



SCHOLARONE
MANUSCRIPTS

Author Center User Guide

Updated November 2025



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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.

ScholarOne Manuscripts™

Gwen Baker ▾ Instructions & Forms Help Log Out

SCHOLARONE
MANUSCRIPTS

Home Author (AU) Review (REV) Manage ▾ Support ▾

Switch to a different publication:
s1u-wf1: ScholarOne Un ▾

Help

- [FAQs & User Guides](#) ↗
- [Journal Home](#) ↗
- [Site Support](#) ↗

ScholarOne

Welcome

Authors please be sure to read all instructions before you begin your submission

[Join ScholarOne on Facebook](#)
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NAVIGATION

ScholarOne Manuscripts™

SCHOLARONE
MANUSCRIPTS

Home Author (AU) Review (REV) Manage ▾

1 2

Switch to a different publication:
s1u-wf1: ScholarOne Un ▾

3

4

Help

- [FAQs & User Guides](#) ↗
- [Journal Home](#) ↗
- [Site Support](#) ↗

ScholarOne

Welcome

Authors please be sure to read all instructions before you begin your submission

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Top-Level Menu

Access to Author and Review Centers

1. Author Center
2. Reviewer Center

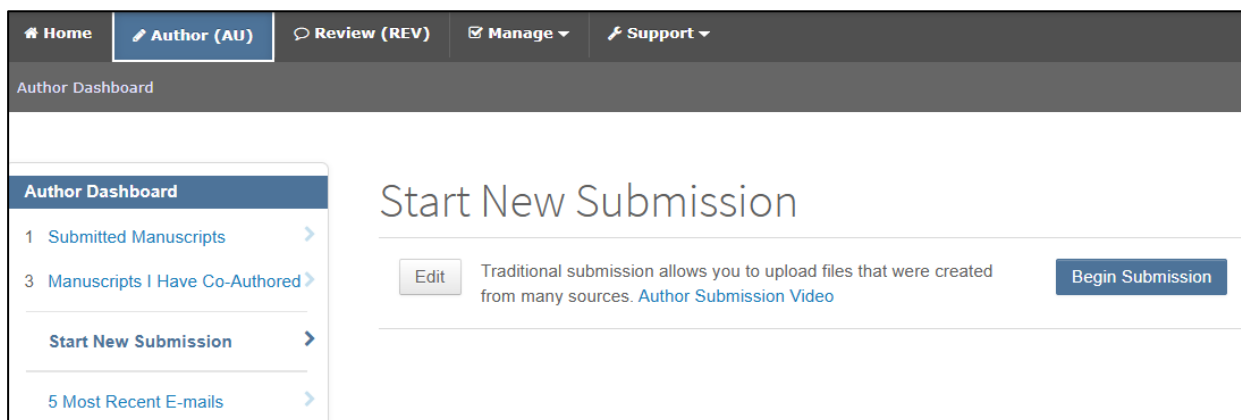
Left

Resources

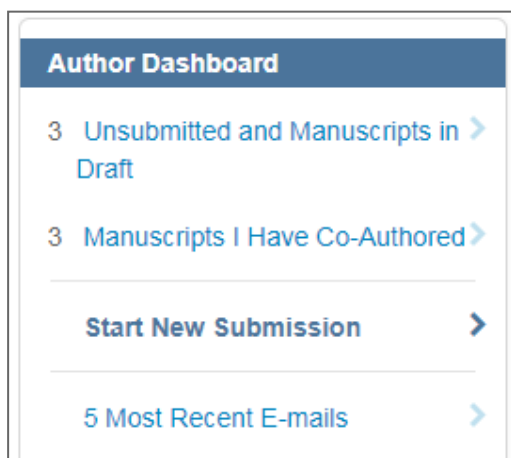
3. Journal Selection (when available)
4. Help


THE AUTHOR DASHBOARD

The Author Dashboard is where you will create and manage your submissions.



