

# SCHOLARONE MANUSCRIPTS AUTHOR GUIDE

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For detailed information on other aspects of the ScholarOne Manuscripts author experience, please consult the Online User Guide for Authors and Reviewers (available through the Get Help Now tab or the Resources section on the Log In and Welcome pages).



# LOGGING INTO YOUR AUTHOR CENTER

Each journal's ScholarOne Manuscripts site has a unique Web address (URL). Typically, you are given that address in an email sent by the journal. If the address is hyperlinked, simply select the link within the email, or you can enter the web address in the address field of your browser and press the Enter key on your keyboard. The journal's Log In page is displayed.

THOMSON REUTERS ScholarOne University

Log In | Create Account | Get Help Now

SCHOLARONE Manuscripts

Log In

**Log In** Welcome to the **ScholarOne University** training site. To Log In, enter your user ID and Password into the boxes below, then click "Log In." If you are unsure about whether or not you have an account, or have forgotten your password, enter your e-mail address into the "Password Help" section below. If you do not have an account, click on the "Create Account" link above.

**PLEASE NOTE:**  
This site is reserved for participants of Manuscript Central University. INSTRUCTIONS

**Log In**

Log in here if you are already a registered user.

User ID:

Password:

**THOMSON REUTERS**

**Password Help.** Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:

**New User?**  
[Create Account](#)

**Resources**

- + Introduction & Forms
- + User Tutorials
- + System Requirements
- + Home Page

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Access to the journal site may be provided in one of two ways:

1. The journal may create your account and email to you instructions on how to log in and set your User ID and password.
2. Some journals allow their users to create their own accounts. If yours does, there will be a Create Account link in the top right corner of the page. Follow the step-by-step instructions for creating your account.

To keep your account information current, use the Edit Account link in the upper right corner. **Create Account** changes to **Edit Account** after your account is created. You can also change your User ID and password using Edit Account.

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?

By entering your email address in the Password Help field and selecting  **Go**, the system will send you an e-mail with your account information. Please be sure to check your spam or junk folder as our email is sometimes treated as spam.

## Help Documentation

Online training documentation is available through the Get Help Now link at the top right of all journal site pages and through the Resources section on the Log In and Welcome pages.

## THE WELCOME PAGE

When you log in, you are taken to the Welcome page. Here you see links to all of the role centers you have permissions for in this journal. Typically, authors are given both Author and Reviewer permissions, although this varies by journal.

To access your author dashboard page, select the [Author Center](#) link.

### Instructions and Forms

Access journal-specific Instructions and Forms by selecting the tabbed link in the upper right corner of the page or in the Resources box.

## THE AUTHOR DASHBOARD

The Author Dashboard is where you begin the manuscript submission process. Also, at a glance, you can track the status and view the details of all your manuscripts in the journal's ScholarOne Manuscripts site. Select the appropriate queue in the My Manuscripts section. The results will display directly below the dashboard.

**Dashboard**

- To submit a new manuscript, click on the "Submit a Manuscript" tab above.
- To view manuscripts in progress, click on the "Display" dropdown menu, select "Unsubmitted Manuscripts", then click "Go".
- To continue a submission already in progress, click on the "Continue Submission" button.

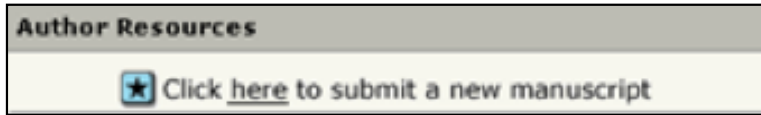
My Manuscripts		Author Resources	
2	<a href="#">Unsubmitted Manuscripts</a>	<input type="button" value="Click here to submit a new manuscript"/>	
1	<a href="#">Resubmitted Manuscripts in Draft</a>	This section lists the subjects of the five most recent e-mails that have been sent to you regarding your manuscript submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.	
2	<a href="#">Revised Manuscripts in Draft</a>	<a href="#">Your manuscript has been unsubmitted - Training Workflow 1</a> (07-Jun-2005) <a href="#">Delete</a>	
2	<a href="#">Submitted Manuscripts</a>		
13	<a href="#">Manuscripts with Decisions</a>		
0	<a href="#">Manuscripts I Have Co-Authored</a>		
0	<a href="#">Withdrawn Manuscripts</a>		

