

ScholarOne
Manuscript Central
Author Guide

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

Logging Into Your Author Center

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

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

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


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

NOTES:

Please retain your new password information. Manuscript Central will not send your password via email.

You can log out of Manuscript Central at any time by clicking **Log Out** at the top right corner of the page you are on. You will be returned to the Log In page.

Forgot Your Password?

For security reasons, Manuscript Central will not email you your current password. Instead, by entering your email address in the Password Help field and clicking  Go, the system will send you an email containing instructions for resetting your password.

NOTE:

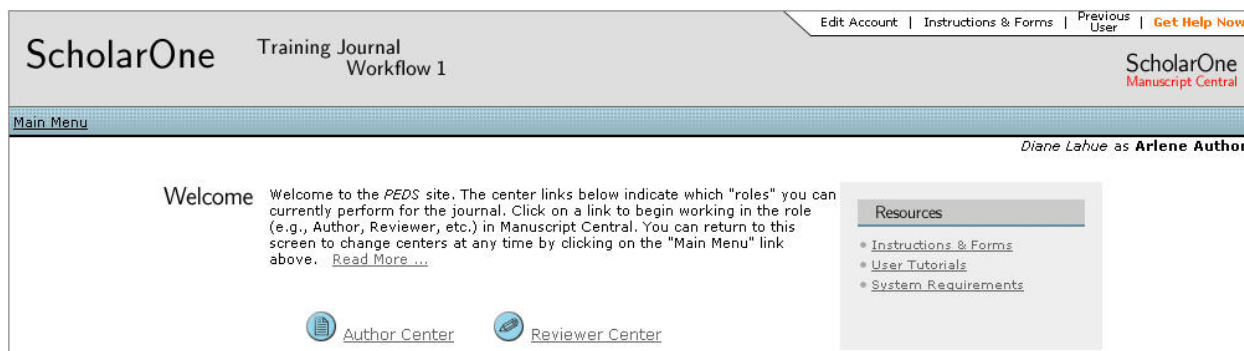
Please retain your new password information. Manuscript Central will not send your password via email.

Help Documentation


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

The Welcome page

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



The screenshot shows the top navigation bar with links for 'Edit Account', 'Instructions & Forms', 'Previous User', and 'Get Help Now'. The main header includes 'ScholarOne Training Journal Workflow 1' and 'ScholarOne Manuscript Central'. Below the header is a 'Main Menu' section. The main content area features a 'Welcome' message, a 'Resources' box with links to 'Instructions & Forms', 'User Tutorials', and 'System Requirements', and two buttons for 'Author Center' and 'Reviewer Center'. The user is identified as 'Diane Lahue as Arlene Author'.

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

Instructions and Forms

Access journal-specific Instructions and Forms by clicking the tab in the upper right corner of the page.

The Author Dashboard

This is where you begin the manuscript submission process. Also, at a glance, you can track the status and view the details of all your manuscripts in the journal's Manuscript Central site. Click the appropriate queue in the My Manuscripts section. The information will display at the bottom of the page.

Dashboard

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

My Manuscripts	Author Resources
<ul style="list-style-type: none"> 2 Unsubmitted Manuscripts 1 Resubmitted Manuscripts in Draft 2 Revised Manuscripts in Draft 2 Submitted Manuscripts 13 Manuscripts with Decisions 0 Manuscripts I Have Co-Authored 0 Withdrawn Manuscripts 	<p> Click here to submit a new manuscript</p> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your manuscript submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p> <p>Your manuscript has been unsubmitted - Training Workflow 1 (07-Jun-2005) Delete</p>

Unsubmitted Manuscripts

Title	Date Created	Continue Submission	Delete
The Value of Experimentation [View Manuscript]	07-Jun-2005		
Better Living Through Scientific Thought [View Manuscript]	14-Jun-2005		

The Manuscript Submission Process

To begin the submission process, click [here](#) in your dashboard's Author Resources section:







IMPORTANT NOTES:

- Each journal can configure Manuscript Central to ask for different pieces of information and different required fields from the example shown in this guide. Journal-required fields are denoted by the symbol **req**.
- Journals may vary the requirements based on manuscript type.
- Always follow journal instructions carefully when submitting manuscripts.