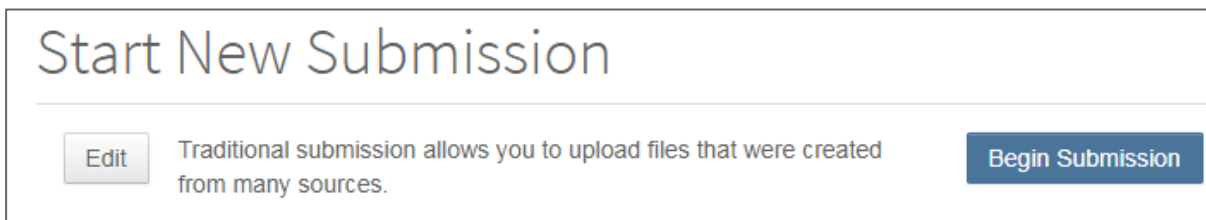
The left menu lists available options. When you first log on, you will see the option to Start New Submission. Later, you will see additional queues which indicate your manuscript's progress through the submission process or actions you may need to perform.



 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.)

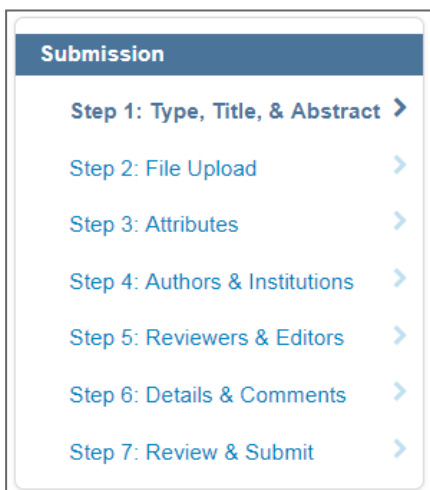


IMPORTANT NOTES



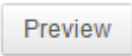
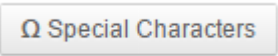

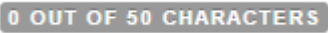
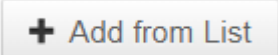
Each journal can configure ScholarOne Manuscripts to ask for different pieces of information and different required fields from the examples shown in this guide.

- 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.



BASIC SCREEN NAVIGATION

Screen Element	Description
	Indicates a required field
	Click for a description or instructions for a specific field.
	Click to see a preview of the entered text
	Click to add special characters and formatting to the text
 	Word or character counts display for each text field. The counts update as you type.
	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.

STEP 1 – TYPE, TITLE, & ABSTRACT

* Type: ⓘ

CHOICE	TYPE	DESCRIPTION
<input type="radio"/>	Invited Review	
<input type="radio"/>	Book Review	
<input type="radio"/>	Original Article	An article describing original research.
<input type="radio"/>	Letter to the Editor	A topical letter to our editorial staff intended for publication.

* Title ⓘ

Preview

0 OUT OF 50 WORDS

* Running Head ⓘ

Preview

0 OUT OF 50 CHARACTERS

* Abstract ⓘ

Write or Paste Abstract

Preview

0 OUT OF 200 WORDS


Type: Select from available manuscript types. Types are determined by the journal & may vary. Selecting a type determines what information you are required to enter throughout the submission process.

Title: Enter a manuscript title.

Running Head: If present, enter a short title.

Abstract: Enter the abstract.

Click **Save and Continue**.

 To save time, copy and paste from your word document.

Save

STEP 2 – FILE UPLOAD

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

Step 2: File Upload

Please only upload Word files, TIFF files and JPEG files for images. [Read More ...](#)

* = Required Fields

Files 0.00 OUT OF 58.59 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					

File Upload

SELECTION	FILE DESIGNATION
<input type="button" value="Select File 1 ..."/>	* Main Document
<input type="button" value="Select File 2 ..."/>	Choose File Designation ...
<input type="button" value="Select File 3 ..."/>	Choose File Designation ...

In the File Upload section, click the **Select File 1** button. Browse for your main document file.

If needed, use the **Select File 2** and additional buttons to select additional files. Choose an appropriate file designation from the drop-down list.



