

Author Guide

ScholarOne Manuscripts

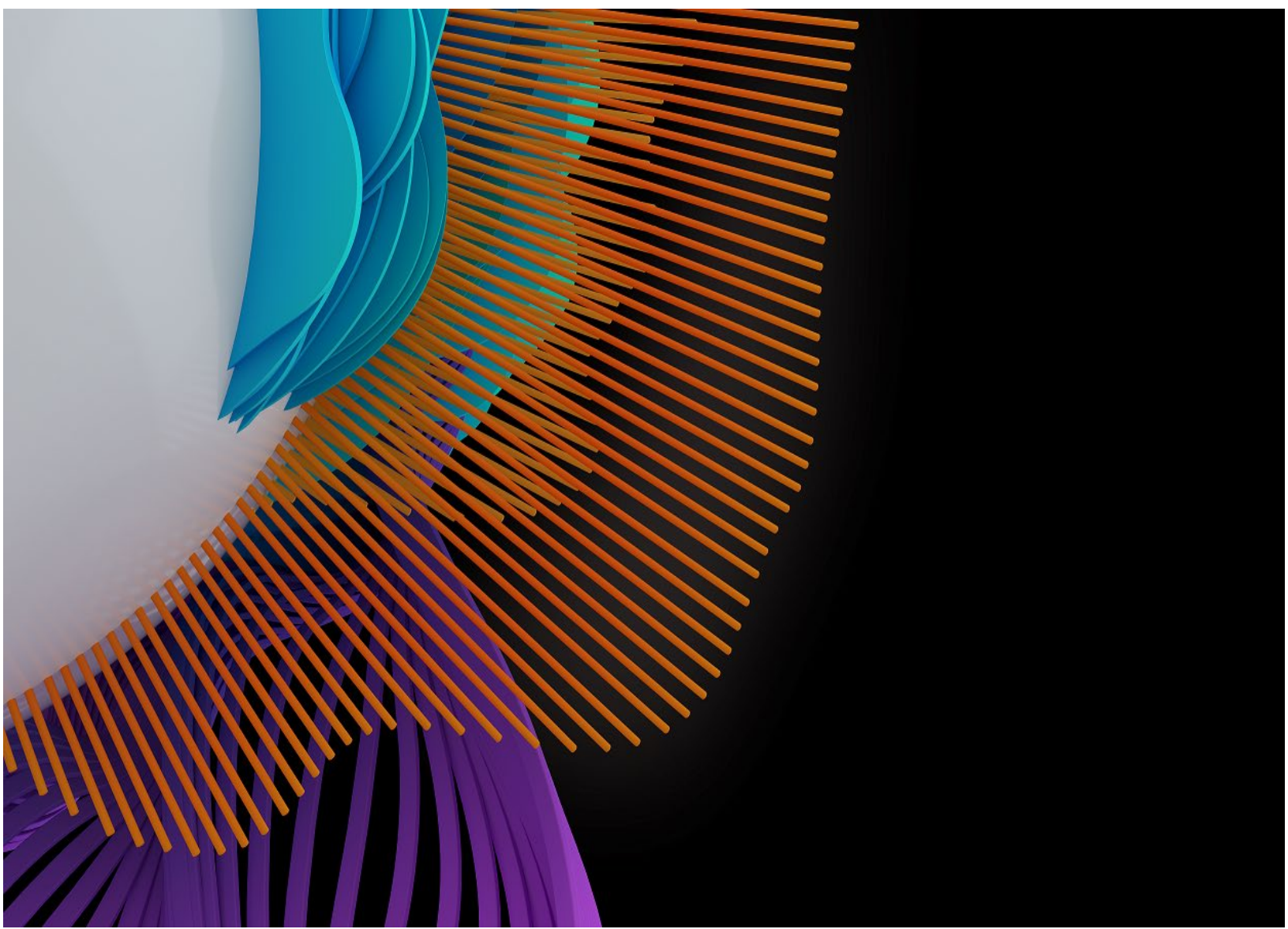


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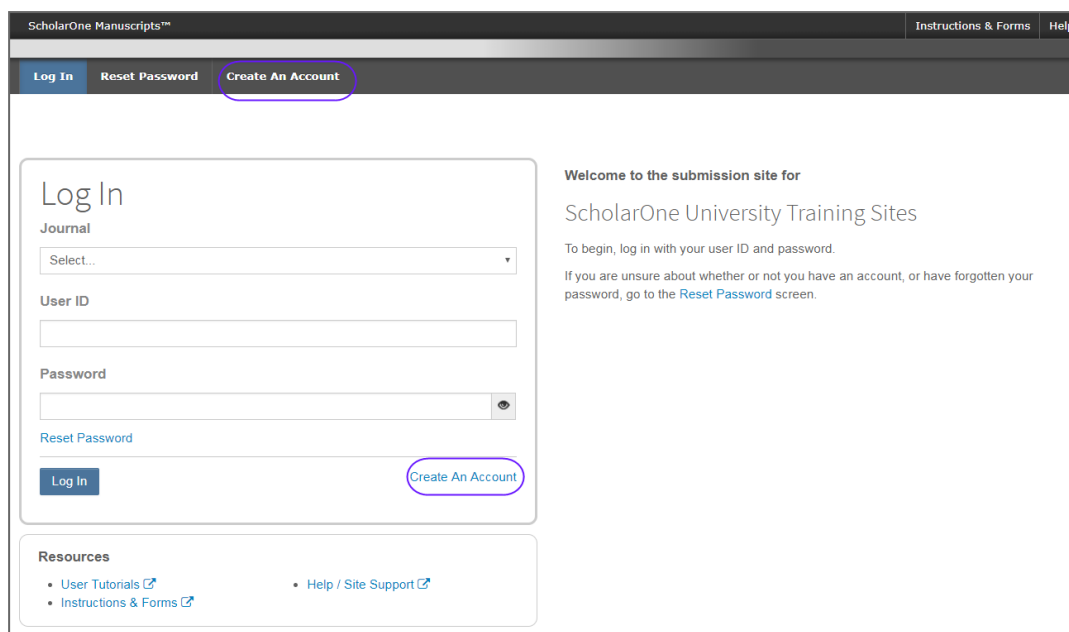
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LOGIN AND ACCOUNT CREATION

LOGGING IN

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.



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 on the top of the page, or you can use the **Create Account** just below the Log In. Follow the 3-step process for creating your account.

Journal-required fields are denoted by a red asterisk.

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).

ORCID ACCOUNT CREATION AND VALIDATION

During account creation, you may be given the option to associate an ORCID iD with your account by either registering for a new ORCID iD or associating an existing ORCID iD. Each of these options will be presented to you as links in the first step of the account creation process.

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

2 Address

3 User ID & Password

ORCID®

Select the appropriate option below to associate an ORCID iD to your account.



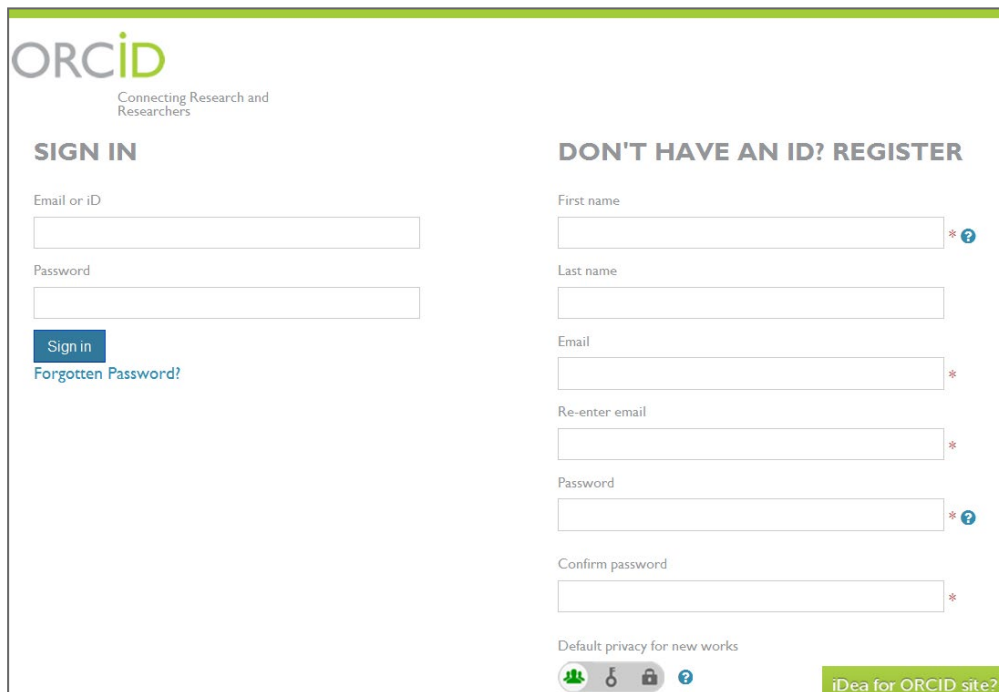
[Create an ORCID iD](#)
[Associate your existing ORCID iD](#)

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.

Name

Prefix:

When you select one of these options to associate an ORCID iD with your account, a new browser window will open and special registration page on the ORCID website allowing the user to enter your existing ORCID credentials, link an existing ORCID iD, or register for a new ORCID iD.



ORCID
Connecting Research and Researchers

SIGN IN

Email or iD

Password

[Sign in](#)

[Forgotten Password?](#)

DON'T HAVE AN ID? REGISTER

First name

Last name

Email

Re-enter email

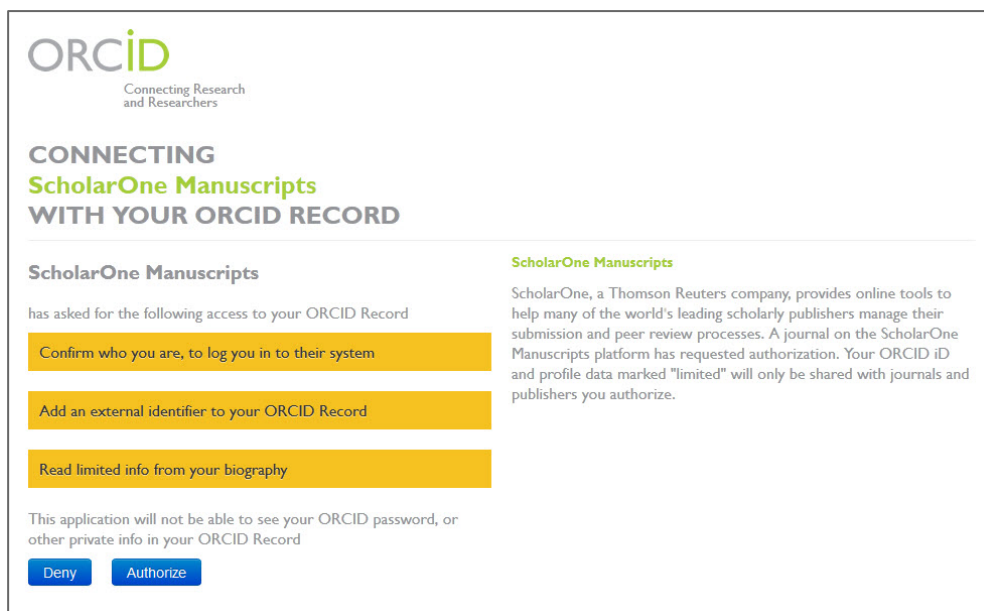
Password

Confirm password

Default privacy for new works
☐ ☐ ☐ ☐

[iDea for ORCID site?](#)

Once you have validated an ORCID iD using one of the options, you will be asked to either authorize or deny the journal access to your 'limited' data.



