

# SCHOLARONE MANUSCRIPTS

## Author Guide

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## LOGGING ON AND OFF THE AUTHOR CENTER

### LOGGING ON

Each journal's ScholarOne Manuscripts site has a unique Web address (URL). Typically, you are given the address in an email sent by the journal. If the address is hyperlinked, select the link within the email, or copy and paste into the browser. The journal's **Log In** page is displayed.

Log In | Create Account | Get Help Now

THOMSON REUTERS ScholarOne University SCHOLARONE™ Manuscripts

Login


**Log In** Welcome to the **ScholarOne University** training site. To Log In, enter your User ID and Password into the boxes below, then click "Log In." If you are unsure about whether or not you have an account, or have forgotten your password, enter your e-mail address into the "Password Help" section below. If you do not have an account, click on the "Create Account" link above.

**PLEASE NOTE:**  
This site is reserved for participants of Manuscript Central University. INSTRUCTIONS

**Log In**


Log in here if you are already a registered user.

User ID:

Password:   Log In

**THOMSON REUTERS**

**Password Help.** Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:   Go

**New User?**  
[Register here](#)

**Resources**

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- [Home Page](#)

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

1. The journal may create your account and email to you 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, there will be a **Create Account** link in the top right corner of the page, or you can use **the New User? Register here** just to the right of the Log In. Follow the 3-step process for creating your account.

- Journal-required fields are denoted by the required symbol



**Create an Account** There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

**E-mail Addresses**

- E-mails will always be sent to the 'Primary E-mail Address'. If you would also like copies of the e-mails to go to a second address, please complete the 'Primary Cc E-mail Address' as well.
- 'Secondary E-mail Address' and 'Secondary Cc E-mail Address' are for the records only and will not receive correspondence generated from the system. The site administrator may use these if your primary e-mail is unable to receive messages.

1 E-Mail / Name  Next

2 Address

3 User ID & Password

**Name** Special Characters

req  Dr.  Miss  Mr.  Mrs.  Ms.  Prof.

First (Given) Name:  req

Middle Name:

Last (Family) Name:  req

Degree:

Primary E-Mail Address:  req

Primary E-Mail Address (again):  req

Primary Cc E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

Secondary Cc E-Mail Address:

Next

**NOTE:** Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length (the 8 characters must contain two or more numbers).

To keep your account information current, use the **Edit Account** link in the upper right corner after you have logged into the site.

THOMSON REUTERS ScholarOne University SCHOLARONE™ Manuscripts

Instructions & Forms | Log Out | **Get Help Now**

Main Menu

You are logged in as [Gwen Baker](#) (ScholarOne)

**LOGGING OFF**

You can log out of ScholarOne Manuscripts at any time by selecting **Log Out** at the top right corner of the page. You will be returned to the Log In page.

**FORGOT YOUR PASSWORD?**

If you know you have an account but have forgotten your password, use the **Password Help** field and select Go. The system will send you an e-mail with your account information or link to reset your password. Please be sure to check your spam folder as our email is sometimes treated as spam.

## 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.

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

## INSTRUCTIONS AND FORMS

Access journal-specific Instructions and Forms in the **Resources** section of the welcome screen, or when you enter your Author center.




## THE AUTHOR DASHBOARD

The Author Dashboard is where you begin the manuscript submission process. You can track the status and view the details of all your manuscripts in the journal's ScholarOne Manuscripts site. Select the appropriate queue in the **My Manuscripts** section. The results will display directly below the dashboard.



**Dashboard**

- Before submitting a manuscript **complete the author checklist**, found in the [Instructions and Forms](#) in the top right.
- To submit a **new manuscript** click on the **blue star in the right column**.

