

# Online Submission Systems

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# What will be covered in this workshop?

Submission systems

How to submit manuscripts to ScholarOne

How to submit manuscripts to Editorial  
Manager

Editorial Manager (Troubleshooting)

How to submit manuscripts to Elsevier  
Editorial System (EES)

## Submission systems

How to submit manuscripts to ScholarOne

How to submit manuscripts to Editorial  
Manager

Editorial Manager (Troubleshooting)

How to submit manuscripts to Elsevier  
Editorial System (EES)

# Submission Systems

- Classic submission (paper, or CD)
- Electronic submission through **e-mail** (see the Cover Letter)
- **Online** submission systems
  - Elsevier Editorial System (EES)
  - ScholarOne
  - Editorial Manager

# Submission Systems

## Requirements for online submission

- A Title page file (**designate as “file not for review” if journal is double-blind**)
- Main document file with abstract, main text and references (**exclude** the Title page if double-blind journal)
- Figure files
- Table files

## Submission systems

[How to submit manuscripts to ScholarOne](#)

How to submit manuscripts to Editorial Manager

Editorial Manager (Troubleshooting)

How to submit manuscripts to Elsevier Editorial System (EES)

# ScholarOne

## To Submit a New Manuscript

My Manuscripts	Author Resources
<ul style="list-style-type: none"><li><b>1</b> <a href="#">Unsubmitted Manuscripts</a></li><li><b>0</b> <a href="#">Resubmitted Manuscripts in Draft</a></li><li><b>1</b> <a href="#">Revised Manuscripts in Draft</a></li><li><b>1</b> <a href="#">Submitted Manuscripts</a></li><li><b>1</b> <a href="#">Manuscripts with Decisions</a></li><li><b>0</b> <a href="#">Manuscripts I Have Co-Authored</a></li><li><b>0</b> <a href="#">Withdrawn Manuscripts</a></li><li><b>0</b> <a href="#">Invited Manuscripts</a></li></ul>	<ul style="list-style-type: none"><li> <a href="#">Click here</a> to submit a new manuscript</li><li> <a href="#">Click here</a> to submit an <b>EndNote</b> manuscript</li></ul> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p>

# ScholarOne

## Type, Title & Abstract

Author Center  
Submit a  
Manuscript

Select your manuscript type. Enter your title 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 "Save and Continue." [Read More ...](#)

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

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**Manuscript Type**

req Manuscript Type:   
Type:   
Review  
Original Article  
Letter to the Editor

A purple "req" icon indicates all required fields

---

req **Title** (Limit 200 words)

Submitting Your Manuscript to ScholarOne Manuscripts

*Press Control-V (or Cmd-V) to Paste*

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req **Abstract** (Limit 200 words)

You can copy and paste your abstract from your main document into this text box.

*Press Control-V (or Cmd-V) to Paste*



# ScholarOne

## Adding Your Co-Authors

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

◀ Save and Go Back ▶ Save and Continue

### My Co-Authors

Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Dr Andrew Author <i>Corresponding Author</i>	USA	andrew@test.demo		

### Add a New Co-Author

Special Characters

**req** E-Mail:  Find **req** Sal.  **req** First (Given) Name:  Middle Name:  **req** Last (Family) Name:

Title:

**req** Institution:  Department:

Address 1:  Address 2:  Address 3:  Rm/Suite:

**req** Country:

State/Province:  **req** City:

Zip / Postal Code:  Phone Number:

This person is the formal Corresponding Author as denoted on the title page of the manuscript

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

Add To My Authors  Clear

Search for your co-authors by email address, and add them. If they do not have an account, you can fill in the required field and create one for them.

# ScholarOne

## Suggesting Reviewers

Enter the name and email address of each reviewer. You can then indicate to the Editors if you want them to be "preferred" or "non-preferred".

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

Save and Go Back Save and Continue

### My Reviewers

Name	Institution	Department	Phone/E-Mail	Preference	Edit	Delete
Rebecca Reviewer	Name of Institution	Name of Department	review@test.com	Preferred		
Richard Referee	Name of Institution	Name of Department	referee@test.com	Non-Preferred		

### Add A Reviewer

req First (Given) Name: req Last (Family) Name: req Email:

Rachel Review reviews@test.com

Institution: Department: Phone:

Name of Institution Name of Department

Designate as Preferred Reviewer  Designate as Non-Preferred Reviewer

# ScholarOne

## Uploading Your Files

- Designate your files according to the file designations that you will find in the drop-down menu.
- Any files that you designate as “file not for review” will not be pulled into the final PDF

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

Save and Go Back Save and Continue

**My Files** (Uploaded files cannot exceed 3000000K)

Order	File Name	File Designation req	Date	Edit Details	Delete
1	Submitting Your Manuscript to ScholarOne Manuscripts.docx (11K)	Main Document	25-Mar-2010		
2	Sunset.jpg (70K)	Figure	25-Mar-2010		

Save File Order

All files for review will be combined into one single PDF proof for your submission.

