

SAE INTERNATIONAL

EDITORIAL MANAGER AUTHOR GUIDE

Submitting Technical Papers in Editorial Manager
07.03.2019

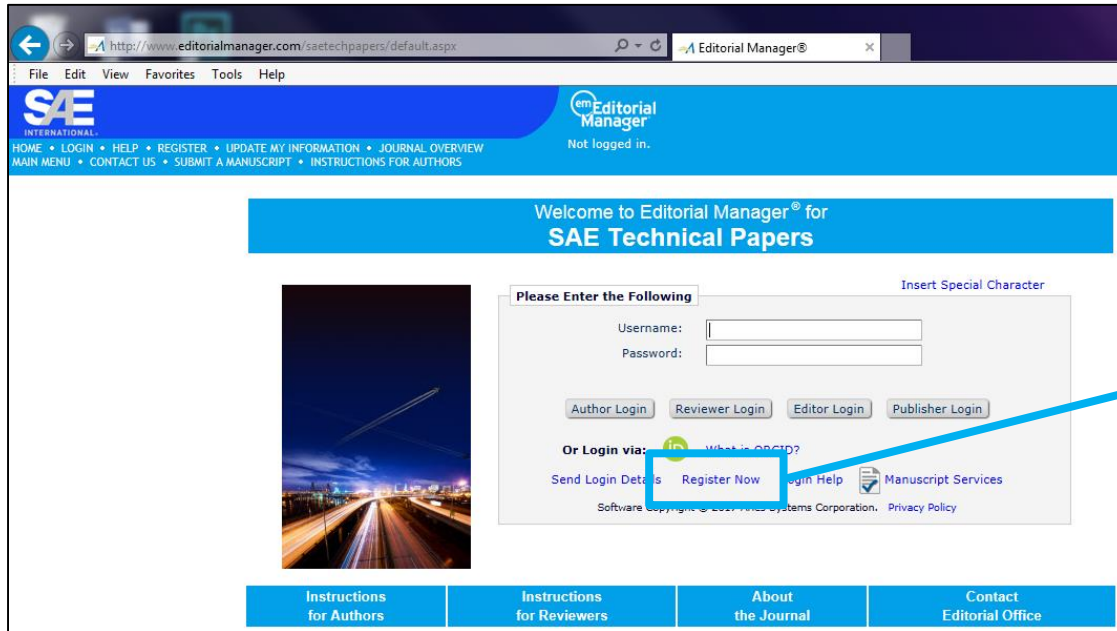
AGENDA

- User Registration
- Author Main Menu Overview
- Submitting a New Manuscript
- Submitting a Revised Manuscript

User Registration

Go to Website: <http://www.editorialmanager.com/saetechpapers/default.aspx>

Click on “Register Now” button



Welcome to Editorial Manager® for
SAE Technical Papers

Please Enter the Following Insert Special Character

Username:

Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

Or Login via: [What is ORCID?](#)

[Send Login Details](#) [Register Now](#) [Login Help](#) [Manuscript Services](#)

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[Instructions for Authors](#) [Instructions for Reviewers](#) [About the Journal](#) [Contact Editorial Office](#)



What is ORCID?

Register Now

Enter First Name, Last Name, Email Address and Click “Continue” button

com/saetechpapers/default.aspx Editorial Manager®

em Editorial Manager

MY INFORMATION • JOURNAL OVERVIEW
HELP • INSTRUCTIONS FOR AUTHORS Not logged in.

Choose a Registration Method [Insert Special Character](#)

Retrieve your details from the ORCID registry:

Or type in your details and continue to register without using ORCID:

Given/First Name*

Family/Last Name*

E-mail Address*

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Login Details?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

User Registration

Enter Login Details, Personal Information, Institution Related Information and Areas of Interest or Expertise (required fields in red) and click “Continue”

NOTE: Personal Classifications selections are how reviewers are matched with papers.