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.



See sections below for additional information on *Figures and Images* and *Zip Files and LaTeX Documents*.

Click the Upload Selected Files button.

Upload Selected Files

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

Files ?					
0.052 OUT OF 58.59 MB					
ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1 ▼	Select: ▼	Main Document.doc 26 KB	Main Document	21-May-2015	Gwen Baker
2 ▼	Select: ▼	Additional Document.doc 26 KB	Supplementary File for review	21-May-2015	Gwen Baker

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

You may remove a file by clicking the Actions drop-down list for a file and selecting **Remove File**.

You can view a proof by clicking either the **View HTML proof** or **View PDF proof** buttons.


Click **Save and Continue**.

Save & 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.

The screenshot displays a file management interface with a table of files and an 'Edit File Details' modal window. The table has columns for ORDER, ACTIONS, FILE, * FILE DESIGNATION, UPLOAD DATE, and UPLOADED BY. The second row shows a file named 'figure 1 hands.jpg' with a thumbnail image of a hand. The 'Edit File Details' modal window is open, showing fields for 'Caption / Legend' and 'Link text', both containing the text 'Figure 1'. The 'Edit' button in the modal is highlighted with a yellow box.

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	Main_document.doc 59 KB	Main Document	03-Nov-2025	Gwen Baker
2	Select: Select: Edit Remove	figure 1 hands.jpg 47 KB , 435 x 351 px 	Figure	03-Nov-2025	Gwen Baker

Edit File Details

Edit File: figure 1 hands.jpg
Details: 47 KB, 435 x 351 px

Designation: Figure

Caption / Legend: [Edit](#) [Special Characters](#)
Figure 1

Link text: [Edit](#)
Figure 1

[Cancel](#) [Save Changes](#)

ZIP FILES AND LATEX DOCUMENTS

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

File Upload Edit

SELECTION	FILE DESIGNATION
<div style="display: flex; align-items: center; gap: 10px;"> <div style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 5px; display: flex; align-items: center; gap: 5px;"> Gwen_Test.zip </div> ✕ Remove </div>	* Main Document
<input checked="" type="checkbox"/> Extract files on upload	

Each file that is uploaded will be unpacked and displayed in the list so you can provide the proper **File Designation** using the Edit option in the **Actions** column.

Files 7.85 OUT OF 58.59 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	<div style="border: 1px solid #ccc; padding: 2px;"> Select: ▼ Select: Edit Remove </div>	Figure1.jpg 43 KB	Main Document	03-Nov-2025	Gwen Baker
2	<div style="border: 1px solid #ccc; padding: 2px;"> Select: Edit Remove </div>	F , 43 KB	Main Document	03-Nov-2025	Gwen Baker
3	<div style="border: 1px solid #ccc; padding: 2px;"> Select: ▼ </div>	Figure3.jpg 60 KB	Main Document	03-Nov-2025	Gwen Baker
4	<div style="border: 1px solid #ccc; padding: 2px;"> Select: ▼ </div>	sample_manuscript.doc 7891 KB	Main Document	03-Nov-2025	Gwen Baker

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.

Step 3: Attributes

To enter your manuscript attributes/keywords, you may do it in two different ways:

- Search the journal's list of keywords, by typing in a term and clicking **Search**, or
- Select your keywords from the list (Control-Click to select multiple words), and click **Add**.

When you are finished, click **Save and Continue**.

[Read More ...](#)

* = Required Fields

* Keywords ⓘ

+ Add

[- Hide Full List](#)

Memory

Midbrain

Molecular Biology

Adolescent Patient Care

Article

html

naner

+ Add from List

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.