**Unsubmitted Manuscripts**

Title	Date Created	Continue Submission	Delete
The Value of Experimentation <a href="#">[View Manuscript]</a>	07-Jun-2005	<input type="button" value="Continue Submission"/>	<input type="button" value="Delete"/>
Better Living Through Scientific Thought <a href="#">[View Manuscript]</a>	14-Jun-2005	<input type="button" value="Continue Submission"/>	<input type="button" value="Delete"/>

# THE MANUSCRIPT SUBMISSION PROCESS

To begin the submission process, select here in your dashboard's Author Resources section:



## IMPORTANT NOTES:

Each journal can configure ScholarOne Manuscripts to ask for different pieces of information and different required fields from the example shown in this guide.





Journal-required fields are denoted by the symbol .

Journals may vary the requirements based on manuscript type.

Always follow journal instructions carefully when submitting manuscripts.



## STEP 1 – TYPE, TITLE AND ABSTRACT

HOW TO SUBMIT A MANUSCRIPT: STEP 1	
ACTIONS	NOTES
1. Manuscript Type: Select from the dropdown list of choices.	
2. Title: Enter a manuscript title or paste one in. Running Head: If present, enter a short title.	Select  to insert any special characters. Select  to preview the title.
3. Abstract: Enter the abstract or attach it if that option is available.	Select  to insert any special characters.
4. Select  <b>Save and Continue</b> to move to Step 2.	

**Manuscript Type**

**Manuscript Type:**

---

**Title** (Limit 50 words)  Preview  Special Characters

*Press Control-V (or Open Apple-V) to Paste*

**Running Head (Short Title)** (Limit 60 characters)

---

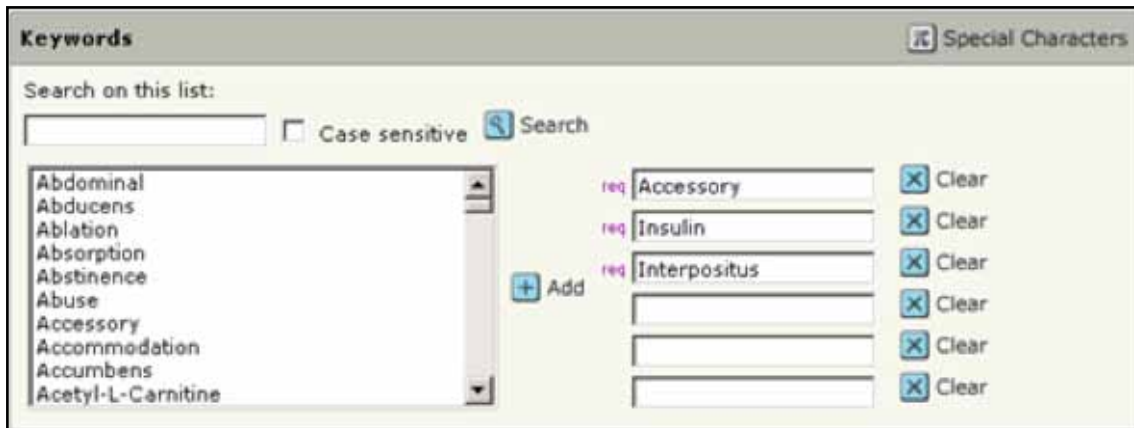
**Abstract** (Limit 200 words)  Special Characters