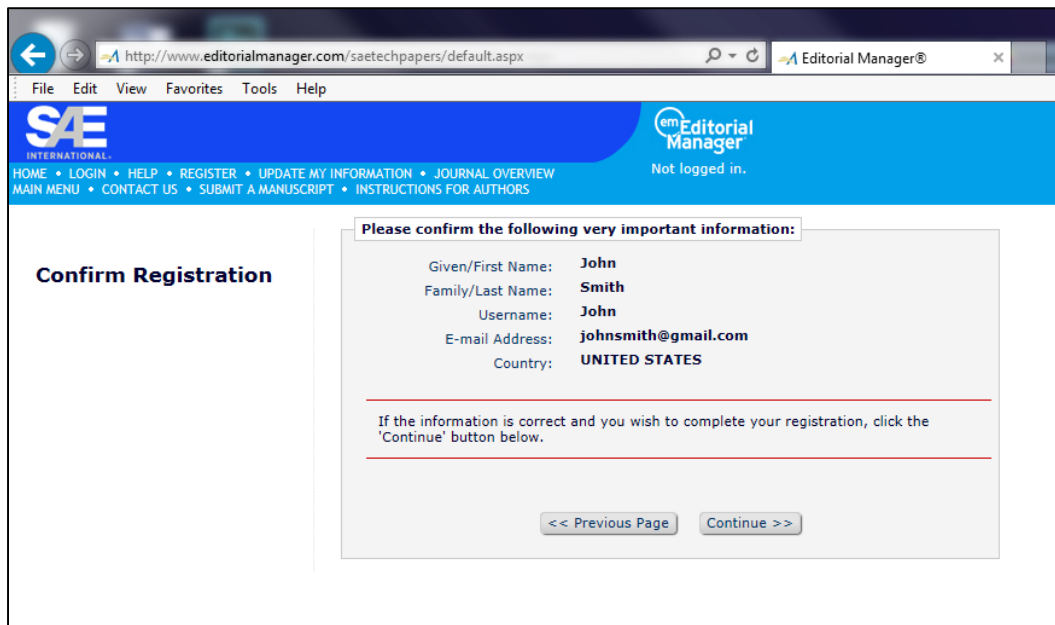
The screenshot displays the SAE Editorial Manager registration page. The page is titled "Registration Page" and includes a navigation menu at the top with options like HOME, LOGIN, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user is currently "Not logged in".

The registration form is divided into several sections:

- Login Details:** Includes fields for "Enter preferred user name" (required), "Password" (required), and "Re-type Password" (required). A note states: "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."
- Personal Information:** Includes fields for "Title" (with options like Mr., Mrs., Dr., etc.), "Given/First Name" (John), "Middle Name", "Family/Last Name" (Smith), "Degree" (with options like Ph.D., M.D., etc.), "Preferred Name", "Primary Phone", "Secondary Phone", "Secondary Phone is for" (with options like Mobile, Beeper, Home, Work, Admin, Asst.), "Fax Number", and "E-mail Address" (backroadmaverick@gmail.com). A note at the bottom states: "If entering more than one e-mail address, use a semi-colon between each address (e.g. joe@journal.com;john@pubs.com). Entering a second e-mail address from a different e-mail provider increases the chance that SAE files will trigger e-mails sent to you from online systems. Read More."
- Institution Related Information:** Includes fields for "Position", "Institution" (max 300 characters), "Department", "Street Address" (max 450 characters), "City", "State or Province", "Zip or Postal Code", "Country" (with a dropdown menu), "Address is for" (Work, Home, Other), and "Available as a Reviewer?" (Yes, No).
- Areas of Interest or Expertise:** Includes a section for "Personal Classifications" (None Selected) with a "Select Personal Classifications" button, and a section for "Personal Keywords" (None Defined) with an "Edit Personal Keywords" button.

At the bottom of the form, there is an ORCID field with a "Fetch/Register" button and a "Continue >>" button.

Confirm Registration Information and click “Continue” button



The screenshot shows a web browser window with the URL <http://www.editorialmanager.com/saetechpapers/default.aspx>. The page features the SAE International logo and the Editorial Manager logo. A navigation menu includes links for HOME, LOGIN, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user is currently not logged in. The main content area is titled "Confirm Registration" and contains a confirmation box with the following information:

Please confirm the following very important information:

