove a manuscript from the system (the manuscript will never be received by the Editorial Office and will be deleted from the system). Authors can use this link to restart the process fresh, if desired.

The Author must View the Submission, agree to any terms specified, and Approve the Submission. Once the Author approves the submission, it will move to the 'Submissions Being Processed' folder in the 'Author Main Menu'.

Fees and Payments

Submission Fees

For some Publications, Authors will have access to the *'Fees and Payments'* page for each submission that has at least one payment required.

Authors may access the *'Fees and Payments'* page in the following ways:

1) At the end of the manuscript submission process, if a Submission Fee is configured for the submission's Article Type, the Author is automatically taken to the *'Fees and Payments'* page after clicking the 'Approve Submission' link and answering 'OK' to the alert 'Are you sure you want to approve the submission?'.
2) At any point after a Fee has been levied on a submission, a new 'Fees and Payments' link will display in Author folders. Authors may click this link at any point to take action on Fees or view the payment status.
3) An 'Author Payment' link may be included in letters. This link will log the Author into the system and navigate them directly to the *'Fees and Payments'* page.

The Submissions Waiting for Author's Approval folder is the first opportunity the Author has to see the *'Fees and Payments'* page. The submission step for an Author is to approve the submission by clicking the 'OK' button on the 'Are you sure you want to approve the submission?' alert. Upon clicking the 'OK' button, the Author is taken directly to the *'Fees and Payments'* page.

The *'Fees and Payments'* page displays the settings configured for the appropriate submission.

In the example below, the Submission Fee has two options – Society Members are levied one submission rate (75.00 USD), and Non-Society Members are levied another submission rate (100.00 USD). This Submission Fee has two possible Payment Method options – 'Bill Me' or 'Request Waiver'. To complete the submission, the Author would select which pricing option applies, and which payment method he or she would like to use. There is also space for the Author to enter comments to the Publication.

Fees and Payments
"How does lyme disease impact adolescent growth?"

The publication may charge a submission fee and/or page charge or color charge depending on your manuscript's article type. You may pay all fees securely online by credit card. Note that PayPal is the site where your credit card information is entered; Editorial Manager does not store any sensitive credit card information. Once you are on the PayPal page, you may enter your credit card details and edit your billing address. If you have a personal payPal account, you may use those funds to pay the fees in Editorial Manager.

Discounted Submission Fee for Society Members

IMPORTANT NOTE! Your manuscript will not be submitted to the journal until you have requested a bill or waiver.

If you request a bill, you will receive an email from Editorial Manager indicating that payment is now due. Please pay the submission fee promptly. We accept personal check or money order.

If you are requesting a waiver, please enter the your reasons for doing so in the Comments to Publication box.

Payment Status:	Payment Due		
Pick One:	☐ I am a society member.	75.00	USD
	☐ I am not a society member.	100.00	USD
Choose Payment Method:	☐ Bill Me ☐ Request Waiver		
Comments to Publication:	Insert Special Character		

Cancel   Proceed

Note: *The Publication may not make the Request Waiver option available.*

When the Author clicks the 'Proceed' button on the *'Fees and Payments'* page, he proceeds to the *'Author's Decision'* page which confirms that he approved the submission (now it will be sent to the Editorial Office) and indicates his selected method of payment for the Submission Fee.

> *Example: Author has selected 'Bill Me' option*

Example: Author has selected 'Request Waiver option

If the Author selected 'Credit Card' for the payment method on the *'Fees and Payments'* page, he or she can then click the 'Pay Now' button and proceed directly to PayPal where he or she can pay by credit card or personal PayPal account.

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

Once an Author has completed the credit card transaction, they are returned to EM.

> **Note:** *If the Author is paying with a credit card, the submission will not be forwarded to the Editorial Office until the credit card transaction is successful. If the transaction fails (i.e., the Author's credit card has expired, invalid card number was entered, etc.) the submission will remain in the Author's 'Submissions Waiting for Author's Approval' folder until the transaction successfully completes or the Author selects another payment method.*

When the Submission Fee payment is completed by either the 'Credit Card', 'Request Waiver', or 'Bill Me' (options depend on the Publication), the 'Fees and Payments' link is displayed in relevant Author folders.

