



ScholarOne Manuscripts™

# Author User Guide

1-May-2018

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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.

ScholarOne Manuscripts™

Instructions & Forms Help

Log In Reset Password **Create An Account**

**Log In**

Journal

Select...

User ID

Password

[Reset Password](#)

**Log In** **Create An Account**

**Welcome to the submission site for**  
ScholarOne University Training Sites

To begin, log in with your user ID and password.

If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen.

**Resources**

- [User Tutorials](#)
- [Instructions & Forms](#)
- [Help / Site Support](#)

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**  Next

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**  Special Characters

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.

The screenshot shows the ORCID website interface. At the top left is the ORCID logo with the tagline "Connecting Research and Researchers". Below the logo are two main sections: "SIGN IN" and "DON'T HAVE AN ID? REGISTER".

**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.

The screenshot shows the ORCID authorization screen. At the top left is the ORCID logo with the tagline "Connecting Research and Researchers". Below the logo is the heading "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.

## 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?

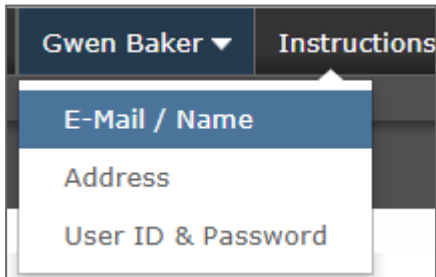
If you know you have an account but have forgotten your password, use the **Reset Password** link. This will open a new window for you to type in your email address and click **Send Reset Link**. The system will email you a link to reset your password. Please be sure to check your spam folder as our email is sometimes treated as spam.

The screenshot displays the 'Log In' interface and an overlaid 'Reset Password' modal. The 'Log In' form includes a 'Journal' dropdown menu set to 'ScholarOne University Training Workflow 1', and input fields for 'User ID' and 'Password'. A 'Reset Password' link is highlighted with a red circle, and a 'Log In' button is at the bottom. The 'Reset Password' modal, titled 'Reset Password', contains a legend '\* = Required Fields' and a section '\* Your Primary E-mail For This Site' with an input field containing 'email@example.com'. At the bottom of the modal are 'Cancel' and 'Send Reset Link >' buttons, with the latter highlighted by a red circle.