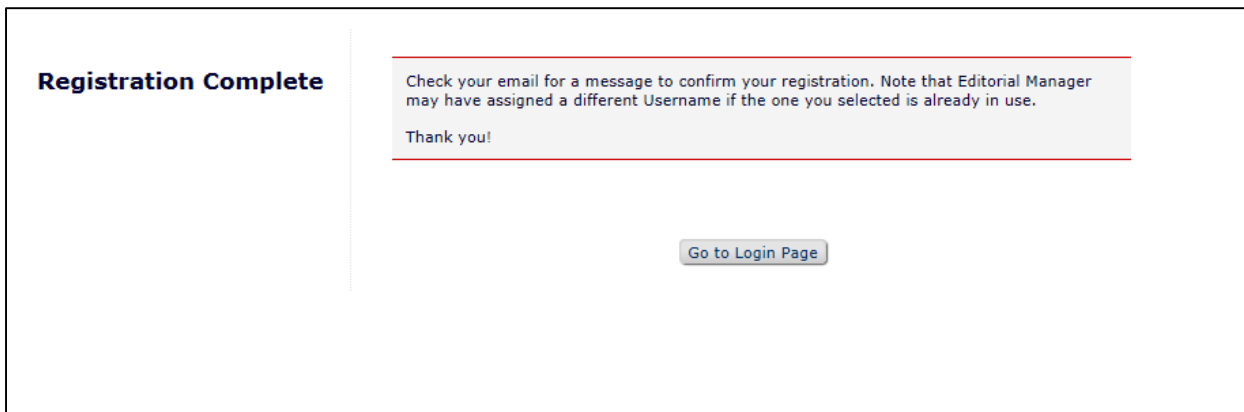
Given/First Name:	John
Family/Last Name:	Smith
Username:	John
E-mail Address:	johnsmith@gmail.com
Country:	UNITED STATES

If the information is correct and you wish to complete your registration, click the 'Continue' button below.

Navigation buttons: << Previous Page, Continue >>

You will now receive an email from Editorial Manager with your login information

Return to the Login Page to enter your information



Author Main Menu Overview

Once logged in, author will view the main menu below

The New Submissions area shows the status of new manuscripts

The Revisions area shows the status of manuscripts being revised

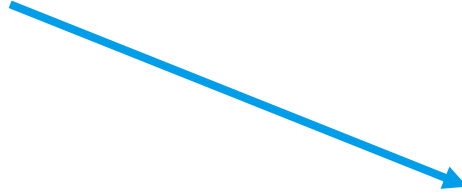
The Completed area shows the number of manuscripts that have completed the review process

The screenshot displays the SAE International Editorial Manager interface for an author. The browser address bar shows the URL: <http://www.editorialmanager.com/saetechpapers/default.aspx>. The page header includes the SAE International logo and the Editorial Manager logo. The user's role is set to 'Author'. The main menu is divided into three sections:

- New Submissions:** Contains links for 'Submit New Manuscript', 'Submissions Sent Back to Author (0)', 'Incomplete Submissions (0)', 'Submissions Waiting for Author's Approval (0)', and 'Submissions Being Processed (0)'. A blue arrow points from the text 'The New Submissions area shows the status of new manuscripts' to this section.
- Revisions:** Contains links for 'Submissions Needing Revision (0)', 'Revisions Sent Back to Author (0)', 'Incomplete Submissions Being Revised (0)', 'Revisions Waiting for Author's Approval (0)', 'Revisions Being Processed (0)', and 'Declined Revisions (0)'. A blue arrow points from the text 'The Revisions area shows the status of manuscripts being revised' to this section.
- Completed:** Contains a link for 'Submissions with a Decision (1)'. A blue arrow points from the text 'The Completed area shows the number of manuscripts that have completed the review process' to this section.

Author Main Menu Overview

The Top Menu offers site information, navigation and assistance



The screenshot shows the SAE International Editorial Manager interface. At the top, there is a navigation bar with the SAE International logo on the left and the Editorial Manager logo on the right. The navigation bar includes a menu with the following items: HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user's role is set to 'Author' and the username field is empty.

The main content area is titled 'Author Main Menu' and contains the following sections:

