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**Registering**

Before you can use the Editorial Manager system for submitting articles to BJR, you will need to register as an Author. Click ‘REGISTER’ on the main navigation menu at the top of the screen (see below).

When 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 whether you are already registered.

You will then be brought to the Registration Page (see page 3).

Enter your personal information requested. Note that information fields marked with asterisks (*) are mandatory and cannot be left empty.

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

You are also asked to pick Personal Classifications from a predefined list.

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

A ‘Confirm Registration’ page will appear, where you should double check that you’ve entered the correct information. 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.

Your password, which you will require to access the Editorial Manager system, will be sent to the email address that you registered with.
Registration Page

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

Upon successful registration, you will be sent an email with instructions to verify your registration.

Title (Mr., Mrs., Dr., etc.)

*First Name  Middle Name  *Last Name

Degree (PhD, MD, Jr., etc.)  Preferred Name (nickname)

*Telephone Number  Fax Number

*e-mail Address:

*Preferred Method of Contact:  e-mail  Fax  Postal Mail  Telephone

Position:

Institution:

Department:

*Street Address:

*City  State or Province  Zip or Postal Code

USA  

*Country

*Address is for:  Work  Home  Other

*Are you available as a Reviewer?:  Yes  No

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 your preferred username:
**Logging In**

Upon registering with the Editorial Manager system, a notification will be sent to the email address you specified in your registration information. It will contain your username and password, which you will need to log in.

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

![Editorial Manager login screen](image)

You will be brought to the Editorial Manager Log-In screen (see below).

![Editorial Manager Log-In screen](image)

Enter your username and password in the appropriate fields and select ‘Author Login’.

This will bring you to the Author Main Menu, which contains a list of functions you have been enabled to perform within the system.
Changing your Password

You may change your password at any time. 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).

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

Simply delete your old password and retype the new password you would prefer.
Submitting a Manuscript

Once you have logged in to the system, you will be brought to the Author Main Menu (see below).

**Author Main Menu**

New Submissions
- Submit New Manuscript
- Incomplete Submissions (8)
- Submissions Waiting for Author’s Approval (3)
- Submissions Being Processed (33)

Revisions
- Submissions Needing Revision (1)
- Incomplete Revisions (3)
- Revisions Being Processed (8)
- Declined Revisions (2)

Decisions
- Submissions with a Decision (14)

Click ‘Submit New Manuscript’ to begin the submission process. You will be brought to the submit New Manuscript menu (see below).

**Submit New Manuscript**

(Need help with your submission? [Click here](#) to view some answers to frequently asked questions.)

<table>
<thead>
<tr>
<th>Enter Article Title</th>
<th>Enter the title of your manuscript. You cannot submit a manuscript without a title.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Article Type</td>
<td>Insert Special Character</td>
</tr>
<tr>
<td>Add/Edit/Remove Authors</td>
<td></td>
</tr>
<tr>
<td>Enter Keywords</td>
<td></td>
</tr>
<tr>
<td>Select Classifications</td>
<td></td>
</tr>
<tr>
<td>Enter Comments</td>
<td></td>
</tr>
<tr>
<td>Request Editor</td>
<td></td>
</tr>
<tr>
<td>Attach Files</td>
<td></td>
</tr>
</tbody>
</table>

It is from this interface that you will submit all the data that comprises your manuscript — text, images, etc.

**Enter Article Title**

Enter the title of your article in the space provided.

**Select Article Type**

Using the drop-down menu, select the article type that best describes your manuscript.

**Add/Edit/Remove Authors**

Add the names of other people who contributed to 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 should be included for the purpose of appearing in the printed version of the manuscript. A First and Last name are required. Affiliation information is not a required entry, however it will aid an Editor who wishes to select Reviewers who aren’t affiliated with those involved in the creation of the manuscript. Email addresses for additional authors may be added but are not required. You do not need to re-enter yourself in the list of authors, as you are listed already as the corresponding author.

**Select Classifications**
Click ‘Select Document Classifications’ to open a window containing a list of the classifications pertaining to this 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.

**Enter Comments**
Enter any comments you would like to send to the Editorial Office. These comments do not appear in your manuscript.

**Attach Files**
All items in your submission must be sent to the Editorial Office either via the Web or by traditional methods (e.g. courier service, postal mail or fax). For each item, select either ‘Online Web System’ or ‘Offline’ by clicking the appropriate button for Delivery Method.

For each item you want to submit via the Web, choose the Item (Items that are required are marked with an asterisk (*)), enter a Description, select the Delivery Method ‘Online Web System’, locate the file on your computer using the ‘Browse…’ button, and click ‘Attach This File’ to upload the file (uploading may take several minutes for larger files). Please attach Figures as separate files (preferably as TIFF, EPS or JPG) to make for ease in publishing.

As each item from the drop-down menu is attached, you will see a list of what you’ll be sending to the Editorial Office 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 Information’.

The BJR Publishing Agreement must be sent offline. A copy of the form can be downloaded from the BJR Editorial Manager home page.

Repeat this process until all items in your submission have been specified, then click ‘Next’ at the bottom of the page. You’ll again be able to see what you are 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 telling you that your PDF is being created, and an email verification will be sent when this is complete. Your manuscript will now be in the ‘Submissions Waiting for Author’s Approval’ folder 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 Reviewing and approving your Manuscript-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’ folder on your Author Main Menu.
Reviewing and Approving your Manuscript

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).

![Table: Submissions Needing Approval by Author Bob Massicotte]

Once the PDF version of your manuscript has been created by the system, 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 website).

You may choose to make alterations to your submission by selecting ‘Edit Submission’. ‘Edit Submission’ will bring you to the same interface you used when you initially submitted the manuscript. Following any 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’.

At this stage 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).

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).

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