

ScholarOne
Manuscript Central
Author Guide

Contents

| | |
|---|----|
| System Requirements | 1 |
| Adobe Reader | 1 |
| Supported Browsers | 1 |
| Journal Instructions for Authors | 1 |
| Instructions & Forms Link | 1 |
| Logging In | 2 |
| Creating an Account | 2 |
| Change User ID/Password & Account Information | 3 |
| Forgot Password | 3 |
| The Manuscript Submission Process..... | 4 |
| Step 1: Type Title and Abstract | 4 |
| Step 2: Attributes | 6 |
| Step 3: Authors and Institutions..... | 6 |
| Step 4: Reviewers and Editors..... | 7 |
| Step 5: Details and Comments..... | 7 |
| Step 6: File Upload..... | 7 |
| Step 7: Review and Submit | 9 |
| Submitting Revisions..... | 11 |
| Support Information | 12 |

System Requirements

Adobe Reader

Manuscript Central will convert your files to both HTML and Portable Document Format (PDF) during the submission process. As an Author submitting a manuscript, you will need to have the Adobe Reader software to review your files after they are converted. This is free software that allows you to view PDF files.

If you do not have Adobe Acrobat, you can download it for free at:
<http://www.adobe.com/products/acrobat/readstep2.html>

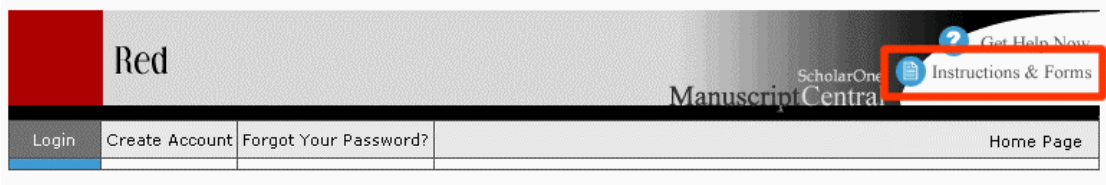
Supported Browsers

This Manuscript Central web site has been optimized for Microsoft Internet Explorer 5.x and Netscape 7.x and above. ScholarOne is currently working to make Manuscript Central compatible with Safari.

Journal Instructions for Authors

Instructions & Forms Link

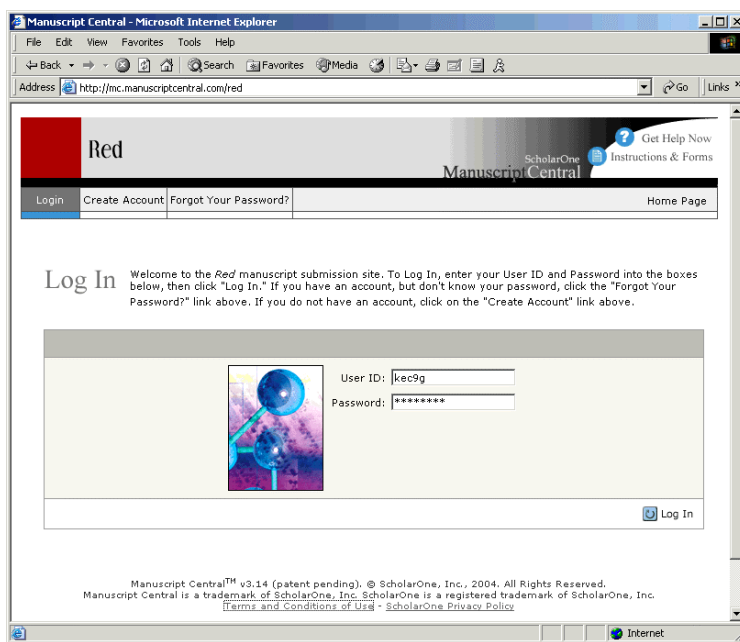
Before beginning the submission process, you will want to review the journal-specific instructions and requirements for submitting a manuscript to the journal. This information is accessible from the "Instructions & Forms" link in the top right side of the screen.