ORCID
Connecting Research and Researchers

CONNECTING ScholarOne Manuscripts WITH YOUR ORCID RECORD

ScholarOne Manuscripts

has asked for the following access to your ORCID Record

- Confirm who you are, to log you in to their system
- Add an external identifier to your ORCID Record
- Read limited info from your biography

This application will not be able to see your ORCID password, or other private info in your ORCID Record

[Deny](#) [Authorize](#)

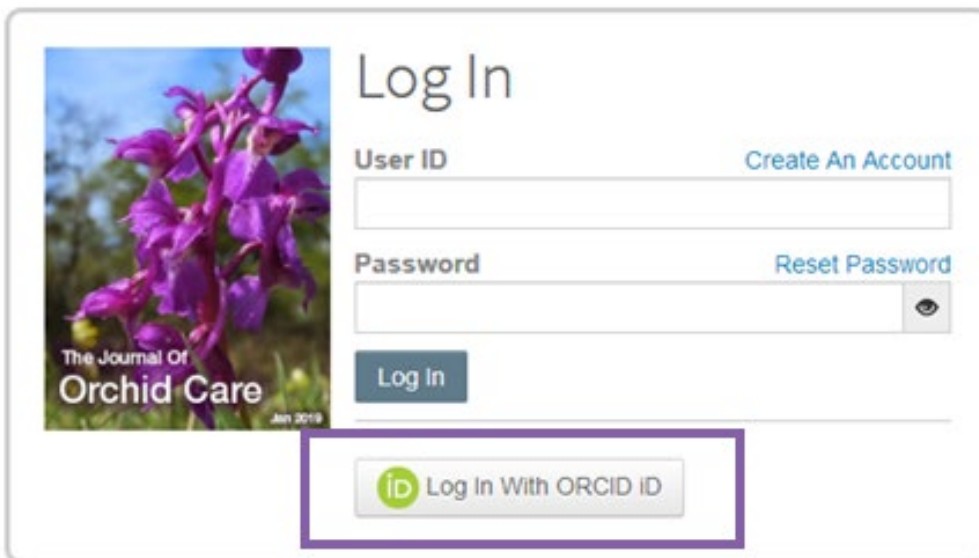
ScholarOne Manuscripts

ScholarOne, a Thomson Reuters company, provides online tools to help many of the world's leading scholarly publishers manage their submission and peer review processes. A journal on the ScholarOne Manuscripts platform has requested authorization. Your ORCID iD and profile data marked "limited" will only be shared with journals and publishers you authorize.

If you click **Authorize**, you will be redirected back to your journal's ScholarOne site with a validated ORCID iD.

ORCID LOG IN

The journal site may be configured to use ORCID Login. Select the **Log In with ORCID iD** button at the bottom of the Log In box.



The screenshot shows a login interface for 'The Journal Of Orchid Care'. On the left is a cover image of the journal. To the right, the title 'Log In' is displayed. Below it are two input fields: 'User ID' and 'Password'. To the right of the 'User ID' field is a link 'Create An Account'. To the right of the 'Password' field is a link 'Reset Password' and a toggle icon for password visibility. Below the 'Password' field is a 'Log In' button. At the bottom of the form, a button labeled 'Log In With ORCID iD' is highlighted with a purple rectangular border.

You will then log in to ORCID ID, or register an ORCID account.

If the you have used this login process before or have already linked your ORCID iD to your ScholarOne profile, you will automatically be logged in to the ScholarOne site.

If this is their first time linking your ORCID and ScholarOne accounts together, you will be asked to authorize the publisher or journal to get their ORCID iD and to read limited-access information such as their name and address. Reading limited-access information will make it easier for new users that do not have a ScholarOne account to pre-fill their profile information when creating an account.



User Name
<https://orcid.org/0000-0000-0000-000>

(Not You) ?

Journal Name ?
 has asked for the following access to your ORCID Record




Read your information with visibility set to *(user defined)*
 Get your ORCID iD

This application will not be able to see your ORCID password or any other information in your ORCID record with visibility set to Only me. You can manage permission granted to this and other Trusted Organizations in your [account settings](#).

Authorize

Deny

Next, you will link your ORCID account to the ScholarOne site. You will see the option of creating a new account or logging in with your existing site credentials.



Link your ORCID iD to this Site

Simply log in to your existing account on this site once or create a new account.

Afterwards, you'll be able to use your ORCID credentials to sign in immediately.

Create An Account

Log In With An Existing Account

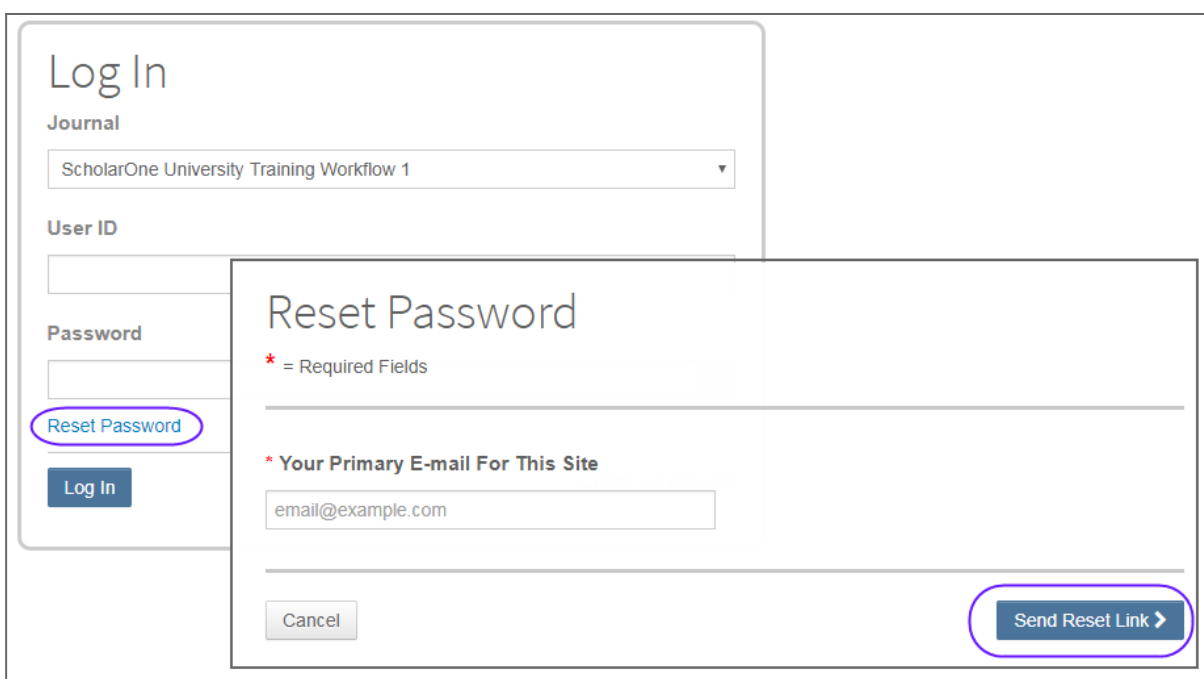
If you already have an account on the ScholarOne site, you will only need to provide your ScholarOne login credentials once. Afterwards, you can use either the ScholarOne or ORCID credentials to log in to the participating site.

LOGGING OUT

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 **Reset Password** link. This will open a new window for you to type in your email address and click **Send Reset Link**. The system will email you a link to reset your password. Please be sure to check your spam folder as our email is sometimes treated as spam.



Log In

Journal

ScholarOne University Training Workflow 1

User ID

Password

[Reset Password](#)

Log In

Reset Password

* = Required Fields

* **Your Primary E-mail For This Site**

email@example.com

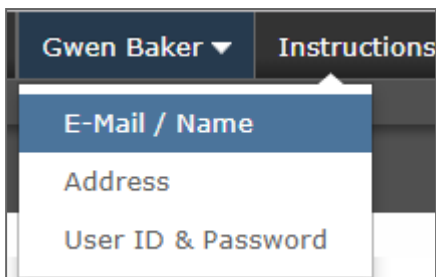
Cancel

Send Reset Link >

HEADER RESOURCES

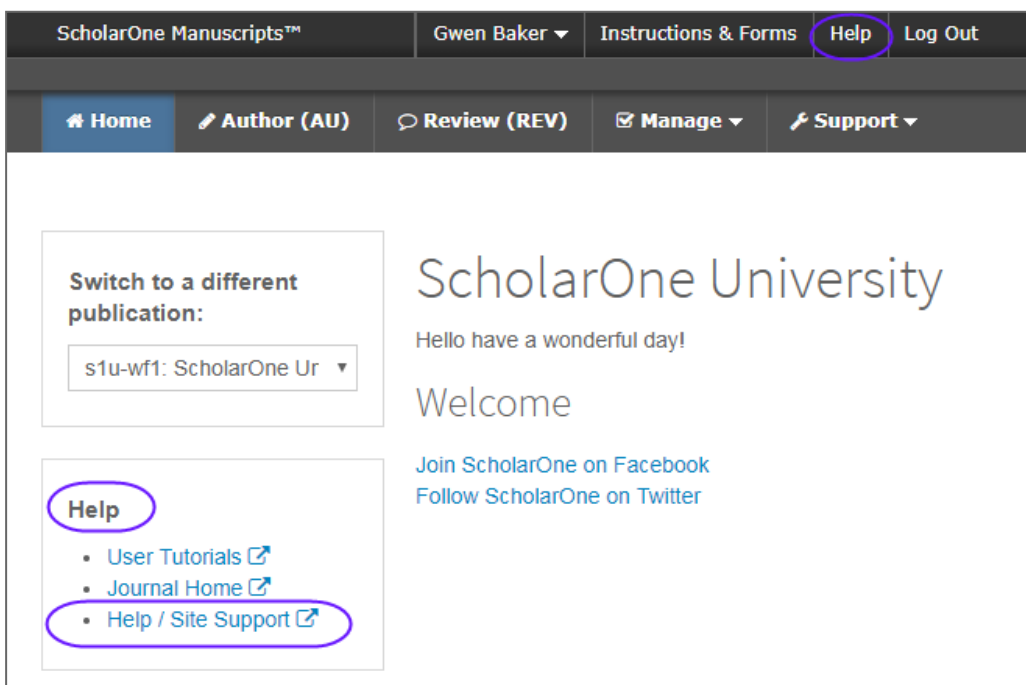
MAINTAINING YOUR ACCOUNT

To keep your account information current, click on your name and select the area you need to update.



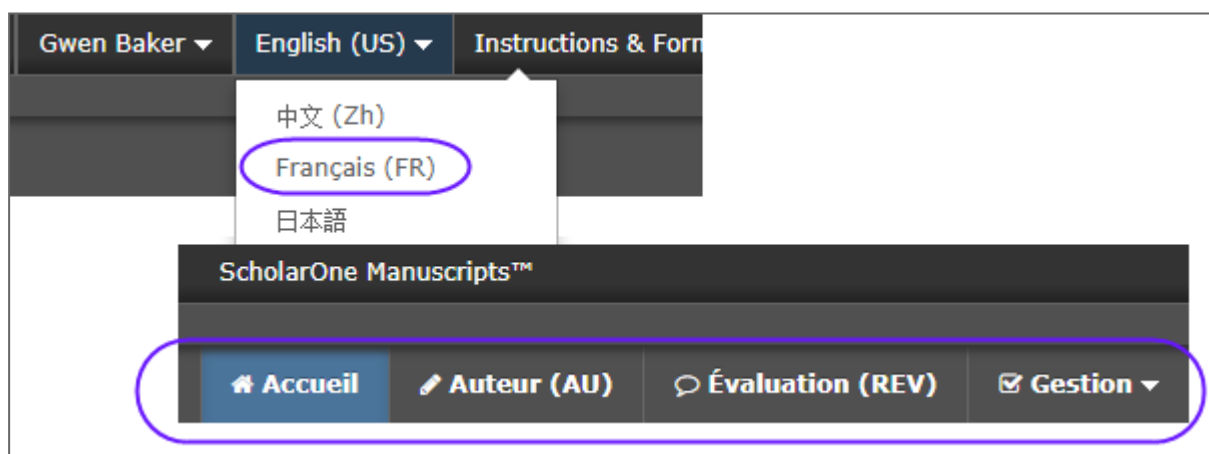
HELP DOCUMENTATION

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



LANGUAGE TOGGLE

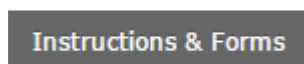
Language toggle allows you to switch the display from the default language of English to another language. If configured for your site, you will find the language toggle located on the header at the top of the screen. Current languages available are French, Chinese and Japanese.



Note: All uploaded documents and end-user supplied text will not toggle and will be displayed in the language entered by the user.