Clicking the 'Fees and Payments' link takes the Author to the same *'Fees and Payments'* page, except now the Author will see the current payment status, along with any notes the Publication may have entered for the Author.

Request Waiver Submission Step

Some Publications will allow Authors to request their fees be waived. Authors likely will be required to enter a reason for the request. This step is found in the Manuscript Data step of submission.

Once a waiver has been requested, the Author will be notified of any submission approval terms or other relevant information.

Other Fees

Other Fees (e.g., publication charge, page charges, etc.) are initiated by the Publication after the manuscript has been submitted, at some other point in the editorial or production workflow. The Author will receive an e-mail that a Fee is now due. The e-mail can include a link to the *'Fees and Payments'* page.

Clicking the payment link takes the Author directly to the *'Fees and Payments'* page, so he or she can pay the Fee (or request a waiver, or request a bill) immediately without having to login to the system. This is just like paying a Submission Fee, as described previously.

Fees and Payments
"Common Injuries in Runners"

The publication may charge a submission fee and/or page charge or color charge depending on your manuscript's article type. You may pay all fees securely online by credit card. Editorial Manager does not store any sensitive credit card information.

Page charge

The page charge is due when the submission enters production. The amount is discounted based on the number of typeset pages of the article (e.g. $50 per page for the first 5 pages, $35 per page for 6-10 pages, $20 per page for 11+ pages). Page charge does not apply if the Author is e-publishing only. Optional society discount for society members.

Fee Tracking ID:	EM-STEPHANIETEST72-30
Payment Status:	Payment Due
Amount Due:	320.00 USD
Choose Payment Method:	☐ Credit Card ☐ Request Waiver
Comments to Publication:	Insert Special Character

[Cancel] [Proceed]

Note: *If the submission has more than one fee, the Author must select which fee he or she wants to view on a new* 'Select a Fee' *page. After making a selection, he or she will proceed to the* 'Fees and Payments' *page as shown above.*

Select a Fee

Submission Fee

Page Charge

[Close]

Additional Views of the *'Fees and Payments'* Page

When Authors access the *'Fees and Payments'* page either via the e-mail link or the *'Fees and Payments'* Action link in the 'Submissions Being Processed' folder, the page will be slightly different for each Fee. The specific look of the *'Fees and Payments'* page will change depending on:

- Type of Fee (Submission Fee or Non-Submission Fee)
- Payment Method
- Pricing Options (single or various amounts available for fee)
- Payment Status

The basic layout of the page is the same, including customized instructions, Fee-specific instructions, payment information, and any notes to the Author that may be entered for this Fee. Below are some example layouts of what the Author may see.

Submission Fee – Waiver Request Pending example

Fees and Payments
"Standing Water Pools and Prevalence of Lyme Disease"

The publication may charge a submission fee and/or page charge or color charge depending on your manuscript's article type. You may pay all fees securely online by credit card. Note that PayPal is the site where your credit card information is entered; Editorial Manager does not store any sensitive credit card information. Once you are on the PayPal page, you may enter your credit card details and edit your billing address. If you have a personal payPal account, you may use those funds to pay the fees in Editorial Manager.

Article Processing Charge for an Open Access Institution

IMPORTANT NOTE! Your manuscript will not be submitted to the journal until you have successfully paid the article processing charge by credit card or requested an institutional waiver.

For more information about our fees, click here: Our Policies on Article Processing Charges

If you belong to a member institution, please enter your member ID in the Comments to Publication box. If you belong to an institution that is a supporter member, you may request a waiver and the article processing charge will be discounted.

