# **Online Submission Systems**

Samad EJ Golzari, MD Assistant professor of Anesthesiology and Intensive Care Medicine

#### 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 <u>e-mail</u> (see the Cover Letter)
- Online submission systems
  - Elsevier Editorial System (EES)
  - ScholarOne
  - Editorial Manager

## **Submission Systems Requirements for online submission**

- A Title page file (<u>designate as "file not for review" if</u> journal is double-blind)
- Main document file with abstract, main text and references (<u>exclude</u> the Title page if double-blind journal)
- Figure files
- Table files

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#### ScholarOne To Submit a New Manuscript

#### My Manuscripts

- 1 Unsubmitted Manuscripts
- 0 <u>Resubmitted Manuscripts in Draft</u>
- 1 Revised Manuscripts in Draft
- 1 Submitted Manuscripts
- 1 Manuscripts with Decisions
- 0 Manuscripts I Have Co-Authored
- 0 Withdrawn Manuscripts
- Invited Manuscripts

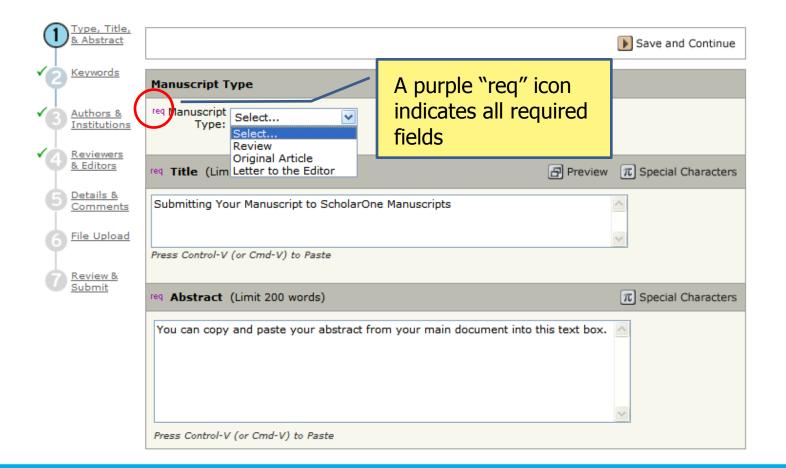
# Author Resources Click here to submit a new manuscript Click here to submit an EndNote manuscript This section lists the subjects of the five most recent emails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To

delete an e-mail from this list, click the delete link.

## 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." <u>Read More ...</u>

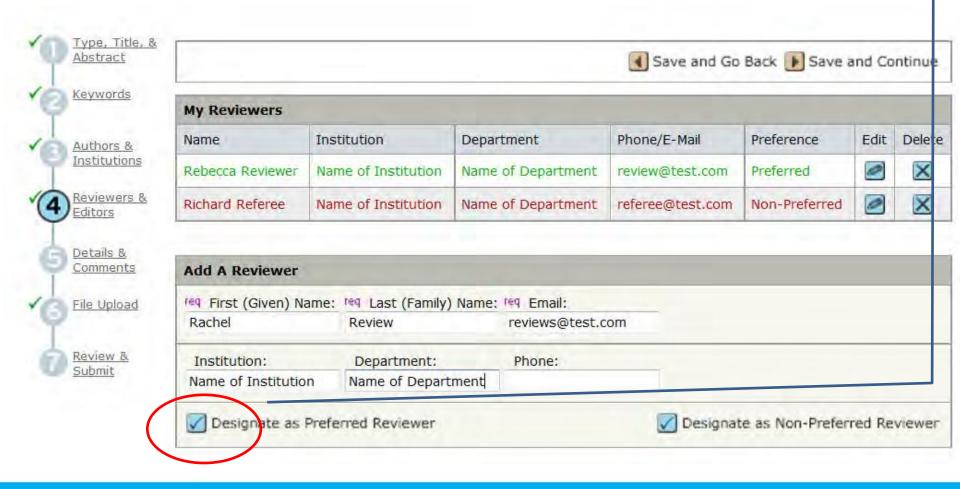


#### ScholarOne Adding Your Co-Authors

Type, Title, & Abstract					Save and Go B	ack ▶ Save a	and Continue	
Keywords	My Co	-Authors						
Authors &	Order	Name	Institution, Department		E-Mail	Edit	Delete	
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## 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 "nonpreferred".