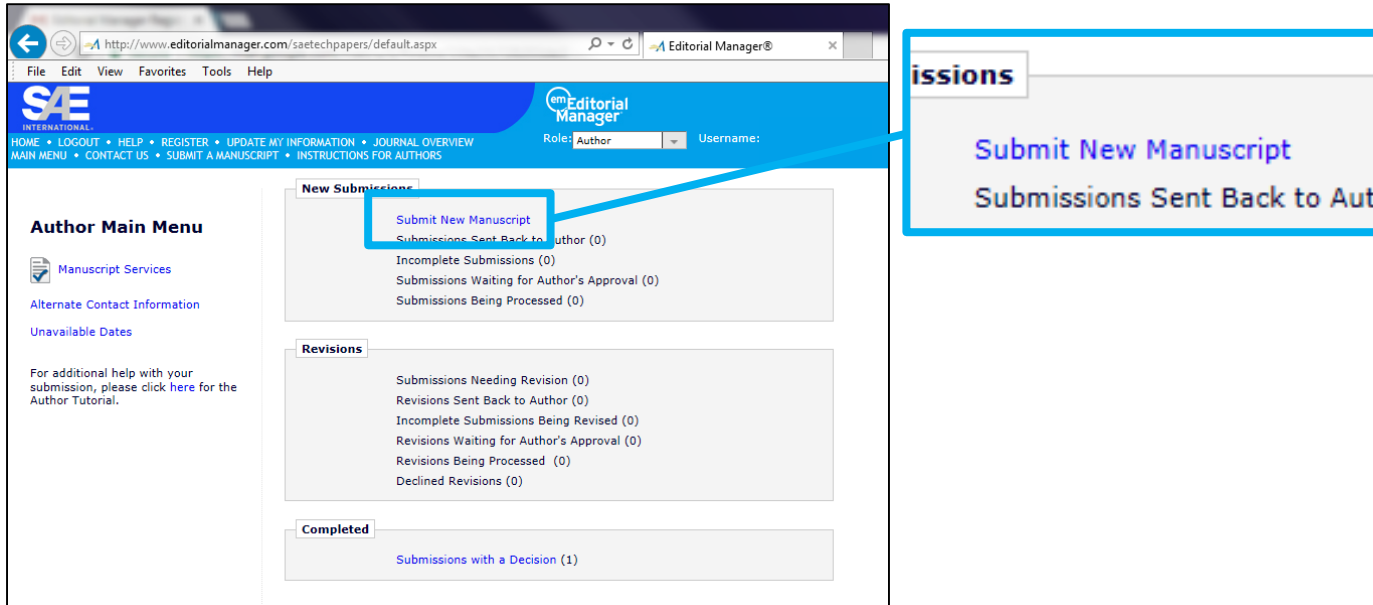
- Manuscript Services**
- [Alternate Contact Information](#)
- [Unavailable Dates](#)
- For additional help with your submission, please click [here](#) for the Author Tutorial.

On the right side, there are three summary boxes:

- New Submissions**
 - [Submit New Manuscript](#)
 - Submissions Sent Back to Author (0)
 - Incomplete Submissions (0)
 - Submissions Waiting for Author's Approval (0)
 - Submissions Being Processed (0)
- Revisions**
 - Submissions Needing Revision (0)
 - Revisions Sent Back to Author (0)
 - Incomplete Submissions Being Revised (0)
 - Revisions Waiting for Author's Approval (0)
 - Revisions Being Processed (0)
 - Declined Revisions (0)
- Completed**
 - [Submissions with a Decision \(1\)](#)

Submitting a New Manuscript

From Main Menu, click on “Submit New Manuscript”



The screenshot displays the Editorial Manager website interface. The browser address bar shows the URL <http://www.editorialmanager.com/saetechpapers/default.aspx>. The page header includes the SAE International logo and the Editorial Manager logo. The user is logged in as an Author, with a Role dropdown menu set to 'Author' and a Username field. The main navigation menu includes links for HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The Author Main Menu is visible on the left, with links for Manuscript Services, Alternate Contact Information, and Unavailable Dates. The main content area is divided into three sections: New Submissions, Revisions, and Completed. The New Submissions section is highlighted with a blue box, and the 'Submit New Manuscript' link is also highlighted with a blue box. A callout box on the right side of the image contains the text 'Submit New Manuscript' and 'Submissions Sent Back to Aut'.

Author Main Menu

- Manuscript Services
- Alternate Contact Information
- Unavailable Dates

For additional help with your submission, please click [here](#) for the Author Tutorial.