INSTRUCTIONS AND FORMS

Select **Instructions and Forms** on the header to access journal-specific information regarding submitting your manuscript. It is very important that you follow the instructions provided by the journal.



THE HOME PAGE

When you log in, you are taken to the Home page. The page may contain information from the journal, such as submission instructions and forms.

ScholarOne Manuscripts™		Gwen Baker ▼	Instructions & Forms	Help	Log Out
Home	Author (AU)	Review (REV)			

Switch to a different publication:

s1u-wf1: ScholarOne Ur ▼

Help

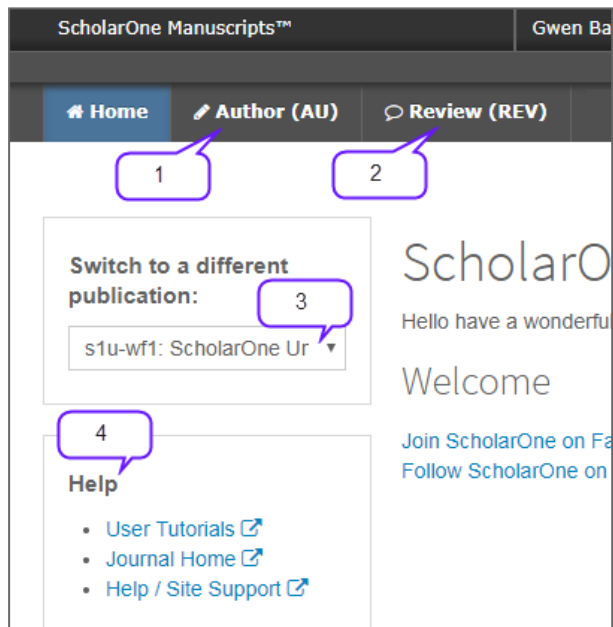
- [User Tutorials](#)
- [Journal Home](#)
- [Help / Site Support](#)

ScholarOne University

Hello have a wonderful day!

Welcome

[Join ScholarOne on Facebook](#)
[Follow ScholarOne on Twitter](#)



NAVIGATION

Top-Level Menu

Access to Author and Review Centers

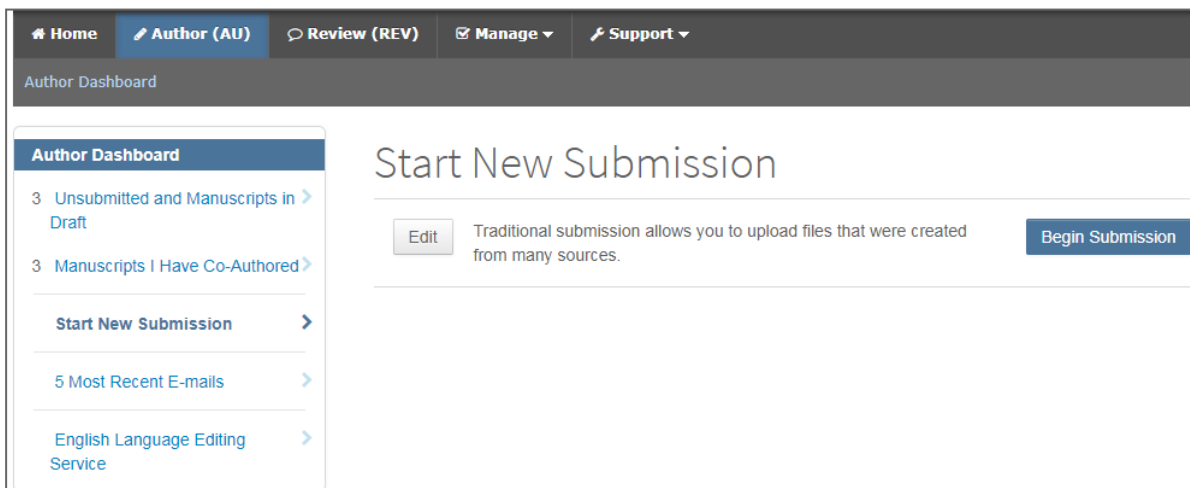
1. Author Center
2. Reviewer Center

Left

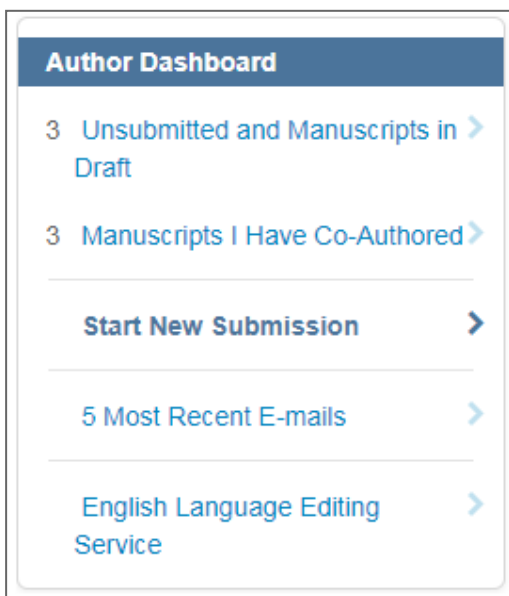
3. Journal Selection
4. Help Links

THE AUTHOR DASHBOARD

The Author Dashboard is where you will create and manage your submissions. The left menu lists available options. When you first log on, you will see the option to Start New Submission. Later, you will see additional queues which indicate your manuscript's progress through the submission process or actions you may need to perform.



The screenshot shows the Author Dashboard interface. At the top is a navigation bar with links: Home, Author (AU), Review (REV), Manage, and Support. Below the navigation bar is the 'Author Dashboard' header. On the left is a sidebar menu with the following items: '3 Unsubmitted and Manuscripts in Draft', '3 Manuscripts I Have Co-Authored', 'Start New Submission', '5 Most Recent E-mails', and 'English Language Editing Service'. The main content area is titled 'Start New Submission' and contains an 'Edit' button, a text description: 'Traditional submission allows you to upload files that were created from many sources.', and a 'Begin Submission' button.



This is a close-up of the sidebar menu from the Author Dashboard. It lists the following items from top to bottom: '3 Unsubmitted and Manuscripts in Draft', '3 Manuscripts I Have Co-Authored', 'Start New Submission', '5 Most Recent E-mails', and 'English Language Editing Service'. Each item has a right-pointing arrow next to it.

Note: Some journals may have multiple submission methods. Please read the descriptions and select the appropriate method.

START A SUBMISSION

To begin the submission process, select **Begin Submission** (or select from available submission methods.)

Start New Submission

Edit

Traditional submission allows you to upload files that were created from many sources.

Begin Submission

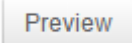
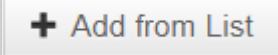
IMPORTANT NOTES

- Each journal can configure ScholarOne Manuscripts to ask for different pieces of information and different required fields from the examples shown in this guide
- Journal-required fields are denoted by a red asterisk
- Journals may vary the requirements based on manuscript type
- Always follow journal instructions carefully when submitting manuscripts
- If your journal utilizes the Overleaf integration, please also see the *Submissions using Overleaf* section of this document.
- The steps for submitting a manuscript are listed on the left of the screen.

Submission

- Step 1: Type, Title, & Abstract** >
- Step 2: File Upload >
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Reviewers & Editors >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

BASIC SCREEN NAVIGATION

Screen Element	Description
	Indicates a required field
	Click for a description or instructions for a specific field.
	Click to see a preview of the entered text
	Click to add special characters and formatting to the text
 	Word or character counts display for each text field. The counts update as you type.
	In sub-tasks, such as selecting keywords, the gray action button will become highlighted in orange to indicate where to click to complete your selection.

STEP 1 – TYPE, TITLE, & ABSTRACT

* Type: ⓘ

CHOICE	TYPE	DESCRIPTION
☐	Invited Review	
☐	Book Review	
☐	Original Article	An article describing original research.
☐	Letter to the Editor	A topical letter to our editorial staff intended for publication.

* Title ⓘ

Preview
Ω Special Characters

0 OUT OF 50 WORDS

* Running Head ⓘ

Preview
Ω Special Characters

0 OUT OF 50 CHARACTERS

* Abstract ⓘ

Write or Paste Abstract

Preview
Ω Special Characters

0 OUT OF 200 WORDS

Save
Save & Continue >

1. Complete the Type Title & Abstract screen.

- **Type:** Select from available manuscript types. Types are determined by the journal and may vary. Selecting a type determines what information you are required to enter throughout the submission process. Once saved, you cannot change the type.
- **Title:** Enter a manuscript title.
- **Running Head:** If present, enter a short title.
- **Abstract:** Enter the abstract.

2. Click **Save and Continue**.

 Save & Continue >

STEP 2 – FILE UPLOAD

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

Step 2: File Upload

Please only upload Word files, TIFF files and JPEG files for images. [Read More ...](#)

* = Required Fields

Files

0.00 OUT OF 58.59 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					

Update Order

File Upload

SELECTION	FILE DESIGNATION
Select File 1 ...	* Main Document
Select File 2 ...	Choose File Designation ...
Select File 3 ...	Choose File Designation ...

Upload Selected Files

Previous Step

Save

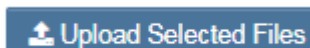
Save & Continue

1. In the File Upload section, click the **Select File 1** button. Browse for your main document file.
2. If needed, use the **Select File 2** and additional buttons to select additional files. Choose an appropriate file designation from the drop down list.

Note: 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.

Note: See sections below for additional information on *Figures and Images* and *Zip Files and LaTeX Documents*.

- Click the **Upload Selected Files** button.



- Once the files have been uploaded, they display in the Files section at the top of the screen.

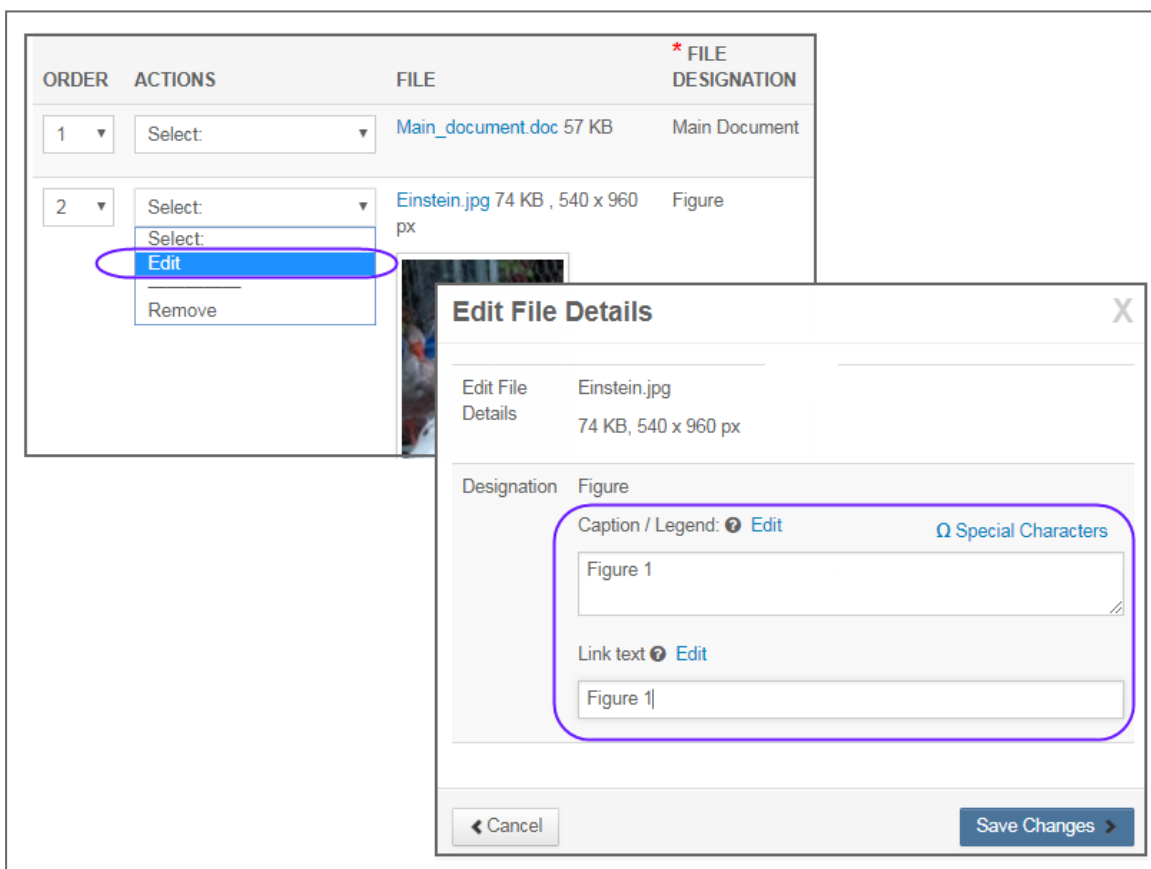
Files ⓘ					
0.052 OUT OF 58.59 MB					
ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1 ▼	Select: ▼	Main Document.doc 26 KB	Main Document	21-May-2015	Gwen Baker
2 ▼	Select: ▼	Additional Document.doc 26 KB	Supplementary File for review	21-May-2015	Gwen Baker
  					

- You may reorder them by choosing a number from the Order drop-down list, then clicking the **Update Order** button.
- You may remove a file by clicking the Actions drop-down list for a file and selecting **Remove File**.
- You can view a proof by clicking either the **View HTML proof** or **View PDF proof** buttons.
- Click **Save and Continue**.



