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Registering

Unless you have been pre-registered with the Editorial Manager system, you will need to register before you can proceed. Click ‘REGISTER’ on the main navigation menu at the top of the screen (see below).

Once you click “Register” a screen will open, asking you to enter your First and Last name, and your e-mail address. Click “OK” once you have filled this in.

The system will check to see if you’re already registered.

You will then be brought to the Registration Page (see below).

Enter your personal information to begin the process. Note that information fields marked with asterisks (*) can not be left empty.

At the bottom of the form is a field where you must pick a preferred username. You must remember this username in order to access the Editorial Manager system.

You may also enter your Personal Classifications for the benefit of the journal office to match classifications with reviewers who have that expertise.

When you are satisfied with the information you have provided, click the ‘Continue >>’ button at the bottom to proceed.

A “Registration Confirmation” page will appear, letting you double check that you’ve entered the correct information. Please take a good look to make sure everything is spelled correctly, and that your e-mail address is correct. If all is correct, click the “Continue” button at the bottom.

**DO NOT CLICK THE BACK BUTTON.** You have now completed the registration process, and may quit out of your browser to check your e-mail for the password that will be sent to you.
**Registration Page**

To register to use the Editorial Manager system, please enter the requested information. Required fields have a * next to the label.

Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

```
Insert Special Character
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Jozef</td>
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<td>*First Name</td>
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<td>Mobile</td>
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<tr>
<td>E-mail Address: <a href="mailto:jss@ariessys.com">jss@ariessys.com</a></td>
<td></td>
</tr>
<tr>
<td>If entering more than one e-mail address, use a semicolon between each address (e.g., <a href="mailto:joo@thejournal.com">joo@thejournal.com</a>,<a href="mailto:joo@yahoo.com">joo@yahoo.com</a>)</td>
<td></td>
</tr>
<tr>
<td>*Preferred Method of Contact: E-mail</td>
<td>Fax</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g., Professor of XYZ, Instructor in XYZ, etc.</td>
<td></td>
</tr>
<tr>
<td>Institution:</td>
<td></td>
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<tr>
<td>Department:</td>
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<tr>
<td>e.g., Department of XYZ, XYZ Division, etc.</td>
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<tr>
<td>Street Address:</td>
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<tr>
<td>City</td>
<td>State or Province</td>
</tr>
<tr>
<td>Please choose a country</td>
<td></td>
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</tbody>
</table>

<table>
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<th>Country *</th>
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<tbody>
<tr>
<td>Address is for:</td>
</tr>
<tr>
<td>Work</td>
</tr>
<tr>
<td>Are you available as a Reviewer?:</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

**Select Personal Classifications**

**Once you have filled in the required information, click the button below.**

[Continue >>](#)
Duplicate Registration check
In order to eliminate duplicate registration in the EM system, registration is a two step process. The first step is Pre-Registration; which requires the user to enter First Name, Last Name and E-mail Address. After entering the data, the user clicks the ‘Submit’ button, and executes a search of the database for a duplicate record. The system checks to see whether the e-mail address already exists in the system.

Possible Outcomes of Duplicate User Test
1. No matches are found (i.e. no duplicates) - the user proceeds with the second step, the Registration process.
2. A match is found (i.e. presence of duplicates) - the user cannot proceed with Registration at this time. EM gives the user the option of receiving an e-mail containing the Username and Password to the e-mail address already in the system.

Logging In
Upon registering with the Editorial Manager system, a notification will be sent to the e-mail address you specified in your registration information. It will contain your username and password. You will need these to log in.

To log in, click ‘LOGIN’ on the main navigation menu at the top of the screen (see below).

You will be brought to the Editorial Manager Log-In screen (see below). Enter your username and password in the appropriate fields. You should then select ‘Author Login’. This will bring you to the Author Main Menu – a list of functions you have been enabled to perform in the system.
Changing your password

You may at any time change your password. To do so, log in to the system and select ‘Update My Information’ from the main navigation menu at the top of the screen (see below).

![Update My Information](image)

This will bring you to the Update My Information page (see below).

![Update My Information](image)

Simply select your old password, and retype the password you would prefer.

Click ‘Update’ to process your request.

Submitting a manuscript

Once you have logged in to the system, you will be brought to the Author Main Menu (see below).
Click ‘Submit new Manuscript’ to begin the submission process. You will be brought to the Submit New Manuscript menu (see below).

It is from this interface that you will submit all the data that comprises your manuscript – text, images and descriptions. Some steps are optional (abstract, section/category, comments…etc.), or may not be associated with a particular Article Type. Every step is outlined below, though they may not be part of your submission.
Enter Article Title