Fee Tracking ID:	EM-STEPHANIETEST72-20		
Payment Status:	Waiver Request Pending		
Amount Due:	1995.00 USD		
Pick One:	I want to pay in USD.	1995.00	USD

Return to Submissions Being Processed

Submission Fee – Credit Card Transaction Successful example

Fees and Payments
"Heart disease experiment in hamsters"

The publication may charge a submission fee and/or page charge or color charge depending on your manuscript's article type. You may pay all fees securely online by credit card. Note that PayPal is the site where your credit card information is entered; Editorial Manager does not store any sensitive credit card information. Once you are on the PayPal page, you may enter your credit card details and edit your billing address. If you have a personal payPal account, you may use those funds to pay the fees in Editorial Manager.

Submission Fee

IMPORTANT NOTE! Your manuscript will not be submitted to the journal until you have successfully paid by credit card or requested a waiver. If your credit card transaction fails or you cancel out of this page without paying the fee, your submission will remain in the Submissions Needing Author's Approval folder until the fee is paid or a waiver is requested.

If you wish to pay by credit card, select 'PayPal' for your payment method. You will have the opportunity to enter your credit card information and return to Editorial Manager when your payment is complete. If you have a personal PayPal account and prefer to pay with those funds, you will have the opportunity to login to your PayPal account, pay the fee using your personal PayPal account funds, and then return to Editorial Manager.

If you are requesting a waiver, please enter the your reasons for doing so in the Comments to Publication box.

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

Fee Tracking ID:	EM-STEPHANIETEST72-1
Payment Status:	PayPal Transaction Successful
PayPal Transaction ID:	5VN40805TD9428607
Amount Paid:	100.00 USD
Date Payment Processed:	Aug 04 2009 12:29PM

Return to Submissions Being Processed

Fee – Payment Due example

Fees and Payments
"Common Injuries in Runners"

The publication may charge a submission fee and/or page charge or color charge depending on your manuscript's article type. You may pay all fees securely online by credit card. Editorial Manager does not store any sensitive credit card information.

Page charge

The page charge is due when the submission enters production. The amount is discounted based on the number of typeset pages of the article (e.g. $50 per page for the first 5 pages, $35 per page for 6-10 pages, $20 per page for 11+ pages). Page charge does not apply if the Author is e-publishing only. Optional society discount for society members.

Fee Tracking ID:	EM-STEPHANIETEST72-30
Payment Status:	Payment Due
Amount Due:	320.00 USD
Choose Payment Method:	☐ Credit Card ☐ Request Waiver
Comments to Publication:	Insert Special Character

Cancel   Proceed

Tracking Your Submission

Once the manuscript has been submitted to the Publication, the Author can track its progress by viewing the submission in the 'Submissions Being Processed' folder.

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

Artwork Quality Check

If the Publication has this option enabled on its site, figures submitted to the Publication will be processed through EM's Artwork Quality Checking (AQC) system. The AQC system analyzes the artwork, and provides results back to EM. These results are then made available to the Author and/or the Editor on designated pages.

Displaying AQC Results

After submission files are uploaded and sent to be built into a PDF, all designated files are sent to the AQC tool. From the *'Submissions Waiting Approval'* or *'Revisions Waiting Approval'* pages, a link will appear labeled 'View Artwork Quality Results'. Authors should click on this link to view the results. Publications have the option to require that Authors view the results before proceeding.

Submissions Waiting for Approval by Author Anthony Author, MD

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatica

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the met

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permane

Page: 1 of 1 (5 total submissions)

| Action ▲ | Title ▲▼ | Date Submission Began ▲▼ |
| View Submission
Edit Submission
Approve Submission
Remove Submission
Google Scholar – Title
OVID – Title and Keywords
INSPEC – OVID
View Artwork Quality Results
View Reference Checking Results
Send E-mail | Thursday manuscript one | Dec 29 2005 4:16:20 |

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

Example: AQC Results page

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

Example: Analysis of the Artwork Quality Check

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

Example: Diagnostic information from the Artwork Quality Check

Similarity Check Results

If the Publication is performing a CrossCheck Similarity Check on submissions, Authors may be given access to a version of the Similarity Report. If the Author has the ability to view this report a 'CrossCheck/iThenticate Results' Action link will be available for the submission. The score of the report displays next to the link.

