

New Author Submission Interface

in Editorial Manager 14.1



Carol Anne Meyer

Client Services

cmeyer@ariessys.com



Agenda

- Walk through the new Author Submission Interface
 - Original Submissions
 - Revision
- Review configurations areas that will require updating
- Review roll-out process
- Discuss resources



Goal of the new submission interface

To improve the author experience of submitting through Editorial Manager

- Improved graphic interface
- Visual markers when steps are completed
- Visual warnings when data is missing or otherwise problematic
- Ability to automatically Xtract manuscript data from authors' Word-readable documents.

Author Submission: Select Article Type



Article Type Selection Attach Files Manuscript Data

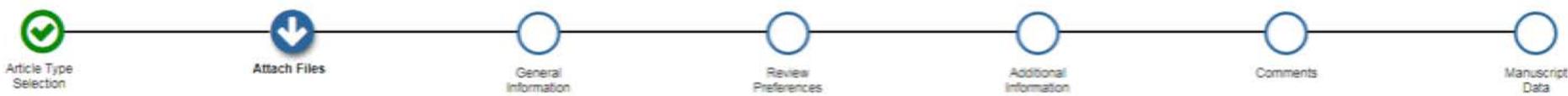
Choose the Article Type of your submission from the drop-down menu.

Select Article Type

None ▾

Proceed →

Upload Manuscript File



Article Type Selection | **Attach Files** | General Information | Review Preferences | Additional Information | Comments | Manuscript Data

A Manuscript is requested.

Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.

[Insert Special Character](#)

OR  Drag & Drop Files Here

Upload the Other Submission Files

Progress bar: Article Type Selection (checked), Attach Files (active), General Information, Review Preferences, Additional Information, Comments, Manuscript Data.

Please provide any additional items.

Select Item Type: Manuscript
Description: Manuscript
Manuscript Word Count:
Delivery Method: Online Web System Offline

[Insert Special Character](#)

OR  Drag & Drop Files Here

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	Manuscript	Manuscript	ManuscriptPlants.docx	159.3 KB	Dec 28, 2017	Edit Data Download	<input type="checkbox"/>

[Check All](#) [Clear All](#)

Enter General Information

The screenshot shows a multi-step form interface. At the top, a progress bar contains seven steps: 'Article Type Selection' (checked), 'Attach Files' (checked), 'General Information' (active, indicated by a downward arrow), 'Review Preferences', 'Additional Information', 'Comments', and 'Manuscript Data'. Below the progress bar, the text 'Please provide the requested information.' is displayed. The main form area is titled 'Region Of Origin' and contains a dropdown menu labeled 'Choose Region'. Below the dropdown are three expandable sections: 'Section/Category', 'Keywords', and 'Classifications'. A red arrow points to a warning icon in the 'Classifications' section. At the bottom of the form are 'Back' and 'Proceed' buttons. A red bracket on the left side of the form groups the 'Region Of Origin', 'Section/Category', 'Keywords', and 'Classifications' sections together, with the text 'Groups multiple steps together' next to it. The text 'Insert Special Character' is visible in the top right corner of the form area.

Article Type Selection

Attach Files

General Information

Review Preferences

Additional Information

Comments

Manuscript Data

Please provide the requested information.

Insert Special Character

Region Of Origin

Select the Region of Origin related to your submission from the drop-down menu below.

Choose Region

Next

Section/Category

Keywords

Classifications

Back Proceed

Groups multiple steps together

Expanded

Select the Region of Origin related to your submission from the drop-down menu below.

UNITED STATES

Section/Category

Select the Section or Category related to your manuscript from the drop-down menu below.

Basic Science Section

Keywords

Please enter keywords separated by semicolons. Each individual keyword may be up to 256 characters in length.

Limit 3 Keywords Keyword Count:3

key; words; here

Classifications

Please identify your submission's areas of interest and specialization by selecting one or more classifications.

Select up to 3 Classification(s)
(None Selected)

Classification Selection

Select Submission Classifications

Please identify your manuscript's areas of interest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you are done.

To save changes you must click "Submit" before you leave this window. [\(less...\)](#)

Search:

[Matching terms display in red text]

[Expand All](#) [Collapse All](#)

<input type="checkbox"/>	10: Biology
<input type="checkbox"/>	20: Physics
<input type="checkbox"/>	30: Chemistry

Selected Classifications: Select up to 3 Classification(s)

Author Questionnaire

Article Type Selection Attach Files General Information Review Preferences Additional Information Comments Manuscript Data

Please respond to the presented questions/statements.

[Insert Special Character](#)

Questionnaire

Please confirm you have approval from all Co-authors to submit this manuscript?

Answer Required: Please select a response.

Please enter the **Word Count** of your manuscript.

Answer Required:

If you have submitted this manuscript to another publication please give details below

Character Count: 0 Limit 20000 characters

Please enter the date you submitted the paper to another publication.

Please confirm you have approval from all Co-authors to submit this manuscript?

New Instructions Indicator

Article Type Selection

Attach Files

General Information

Review Preferences

Additional Information

Comments

Manuscript Data

Please provide the requested information.

Insert Special Character

Enter Comments

i

← Back Proceed →

Manuscript Data—Populated!

Article Type Selection Attach Files General Information Review Preferences Additional Information Comments Manuscript Data

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

[Insert Special Character](#)

Title

Full Title (required)
Limit 300 characters Character Count: 91

New Plants from the Lower Devonian Pingyipu Group, Jiangyou County, Sichuan Province, China

Secondary Full Title

Short Title
Limit 20 words

[Next](#)

[Abstract](#)

[Authors](#)

[Back](#) [Save & Submit Later](#) [Build PDF for Approval](#)

Women in Industry: A Study in American Economic History

Edith Abbott, Ph.D.¹

¹Hull-House; The Chicago School of Civics and Philanthropy

Sophonisba P. Breckinridge, J.D., Ph.D.²

²The University of Chicago, The Department of Social Investigation in the Chicago School of Civics and Philanthropy

Abstract

The work of women for wages under a competitive organization of industry presents a problem of compelling interest. Women have, of course, always worked. The invention of the processes essential to orderly and secure group life was the contribution of primitive women.

Introduction

The dignity and honor of their relation to their work have varied with the dignity and honor with which they have been generally regarded. When they were slaves their occupation assumed a servile character; and it may be that the dishonor often apparently attaching to labor grows out of the fact that production was first exclusively in the hands of women. 3 On the other hand, under some systems the position of women in relation to

Requirements Enforced

Abstract

Abstract (required) ✓
Limit 100 words

Word Count: 298

Descriptions of Lower Devonian plants from Yunnan, South China, have revolutionized concepts of diversity and disparity in tracheophytes soon after they became established on land. Sichuan assemblages have received little attention since their discovery almost 25 years ago and require revision. With this objective, fieldwork involving detailed logging and collection of fossils was undertaken in the Longmanshan Mountain Region, Jiangyou County and yielded the two new taxa described here. They are preserved as coalified compressions and impressions that allowed morphological but not anatomical analyses. Yanmenia (*Zosterophyllum*) longa comb nov is based on numerous rarely branching shoots with enations resembling lycopphyte microphylls, without evidence for vasculature. The presence of sporangia is equivocal making assignation to the Lycopsida conjectural. The

Next

Authors

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Some required information is missing.

