



Tutorial for Authors

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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 page 4).

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.

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 email with instructions to verify your registration.

[Insert Special Character](#)

*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 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.

The image shows the 'Editorial Manager Log-In' screen. At the top center, the title 'Editorial Manager Log-In' is displayed. Below the title are two input fields: 'Username:' followed by a text box, and 'Password:' followed by a text box. At the bottom of the form are four buttons: 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'.

## 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).



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

The image shows the 'Update My Information' page. At the top center, the title 'Update My Information' is displayed in a bold, dark blue font. Below the title, there is a line of instructional text: 'To update any information, make the changes on the form and click Update. Required fields have a \* next to the label.' Below this text is a blue hyperlink that reads 'Insert Special Character'. Further down, on the left side, the label 'Username:' is visible. To the right of this label are three buttons: 'Change Password', 'Select Personal Classifications', and 'Unavailable Dates'. The 'Change Password' button is the one that should be clicked according to the instructions.

Click the 'Change Password' button. This will open a new window containing the Change Password field (see page 7).

### Change Password

*Enter your old password:*

*Enter your new password:*

*(enter the new password again)*

Enter your old password in the top field. Then enter your new password in the middle field, and enter it again in the bottom field to verify your new password. Click 'Update' to process your request. You will receive an e-mail confirming your new password shortly thereafter.

## Submitting a manuscript

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

| <b>Author Main Menu</b>                                       |
|---|
| <a href="#">Incomplete Submissions</a> (1)                    |
| <a href="#">Submissions Waiting for Author's Approval</a> (1) |
| <a href="#">Submissions Needing Revision</a> (1)              |
| <a href="#">Submissions Being Processed</a> (5)               |
| <a href="#">Submissions with a Decision</a> (10)              |
| <a href="#">Submit new Manuscript</a>                         |

Click 'Submit new Manuscript' to begin the submission process. You will be brought to the Submit New Manuscript menu (see below).

| <b>Submit New Manuscript</b>  |   |
|---|---|
| <p><b>Enter Article Title</b></p> <p><b>Select Article Type</b></p> <p><b>Add/Edit/Remove Authors</b></p> <p><b>Enter Keywords</b></p> <p><b>Select Classifications</b></p> <p><b>Enter Comments</b></p> <p><b>Attach Files</b></p> | <p>Enter the title of your manuscript. You cannot submit a manuscript without a title.</p> <p><a href="#">Insert Special Character</a></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Next"/> </div> |

It is from this interface that you will submit all the data that comprises your manuscript - text, images and descriptions.

### **Enter Article Title**

Enter the title of your article in the space provided. Click 'Next' when you're ready to move forward.

### **Select Article Type**

Using the drop-down menu, select the article type that best describes your manuscript. 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 printed version of the manuscript if it is selected for publication. 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 aren't affiliated with those who are involved in the creation of the manuscript. You **don't** need to re-enter yourself in the list of authors, as you are listed already as the corresponding author. Click 'Next' to proceed.

### **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). Click 'Next' to proceed.

### **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. Click 'Next' to proceed.

### **Enter Comments**

Enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript. Click 'Next' to proceed.

## **Attach Files**

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 (Items that are required will be marked with an asterisk (\*)), enter a Description, select the Delivery Method by which the Item will reach the journal office, locate the file with the 'Browse' button, then click 'Attach This File' to upload the file (uploading may take several minutes for larger files). If you have saved your manuscript on your desktop or C drive of your computer you'll be able to select it and attach it. Please attach Figures as separate TIFF or JPG files to make for ease in publishing. 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 Information'.

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 '**Send**'. A message will appear on the screen thanking you for your submission, and an e-mail verification will be sent. Your manuscript will now be filed 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 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**' list 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).

| <b>Submissions Needing Approval by Author Bob Massicotte</b>   |                        |                       |                    |                       |
|--|------------------------|-----------------------|--------------------|-----------------------|
| To view your submission, click the Submission Number. If the Submission Number cannot be clicked, please wait a few minutes for your PDF to be built. The link appears automatically when your PDF is available. |                        |                       |                    |                       |
| Page: 1 of 1<br>Total Number of Submissions Needing Approval: 1  |                        |                       |                    |                       |
| <b>Action</b>  | <b>Title</b>           | <b>Date Submitted</b> | <b>Status Date</b> | <b>Current Status</b> |
| <a href="#">View Submission</a><br><a href="#">Edit Submission</a><br><a href="#">Approve Submission</a><br><a href="#">Remove Submission</a>  | Carpal Tunnel Syndrome | Sep 21, 2001          | Sep 21, 2001       | Needs Approval        |

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 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).

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.)

| <b>Submissions Being Processed for Author Bob Massicotte</b> |  |                |              |                |
|--|--|----------------|--------------|----------------|
| View a submission, click the Manuscript Number.              |  |                |              |                |
| Page: 1 of 1   |  |                |              |                |
| Total Number of Submissions Being Processed: 1               |  |                |              |                |
| Manuscript Number  | Title                                  | Date Submitted | Status Date  | Current Status |
|  | <a href="#">Carpal Tunnel Syndrome</a> | Sep 21, 2001   | Sep 21, 2001 | Submitted      |

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

## Instructions To Submit a Revised Manuscript

Files you must have available:

- Revised manuscript file with changes highlighted. **In Word you can use Track Changes, then Highlight Changes** or simply **Underline your changes**. Use a short file name, such as revised.doc for your revised manuscript file.
- File containing response to reviewers.

Steps to Revise Your Manuscript:

- Log in to Editorial Manager
- Click Author Login.
- This will take you to the Author Main Menu.
- Click '**Submission Needing Revision**'. **DO NOT CLICK SUBMIT NEW MANUSCRIPT**. (If you start your revision, and get interrupted/have a problem, your paper will move into your "Incomplete" box.)
- Once you've clicked the link to "Revise Manuscript" it will take you to the same sort of interface that you used to submit a new manuscript. You can skip over all the steps (Entering Title...etc) and go directly to "Attach Files." You can get to "Attach Files" by either clicking through each page using the "Next" button, or more easily by clicking the "Attach Files" menu item on the left hand side of the screen.
- You'll see all the components of your original manuscript. **DO NOT REMOVE YOUR ORIGINAL MANUSCRIPT**. You'll just need to upload your revised.doc and Response to Reviewers in addition to what is already there.
- Click the Item in the drop-down box. Select Manuscript. Be sure On-line is marked. Browse for your revised File. "Attach" revised.doc (or whatever you have named your revised manuscript).
- Click the Item drop-down box to attach your "Response to Reviewers" file, using the same steps as #7.
- After attaching both files, click **Next** at the bottom of the page.
- You are taken to the next page. If everything you attached on-line is listed, click "Send"
- You'll need to wait a few minutes, then check your "**Submissions Waiting Author's Approval**" box to view the file that was built to make sure everything processed. You must click "**Approve Submission**" for your revision to be sent it to the editorial office.