Partial display; 'Submissions Being Processed' *folder*

Clicking the link will open the Similarity Report for this submission in a new window. The Author will be able to read the information, but is not logged into the Publication's iThenticate account; they are only viewing the report results.

Sample iThenticate Page

The link may show in any of the following Author folders:
- 'Submissions Sent Back to Author'
- 'Incomplete Submissions'
- 'Submissions Waiting for Author's Approval'
- 'Submissions Being Processed'
- 'Submissions Needing Revision'
- 'Revisions Sent Back to Author'
- 'Incomplete Submissions Being Revised'
- 'Revisions Waiting for Author's Approval'
- 'Revisions Being Processed'

The Author may also see the link on the Confirmation page displayed to the Author after they approve their submission or revision, if a Similarity Check has been completed for that submission.

Reference Checking

Some Publications opt to use EM's Reference Checking, which will automatically check the accuracy of the references listed in the manuscript's References section.

Reference Checking will attempt to find each reference in PubMed and/or CrossRef. However, Reference Checking will not search for books or in-press articles, as that type of content is not listed in PubMed or CrossRef. If Reference Checking is able to find the reference in PubMed and/or CrossRef, a link to that record is created.

If the Publication has Reference Checking enabled, Authors may be given access to the results. In that case, they will see a link that says 'View Reference Checking Results':

Submissions Waiting for Approval by Author Jeffrey Wiggle

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

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

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission Edit Submission Approve Submission Remove Submission View Reference Checking Results	Using Exstyles: No room for wiggling	Feb 16 2006 3:24PM	Feb 16 2006 3:30PM	Needs Approval

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

<< Author Main Menu

Clicking on the 'View Reference Checking Results' link will allow the Author to see the results of Reference Checking:

Summarized Results for ABME-extest-01-refcheck.doc   [Download File]

Total Citations	21
Validated and Linked	15
Not Checked	3
Not Validated	3

#	Citation	Validation	PubMed	CrossRef
1	1. Bardy, N., Karillon, G. J., Merval, R., Samuel, J.-L., & Tedgui, A. (1995). Differential effects of pressure and flow on DNA and protein synthesis and on fibronectin expression by arteries in a novel organ culture system. *Circulation Research, 77,* 684–694.	Validated	PubMed	
2	2. Berrne, R. M., & Leivy, M. N. *Cardiovascular Physiology.* Elsevier Science, 2000, 312 pp.	Not Checked		
3	3. K. G., V. P. Shirinsky, O. V. Stepalnova, V. A. Tkachuk, A. W. A. Hahn, R. J. Resink, V. N. Smirnov. Stretch affects phenotype and proliferation of vascular smooth muscle cells. 144:131-139, 1995.	Not Checked		
4	4. Caro, C. G., & Nerem, R. M. (1973). Transport of 14 C-4-cholesterol between serum and wall in the perfused dog common carotid artery. *Circulation Research, 32,* 187–205.	Validated	PubMed	
5	5. Cattaruzza, M., Dimigen, C., Ehrenreich, H., & Hecker, M. (2000). Stretch-induced endothelin b receptor-mediated apoptosis in vascular smooth muscle cells. *The FASEB Journal, 14,* 991–998.	Validated	PubMed	
6	6. Chesler, N. C., Conklin, B. S., Han, H.-C., & Ku, D. N. (1998). Simplified *ex vivo* artery culture techniques for porcine arteries. *Journal of Vascular Investigation, 4,* 123–127.	Not Validated	NOT_FOUND;INVALID_JOURNAL	
7	7. Chesler, N. C., Ku, D. N., & Galis, Z. S. (1999). Transmural pressure induces matrix-degrading activity in porcine arteries ex vivo. *The American Journal of Physiology, 277,* H2002–H2009.	Validated	PubMed	
8	8. Frobert, O., Mikkelsen, E. O., Gregersen, H., Nyborg, N. C. B., & Bagger, J. P. (1996). Porcine coronary artery pharmacodynamics in vitro evaluated by a new intravascular technique: relation to axial stretch. *Journal of Pharmacological and Toxicological Methods, 36,* 13–19.	Validated	PubMed	CrossRef

If the reference is 'Validated', then Reference Checking was able to find a match on either PubMed, CrossRef, or both. If the reference is 'Not Validated', then Reference Checking was not able to find a match on PubMed or CrossRef. If the reference is 'Not Checked', the reference does not appear to be a journal reference.

