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Registering

Unless you have been pre-registered with the Elsevier Editorial System, you will need to register before you can proceed. Select ‘REGISTER’ on the main navigation menu at the top of the screen.

The first step in registration will request your first name, last name and e-mail address.

You will then be brought to the Registration Page (see next page).
Enter your personal information to begin the process. Note that information fields marked with red asterisks (*) cannot be left empty. You can make yourself available as a reviewer by clicking on 'yes' to the question 'Are you available as a reviewer?'. You may also indicate your personal classifications at this stage.

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 Elsevier Editorial System system. When you are satisfied with the information you have provided, click the 'Continue >>' button at the bottom to proceed.
Logging In

Upon registering with the Elsevier Editorial System, a 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.

You will be brought to the Elsevier Editorial System 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.
Submitting a manuscript

Once you have logged in to the system, you will be brought to the Author Main Menu. To submit a new manuscript, you should click on ‘Submit New Manuscript’.

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 (see above). Click ‘Next’ when you’re ready to move forward.

Select Article Type

Using the drop-down menu, select the article type that best describes your manuscript. This drop down list is configurable per journal. Click ‘Next’ to proceed (see next page).
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 Elsevier Editorial System user, as they will need to be contacted throughout the submission process. Other Authors do not need to be registered with the system, as the details in the actual manuscript will be used in the typesetting process. A first name and last name are required – affiliation information is not a required entry, but 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. You do not need to re-enter yourself in the list of authors, as you are listed already as the corresponding author. Click ‘Next’ to proceed (see next page).
Select Section/Category

‘Section/Category’ is a list that is predefined by the journal. The Section/Category list is used by the Author to indicate that his submission belongs to a particular ‘Section’ of the journal or belongs to a particular ‘category’. Depending on the journal, this may be an optional, required, or hidden step so that the Author does not see it. Click ‘Next’ to proceed (see next page).
Submit Abstract

The ‘Submit Abstract’ step allows the Author to type or copy and paste the Manuscript’s Abstract into a textbox. This may be an optional, required, or hidden step so that the Author does not see it.

Click ‘Next’ to proceed (see below):
Enter Keywords

Enter the keywords from your manuscript, with each keyword separated by semicolons. This step may be mandatory or optional, depending on how the journal has been set up in EES. Click ‘Next’ to proceed.

Select Classifications

Classifications are customizable for each journal. They will help Editors to select referees for the reviewing process. 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. The journal may be set up to allow the author to upload a comments file (cover letter) at a later stage. Click 'Next' to proceed.

Request Editor

You can submit a request for a particular Editor to be assigned to your submission. The request will be taken under advisement by the Journal Office. If you do not Request an Editor, your manuscript will be assigned to the appropriate Editor(s) as determined by the Journal Staff. Select the Editor of your choice by using the drop-down menu and 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.

Some items in your submission will be mandatory; i.e. depending on the article type, you will be required to upload certain elements of your submission. These elements are marked with an asterisk. An example of the ‘Attach Files’ screen is below:
The browse button is used to select the file you need to upload. The uploaded files are then listed at the foot of the page as shown below. The order the files will appear in the PDF can be changed by clicking on the arrows on the left hand side.

Clicking on the 'next' button will allow you to double check the files you have chosen to upload. These files can removed or replaced as necessary. When you are happy with the files uploaded, you can start the PDF generation process by clicking on 'send'.

While the PDF is created, the submission is moved to 'submissions waiting for author’s approval'. The PDF will not open automatically but you will see a ‘view submission’ link when the PDF is ready (see next page).
Reviewing and approving your manuscript

You must click on ‘view submission’ in order to approve, edit or remove the submission. The submission will open in Adobe Acrobat (please refer to: http://www.adobe.com/products/acrobat/readstep2.html for more information) and the uploaded elements will appear in the order selected earlier. If you choose to approve the submission, the Editorial Office is notified by e-mail and you will also receive a letter of confirmation.

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.)
Revising your manuscript

Where the Editor dealing with your submission chooses to revise this submission, you will be notified by e-mail. The submission will move from the ‘Submissions Being Processed’ to ‘Submissions Needing Revision’ (see below):

Clicking on ‘Submissions Needing Revision’ will allow you to revise the submission as necessary (see below):
Clicking on ‘revise’ will bring you back into the first submission step and allow you to make changes where necessary. After uploading the revised elements, a new PDF is generated for you to approve in the normal fashion, returning the revision to the Editorial Office.

**Reinstate a Declined Revision**

Some Authors accidentally remove a submission they intended to revise, by clicking on Decline to Revise or the Remove link. Instead of submitting a “New Manuscript” the proper course is to “Reinstate” the submission so they can continue with the revision process.

**Changing your password**

You may at any time change your password. To do so, log in to the system and select ‘Change details’ from the main navigation menu at the top of the screen.

This will bring you to the Update My Information page (see next page).
Simply select your old password, and retype the password you would prefer. Click on the ‘Update’ button at the foot of the page to process your request. You will receive an e-mail confirming your new password shortly thereafter.