Current Author List		+ Add Another Author
	Jennifer Fleet, MBA [Corresponding Author] [First Author] [You]	
 	Dianne Edwards <i>State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany, Chinese Academy of Sciences, Beijing, China</i>	
 	Bao-Yin Geng <i>State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany, Chinese Academy of Sciences, Beijing, China</i>	
 	Cheng-Sen Li <i>State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany, Chinese Academy of Sciences, Beijing, China</i>	
+ Add Another Author		

Complete the Details

Abstract (required) ✓
Limit 100 words Word Count: 298

Descriptions of Lower Devonian plants from Yunnan, South China, have revolutionized concepts of diversity and disparity in tracheophytes soon after they became established on land. Sichuan assemblages have received little attention since their discovery almost 25 years ago and require revision. With this objective, fieldwork involving detailed logging and collection of fossils was undertaken in the Longmanshan Mountain Region, Jiangyou County and yielded the two new taxa described here. They are preserved as coalified compressions and impressions that allowed morphological but not anatomical analyses. Yanmenia (*Zosterophyllum*) longa comb nov is bas... without evidence for

Edit Author Details

Dianne Edwards

[Insert Special Characters](#)

Given/First Name*
Middle Name

Family/Last Name*
Academic Degree(s)

Affiliation

E-mail Address* ⚠

ORCID [Fetch](#)
[What is ORCID?](#)

This is the corresponding author

Authors

You may reorder the authors by dragging

Some required information is missing

Current Author List

<input type="checkbox"/>	<input type="checkbox"/>	Jennifer Fleet, MBA [C]
<input type="checkbox"/>	<input type="checkbox"/>	Dianne Edwards State Key Laboratory of
<input type="checkbox"/>	<input type="checkbox"/>	Bao-Yin Geng State Key Laboratory of
<input type="checkbox"/>	<input type="checkbox"/>	Cheng-Sen Li State Key Laboratory of Systematic and Evolutionary Botany, Institute of Botany, Chinese Academy of Sciences, Beijing, China

[+ Add Another Author](#)

[Next](#)

[+ Add Another Author](#)

[Back](#) [Save & Submit Later](#) [Build PDF for Approval](#)

What Happens if the Xtract process doesn't work

- The author enters the manuscript data for title, abstract, author names, and affiliations.

PDF Build

Submissions Waiting for Approval by Author Jennifer Fleet, MBA

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼	This column header can be customized with links to outside websites e.g. ethical rules etc.
Action Links	New Plants from the Lower Devonian Pingyipu Group, Jiangyou County, Sichuan Province, China	Dec 28, 2017	Dec 28, 2017	Needs Approval	<input type="checkbox"/> I accept

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

[<< Author Main Menu](#)

You should use the free Adobe Reader 10 or later for best PDF Viewing results.



Revision Workflow

Women in Industry: An Early Study in American Economic History

Edith Abbott, Ph.D.¹

¹Hull-House; The Chicago School Of Civics And Philanthropy

Sophonisba P. Breckinridge, J.D., Ph.D.²

²The University Of Chicago, The Department Of Social Investigation In The Chicago School Of Civics And Philanthropy

Carol Anne Meyer³

³Aries Systems Corporation

Abstract

I added some new text to the abstract on revision. The work of women for wages under a competitive organization of industry presents a problem of compelling interest. Women have, of course, always worked. The invention of the processes essential to orderly and secure group life was the contribution of primitive women.

Introduction

The dignity and honor of their relation to their work have varied with

Select from Previous or Extracted Title



Article Type Selection



Attach Files



General Information



Review Preferences



Comments



Manuscript Data

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

[Insert Special Character](#)

Title

Full Title (required) ✓
Limit 300 characters Character Count: 91

New Plants from the Lower Devonian Pingyipu Group, Jiangyou County, Sichuan Province, China

Secondary Full Title

Short Title
Limit 20 words

New Full Title Found

Editorial Manager has identified a new Submission Full Title value in your uploaded manuscript file. Please review the new and existing values below. Click the 'Use New Title' button to update the Full Title value or click the 'Use Existing Title' button to retain the previously entered value. You will be able to manually edit the selected value if necessary.

New Plants from the Lower Devonian Pingyipu Group, Jiangyou County, Sichuan Province, China

New and Unusual Plants from the Lower Devonian Pingyipu Group, Jiangyou County, Sichuan Province, China

[+ Abstract](#) ⚠

[+ Authors](#) ⚠

Double Blind Workflow

Double Blind Workflow: Title Page File

Biography of Violette Neatley Anderson (1882-1937)

Short Title

Anderson Biography

Authors

Edith Abbott, Ph.D.¹

Charlene J. Fletcher-Brown²

Affiliations

¹University of Chicago Graduate School of Social Service Administration, Chicago, IL, USA

²Indiana University, Department of History, Bloomington, IN, USA

Corresponding Author

Dr. Edith Abbott

The University of Chicago

School of Social Service Administration

969 E. 60th Street

Chicago, IL 60637

(773) 702-1250

camariestest@gmail.com

Funded by

U.S. Department of Health and Human Services

Abstract

In 1926 Violette Neatley Anderson became the first African American female attorney admitted to practice before the United States Supreme Court.

Classifications/Keywords

- → [20th Century](#)
- → [Attorneys](#)
- → [Illinois](#)
- → [People](#)
- → [Women](#)

Double Blind Workflow: Anonymous Manuscript File

Biography of Violette Neatley Anderson (1882-1937)

Short Title

Anderson Biography

Funded by

U.S. Department of Health and Human Services

Abstract

In 1926 Violette Neatley Anderson became the first African American female attorney admitted to practice before the United States Supreme Court.

Classifications/Keywords

- → [20th-Century](#)
- → [Attorneys](#)
- → [Illinois](#)
- → [People](#)
- → [Women](#)

Introduction

In 1926 Violette Neatley Anderson became the first African American female attorney admitted to practice before the United States Supreme Court. Anderson was born on July 16, 1882 in London, [England](#) to Richard and Marie Neatley. The family immigrated to the United States and settled in Chicago, [Illinois](#) when Anderson was a young child. She graduated from a Chicago high school in 1899, furthering her education at the Chicago Athenaeum and the Chicago Seminar of Sciences. Violette Neatley married Albert Johnson in 1903; however, the marriage quickly ended in divorce. In December 1906, she married Dr. Daniel H. Anderson, an African American general practitioner, and she took his last name.

Background

Anderson served as a courtroom reporter for 15 years before attending Chicago Law School. In 1920, Anderson graduated from the law school and established a private practice after passing the bar and being licensed before the United States Eastern District of Illinois. Anderson was one of the first women of any race in the state of Illinois to engage in private law practice. In 1922, Anderson successfully defended a woman accused of murdering her husband; this courtroom success resulted in her being appointed to assistant prosecutor in Chicago. She was both the first African American and the first woman appointed to that post. She was admitted to practice before the US Supreme Court on January 29, 1926.