An Article Title is a required step in the submission process. Enter the title of your article in the space provided. Click ‘Next’ when you’re ready to move forward.

Select Article Type

An Article Type is a required step in the submission process. Using the drop-down menu, select the Article Type that best describes your 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 won’t appear in the process if you choose that article type.) Click ‘Next’ to proceed.
Add/Edit/Remove Authors

You may add the names of other people who were involved in the creation of the manuscript. Only you as the Corresponding Author will receive any e-mail notifications from the system. You may change the person designated as the Corresponding Author, but this person must be a registered Editorial Manager user, as they will need to be contacted throughout the submission process. Other Authors do not need to be registered with the system, but may be included for the purpose of appearing in the list of all authors. A first name and last name are required – affiliation information isn’t a required entry, however it will aid an Editor who wishes to select Reviewers who were not affiliated with those who are involved in the creation of the manuscript.

- The Author can designate the order in which other Authors should be listed, including the Corresponding author. After the author has entered Other Authors, the list of authors can be reordered by clicking on the arrows next to each name. The Author at the top of the list is automatically designated as the First Author. The Corresponding Author does not have to be listed first, but rather can appear anywhere in the list (including at the top of the list as the First Author).
- You don’t need to re-enter yourself in the list of authors. The person who begins the manuscript submission process is by default the Corresponding Author.
To change the Corresponding Author first enter the name of the Corresponding Author in the First Name and Last Name textboxes and click the checkbox next to 'Please select if this is the corresponding author'. If the person you entered is not registered with Editorial Manager, you will be unable to designate him/her as the Corresponding Author. If this person is registered with Editorial Manager, you will be asked to enter his or her username and password. After you are finished submitting the manuscript, you will no longer be considered the Corresponding Author and will not be able to access the manuscript. The new Corresponding Author will receive an email when the PDF is built, asking them to log onto EM to view and approve their submission before it can be sent to the journal office. To approve the manuscript and send it to the journal, log in as the new Corresponding Author or ask the new Corresponding Author to view and approve the submission.

Click “Next” to proceed.
Submit Abstract

Enter an abstract of your manuscript into the text box below. The cover letter may be cut and pasted from a word processing program; however, the formatting will be lost.

Enter the abstract:

Enter Keywords

Enter the keywords from your manuscript, with each keyword separated by semicolons (for example: active vitamin D; parathyroid hormone-related peptide; hypercalcemia; bone resorption).

Enter the keywords:

Click ‘Next’ to proceed.
Select Classifications

Click 'Select Document Classifications' to open a window containing a list of the classifications pertaining to the journal.

Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

- Click ‘Next’ to proceed.
Select Region of Origin

You can identify a geographic region (or country) of origin from a list configured by the journal. This means that a manuscript can have a Country of Origin designation that is different than the Author’s country. This is referred to as the ‘Manuscript Geographic Region of Origin’.

The journal can configure a list that contains geographic regions that are different than the standard country list. For example, a region of origin might be Eastern Europe, Western Europe, North America, etc. The Region of Origin could also be non-geographic, like ‘Multi-center’

Select the country/region of your choice by using the drag-down menu and click ‘Next’ to proceed.

Attach Files

No items have yet been attached for this submission.
All items in your submission must be sent via the Web or by traditional methods (e.g., courier service, postal mail or facsimile). For each item, select either ‘Online Web System’ or ‘Offline’ by clicking the appropriate button.

For each item you want to provide via the Web:
- Choose the Item from a dropdown box (Items that are required will be marked with an asterisk (*)) Manuscript, figures or tables may all be separate items in the drop down box. Make sure to choose the correct one.
- Enter a Description in the text box (see “Figure One…” below)

- Select the Delivery Method by which the Item will reach the journal office (online or offline)
- The option of online or offline may not always be available since the journal may require one method or not allow one of the other methods.
- Locate the file on your hard drive using the ‘Browse’ button
- Authors may attach files to their submission that have been ‘compressed’ (i.e. zip files). This allows Authors to upload several files at once, rather than having to upload one file at a time. It also enables a faster upload of a large single file. The system will automatically ‘unpack’ or ‘un-zip’ the file, so that the individual file(s) can be attached to the submission.
- Click ‘Attach This File’ to upload the file (uploading may take several minutes for larger files).
As each item from the drop-down menu is attached, you’ll see that a list of what you’ll be sending to the Editorial Office is building at the bottom of the screen.

For each item to be sent offline, please add the delivery method to the Description, then click ‘Attach This File’.

Repeat this process until all items in your submission have been specified. You can see everything you’ve attached in the list at the bottom.

When all Items have been attached, click ‘Next’ at the bottom of the page.