Step 1 – Type, Title and Abstract

How to Submit a Manuscript: Step 1

ACTIONS	NOTES
1. Manuscript Type: Select from the dropdown list of choices.	
2. Title: Enter a manuscript title or paste one in. Running Head: If present, enter a short title.	Click  to insert any special characters. Click  to preview the title.
3. Abstract: Enter the abstract or attach it if that option is available.	Click  to insert any special characters.
4. Click  Next to move to Step 2.	



Manuscript Type

Manuscript Type:

Title (Limit 50 words)  

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

Running Head (Short Title) (Limit 60 characters)






Abstract (Limit 200 words) 

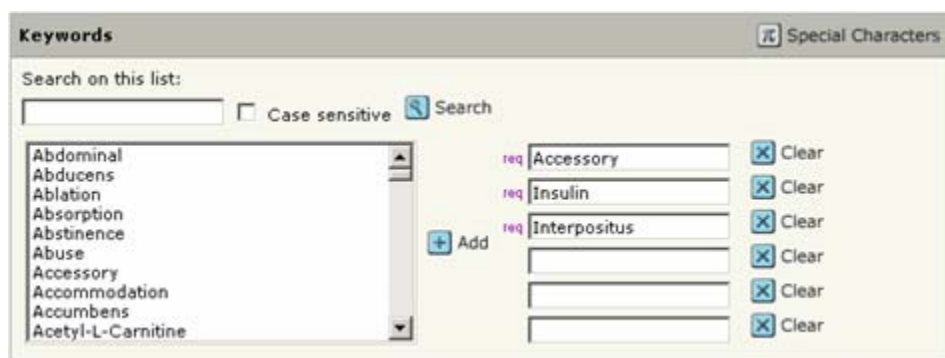
Press Control-V (or Open Apple-V) to Paste

Step 2 – Attributes/keywords

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

How to Submit a Manuscript: Step 2


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







Step 3 – Authors and Institutions

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



How to Submit a Manuscript: Step 3


ACTIONS	NOTES
1. Enter your author information in the fields. If your information is pre-filled, verify it for accuracy.	<i>Click  to edit the information.</i>


How to Submit a Manuscript: Step 3, con't.

<p>2. To add a co-author to your manuscript submission, enter the author's email address in the Email field. As needed, click the link to add additional Institutions and Departments for an author.</p>	<p><i>If a Find  button displays, clicking it results in a search for existing account information, or that author will be added to the database.</i></p>
<p>3. Enter co-author information in the fields.</p>	<p><i>Click  to insert any special characters.</i></p>
<p>4. Click  Add To My Authors.</p>	<p><i>The co-author displays in the My Authors section with your name.</i></p>
<p>5. Click  Next to move to Step 4.</p>	

My Authors

Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Author, Arturo	None Provided	aauthor@here.com		

Add a New Author  Special Characters



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

Institution: Department:

req Country

State/Province req City

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


 Add To My Authors  Clear

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

Step 4 – Reviewers and Editors

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

How to Submit a Manuscript: Step 4

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

My Reviewers

Name	Institution	Department	Phone / E-Mail	Preference	Edit	Delete
<i>No Reviewers Entered</i>						

Add A Reviewer

req First Name:

req Last Name:

req Email:

Institution:

Department:

Phone:

Designate as Preferred Reviewer

Designate as Non-Preferred Reviewer

My Editors

Name	Institution	Department	Phone / E-Mail	Preference	Delete
<i>No Editors Entered</i>					

Add an Editor


Designate as Preferred Editor

Designate as Non-Preferred Editor

Step 5 – Details and Comments

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

How to Submit a Manuscript: Step 5


ACTIONS	NOTES
1. Cover Letter: If one is required, you can submit a cover letter in one of 3 ways: <ul style="list-style-type: none"> • Type your cover letter in the text field • Paste an existing cover letter into the field • If option is available, you can browse to and attach an existing file. 	
2. Other sections: Complete the fields as indicated.	
3. Click  Next to move to Step 6.	