HTML PDF

**File Upload**

Upload new files:

C:\Documents and Settings\... Browse... File Designation: Select:

File Designation: Select:

File Designation:

File not for review

Main Document

Supplemental File

Table

Title Page (not for review)

Author Bio

Upload Files

Save and Go Back Save and Continue

# ScholarOne


## The Final Checklist

Click on the blue pencil icon to edit any stages with a red cross.

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

Save and Go Back  Submit

### My Manuscript Information


✗ **Step 1: Type, Title, & Abstract**  Edit

Manuscript Type is missing


**Manuscript Type:**

**Title:** Submitting Your Manuscript to ScholarOne Manuscripts


**Abstract:** You can copy and paste your abstract from your main document into this text box.

✓ **Step 2: Attributes**  Edit

**Keywords:**

✓ **Step 3: Authors & Institutions**  Edit

1. Author, Andrew


✓ **Step 4: Reviewers & Editors**  Edit

**My Reviewers:** No Reviewers Entered

# ScholarOne

## The Final Checklist (Cont'd)




- You will need to view your PDF proof before you can submit your manuscript
- PDF proof is how the Editors and Reviewers will see your submission.
- If double-blind peer review, you must ensure your manuscript does not contain any identifying information in the PDF proof.


✓ **Step 6: File Upload**  Edit

1. Submitting Your Manuscript to ScholarOne Manuscripts.docx
2. Sunset.jpg
3. Submitting Your Manuscript to ScholarOne Manuscripts\_anonymous.docx

✗ **Step 7: Review & Submit**

You have not viewed your PDF proof

 HTML  PDF  View MedLine Format

 Save and Go Back  Submit

# ScholarOne

## The Final Checklist (Cont'd)

Once you have viewed your PDF proof, you can submit your manuscript

Step 7: Review & Submit

HTML  PDF  View MedLine Format

# ScholarOne Submission Confirmation

When you see the Submission Confirmation screen, your manuscript has been submitted to the journal for peer review

Submission  
Confirmation

Thank you for submitting your manuscript to *Taylor & Francis QuickStart Demo 4*.

Manuscript ID: TANDF-2011-0031

Title: Submitting Your Manuscript to ScholarOne Manuscripts

Authors: Amy, Author

Date Submitted: 19-Jul-2011



Print






Return to Dashboard






# ScholarOne Continuing A Submission

Click on the Unsubmitted Manuscripts link to see your started manuscripts. Click on "Continue Submission" to proceed with your submission.

My Manuscripts	Author Resources
<ul style="list-style-type: none"> <li><b>1</b> <a href="#">Unsubmitted Manuscripts</a></li> <li><b>0</b> <a href="#">Resubmitted Manuscripts in Draft</a></li> <li><b>1</b> <a href="#">Revised Manuscripts in Draft</a></li> <li><b>1</b> <a href="#">Submitted Manuscripts</a></li> <li><b>2</b> <a href="#">Manuscripts with Decisions</a></li> <li><b>0</b> <a href="#">Manuscripts I Have Co-Authored</a></li> <li><b>0</b> <a href="#">Withdrawn Manuscripts</a></li> <li><b>0</b> <a href="#">Invited Manuscripts</a></li> <li><b>1</b> <a href="#">Manuscripts Awaiting Revision</a></li> </ul>	<ul style="list-style-type: none"> <li> <a href="#">Click here</a> to submit a new manuscript</li> <li> <a href="#">Click here</a> to submit a revision</li> <li> <a href="#">Click here</a> to submit an <b>EndNote</b> manuscript</li> </ul> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p> <p><a href="#">Taylor &amp; Francis QuickStart Master 4 - Manuscript ID TANDF-2010-0017 (30-Mar-2010)</a> <a href="#">Delete</a></p>

## Unsubmitted Manuscripts




Manuscript Title	Date Created	Continue Submission	Delete
Submitting Your Manuscript to ScholarOne Manuscripts <a href="#">[View Submission]</a>	25-Mar-2010		
 top			



# ScholarOne

## Submitting A Revision

- Click on the purple star icon to see any manuscripts to be revised.
- You can see how many days are left to submit the revision.