New Submissions

- [Submit New Manuscript](#)
- Submissions Sent Back to Author (0)
- Incomplete Submissions (0)
- Submissions Waiting for Author's Approval (0)
- Submissions Being Processed (0)

Revisions

- Submissions Needing Revision (0)
- Revisions Sent Back to Author (0)
- Incomplete Submissions Being Revised (0)
- Revisions Waiting for Author's Approval (0)
- Revisions Being Processed (0)
- Declined Revisions (0)

Completed

- [Submissions with a Decision \(1\)](#)

Submissions

- [Submit New Manuscript](#)
- [Submissions Sent Back to Aut](#)

Submitting a New Manuscript

Select “Non-Event Paper” as Article Type from dropdown menu and click on “Proceed” button



The screenshot displays a three-step progress bar at the top: 'Article Type Selection' (active, with a blue downward arrow icon), 'Attach Files' (inactive, with a white circle icon), and 'Manuscript Data' (inactive, with a white circle icon). Below the progress bar, the 'Article Type Selection' section contains the instruction: 'Choose the Article Type of your submission from the drop-down menu.' A dropdown menu titled 'Select Article Type' is open, showing 'Non-Event Paper' as the selected option. To the right of the dropdown is a blue 'Proceed' button with a white right-pointing arrow.

Submitting a New Manuscript

Upload manuscript, figure, or table files by selecting Item Type from top dropdown menu and then clicking “Browse” button

Click “Proceed” button when all files are uploaded

Article Type Selection

Attach Files

General Information

Review Preferences

Additional Information

Comments

Manuscript Data

✓ Manuscript

Please provide any additional items.

Select Item Type

*Manuscript

Manuscript

Insert Special Character

Browse...

OR

Drag & Drop Files Here

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type manually if necessary.

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript	Manuscript	Test_Manuscript.pdf	1.3 MB	03/07/2019	Download	<input type="checkbox"/>

Update File Order

Remove

Check All Clear All

← Back Proceed →

Submitting a New Manuscript

Select Region of Origin of author(s) from dropdown menu and click “Next” button

The screenshot displays a multi-step submission process. At the top, a progress bar shows seven steps: 'Article Type Selection' (checked), 'Attach Files' (checked), 'General Information' (active, indicated by a blue arrow), 'Review Preferences', 'Additional Information', 'Comments', and 'Manuscript Data'. Below the progress bar, the 'General Information' section is active. It contains a message: 'Please provide the requested information.' and a link for 'Insert Special Character'. The main form area is titled 'Region Of Origin' and includes a dropdown menu with 'UNITED STATES' selected. A 'Next' button is located to the right of the dropdown. Below the main form are two expandable sections: 'Section / Category' and 'Classifications', both with red warning icons. At the bottom right, there are 'Back' and 'Proceed' buttons.

Submitting a New Manuscript

Select the Section/Category the paper topic corresponds with from the dropdown menu and click “Next” button

The screenshot displays a progress bar at the top with seven steps: Article Type Selection, Attach Files, General Information, Review Preferences, Additional Information, Comments, and Manuscript Data. The 'General Information' step is currently active, indicated by a blue circle with a downward arrow. Below the progress bar, the text reads: "Please provide the requested information." To the right of this text is a link labeled "Insert Special Character". The main form area contains a section titled "+ Region Of Origin" which is expanded to show a "- Section/Category" dropdown menu. Below the dropdown, there is a text prompt: "Select the Section or Category related to your manuscript from the drop-down menu below." A "Required" label with a green checkmark is positioned above a dropdown menu that currently displays "Accident Reconstruction (Auto/CV)". A blue button labeled "Next" with a downward arrow is located to the right of the dropdown menu. At the bottom of the form, there are two buttons: "Back" with a left arrow and "Proceed" with a right arrow.

Submitting a New Manuscript

Click “Select Classifications” button to add 2-10 manuscript topic classifications from taxonomy list

Select classifications and click “Add” button, then click “Submit” when finished

Click the “Proceed” button

Insert Special Character

+ Region Of Origin

+ Section/Category

- Classifications

Please identify your submission's areas of interest and specialization by selecting one or more classifications.

Required * Select 2 to 10 Classifications
(None Selected)

Add Classifications

← Back Proceed →

Select Submission Classifications

Cancel Submit

Please identify your manuscript's areas of Interest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you are done.

To save changes you must click "Submit" before you leave this window. (less...)