## HEADER RESOURCES

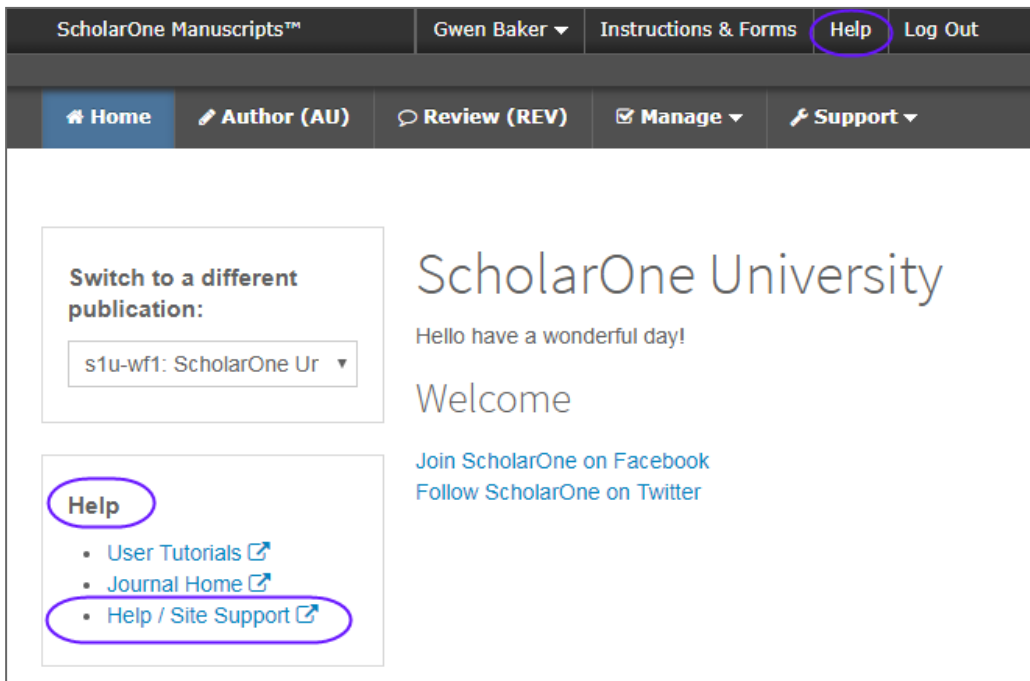
### MAINTAINING YOUR ACCOUNT

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



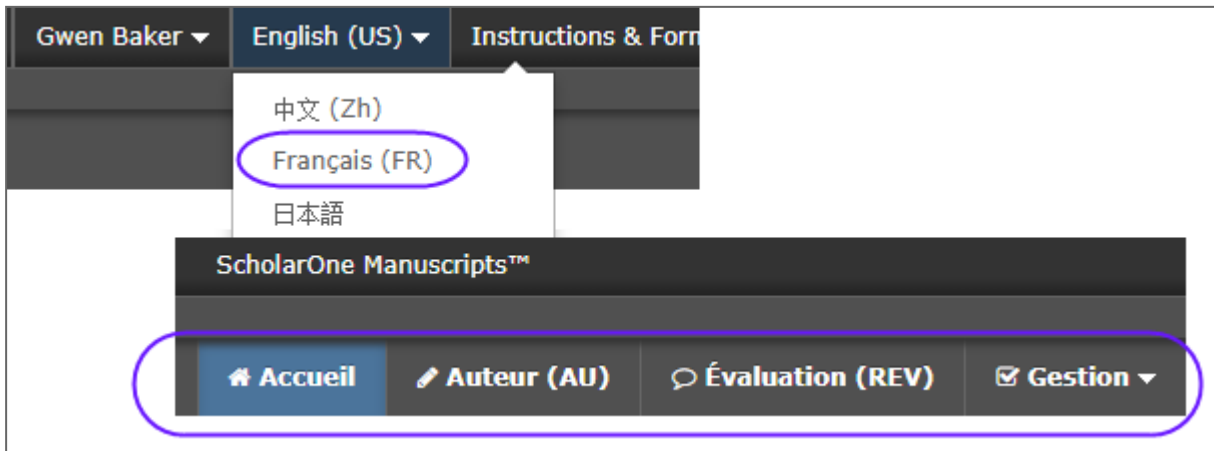
### HELP DOCUMENTATION

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.



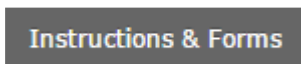
---

**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**

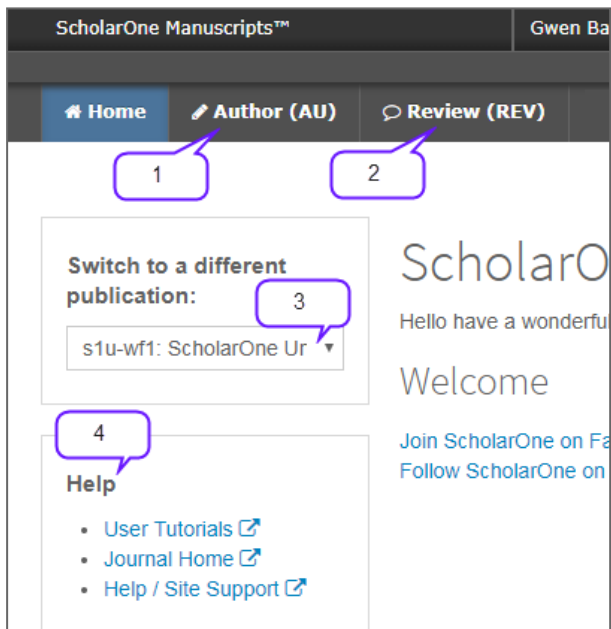
- [User Tutorials](#)
- [Journal Home](#)
- [Help / Site Support](#)