Double Blind Workflow: Select Article Type



You can configure these custom submission instructions for "Article Type Selection" for New Submissions:

Choose the Article Type of your submission from the drop-down menu.

Select Article Type

i Double Blind Original Study ▾

This publication requests that Authors Link to their ORCID record to Authenticate their ORCID ID before they submit. You only need to do this once in order to permanently associate your ORCID record with your user record here.

Use the button below to go to ORCID, log into your record there – or create one – and authorize the return of your ORCID Identifier.

ORCID ID: (None)

[Link to ORCID Record](#) [What is ORCID?](#)

Double Blind Workflow: Attach Files—Title Page and Anonymous Manuscript Submission Items

Required For Submission:

- ✓ Title page for double blind workflows
- ✓ Anonymous Manuscript File for double blind workflows

You can configure these custom submission instructions for "Attach Additional Files" for New Submissions:

Please provide any additional items.

[Insert Special Character](#)

Select Item Type

Description

[Browse...](#)

OR

Drag & Drop
Files Here

Change Item Type of all files to [Change Now](#) [Check All](#) [Clear](#)

Order	Item	Description	File Name	Last Size Modified	Actions	Select
1	<input type="text" value="*Title page for double blind workflows"/>	<input type="text" value="Title page of Bio of Violet Anderson"/>	Title page for blind workflow.docx	14.6 KB Feb 28, 2018	Download	<input type="checkbox"/>
2	<input type="text" value="*Anonymous Manuscript File for double blind workflows"/>	<input type="text" value="Bio of Violet Anderson Neatly"/>	Blind MS file.docx	16.1 KB Feb 28, 2018	Edit Data Download	<input type="checkbox"/>

Double Blind Workflow: Manuscript Data--Title

The screenshot displays a manuscript submission workflow with seven steps: Article Type Selection, Attach Files, General Information, Review Preferences, Additional Information, Comments, and Manuscript Data. The 'Manuscript Data' step is active, showing a 'Title' form. The form includes a 'Full Title' field (required, 300 character limit) with the text 'Biography of Violetta Neatley Anderson (1882-1937)', a 'Secondary Full Title' field, a 'Short Title' field (20 word limit), and a 'Secondary Short Title' field. A 'Next' button is at the bottom right of the form. Below the form are expandable sections for 'Abstract', 'Authors', and 'Funding Information'. At the bottom of the page are buttons for 'Back', 'Save & Submit Later', and 'Build PDF for Approval'.

Article Type Selection Attach Files General Information Review Preferences Additional Information Comments Manuscript Data

You can configure these custom submission instructions for "Manuscript Data" for New Submissions:

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Title Insert Special Character

You can configure these custom submission instructions for "Title" for New Submissions here.

Full Title (required) ✓
Limit 300 characters Character Count: 50

Biography of Violetta Neatley Anderson (1882-1937)

Secondary Full Title

Short Title
Limit 20 words

Secondary Short Title

[Next](#)

[+ Abstract](#)

[+ Authors](#)

[+ Funding Information](#)

[← Back](#) [Save & Submit Later](#) [Build PDF for Approval →](#)

Double Blind Workflow: Manuscript Data--Abstract

[Insert Special Character](#)

+ Title

- Abstract

You can configure these custom submission instructions for "Abstract" for New Submissions here.

Abstract (required) ✓
Limit 300 words Word Count: 21

In 1926 Violette Neatley Anderson became the first African American female attorney admitted to practice before the United States Supreme Court.

Secondary Abstract

↓ Next

+ Authors

+ Funding Information

Double Blind Workflow: Manuscript Data--Authors

[insert special character](#)

+ Title

+ Abstract

- Authors

You can configure these custom submission instructions for "Authors" for New Submissions:

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Current Author List **+ Add Another Author**

	mary mary [Corresponding Author] [First Author] [You]
 	Edith Abbott, Ph.D. <i>University of Chicago Graduate School of Social Service Administration, Chicago, IL, USA</i>
 	Charlene J. Fletcher-Brown <i>Indiana University, Department of History, Bloomington, IN, USA</i>

+ Add Another Author

Configurations

Two PolicyManager areas to configure:

- Edit Manuscript Submission Instructions
- Edit Article Types

Configuration Area #1: Edit Manuscript Submission Instructions

Submission Policies

Edit Article Types

Edit Submission Items

Configure Color Codes for Companion Files

Edit Sections/Categories

Set Classifications Display Policy

Edit Classifications

Edit Request Authenticated ORCID iD Instructions

Define PDF Cover Page Layouts

Configure PDF Watermarks

Select Author's Reviewer Preferences

Set Request Editor or Assign Editor Display Options

Edit Manuscript Geographic Region of Origin

Edit Manuscript Submission Instructions

Edit Legacy Manuscript Submission Instructions

Configure Instructions for New Submission Redirect

Configure Manuscript Services Icon

Set Maximum Size of Uploaded File

Set Other Author Parameters

Configure Contributor Roles

Set Revision File Selection Option

Configure Duplicate Submission Check

Configure Technical Check

Configure Similarity Check

Configure checkCIF

Configure Bibliometric Intelligence

Configure Author Accept Checkbox

Select New Instructions Indicator

Manuscript Submission Step	New Submission Instructions	Revised Submission Instructions
Article Type Selection	Choose the Article Type of your submission from the drop-down menu.	Change the Article Type of your submission from the drop-down menu if necessary.

Article Type Selection Attach Files General Information Review Preferences Additional Information **Comments** Manuscript Data

Please provide the requested information.

[Insert Special Character](#)

Enter Comments

(Information icon)

[← Back](#) [Proceed →](#)

View Default Instructions	<p><small>Now, data included in your manuscript may be used to populate information for you later in the submission process.</small></p> <p>Revert to Default Instructions</p>	<p><small>Now, data included in your manuscript may be used to populate information for you later in the submission process.</small></p> <p>Revert to Default Instructions</p>
---	--	--

There are 33 boxes for your custom instructions

- Default Instructions are available

Default Instructions - New and Revised Manuscript Submission

The text shown below is the default text which appears at each step of the manuscript submission process. You may revert to this text by clicking "Revert to Default Instructions" under the appropriate instruction box on the page **Edit Manuscript Submission Instructions**.

[Back to Edit Manuscript Submission Instructions](#)

Manuscript Submission Step	New Submission Instructions	Revised Submission Instructions
Article Type Selection	Choose the Article Type of your submission from the drop-down menu.	Change the Article Type of your submission from the drop-down menu if necessary.
Select Article Type		
Attach Primary Manuscript File	Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process. You may click the 'Proceed' button to upload other submission items now.	Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process. You may click the 'Proceed' button to upload other submission items now.
Attach Additional Files	Please provide any additional items.	The following items are currently included in this revision of your submission. Please remove and replace any that have been updated and provide any additional items now. You may also remove any items that are no longer applicable.
Attach Additional Files (No Files)	No Items have yet been attached for this submission.	No Items have yet been attached for this submission.