*Press Control-V (or Open Apple-V) to Paste*

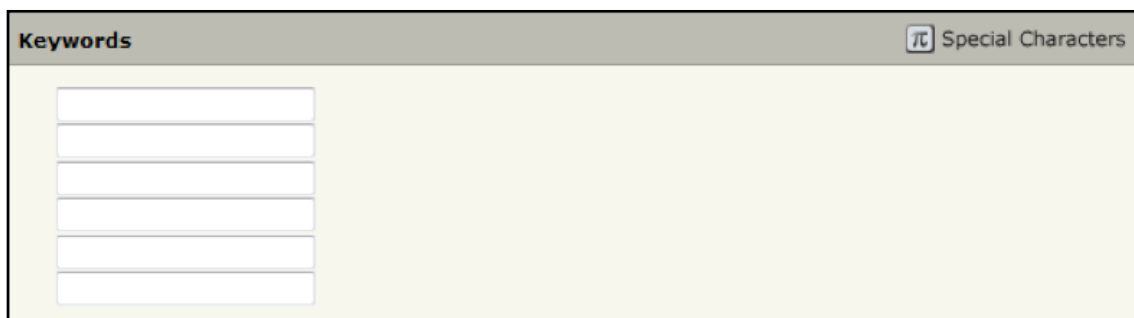
**STEP 2 – ATTRIBUTES/KEYWORDS**

Attributes or keywords are often required for manuscript submission. Some journals have a list of keywords for you to choose from; others allow authors to enter their own keywords.

HOW TO SUBMIT A MANUSCRIPT: STEP 2		
	ACTIONS	NOTES
1.	Search on this list: Enter a keyword and select  Search .	A popup box displays keywords to match your search. Select the keyword(s) and select  Add.  Select the checkbox to mark the search as case-sensitive.  Select  to insert any special characters.
2.	To add a keyword to your manuscript submission, select a word from the list box and select  Add.	The selected keywords display in the fields to the right.
3.	Select  Save and Continue to move to Step 3.	








ACTIONS	NOTES
If there is no pre-populated list of keywords, type it into the appropriate box	Select  to insert any special characters.
Select  Save and Continue to move to Step 3.	




### STEP 3 – AUTHORS AND INSTITUTIONS

Enter or confirm your name and institution information and add any co-authors and their information.


HOW TO SUBMIT A MANUSCRIPT: STEP 3		
	ACTIONS	NOTES
1.	Enter your author information in the fields. If your information is pre-filled, verify it for accuracy.	Select  to edit the information.
2.	To add a co-author to your manuscript submission, enter the author's email address in the Email field.  As needed, select the link to add additional Institutions and Departments for an author.	If a <b>Find</b>  button displays, selecting it results in a search for existing account information, or that author will be added to the database.
3.	Enter co-author information in the fields.	Select  to insert any special characters.
4.	Select  <b>Add To My Authors</b> .	The co-author displays in the My Authors section with your name.
5.	Select  <b>Save and Continue</b> to move to Step 4.	

#### My Authors

Order	Name	Institution, Department	E-Mail	Edit	Delete
<input type="text" value="1"/>	Author, Arturo	<i>None Provided</i>	aauthor@here.com		

#### Add a New Author Special Characters

**req** E-Mail:    **req** Sal.:  **req** First Name:  **req** Last Name:

Institution:  Department:

**req** Country:

State/Province:  **req** City:


If you have multiple Institutions and Departments for this author, click [here](#).

The journal may have limits set on the number of co-authors you can enter.

## STEP 4 – REVIEWERS AND EDITORS

Some journals allow you or require you to add Preferred and/or Non-Preferred Reviewers and/or Editors for your manuscript.

### HOW TO SUBMIT A MANUSCRIPT: STEP 4


	ACTIONS	NOTES
1.	Add a Reviewer: Enter information in the fields.	
2.	Select <input checked="" type="checkbox"/> Designate as Preferred Reviewer or <input checked="" type="checkbox"/> Designate as Non-Preferred Reviewer	These designations display during reviewer assignment.
3.	Add an Editor: Select from a list of journal editors.	
4.	Select <input checked="" type="checkbox"/> Designate as Preferred Editor or <input checked="" type="checkbox"/> Designate as Non-Preferred Editor	These designations display during editor assignment.
5.	Select  Save and Continue to move to Step 5.	