# 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

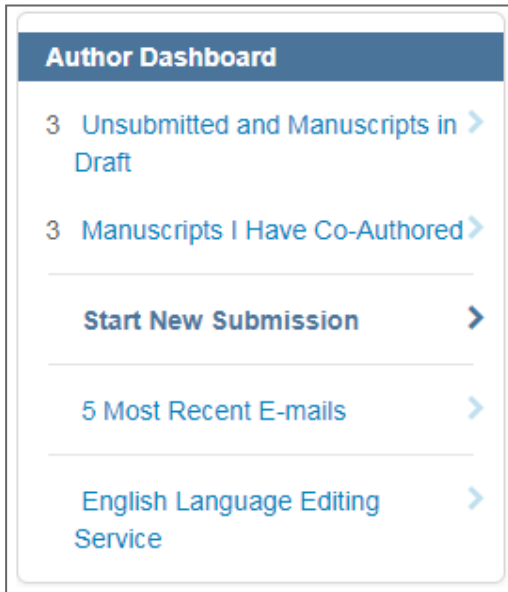
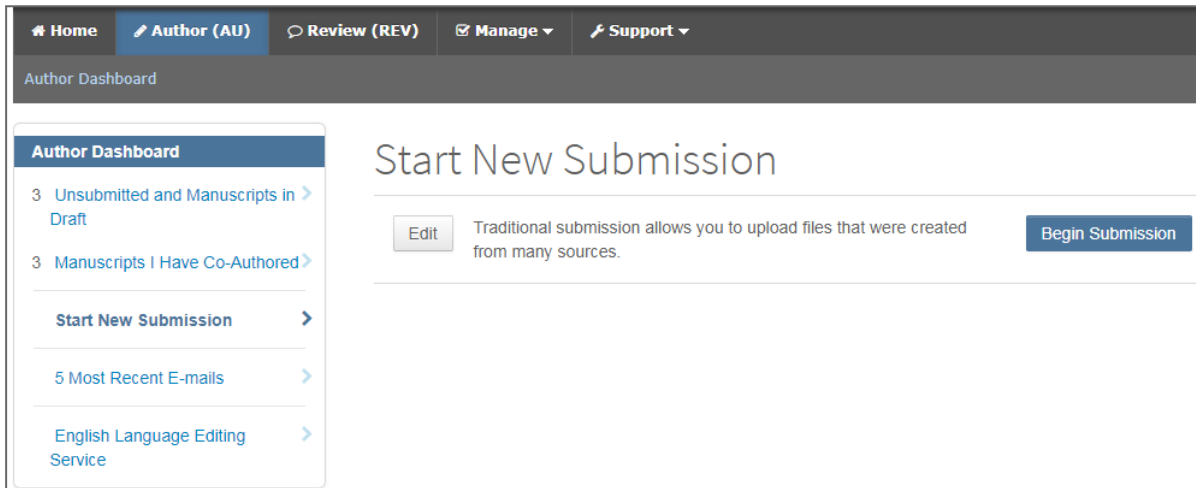
1. Author Center
2. Reviewer Center

### 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.



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**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.
Preview	Click to see a preview of the entered text
Ω Special Characters	Click to add special characters and formatting to the text
0 OUT OF 50 WORDS 0 OUT OF 50 CHARACTERS	Word or character counts display for each text field. The counts update as you type.
+ Add from List	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
<input type="radio"/>	Invited Review	
<input type="radio"/>	Book Review	
<input type="radio"/>	Original Article	An article describing original research.
<input type="radio"/>	Letter to the Editor	A topical letter to our editorial staff intended for publication.

**\* Title** ⓘ

0 OUT OF 50 WORDS

**\* Running Head** ⓘ

0 OUT OF 50 CHARACTERS

**\* Abstract** ⓘ

**Write or Paste Abstract**

0 OUT OF 200 WORDS

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.




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

---

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

 **Upload Selected Files**

- 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
<div>  Update Order            View HTML proof            View PDF proof         </div>					

- 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**.

**Save & 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 'Edit File Details' modal in the ScholarOne Manuscripts interface. The modal is open over a table of files. The table has columns: ORDER, ACTIONS, FILE, and FILE DESIGNATION. The second row shows a file named 'Einstein.jpg' (74 KB, 540 x 960 px) with a designation of 'Figure'. The 'ACTIONS' column for this row has a dropdown menu with options: 'Select', 'Edit', and 'Remove'. The 'Edit' option is highlighted with a blue circle. The 'Edit File Details' modal is titled 'Edit File Details' and contains the following information:




- Edit File Details:** Einstein.jpg, 74 KB, 540 x 960 px
- Designation:** Figure
- Caption / Legend:** A text input field containing 'Figure 1'. There is an 'Edit' link and a 'Special Characters' icon.
- Link text:** A text input field containing 'Figure 1'. There is an 'Edit' link.

At the bottom of the modal are 'Cancel' and 'Save Changes' buttons.