Think of them in groups

- Instructions for major submission steps display to the left of the accordion boxes



You can configure these custom submission instructions for "General Information" for New Submissions:

Please provide the requested information.

[Insert Special Character](#)

+ Region Of Origin

+ Section/Category

+ Keywords 

+ Classifications 

[← Back](#)

[Proceed →](#)

Think of them in groups

- Instructions for sub-steps display within the accordion boxes
- Next screens show side by side configurations and results in the site



You can configure these custom submission instructions for "General Information" for New Submissions:

Please provide the requested information.

[Insert Special Character](#)

+ Region Of Origin

+ Section/Category

- Keywords 

You can configure these custom submission instructions for "Keywords" for New Submissions:

Please enter keywords separated by semicolons. Each individual keyword may be up to 256 characters in length.

Required * Limit 5 Keywords

Enter Secondary Keywords

Article Type Selection

Default instructions



Manuscript Submission Step	New Submission Instructions	Revised Submission Instructions
Article Type Selection	Choose the Article Type of your submission from the drop-down menu.	Change the Article Type of your submission from the drop-down menu if necessary.

Customized instructions



Article Type Selection

[View Default Instructions](#)

You can configure these custom submission instructions for "Article Type Selection" for New Submissions:



Article Type Selection

Attach Files

Manuscript Data

You can configure these custom submission instructions for "Article Type Selection" for New Submissions:

Choose the Article Type of your submission from the drop-down menu.

Select Article Type

Proceed →

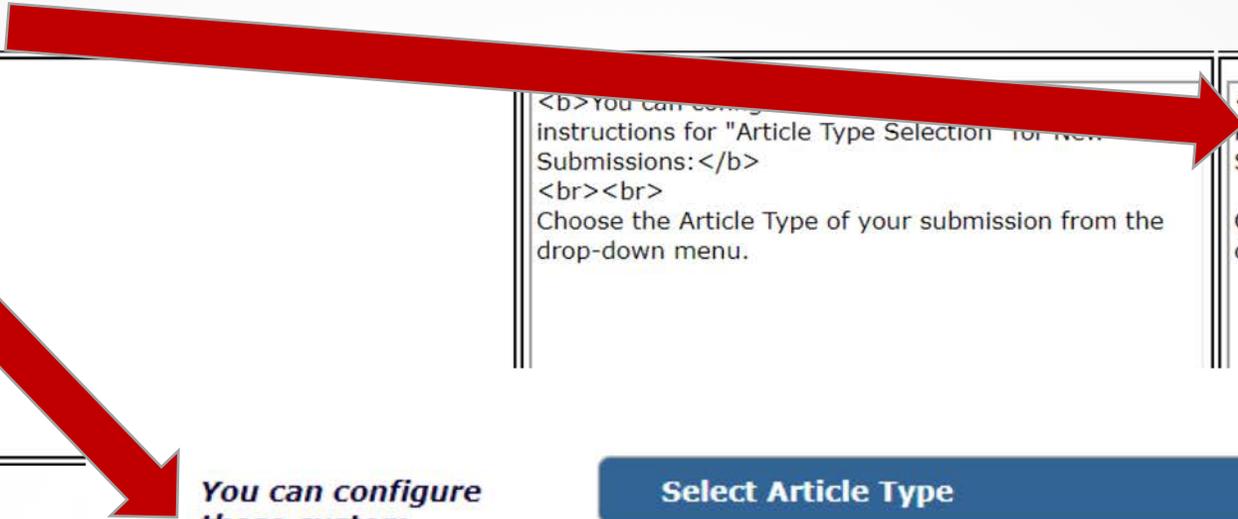
Revised Article Type Selection

Default instructions



Manuscript Submission Step	New Submission Instructions	Revised Submission Instructions
Article Type Selection	Choose the Article Type of your submission from the drop-down menu.	Change the Article Type of your submission from the drop-down menu if necessary.

Customized instructions



Article Type Selection

```
<b>You can configure these custom submission instructions for "Article Type Selection" for New Submissions:</b>  
<br><br>Choose the Article Type of your submission from the drop-down menu.
```

[View Default Instructions](#)

```
<b>You can configure these custom submission instructions for "Article Type Selection" for Revised Submissions:</b> <br><br>Change the Article Type of your submission from the drop-down menu if necessary.
```

You can configure these custom submission instructions for "Article Type Selection" for Revised Submissions:

Change the Article Type of your submission from the drop-down menu if necessary.

Select Article Type

i Original Study

This publication requests that Authors Link to their ORCID record to Authenticate their ORCID ID before they submit. You only need to do this once in order to permanently associate your ORCID record with your user record here.

Use the button below to go to ORCID, log into your record there – or create

Select Article Type

Select Article Type

*<i>You can configure these custom submission instructions for "Select Article Type" for New Submissions here.

*



Article Type Selection



Attach Files



Manuscript Data

[View Default Instructions](#)

You can configure these custom submission instructions for "Article Type Selection" for New Submissions:

Choose the Article Type of your submission from the drop-down menu.

Select Article Type

You can configure these custom submission instructions for "Select Article Type" for New Submissions here.

None

Proceed 

Attach Primary Manuscript File

Attach Primary Manuscript File

You can configure these custom submission instructions for "Attach Primary Manuscript File" for New Submissions:

Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.

You can configure these custom submission instructions for "Attach Primary Manuscript File" for Revised Submissions:

Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.

[View Default Instructions](#)



A Manuscript is requested.

You can configure these custom submission instructions for "Attach Primary Manuscript File" for New Submissions:

Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.

[Insert Special Character](#)

Browse...

OR



Attach Additional Files

Attach Additional Files

You can configure these custom submission instructions for "Attach Additional Files" for New Submissions:

Please provide any additional items.

[View Default Instructions](#)



HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS



Role: Author Username: michaelaquinn

Important Message: Site under development. Do not use for live manuscript submission.



Article Type Selection



Attach Files



General Information



Review Preferences



Additional Information



Comments



Manuscript Data

Required For Submission:

- Manuscript

You can configure these custom submission instructions for "Attach Additional Files" for New Submissions:

Please provide any additional items.

Select Item Type

*Manuscript

Description

Manuscript

Manuscript Word Count:

Browse...

OR

Insert Special Character
+
Drag & Drop Files Here

← Back

Proceed →

Revision File Selection

Revision File Selection



You can configure these custom submission instructions for "Revision File Selection":

The files associated with the prior revision of your submission appear below. A check mark in the box indicates that the file will be carried forward to the next revision. Any files that you wish to modify should be unchecked.

[Revert to Default Instructions](#)

You can configure these custom submission instructions for "Revision File Selection":

The files associated with the prior revision of your submission appear below. A check mark in the box indicates that the file will be carried forward to the next revision. Any files that you wish to modify should be unchecked.