You’ll again be able to see what you’re sending to the Editorial Office, and can make sure that everything you want to include is listed. A message will prompt you if you’ve left out any of the required pieces of the submission.

Click ‘Build PDF for my Approval’. A message will appear on the screen thanking you for your submission. Your manuscript will now be found in the ‘Submissions Waiting for Author’s Approval’ in your Author Main Menu. To complete the process you’ll need to make one final approval before the Editorial Office receives your submission. (See Author PDF Approval-in the following section).

If you are unable to complete the submission process, your data will not be lost. You can access your unfinished submission in the ‘Incomplete Submissions’ list on your Author Main Menu.

**Uploading a Compressed File**

‘Compressed files’ refer to any files created by a ‘packing’ utility, such as PKZip or WinZip. A compressed file may consist of a single file, or multiple files. The primary purpose of ‘zipping’ or ‘compressing’ files is to reduce the overall file size, thus facilitating faster transmittal. The following compressed file formats are supported:

1. Zip – such as WinZIP

To upload a compressed file, choose a Submission Item Type from the drop-down list, and upload a compressed file containing one or more individual files. The resulting behavior varies slightly, depending on whether the zip file contains a single file or multiple files. You can always change the items and descriptions once they’ve been uploaded.

Zip File Contains a Single File: The single file is listed in the Attached Files list, with the Item and Description designation made by the user before the file was uploaded. The user then has the opportunity to change the Item and/or Description, and re-order the files (if there are other files already in the list).

Zip File Contains Two or More Files: The unpacking process lists all of the files individually. The user must then explicitly select a Submission Item for each file. The Description fields are dynamically populated based on the Submission Items selected,
and the user can modify the Descriptions, if desired. The user then has the opportunity to re-order the files.

**File Ordering Mechanism**

File order can be changed by entering numbers in the text box next to each Submission Item.

A text box with a number appears next to each file. 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. For example, if the last item you uploaded should appear first, simply type a “1” next to the file, and Update the file order. You won’t have to renumber all the others, the file will automatically be bumped to the top, and all other subsequent files will be pushed down one.

**The Submission Item Label can be Changed after the File is Uploaded**

If you are uploading a Figure, but did not select the ‘Figure’ Item from the Item dropdown box, then the Item label would be incorrect. The ‘Item’ column in the list of attached files has drop-down boxes for each file, so the Submission Item can easily be changed after the file has been uploaded.

[Above: File ‘Order’ and ‘Item’ designation, and ‘Description’ can all be changed after file upload]
Invited and Commissioned Papers

Some journals have a pre-submission phase, during which 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 (e.g. a retiring Editor from an eminent journal). There are two general scenarios where Author solicitations may occur:

1. **Commentaries**: A journal 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 journal invites a leading expert (or experts) to submit a manuscript about a particular topic; or a journal 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

An Author is notified of an invitation to submit a manuscript via an email. Once an Author receives the email, the Author must login to the system. From the Author Main Menu the Author will see a heading called ‘Invited Submissions’ with two links 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 you to View the submission that your opinion/commentary is being invited for. You are also given a link to the invitation letter sent by the journal office. Once you have made up your mind, you’ll be able to either Agree to Submit, or Decline.

- **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 you to View the “parent” submission that your opinion/commentary is for. You are also given a link to the invitation letter sent by the journal office. Submissions move out of this folder once the “Submit Invited Manuscript” link is clicked. The Author can then submit the manuscript when ready. Once you begin to submit your invited manuscript, it will move into the regular folders for Accepting and Incomplete-just like a regular manuscript.
The header and the folders should only appear if the Author has been invited (through Invite Authors or Solicit Commentary links), and should disappear when the Author ‘Declines’ all submissions or when the Author is uninvited from all submissions, or if an Author has no open invitations.

Author PDF Approval

You must approve your submission before it is sent to the journal office. Click ‘Submissions Waiting for Author’s Approval’ to bring up a table containing all manuscripts that are waiting to be viewed and approved by you (see below).

Once the PDF version of your manuscript has been created by the system (this may take a few minutes once you’ve uploaded your files or as long as 30-60 minutes depending on the size of files, and outstanding PDF building activity), you will see a set of links in the Action column of the table. ‘View Submission’ allows you to view the PDF version of your submission (if you do not have Adobe Acrobat installed on your system, simply click the ‘Get Acrobat Reader’ icon at the bottom of the Submissions Needing Approval menu and follow the instructions from Adobe’s web site). You may choose to make