Logging In

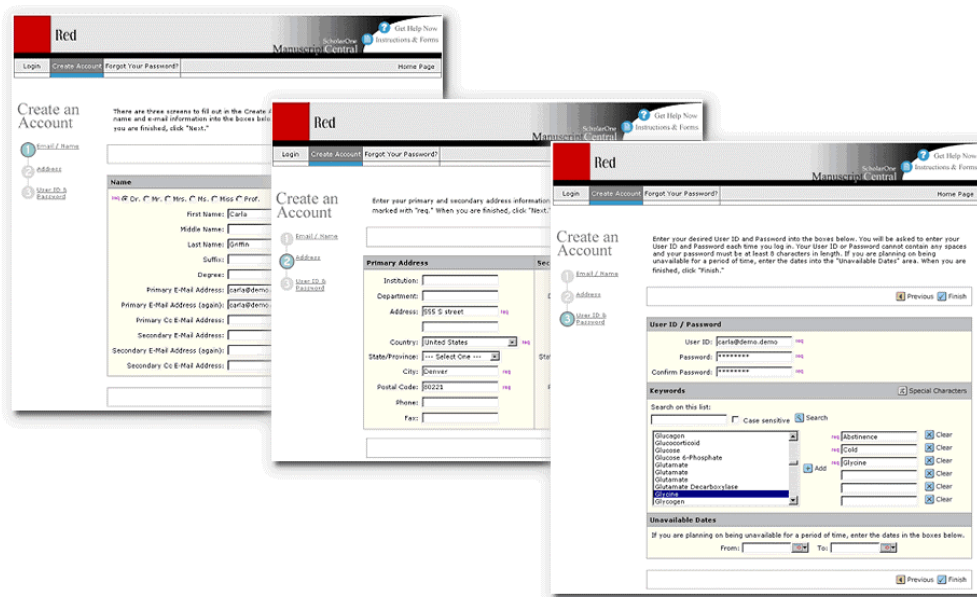
To login to Manuscript Central, open your web browser, go to the Journal URL, and input your User ID & Password (shown below). Click on the "Log In" button.

If you do not have a User ID and Password you will need to create a new account by clicking on the "Create Account" link.

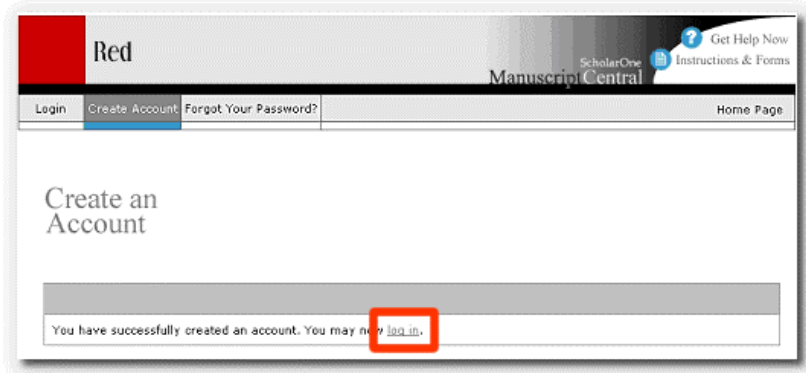


Creating an Account

In the upper left hand side of your screen, click on the "Create Account" link to set up your user account. Follow the steps/screens noted the left side of the screen to fill out your information. All items marked with a "req" are required.



Once you have clicked the "Finish" button you will receive a notice that you have successfully created your account and can click on the "log in" link to enter the site.

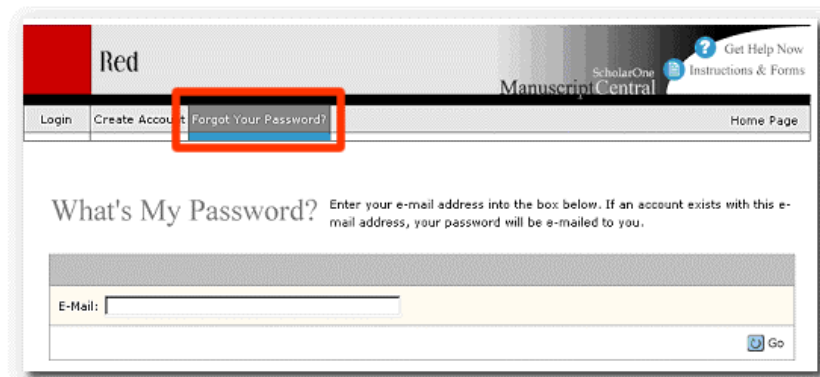


Change User ID/Password & Account Information

You can click on the "Edit My Account" link in the right side of the menu bar once you have logged in to change your User ID, Password, or other account information.