FIGURES AND IMAGES

Figures and image files will display a thumbnail of the image after file upload has been completed. You may edit the image with a caption or link to text within the main document.



The screenshot displays the ScholarOne Manuscripts interface for managing uploaded files. A table lists the files, and a modal window allows for editing the details of a selected file.

ORDER	ACTIONS	FILE	* FILE DESIGNATION
1	Select: Select	Main_document.doc 57 KB	Main Document
2	Select: Select Edit Remove	Einstein.jpg 74 KB , 540 x 960 px	Figure

The 'Edit File Details' modal for 'Einstein.jpg' shows the following information:

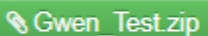
- Edit File Details:** Einstein.jpg, 74 KB, 540 x 960 px
- Designation:** Figure
- Caption / Legend:** [Edit](#) [Special Characters](#)
- Link text:** [Edit](#)

Buttons at the bottom of the modal:

ZIP FILES AND LATEX DOCUMENTS

If configured for your journal, you can upload zip files, using any of the upload buttons.

File Upload ?

SELECTION	FILE DESIGNATION
 Remove ☒ Extract files on upload	* Main Document

Select File 2 ...

Choose File Designation

Each file that is uploaded will be unpacked and displayed in the list so you can provide the proper designation for each item.

Files ?

0.01 OUT OF 58.59 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select: Select: Edit Remove	conc.tex 1 KB	Main Document	01-Mar-2018	Gwen Baker
2	Select: Select: Edit Remove	intro.tex 1 KB	Main Document	01-Mar-2018	Gwen Baker
3	Select: Select: Edit Remove	maxround.ps 12 KB	Main Document	01-Mar-2018	Gwen Baker
4	Select: Select: Edit Remove	meat.tex 1 KB	Main Document	01-Mar-2018	Gwen Baker
5	Select: Select: Edit Remove	paper.tex 1 KB	Main Document	01-Mar-2018	Gwen Baker
6	Select: Select: Edit Remove	bib.bib 1 KB	Main Document	01-Mar-2018	Gwen Baker

Update Order

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 designation. Be sure that the very first file presented in your file listing is the main LaTeX file.

Files 1.01 OUT OF 58.59 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1 ▼	Select: ▼	MANIFEST.MF 0 KB	⚠ No File Designation Edit	01-Mar-2018	Gwen Baker
2 ▼	Select: ▼				Gwen Baker
3 ▼	Select: ▼				Gwen Baker
4 ▼	Select: ▼				Gwen Baker
5 ▼	Select: ▼				Gwen Baker

Edit File Details

Edit File Details

MANIFEST.MF

0 KB

Designation

Supplementary File for review ▼

Cancel

Save Changes

STEP 3 – ATTRIBUTES

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.

Step 3: Attributes

To enter your manuscript attributes/keywords, you may do it in two different ways:

- Search the journal's list of keywords, by typing in a term and clicking **Search**, or
- Select your keywords from the list (Control-Click to select multiple words), and click **Add**.

When you are finished, click **Save and Continue**.

[Read More ...](#)

*** = Required Fields**

*** Keywords** ⓘ

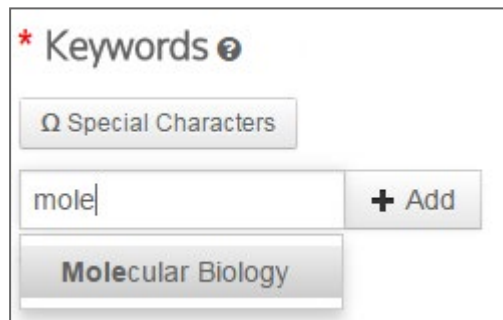
- Hide Full List

Memory
Midbrain
Molecular Biology
Adolescent Patient Care
Article
html
paper

1. Enter a keyword in the Keywords field using any of the following methods.

a. Type-Ahead search

- Begin typing in the Keyword field and Type-Ahead Search will show any existing keywords matching your search term.



* Keywords ⓘ

Ω Special Characters

mole | + Add

Molecular Biology

- Click on the keyword.
- Click the **Add** button.

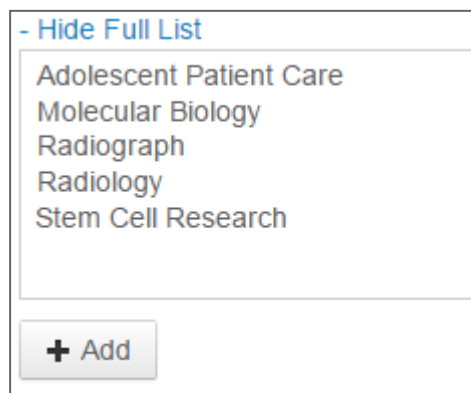
b. Select from the list

- Click **Show Full List**



+ Show Full List

- Click on an item in the list. Ctrl-click to select multiple items.



- Hide Full List

Adolescent Patient Care
Molecular Biology
Radiograph
Radiology
Stem Cell Research

+ Add

- Click the **Add** button.

c. Add Your Own Keyword (if configured for your journal)

- If no appropriate keywords are found, you may be able to add a new keyword to the list, if allowed by your journal. Type the keyword into the field.



- Click the **Add** button.
2. Click **Save and Continue**.

Save & Continue >

STEP 4 – AUTHORS & INSTITUTIONS

Enter or confirm your 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.

Step 4: Authors & Institutions

* = Required Fields

Submitting Agent

* Agent Question 

☐ **Author** I, Dr. Gwen Baker, am submitting this manuscript on behalf of myself and my co-authors.

☐ **Submitting Agent** I, Dr. Gwen Baker, am not an author on this manuscript. I am submitting this manuscript on behalf of an author.

Authors

* Selected Authors 

ORDER	ACTIONS	AUTHOR	INSTITUTION

Add Author

Find using Author's email address

1. In the Agent Question field, indicate whether you are the author or the submitting agent for this manuscript.
2. If you are the author, you may be asked to create or associate an ORCID iD with your submission. Select the appropriate option and follow the ORCID process. You will be returned to this screen when complete.

*** Open Researcher and Contributor ID (ORCID)** is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>



Create an ORCID iD

Associate your existing ORCID iD

3. To add co-author information to the manuscript submission, enter the author's email address and click the **Search** button. Please note that authors may have several email addresses and you may need to search using an alternate email address.

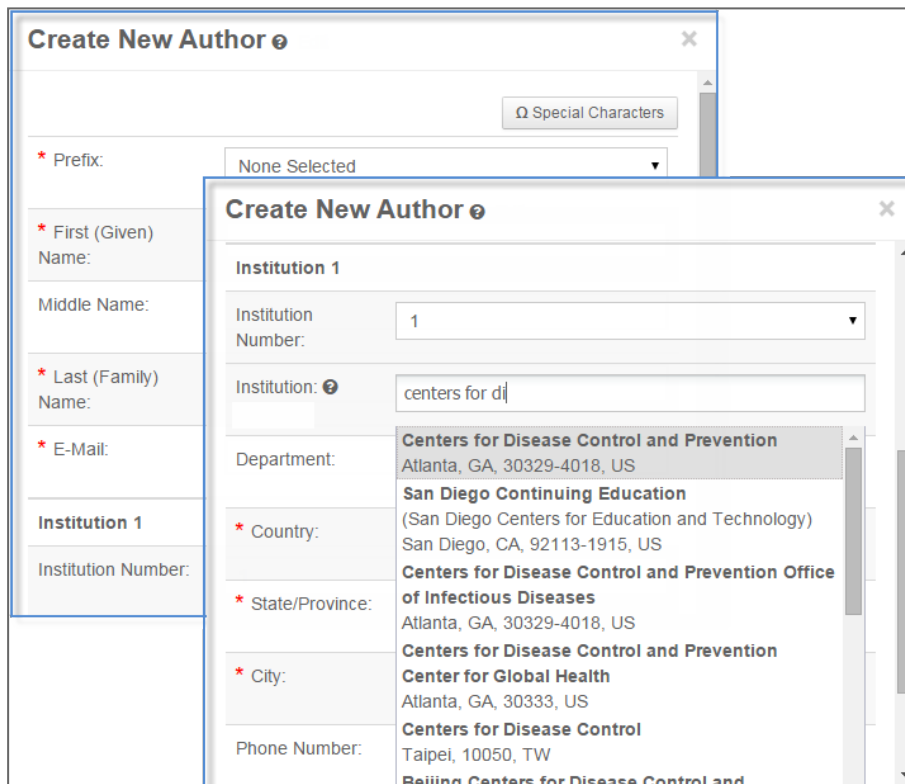
Add Author

Find using Author's email address

4. If no matching email address is found, the message below will display.

⚠ No co-author found. Please search again using another e-mail address or [create a new co-author.](#)

5. To add the co-author you must create the author. Click the **Create New Co-Author** link in the message.
6. The Create new Author screen displays. Complete all the required fields to identify both the author and the institution they are affiliated with.



7. The Institution field utilizes the Ringgold Identify database of institutions. Simply type a minimum of three characters and search results will display. Type more characters for a better match. Select from the list. If you are unable to find the institution in the list, simply type the institution name in the field.

If you see warning symbol  next to the institution name, it means that the institution is not a Ringgold connected institution. Please be sure to check again to see if you can find the correct institution in the database.

8. Add additional institutions as needed.
9. When finished creating the author, click the **Add Created Author** button.

+ Add Created Author >

Note: When adding a new Co-Author to a submission, you will not be prompted to enter their ORCID iD. Co-authors may receive an email requesting their ORCID iD.

10. Added authors display. You may re-order them by dragging the double-arrow at the left of the author information. You may also use the numbers in the Order column to re-order then click the Update Author Order button.

Authors

*** Selected Authors**

	ORDER	ACTIONS	AUTHOR	INSTITUTION
↑↓ Drag	1	Select...	Baker, Gwen <i>(Corresponding Author)</i> Gwen.Baker@thomsonreuters.com	1. ScholarOne, Client Management 375 Greenbrier Drive Charlottesville, VA, USA 22901 555 2. USA
↑↓ Drag	2	Select...	Bryant, Luke luke@test.demo	1. Florida Atlantic University Boca Raton, FL, USA

Update Author Order

11. Select the **Actions** drop-down list to edit, remove, and assign as a corresponding author.

ACTIONS	AUTHOR
Select... Select... Edit Assign as Corresponding Author Remove Author	Newman, Arthur E arthur@institution.edu

12. Click **Save and Continue**.

Save & Continue

COLLECTING AUTHOR CONTRIBUTION DURING SUBMISSION

The journal may be configured to use the CASRAI's CRediT taxonomy to recognize the individual contributions of authors on the submission. When adding authors to the submission, you will be given the option to choose from a list of contributions.

From the Authors list, choose Provide CRediT Contribution.

