Editorial Manager®

Submission Process Author Interface

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xmlink

Before Starting,

Editorial Manager
is a flexible platform that provides customized settings
according to each journal's specific needs.
Therefore, following contents can be different
depending on the society's policies and submission instructions.

Author Main Menu

| Submit New Manuscript

○ **Note:** Logged into the EM system as Author

❶ Click the 'Submit New Manuscript' to submit a manuscript.

❷ Download instruction or document provided by editorial office for efficient manuscript submission.

Author Main Menu

| Incomplete Submissions

○ **Note:** If the author goes to submit a new manuscript when they still have a submission that hasn't been completed yet, the author will be asked via pop-up message if they're trying to submit a previously un-completed submission.

Submission Steps

| Article Type Selection

○ **Note:** First step of the submission process : Article Type Selection

❶ Select an Article Type from drop-down menu.

✓ The list of article types is <mark>configured by the publication</mark>. Also, each article type can be differently configured by each submission step/item.

❷ Click the 'Proceed'.

Submission Steps

| Attach Files

○ **Note:** Upload submission items

1. Upload files by browsing their computer or drag and drop them onto the page for submission.

   ✓ The title, abstract and author name will be automatically extracted from the primary (first) file (e.g., Title Page).

2. If the requirements imposed by the publication have not been fulfilled, warnings may appear in red text.

3. File order can be changed by entering numbers in the text box next to each submission item.

4. Click the 'Proceed'.

Submission Steps

| General Information

○ **Note:** Enter general information related to your submission.

❶ Enter or select Region of Origin, Section/Category, Classifications.

❷ 'Next' and '+' : Expand each field to enter or select responses.

❸ Clink the 'Proceed'.

Submission Steps

| Review Preferences

○ **Note:** Suggest Reviewers and/or Oppose Reviewers

❶ Authors can be allowed to suggest reviewers who should or should not review their submission.

❷ Use text boxes to enter Reviewer information.

✓ Information fields marked with asterisks (∗) cannot be left empty.

❸ Click the 'Proceed'.

Submission Steps

| Additional Information

○ **Note:** Custom questions that can be answered during the submission process.

❶ Types of questions: research ethics, clinical trials, data sharing, etc.

✓ Additional Information questions are customized according to the society's policies.

❷ Clink the 'Proceed'.

Submission Steps

| Comments

○ **Note:** Enter your comments.

1 Enter any comments to be sent to the Editorial Office.

2 Clink the 'Proceed'.

Submission Steps

| Manuscript Data

○ **Note:** Manuscript Data check

1 Title, abstract, and author name may have been extracted from your manuscript file and have populated some or all of the fields.

✓ All required information must be provided in order to proceed to building your submission PDF.

2 ⚠ : Please carefully check all fields for accuracy.

3 ⚠ : If required information is missing or incorrectly completed.

Submission Steps

| Manuscript Data (Author Details)

○ **Note:** Edit Author Details in Manuscript Data

Edit Author Details

MS Hye Sook Jang, MS [Corresponding Author] [First Author] [You]

Insert Special Characters

Title [MS]

Your Given/First Name* [Hye]

Middle Name [Sook]

Your Family/Last Name* [Jang]

Academic Degree(s) [MS]

Affiliation* [Harvard Medical School]

Your E-mail Address* [　　　　　]

ORCID* [　　　　　] ch/Register

What is ORCID?

Pos

Institute [Harvard Medica]

Country or Region*

Contributor Roles*

☐ Harvard University
　Harvard University John A Paulson School of Engineering and Applied
　Sciences
☐ Harvard-Westlake School
☑ Harvard University Faculty of Arts and Sciences
　Harvard Medical School Department of Global Health and Social Medicine
☐ Harvard University Health Services
　Harvard University Department of Physics
　Broad Institute
　Ragon Institute

is missing. You may proceed for now
mission can be completed.

en Editorial Manager™

Role: [Author ▾]　　Username: xmlink

↓ Next

ng and dropping an Author's summary line to the correct position in the Current Author List.

rrent Author List　　　　　　　　　　　　　＋ Add Another Author

① ✎　MS Hye Sook Jang, MS [Corresponding Author] [First Author] [You]
　　　XMLink

　✎ 🗑　Heijin Joo

＋ Add Another Author

↓ Next

＋ Funding Information

← Back　　Save & Submit Later　　Build PDF for Approval →

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① When the 'Pencil' is clicked, 'Edit Author Details' popup will appear.

② Information fields marked with asterisks (∗) cannot be left empty.

③ Enter the ORCID.

✓ If the author entered the ORCID when registering as a user, ORCID number is automatically extracted.