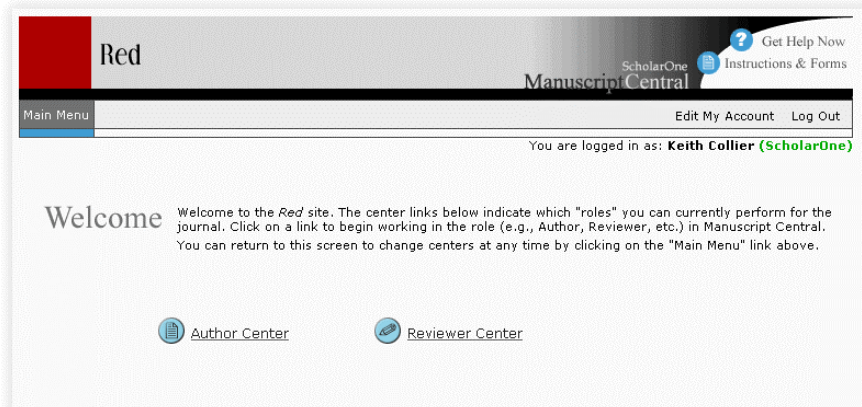
Forgot Password

If you have forgotten your password, click on the "Forgot Your Password?" link. You will be taken to a screen to enter your email address. Click the "Go" link and an email will be sent to you with your user id and password.



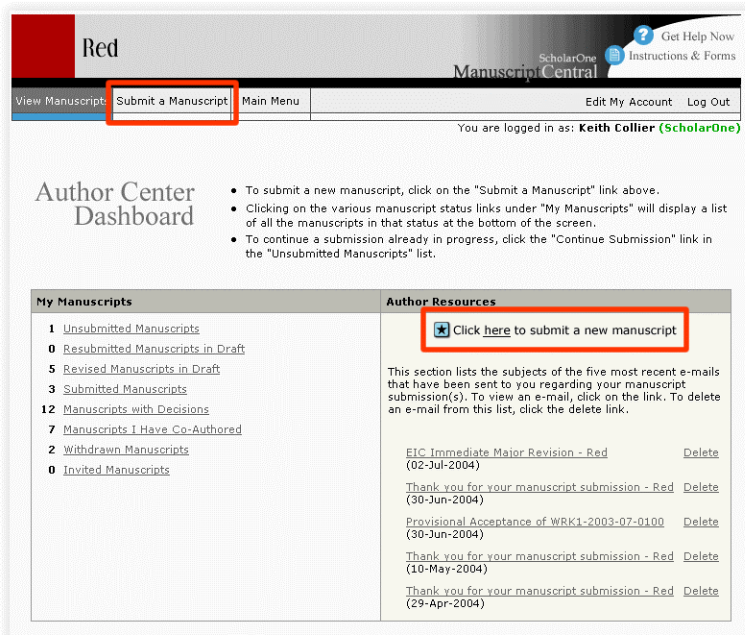
The Manuscript Submission Process

Once you have logged into Manuscript Central, you will be shown to the Welcome Page. From this screen, you need to click on the "Author Center".



The Author Center Dashboard

To submit a manuscript, click on either the "Submit a Manuscript" menu link or the "Click [here](#) to submit a manuscript link." Either will take you to the first screen of the submission process.



Step 1: Type Title and Abstract

Enter your Manuscript Type, Title and Abstract in the appropriate fields. You may copy and paste your Title and Abstract directly from your word document.

Note: Some Journals may ask for additional fields to be entered on this page such as Sub-Category and Running Head or Short Title.

Red ScholarOne Manuscript Central [Get Help Now](#) [Instructions & Forms](#)

View Manuscripts [Submit a Manuscript](#) Main Menu [Edit My Account](#) [Log Out](#)

You are logged in as: **Gwen Baker (ScholarOne)**

Author Center Submit a Manuscript

- Type, Title, & Abstract
- Attributes
- Authors & Institutions
- Reviewers & Editors
- Details & Comments
- File Upload
- Review & Submit

Select your manuscript type. Enter your title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Next." [Read More ...](#)

[Next](#)

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

[Next](#)

Manuscript Central™ v3.15 (patent pending). © ScholarOne, Inc., 2004. All Rights Reserved.
 Manuscript Central is a trademark of ScholarOne, Inc. ScholarOne is a registered trademark of ScholarOne, Inc.
[Terms and Conditions of Use](#) - [ScholarOne Privacy Policy](#)

Note: If you have special characters (e.g., Π , ∞ , \copyright) or special formatting that need to be included in your title or abstract, you can use the special characters link to insert the special character codes.