## 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
 <b>Gwen_Test.zip</b>  Remove	* Main Document
<input checked="" type="checkbox"/> Extract files on upload	
 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: <b>Edit</b> Remove	<a href="#">conc.tex</a> 1 KB	Main Document	01-Mar-2018	Gwen Baker
2 ▼		<a href="#">intro.tex</a> 1 KB	Main Document	01-Mar-2018	Gwen Baker
3 ▼	Select: ▼	<a href="#">maxround.ps</a> 12 KB	Main Document	01-Mar-2018	Gwen Baker
4 ▼	Select: ▼	<a href="#">meat.tex</a> 1 KB	Main Document	01-Mar-2018	Gwen Baker
5 ▼	Select: ▼	<a href="#">paper.tex</a> 1 KB	Main Document	01-Mar-2018	Gwen Baker
6 ▼	Select: ▼	<a href="#">bib.bib</a> 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 <a href="#">Edit</a>	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**

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**\* Keywords ⓘ**

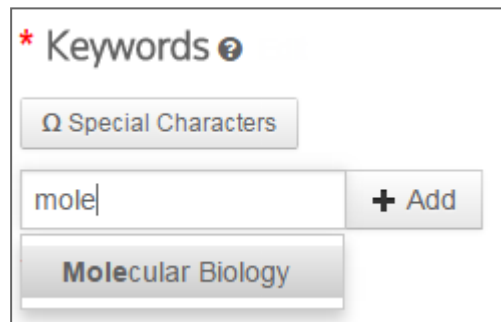
**- Hide Full List**

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.

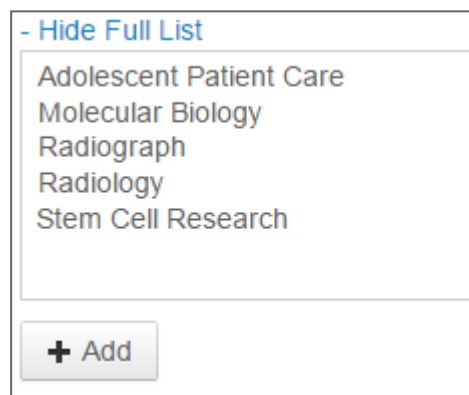
b. Select from the list

- Click **Show Full List**



+ Show Full List

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



- Hide Full List

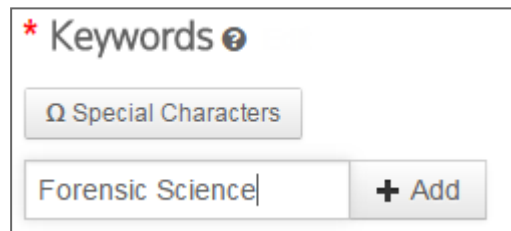
Adolescent Patient Care  
Molecular Biology  
Radiograph  
Radiology  
Stem Cell Research

+ 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.



\* Keywords ⓘ

Ω Special Characters

Forensic Science + Add

- 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.

The screenshot shows the 'Create New Author' form. The 'Institution 1' section is active, displaying a dropdown menu for the 'Institution' field. The dropdown list shows search results for 'centers for di', including 'Centers for Disease Control and Prevention' (Atlanta, GA, 30329-4018, US), 'San Diego Continuing Education' (San Diego Centers for Education and Technology) (San Diego, CA, 92113-1915, US), 'Centers for Disease Control and Prevention Office of Infectious Diseases' (Atlanta, GA, 30329-4018, US), 'Centers for Disease Control and Prevention Center for Global Health' (Atlanta, GA, 30333, US), 'Centers for Disease Control' (Taipei, 10050, TW), and 'Beijing Centers for Disease Control and Prevention'.

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.
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... ▼	<b>Baker, Gwen</b> (Corresponding Author) <a href="mailto:Gwen.Baker@thomsonreuters.com">Gwen.Baker@thomsonreuters.com</a>	1. ScholarOne, Client Management 375 Greenbrier Drive Charlottesville, VA, USA 22901 555  2. USA
 Drag	2 ▼	Select... ▼	<b>Bryant, Luke</b> <a href="mailto:luke@test.demo">luke@test.demo</a>	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... ▼	<b>Newman, Arthur E</b>
Select... ▼	<a href="mailto:institution.edu">institution.edu</a>
Edit	
Assign as Corresponding Author	
Remove Author	

12. Click **Save and Continue**.

**Save & Continue >**

## 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
<div>Add Reviewer</div>			

---

Editors ?