Authors			
* Selected Authors Edit			
ORDER	ACTIONS	AUTHOR	INSTITUTION
↑↓ Drag	1 ▾ Select... ▾	Baker, Gwen * Provide CRediT Contribution Gwen.Baker@Clarivate.com	1. ⚠ ScholarOne, Client Management 375 Greenbrier Drive Charlottesville, VA, USA 22901 555 2. USA

Check each contribution for the author, then select the level of contribution from the drop-down.

Edit Author

Contributor Role	Degree of Contribution	Contributor Role	Degree of Contribution
☒ Conceptualization	Equal Equal Lead Supporting	☐ Resources	
☐ Data curation		☐ Software	
☐ Formal analysis		☐ Supervision	
☐ Funding acquisition		☐ Validation	
☐ Investigation		☐ Visualization	
☐ Methodology		☐ Writing-original draft	
☐ Project administration		☐ Writing-review & editing	

STEP 5 – REVIEWERS & EDITORS

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

Step 5: Reviewers & Editors

Reviewers - Min of 2 Required

[Read More ...](#)

* = Required Fields

* Reviewers 

RECOMMENDED: 0 OUT OF 1 MIN

ACTIONS	PREFERENCE	REVIEWER	INSTITUTION
Add Reviewer			

Editors 

ACTIONS	PREFERENCE	EDITOR	INSTITUTION
Add Editor			

◀ Previous Step

Save

Save & Continue ▶

1. Click the **Add Reviewer** button.

Add Reviewer

Ω Special Characters

* First/Given Name

* Last/Family Name

* Email

* Institution ⓘ

Grand Juunction ✕

Edit

Department

Phone Number

* Preference

☒ I recommend this Reviewer
 ☐ I oppose this Reviewer

0 OUT OF 100 CHARACTERS

Reason

< Cancel

+ Add New Reviewer >

2. Complete the Add a Reviewer screen.
 - Enter the Reviewer's name and email information.
 - Search for the Institution. Complete any other fields as appropriate.
 - Select a preference to recommend or oppose a reviewer for this manuscript.
3. Click the **Add New Reviewer** button.
4. The reviewer's information displays.

Step 4: Reviewers & Editors

- Please supply the names and email addresses of five potential referees who have no conflict of interest with this paper.

* = Required Fields

* Recommend Referees 

RECOMMENDED: 1 OUT OF 5 MIN

ACTIONS	PREFERENCE	REVIEWER	INSTITUTION
Select...	Recommended Reason: Strong knowledge about the subject	David Thomas thomas@test.demo	Pediatrics Imperial College London 44+060-98708796

5. Click **Save and Continue**.

Save & Continue >

STEP 6 – DETAILS & COMMENTS

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

Step 6: Details & Comments

Enter your **cover letter** into the box either by using the **"Browse"** button to find your cover letter file and **attach** it or copy-pasting your letter directly into the box. Next, answer all the questions. If your paper has **color figures**, please note that they will appear in final publication exactly as they were submitted in your final version. **There is no charge for color.** Please remember to fill out the Copyright form. [Copyright Form.pdf Read More ...](#)

* = Required Fields

Cover Letter

Write Cover Letter

0 OUT OF 32768 CHARACTERS

Upload Cover Letter

COVER LETTER

- If a cover letter is required, enter it using one of the following methods.
 - Enter it in the Write Cover Letter field. You may type or copy/paste into the Write cover letter field.
 - Upload a file. Click the **Select File** button to browse to your cover letter file. Then click the **Attach File** button.

ENTERING ARTICLE FUNDING INFORMATION

If configured on your site, you may see a section for funding information. You will be able to search for your Funding Institution(s) from a list and enter your Grant /Award Number(s). When, configured, you will be required to either select that the submission has no funders to report or add at least one funder to the submission.

Funding [Edit](#)
Is there funding to report for this submission?
☒ Yes ☐ No
Funders [Edit](#)

ACTIONS	FUNDER	GRANT / AWARD NUMBER
No Funders Entered		

Add Funder

Add Funder [Edit](#) ×

Name

Center for Environmental Journalism, University of Colorado Bx

Grant / Award Number

984/465

Remove

Add another grant/ award number

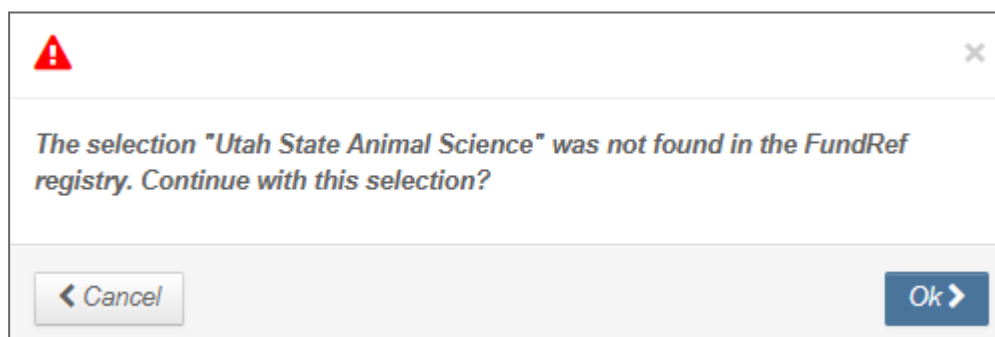
← Close

Clear

+ Add Funder →

2. If funding information is requested, complete the appropriate fields.

- When you type in the name of your funder the system displays potential matches from the registry. Select the organization from the list. If the organization you chose has a parent organization, that will be automatically entered in the Funder Name field and the organization you chose will be in the Sub-organization field.
- If no match is found, simply type the name of the funder into the Name field.
- Enter **the Grant/Award Number**.
- Click the **Add Funder** button to enter funder information.
- If you entered a new funder name, you will see the following message. Click **OK**.



3. The funder information displays.

Funders ⓘ		
ACTIONS	FUNDER	GRANT / AWARD NUMBER
Select ... ▼	National Entomological Association	123456789

CUSTOM QUESTIONS

The journal may have custom question you are required to complete as part of your submission. These will vary by site.

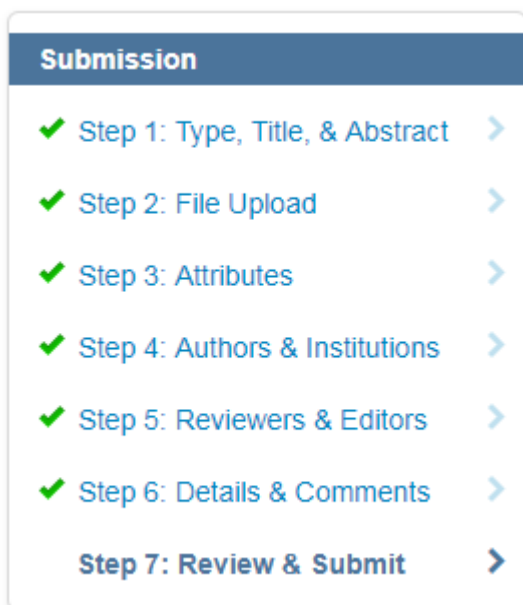
<i>Do you have any conflict of interest?</i>	
☐	Yes
☐	No
<i>If yes, please state:</i>	

4. When finished with the Details & Comments page, click **Save and Continue**.
5. Click **Save and Continue**.

Save & Continue >

STEP 7 – REVIEW & SUBMIT

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



You will see a message indicating that you are almost done. When you first enter this screen, the Submit button is not available. You must review your submission and view the proof before submitting.

You're almost done! Please view your proof below.

Step 7: Review & Submit

Review the information below for correctness and make changes as needed. After reviewing the manuscript proofs at the foot of this page, you **MUST CLICK 'SUBMIT'** to complete your submission. You will receive a confirmation by e-mail after the manuscript is submitted. *Please do not hesitate to contact our Editorial Office if you have any questions about your submission.*

*** = Required Fields**

Step 7: Review & Submit

Review the information below for correctness and make changes as needed. After reviewing the manuscript proofs at the foot of this page, you MUST CLICK 'SUBMIT' to complete your submission. You will receive a confirmation by e-mail after the manuscript is submitted.

Please do not hesitate to contact our Editorial Office if you have any questions about your submission.

* = Required Fields

* Verify Step Information

✓ Step 1: Type, Title, & Abstract

[✎ Edit](#)

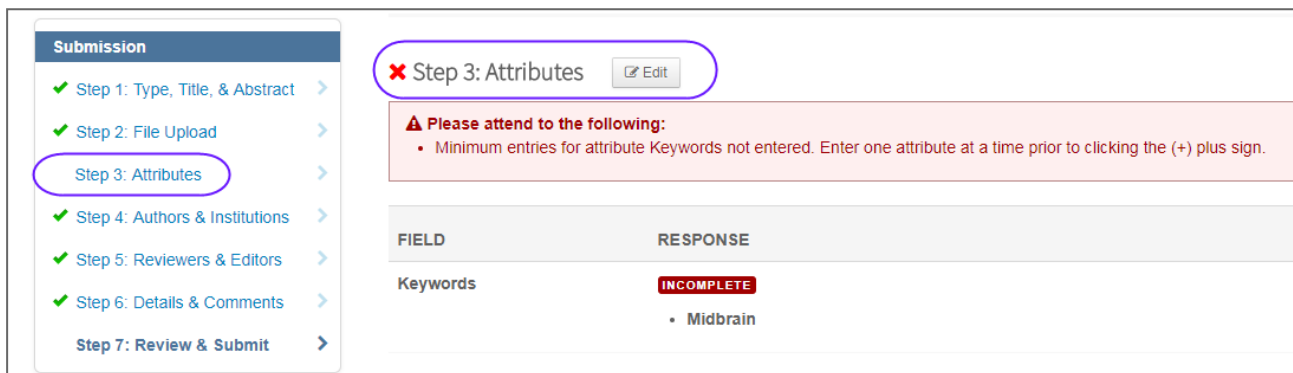
FIELD	RESPONSE
Manuscript Type	Original Article
Title	Effect of Climate Change on Butterfly Migration
Running Head	The Prevailing Winds
Abstract	Butterfly migration patterns have changed and this change is linked to changes in average temperatures and weather patterns.

✓ Step 2: Attributes

[✎ Edit](#)

FIELD	RESPONSE
Keywords	• Article • paper

1. Review each section carefully for accuracy and completeness.
2. If required fields have not been completed, you will receive an error at the top of the screen and the left menu will not display a green check next to the step.



Submission

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: File Upload >
- ✗ Step 3: Attributes > [Edit](#)
- ✓ Step 4: Authors & Institutions >
- ✓ Step 5: Reviewers & Editors >
- ✓ Step 6: Details & Comments >
- Step 7: Review & Submit >

✗ Step 3: Attributes [Edit](#)

⚠ Please attend to the following:

- Minimum entries for attribute Keywords not entered. Enter one attribute at a time prior to clicking the (+) plus sign.

FIELD	RESPONSE
Keywords	INCOMPLETE • Midbrain

3. You may return to any step to correct errors by clicking the Step number on the error message or on the left menu.
4. Review the HTML and/or PDF versions of your submission.

*** View Proof**

Processing Files. You may leave this page; the process will continue.

[Previous Step](#) [Submit](#)

*** View Proof**

You must view either the HTML or PDF proof before you can submit

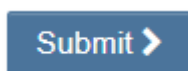
[✓ View HTML Proof](#)
[✓ View PDF Proof](#)
[View MedLine Proof](#)

[Previous Step](#) [Submit](#)

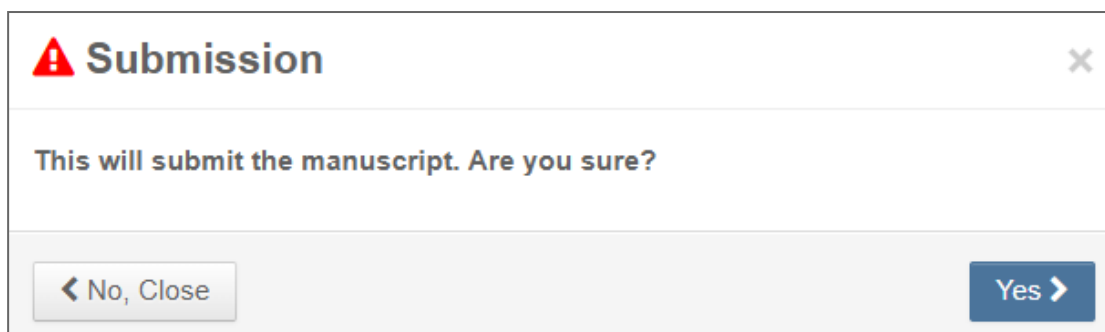
Note: The Submit button will not be active until you have viewed the proof and fixed all errors.