Special Characters

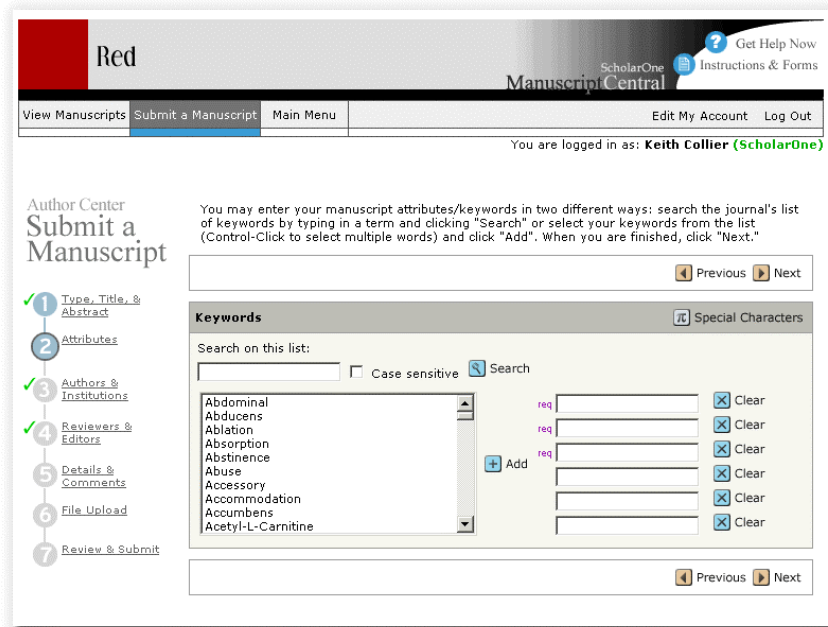
Standard [Greek](#) [Special](#) [Math](#)

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| € | À | Á | Â | Ã | Ä | Å | Æ | Ç | È | É | Ê |
| Ë | Ì | Í | Î | Ï | Ð | Ñ | Ò | Ó | Ô | Õ | Ö |
| × | Ø | Ù | Ú | Û | Ü | Ý | Þ | ß | à | á | â |
| ã | ä | å | æ | ç | è | é | ê | ë | ì | í | î |
| ï | ä | ñ | ò | ó | ô | õ | ö | ÷ | ø | ù | ú |
| û | ü | ý | þ | ÿ | | | | | | | |

Begin **Bold** End **Bold**
 Begin *Italic* End *Italic*
 Begin Underline End Underline
 Begin ^{Superscript} End ^{Superscript}
 Begin _{Subscript} End _{Subscript}

Step 2: Attributes

Attributes, or Keywords as often required for manuscript submission. Some journals will have a list of keywords for you to choose from as in the example below, and others will allow authors to enter their own key words.



Red ScholarOne Manuscript Central

View Manuscripts Submit a Manuscript Main Menu Edit My Account Log Out

You are logged in as: **Keith Collier (ScholarOne)**

Author Center
Submit a Manuscript

1 Type, Title, & Abstract
2 Attributes
3 Authors & Institutions
4 Reviewers & Editors
5 Details & Comments
6 File Upload
7 Review & Submit

You may enter your manuscript attributes/keywords in two different ways: search the journal's list of keywords by typing in a term and clicking "Search" or select your keywords from the list (Control-Click to select multiple words) and click "Add". When you are finished, click "Next."

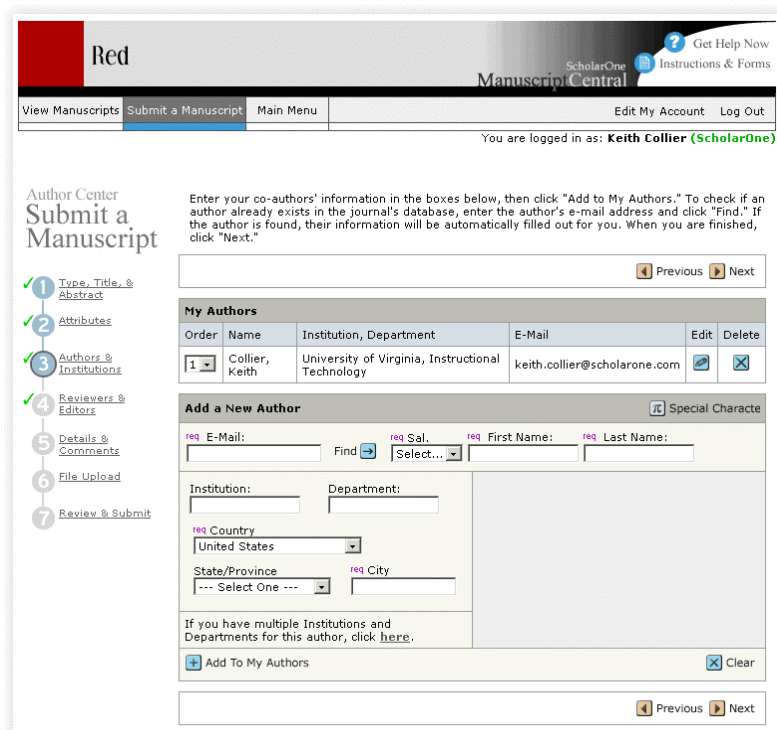
Keywords

Search on this list: Case sensitive

Abdominal req
 Abducens req
 Ablation req
 Absorption req
 Abstinence req
 Abuse req
 Accessory req
 Accommodation req
 Accumbens req
 Acetyl-L-Carnitine req

Step 3: Authors and Institutions

The third screen allows you to enter the information for your Co-Authors. To add a Co-Author, enter information in all the required fields and click the ink. You may also do a "find" for an Author by entering their email address and clicking to bring up the persons' name. If the person already has an account on this Manuscript Central site, his/her information will be inserted into the form.