My Reviewers						
Name	Institution	Department	Phone / E-Mail	Preference	Edit	Delete
<i>No Reviewers Entered</i>						
Add A Reviewer						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input checked="" type="checkbox"/> Designate as Preferred Reviewer			<input checked="" type="checkbox"/> Designate as Non-Preferred Reviewer			
My Editors						
Name	Institution	Department	Phone / E-Mail	Preference	Delete	
<i>No Editors Entered</i>						
Add an Editor						
Select...						
<input checked="" type="checkbox"/> Designate as Preferred Editor			<input checked="" type="checkbox"/> Designate as Non-Preferred Editor			



## STEP 5 – DETAILS AND COMMENTS

This page is journal-specific and may include an area for a cover letter, as well as any other required submission information.

HOW TO SUBMIT A MANUSCRIPT: STEP 5	
ACTIONS	NOTES
1.	<p>Cover Letter: If one is required, you can submit a cover letter in one of 3 ways:</p> <p>Type your cover letter in the text field</p> <p>Paste an existing cover letter into the field</p> <p>If option is available, you can browse to and attach an existing file.</p>
2.	Other sections: Complete the fields as indicated.
3.	Select  <b>Save and Continue</b> to move to Step 6.

**Cover Letter**

Attach another file containing your cover letter:





**Files attached**

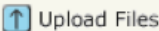
File Name	Delete
<i>No Files Attached</i>	

Attach this Cover Letter

## STEP 6 – FILE UPLOAD

In this step you will upload all of your manuscript files.

HOW TO SUBMIT A MANUSCRIPT: STEP 6		
	ACTIONS	NOTES
1.	File Upload: Select Browse to locate a file and select it for upload.	The total size limit for file upload is set by the journal.  The number of slots indicates the number of files that can be uploaded at once and not the total number.
2.	File Designation: Select from the dropdown list of choices.	
3.	Select  .	
4.	During upload, a Details popup window displaying file attributes appears for each file. Select  to move to the next file. Select <input checked="" type="checkbox"/> <b>Save</b> at the end of the file upload process.	For image/figure files, name the file to link to the same name as it has in the main document. You can also insert a caption/legend beneath it.  Files display in the My Files section.  You can change the order of the files and edit details.
5.	If option is available, you can send files in offline. Enter the number of files and select   Enter a file name/description for each file and select a file designation from the dropdown list.	The page displays fields for the requested number of files.
6.	Select  to move to Step 7.	

My Files					
Order	File Name	File Designation <sup>req</sup>	Date	Edit Details	Delete
<i>No files have been uploaded.</i>					
File Upload					
Upload new files:					
<sup>req</sup>	<input type="text"/>	<input type="button" value="Browse..."/>	Main Document		
	<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	Select: <input type="text"/>	<input type="button" value="v"/>
	<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	Select: <input type="text"/>	<input type="button" value="v"/>
					

## STEP 7 – REVIEW AND SUBMIT

This is a final review step before submitting your manuscript. All sections must display the green checkmark before you can select  **Submit** to complete the submission process.

HOW TO SUBMIT A MANUSCRIPT: STEP 7		
	ACTIONS	NOTES
1.	Review each section carefully for accuracy and completeness.	<p>A green <input checked="" type="checkbox"/> appears next to each item that has been completed correctly according to the journal's standards.</p> <p>A red <input type="checkbox"/> indicates that you need to complete required fields. A yellow box at the end of this column details the exact error. Select <input type="checkbox"/> <b>Edit</b> in the right column to return to that step.</p>
2.	If you have not already done so, review the HTML and/or PDF versions of your submission.	Your editor center Dashboard page opens.
3.	<p>Select <input checked="" type="checkbox"/> <b>Submit</b>.</p> <p>The system asks for confirmation of the submission. Select OK to submit the manuscript.</p>	<p>You will receive a successful submission confirmation along with your manuscript ID number.</p> <p>The manuscript displays in the Submitted Manuscripts column of your dashboard.</p>

### TIP FOR AUTHORS FOR SUBMITTING A REVISION:

If you have already started a revision, this is noted by the “a revision has been started” action under “Manuscripts with Decisions”.

This means that the revision is now located in the “Revised Manuscripts in Draft” queue.

To access this, click on that link under the “My Manuscripts” heading in the author center. You should then see the correct revision appear at the bottom of the page. Clicking the “Continue Submission” button will allow you to work on and submit your revised manuscript.

## SCHOLARONE®

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