# SCHOLARONE MANUSCRIPTS
## Author Guide

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# LOGGING ON AND OFF THE AUTHOR CENTER

## LOGGING IN

Each journal's ScholarOne Manuscripts site has a unique Web address (URL). Typically, you are given the address in an email sent by the journal. If the address is hyperlinked, select the link within the email, or copy and paste into the browser. The journal's **Log In** page is displayed.



Access to the journal site may be provided in two ways:

1. The journal may create your account and email to you instructions on how to log in and set your User ID and password.

2. Some journals allow their users to create their own accounts. If yours does, there will be a **Create Account** link in the top right corner of the page, or you can use **the New User? Register here** just to the right of the Log In. Follow the 3-step process for creating your account.

- Journal-required fields are denoted by the required symbol

## ORCID ACCOUNT CREATION AND VALIDATION

During account creation, you may be given the option to associate an ORCID iD with your account by either registering for a new ORCID iD or associating and existing ORCID iD. Each of these options will be presented to you as links in the first step of the account creation process.



When you select one of these options to associate an ORCID iD with your account, a new browser window will open and special registration page on the ORCID website allowing the user to enter your existing ORCID credentials, link an existing ORCID iD, or register for a new ORICID iD.

Once you have validated an ORCID iD using one of the options, you will be asked to either authorize or deny the journal access to your 'limited' data.



If you click **Authorize,** you will be redirected back to your journal's ScholarOne site with a validated ORCID iD.

**NOTE:** Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length (the 8 characters must contain two or more numbers).

To keep your account information current, click on your name and select the area you need to update.

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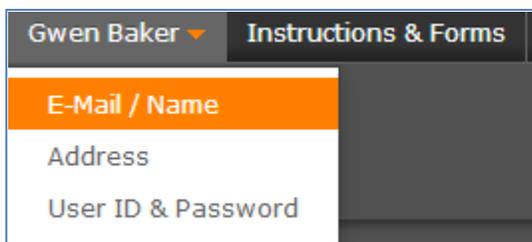
## LOGGING OUT

You can log out of ScholarOne Manuscripts at any time by selecting **Log Out** at the top right corner of the page. You will be returned to the Log In page.

## FORGOT YOUR PASSWORD?

If you know you have an account but have forgotten your password, use the **Password Help** field and select **GO**. The system will send you an e-mail with your account information or link to reset your password. Please be sure to check your spam folder as our email is sometimes treated as spam.

## HELP DOCUMENTATION

Online training documentation is available through the **Get Help Now** link at the top right of all journal site pages and through the **Resources** section on the Log In and Welcome pages.

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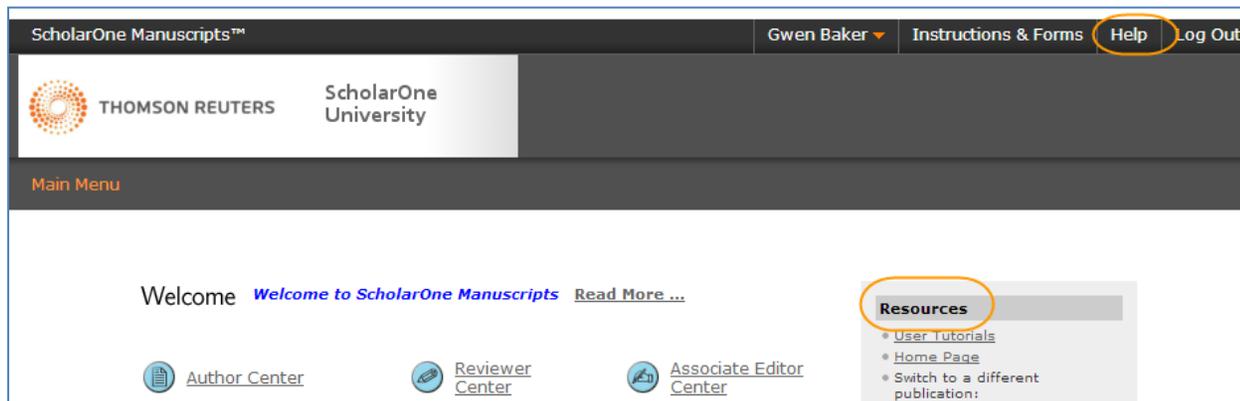
## LANGUAGE TOGGLE

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.