[Insert Special Character](#)

Item	Description	File Name	Size	Last Modified	Include in Revision	Actions
Manuscript	Manuscript	Sample MS Silent Spring.docx	0 Bytes	Feb 02, 2018	<input checked="" type="checkbox"/>	Download

General Information

General Information

You can configure these custom submission instructions for "General Information" for New Submissions:

Please provide the requested information.

You can configure these custom submission instructions for "General Information" for Revised Submissions:

Please provide the requested information.

[View Default Instructions](#)



You can configure these custom submission instructions for "General Information" for New Submissions:

Please provide the requested information.

[Insert Special Character](#)

+ Region Of Origin

+ Section/Category

+ Keywords

+ Classifications



[← Back](#)

[Proceed →](#)

General Information--Region of Origin

Region of Origin

You can configure these custom submission instructions for "Region of Origin" for New Submissions:

Select the Region of Origin related to your submission from the drop-down menu below.

You can configure these custom submission instructions for "Region of Origin" for Revised Submissions:

Change the Region of Origin related to your **manuscript** from the drop-down menu below (if necessary).



Article Type Selection



Attach Files



General Information



Review Preferences



Additional Information



Comments



Ma

[View Default Instructions](#)

You can configure these custom submission instructions for "General Information" for New Submissions:

Please provide the requested information.

[Insert Special Character](#)

– Region Of Origin

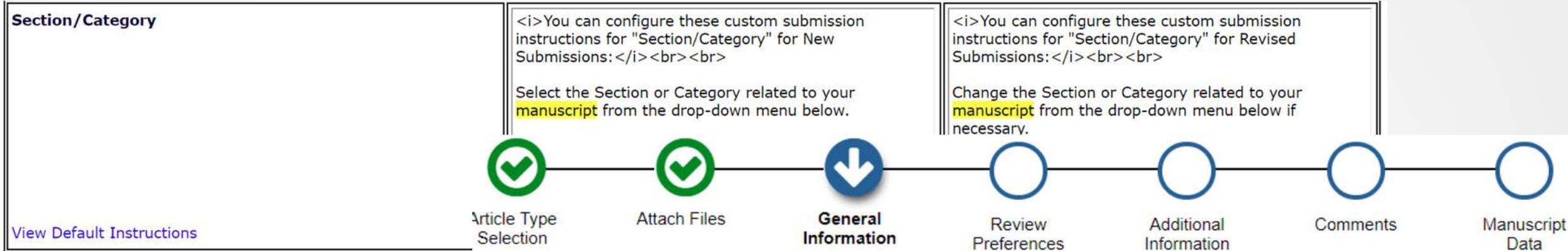
You can configure these custom submission instructions for "Region of Origin" for New Submissions:

Select the Region of Origin related to your submission from the drop-down menu below.

Choose Region

↓ Next

General Information--Section/Category



You can configure these custom submission instructions for "General Information" for New Submissions:

Please provide the requested information.

[Insert Special Character](#)

+ Region Of Origin

- Section/Category

You can configure these custom submission instructions for "Section/Category" for New Submissions:

Select the Section or Category related to your manuscript from the drop-down menu below.

None

↓ Next

General Information--Keywords

Keywords

[View Default Instructions](#)

<i>You can configure these custom submission instructions for "Keywords" for New Submissions:</i>

Please enter keywords separated by semicolons. Each individual keyword may be up to 256 characters in length.

Display us
[Revert to Def:](#)

<i>You can configure these custom submission instructions for "Keywords" for Revised Submissions:</i>
</i>

Please enter keywords separated by semicolons. Each individual keyword may be up to 256 characters in length.

Article Type Selection Attach Files **General Information** Review Preferences Additional Information Comments Manuscript Data

You can configure these custom submission instructions for "General Information" for New Submissions:

Please provide the requested information.

[Insert Special Character](#)

- + Region Of Origin
- + Section/Category
- Keywords** 

You can configure these custom submission instructions for "Keywords" for New Submissions:

Please enter keywords separated by semicolons. Each individual keyword may be up to 256 characters in length.

Required * Limit 5 Keywords

Enter Secondary Keywords

General Information--Classifications

Classifications

[View Default Instructions](#)

You can configure these custom submission instructions for "Classifications" for New Submissions:
*</i>

*

Please identify your submission's areas of interest and specialization by selecting one or more classifications.

You can configure these custom submission instructions for "Classifications" for Revised Submissions:
*</i>

*

Please identify your submission's areas of interest and specialization by selecting one or more classifications.

– Classifications



You can configure these custom submission instructions for "Classifications" for New Submissions:

Please identify your submission's areas of interest and specialization by selecting one or more classifications.

Select up to 5 Classification(s)
(None Selected)

Add Classifications

↓ Next

Review Preferences

Review Preferences

You can configure these custom submission instructions for "Review Preferences" for New Submissions:

Please provide the requested information.

[Revert to Default Instructions](#)

You can configure these custom submission instructions for "Review Preferences" for Revised Submissions:

Please provide the requested information.

[Revert to Default Instructions](#)

[View Default Instructions](#)



You can configure these custom submission instructions for "Review Preferences" for New Submissions:

Please provide the requested information.

+ Request Editor

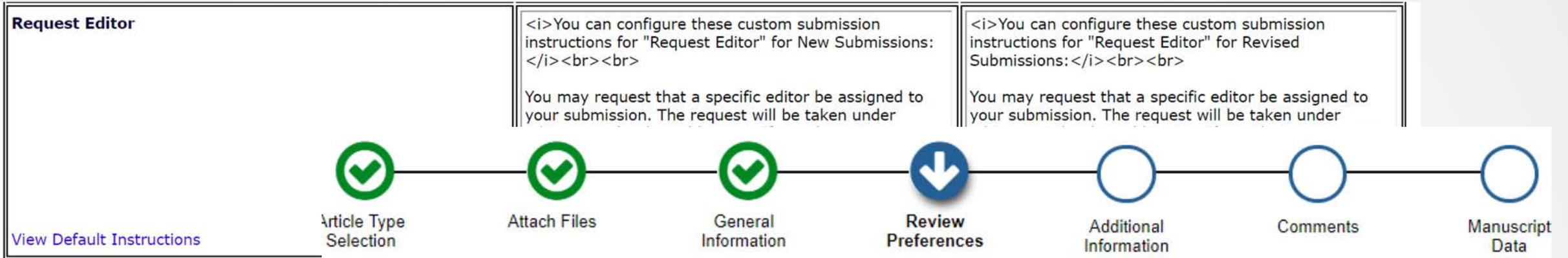
+ Suggest Reviewers

+ Oppose Reviewers

[← Back](#)

[Proceed →](#)

Review Preferences--Request Editor



You can configure these custom submission instructions for "Review Preferences" for New Submissions:

Please provide the requested information.

Request Editor

You can configure these custom submission instructions for "Request Editor" for New Submissions:

You may request that a specific editor be assigned to your submission. The request will be taken under advisement by the publication. If you do not request an editor, your submission will be assigned to the appropriate editor(s) as determined by the publication staff.