* Keywords ⓘ

Ω Special Characters

+ Add

Molecular Biology

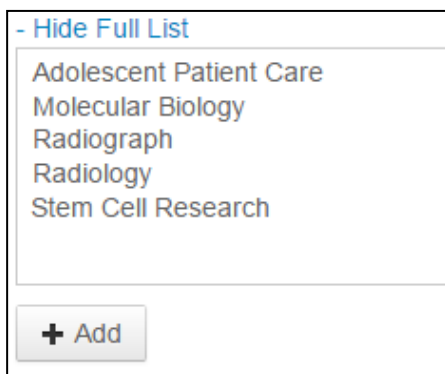
- Click on the keyword.
- Click the **Add** button.

b. Select from the list

- Click **Show Full List**

[+ Show Full List](#)

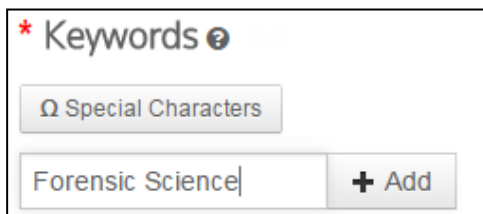
- Click on an item in the list. Ctrl-click to select multiple items.



- 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.



- 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

* = Required Fields

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


ORDER	ACTIONS	AUTHOR	INSTITUTION
-------	---------	--------	-------------

Add Author

Find using Author's email address

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>


 [Create an ORCID iD](#)
[Associate your existing ORCID iD](#)

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.

Add Author

Find using Author's 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.

The screenshot shows a 'Create New Author' form with a dropdown menu open for the 'Institution' field. The dropdown lists several institutions, including 'Centers for Disease Control and Prevention' and 'San Diego Continuing Education'. A warning symbol (a red triangle with an exclamation mark) is visible next to the first institution name in the list.

- 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.

- Add additional institutions as needed.
- When you have finished creating the author, click the **Add Created Author** button.

 + Add Created Author >



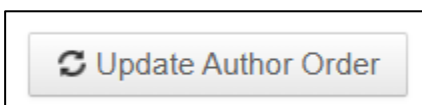
When adding a new Co-Author to a submission, you will not be prompted to enter their ORCID iD. Co-authors may receive an email requesting their ORCID iD.

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.

* Selected Authors [Edit](#)

ORDER	ACTIONS	AUTHOR
1	Select...	Baker, Gwen (Corresponding Author) Provide CRediT Contribution gbaker@silverchair.com
2	Select...	Hager, Paul Data curation (Equal) Investigation (Lead) Provide CRediT Contribution PaulHager@gmail.com

11. Click the Update Author Order button.



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

ACTIONS	AUTHOR
Select...	Newman, Arthur E
Select...	@institution.edu
Edit	
Assign as Corresponding Author	
Remove Author	

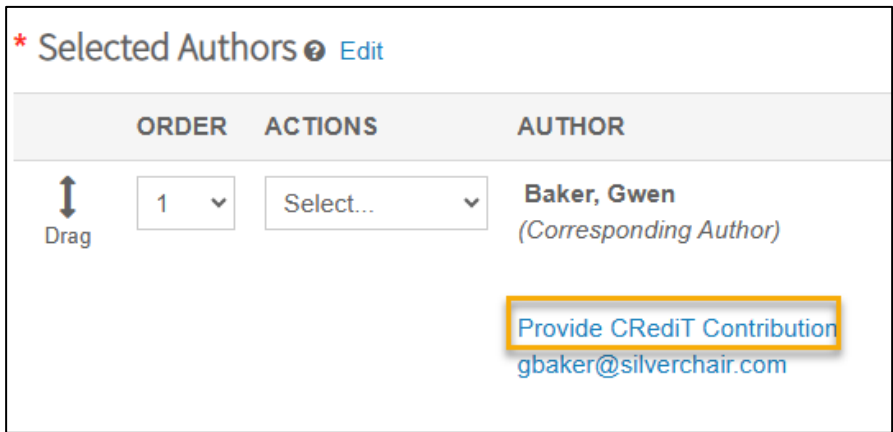
13. Click **Save and Continue**.