④ Institution name normalization: Ringgold.

✓ As the user begins to type the name of the institution, an authoritative, standard list of Institutions based on characters entered appears.

⑤ Click the 'Build PDF for Approval' in order to proceed to building your PDF and approving it.

Approving the PDF

| Approve Submission

○ **Note:** Final step of the EM manuscript submission process : Author PDF approval
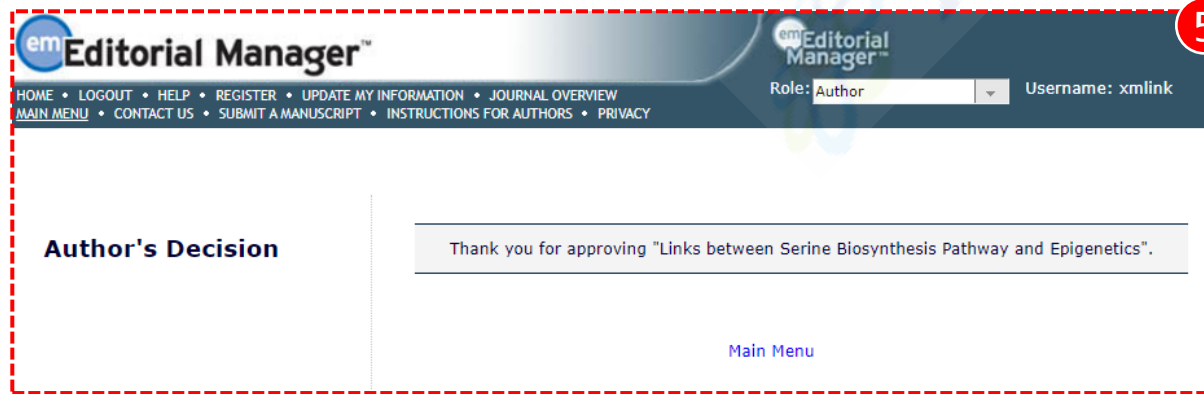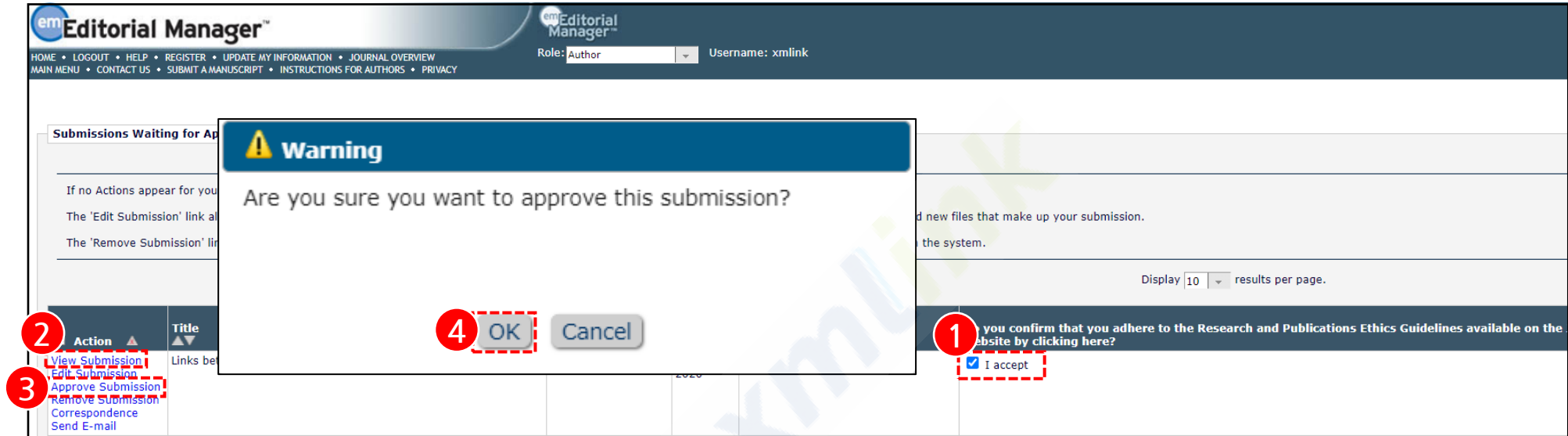
① Click the checkbox next to 'I accept'.

② Clink the 'View Submission' in order to the Author to view the PDF that was built.

✓ If the PDF is not created, please save and upload the files from the Attach Files step again.

③ 'Approve Submission' allows the Author to complete the process and send the submission to the Editorial Office.

④ Clink the 'OK'.

⑤ Success.