Send E-mail

Authors will be notified when the Publication has made a decision. If the Publication has provided access, the Author will see a 'Send E-mail' link within the Action links. This will allow the Author to send an e-mail to the Publication at any time. The Publication will have set up either one or multiple Ad Hoc e-mails that can be modified for use by an Author. In some cases, using an Ad Hoc letter will allow users to attach files to the letter by choosing from personal files.

Partial display; Example 'Submissions Being Processed' folder

⊟ Action ▲	Manuscript Number ▲▼	Title ▲▼	Initial Date ▲▼
View Submission CrossCheck/iThenticate Results (23%) Correspondence Send E-mail		10.1 testing of Similary Checking functionality	Apr 17 2013
View Submission Author Status Correspondence Send E-mail		Testing Co-Author Registration Questionnaire	Nov 1 2012

Submissions Being Processed for Author Michael Green, NA
Page: 1 of 1 (3 total submissions)

When an Ad Hoc letter is configured to allow attachments, then the sender of the letter will see a new 'Add/Change Attachments' button on the 'Customize Letter' page.

Customize Letter - Author Query to Journal

Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page.

Cancel   Preview and Send

From:	"Anthony Author" <bhopkins@ariessys.com>
To:	"The DEMO Journal" <trash1@ariessys.com>;
Letter Subject:	Query to Journal

Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank box next to cc: or bcc, as appropriate. Multiple e-mail addresses can be included, separated by semicolons (;).

cc: bcc:
✔   Editor-in-Chief
☐ ☐   All Co-Authors with known e-mail addresses

cc:
bcc:

Attachments: [Add/Change Attachments]

Letter Body: Insert Special Character   Open in New Window

All lines beginning with a number sign (#)
are comments and are not sent.
#

Clicking the 'Add/Change Attachments' button will open a window where files can be uploaded by clicking the 'Browse' button and and navigating to the file to be added.

When the upload is complete, the attached file will display in a grid on the page. When the user is done adding and selecting files, clicking the 'Proceed' button returns the user to the *'Customize Letter'* page.

If the user removes any previously attached files and clicks 'Proceed' on the *'E-mail Attachment Upload'* page, they are removed from the letter

Other Author Access to Submissions

Publications may configure Article Types to require that any Other Authors of a submission must register with the Publication to confirm that they are a contributing Author. When an Other Author successfully registers/logs in to confirm a contribution to a submission, they will be given access to view the status of the submission as it goes through the editorial process.

Submissions for which the logged-in Author served as an Other Author are now included in their 'Submissions Being Processed', 'Revisions Being Processed', and 'Submissions with a Decision' folders, as applicable.

An "Authorship" column is added to these folders to display the current user's relationship to the submission ("Corresponding Author" or "Other Author"). The new column is displayed in these three folders only if the currently

logged-in Author is associated with at least one submission as a registered Other Author. If the Author is associated with at least one submission as a registered Other Author, the column displays in all three folders, even if they do not contain the submission for which the Author was an Other Author.

Authors may be granted the permission to 'View Other Author Status'. Authors see a 'View Other Author Status' Action link that leads to the Author version of the *'Other Author Status'* page, *if*

1) The logged in user is the Corresponding Author on the submission, *and*
2) There are Other Authors on the submission, and at least one of them has been notified that verification of their contribution is required, *and*
3) The submission's current Article Type is configured to either require Co-Author verification or Co-Author registration.

