



Tutorial for Authors

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Registering

Unless you have been pre-registered with the Editorial Manager system, you will need to register before you can proceed. Select '**REGISTER**' on the main navigation menu at the top of the screen (see below).



You will then be brought to the Registration Page (see page 4).

Enter your personal information to begin the process. Note that information fields marked with red asterisks (*) can not be left empty.

At the bottom of the form is a field where you must pick a preferred username. You must remember this username in order to access the Editorial Manager system.

When you are satisfied with the information you have provided, click the '**Continue >>**' button at the bottom to proceed.

Registration Page

To register to use the Editorial Manager system, please enter the requested information. Required fields have a * next to the label.

Upon successful registration, you will be sent an email with instructions to verify your registration.

[Insert Special Character](#)

Title (Mr., Mrs., Dr., etc.)

*First Name

Middle Name

*Last Name

Degree (PhD, MD, Jr., etc.)

Preferred Name (nickname)

*Telephone Number

Fax Number

*e-mail Address:

*Preferred Method of Contact: e-mail Fax Postal Mail Telephone

Position:

Institution:

Department:

*Street Address:

*City

State or Province

*Zip or Postal Code

USA

*Country

*Address is for: Work Home Other

*Are you available as a Reviewer?: Yes No

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

Enter your preferred username:

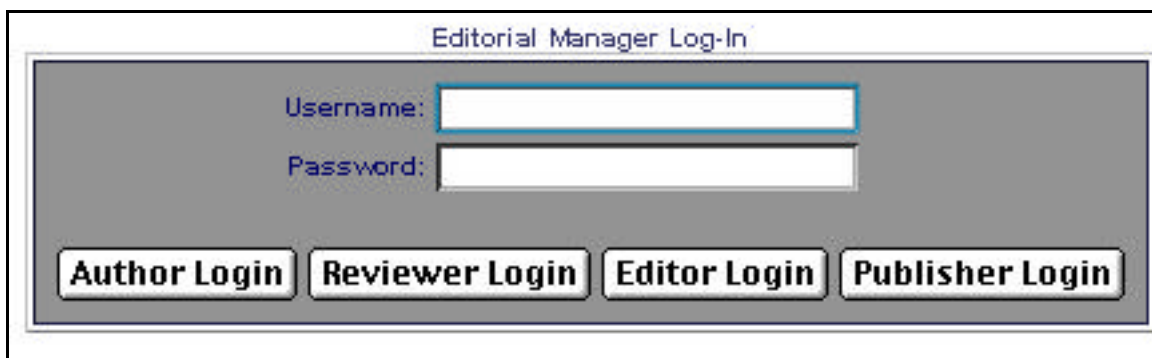
Logging In

Upon registering with the Editorial Manager system, an notification will be sent to the e-mail address you specified in your registration information. It will contain your username and password. You will need these to log in.

To log in, click '**LOGIN**' on the main navigation menu at the top of the screen (see below).



You will be brought to the Editorial Manager Log-In screen (see below). Enter your username and password in the appropriate fields. You should then select '**Author Login**'. This will bring you to the Author Main Menu – a list of functions you have been enabled to perform in the system.

The image shows the 'Editorial Manager Log-In' screen. At the top center is the title 'Editorial Manager Log-In'. Below the title are two input fields: 'Username:' followed by a text box, and 'Password:' followed by a text box. At the bottom of the screen are four buttons: 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'.

Changing your password

You may at any time change your password. To do so, log in to the system and select 'Update My Information' from the main navigation menu at the top of the screen (see below).



This will bring you to the Update My Information page (see below).

Update My Information

To update any information, make the changes on the form and click Update. Required fields have a * next to the label.

[Insert Special Character](#)

Username:

Change Password

Select Personal Classifications

Unavailable Dates

Click the 'Change Password' button. This will open a new window containing the Change Password field (see page 7).

Change Password

Enter your old password:

Enter your new password:

(enter the new password again)

Enter your old password in the top field. Then enter your new password in the middle field, and enter it again in the bottom field to verify your new password. Click 'Update' to process your request. You will receive an e-mail confirming your new password shortly thereafter.

Submitting a manuscript

Once you have logged in to the system, you will be brought to the Author Main Menu (see below).

Author Main Menu

[Incomplete Submissions](#) (1)
[Submissions Waiting for Author's Approval](#) (1)
[Submissions Needing Revision](#) (1)
[Submissions Being Processed](#) (5)
[Submissions with a Decision](#) (10)

[Submit new Manuscript](#)

Click 'Submit new Manuscript' to begin the submission process. You will be brought to the Submit New Manuscript menu (see below).

Submit New Manuscript

<p>Enter Article Title</p> <p>Select Article Type</p> <p>Add/Edit/Remove Authors</p> <p>Enter Keywords</p> <p>Select Classifications</p> <p>Enter Comments</p> <p>Attach Files</p>	<p>Enter the title of your manuscript. You cannot submit a manuscript without a title.</p> <p>Insert Special Character</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
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It is from this interface that you will submit all the data that comprises your manuscript – text, images and descriptions.