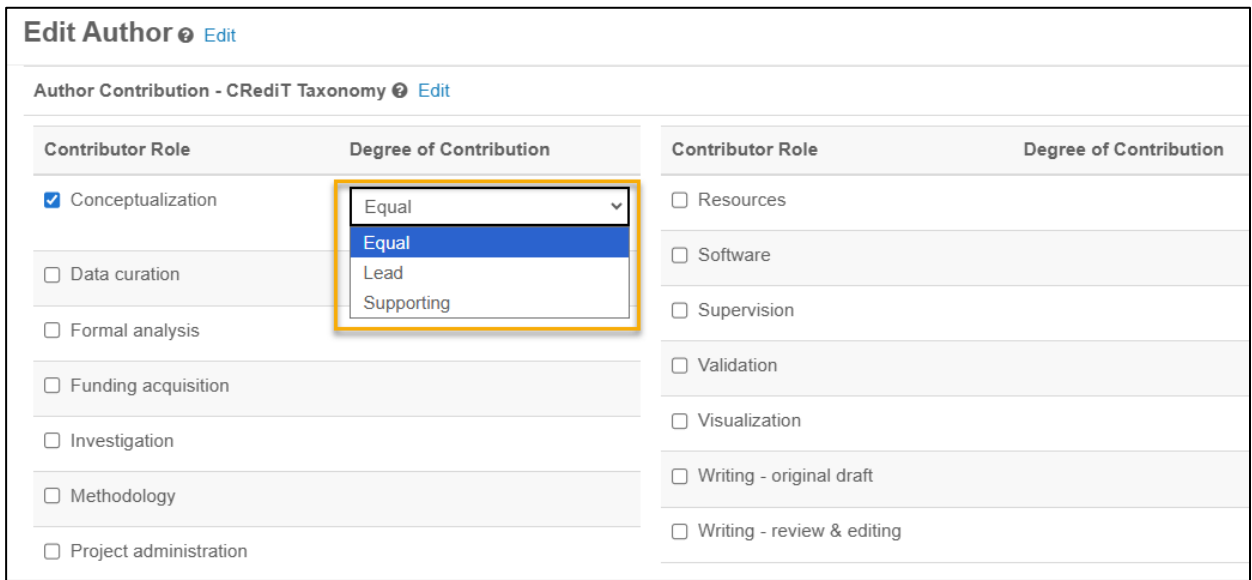
COLLECTING AUTHOR CONTRIBUTION DURING SUBMISSION

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.



STEP 5 – REVIEWERS & EDITORS

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

Step 5: Reviewers & Editors

Reviewers - Min of 2 Required

[Read More ...](#)

* = Required Fields

* Reviewers ?

RECOMMENDED: 0 OUT OF 1 MIN

ACTIONS	PREFERENCE	REVIEWER	INSTITUTION
<input type="button" value="Add Reviewer"/>			

Editors ?

ACTIONS	PREFERENCE	EDITOR	INSTITUTION
<input type="button" value="Add Editor"/>			

1. Click the **Add Reviewer** button.

Add Reviewer

Ω Special Characters

* First/Given Name

* Last/Family Name

* Email

* Institution ⓘ
[Edit](#)

Department

Phone Number


* Preference I recommend this Reviewer
 I oppose this 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.

Step 4: Reviewers & Editors

- Please supply the names and email addresses of five potential referees who have no conflict of interest with this paper.

* = Required Fields

* Recommend Referees 

RECOMMENDED: 1 OUT OF 5 MIN

ACTIONS	PREFERENCE	REVIEWER	INSTITUTION
<input type="text" value="Select..."/>	Recommended Reason: Strong knowledge about the subject	David Thomas thomas@test.demo	Pediatrics Imperial College London 44+060-98708796

5. Click **Save and Continue**.

Save & 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.

Step 6: Details & Comments

Enter your **cover letter** into the box either by using the **"Browse"** button to find your cover letter file and **attach** it or copy-pasting your letter directly into the box. Next, answer all the questions. If your paper has **color figures**, please note that they will appear in final publication exactly as they were submitted in your final version. **There is no charge for color.** Please remember to fill out the Copyright form. [Copyright Form.pdf Read More ...](#)

* = Required Fields

Cover Letter ⓘ

Write Cover Letter

Preview Ω Special Characters

0 OUT OF 32768 CHARACTERS

Upload Cover Letter

1. Select File 2. Attach File

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.