My Manuscripts	Author Resources
<ul style="list-style-type: none"> <li>1 <a href="#">Unsubmitted Manuscripts</a></li> <li>0 <a href="#">Resubmitted Manuscripts in Draft</a></li> <li>0 <a href="#">Revised Manuscripts in Draft</a></li> <li>1 <a href="#">Submitted Manuscripts</a></li> <li>3 <a href="#">Manuscripts with Decisions</a></li> <li>0 <a href="#">Manuscripts I Have Co-Authored</a></li> <li>0 <a href="#">Withdrawn Manuscripts</a></li> <li>0 <a href="#">Invited Manuscripts</a></li> <li>2 <a href="#">Manuscripts Awaiting Revision</a></li> </ul>	<ul style="list-style-type: none"> <li> <a href="#">Click here</a> to submit a new manuscript</li> <li> <a href="#">Click here</a> to submit a revision</li> <li> <a href="#">Click here</a> to submit an <b>EndNote</b> manuscript</li> </ul> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p> <p style="text-align: right;"> <a href="#">Taylor &amp; Francis QuickStart Master 4 - Manuscript ID TANDF-2010-0017 (30-Mar-2010)</a>      <a href="#">Delete</a> </p>

### Manuscripts with Decisions

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Actions
TANDF-2010-0014	Submitting a Revised Manuscript [ <a href="#">View Submission</a> ]	16-Mar-2010	16-Mar-2010	ADM: <a href="#">Degele, Lynn</a> <ul style="list-style-type: none"> <li>• Minor Revision (16-Mar-2010)</li> <li>• Due on: 05-Apr-2010 (5 days left)</li> </ul>	<a href="#">create a revision (5 days left)</a>

# ScholarOne

## Submitting A Revision (Cont'd)

### Submit a Revision

Respond to the reviewers' comments by entering text into the text boxes provided. [Read More ...](#)

- 1 View and Respond to Decision Letter
- ✓ 2 Type, Title, & Abstract
- ✓ 3 Key

---

**Decision Letter**  
16-Mar-2010  
Dear Dr. Author:  
Reviewer(s)' Comments to Author:  
  
Reviewer: 1  
Comments to the Author  
A fine piece of work.  
  
Editor's Comments to Author:

**Respond to these comments**  
req Response to Decision Letter

Enter your response to the reviewer(s)' comments into the text box

# ScholarOne

## Submitting A Revision (Cont'd)

Delete your original files, and upload the new revised files at the File Upload stage

- ✓ 1 [View and Respond to Decision Letter](#)
- ✓ 2 [Type, Title, & Abstract](#)
- ✓ 3 [Keywords](#)
- ✓ 4 [Authors & Institutions](#)
- 5 [Details & Comments](#)
- ✓ 6 [File Upload](#)
- 7 [Review & Submit](#)

Save and Go Back Save and Continue

### My Files

(Uploaded files cannot exceed 3000000K)

Order	File Name	File Designation <small>req</small>	Date	Edit Details	Delete
1	Type II Diabetes revised.docx (18K)	Main Document	01-Apr-2010		

Save File Order  HTML PDF

### File Upload

Upload new files:

<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	Select: <input type="text"/>
<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	Select: <input type="text"/>
<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	Select: <input type="text"/>

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How to submit manuscripts to ScholarOne

How to submit manuscripts to [Editorial Manager](#)

Editorial Manager (Troubleshooting)

How to submit manuscripts to Elsevier Editorial System (EES)

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# Editorial Manager (Troubleshooting)

## Unable to Build PDF

### New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Select Region of Origin
- Attach Files

It means that you have not supplied all the required information and/or files yet

### Summary Following Attach Files

Listed below is an overview of the type and number of items you have uploaded. 'Online' indicates that these items will be included in the pdf of your submission. Required Items are marked with an asterisk (\*). If you have forgotten to upload a required item, you will not be able to proceed. In that case, please return to the Attach Files section and upload the required item(s).

One or more required items are missing. You cannot complete your submission until you have either uploaded all required items or have specified them to be delivered offline.

- \* Biographical Note
- \* Manuscript

	Online	Offline		Online	Offline
Cover Letter	0	0	* Biographical Note	0	0
* Manuscript	0	0	Table	0	0
Figure	0	0	PDF of Manuscript (correct display of non-Roman characters)	0	0
Supplemental (not for publication)	0	0			

An Abstract is missing. You cannot complete your submission until you have entered an Abstract.

Keywords are missing. You cannot complete your submission until you have entered at least one keyword.

Required information is missing for the Additional Information step. Please go back to this step and enter the required data before building your submission PDF.

Previous

# Editorial Manager (Troubleshooting) Submission Missing from Main Menu

- Corresponding author changed
- If you change the corresponding author while you are creating or editing a submission, the submission will be sent to the Corresponding Author's main menu for approval and will disappear from your main menu

# Editorial Manager (Troubleshooting)

## Submission not Received by Editor

- Messages been received by the editor
  - Submissions Being Processed
  - Revisions Being Processed
- Messages **not** been received by the editor
  - Incomplete Submissions
  - Submissions Waiting for Author's Approval
  - Incomplete Submissions Being Revised
  - Revisions Waiting for Author's Approval
  - Declined Revisions



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**Thank you**