Other Author Details for Manuscript Number: Unassigned "News Item to Test the News."

Close

Other Author Status

Order ▲▼	Author Name ▲▼	Academic Degree(s) ▲▼	Affiliation ▲▼	Confirmed? ▲▼
2	Anthony Author, PhD	PhD	Duke Medical School	Yes (Registered) Sep 19 2009 4:19PM
3	Frankie Avalon		Harvard Medical School	Yes (Registered) Sep 23 2009 11:03AM
4	George Jetson, PhD	PhD		**Declined** Sep 20 2009 4:19AM
5	Edward Albert, MBA	MBA	École des Garçons Δζ	Confirmation Not Requested
6	Simple Simon			No Response

Close

The Author Names are links to the *'View Author Detail'* page for each Other Author, where the Corresponding Author may see the information that was entered for each Other Author when a manuscript was submitted.

Sample Author Details *page – Corresponding Author view*

Author Details for Manuscript Number: Unassigned Demonstration of Co-Author Questionnaires

Close

Other Author Status

Order ▲▼	Author Name ▲▼	E-mail Address	Academic Degree(s)	Affiliation ▲▼	Confirmed? ▲▼	Options
2	Joannie Cunningham	bhopkins@edmgr.com			Yes Oct 31 2012 4:17 PM	View Questionnaire Responses
3	Andy Travis	bhopkins@ariessys.com			No Response	Resend Letter Questionnaire Not Completed

To resend letters to all Other Authors with a status of 'No Response' and send letters requesting verification to Other Authors who have never been notified, click the 'Send Letters' button. To send an individual letter, please use the link next to that Author's name.

Send Letters

Close

When the Corresponding Author is given permission to 'Manage Other Authors', the 'Options' column is displayed on the *Author Details* page. Authors may see the following links in this column:

1. 'View Questionnaire Responses' allows the Corresponding Author to view Questionnaire responses submitted by Other Authors. Clicking on the link navigates the Corresponding Author to the '*View Author Questionnaire*' page.
2. 'Questionnaire Not Completed' displays if an Author Questionnaire is configured for the Article Type, but Other Authors have not yet submitted responses.
3. 'Resend Letter' allows the Corresponding Author to resend a letter configured for Other Authors.
4. 'Request Confirmation' allows the Corresponding Author to send a letter configured for Other Authors for the first time.

Corresponding Authors with 'Manage Other Authors' permission will see a 'Send Letters' button on this page. Clicking this button will send letters to all Other Authors with a status of 'No Response' or 'Confirmation Not Requested'. Additionally, Corresponding Authors may be given permission to Manage Other Authors' verifications and update Other Authors' E-mail Addresses directly from the '*Author Status*' page.

Submitting Revised Manuscripts

When asked to revise your submission, the submission moves into the folder called 'Submissions Needing Revision' under the Revisions heading on the *'Author Main Menu'* page.

From this folder the following Action links are available: 'View Submission', 'File Inventory', 'Revise Submission', 'Decline to Revise', and 'Send E-mail' (when made an option). The Corresponding Author can also View Decision from the far right of the grid.

View Submission

The 'View Submission' link allows the Author to see the PDF of the most recent version of the submission.

File Inventory

The 'File Inventory' link allows the Author to download any of the source files that make up the submission. Authors can access submission files and work on them before clicking the 'Revise Submission' link.

Download Submission Files for Manuscript Number DEMO507
JNMD First Demo

Listed below are the files included in the current version of the latest Revision of the submission. Click the Download link to download the individual source file. Resubmit the edited file(s) by clicking the Submit Revision link on the Submissions Needing Revision for Author page.

Close

Item	Description	File Name	Size	Last Modified	Action
Manuscript	Manuscript	Manuscript.txt	11.8 KB	Jun 12 2001 8:47:33	Download

Close

Attachments

If the Publication's EM site is configured to do so, then Reviewers or Editors may download source files, annotate them as needed, and upload them into the system. Non-manuscript files such as images or related materials may also be uploaded. The Editorial Office may give the Author access to these files to aid in submitting a revision. If Attachments are available to an Author, a 'View Attachments' Action link will be present.