Search: [Matching terms display in red text] Search Clear

Collapse All

- 1: Bodies and Structures
- 2: Chassis
- 3: Design Engineering and Styling
- 4: Electrical, Electronics, and Avionics
- 5: Environment
 - .01: Emissions
 - .01.01: Air pollution
 - .01.02: Exhaust emissions
 - .01.02.01: Hydrocarbons
 - .01.02.02: Nitrogen oxides
 - .01.02.03: Carbon monoxide
 - .01.02.04: Carbon dioxide
 - .01.02.05: Diesel exhaust emissions
 - .01.02.06: Particulate matter (PM)
 - .01.03: Volatile organic compounds
 - .01.04: Refueling emissions
 - .01.05: Emissions control
 - .01.06: Emissions measurement

Selected Classifications: Select 2 to 10 Classifications

- 5.01.02: Exhaust emissions
- 5.01.02.02: Nitrogen oxides
- 5.01.02.05: Diesel exhaust emissions
- 5.01.05: Emissions control
- 5.01.06: Emissions measurement

Add-> <-Remove

Collapse All

Cancel Submit

Submitting a New Manuscript

Add any suggested reviewers for the editor to invite (optional) by clicking on “Add Suggested Reviewer” button below Current Suggested Reviewers List
Click “Proceed” button

The screenshot shows a progress bar with seven steps: Article Type Selection, Attach Files, General Information, Review Preferences, Additional Information, Comments, and Manuscript Data. The 'Review Preferences' step is active, indicated by a blue arrow. Below the progress bar, a 'Suggest Reviewers' section contains a text area for providing reasons for suggestions, a 'Current Suggested Reviewers List' (currently empty), and an '+ Add Suggested Reviewer' button. A blue box highlights this button, with a blue arrow pointing to the 'Enter Suggested Reviewer Details' form on the right.

The 'Enter Suggested Reviewer Details' form is shown with a blue border. It includes the following fields: Given/First Name *, Middle Name, Family/Last Name *, Degree, Position *, Institution *, Department (dropdown), E-mail *, and Reason (text area). There are also icons for save, refresh, back, and delete, and a link for 'Insert Special Characters'.

Submitting a New Manuscript

Answer required Additional Information questions and click “Proceed” button

Article Type Selection Attach Files General Information Review Preferences **Additional Information** Comments Manuscript Data

Please respond to the presented questions/statements.

[Insert Special Character](#)

Questionnaire

Please confirm that you have approval from all co-authors to submit this manuscript.

Answer Required: Please select a response.

For the purpose of a fair and blinded review, please ensure that all identifying author information (including author names, contact information, and affiliations/institutions) is removed from your manuscript prior to submission. Please closely review the first page, verify that there is no contact information on the last page, and remove any identifying information from the file name of the document. Additionally, please remove any Acknowledgements section that contains identifying institutional information. If your manuscript is accepted for publication, you will have an opportunity to add the Acknowledgements information at the author proofing stage. If there is identifying author information in your manuscript, it will be returned to you for deletion.

Answer Required: Please select a response.

Please indicate the SAE International Customer Number/Member ID Number for the submitting author. If a valid SAE Customer Number/Member ID is not included, the manuscript will be returned to you for correction.

[Instructions](#)

Answer Required: Character Count: 0 Limit 15 characters

Have you submitted this paper to another publication (at SAE International or elsewhere), or has it been previously published in any capacity?

Submitting a New Manuscript

Enter any additional comments for the editorial staff here (optional) and click “Proceed” button

The screenshot displays a progress bar at the top with seven steps: Article Type Selection, Attach Files, General Information, Review Preferences, Additional Information, Comments, and Manuscript Data. The first five steps are marked with green checkmarks, while the 'Comments' step is marked with a blue downward arrow, indicating it is the current step. Below the progress bar, the text reads: "Please provide the requested information." To the right of this text is a link labeled "Insert Special Character". A modal window titled "Enter Comments" is open, containing a text area with the instruction: "Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission." Below this is a text input field with the placeholder text "Enter any additional comments here." At the bottom right of the form, there are two buttons: "Back" with a left arrow and "Proceed" with a right arrow.

Submitting a New Manuscript

Enter the title (limit 150 characters) of the paper in the text box and click the “Next” button

The screenshot displays a submission interface with a progress bar at the top. The progress bar consists of seven steps: Article Type Selection, Attach Files, General Information, Review Preferences, Additional Information, Comments, and Manuscript Data. The first six steps are marked with green checkmarks, while the seventh step, Manuscript Data, is marked with a blue download icon.

Below the progress bar, there is a text box for entering the title. The text box is labeled "Full Title (required)" and has a character count of 39. The text box contains the placeholder text "Enter the Full Title of Your Paper Here".

At the bottom of the form, there are three buttons: "Back", "Save & Submit Later", and "Build PDF for Approval".

