

# Author submits a manuscript

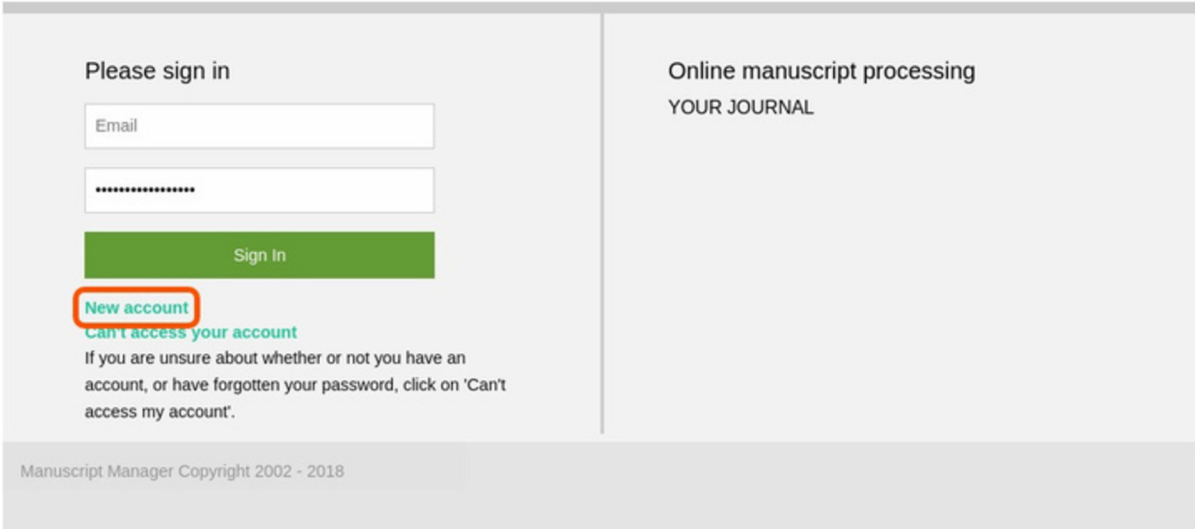
## Author creates a user account and makes a manuscript submission

This tutorial will take you through the process of creating a new account and submitting a manuscript.

### New account

If the author has not submitted a manuscript or reviewed for the journal, then a new account must be created to continue. Existing users can simply sign in.

#### YOUR JOURNAL



The screenshot displays a web interface for a journal submission system. At the top, the text "YOUR JOURNAL" is centered. Below this, the page is divided into two main sections. The left section is titled "Please sign in" and contains a form with two input fields: "Email" and a password field (represented by dots). Below these fields is a green "Sign In" button. Underneath the button, there is a link for "New account" which is highlighted with a red box. Below this link is another link, "Can't access your account", followed by a paragraph of text: "If you are unsure about whether or not you have an account, or have forgotten your password, click on 'Can't access my account'." The right section is titled "Online manuscript processing" and "YOUR JOURNAL". At the bottom of the page, there is a footer that reads "Manuscript Manager Copyright 2002 - 2018".

## Checking account

The program will check the email address of a new user to ensure duplicate accounts are not created.

A user can also sign up using their ORCID account.

### YOUR JOURNAL

Enter your email address to continue

**Continue**

[... or SIGN IN using your ORCID account](#)

Check for existing account

Enter your email address to check to see if you have an existing account. You can also create an account by SIGNING IN using the ORCID link.

Manuscript Manager Copyright 2002 - 2018

## Personal and affiliation details

A password is chosen and the personal and affiliation details of the new user are added in the form provided.

# Create account

When all the required information is entered, the account details can be saved.

Town/City \*  
Beaver Vale

Zip/Post code  
CA 21234

Country \*  
▼

Telephone  
+1 23 24 25 6001

Fax

Web  
www.sunnyvale-clinic.com

Save and continue >>

Need a hand?



Company  
About  
Offices  
Contact



Support  
Contact



Session

## Author role

The author role is automatically created for new users.  
Let's click on the role and start manuscript submission.

### YOUR JOURNAL

Welcome *John James* - please select your role



Company  
About  
Offices  
Contact



Support  
Contact



Session

Need a hand?

## New submission

Let's click and start manuscript submission.

