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PREPARING YOUR FILES............................................................................................................................................ Error! Bookmark not defined.
UPLOADING YOUR FILES............................................................................................................................................ Error! Bookmark not defined.
TROUBLESHOOTING.................................................................................................................................................. Error! Bookmark not defined.
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 and existing ORCID iD. Each of these options will be presented to you as links in the first step of the account creation process.

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.
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.

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.

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.
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.

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.
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, Spanish, Portuguese, 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.
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.

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](image)

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

**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**

<table>
<thead>
<tr>
<th>Screen Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🌟</td>
<td>Indicates a required field</td>
</tr>
<tr>
<td>🌐</td>
<td>Click for a description or instructions for a specific field.</td>
</tr>
<tr>
<td>Preview</td>
<td>Click to see a preview of the entered text</td>
</tr>
<tr>
<td>✋ Special Characters</td>
<td>Click to add special characters and formatting to the text</td>
</tr>
<tr>
<td>0 OUT OF 50 WORDS</td>
<td>Word or character counts display for each text field. The counts update as you type.</td>
</tr>
<tr>
<td>0 OUT OF 50 CHARACTERS</td>
<td></td>
</tr>
<tr>
<td>✪ Add from List</td>
<td>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.</td>
</tr>
</tbody>
</table>
STEP 1 – TYPE, TITLE, & ABSTRACT

**Type:**

<table>
<thead>
<tr>
<th>CHOICE</th>
<th>TYPE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Invited Review</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Book Review</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Original Article</td>
<td>An article describing original research.</td>
</tr>
<tr>
<td></td>
<td>Letter to the Editor</td>
<td>A topical letter to our editorial staff intended for publication.</td>
</tr>
</tbody>
</table>

**Title:**

 Preview  Special Characters

 6 OUT OF 50 WORDS

**Running Head:**

 Preview  Special Characters

 0 OUT OF 30 CHARACTERS

**Abstract:**

**Write or Paste Abstract**

 Preview  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**.
**STEP 2 – FILE UPLOAD**

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

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

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

5. You may reorder them by choosing a number from the Order drop-down list, then clicking the **Update Order** button.

6. You may remove a file by clicking the Actions drop-down list for a file and selecting **Remove File**, or if needed, you can select the option to **Remove All Files**.

---

**Note:** See sections below for additional information on *Figures and Images* and *Zip Files and LaTeX Documents*.
7. You can view a proof by clicking either the View HTML proof or View PDF proof buttons.

8. 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.
ZIP FILES AND LATEX DOCUMENTS

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

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

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

b. **Select from the list**

- Click **Show Full List**
  
  ![Show Full List Button]

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

- 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](image)

• 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](image)

### 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**

<table>
<thead>
<tr>
<th>ORDER</th>
<th>ACTIONS</th>
<th>AUTHOR</th>
<th>INSTITUTION</th>
</tr>
</thead>
</table>

**Add Author**

Find using Author's email address

AuthorsEmail@example.com  
Search

[Previous Step]  
[Save]  
[Save & Continue]
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

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.

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 button]

**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.

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

12. Click Save and 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.

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

<table>
<thead>
<tr>
<th>Contributor Role</th>
<th>Degree of Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conceptualization</td>
<td>Equal</td>
</tr>
<tr>
<td>Data curation</td>
<td>Equal</td>
</tr>
<tr>
<td>Formal analysis</td>
<td>Lead</td>
</tr>
<tr>
<td>Funding acquisition</td>
<td>Supporting</td>
</tr>
<tr>
<td>Investigation</td>
<td></td>
</tr>
<tr>
<td>Methodology</td>
<td></td>
</tr>
<tr>
<td>Project administration</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contributor Role</th>
<th>Degree of Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources</td>
<td></td>
</tr>
<tr>
<td>Software</td>
<td></td>
</tr>
<tr>
<td>Supervision</td>
<td></td>
</tr>
<tr>
<td>Validation</td>
<td></td>
</tr>
<tr>
<td>Visualization</td>
<td></td>
</tr>
<tr>
<td>Writing-original draft</td>
<td></td>
</tr>
<tr>
<td>Writing-review &amp; editing</td>
<td></td>
</tr>
</tbody>
</table>
STEP 5 – REVIEWERS & EDITORS

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

1. Click the Add Reviewer button.
Add Reviewer

* First/Given Name: Carla
* Last/Family Name: Griffin
* Email: Griffin@test.demo
* Institution: Grand Junction
  Edit
Department:
Phone Number:
* Preference:
  - I recommend this Reviewer
  - I oppose this Reviewer
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.

5. Click **Save and 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.

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.
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.

![Alert Message]

3. The funder information displays.

![Funder Information Table]

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>FUNDER</th>
<th>GRANT / AWARD NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>National Entomological Association</td>
<td>123456789</td>
</tr>
</tbody>
</table>
## CUSTOM QUESTIONS

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

<table>
<thead>
<tr>
<th>Do you have any conflict of interest?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

If yes, please state:

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

5. Click **Save and Continue**.

[Save & Continue Button]
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.

<table>
<thead>
<tr>
<th>Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Step 1: Type, Title, &amp; Abstract</td>
</tr>
<tr>
<td>✓ Step 2: File Upload</td>
</tr>
<tr>
<td>✓ Step 3: Attributes</td>
</tr>
<tr>
<td>✓ Step 4: Authors &amp; Institutions</td>
</tr>
<tr>
<td>✓ Step 5: Reviewers &amp; Editors</td>
</tr>
<tr>
<td>✓ Step 6: Details &amp; Comments</td>
</tr>
<tr>
<td>✓ Step 7: Review &amp; Submit</td>
</tr>
</tbody>
</table>

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.

* = Required Fields

---

* Verify Step Information

✓ Step 1: Type, Title, & Abstract  

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

✓ Step 2: Attributes  

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RESPONSE</th>
</tr>
</thead>
</table>
| 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.

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.
**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.
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 to 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.

<table>
<thead>
<tr>
<th>METHOD</th>
<th>DESCRIPTION</th>
<th>START</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Submission</td>
<td>Traditional submission allows you to upload files that were created from many sources.</td>
<td>Begin Submission</td>
</tr>
<tr>
<td>EndNote™</td>
<td>EndNote is the industry standard software tool for publishing and managing bibliographies, citations and references on the Windows and Macintosh desktop.</td>
<td>Begin EndNote Submission</td>
</tr>
<tr>
<td>Overleaf</td>
<td>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.</td>
<td>Begin on Overleaf.com</td>
</tr>
</tbody>
</table>
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 TM. Files are automatically imported into the ScholarOne submission and can be found on the File Upload step. They are indicated by the Overleaf logo.

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.
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.

For journals where all manuscripts are published under Open Access, you may be asked to agree to Open Access publication.
Journals may give you the option of several publication methods. Select your publishing preference.
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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.

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.
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