[Read More ...](#)

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>4 <a href="#">Submitted Manuscripts</a></li> <li>0 <a href="#">Manuscripts with Decisions</a></li> <li>5 <a href="#">Manuscripts I Have Co-Authored</a></li> <li>0 <a href="#">Manuscripts in Appeal</a></li> <li>0 <a href="#">Withdrawn Manuscripts</a></li> <li>0 <a href="#">Invited Manuscripts</a></li> </ul>	<p> <a href="#">Click here</a> 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 submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p>


**Unsubmitted Manuscripts**

Manuscript Title	Date Created	Continue Submission	Delete
(No Title Entered) <a href="#">[View Submission]</a>	24-Jan-2013		

## THE MANUSCRIPT SUBMISSION PROCESS

To begin the submission process, select the **here** link in your dashboard's **Author Resources** section:

**Author Resources**

 [Click here](#) to submit a new manuscript



## IMPORTANT NOTES





- Each journal can configure ScholarOne Manuscripts to ask for different pieces of information and different required fields from the examples shown in this guide

req

- Journal-required fields are denoted by the required symbol
- Journals may vary the requirements based on manuscript type
- Always follow journal instructions carefully when submitting manuscripts





### STEP 1 – TYPE, TITLE, & ABSTRACT

	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.	Select  to insert any special characters.  Select  to preview the title.
3.	Abstract: Enter the abstract or attach it if that option is available.	Select  to insert any special characters.
4.	Select  to move to Step 2.	

**Manuscript Type**

req Manuscript Type:


---

req **Title** (Limit 50 words)  Preview  Special Characters

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

req **Running Head** (Limit 50 characters)

---

req **Abstract** (Limit 200 words)  Special Characters

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






## SUBMITTING AGENT QUESTION

Your site may also have a question regarding if you are a submitting agent or one of the actual authors of the paper.

req Author or Submitting Agent	
<input type="radio"/>	I, Dr. Gwen Baker, am submitting this manuscript on behalf of myself and my co-authors.
<input type="radio"/>	I, Dr. Gwen Baker, am not an author on this manuscript. I am submitting this manuscript on behalf of an author.

## STEP 2 – ATTRIBUTES &amp; 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, and some sites allow for both options.

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





**Keywords**

Search on this list:

Case sensitive

accounts

Article

emails

html

proof

proxy

roles



superuser

templates

workflow



req



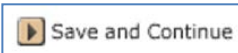
req



	Actions	Notes
1.	If there is no pre-populated list of keywords, type it into the most appropriate box.	Select  to insert any special characters.
2.	To add a keyword to your manuscript submission, select a word from the list box and select  .	The selected keywords display in the fields to the right.

### STEP 3 – AUTHORS & INSTITUTIONS


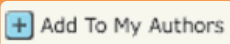

Enter or confirm your name and institution information and add any co-authors and their information. The journal may have limits set on the number of co-authors you can enter and the number of institutions per author

	Actions	Notes
1.	Enter your author information in the fields. If your information is pre-filled, verify it for accuracy.	Select  to edit the information.
2.	To add co-author information to your manuscript submission, enter the author’s email address in the Email field. As needed, select the link to add additional Institutions and Departments for an author.	If a  button displays, selecting it results in a search for existing account information, or that author will be added to the database.

3.	Enter co-author information in the fields.	Select  to insert any special characters.
4.	Select 	The Co-author displays in the My Authors section with your name.
5.	Select  to move to Step 4.	

My Co-Authors					
Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Author, Alex <i>Corresponding Author</i>	None Provided	alex@test1.com		

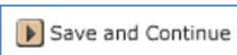
Add a New Co-Author					 Special Characters
<b>req</b> E-Mail:	<b>req</b> Sal.	<b>req</b> First (Given) Name:	Middle Name:	<b>req</b> Last (Family) Name:	
<input type="text" value="alice.author@yahc"/>	<input type="text" value="Dr."/>	<input type="text" value="Alice"/>	<input type="text"/>	<input type="text" value="Author"/>	
Institution: <input type="text" value="ScholarOne Manuscripts Ur"/>		Department: <input type="text"/>			
<b>req</b> Country: <input type="text" value="United States"/>					
<b>req</b> State/Province: <input type="text" value="Virginia"/>		<b>req</b> City: <input type="text" value="Charlottesville"/>			
<input type="checkbox"/> 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 <a href="#">here</a> .					
					