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Insert Special Character

- Title

Full Title (required) ✓
Limit 150 characters Character Count: 39

Enter the Full Title of Your Paper Here

↓ Next

+ Abstract ⚠

+ Authors ⚠

← Back Save & Submit Later Build PDF for Approval →

Submitting a New Manuscript

Enter the abstract (limit 300 words) of the paper in the text box and click the “Next” button

The screenshot displays a multi-step submission process. At the top, a progress bar shows seven steps: Article Type Selection, Attach Files, General Information, Review Preferences, Additional Information, Comments, and Manuscript Data. The first six steps are marked with green checkmarks, while the seventh, Manuscript Data, is marked with a blue downward arrow. Below the progress bar, a text box contains the following instruction: *When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.* To the right of this text is a link for 'Insert Special Character'. The main form area has a 'Title' field and an expanded 'Abstract' section. The 'Abstract' section includes a label 'Abstract (required)' with a green checkmark, a note 'Limit 300 words', and a 'Word Count: 5' indicator. A large text input area is provided for entering the abstract. A 'Next' button is located at the bottom right of the abstract section. Below the form, there are three buttons: 'Back', 'Save & Submit Later', and 'Build PDF for Approval'.

Article Type Selection Attach Files General Information Review Preferences Additional Information Comments Manuscript Data

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Insert Special Character

+ Title

- Abstract

Abstract (required) ✓
Limit 300 words Word Count: 5

Enter the manuscript abstract here.

Next

+ Authors

Back Save & Submit Later Build PDF for Approval

Submitting a New Manuscript

Add any additional authors by clicking on the “Add Another Author” button below the Current Author List and then click on “Build PDF for Approval” button when finished

NOTE: Any author missing required information will have a red exclaim next to their name

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Article Type Selection Attach Files General Information Review Preferences Additional Information Comments Manuscript Data

Insert Special Character

+ Title

+ Abstract

- Authors

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Some required information is missing. You may proceed for now, but this information will be required before the submission can be completed.

Current Author List + Add Another Author

Mr. Matthew Borst [Corresponding Author] [First Author] [You]

+ Add Another Author

← Back Save & Submit Later Build PDF for Approval →

Edit Author Details

Mr. Matthew Borst [Corresponding Author] [First Author] [You]

Insert Special Characters

Your Given/First Name* Matthew

Middle Name

Your Family/Last Name* Borst

Academic Degree(s)

Affiliation*

Your E-mail Address* matthew.borst@sae.org

ISNI

ORCID Fetch/Register

What is ORCID?

Save these changes to my user registration as well

This is the corresponding author

Submitting a New Manuscript

Editorial Manager is now compiling the documents and building your PDF manuscript for submission

You will receive an email when the PDF is built and ready for viewing / approval.

Click “Submissions Waiting for Author’s Approval” link in Editorial Manager or link in email

Submissions Waiting for Approval by Author Matthew Borst

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.
The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.
The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼	This column header can be customized with links to outside websites e.g. ethical rules etc.
View Submission Edit Submission Approve Submission Remove Submission Correspondence Send E-mail	Enter the Full Title of Your Paper Here	03/07/2019	03/07/2019	Needs Approval	<input type="checkbox"/> I accept