## 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

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#### ScholarOne The Final Checklist

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

Type, Title, & Abstract			Save and Go Back 🖌	Submit
✓2 Keywords	Му	Manuscript Informa	ation	
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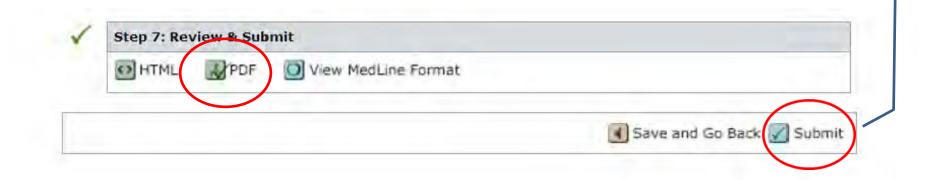
## ScholarOne The Final Checklist (Cont'd)

- 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
	1. Submitting Your Manuscript to ScholarOne Manuscripts.docx
	2. Sunset.jpg
	3. Submitting Your Manuscript to ScholarOne Manuscripts_anonymous.docx
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	MTML RDF 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



#### ScholarOne Submission Confirmation

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



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

Title: Submitting Your Manuscript to ScholarOne Manuscripts Authors: Amy, Author	
Authors: Amy, Author	
Date Submitted: 19-Jul-2011	

## 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
1 Unsubmitted Manuscripts	Click here to submit a new manuscript
<ul> <li>Resubmitted Manuscripts in Draft</li> </ul>	Click here to submit a revision
1 Revised Manuscripts in Draft	
1 Submitted Manuscripts	Click <u>here</u> to submit an <b>EndNote</b> manuscript
2 <u>Manuscripts with Decisions</u>	
<u>Manuscripts I Have Co-Authored</u> <u>Withdrawn Manuscripts</u>	This section lists the subjects of the five most recent e- mails that have been sent to you regarding your
0 Invited Manuscripts	submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.
1 Manuscripts Awaiting Revision	delete an e-mail nom this list, click the delete link.
	Taylor & Francis QuickStart Master 4 - Manuscript ID TANDF-2010-0017 (30-Mar-2010)Delete

#### **Unsubmitted Manuscripts**

Manuscript Title	Date Created	Continue Submission	Delete	
Submitting Your Manuscript to ScholarOne Manuscripts [View Submission]	25-Mar-2010	G	×	
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#### 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
<ol> <li><u>Unsubmitted Manuscripts</u></li> <li><u>Resubmitted Manuscripts in Draft</u></li> <li><u>Revised Manuscripts in Draft</u></li> </ol>	★ Click <u>here</u> to submit a new manuscript ★ Click <u>here</u> to submit a revision
1 <u>Submitted Manuscripts</u>	Click <u>here</u> to submit an <b>EndNote</b> manuscript
<ul> <li>3 Manuscripts with Decisions</li> <li>0 Manuscripts I Have Co-Authored</li> <li>0 Withdrawn Manuscripts</li> <li>0 Invited Manuscripts</li> <li>2 Manuscripts Awaiting Revision</li> </ul>	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.
	Taylor & Francis QuickStart Master 4 -     Delete       Manuscript ID TANDF-2010-0017     (30-Mar-2010)

#### Manuscripts with Decisions

Manuscript ID	Manuscript Title	Date Submitted	Date Decisioned	Status	Actions	
TANDF-2010-0014	Submitting a Revised Manuscript <u>[View</u> Submission]	16-Mar-2010	16-Mar-2010	ADM: <u>Deqele, Lynn</u> • Minor Revision (16-Mar- 2010) • Due on: 05-Apr-2010 (5 days left)	<u>create a</u> <u>revision</u> (5 days left)	

#### **ScholarOne** Submitting A Revision (Cont'd) Submit a

Revision

Respond to the reviewers' comments by entering text into the text boxes provided. Read More ...

View and Respond to Decision Letter		Save and Continue	
Type, Title,	Decision Letter		
Ke .	16-Mar-2010 Dear Dr Author: Reviewer(s)' Comments to Author: Reviewer: 1 Comments to the Author A fine piece of work.	Enter your response to the reviewer(s)' comments into the text box	
	Editor's Comments to Author: Respond to these comments		
	reg Response to Decision Letter		
		Save and Continue	

#### ScholarOne Submitting A Revision (Cont'd)

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

View and Respond to Decision Letter			💽 Save and	d Go Back 📗 S	ave and Continue						
Type, Title,	My File	My Files (Uploaded files cannot exceed 3000000K)									
& Abstract	Order	File Name	File Designation req	Date	Edit Details Delete						
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Authors & Institutions	Sav	ve File Order		0	HTML 🛃 PDF						
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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 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

Summary Following Attach Files

	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			

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

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 <u>not</u> 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