## STEP 4 – REVIEWERS & EDITORS

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

	Actions	Notes
1.	Add a Reviewer: Enter information in the fields.	




2.	Select <input checked="" type="checkbox"/> Designate as Preferred Reviewer or <input checked="" type="checkbox"/> Designate as Preferred Editor	These designations display during reviewer assignment.
3.	Add an Editor: Select from a list of journal editors.	
4.	Select <input checked="" type="checkbox"/> Designate as Preferred Editor or <input checked="" type="checkbox"/> Designate as Non-Preferred Editor	
5.	Select  Save and Continue to move to Step 5.	

My Reviewers (2 preferred reviewers required)						
Name	Institution	Department	Phone/E-Mail	Preference	Edit	Delete
Robin Randall			RobinR@test.demo	Preferred		
Linda Sparks			Linda@test.demo	Non-Preferred		


  

Add A Reviewer		
req First (Given) Name:	req Last (Family) Name:	req Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Institution:	Department:	Phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Designate as Preferred Reviewer	<input checked="" type="checkbox"/> Designate as Non-Preferred Reviewer	


My Editors					
Name	Institution	Department	Phone E-Mail	Preference	Delete
Eddie Editor			eddie@test.demo	Preferred	

Add an Editor	
Select... 	
<input checked="" type="checkbox"/> Designate as Preferred Editor	<input checked="" type="checkbox"/> Designate as Non-Preferred Editor

## STEP 5 – DETAILS & COMMENTS

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

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

**Cover Letter**

Attach another file containing your cover letter:

**Files attached**

File Name	Delete
<i>No Files Attached</i>	

Attach this Cover Letter





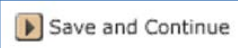
**Manuscript Information**

<i>req</i> Number of Figures:	<input style="width: 80%;" type="text"/>
<i>req</i> Number of Color Figures:	<input style="width: 80%;" type="text"/>
<i>req</i> Number of Tables:	<input style="width: 80%;" type="text"/>
<i>req</i> Number of Words:	<input style="width: 80%;" type="text"/>



## STEP 6 – FILE UPLOAD

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

	Actions	Notes
1.	File Upload: Select Browse to locate a file and select it for upload.	The total size limit for file upload is set by the journal. The number of slots indicates the number of files that can be uploaded at once and not the total number.
2.	File Designation: Select from the drop-down list of choices.	
3.	Select  .	
4.	During upload, a Details pop-up window displaying file attributes appears for each file. Select  to move to the next file. Select  at the end of the file upload.	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. Files display in the My Files Section. You can change the order of the files and edit details.
5.	If the option is available, you can send files offline. Enter the number of files and select  . Enter a file name/description for each file and select a file designation from the dropdown list.	The page displays fields for the requested number of files.
6.	Select  to move to Step 7.	



My Files (Uploaded files cannot exceed 60000K)					
Order	File Name	File Designation <small>req</small>	Date	Edit Details	Delete
<i>No files have been uploaded.</i>					
<b>File Upload</b>					
Upload new files:					
<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	<input type="text" value="Select:"/>	<input type="button" value="v"/>	
<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	<input type="text" value="Select:"/>	<input type="button" value="v"/>	
<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	<input type="text" value="Select:"/>	<input type="button" value="v"/>	
					<input type="button" value="Upload Files"/>

## ZIP FILES AND LATEX DOCUMENTS

If configured for your journal, your zipped files can be uploaded in the **Upload zipped files** section. The contents of the file will be unpacked and processed automatically. A selected file designation will be added to each extracted file in the **My Files** list.

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

For TeX/LaTeX submissions, the package contents will be unpacked, parsed, and processed to determine the identity of the LaTeX content files. The files can then be assigned to their file designations automatically, based on the journal's configuration, and uploaded to the manuscript. Be sure that the very first file presented in your file listing is the main LaTeX file.