The screenshot displays a user interface for a journal dashboard. At the top, the title 'YOUR JOURNAL' is centered. Below it, a navigation bar shows the user's name 'John James as Author' with a '[ CHANGE ROLE ]' link, and three menu items: 'DASHBOARD' (highlighted in green), 'PROFILE', and '[ SIGN OUT ]'. The main content area is titled 'Dashboard' and features a prominent green button with a document icon and the text 'Start a new submission', which is highlighted with a red rectangular border. Below this button is a section titled 'Help topics for this page' containing a list of four help topics, each with a plus sign icon to its right: 'Help topic 1: Dashboard', 'Help topic 2: Online submissions', 'Help topic 3: Online resubmissions', and 'Help topic 4: Remaking and resending a submission'. On the right side of the dashboard, there is a vertical green button labeled 'Need a hand?'. At the bottom, a green footer bar is divided into three sections: 'Company' (with a house icon and links for 'About', 'Offices', and 'Contact'), 'Support' (with a telephone icon and a link for 'ASK A QUESTION'), and 'Session' (with a person icon and text for 'John James', 'Role: Author', and '[ Sign out ]').

## Step-by-step submission

An author follows the steps provided. All required information must be added before submission can be completed. The submission process can vary from journal to journal depending on what information is required.

# Journal submission guidelines

The journal's submission guidelines are always presented in the first step. This helps authors understand the way the submission must be presented.

## YOUR JOURNAL

John James as Author [ CHANGE ROLE ]

DASHBOARD

PROFILE

[ SIGN OUT ]



Guidelines



Authors



Details



Keywords



Documents



Reviewers



Letter



Send

### Submission guidelines

Read the guideline and check the box at the bottom of the page to confirm you will comply with these guidelines.

#### Submission of manuscripts

Manuscripts should only be submitted online, via these webpages. Authors are encouraged to provide the names, addresses, and e-mail of potential reviewers. Note the following points:

- a.  
The manuscript should be prepared according to Uniform Requirements for Manuscripts submitted to Biomedical Journals ([www.icmje.org](http://www.icmje.org)). American spelling is preferred.
- b.  
Authors submit a copy or a similar paper. Copies of that study should be submitted with the paper.
- c.  
Authors should provide a description of their individual contributions to the study.
- d.  
Reports of randomized controlled trials should comply with the CONSORT statement ([www.consort-statement.org](http://www.consort-statement.org)).

e.

The study protocol (i.e., the protocol approved by the ethics committee) and a completed CONSORT checklist and flowchart should be appended

Need a hand?

# Confirm

The checkbox is ticked at the bottom of the page to confirm that the author has read and complied with the guidelines.

Authors submit a similar paper. Copies of that study should be submitted with the paper.

c. Authors should provide a description of their individual contributions to the study.

d. Reports of randomized controlled trials should comply with the CONSORT statement ([www.consort-statement.org](http://www.consort-statement.org)).

e. The study protocol (e.g., the protocol approved by the ethics committee) and a completed CONSORT checklist and flowchart should be appended to the manuscript.

f. All clinical trials submitted for consideration should have been registered in a public trials registry.

g. Authors of systematic reviews and meta-analyses are advised to consult the consensus statements QUORUM and MOOSE for randomized trials and observational studies, respectively (see JAMA 2000; 283: 2008-12 and [www.consort-statement.org/QUOROM.pdf](http://www.consort-statement.org/QUORUM.pdf)).

h. All documents with original data of relevance to the submitted manuscript should be stored and be retrievable on request for a minimum of 10 years. Authors are encouraged to include a copy of raw data in electronic form and/or make these data available via the internet.

Check this box to confirm you have read and will comply with these guidelines.

Continue to next section

Need a hand?



Company

About  
Offices  
Contact



Support

ASK A QUESTION



Session

John James  
Role: Author  
[ Sign out ]

## Add author

Co-authors are added one-by-one by entering their email address. In this way, co-authors with existing accounts can be identified.

Others associated with this manuscript

Add the co-authors in this section. The program will search if the person is currently listed in the database.

Add the author's email address

j.shepherd@uni.exp.edu

Add author

Delete	Edit	Name	Affiliation	Type/designation
		1 Dr. John James contact	Orthopaedics Sunny Vale Orthopaedic Clinic j.james@uni.exp.edu United States	Corresponding Author

Check this box when you have completed this section.