Submit Revision

The 'Revise Submission' link in the 'Submissions Needing Revision' folder provides access to the 'Submit Revised Manuscript' interface that leads the Author through the submission process.

This interface is similar to the 'Submit New Manuscript' interface. When the Author arrives at the Attach Files step in the process, he or she is presented with the list of source files from the previous version. The Author may choose whether or not to carry over files from the previous version to the Revision. If the Author does not want to carry over a file, he or she unchecks the 'Include in Revision' box on the first Attach Files screen.

The files associated with the prior revision of your submission appear below. A check mark in the box indicates that the file will be carried forward to the next revision. Any files that you wish to modify should be unchecked.

Item	Description	File Name	Size	Last Modified	Include in Revision	Actions
Cover Letter	should be 1st - cover letter	Jack and Jill.docx	9.7 KB	Jan 16, 2018	☑	Download
Author Agreement	should be 2nd - Author Agreement	applex_yellow.txt	25 Bytes	Jan 16, 2018	☑	Download
Manuscript	should be 3rd - Manuscript	A Birdie-PMF.docx	11.7 KB	Jan 16, 2018	☑	Download
Figure	Should be 4th - figure	Dandelion.gif	2.7 KB	Jan 16, 2018	☑	Download
Figure	Should be 5th - figure	Marshmallow_yoga.jpg	53.6 KB	Jan 16, 2018	☑	Download
Figure	Should be 6th - figure	medina_poinsettia.jpg	155.6 KB	Jan 16, 2018	☑	Download
Table	should be 8th - table	cover_letter.docx	9.9 KB	Jan 16, 2018	☑	Download
Dataset	Should be 7th - dataset	Table_1.xlsx	12.2 KB	Jan 16, 2018	☑	Download

No Items have yet been attached for this submission.

← Back   Proceed →

To remove any file, check the checkbox on the right of the second 'Attach Files' screen and click 'Remove'. To upload new files, do as you did for your original submission, selecting file types and browsing to or dragging and dropping the files.

Click 'Proceed' to step through the remaining submission steps. Some steps may be different than on original submission, so it is important to review all of them. For example, the questions under 'Additional Information' may be different for revisions.

A 'Respond to Reviewers' submission step may be displayed in the Comments section of the submission interface. In this space you can enter responses to the Reviewers' feedback. If the 'Respond to Reviewers' submission step is Required, it will not be possible to build the revision PDF until text has been entered in the 'Respond to Reviewers' text box. You may, alternatively, be asked to upload a file that contains your responses to the Reviewers.

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

When you reach the Manuscript Data step, you may again find that the system has automatically extracted Title, Abstract, and Authors information from your revised manuscript file. If there are differences between the original submission and the revision in the Title and Abstract fields, you will see a side-by-side comparison of those fields where you can select the version that you want to keep. If there are any changes in the author list, you will see a yellow triangle warning symbol. As before, Authors should carefully review all fields for accuracy.

Once you are satisfied with the revision, you may proceed to build and approve your revised PDF. If any warnings remain, you will need to address them before you can build your PDF and submit your revision.

Viewing Correspondence History

Throughout the submission process, letters are sent to the Author regarding the submission, from the notification that the PDF is built and ready to be approved through to the point that the Author is notified of an Editor's decision.

If enabled, all Authors are given access to a *'Correspondence History'* page. The Author's *'Correspondence History'* page lists only those letters sent to or from the Author via the system, or those sent outside the system but added manually by an Editor. Such letters include:

- Any letter where the Author is the recipient, including Production Task Assignment letters and letters related to Fees, such as Payment Due letters.
- Any Ad Hoc from Author letter sent by the Author.
- The Submit letter sent by the Author.
- External correspondence added manually by the Editor.