No Request ▾

Next

Review Preferences--Suggest Reviewers

Suggest Reviewers

[View Default Instructions](#)

You can configure these custom submission instructions for "Suggest Reviewers" for New Submissions:

Please suggest potential reviewers for this submission and provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

Display us
[Revert to Default](#)

You can configure these custom submission instructions for "Suggest Reviewers" for Revised Submissions:

Please suggest potential reviewers for this submission and provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

- Suggest Reviewers

You can configure these custom submission instructions for "Suggest Reviewers" for New Submissions:

Please suggest potential reviewers for this submission and provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

Current Suggested Reviewers List

[+ Add Suggested Reviewer](#)

There are currently no Suggested Reviewers in the list.

[+ Add Suggested Reviewer](#)

[↓ Next](#)

Review Preferences--Oppose Reviewers

<p>Oppose Reviewers</p> <p>View Default Instructions</p>	<p><i><i>You can configure these custom submission instructions for "Oppose Reviewers" for New Submissions:</i>

</i></p> <p>Please identify anyone who you would prefer not to review this submission. Fill in as much contact information as possible to allow us to identify the person in our records, and provide specific reasons why each person should not review your submission in their comments box. Please note that we may need to use a reviewer that you identify here, but will try to accommodate author's wishes when we can.</p> <p><input type="checkbox"/> Display using this information Revert to Default</p>	<p><i><i>You can configure these custom submission instructions for "Oppose Reviewers" for Revised Submissions:</i>

</i></p> <p>Please identify anyone who you would prefer not to review this submission. Fill in as much contact information as possible to allow us to identify the person in our records, and provide specific reasons why each person should not review your submission in their comments box. Please note that we may need to use a reviewer that you identify here, but will try to accommodate author's wishes when we can.</p>
---	---	--

– Oppose Reviewers

You can configure these custom submission instructions for "Oppose Reviewers" for New Submissions:

Please identify anyone who you would prefer not to review this submission. Fill in as much contact information as possible to allow us to identify the person in our records, and provide specific reasons why each person should not review your submission in their comments box. Please note that we may need to use a reviewer that you identify here, but will try to accommodate author's wishes when we can.

Currently Opposed Reviewers List **+ Add Opposed Reviewer**

There are currently no Opposed Reviewers in the list.

+ Add Opposed Reviewer

Additional Information

Additional Information

You can configure these custom submission instructions for "Additional Information" for New Submissions:

Please respond to the presented questions/statements.

You can configure these custom submission instructions for "Additional Information" for Revised Submissions:

Please respond to the presented questions/statements.

[View Default Instructions](#)

[Revis](#)



You can configure these custom submission instructions for "Additional Information" for New Submissions:

Please respond to the presented questions/statements.

[Insert Special Character](#)

Questionnaire

Please confirm you have approval from all Co-authors to submit this manuscript.

Answer Required: **Please select a response.**

Have you submitted this manuscript to another publication?

- Please select a response
- No
- Yes

Comments

Comments

You can configure these custom submission instructions for "Comments" for New Submissions:

Please provide the requested information.

You can configure these custom submission instructions for "Comments" for Revised Submissions:
</i>

Please provide the requested information.



Article Type Selection



Attach Files



General Information



Review Preferences



Additional Information



Comments



Manuscript Data

[View Default Instructions](#)

[Insert Special Character](#)

You can configure these custom submission instructions for "Comments" for New Submissions:

Please provide the requested information.

— Enter Comments

You can configure these custom submission instructions for "Enter Comments" for New Submissions:

Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.

Comments--Enter Comments

Enter Comments

[View Default Instructions](#)

You can configure these custom submission instructions for "Enter Comments" for New Submissions:

Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.

You can configure these custom submission instructions for "Enter Comments" for Revised Submissions:

Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.



You can configure these custom submission instructions for "Comments" for New Submissions:

Please provide the requested information.

[Insert Special Character](#)

Enter Comments

You can configure these custom submission instructions for "Enter Comments" for New Submissions:

Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.

Comments--Respond to Reviewers

Respond to Reviewers



You can configure these custom submission instructions for "Comments" for Revised Submissions:

Please provide the requested information.

[Insert Special Character](#)

+ Enter Comments

- Respond to Reviewers

You can configure these custom submission instructions for "Respond to Reviewers" for Revised Submissions:

Please respond to specific reviewer and editor comments in the box below. To review those comments, click the View Decision Letter link.

[View Decision Letter](#)

[← Back](#)

[Proceed →](#)

*<i>You can configure these custom submission instructions for "Respond to Reviewers" for Revised Submissions: </i>

*

Please respond to specific reviewer and editor comments in the box below. To review those comments, click the View Decision Letter link.

Display using Information Icon

[Revert to Default Instructions](#)

Manuscript Data

Manuscript Data

[View Default Instructions](#)

You can configure these custom submission instructions for "Manuscript Data" for New Submissions:

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

You can configure these custom submission instructions for "Manuscript Data" for Revised Submissions:

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.



Article Type Selection



Attach Files



General Information



Review Preferences



Additional Information



Comments



Manuscript Data

[Insert Special Character](#)

You can configure these custom submission instructions for "Manuscript Data" for New Submissions:

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

+ Title



+ Abstract



+ Authors

+ Funding Information



[← Back](#)

[Save & Submit Later](#)

[Build PDF for Approval →](#)

Manuscript Data--Title

Title

[View Default Instructions](#)

<i>You can configure these custom submission instructions for "Title" for New Submissions here.</i>

<i>You can configure these custom submission instructions for "Title" for Revised Submissions here.</i>
</i>

Article Type Selection Attach Files General Information Review Preferences Additional Information Comments Manuscript Data

You can configure these custom submission instructions for "Manuscript Data" for New Submissions:

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

[Insert Special Character](#)

Title

You can configure these custom submission instructions for "Title" for New Submissions here.

Full Title (required) ✓
Limit 300 characters Character Count: 13

Silent Spring

Secondary Full Title

Manuscript Data--Title

Title

[View Default Instructions](#)

<i>You can configure these custom submission instructions for "Title" for New Submissions here.</i>

<i>You can configure these custom submission instructions for "Title" for Revised Submissions here.</i>
</i>

Article Type Selection Attach Files General Information Review Preferences Additional Information Comments Manuscript Data

You can configure these custom submission instructions for "Manuscript Data" for New Submissions:

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

[Insert Special Character](#)

Title

You can configure these custom submission instructions for "Title" for New Submissions here.

Full Title (required) ✓
Limit 300 characters Character Count: 13

Silent Spring

Secondary Full Title

Manuscript Data--Abstract

Abstract

[View Default Instructions](#)

<i>You can configure these custom submission instructions for "Abstract" for New Submissions here.</i>

<i>You can configure these custom submission instructions for "Abstract" for Revised Submissions here.</i>

— Abstract

You can configure these custom submission instructions for "Abstract" for New Submissions here.