alterations to your submission such as spelling corrections, description changes, extra graphics, etc. – you can do this by selecting ‘Edit Submission’. If there is a problem creating the PDF you’re viewing, there will be a message in the PDF explaining what may have caused the problem. **Edit Submission** will bring you to the same interface you used when you initially submitted the manuscript. You can remove or add files at the Attach Files portion of the submission if you need to change anything. If you do make changes, a new PDF file for you to view and approve will be built. Once you are satisfied with your submission and are ready to send it to the journal office, click ‘Approve Submission’. You may also choose to remove your manuscript from the system by selecting ‘**Remove Submission**’ (the Manuscript will never be seen by anyone at the journal office). You can always remove your submission and start over if you experience problems.

When you approve your submission, it will now be filed in the ‘Submissions Being Processed’ list in your Author Main Menu.

**Tracking the progress of your submission**

Once your manuscript has been submitted to the journal, you can track its progress by viewing your submission in the ‘Submissions Being Processed’ list (see below). (Note: viewing the status date of your submission might not be available to you, depending on the system configuration chosen by the journal.)

<table>
<thead>
<tr>
<th>Action</th>
<th>Manuscript Number</th>
<th>Title</th>
<th>Initial Date Submitted</th>
<th>Status Date</th>
<th>Current Status</th>
</tr>
</thead>
</table>

You will be notified when the journal has made a decision.

**Submitting Revised Manuscripts**
When asked to Revise your submission, the submission moves into the folder called “Submissions Needing Revision” under the Revisions Heading on your Author Main Menu page.

From this folder the following options are listed:

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

Download Files
The Download Files link allows you to download any of the source files that make up your submission. You can access your files, work on them, before you click the Submit Revision link.
Submit Revision
The Submit Revision link provides access to the Submit Revised Manuscript interface that leads you through the submission process.

The interface is similar to the Submit New Manuscript interface. When you get to the “Attach Files” step in the process, you are presented with the list of source files from the previous version. You may choose whether or not to carry over files from the previous version to the new Revision.

When presented with the list of source files, there is a checkbox displayed to the right of each file. The checkbox must be checked to carry the file over to the new version of the submission. Read the instructions the journal will provide on screen to see what they prefer. (see below)

### Revised Manuscript Test2.1-03-89R1

**Frequently Asked Questions**
- Enter Article Title
- Select Article Type
- Add/Edit/Remove Authors
- Enter Keywords
- Enter Comments
- Request Editor

**Attach Files**

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<tr>
<th>Item</th>
<th>Description</th>
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<th>Last Modified</th>
<th>Include in Revision</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Manuscript</td>
<td>manuscript.txt</td>
<td>98.5 KB</td>
<td>Apr 15 2003 8:31AM</td>
<td>✓ Download</td>
<td></td>
</tr>
<tr>
<td>Figure</td>
<td>Figure 1</td>
<td>fig3.jpg</td>
<td>35.5 KB</td>
<td>Apr 15 2003 8:31AM</td>
<td>Download</td>
<td></td>
</tr>
</tbody>
</table>

Click “Next” to proceed to the next page where you’ll be given the option to upload your revised files to attach to the Revised Submission. Again, you’ll be able to reorder your files with the arrows, and upload your new files (see below). Click “Next” to Build PDF for your Approval.
Decline to Revise
This link is used when you decide not to submit a Revision. Your submission record then moves to the Author’s Decline Revisions folder. If this is done in error, you will be able to Reinstate a Declined Revision.

Reinstate a Declined Revision.
Some Authors accidentally remove a submission they intended to revise, by clicking on Decline to Revise or the Remove link. Instead of submitting a “New Manuscript” the proper course is to “Reinstate” the submission so they can continue with the revision process.

View Decision
The Author can also 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 utilized when an Author wishes to dispute a Reject decision or reverse a Withdrawn submission. You will need to contact the journal office outside of the system to inform the editors of your desire to rebut the decision.

Artwork Quality Check

Editorial Manager will interact with third-party Artwork QC tools via a generic interface, which allows transmittal of the artwork files from EM to a designated Artwork Quality Checking system. The Artwork QC system analyzes the artwork, and provides results back to Editorial Manager. These results are then made available to the Author and/or Editor on designated pages.

Displaying Artwork QC Results

The primary objective is to provide visibility to the AQC results. Authors and the Editorial Office then have the opportunity to provide substitute artwork.

After submission files are uploaded and sent to the PDF builder (either by the Author or the Editor, depending on the configuration) all files that are designated as requiring Artwork QC are sent to the Artwork QC tool. From the Submissions Waiting Approval or Revisions Waiting Approval pages a link will appear labeled ‘View Artwork Quality Results’. The Author/Editor should click on this link to view the results.

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

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

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

Reviewers may download source files, annotate them as needed, and upload them back into the system. Reviewers may also wish to upload non-manuscript files such as images or related materials. The journal office may give you access to these files for aiding in submitting your revision.