Authors will see a 'Correspondence' Action link in most of the folders displayed on their Main Menu:

When this link is clicked, a pop-up window will display all letters sent to or from the Author regarding this submission. Letters are displayed in date order (newest on top), but can be sorted using the sort arrows.

External correspondence will display for the Author on the *'History'* page. The item will be marked with (External) to denote this message as having been added manually by an Editor.

History for Manuscript Number: Unassigned, DOI: Unassigned
Hermione Grainger (BOLIVIA, PLURINATIONAL STATE OF): "Testing the requirement of Other Authors to Register 1/5/10"

Close

Correspondence History

Correspondence Date ▲▼	Letter ▲▼	Recipient ▲▼	Revision ▲▼
Feb 23 2010 03:01PM	Checking on Status (External)	Journal Office	
Jan 05 2010 02:20PM	PDF Built and Requires Approval	Hermione Grainger	0
Jan 05 2010 02:19PM	Author Notice Editor Made Changes to Submission	Hermione Grainger	0
Jan 05 2010 02:17PM	Commerce Manager - Fee Due	Hermione Grainger	
Jan 05 2010 02:17PM	Author Submits New Manuscript Confirmation	Hermione Grainger	0
Jan 05 2010 02:05PM	PDF Built and Requires Approval	Hermione Grainger	0

Close

Decline to Revise

This link is used when an Author decides not to submit a Revision. The submission record then moves to the Author's Decline Revisions folder. If this is done in error, the Author will be able to reinstate a Declined Revision.

Reinstate a Declined Revision

If an Author accidentally clicks on 'Decline to Revise' or the 'Remove' link, the submission should be reinstated, instead of submitting a New Manuscript. Reinstating a submission allows the revision process may continue. The Author should contact the Editorial Office for assistance.

View Decision

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

Author Rebuttal of a Rejected or Withdrawn Submission

This feature is used when an Author wishes to dispute a Reject decision or reverse a Withdrawn submission. The Author will need to contact the Editorial Office outside of the system to inform the Editors of the desire to rebut the decision.

Invited and Commissioned Papers

Some Publications have a pre-submission phase, during which time Authors are invited to submit articles. The invitation may be for a specific subject area, a symposium in print, or a festschrift honoring a distinguished colleague (i.e., a retiring Editor from an eminent publication). There are two general scenarios in which Author solicitations may occur:

1) **Commentaries:** A Publication may solicit commentaries on a submitted article (that may or may not have yet been accepted for publication). This feature provides a way to invite an Author to submit a paper and link the existing ('parent') submission to the associated Commentaries.

2) **Proposals:** A Publication invites a leading expert (or experts) to submit a manuscript about a particular topic, or a Publication devotes an entire issue (special issue) to invited manuscripts for a particular topic(s). This

feature provides a way to invite Authors to submit papers and link the submissions for the purpose of tracking.

Invited Author's Perspective

Invited Authors are notified of an invitation to submit a manuscript via an e-mail. Once the e-mail has been received, the Author must log into the system. On the 'Author Main Menu' there will be a new heading called 'Invited Submissions,' with two folders below:

- 'My New Invitations': This folder holds Proposals and Commentary Solicitations for which the Author has not yet 'Agreed' or 'Declined' to submit a related article. A link appears for the Author to 'View Submission Requiring Commentary'. The Author is also given a link to 'View Invitation Letter' sent by the Editorial Office. Additional links provide the Author the ability to 'Agree to Submit' or 'Decline to Submit'.

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

- 'My Accepted Invitations': This folder holds Proposals and Commentary solicitations for which an Author has agreed to submit a related article. A link appears for the Author to View the 'parent' submission for which an opinion/commentary is requested. Authors are also given a link to the invitation letter sent by the Editorial Office. Submissions move out of this folder once the 'Submit Invited Manuscript' link is clicked and the submission is submitted. The submission moves into the regular folders for Submitting and Incomplete – just like a regular manuscript.

> **Note:** *In some cases, particularly book chapters or situations in which the Editorial Office has already made contact with you about a submission, you may find that you have been assigned to a submission rather than having been invited.*