Save and continue

## Add author

If not found the author is prompted to add the name and affiliation of the co-author.

## Save co-author details

The details are then added to the submission and the co-author will be able to follow the manuscript during review.

Department\*

Orthopaedics

Institution\*

Sunny Vale Othopaedic Clininc

Country\*

Contributor type\*

List order

The list order can be used to give an indication of the person's contribution or importance.

2

Cancel Save and continue

Need a hand?



Company  
About  
Offices  
Contact



Support  
ASK A QUESTION



Session  
John James  
Role: Author  
[ Sign out ]

## Save author list

When all authors have been added, the checkbox is ticked ready to move onto the next step.

**Add author**

Delete	Edit	Name	Affiliation	Type/designation
		1 Dr. John James contact	Orthopaedics Sunny Vale Orthopaedic Clinic j.james@uni.exp.edu United States	Corresponding Author
		2 Dr. Jane Shepherd	Orthopaedics Sunny Vale Othopaedic Clininc j.shepherd@uni.exp.edu United States	Co-author

Check this box when you have completed this section.

**Save and continue**

**Need a hand?**

Help topics for this page

[Help topic: author list](#) +

**Company**  
About  
Offices  
Contact

**Support**  
ASK A QUESTION

**Session**  
John James  
Role: Author  
[ Sign out ]

## Journal specific details

The manuscript 'meta' details are now added to the details page.



# Upload files

Manuscript files, figures, tables and any submission/copyright forms are now uploaded

**IMPORTANT:** ENSURE YOUR TITLE PAGE INCLUDES ALL AUTHORS AND THEIR AFFILIATIONS.

Compulsory document: Manuscript

## Upload documents

Maximum file size **25** Mbytes (or supported video formats mp4, Ogg, webM **800** Mbytes)

Choose File No file chosen

Select file type

Upload file

Check this box to confirm you have read and complied with the file instructions.

Continue to next section

### Help topics for this page

[Help topic: manuscript documents](#)



[Help topic: Video files](#)



Need a hand?

## All files are uploaded

When all files are uploaded, continue to the next section.

**Upload documents**

Maximum file size **25 Mbytes** (or supported video formats mp4, Ogg, webM **800 Mbytes**)

[Choose File](#) No file chosen

Select file type

[Upload file](#)

Check this box to confirm you have read and complied with the file instructions.

[Continue to next section](#)

Need a hand?

Help topics for this page

- [Help topic: manuscript documents](#) +
- [Help topic: Video files](#) +

**Company**  
About  
Offices  
Contact

**Support**  
ASK A QUESTION

**Session**  
John James  
Role: Author  
[ Sign out ]

## Suggested reviewers

Some journals ask the author to suggest impartial reviewers. This can be optional or compulsory depending on the journal.

## Continue

We won't add any suggestions now.

The screenshot shows a web interface with a navigation bar at the top containing icons and labels for 'Guidelines', 'Authors', 'Details', 'Keywords', 'Documents', 'Reviewers', 'Letter', and 'Send'. The 'Reviewers' tab is active. Below the navigation bar is a 'Suggest reviewers' section. It contains a text box with the instruction: 'Use this section to add reviewers who are qualified to evaluate your submission. Follow the specific guidelines for this section given in the box below.' Below this is a grey box with the text: 'IT IS **OPTIONAL** TO SUGGEST UP TO 3 IMPARTIAL REVIEWERS WHO ARE RESEARCHERS IN THE FIELD AND HAVE THE EXPERTISE TO REVIEW YOUR MANUSCRIPT.' To the right of this box is a green button labeled 'Suggest a reviewer'. Below the grey box, it says 'No reviewers suggested'. At the bottom right of the 'Suggest reviewers' section, there is a green button labeled 'Continue to next section' which is highlighted with a red rectangle. Below this section is a 'Help topics for this page' section with a link for 'Help topic: Suggested reviewers' and a plus sign. At the bottom of the page is a green footer bar with three columns: 'Company' (with a home icon and links for 'About', 'Offices', 'Contact'), 'Support' (with a phone icon and a link for 'ASK A QUESTION'), and 'Session' (with a user icon and text for 'John James', 'Role: Author', and '[ Sign out ]'). A vertical green button labeled 'Need a hand?' is on the right side of the page.