Red ScholarOne Manuscript Central

View Manuscripts Submit a Manuscript Main Menu Edit My Account Log Out

You are logged in as: **Keith Collier (ScholarOne)**

Author Center
Submit a Manuscript

1 Type, Title, & Abstract
2 Attributes
3 Authors & Institutions
4 Reviewers & Editors
5 Details & Comments
6 File Upload
7 Review & Submit

Enter your co-authors' information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Next."

My Authors

| Order | Name | Institution, Department | E-Mail | Edit | Delete |
|-------|----------------|--|------------------------------|-------------------------------------|---------------------------------------|
| 1 | Collier, Keith | University of Virginia, Instructional Technology | keith.collier@scholarone.com | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |

Add a New Author

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

Institution: Department:

req Country: United States

req State/Province: req City:

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

Step 4: Reviewers and Editors

Some journals will allow you to pick preferred and non-preferred Reviewers and Editors for your manuscript. This information is passed on to the Editors of the journal. To do this, simply fill in the required fields and select if the person is preferred or non-preferred.

Preferred people will show up on your list in **Green** and Non-Preferred in **Red**.

Step 5: Details and Comments

On the Details and Comments page, you will be asked by most journals to submit a cover letter to go with your manuscript. You can copy and paste in your cover letter or upload a file. Journals may also ask you other questions on this page, including number of tables and figures. Be sure to complete all questions that have the **"req"** next to them.

Red
ScholarOne
Manuscript Central
Get Help Now
Instructions & Forms

View Manuscripts | **Submit a Manuscript** | Main Menu | Edit My Account | Log Out

You are logged in as: **Keith Collier (ScholarOne)**

Author Center
Submit a Manuscript

1 Type, Title, & Abstract
2 Attributes
3 Authors & Institutions
4 Reviewers & Editors
5 Details & Comments
6 File Upload
7 Review & Submit

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Browse..." button, locate your file, and click "Attach this Cover Letter." Answer any remaining questions appropriately. When you are finished, click "Next."

Previous Next

Cover Letter

Attach another file containing your cover letter:

Attach this Cover Letter

Files attached

| File Name | Delete |
|-------------------|--------|
| No Files Attached | |

Manuscript Information

| | |
|----------------------------------|----------------------|
| Number of Black & White Figures: | <input type="text"/> |
| Number of Color Images: | <input type="text"/> |
| Number of Tables: | <input type="text"/> |
| Number of Words in Manuscript: | <input type="text"/> |

Submission Responses

| | Yes | N/A | No |
|--|-----------------------|-----------------------|-----------------------|
| req Are you willing to pay the journal's fee for color reproduction? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| req Have you submitted your copyright transfer agreement form ? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| req Has this manuscript been submitted previously? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Manuscript ID:

Previous Next

Step 6: File Upload

On the File Upload page, you may upload as many files as needed for your submission. To upload a file, click on the "Browse" link and find the file you want to upload. After selecting the file, be sure to give each file the proper file designation. Most journals allow you to upload multiple files at the same time to save you time.

Red ScholarOne Manuscript Central

Get Help Now
Instructions & Forms

View Manuscripts Submit a Manuscript Main Menu Edit My Account Log Out

You are logged in as: **Keith Collier (ScholarOne)**

Author Center Submit a Manuscript

- 1 Type, Title, & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Reviewers & Editors
- 5 Details & Comments
- 6 File Upload
- 7 Review & Submit

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Next." [Read More ...](#)

Previous Next

| Order | File Name | File Designation | Date | Edit Details | Delete |
|------------------------------|-----------|------------------|------|--------------|--------|
| No files have been uploaded. | | | | | |

File Upload

Upload new files:

| | | | |
|----------------------|-----------|-------------------|---------|
| <input type="text"/> | Browse... | File Designation: | Select: |
| <input type="text"/> | Browse... | File Designation: | Select: |
| <input type="text"/> | Browse... | File Designation: | Select: |

Upload Files

Files to be sent in off-line

If you plan on submitting files off-line, enter the number of files, then click the "go" button to enter details about those files. go

Previous Next

When you are ready to upload your files, click on the "Upload Files" link and you will see a new window open with a spinning star. This means that Manuscript Central is converting your files to both HTML and PDF format.



