The Author’s Guide to Editorial Manager

If you have any additional questions about using the Editorial Manager system, please contact Laura Sullivan at lsullivan@springerpub.com, or 212-431-4370 x 221.

Registering

If you are new to the Editorial Manager system, you must first Register.

On the main page, click Register from the main toolbar.

You will be asked on the following screen to enter basic contact information.
Enter your first and last name and e-mail address, and click Continue.

If you already have an account in the Editorial Manager system, you will be directed to a screen that warns you of duplicate registration.

Otherwise, you may proceed to enter personal information on the next page.

When registering, you may also be required to input classifications or keywords about your particular expertise. This will help the journal editors match potential peer reviewers in the future. Please be as specific as possible.
You may also select dates during which you will be unavailable for a review.

When you’re finished inputting your personal information, click **Submit**.

**Uploading a Manuscript**

Log in to the Editorial Manager system using your username and password. On the author main menu, a blue hyperlink will guide you to **Submit a New Manuscript**.

Select the **Article Type** for your submission from the drop-down menu.
On the following screen, enter the article title.

On the next screen, specify any additional authors.

Next, you will be prompted to add the article’s abstract.

*Note: You may input text from a Word processing program by copy and pasting, but any original formatting will be lost.*
On the following screen, you will be asked to input article Comments. On this screen, please enter the text for a cover letter to the journal editor.
Note: Any text you input here will not be included in the official manuscript pdf generated by the system.

The next step for submission is to upload your manuscript files. Any items marked with an asterisk * in the dropdown menu are required for submission (e.g., a CV, title page, the manuscript, or copyright agreement). You may order the components as you wish (but the journal office also may impose a specific order on the components).

When you’ve uploaded all the submission components, click Next.

The following page will be a confirmation page, asking you to confirm that the correct files were uploaded and prompting you to Build the PDF for Approval.

Note: The manuscript will not be submitted to the journal office until you have approved your pdf.

Please do not click the Back button

Submissions Waiting for Author’s Approval
Back to Main Menu
You will receive an e-mail notification when the Editorial Manager system is finished building your pdf. At that time, log in to the system and you will see this screen:

Click **Submissions Waiting for Author’s Approval**.

You must click **View Submission** under the Action category on the left. This will download your pdf for your approval.

**View the pdf** and ascertain that everything is correct. Please double-check that there is no identifying author information contained in the manuscript.

*Note: Your contact information will appear on the manuscript cover page. This page will be excluded from peer reviewer versions of the pdf.*

When you’ve viewed the pdf, return to the **Action** menu and click **Approve Submission**.

A pop-up window will ask if you are sure you want to submit; click **OK**.
The journal office will now receive your submission.

**Uploading a Revised Manuscript**

If the editor’s decision was for you to revise your manuscript, and if you have completed the necessary revisions, you must upload your revised manuscript in the same way.

Log in to the Editorial Manager system. On the main menu, click the blue hyperlink for **Submissions Needing Revision**.

On the next page, you can **View the Editor’s Decision** and remarks, and you can **Revise** your submission.
If you’re ready to submit your revised manuscript, click **Revise Submission**.

Using the menu on the left, you may navigate the submission process. If you are making no changes to your title, abstract, or author information, you may click **Enter Comments**.

In this field, most authors submitting a revision will write a second cover letter, addressing the reviewer comments in a point-by-point way

*Note: You may copy and paste text from a Word document, but keep in mind any formatting will be lost.*

On the next screen, you will see the files that have been “carried forward” with your submission; that is, any documents you’ve previously submitted that are still associated with the manuscript.

*NOTE: If there is any file you do not wish to be submitted with the revision, use the checkboxes to click and remove it from the pdf.*
When you’ve selected the files to be included in the revision, click Next.

On the following screen, upload the revised manuscript.

Make sure that all the files you’ve selected to be built into the pdf are the correct, revised files.
On the confirmation screen, click **Build PDF for my Approval**.

You will receive an e-mail notification when the Editorial Manager system is finished building your pdf. At that time, log in to the system and you will see this screen:

Click the blue hyperlink for **Revisions Waiting for Author’s Approval**.

Use the Action links on the left to **View** and **Approve** the Revision.

At that time, your Revision will be submitted to the journal editorial office.