Abstract (required) ✓

Limit 300 words

Word Count: 11

This is an abstract of the sample manuscript file Silent Spring

Secondary Abstract

↓ Next

Manuscript Data--Authors

Authors

[View Default Instructions](#)

You can configure these custom submission instructions for "Authors" for New Submissions:

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Display us
[Revert to Def](#)

You can configure these custom submission instructions for "Authors" for Revised Submissions:

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

— Authors

You can configure these custom submission instructions for "Authors" for New Submissions:

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Current Author List

[+ Add Another Author](#)

 mary mary [Corresponding Author] [First Author] [You]

  Ms Carol Anne Meyer
Aries Systems

[+ Add Another Author](#)

[↓ Next](#)

Manuscript Data--Funding Information

Funding Information

You can configure these custom submission instructions for "Funding Information" for New Submissions:

Please choose a funding source from the list that displays as you start to enter the funder's name. If you are unable to make a selection from the list you can continue to enter the entire funder's name. Then enter the award number and select the award recipient.

Display

[Revert to \[](#)

[View Default Instructions](#)

You can configure these custom submission instructions for "Funding Information" for Revised Submissions:

Please choose a funding source from the list that displays as you start to enter the funder's name. If you are unable to make a selection from the list you can continue to enter the entire funder's name. Then enter the award number and select the award recipient.

- Funding Information

You can configure these custom submission instructions for "Funding Information" for New Submissions:

Please choose a funding source from the list that displays as you start to enter the funder's name. If you are unable to make a selection from the list you can continue to enter the entire funder's name. Then enter the award number and select the award recipient.

Required *

You can configure these custom submission instructions for "Funding Information Unavailable Checkbox Label" for New Submissions:

Funding information is not available.

Current Funding Sources List

[+ Add a Funding Source](#)

There are currently no Funding Sources in the list

[+ Add a Funding Source](#)

Manuscript Data--Funding Information Checkbox Label

<p>Funding Information Unavailable Checkbox Label</p> <p>View Default Instructions</p>	<p><i><i>You can configure these custom submission instructions for "Funding Information Unavailable Checkbox Label" for New Submissions:</i>

</i></p> <p>Funding information is not available.</p> <p>Revert to Default Instructions</p>	<p><i><i>You can configure these custom submission instructions for "Funding Information Unavailable Checkbox Label" for Revised Submissions:</i>

</i></p> <p>Funding information is not available.</p> <p>Revert to Default Instructions</p>
---	--	--

Required *

You can configure these custom submission instructions for "Funding Information Unavailable Checkbox Label" for New Submissions:

Whew!

- A hint: the authordemo141 site has custom instructions that identify the steps
- Remember, Default Instructions are available!

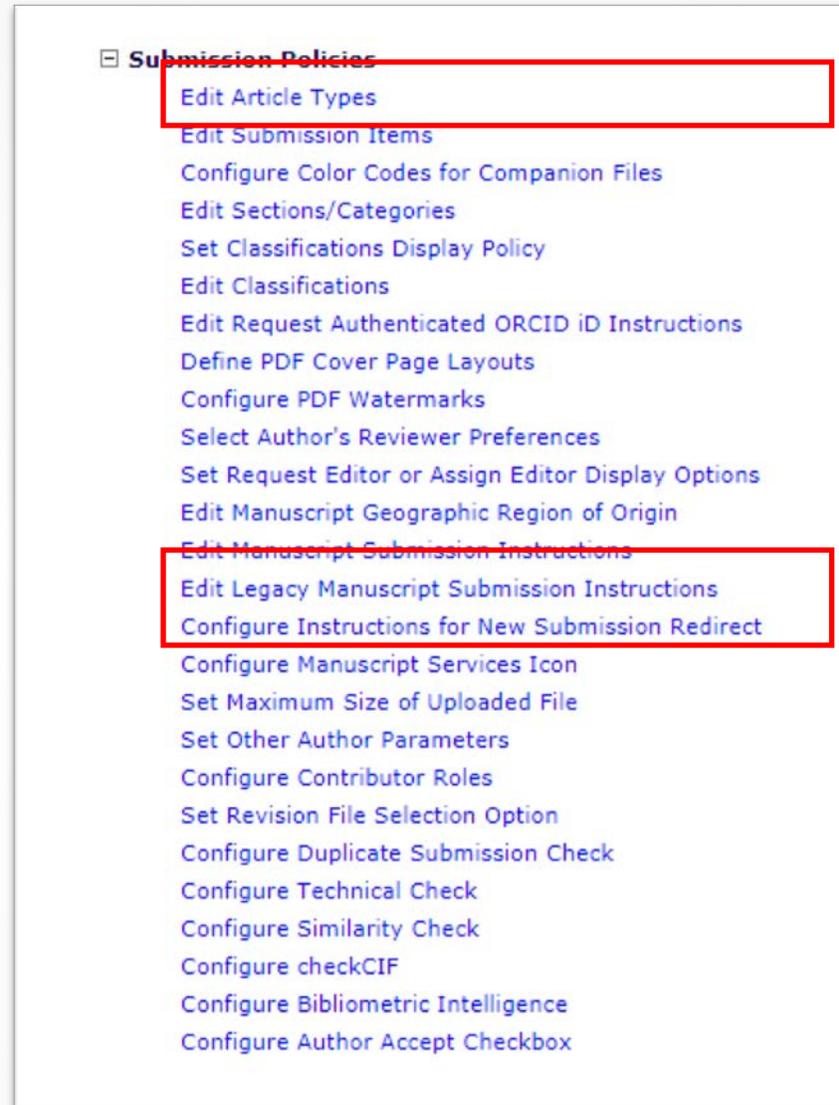
Default Instructions - New and Revised Manuscript Submission

The text shown below is the default text which appears at each step of the manuscript submission process. You may revert to this text by clicking "Revert to Default Instructions" under the appropriate instruction box on the page **Edit Manuscript Submission Instructions**.

[Back to Edit Manuscript Submission Instructions](#)

Manuscript Submission Step	New Submission Instructions	Revised Submission Instructions
Article Type Selection	Choose the Article Type of your submission from the drop-down menu.	Change the Article Type of your submission from the drop-down menu if necessary.
Select Article Type		
Attach Primary Manuscript File	Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process. You may click the 'Proceed' button to upload other	Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process. You may click the 'Proceed' button to upload other

Configuration Area #2: Edit Article Types



Article Type: Select Primary Manuscript File

Submission Item Parameters:

Primary Manuscript File:

The selected 'Submission Item Type' will be assigned to the file uploaded at the initial step of the Attach Files process. The selected item will be required for its revision and offline submission will not be allowed.

**New
Submission**

Manuscript



**Revised
Submission**

Manuscript



Article Type for Double Blind Workflow: Select Primary Manuscript File

Submission Item Parameters:

Primary Manuscript File:

The selected 'Submission Item Type' will be assigned to the file uploaded at the initial step of the Attach Files process. The selected item will be required for its revision and offline submission will not be allowed.