Once the star stops spinning, you will get a window showing the details of each file you uploaded. For image/figure files, you will have the option to link from the main document to the image and also insert a caption under the image in the File Details Window (shown below).

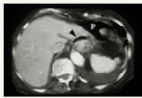
File Details

Below you will find information about the file(s) you just uploaded. Please select the File Designation for this file from the "File Designation" dropdown below.

If you have uploaded image or figure files you may link particular words in your text file to your image file. Simply type the word you wish to link into the "File Tags" field below. For example, if you want to link the phrase "Figure 1" to this particular figure then type "Figure 1" into the file tag field. When you look at the HTML proof of your manuscript you will be able to click on the phrase "Figure 1" and then see the figure.

You may also type in a caption or legend for each one of the images or figures you upload. Whatever you type in the "Caption/Legend" field below will appear below your figure.

File 2 of 3

| | | |
|-------------------|---------------------------|---|
| File Name: | Fig1.jpg |  |
| File Size: | 22K | |
| Image Dimensions: | 700 x 470 (100 x 100 DPI) | |
| Uploaded On: | 06-Jul-2004 | |
| Uploaded By: | Gwen Baker | |

What do you call this image in the manuscript (eg, Figure 1, Fig. 1)? (Low Quality Image)

File Designation: Figure

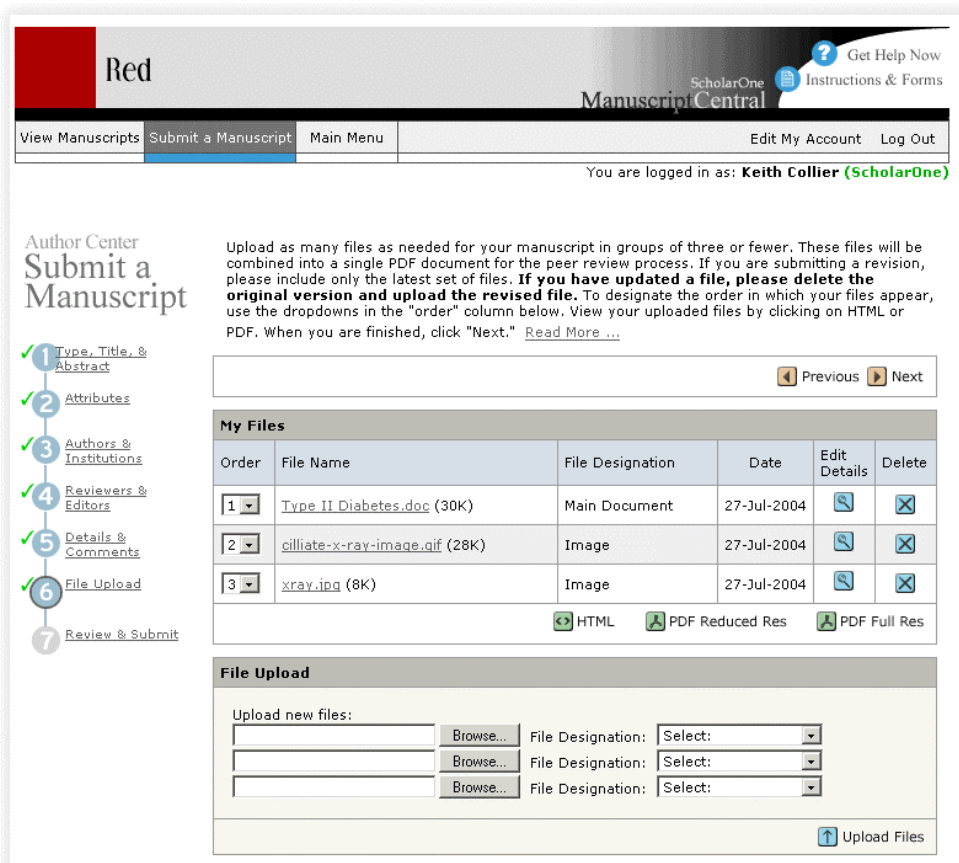
Caption / Legend:

Special Characters

Next

Once you have uploaded all your files, you can Editor or Delete each file as needed. You can also view the HTML and PDF version of your files by clicking on the HTML and PDF links.

NOTE: You can continue to upload additional files if needed until all your files are in Manuscript Central.