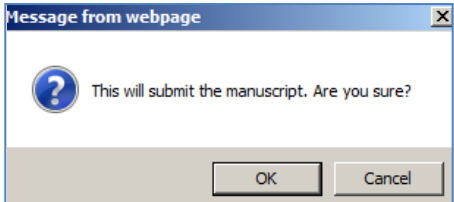
My Files (Uploaded files cannot exceed 60000K)					
Order	File Name	File Designation <sup>req</sup>	Date	Edit Details	Delete
1	<a href="#">paper.tex</a> (1K) + <a href="#">intro.tex</a> + <a href="#">meat.tex</a> + <a href="#">conc.tex</a> + <a href="#">bib.bib</a> <a href="#">[view Tex-Processor log file]</a>	Main Document	10-Sep-2012		
	<a href="#">intro.tex</a> (1K)	Main Document	10-Sep-2012		
	<a href="#">meat.tex</a> (1K) + <a href="#">maxround.ps</a>	Main Document	10-Sep-2012		
	<a href="#">maxround.ps</a> (12K)	TeX/LaTeX Suppl File	10-Sep-2012		
	<a href="#">conc.tex</a> (1K)	Main Document	10-Sep-2012		
	<a href="#">bib.bib</a> (1K)	TeX/LaTeX Suppl File	10-Sep-2012		

Save File Order  HTML PDF

## STEP 7 – REVIEW & SUBMIT

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

	Actions	Notes
1.	Review each section carefully for accuracy and completeness	A  appears next to each item that has been completed correctly according to the journal's standards. A  indicates that you need to complete required fields. A yellow box at the end of this column details the exact error. Select  Edit in the right column to return to that step.
2.	If you have not already done so, review the HTML and/or PDF versions of your submission.	Your editor center dashboard page opens.

<p>3.</p>	<p>Select </p> <p>The system asks for confirmation of the submission. Select OK to submit the manuscript.</p> 	<p>You will receive a successful submission confirmation along with your manuscript ID number.</p> <p>The manuscript Displays in the Submitted Manuscripts column of your dashboard.</p>
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### TIPS FOR AUTHORS SUBMITTING A REVISION

To start your revision, you will need to log back into your Author Center and find the **Manuscripts with Decisions** queue. Selecting this queue will bring up the paper at the bottom of the screen with an **Action of create a revision**. Click on the action to submit your revised paper.



Depending on your journal the link may say **create a resubmission**.

**NOTE:** If you do not see the link, your time has expired to create a revision and you will need to contact the journal office for an extension. Once the extension is granted, the link will reappear.

Manuscripts with Decisions					
Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Actions
MCU1-2009-07-0093	Sample title - Book Review of.... <a href="#">[View Submission]</a>	29-Jul-2009	24-Jan-2013	ADM: <a href="#">Baker, Gwen</a> • Minor Revision (24-Jan-2013) • Due on: 23-Feb-2013 <a href="#">view decision letter</a>	<a href="#">create a revision</a>

If you have already started a revision, this is noted by the **“a revision has been started”** action under **“Manuscripts with Decisions”**. The revision is now located in the **“Revised Manuscripts in Draft”** queue.

To access the revision, click on that link under the **“My Manuscripts”** heading in the author center. You should then see the correct revision appear at the bottom of the page. Clicking the **“Continue Submission”** button will allow you to work on and submit your revised manuscript.

Revised Manuscripts in Draft				
Manuscript ID	Manuscript Title	Date Created	Continue Submission	Delete
MCU1-2009-07-0093.R1	Sample title - Book Review of.... <a href="#">[View Submission]</a>	24-Jan-2013		





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ScholarOne, a Thomson Reuters Business, provides comprehensive workflow management systems for scholarly journals, books, and conferences. Its web-based applications enable publishers to manage the submission, peer review, production, and publication processes more efficiently, increasing their profile among authors, decreasing time-to-market for critical scientific data, and lowering infrastructure costs. ScholarOne offers workflow solutions for the submission and review of manuscripts, abstracts, proceedings, books, grants & awards, and production. Supporting over 365 societies and publishers, over 3,400 books and journals, and 13 million users, ScholarOne is the industry leader.

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[science.thomsonreuters.com/contact](http://science.thomsonreuters.com/contact)

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