## Accompanying information

The author can add the text of a cover letter and tick any declaration boxes etc. as per the journal's requirements.

## 'Send'

On the last tab page, the author can check the submission and view the collated PDF file of the manuscript that will be shown to the reviewers before clicking, 'Submit your manuscript' at the bottom of the page.

## Check and send

If the author clicks to the send page while parts of the submission are still incomplete, these will be highlighted in pink.

### YOUR JOURNAL

John James as Author [ CHANGE ROLE ]

DASHBOARD PROFILE [ SIGN OUT ]

- Guidelines
- Authors
- Details
- Keywords
- Documents
- Reviewers
- Letter
- Send

#### Check and send

Check the submission details below. You can submit only if all required information included.

##### Authors

Delete	Edit	Name	Affiliation	Type/designation
		1 Dr. John James contact	Orthopaedics Sunny Vale Orthopaedic Clinic j.james@uni.exp.edu United States	Corresponding Author
		2 Dr. Jane Shepherd	Orthopaedics Sunny Vale Othopaedic Clininc j.shepherd@uni.exp.edu United States	Co-author

##### Details

Manuscript title: NEW TREATMENT PLAN OF COMMITTED FRACTURES WITH LOCKING CONDYLAR BUTTRESS PLATE

Need a hand?

# Missing

The author not be able to submit until these 'pink' areas are completed.

Each incomplete area offers a button with a shortcut back to the area that needs completion.

The screenshot shows a submission form with several sections. The 'Region' field is filled with 'North'. The 'Keywords' section lists: Achilles tendon, Basal cell carcinoma, Cartilage, Demo, Lower Limb, Surveillance, and Weazel. There are three pink highlighted sections indicating missing information: 1) 'Missing documents: Manuscript - compulsory file not uploaded.' with a 'Go to section' button. 2) 'Missing Documents: 0 of 1 compulsory files not uploaded.' with a 'Go to section' button. 3) 'Letter Missing: Section not completed.' with a 'Go to section' button. A vertical green button on the right side of the form reads 'Need a hand?'. The form is framed by orange vertical lines on the left and right sides.

Region: North

**Keywords**  
Achilles tendon  
Basal cell carcinoma  
Cartilage  
Demo  
Lower Limb  
Surveillance  
Weazel

**Missing documents:**  
Manuscript - compulsory file not uploaded. [Go to section](#)

**Missing Documents:**  
0 of 1 compulsory files not uploaded. [Go to section](#)

No reviewers suggested

**Letter**  
Missing: Section not completed. [Go to section](#)

[Need a hand?](#)

## Cannot submit

Until these areas are completed, the 'Submit' option is greyed out.

The screenshot shows a submission interface with several sections:

- Missing Documents:** 0 of 1 compulsory files not uploaded. A green button labeled "Go to section" is in the bottom right.
- No reviewers suggested:** A white box with a grey border.
- Letter:** Missing: Section not completed. A green button labeled "Go to section" is in the bottom right.
- Submission Status:** A large orange-bordered box containing the text "You cannot submit your manuscript until all mandatory information is completed." and a greyed-out button labeled "Submit your manuscript".
- Help topics for this page:** A list of two topics: "Completing submission" and "Problems with PDF document", each with a green plus icon to its right.
- Footer:** A green bar with three columns: "Company" (About, Offices, Contact), "Support" (ASK A QUESTION), and "Session" (John James, Role: Author, [ Sign out ]).

A vertical green button labeled "Need a hand?" is located on the right side of the page.

## PDF review

When submission is complete, the author will be asked to check the submission.

# Click to check PDF

Here the author can click to see the document as it will be shown to reviewers.

Region: North

---

**Keywords**  
Achilles tendon  
Basal cell carcinoma  
Cartilage  
Demo  
Lower Limb  
Surveillance  
Weazel

**Review document**  
You MUST CHECK THE PDF REVIEW DOCUMENT as it will be presented to the reviewers before you can submit.  
**IMPORTANT: ENSURE YOUR TITLE PAGE INCLUDES ALL AUTHORS AND THEIR AFFILIATIONS.**

1. Check the PDF review document.

[PDF review document](#)

2. Confirm you have checked the PDF review document.

[Confirm reading](#)

If you have difficulties opening the PDF review document, please see the help topic at the bottom of the page.