Red ScholarOne Manuscript Central

Get Help Now
Instructions & Forms

View Manuscripts Submit a Manuscript Main Menu Edit My Account Log Out

You are logged in as: **Keith Collier (ScholarOne)**

Author Center
Submit a Manuscript

- Type, Title, & Abstract
- Attributes
- Authors & Institutions
- Reviewers & Editors
- Details & Comments
- File Upload**
- Review & Submit

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Next." [Read More ...](#)

Previous Next

| Order | File Name | File Designation | Date | Edit Details | Delete |
|-------|-------------------------------|------------------|-------------|--------------|--------|
| 1 | Type II Diabetes.doc (30K) | Main Document | 27-Jul-2004 | | |
| 2 | ciliate-x-ray-image.gif (28K) | Image | 27-Jul-2004 | | |
| 3 | xray.jpg (8K) | Image | 27-Jul-2004 | | |

HTML PDF Reduced Res PDF Full Res

File Upload

Upload new files:

| | | |
|----------------------|-----------|--|
| <input type="text"/> | Browse... | File Designation: <input type="text"/> |
| <input type="text"/> | Browse... | File Designation: <input type="text"/> |
| <input type="text"/> | Browse... | File Designation: <input type="text"/> |

Upload Files

Step 7: Review and Submit

This is the final step in the submission process. You should see a green ✓ next to each item you have completed correctly. Where you see a red ✗, you will need to go back and complete those items. Most Journals will ask that you view both the HTML and the PDF version of your manuscript before you are able to click on the "Submit" link and complete the submission process.

Red

[Get Help Now](#)
[Instructions & Forms](#)

View Manuscripts
Submit a Manuscript
Main Menu
Edit My Account
Log Out

You are logged in as: **Gwen Baker (ScholarOne)**

Author Center Submit a Manuscript

- 1 Type, Title, & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Reviewers & Editors
- 5 Details & Comments
- 6 File Upload
- 7 Review & Submit

Review the information below for correctness and make changes as needed. **After reviewing the manuscript proofs at the foot of this page, you MUST CLICK 'SUBMIT' to complete your submission.**

Previous **Submit**

My Manuscript Information

Step 1: Type, Title & Abstract

Manuscript Type: Original Article

Title: This is the Title of my Manuscript [Edit](#)

Running Head (Short Title): Title

Abstract: This is my manuscript.

Step 2: Attributes

Keywords: Accessory, Gene, Smooth, Synapse [Edit](#)

Step 3: Authors & Institutions

1. Baker, Gwen; ScholarOne, Client Management [Edit](#)

Step 4: Reviewers & Editors

My Reviewers: Randy Reviewer , randy@demo.demo (Preferred)
Sally Smith , ssmith@demo.demo (Non-Preferred)

My Editors: Samantha Editor ScholarOne, Inc., , seditor@scholarone.com (Preferred) [Edit](#)

Step 5: Details & Comments

Cover Letter: Dear Dr. On behalf of the...

| Manuscript Information | |
|----------------------------------|------|
| Number of Black & White Figures: | 0 |
| Number of Color Images: | 2 |
| Number of Tables: | 0 |
| Number of Words in Manuscript: | 5000 |

| Submission Responses | Yes | N/A | No |
|--|-------------------------------------|--------------------------|-------------------------------------|
| <small>req</small> Are you willing to pay the journal's fee for color reproduction? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <small>req</small> Have you submitted your copyright transfer agreement form ? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <small>req</small> Has this manuscript been submitted previously? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Manuscript ID: | | | |

[Edit](#)

Step 6: File Upload

1. Training.doc

2. Fig1.jpg

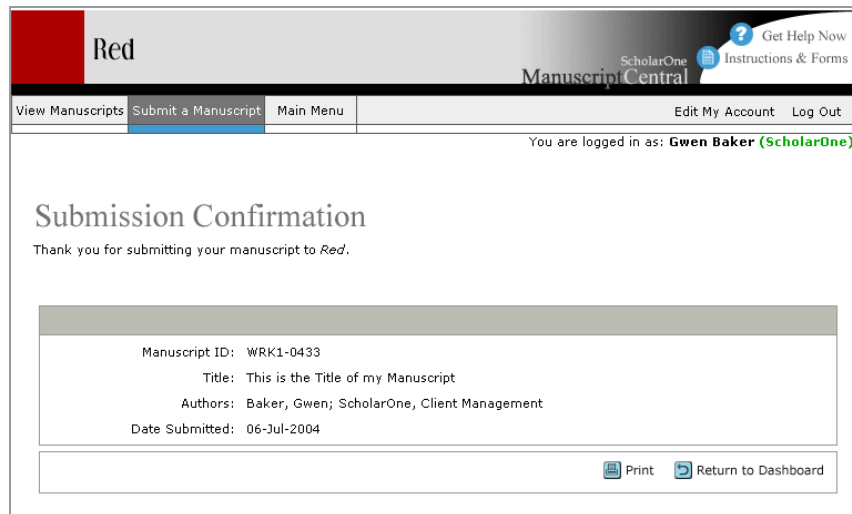
3. Fig2.jpg [Edit](#)

Step 7: Review & Submit

HTML
 PDF Reduced Res
 PDF Full Res
 View MedLine Format

Previous **Submit**

You will receive a Successful submission confirmation along with your manuscript number after you click the Submit button.