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Submitting a New Manuscript

Click “View Submission” link to view compiled PDF

When ready, click “I Accept” box and then “Approve Submission” link

Submissions Waiting for Approval by Author Matthew Borst

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

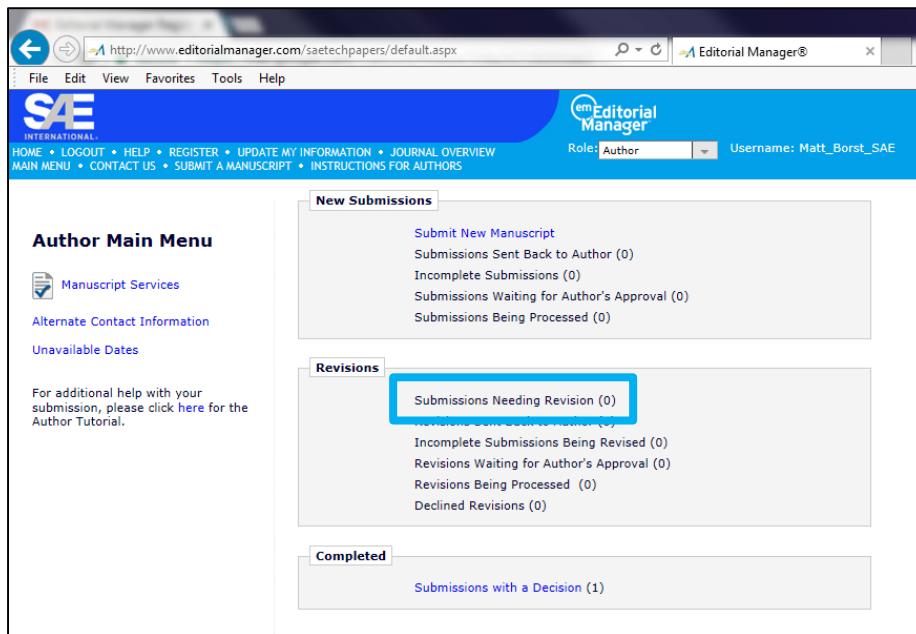
Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼	This column header can be customized with links to outside websites e.g. ethical rules etc.
View Submission Edit Submission Approve Submission Remove Submission Correspondence Send E-mail	Enter the Full Title of Your Paper Here	03/07/2019	03/07/2019	Needs Approval	<input type="checkbox"/> I accept

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Submitting a Revised Manuscript

When manuscript submission is returned for revision, click “Submissions Needing Revision” link



The screenshot shows the Editorial Manager website interface. The browser address bar displays <http://www.editorialmanager.com/saetechpapers/default.aspx>. The page header includes the SAE International logo and the Editorial Manager logo. The user's role is set to 'Author' and the username is 'Matt_Borst_SAE'. The main navigation menu includes links for HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The 'Author Main Menu' section contains links for Manuscript Services, Alternate Contact Information, and Unavailable Dates. The 'New Submissions' section lists: Submit New Manuscript, Submissions Sent Back to Author (0), Incomplete Submissions (0), Submissions Waiting for Author's Approval (0), and Submissions Being Processed (0). The 'Revisions' section lists: Submissions Needing Revision (0) (highlighted with a blue box), Incomplete Submissions Being Revised (0), Revisions Waiting for Author's Approval (0), Revisions Being Processed (0), and Declined Revisions (0). The 'Completed' section lists: Submissions with a Decision (1).

Submitting a Revised Manuscript

It is not necessary to re-enter submission information during revision phase. Click on “Attach Files” page on top button.

Upload revised manuscript, figure, or table files by selecting Item Type from top dropdown menu and then clicking “Browse” button

Remove old manuscript

Click “Proceed” button when all files are uploaded

Article Type Selection **Attach Files** General Information Review Preferences Additional Information Comments Manuscript Data

✓ Manuscript
Please provide any additional items.

Select Item Type
*Manuscript
Description
Manuscript

Insert Special Character

Browse... OR Drag & Drop Files Here

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type manually if necessary.

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript	Manuscript	Test_Manuscript.pdf	1.3 MB	03/07/2019	Download	<input type="checkbox"/>

Update File Order Remove

Check All Clear All

← Back Proceed →

Submitting a New Manuscript

Click on Manuscript Data page button on top, then click on “Build PDF for Approval” button when finished

The screenshot displays a progress bar at the top with seven steps: Article Type Selection, Attach Files, General Information, Review Preferences, Additional Information, Comments, and Manuscript Data. The first six steps are marked with green checkmarks, while the Manuscript Data step is marked with a blue download icon. Below the progress bar, a text box on the left provides instructions: "When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details." The main content area shows a form with fields for Title, Abstract, and Authors. The Authors field is expanded, showing a list of authors with a warning icon. A red warning message states: "Some required information is missing. You may proceed for now, but this information will be required before the submission can be completed." Below the warning, the "Current Author List" shows "Mr. Matthew Borst [Corresponding Author] [First Author] [You]". At the bottom, there are three buttons: "Back", "Save & Submit Later", and "Build PDF for Approval".

Article Type Selection ✓ Attach Files ✓ General Information ✓ Review Preferences ✓ Additional Information ✓ Comments ✓ Manuscript Data ↓

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Insert Special Character

+ Title

+ Abstract

- Authors ⚠

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Some required information is missing. You may proceed for now, but this information will be required before the submission can be completed.

Current Author List + Add Another Author

Mr. Matthew Borst [Corresponding Author] [First Author] [You] ⚠

+ Add Another Author

← Back Save & Submit Later Build PDF for Approval →

Submitting a Revised Manuscript

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