Note: If the journal requires payment at the time of submission, your next step will not be **Submit**. Click the **Continue to Payment** button and follow prompts for entering payment. If payment is only required after acceptance, you will be prompted to pay at a later time.

5. Click the **Submit** button.



6. Click **Yes** to confirm the submission.



7. You will receive a submission confirmation on the screen.

Submission Confirmation

[Print](#)

Thank you for your submission

Submitted to ScholarOne University Training Workflow 1

Manuscript ID MCU1-201803-0001-OA

Title The process of documentation

Authors Baker, Gwen
Bryant, Luke

Date Submitted 01-Mar-2018

[Author Dashboard >](#)

SUBMISSIONS USING OVERLEAF

Overleaf is a collaborative writing and publishing platform, which makes the process of writing, editing and publishing scientific documents quicker and easier. Your journal may have chosen to integrate Overleaf with *ScholarOne Manuscripts™*.

The Overleaf integration will allow you include files created with Overleaf directly in your submission. You will follow the same steps as described in earlier sections of this guide to complete all other required submission information.

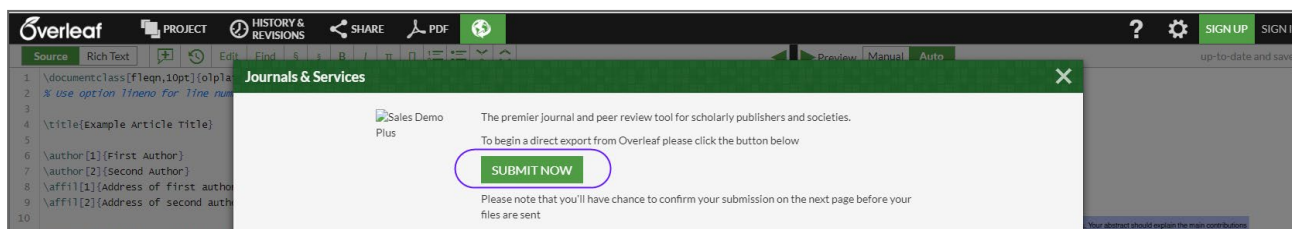
CREATING AN OVERLEAF SUBMISSION

There are two ways to begin an Overleaf submission. You may find a link to Overleaf directly from the Journal's web site, or you may select connect to Overleaf from *ScholarOne Manuscripts™* Author Dashboard.

Start New Submission

METHOD	DESCRIPTION	START
Traditional Submission	Traditional submission allows you to upload files that were created from many sources.	Begin Submission
	EndNote is the industry standard software tool for publishing and managing bibliographies, citations and references on the Windows and Macintosh desktop.	Begin EndNote Submission
	Overleaf is the new, award winning, cloud-based collaborative writing and publishing platform, which makes the process of writing documents quicker and easier. Using this button will ensure that your Overleaf files are associated with this submission, making navigation between sites much easier.	Begin on Overleaf.com 

You will be logged out of *ScholarOne Manuscripts™* and will log into Overleaf. Once in Overleaf create your submission using that tool. When ready to submit it to *ScholarOne Manuscripts™*, click the **Next Step: Submit to Journal** link.



After using the **Next Step: Submit to Journal** link on Overleaf, log in to ScholarOne Manuscripts™. Files are automatically imported into the ScholarOne submission and can be found on the File Upload step. They are indicated by the Overleaf logo.

Files 					
56 OUT OF 97.6 MB					
ORDER	ACTIONS	FILE	DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select ...	safetylog2000-2014.doc 1 KB	Supplemental file for Review	26-Mar-2016	John Smith
2	Select ... Edit on Overleaf.com 	 patient safety and quality of care by the usability of electronic health record df 40 KB	Main Document	27-Mar-2016	John Smith
3	Select ...	 Enhancing patient safety and quality.zip 314 KB	Supplemental file Not for Review	27-Mar-2016	John Smith
 Update Order  View PDF Proof  View HTML Proof					

If you need to edit your work, you can use the convenient **Edit on Overleaf.com** link in the Actions column to go directly into your project on Overleaf and start editing. When edits are complete, simply use the **Next Step: Submit to Journal** link again to import and overwrite the files in *ScholarOne Manuscripts*, keeping them in sync and up-to-date.

OVERLEAF FILE UPLOAD

If an Author or Admin removes the Overleaf files, the Author (or *OverLeaf account holder*) has two ways to get the files back into the submission on ScholarOne:

1. The first method is by clicking on one of two links that will take them directly into the corresponding project on Overleaf.
 - a. One of these links will appear underneath the Files table when all Overleaf files have been removed.
 - b. Link will appear as a “Tip” in the Overleaf file upload section.
2. The new Overleaf file upload section will appear when there are or have been files associated with Overleaf in the submission. While going to the project on Overleaf.com directly will ensure synchronicity between platforms, this section offers an alternative by allowing Authors to upload Overleaf files that are stored on their computer. Uploading them in this section ensures the Overleaf files are processed properly.


Overleaf

Upload Overleaf Files from Your Computer [Edit](#)

💡 **Tip:** Import the latest version of your Overleaf files: [Go to this project on Overleaf.com](#) and click [Submit](#)

SELECTION	DESIGNATION SET BY SITE
 Select Overleaf .PDF File ... None selected	Main Document
 Select Overleaf .ZIP File ... None selected	Supplemental file not for review

 Upload Selected Overleaf Files

OPEN ACCESS SUBMISSIONS

The journal you are submitting to may have a listing for fees associated with certain types of submissions that will be charged for Open Access.

Submission
Step 1: Type, Title, & Abstract >
Step 2: File Upload >
Step 3: Attributes >
Step 4: Authors & Institutions >
Step 5: Reviewers & Editors >
Step 6: Details & Comments >
Step 7: Review & Submit >

Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue."

- Please note that you must agree to pay the compulsory OPEN ACCESS FEES when billed.
- OPEN ACCESS FEES are \$1,100 for 1-5 pages; \$2,200 for 5-12 pages; + \$100/page for each additional page.
- Color figures are subject to an additional fee for the inclusion of color figures in any final version of your manuscript.

[Read More ...](#)

* = Required Fields

* Type: Edit

CHOICE	TYPE	FEE
☐	Original Article	USD 105.00
☐	Letter to the Editor	USD 105.00
☐	Review (invited)	USD 105.00
☐	Review (unsolicited)	USD 105.00

For journals where all manuscripts are published under Open Access, you may be asked to agree to Open Access publication.

Submission

✓ Step 1: Type, Title, & Abstract >

✓ Step 2: File Upload >

✓ Step 3: Attributes >

✓ Step 4: Authors & Institutions >

✓ Step 5: Reviewers >

✓ Step 6: Details & Comments >

Step 7: Review & Submit >

✓ ***** Confirm that all the research meets the ethical guidelines, including adherence

✓ ***** Confirm that you have prepared a complete text minus the title page, acknowledgements, to allow blinded review.

Conflict of Interest

***** Do you have any conflict of interest?

Yes

✓ No

If so, please state:

***** View Proof

You must view the PDF proof before you can submit

View HTML Proof

View PDF Proof

View MedLine Proof

***** Confirm Open Access Publishing

***** ☐ I agree to Open Access publication of this submission.

Journals may give you the option of several publication methods. Select your publishing preference.

Manuscript Submission

✓ Step 1: Type, Title, & Abstract >

✓ Step 2: File Upload >

✓ Step 3: Attributes >

✓ Step 4: Authors & Institutions >

✓ Step 5: Reviewers & Editors >

✓ Step 6: Details & Comments >

Step 7: Review & Submit >

No

Twitter Message

Would you like to provide a Twitter message which could be used to promote this article in the event it

* View Proof

You must view both the HTML and PDF proof before you can submit

View HTML Proof View PDF Proof View MedLine Proof

* Publishing Preference

* Publish this submission as:

☐ Open Access
 ☒ Traditional

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 display information on the right, click **Create a Revision** 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.

Author Dashboard

- 1 Submitted Manuscripts >
- 2 **Manuscripts with Decisions** >
- 3 Manuscripts I Have Co-Authored >
- 1 Manuscripts Awaiting Revision >
- Start New Submission >
- 5 Most Recent E-mails >
- English Language Editing Service >

Manuscripts with Decisions

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
create a revision	ADM: Baker, Gwen	MCU1-201709-0005-OA	Core Business Values in 2017 View Submission	01-Sep-2017	01-Mar-2018
	- Major Revision (01-Mar-2018) - Due on: 31-Mar-2018				
	view decision letter				

If you have already started a revision, the revision is now located in the **Revised Manuscripts in Draft** queue. Select this queue and click **Continue** to finish your revised submission.

Author Dashboard

- 1 **Revised Manuscripts in Draft** >
- 1 Submitted Manuscripts >
- 2 Manuscripts with Decisions >
- 3 Manuscripts I Have Co-Authored >
- Start New Submission >
- 5 Most Recent E-mails >
- English Language Editing Service >

Revised Manuscripts in Draft

CONTINUE	ID	TITLE	CREATED	DELETE
Continue	Draft (MCU1-201709-0005-OA.R1)	Core Business Values in 2017 View Submission	01-Mar-2018 Due on: 31-Mar-2018	Delete

MANUSCRIPT TRANSFER

The ability to transfer submitted manuscripts between journals on ScholarOne is a valuable feature which publishers are using more and more frequently to make sure each journal reviews and publishes articles well-aligned with their scope.

JOURNALS OFFERING CHOICE OF TRANSFER DESTINATION

If your submission is selected for transfer, you will receive an email notification with a link to accept review the transfer options. Without having to log-in, select the link. You will be shown the transfer options along with a final option to decline transfer of the paper. A refusal of the transfer will result in a final reject of the manuscript on the site to which it was originally submitted.

You may also access manuscripts that have been offered a transfer through the Author Center dashboard in the **Manuscripts Awaiting Approval to Transfer** queue. Select View Transfer Options to see that journal(s) that you may choose to transfer to.

Author Dashboard

- 1 Unsubmitted and Manuscripts in Draft
- 2 Submitted Manuscripts
- 1 Manuscripts with Decisions
- 8 Manuscripts I Have Co-Authored
- 2 Invited Manuscripts
- 1 Manuscripts Awaiting Approval to Transfer**
- Start New Submission
- 5 Most Recent E-mails
- English Language Editing Service

Manuscripts Awaiting Approval to Transfer

Due on 07-Jul-2018

ACTION	ID	TITLE	DATE APPROVAL REQUESTED
View Transfer Options	WRK4-2009-11-0048	quick test for deletion after View Submission	08-May-2018

Select a journal destination, or choose to decline transfer, then click **Submit my Choice**.

Select a Transfer Destination

×

Please review the transfer options below for your manuscript, Estrogen controls PKC-dependent mechanical hyperalgesia through direct action on nociceptive neurons , and select your desired choice.