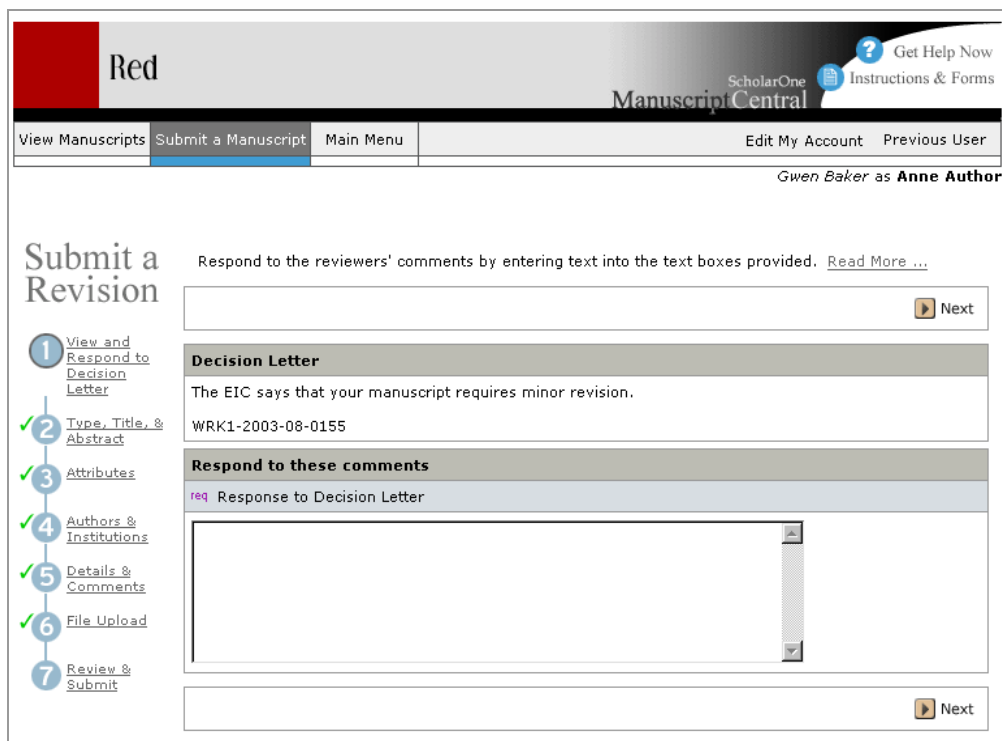
Submitting Revisions

If you receive an email that your manuscript requires revision, you will need to log back into ManuscriptCentral and complete the Revision process.

Enter your Author Center and look for the link titled [Manuscripts with Decisions](#).

Click on the link and you will be able to view the Decision Letter as well as click on a link to create your revision at the bottom of the screen. From this area, you can also click on the "Create a Revision" link.

The first step in creating a revision is to respond to the decision letter.

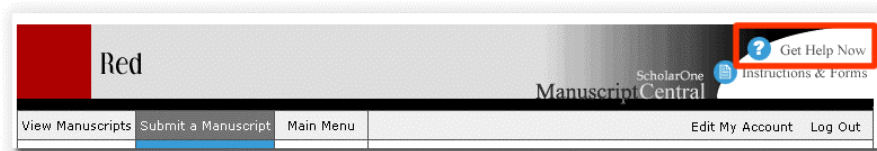


After you have responded to the Decision Letter, simply follow the steps you took with your original submission.

NOTE: When you get to the File Upload page, be sure to delete any original files that you do not want to submit with your revision. If you do not delete these files they will become a part of the Revision submission PDF.

Support Information

Support information can be found by clicking on the “Get Help Now” link at the top right-hand side of every page of ManuscriptCentral.



This link will open a new window that contains information regarding Frequently Asked Questions, User Guide/Documentation, and information for contacting support.

If you have any problems, please visit our support website or call us:

- <http://mcv3support.custhelp.com>
- Telephone: +1-434-817-2040 x 167 Hours M-F (3:30am – 5:30pm EST)