**New
Submission**

Title page for double blind workflows

**Revised
Submission**

Title page for double blind workflows

Rollout of the New Interface

- Interface available by request in version 14.1 (Now)
 - At upgrade the new interface is NOT enabled
 - Configurations are available
 - During the version 14.1 timeframe sites can have the new interface enabled at any time
 - Must contact your Account Coordinator
- Interface is standard in version 15.0 (Summer 2018)

Frequently Asked Questions

FAQs Highlights

Q. Will Editors be able to use the new submission interface?

A. Through Release 15.0, only Authors will have access to the new interface. Enabling it for Editor submissions is planned for a future release.

FAQ Highlights

Q. Why aren't keywords extracted from the Author manuscript?

A. For the first release, the set of metadata extracted was limited to items that most manuscripts have. Since a fair number of journals do not accept or publish keywords, that function was deferred to a later release.

Resources

Resources

- Documents
- Videos
- Demo Site
- Webinar Recording
- Your Account Coordinator

Resources--Documents

- New Author Submission Interface
- FAQ
- Best Practices

New Author Submission Interface



Author Submission Interface

A redesigned Author Submission Interface is available in Editorial Manager® (EM) Version 14.1. Authors can utilize the updated interface to quickly submit manuscripts to publications. Authors will use this interface for initial submission and submission of revisions. (Only Authors will see the new interface in EM 14.1. Editors will continue to use the existing submission interface when editing a submission or submitting as an Editor.)

This interface features include more streamlined submission steps and easier access to submission requirements. The new interface collects the same data as in earlier versions of EM, but the order of the submission steps has changed.

In addition, Editorial Manager can pull data directly from a manuscript file during the upload process to automatically populate specific submission data fields. These fields

Frequently Asked Questions



Editorial Manager® Author Submission Interface Frequently Asked Questions

1. *Q. What do publication offices need to do to prepare for the changes to the Author Submission Interface?*

A. Publications staff should review and revise the custom instructions for Author submissions in PolicyManager. They should also review their Author instructions to ensure they are consistent with the new interface.
2. *Q. When will the improved Author submission interface be available?*

A: The new feature will be rolled out as an option in Release 14.1, scheduled for early 2018. It will replace the existing Author submission interface entirely in Release 15.0, schedu

Manuscript Preparation Best Practices

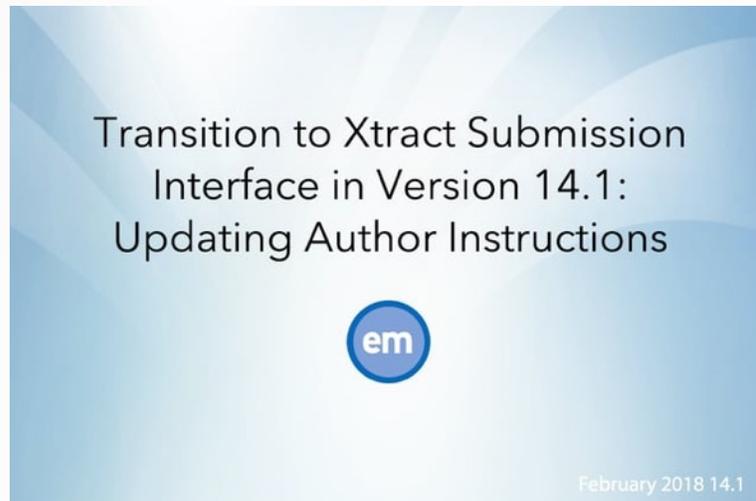
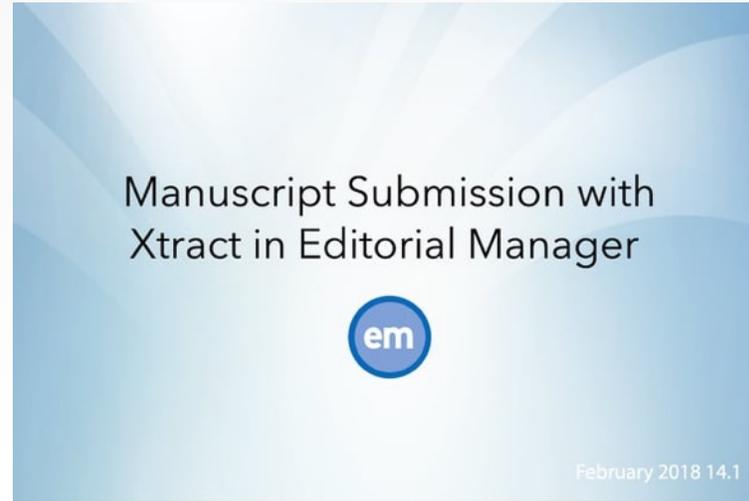


Best Practices for Preparing Submission Files for Xtract Manuscript Extraction

Although the new Editorial Manager author submission interface does not require conformance to any specific style of manuscript preparation for the automatic extraction of data in Editorial Manager®, the following tips should yield higher-quality results.

1. The file that is designated as the Primary Manuscript File must contain the data to be extracted. This is the case even if the text of the submission is in a separate file (see #13 below)
2. The auto-extraction tool will only work on Microsoft Word--readable files (.doc and .docx).

Resources--Videos



Resources--Demo Site

- Register as an Author
- Submit Manuscripts
- Submit Revisions

The screenshot shows the Editorial Manager interface for an author. At the top, there is a navigation bar with the Aries logo and the Editorial Manager logo. The navigation bar includes links for HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user's role is set to Author, the username is abby, and the language is English. A red banner below the navigation bar displays an important message: "Important Message: Site under development. Do not use for live manuscript submission." The main content area is divided into three sections: "New Submissions", "Revisions", and "Completed".

Author Main Menu

[Alternate Contact Information](#)

[Unavailable Dates](#)

This Editorial Manager demo site is intended for publishers to submit test manuscripts using the new Author interface available in Version 14.1.

To use this site, submit sample manuscripts as an author. As you proceed through the submission steps, note the custom instructions that you want to configure on your own site(s).

After approving your sample submission, check back here in a few days to review the author revision interface for your sample submissions.

Custom instructions can be configured on your own site(s) in PolicyManager--Edit Manuscript Submission Instructions. Configure these instructions before the new author submission interface is enabled on

New Submissions

- [Submit New Manuscript](#)
- Submissions Sent Back to Author (0)
- Incomplete Submissions (0)
- Submissions Waiting for Author's Approval (0)
- Submissions Being Processed (1)

Revisions

- Submissions Needing Revision (0)
- Revisions Sent Back to Author (0)
- Incomplete Submissions Being Revised (0)
- Revisions Waiting for Author's Approval (0)
- Revisions Being Processed (0)
- Declined Revisions (0)

Completed

- Submissions with a Decision (0)

<http://www.editorialmanager.com/authordemo141>

Resources--Your Account Coordinator



Resources-Recording of this Webinar

All these resources are linked from the following web page:

<https://www.ariessys.com/software/xtract/>

Including links to the slides and recording of this presentation

Questions?

Carol Anne Meyer

Client Services

cmeyer@ariessys.com

OR contact your Account Coordinator