Funding [Edit](#)

Is there funding to report for this submission?

Yes No

Funders [Edit](#)

ACTIONS	FUNDER	GRANT / AWARD NUMBER
No Funders Entered		

[Add Funder](#)

Add Funder [Edit](#) X

Name

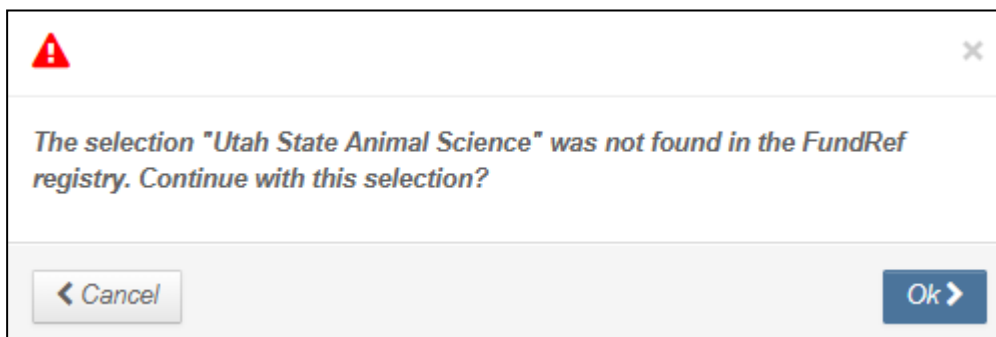
Grant / Award Number [Remove](#)

[Add another grant/ award number](#)

[Close](#) [Clear](#) [+ Add Funder](#)

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 would see the following message. Click **OK**.



3. The funder information displays.

Funders ⓘ		
ACTIONS	FUNDER	GRANT / AWARD NUMBER
Select ... ▼	National Entomological Association	123456789

CUSTOM QUESTIONS

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

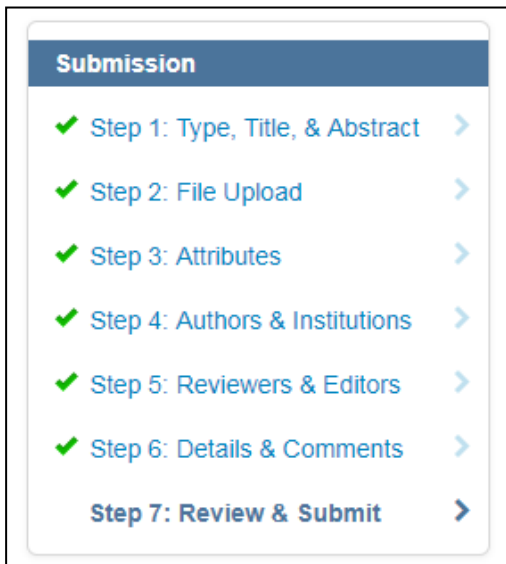
<i>Do you have any conflict of interest?</i>	
<input type="radio"/>	Yes
<input type="radio"/>	No
<i>If yes, please state:</i>	
<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	