ACTIONS	PREFERENCE	EDITOR	INSTITUTION
<div>Add Editor</div>			

---

◀ Previous Step

Save

Save & Continue ▶

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

### Add Reviewer ✕

Ω Special Characters

\* First/Given Name

Carla

\* Last/Family Name

Griffin

\* Email

Griffin@test.demo

\* 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
<div>Select... ▼</div>	Recommended Reason: Strong knowledge about the subject	<b>David Thomas</b> 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**

Preview Ω Special Characters

0 OUT OF 32768 CHARACTERS

**Upload Cover Letter**

 1. Select File

 2. Attach File

## COVER LETTER

1. 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

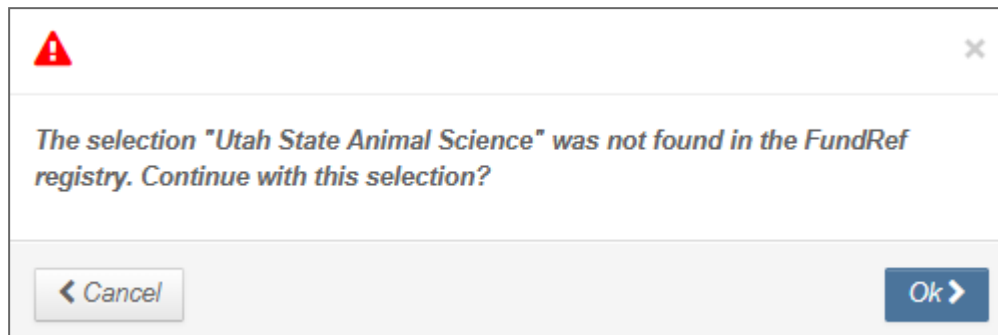
Clear

+ 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.

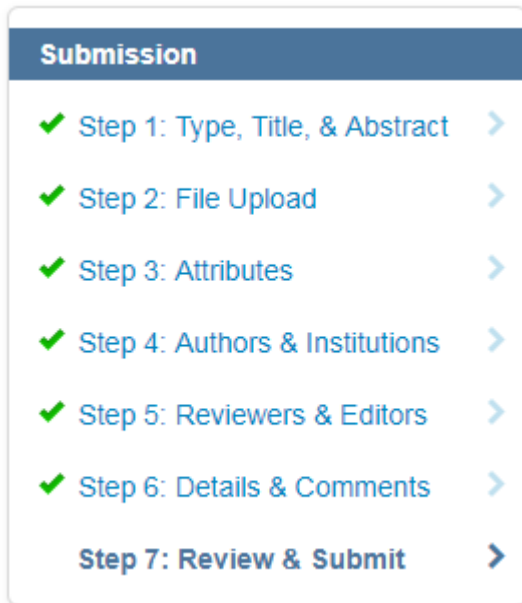
<b><i>Do you have any conflict of interest?</i></b>	
<input type="radio"/>	Yes
<input type="radio"/>	No
<b><i>If yes, please state:</i></b>	
<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	

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	<ul style="list-style-type: none"><li>• Article</li><li>• paper</li></ul>

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.

The screenshot shows the 'Submission' menu on the left with steps 1 through 7. Step 3, 'Attributes', is highlighted with a red circle and a red 'X' icon. To the right, a red error message states: 'Please attend to the following: Minimum entries for attribute Keywords not entered. Enter one attribute at a time prior to clicking the (+) plus sign.' Below this, a table shows the 'Keywords' field as 'INCOMPLETE' with a list containing 'Midbrain'.

FIELD	RESPONSE
Keywords	<b>INCOMPLETE</b> <ul style="list-style-type: none"><li>• Midbrain</li></ul>

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.

The screenshot shows the 'View Proof' screen. A yellow box contains the text: 'Processing Files. You may leave this page; the process will continue.' Below this is a progress bar with a blue and yellow striped pattern. At the bottom, there are two buttons: 'Previous Step' and 'Submit'.

The screenshot shows the 'View Proof' screen. It states: 'You must view either the HTML or PDF proof before you can submit'. Below this are three buttons: 'View HTML Proof', 'View PDF Proof', and 'View MedLine Proof'. At the bottom, there are two buttons: 'Previous Step' and 'Submit'.