Enter Article Title

Enter the title of your article in the space provided. Click 'Next' when you're ready to move forward.

Select Article Type

Using the drag-down menu, select the article type that best describes your manuscript. Click 'Next' to proceed.

Add/Edit/Remove Authors

You may add the names of other people who were involved in the creation of the manuscript. Only you as the Corresponding Author will receive any e-mail notifications from the system. You may change the person designated as the Corresponding Author, but this person must be a registered Editorial Manager user, as they will need to be contacted throughout the submission process. Other Authors do not need to be registered with the system, but may be included for the purpose of appearing in the printed version of the manuscript if it is selected for publication. A first name and last name are required – affiliation information isn't a required entry, however it will aid an Editor who wishes to select Reviewers who aren't affiliated with those who are involved in the creation of the manuscript. Click 'Next' to proceed.

Enter Keywords

Enter the keywords from your manuscript, with each keyword separated by semicolons (for example: active vitamin D; parathyroid hormone-related peptide; hypercalcemia; bone resorption). Click 'Next' to proceed.

Select Classifications

Click 'Select Document Classifications' to open a window containing a list of the classifications pertaining to this journal. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done. Click 'Next' to proceed.

Enter Comments

Enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript. Click 'Next' to proceed.

Attach Files

All items in your submission must be sent via the Web or by traditional methods (e.g., courier service, postal mail or facsimile). For each item, select either 'Online Web System' or 'Offline' by clicking the appropriate button.

For each item you want to provide via the Web, choose the Item (Items that are required will be marked with an asterisk (*)), enter a Description, select the Delivery Method by which the Item will reach the journal office, locate the file with the 'Browse' button, then click 'Attach This File' to upload the file (uploading may take several minutes for larger files).

For each item to be sent offline, please add the delivery method to the Description, then click 'Attach This Information'.

Repeat this process until all items in your submission have been specified. When all Items have been attached, click 'Next' at the bottom of the page.

Click 'Send' to complete the submission process. A message will appear on the screen thanking you for your submission, and an e-mail verification will be sent. Your manuscript will now be filed in the 'Submissions Waiting for Author's Approval' in your Author Main Menu. To proceed, you should either select 'Main Menu' on the main navigation menu at the top of the screen, or click the 'Back to Main Menu' link that appears at the bottom of the confirmation message on your screen.

If you are unable to complete the submission process, your data will not be lost. You can access your unfinished submission in the 'Incomplete Submissions' list on your Author Main Menu.

Reviewing and approving your manuscript

You must approve your submission before it is sent to the journal office. Click 'Submissions Waiting for Author's Approval' to bring up a table containing all manuscripts that are waiting to be viewed and approved by you (see below).

Submissions Needing Approval by Author Bob Massicotte				
To view your submission, click the Submission Number. If the Submission Number cannot be clicked, please wait a few minutes for your PDF to be built. The link appears automatically when your PDF is available.				
Page: 1 of 1 Total Number of Submissions Needing Approval: 1				
Action	Title	Date Submitted	Status Date	Current Status
View Submission Edit Submission Approve Submission Remove Submission	Carpal Tunnel Syndrome	Sep 21, 2001	Sep 21, 2001	Needs Approval

Once the PDF version of your manuscript has been created by the system, you will see a set of links in the Action column of the table. 'View Submission' allows you to view the PDF version of your submission (if you do not have Adobe Acrobat installed on your system, simply click the 'Get Acrobat Reader' icon at the bottom of the Submissions Needing Approval menu and follow the instructions from Adobe's web site). You may choose to make alterations to your submission such as spelling corrections, description changes, extra graphics, etc. – you can do this by selecting 'Edit Submission'. This will bring you to the same interface you used when you initially submitted the manuscript. Once you are satisfied with your submission and are ready to send it to the journal office, click 'Approve Submission'. You may also choose to remove your manuscript from the system by selecting 'Remove Submission' (the Manuscript will never be seen by anyone at the journal office).

When you approve your submission, it will now be filed in the 'Submissions Being Processed' list in your Author Main Menu.

Tracking the progress of your submission

Once your manuscript has been submitted to the journal, you can track its progress by viewing your submission in the 'Submissions Being Processed' list (see below). (Note: viewing the status date of your submission might not be available to you, depending on the system configuration chosen by the journal.)

Submissions Being Processed for Author Bob Massicotte				
View a submission, click the Manuscript Number.				
Page: 1 of 1				
Total Number of Submissions Being Processed: 1				
Manuscript Number	Title	Date Submitted	Status Date	Current Status
	Carpal Tunnel Syndrome	Sep 21, 2001	Sep 21, 2001	Submitted

You will be notified when the journal has made a decision.

Revising your manuscript

If the Editorial decision is for revisions to be made to your manuscript, you will receive an e-mail notification informing you of this decision. At this point, you can access your manuscript in the 'Submissions needing Revision' list on your Author Main Menu.

In the manuscript information table, you should click on the link in the far right 'Status' column. This will bring you to the same menu you used to submit the manuscript originally. Submit your revised files. You will be notified when the journal has made a decision.