☒ Sales Demo Workflow 0

☐ Sales Demo Workflow 1

☐ Sales Demo Workflow 4

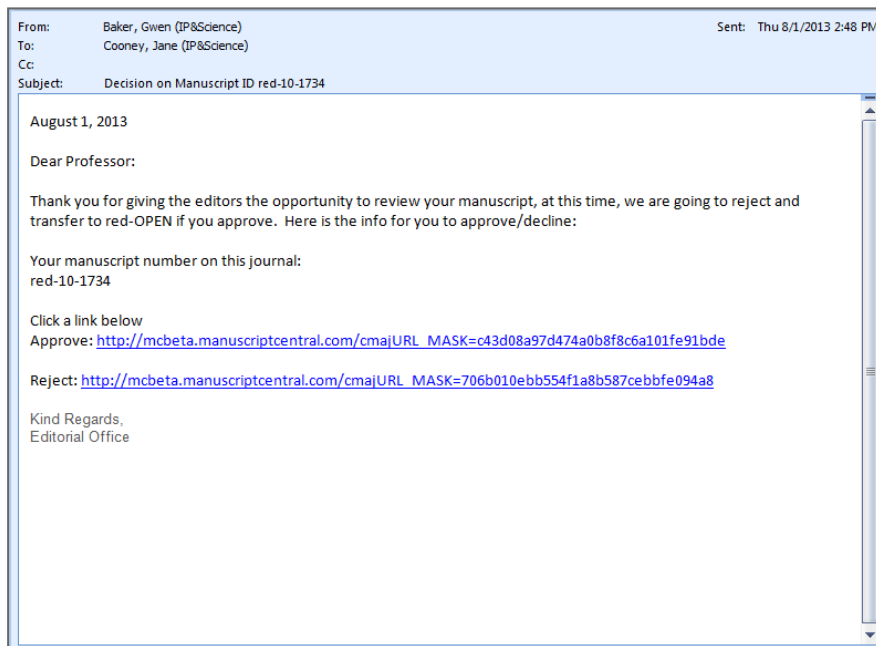
☐ Decline offer for manuscript transfer

Cancel

Submit My Choice

JOURNALS OFFERING A SINGLE TRANSFER OPTION

If your submission is selected for transfer, you will receive an email notification with a link to accept or reject the transfer. Without having to log-in, click either the **Approve** or **Reject** link.



You may also access manuscripts that have been offered a transfer through the Author Center dashboard in the **Manuscripts Awaiting Approval to Transfer** queue. Click Approve or Reject.

Author Dashboard

- 1 Unsubmitted and Manuscripts in Draft
- 1 Revised Manuscripts in Draft
- 4 Submitted Manuscripts
- 7 Manuscripts with Decisions
- 1 Manuscripts I Have Co-Authored
- 1 Manuscripts Awaiting Approval to Transfer

Manuscripts Awaiting Approval to Transfer

Due on 20-May-2018

ACTION	ID	TITLE	DATE APPROVAL REQUESTED
☒ Approve ☐ Reject	WRK4-17-Jun-0005	The deconstruction of the metaphysical protocomposite: a didactic approach View Submission	20-Mar-2018

PREPARING FILES FOR SUCCESSFUL CONVERSION TO PDF AND HTML

This section will assist authors in preparing and uploading their submission files so that they successfully convert to PDF and HTML and are easily viewed in the corresponding proofs.

SUPPORTED FILE TYPES

The files below are supported by **ScholarOne Manuscripts** and can be converted to PDF and HTML. Other files may be accepted for submissions and reviews, but may not convert successfully.

- doc, docx
- ppt, pptx
- xls, xlsx
- htm
- txt
- wpd
- pdf
- ai
- cgm
- dicom
- eps
- fig
- fits
- gif
- jpg, jpeg
- png
- ps
- tif, tiff
- xwd

Note: Acceptable file formats are determined by each journal. *ScholarOne Manuscripts* will warn you if the file format is unacceptable at the time of upload, before it enters the peer review process.

HOW OUR FILE CONVERSION SYSTEM WORKS

When you upload a file, it is saved to a temporary folder on our application server and scanned for viruses. If the file passes the scan it is placed on our production file system.

If the file to be used is to be converted to PDF such as a main document or a title page, it is sent to the document conversion server and is converted to PDF format. If the file needs to be converted to HTML or XML, it is first converted by Microsoft Word 2010 and then saved as HTML or XML as needed.

If images are uploaded they are sent to our image converter where they are converted to both HTML and PDF.

All files that have been successfully converted will have copies of their files in different formats or what we call renditions and they are assembled together to create a single PDF and HTML proof.

PREPARING YOUR FILES

Follow the checklists below to ensure that your files will properly convert to HTML and PDF.

- ☐ File names do not include special characters (non ASCII)
- ☐ File names are less than 200 characters long
- ☐ File names follow the format "name.extension", i.e. "mymanuscript.doc"

Documents

- ☐ Embed fonts
- ☐ Remove macros
- ☐ Remove local hyperlinks

- ☐ Embed Images and verify there are less than 100 embedded images in the file
- ☐ Remove Field Codes (placeholders in Microsoft Word for data that might change in a document)
- ☐ Verify your spreadsheet files only have single tab

Images

- ☐ Remove thumbnails from image files
- ☐ Verify your images are in single, flattened layer (e.g. no multi-pages TIFs)

UPLOADING YOUR FILES

To upload your files, follow these steps:

8. Proceed to the **File Upload** step of your submission.
9. Click the **Select File 1...** button under the **File Upload** section.
10. Browse for the file you would like to upload on your computer.
11. Select the **File Designation** that matches your file closest.

Submission

Step 1: Type, Title, & Abstract >
Step 2: Attributes >
Step 3: Authors & Institutions >
Step 4: Reviewers & Editors >
Step 5: Details & Comments >
Step 6: File Upload >
Step 7: Review & Submit >

Step 6: File Upload

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save and Continue."

Please specify a File Designation that best describes each file you upload. The main body of your manuscript should be designated as a Main Document. Files that are part of a TeX/LaTeX document should be designated as a "TeX/LaTeX Suppl File." [Read More ...](#)

* = Required Fields

Files [Edit](#)

0.00 OUT OF 488.28 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					

Update Order

File Upload [Edit](#)

SELECTION	FILE DESIGNATION
  Select File 1 ...	Choose File Designation ... Choose File Designation ... Figure Image Main Document Supplementary File Table TeX/LaTeX Suppl File Text
 Select File 2 ...	
 Select File 3 ...	

Upload Selected Files

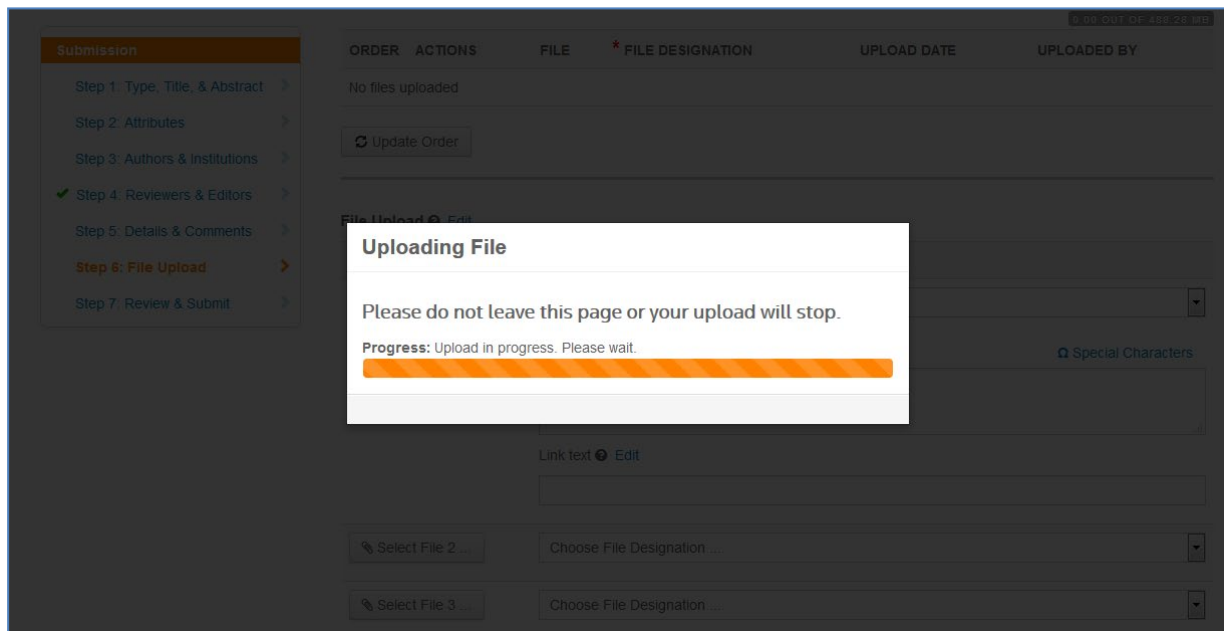
12. If desired, add a **Caption / Legend** and/or **Link text**. The **Caption / Legend** will show on the proofs under each image file uploaded. The **Link text** will link the uploaded image to your document in the HTML proof where the link text matches.

Note: Only image files (jpg, tif, gif, etc.) will display the text added to the **Caption / Legend** option in the PDF proof.

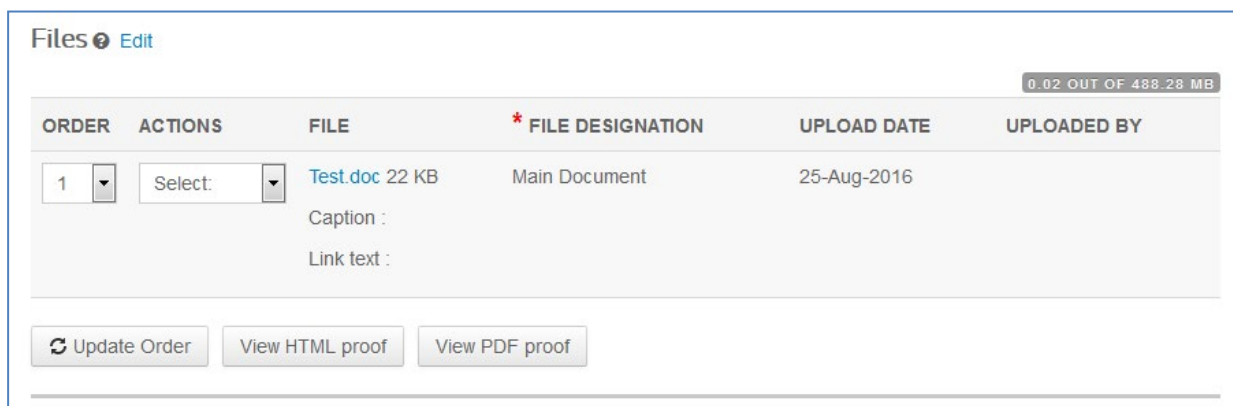
13. Repeat above steps for the remaining files.

Tip: You can upload as many files at a single time as there are available slots. The number of slots is not the limit of the number of files you may upload to your submission.

7. Click **Upload Selected Files**.



Once the file upload has completed, you will see your files listed under the **Files** section.



Tip: Some journals enforce a limit for the file size of all files uploaded to a single submission. You can see if there is a limit at the upper-right of the **Files** section.

- To edit the file information, click on **Edit** under the **ACTIONS** column.
- To delete the file, click on **Remove...** under the **ACTIONS** column.

- To change the file order, update the number(s) in the **ORDER** menu then click on **Update Order**. The order of your files here will determine the order of the files in the HTML and PDF proofs.
- To view your current HTML proof, click on **View HTML Proof**.
- To view your current PDF proof, click on **View PDF Proof**.

TROUBLESHOOTING

Below are some common questions and resolutions to file upload and conversion difficulties.

How can I increase the quality of images in my proof?

There are many factors that contribute to the quality of an image. However, there are some general guidelines you can follow for making better quality images:

- Crop the image to avoid white space
- Adjust the image size
- Adjust the image resolution (DPI)

Why is a file not included in the PDF/HTML proofs?

Some file designations are set up in the background to not be included in the PDF or HTML proofs. If you would like a specific file to be included in the proofs, we recommend deleting the file and re-uploading the file with a different **File Designation** selected.

My PDF file did not convert. What can I do to fix this?

ScholarOne Manuscripts does not support PDF files that were created using Quartz or GhostScript PDF Writer. In order to create a PDF file that will convert, you will need to resave the file using Adobe® Acrobat® or Adobe® Reader®.

Why does the PDF show MY FILE in Portrait Layout When it was Saved as Landscape Layout?

Make sure that all pages in your file have the page orientation and margins set to landscape.

Why are my images showing in the PDF Proof But Not the HTML Proof?

If you find that only part of the HTML proof loads, it may be because you used similar text in the **Link text** for your image files. To verify this, click on **Edit** under the **ACTIONS** column beside the image files. If you compare **Link text** across your image files find that some share the same text or parts of the same text, this can cause the HTML proof to not render properly. For example, if you have "Figure 1" and "Fig 1" in two separate files, it will cause this issue. Rename your **Link text** in your image files to correct the display of the HTML.

