JPPR ScholarOne Quick Start Guide

This guide is intended to assist authors submitting to the *Journal of Pharmacy Practice and Research* (JPPR) using the submission platform, ScholarOne, and provide a brief overview of the post-acceptance processes.

This document is a quick start guide, covering the most used functionality of ScholarOne. It is not comprehensive. If you require more information, please see https://clarivate.com/webofsciencegroup/support/scholarone-manuscripts/for-authors/. Here, you can download the complete ScholarOne *Author Guide* and access FAQs.

You can also contact ScholarOne Support via https://clarivate.com/webofsciencegroup/support/scholarone-manuscripts/contact-support/.

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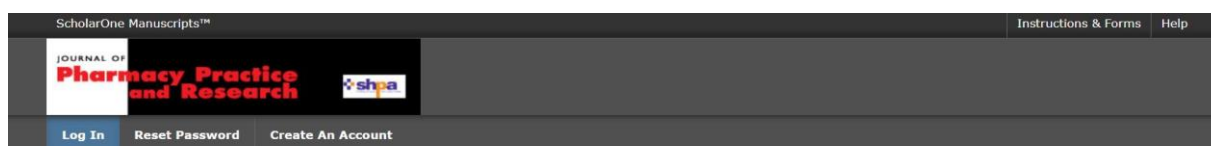
Login And Account Creation

Logging In

Manuscripts are submitted to the *Journal of Pharmacy Practice and Research* (JPPR) using an online platform called ScholarOne which can be accessed using the following URL https://mc.manuscriptcentral.com/jpharmpr.

You will need to create an account when accessing ScholarOne for the first time. You can use the **Create an Account** just above the User ID field. Follow the 3-step process for creating your account or log in using your ORCID iD (if you have one or would like to set one up).

*Journal-required fields are denoted by a red asterisk.

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 **Reset Password** link. This will open a new window for you to type in your email address and click **Send Reset Link**. The system will email you a link to reset your password. Please be sure to check your spam folder.

The Author Dashboard

The Author Dashboard is where you will create and manage your submissions. The left menu lists available options. When you first log on, you will see the option to Start New Submission. Later, you will see additional queues which indicate your manuscript's progress through the submission process or actions you may need to perform.

Submitting your manuscript

To submit to JPPR, you will need your de-identified manuscript and a title page.

De-identified means there shouldn't be any information included in your manuscript that could reveal who you are or where the research was conducted (i.e. author names, names of institutions/hospitals/ethical committees). This is important because your manuscript must be ready to be sent out to anonymous peer reviewers when you submit. Any identifying information can be added back in later, should your manuscript be accepted for publication.

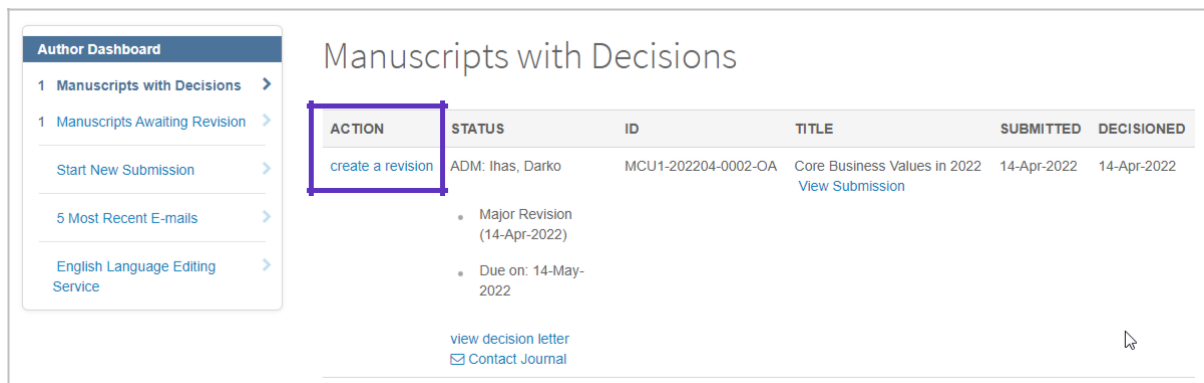All files should be submitted as Word documents.

If you have these two documents, you are ready to begin your submission. To start a new submission, choose **Start New Submission** in the left menu. You will then be prompted through the submission process. This process will ask for a title, suggested reviewers, key words, and more. **Read all the submission instructions carefully** and if you get stuck, refer to the complete ScholarOne Guide, available [here](#).

Your manuscript will be assigned an ID number (i.e., JPPR-2023-Jan-001) based on the time you started the submission process. Please quote this number in any correspondence you have related to your submission.

Manuscripts may be returned to authors after submission if there is information missing or something in the submission isn't quite right. If your manuscript is not ready to be sent to the Editor-In-Chief, you will be contacted by the JPPR Editorial Office via email. If this happens, don't worry. Read the email carefully as it will contain instructions for what you need to do to re-submit.

Revising your manuscript

If you receive a revision decision, you will need to log back into your Author Dashboard to submit a revision. To start your revision, log into your Author Dashboard and find the **Manuscripts with Decisions** queue. Selecting this queue will display information on the right, click **Create a Revision** submit your revised manuscript.
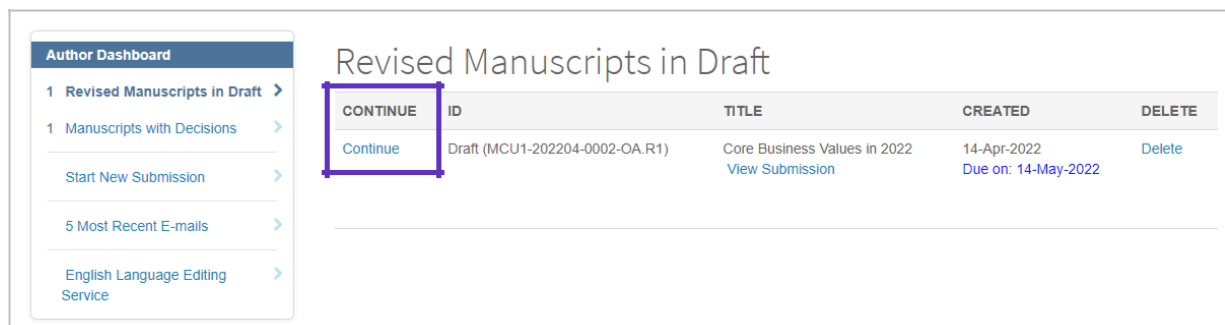
If you have already started a revision, the revision is now located in the **Revised Manuscripts in Draft** queue. Select this queue and click **Continue** to finish your revised submission.

Your manuscript ID number will be updated to reflect your revision. For example, the ID JPPR-2023-Jan-001 will become JPPR-2023-Jan-001.R1 for your first revision.

Acceptance and First Look

If your manuscript is accepted, your files will be checked to ensure all necessary information for the production process is present. You may be contacted by the Editorial Office and asked to provide additional information or to check the existing files are correct and complete. From here, your manuscript will be exported out of ScholarOne to the production team for copyediting and typesetting.

Proofing

You will be contacted by email with instructions for proofing your manuscript after copyediting has occurred. Although your manuscript record will remain in ScholarOne in your Author Dashboard, it will be moved to the archive, and you will not use ScholarOne to proof your accepted manuscript. To proof your manuscript, you will use a platform called Online Proofing System (OPS).

Once your manuscript has been proofed by the corresponding author and the JPPR Editorial Office, it will be typeset and put on Early View as a preprint, before being assigned an issue, and published in JPPR.