**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.
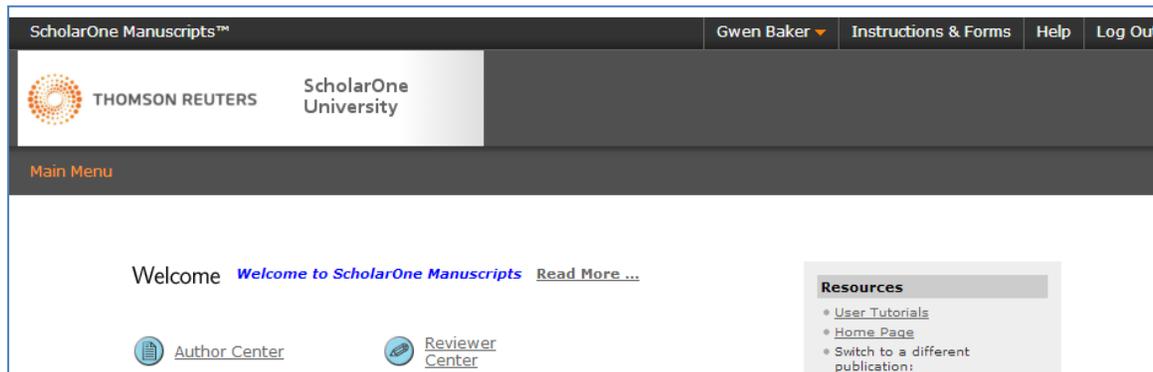


To access your author dashboard page, select the  link.

## 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.



# THE MANUSCRIPT SUBMISSION PROCESS

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

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 **req**

- Journals may vary the requirements based on manuscript type

- Always follow journal instructions carefully when submitting manuscripts

**Author Center**
## Submit a Manuscript

1. Type, Title, & Abstract
2. Attributes
✓ 3. Authors & Institutions
4. Reviewers & Editors
5. Details & Comments
6. File Upload
7. Review & Submit

                   *ScholarOne 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. <br> Running Head: If present, enter a short title. | Select [π] to insert any special characters. <br><br> Select [⊡] to preview the title. |
| 3. | Abstract: Enter the abstract or attach it if that option is available. | Select [π] to insert any special characters. |
| 4. | Select [▶ Save and Continue]. | |

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## 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.



## 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.



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 filed 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.



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

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## 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 [π] 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]. | |



| | | Actions | Notes |
|---|---|---|---|
| 1. | | If there is no pre-populated list of keywords, type it into the most appropriate box. | Select [π] 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 .. | |

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.

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# 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 <br> ✓ Designate as Preferred Reviewer <br> or <br> ✓ Designate as Preferred Editor | These designations display during reviewer assignment. |
| 3. | Add an Editor: Select from a list of journal editors. | |
| 4. | Select <br> ✓ Designate as Preferred Editor <br> or <br> ✓ Designate as Non-Preferred Editor | |
| 5. | Select ▶ 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. | Cover Letter: If one is required, you can submit a cover letter in one of 3 ways:<br><br>• Type your cover letter in the text field<br><br>• Paste an existing cover letter into the field<br><br>• 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:

[                    ] Browse...

📎 Attach this Cover Letter

**Files attached**

| File Name | Delete |
|-----------|--------|
| *No Files Attached* | |

**Manuscript Information**

| req Number of Figures: | [                              ] |
|---|---|
| req Number of Color Figures: | [                              ] |
| req Number of Tables: | [                              ] |
| req Number of Words: | [                              ] |

# 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. |

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| 5. | If the option is available, you can send files offline.  Enter the number of files and select [go].. <br><br> Enter a file name/description for each file and select a file designation from the dropdown list. | The page displays fields for the requested number of files. |
|---|---|---|
| 6. | Select [▶ Save and Continue]. | |



## 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.



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.

| Order | File Name | File Designation req | Date | Edit Details | Delete |
|-------|-----------|----------------------|------|--------------|--------|
| 1 ▾ | paper.tex (1K)<br><br>+ intro.tex<br>+ meat.tex<br>+ conc.tex<br>+ bib.bib<br><br>[view Tex-Processor log file] | Main Document | 10-Sep-2012 | 🔍 | ❌ |
| | intro.tex (1K) | Main Document | 10-Sep-2012 | 🔍 | ❌ |
| | meat.tex (1K)<br><br>+ 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 | 🔍 | ❌ |

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

✓ 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 | A ✓ appears next to each item that has been completed correctly according to the journal's standards. <br><br> A ✗ indicates that you need to complete required fields. A yellow box at the end of this column details the exact error. Select ⬭ Edit in the right column to return to that step. |
| 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. | Select ☑ Submit <br><br> The system asks for confirmation of the submission. Select OK to submit the manuscript. <br><br> **Message from webpage** ❓ This will submit the manuscript. Are you sure? [OK] [Cancel] | You will receive a successful submission confirmation along with your manuscript ID number. <br><br> The manuscript Displays in the Submitted Manuscripts column of your dashboard. |
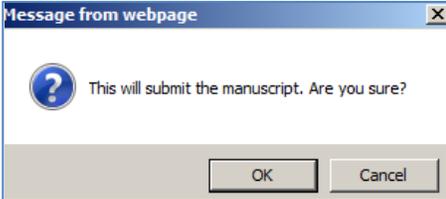
# TIPS FOR AUTHORS SUBMITTING A REVISION

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 Decisioned** | **Status** | **Actions** |
| MCU1-2009-07-0093 | Sample title - Book Review of.... [View Submission] | 29-Jul-2009 | 24-Jan-2013 | ADM: Baker, Gwen<br><br>• Minor Revision (24-Jan-2013)<br>• Due on: 23-Feb-2013<br><br>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 | ⟳ | ✖ |

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