No reviewers suggested

[Help Center](#)

## PDF opens

The PDF then downloads and can be opened for one last double-check

### YOUR JOURNAL

<b>Manuscript:</b>	DEMO-0-0 - (34)
<b>Title:</b>	NEW TREATMENT PLAN OF COMMINUTED FRACTURES WITH LOCKING CONDYLAR BUTTRESS PLATE
<b>Authors(s):</b>	John James (Corresponding Author), Jane Shepherd (Co-author)
<b>Keywords:</b>	Achilles tendon, Basal cell carcinoma, Cartilage, Demo, Lower Limb, Surveillance, Weazel
<b>Type:</b>	Original Article

# Confirm

Then the author clicks, 'Confirm reading' to confirm that all is in order.

## Review document

You MUST CHECK THE PDF REVIEW DOCUMENT as it will be presented to the reviewers before you can submit.

**IMPORTANT: ENSURE YOUR TITLE PAGE INCLUDES ALL AUTHORS AND THEIR AFFILIATIONS.**

1. Check the PDF review document.

[PDF review document](#)

2. Confirm you have checked the PDF review document.

[Confirm reading](#)

If you have difficulties opening the PDF review document, please see the help topic at the bottom of the page.

No reviewers suggested

## Letter

Letter: Dear Editor

I'm researcher and writing about analgesic new medical and clinical techniques.....

You cannot submit your manuscript until all mandatory information is completed.

[Submit your manuscript](#)

# Submit

Once the author confirms, the 'Submit your manuscript' can be clicked to complete the submission

The screenshot shows a submission confirmation page with the following sections:




- Keywords:** Achilles tendon, Basal cell carcinoma, Cartilage, Demo, Lower Limb, Surveillance, Weazel.
- Review document:** View your submitted document as it will be presented to the reviewers. A button labeled "PDF review document" is present.
- No reviewers suggested:** A message indicating no reviewers have been suggested.
- Letter:** Letter: Dear Editor  
I'm researcher and writing about analgesic new medical and clinical techniques.....

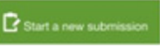
A green button labeled "Submit your manuscript" is highlighted with an orange rectangle at the bottom right of the form area. A vertical "Help Center" button is visible on the right side of the page. At the bottom left, there is a link for "Help topics for this page".

## Status: 'Submitted'

The author dashboard then displays the manuscript status as 'Submitted'

The screenshot shows an author dashboard for 'John James'. At the top, there are navigation links for 'DASHBOARD', 'PROFILE', and '[ SIGN OUT ]'. Below the user name, a 'Dashboard' section contains a table of manuscript submissions. The table has three columns: 'Submission/Title/Type', 'Status', and 'Action'. The first row shows a manuscript with ID 'DEMO-0-0 - (35) (INVITED)' in 'Draft' status, with a 'Submit invited manuscript' button. The second row shows a manuscript with ID 'DEMO-2019-2 - (34)' titled 'NEW TREATMENT PLAN OF COMMUNATED FRACTURES WITH LOCKING CONDYLAR BUTTRESS PLATE' in 'Submitted' status, with a red box around the 'Submitted' text. Below the table, there is a 'Start a new submission' button and a 'Help topics for this page' section with two topics: 'Dashboard' and 'Online submissions'.

Submission/Title/Type	Status	Action
 [Author files] Manuscript ID: <b>DEMO-0-0 - (35) (INVITED)</b> Type: Authors: John James (Corresponding Author) Not submitted	Draft	
 [Author files] Manuscript ID: <b>DEMO-2019-2 - (34)</b> NEW TREATMENT PLAN OF COMMUNATED FRACTURES WITH LOCKING CONDYLAR BUTTRESS PLATE Type: Original Article Authors: John James (Corresponding Author), Jane Shepherd (Co-author) Submitted: 2019-09-26	Submitted	



Help topics for this page

- Help topic 1: Dashboard +
- Help topic 2: Online submissions +

## New submission

Simultaneously, the journal's administrator is notified of the new submission.