Why did I receive the error "Unable to download file. File not found on server" when trying to view my HTML Proof?

This error occurs when parentheses, quotations, apostrophes or < > are used in the **Link text** for images or figures. Remove these from the **Link text** to fix the error and to load the full HTML proof.

What is the file size limit for a single file?

ScholarOne Manuscripts only allows an individual file size limit of 350Mb, but the total file size limit for all uploaded files on a single submission is noted at the **File Upload** step of the manuscript submission process to the right of the **Files** section. The limit varies across journals based on the preference of the Editorial Office. If the total file size limit has been exceeded, an error will be displayed. You will need to reduce the total size of your files in order to submit your manuscript.

How can I make My TIF FILES smaller in size without reducing the quality?

Images that are greater than 40 megapixels (length in pixels multiplied by height in pixels) can be uploaded, but will not be successfully converted by the image converters in the system. It is recommended that LZW compression be used for large TIF/TIFF files in order to reduce the overall file size without harming the quality of the file.

Note: This fix will only work for individual image files. If the TIF/TIFF files are embedded in a document, they cannot be compressed or the document file will fail to convert.

There are sections in the HTML proof where the font size and/or style is different from the rest of the text. HOW can I fix this?

If text that is appearing normally in your document and in the PDF proof, but the text is displaying differently in places in the HTML proof, Microsoft Word is applying Heading styles to your document text. Some of these styles are also used to format text when it is displayed on an HTML page. When your file is converted to HTML, your browser automatically applies text and paragraph formatting that might vary from how it appears in Microsoft Word or in the PDF proof. You can correct the text display by modifying the style setting for the affected text in your document and then re-uploading the file.

LATEX FILES TO PDF

This section will assist authors in preparing and uploading their submission files created with LaTeX so that they successfully convert to PDF and are easily viewed in the corresponding proof.

ScholarOne Manuscripts does not create HTML proofs from LaTeX files.

If the particular journal is not set up to convert LaTeX files to PDF, then the author may be permitted by the journal to upload a PDF file generated from their LaTeX files and may upload their LaTeX files as supplemental files for publication.

PREPARING YOUR FILES

Follow the checklist below to ensure that your LaTeX files will properly convert to PDF.

- ☐ Files were generated using **pdfTeX** Version 3.1415926-2.4-1.40.13, **TeXLive** 2012 or earlier versions.
- ☐ Verify your images, graphs, drawings or tables are in any of these formats: gif, jpg, png, ps, eps, pdf
- ☐ All supplemental LaTeX files such as classes/styles, reference files, and bibliographies are referenced properly in the main document. Verify that they are referenced and uploaded with exactly same name and capitalization.
- ☐ Verify your images are in single, flattened layer.
- ☐ The commands to include your images in the LaTeX (.tex) main document do not begin with dots or slashes before the image name. For example, the correct command would be "`\includegraphics[xxx]{fig1.eps}`" instead of "`\includegraphics[xxx]{./fig1.eps}`". It is recommended that all of your LaTeX-related files are created and saved in a single folder.

UPLOADING YOUR FILES

Tip: You can tell if the journal you are submitting to supports LaTeX files by checking the **File Designation** menu on the **File Upload** submission step. There will be a File Designation that includes the text **TeX/LaTeX Suppl File**.

To upload your files on journals that convert LaTeX files to PDF, follow these steps:

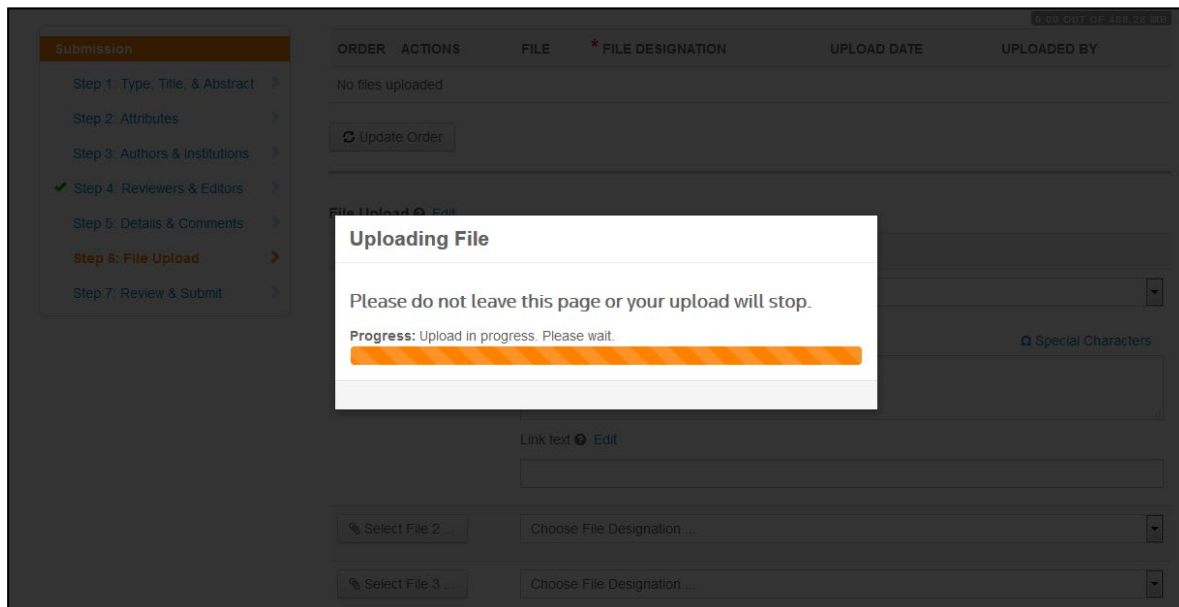
1. Proceed to the **File Upload** step of your submission.
2. Click the **Select File 1...** button under the **File Upload** section.
3. Browse for the LaTeX (.tex) main document file on your computer.
4. Select the main document-related **File Designation**.

Note: The journal will most likely include the best File Designation to select for your LaTeX (.tex) main document file in the Instructions on the File Upload step.

5. Click the **Select File 2...** button under the **File Upload** section.
6. Browse for one of the LaTeX Supplementary files.
7. Select the TeX/LaTeX Suppl File (or similarly named) **File Designation**.
8. Repeat Steps 6-7 for the remaining available file upload slots.

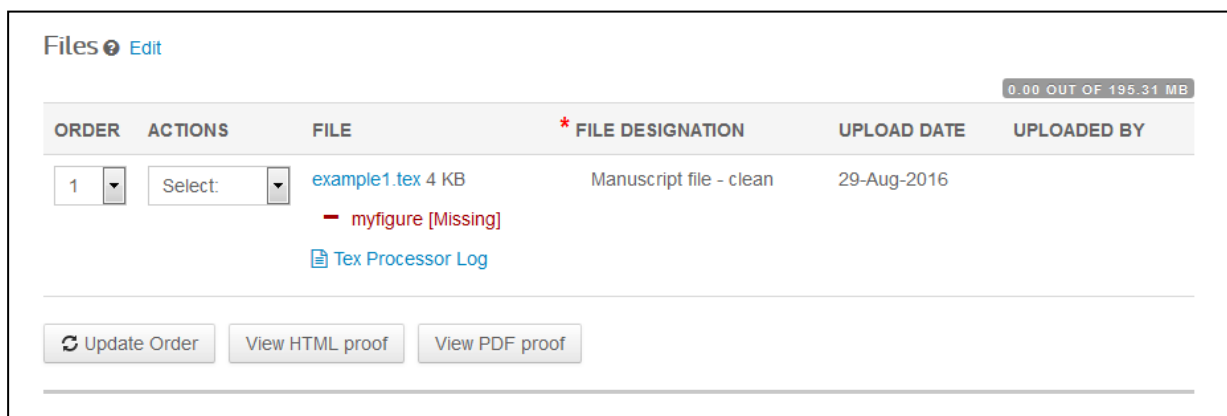
Tip: You can upload as many files at a single time as there are available slots. The number of slots is not the limit of the number of files you may upload to your submission.

9. Click **Upload Selected Files**.



Once the file upload has completed, you will see your files listed under the **Files** section.

10. Upload the remaining files as displayed in red with the text **[Missing]**, as listed under the main document.



If all of the referenced files have been uploaded, you will see a green checkmark beside **Step 6: File Upload** on the **Submission** side menu and the PDF should render correctly.

Submission

Step 1: Type, Title, & Abstract >

Step 2: Attributes >

Step 3: Authors & Institutions >

Step 4: Reviewers & Editors >

Step 5: Details & Comments >

Step 6: File Upload >

Step 7: Review & Submit >

Files [Edit](#)

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ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select: Remove...	example1.tex 4 KB ▶ myfigure.eps Tex Processor Log	Manuscript file - clean	29-Aug-2016	
	Select: Remove...	myfigure.eps 8 KB	TeX/LaTeX Suppl File	29-Aug-2016	

File Upload [Edit](#)

SELECTION	FILE DESIGNATION
Select File 1 ...	Choose File Designation ... Remove...
Select File 2 ...	Choose File Designation ... Remove...
Select File 3 ...	Choose File Designation ... Remove...
Select File 4 ...	Choose File Designation ... Remove...
Select File 5 ...	Choose File Designation ... Remove...

- To view the **TeX Processor Log**, click the link with the same name under the main document. This will include any errors in your main document or supplemental files.
- To delete a file, click on **Remove...** under the **ACTIONS** column.
- To view your current PDF proof, click on **View PDF Proof**.

TROUBLESHOOTING

Below are some common questions and resolutions to LaTeX file upload and conversion difficulties.

Why is it that after I upload a new LaTeX main document the files fail to convert to PDF?

If any changes are made to the LaTeX main document after all of the supporting files have been uploaded, all files will have to be removed and re-uploaded.

I have checked the TeX Processor Log but my files will still not convert. Where can I go for additional assistance?

If you have checked the LaTeX processing errors under the TeX Processor Log link and are unable to fully understand the error message(s), please navigate to the following page for additional assistance: <http://www.tex.ac.uk/>

I am unable to get my DVI file to convert when it is uploaded. What can I do?

ScholarOne Manuscripts cannot guarantee the conversion of DVI files. If you cannot get your DVI file(s) to convert, upload your TeX/LaTeX supplementary files for PDF conversion instead.

A "Type 3 font error" message is displayed when I attempt to generate the PDF proof. How do I fix this?

There are two main causes of the "Type 3 Font Error" message you received after you uploaded your LaTeX files:

1. One or more classes/styles are missing.

The ScholarOne file converters are pre-loaded with many basic LaTeX packages, however new or specialized packages may not be included. To resolve, upload all style sheets and class files referenced in the LaTeX (.tex) main document.

2. Your are using bitmap (raster) fonts.

To resolve, you will need to update your LaTeX (.tex) main document so that it uses vector fonts.

My LaTeX (.tex) main document successfully uploaded but it appears in red at the File Upload step, along with the error message "Unable to convert file.". How do I fix this?

This issue most often occurs when there is an incompatibility or other issue with the .bib or .bst file. To resolve the error, delete the uploaded .bib or .bst file, incorporate the contents (copy/paste) of the .bbl file generated in the LaTeX run into the LaTeX (.tex) main document, and then comment out the reference in the LaTeX (.tex) main document to the separate .bib and/or .bst file.

MY PDF proof is truncated. Why?

This issue most often occurs when an image in a figure file is not a flattened image. To resolve this, make a note of where the truncation occurs in the proof, which will likely be immediately prior to the reference to the affected figure file. Open the figure file in an image editor, flatten the image by removing or combining the multiple layers, and re-save it. On the **File Upload** step, delete the previous figure file and upload the new flattened version.

Why are the supplemental LaTeX figures showing as uploaded BUT they are noted as missing?

When saving your LaTeX files, you may have subfolders on your computer for images that were not uploaded. The figure files are pointed to those subfolders in the LaTeX (.tex) main document. If you repoint the figure files(s) in the LaTeX (.tex) main document and then re-upload them, this should resolve the issue. Alternatively, you can save all of your LaTeX files, including your figures, into a single folder and then re-upload them to ***ScholarOne Manuscripts***.

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