Step 6 – File Upload

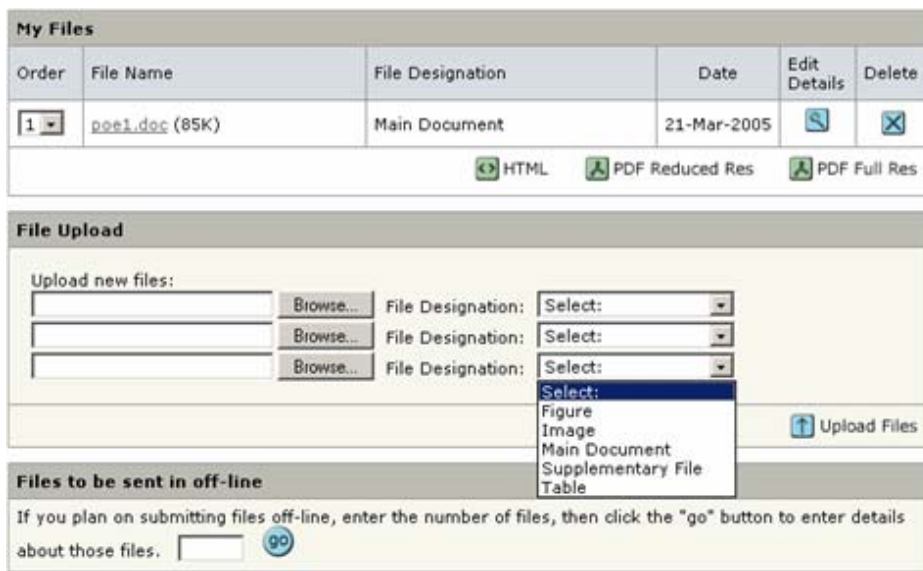
In this step you will upload all of your manuscript files.

How to Submit a Manuscript: Step 6

ACTIONS	NOTES
1. File Upload: Click Browse to locate a file and select it for upload.	<i>The total size limit for file upload is set by the journal.</i>
2. File Designation: Select from the dropdown list of choices.	
3. Click  Upload Files.	

How to Submit a Manuscript: Step 6, con't.



<p>4. During upload, a Details popup window displaying file attributes appears for each file.</p> <p>Click  to move to the next file. Click <input checked="" type="checkbox"/> Save at the end of the file upload process.</p>	<p><i>For image/figure files, name the file to link to the same name as it has in the main document. You can also insert a caption/legend beneath it.</i></p> <p><i>Files display in the My Files section.</i></p> <p><i>You can change the order of the files and edit details.</i></p>
<p>5. If option is available, you can send files in offline. Enter the number of files and click .</p> <p>Enter a file name/description for each file and select a file designation from the dropdown list.</p>	<p><i>The page displays fields for the requested number of files.</i></p>
<p>6. Click  Next to move to Step 7.</p>	



Step 7 – Review and Submit

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

How to Submit a Manuscript: Step 7

ACTIONS	NOTES
<p>1. Review each section carefully for accuracy and completeness.</p>	<p><i>A green ✓ appears next to each item that has been completed correctly according to the journal's standards.</i></p> <p><i>A red ✗ indicates that you need to complete required fields. A yellow box at the end of this column details the exact error. Click  Edit in the right column to return to that step.</i></p>
<p>2. If you have not already done so, review the HTML and/or PDF versions of your submission.</p>	
<p>3. Click  Submit . The system asks for confirmation of the submission. Click OK to submit the manuscript.</p>	<p><i>You will receive a successful submission confirmation along with your manuscript ID number.</i></p> <p><i>The manuscript displays in the Submitted Manuscripts column of your dashboard.</i></p>