---

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

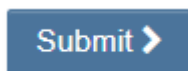
---

---

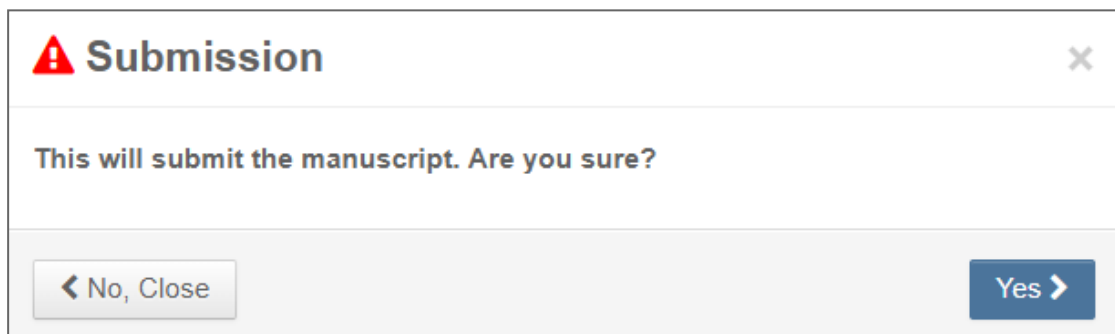
**Note:** If the journal requires payment at the time of submission, your next step will not be **Submit**. Click the **Continue to Payment** button and follow prompts for entering payment. If payment is only required after acceptance, you will be prompted to pay at a later time.

---

5. Click the **Submit** button.



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



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

## Submission Confirmation

---

Thank you for your submission

---

<b>Submitted to</b>	ScholarOne University Training Workflow 1
<b>Manuscript ID</b>	MCU1-201803-0001-OA
<b>Title</b>	The process of documentation
<b>Authors</b>	Baker, Gwen Bryant, Luke
<b>Date Submitted</b>	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

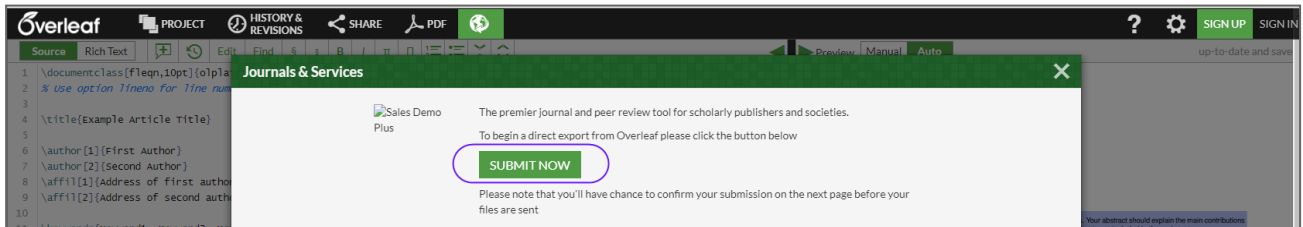
There are two ways to begin an Overleaf submission. You may find a link to Overleaf directly from the Journal's web site, or you may select connect to Overleaf from *ScholarOne Manuscripts™* Author Dashboard.

### Start New Submission



METHOD	DESCRIPTION	START
<b>Traditional Submission</b>	Traditional submission allows you to upload files that were created from many sources.	<a href="#">Begin Submission</a>
	EndNote is the industry standard software tool for publishing and managing bibliographies, citations and references on the Windows and Macintosh desktop.	<a href="#">Begin EndNote Submission</a>
	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.	<a href="#">Begin on Overleaf.com</a>



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 <span>?</span>					
.56 OUT OF 97.6 MB					
ORDER	ACTIONS	FILE	DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select ...	saftelog2000-2014.doc 1 KB	Supplemental file for Review	26-Mar-2016	John Smith
2	Select ... Edit on Overleaf.com Remove	 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
<span>Update Order</span> <span>View PDF Proof</span> <span>View HTML Proof</span>					



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.

  
**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
<input type="radio"/>	Original Article	USD 105.00
<input type="radio"/>	Letter to the Editor	USD 105.00
<input type="radio"/>	Review (invited)	USD 105.00
<input type="radio"/>	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, and references, 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
<a href="#">create a revision</a>	ADM: <a href="#">Baker, Gwen</a>	MCU1-201709-0005-OA	Core Business Values in 2017 <a href="#">View Submission</a>	01-Sep-2017	01-Mar-2018
	<ul style="list-style-type: none"> <li>Major Revision (01-Mar-2018)</li> <li>Due on: 31-Mar-2018</li> </ul>				
	<a href="#">view decision letter</a>				

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
<a href="#">Continue</a>	Draft (MCU1-201709-0005-OA.R1)	Core Business Values in 2017 <a href="#">View Submission</a>	01-Mar-2018 <a href="#">Due on: 31-Mar-2018</a>	<a href="#">Delete</a>

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India +911130446419  
Korea +82220768100  
SE Asia & Pakistan +6567755088  
Taiwan +886225033034