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

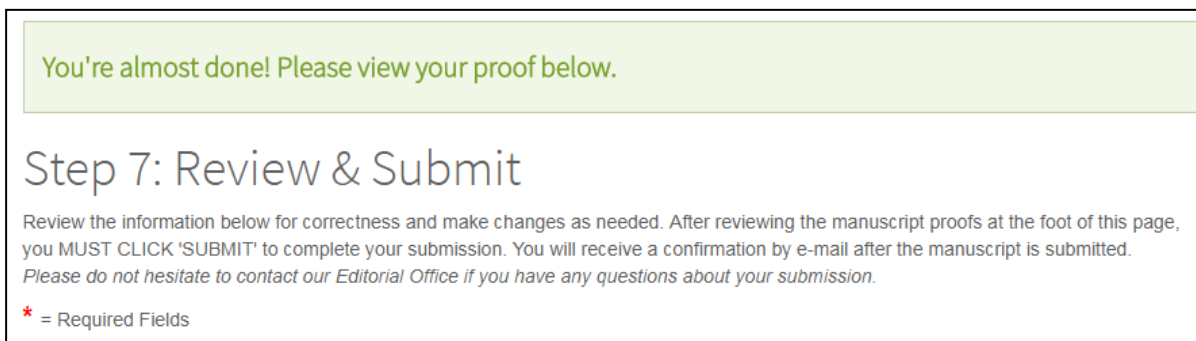
Save & Continue >

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 it to complete the submission process.



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.



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

* Verify Step Information

✓ Step 1: Type, Title, & Abstract

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

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.

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

* Step 3: Attributes

⚠ Please attend to the following:

- Minimum entries for attribute Keywords not entered. Enter one attribute at a time prior to clicking the (+) plus sign.

FIELD	RESPONSE
Keywords	INCOMPLETE • Midbrain

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.

* View Proof

You must view either the HTML or PDF proof before you can submit

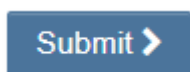


The Submit button will not be active until you have viewed the proof and fixed all errors.

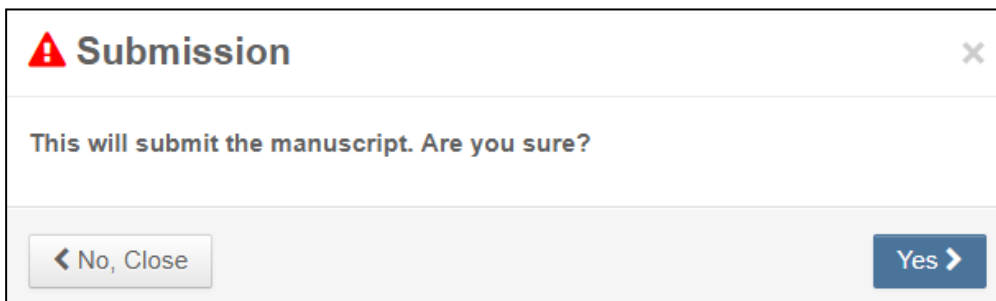


If the journal requires payment at the time of submission, your next step will not be **Submit**. Click the **Continue to Payment** button and follow prompts for entering payment. If payment is only required after acceptance, you will be prompted to pay at a later time.

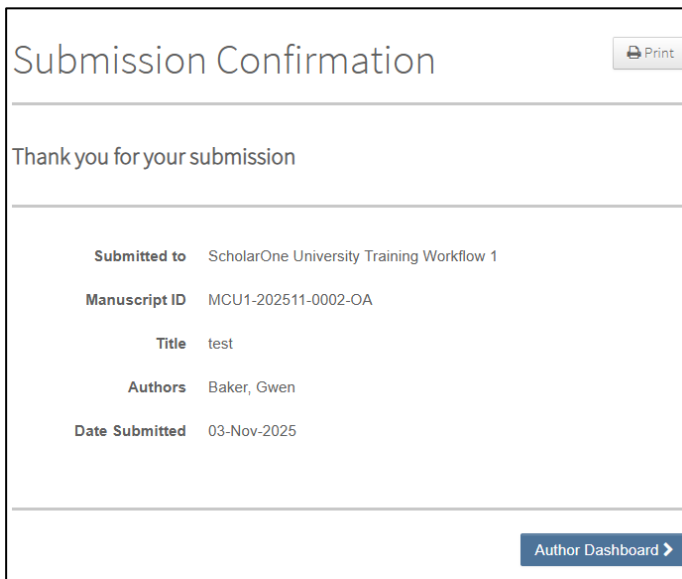
- Click the **Submit** button.



- Click **Yes** to confirm the submission.



- 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 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.

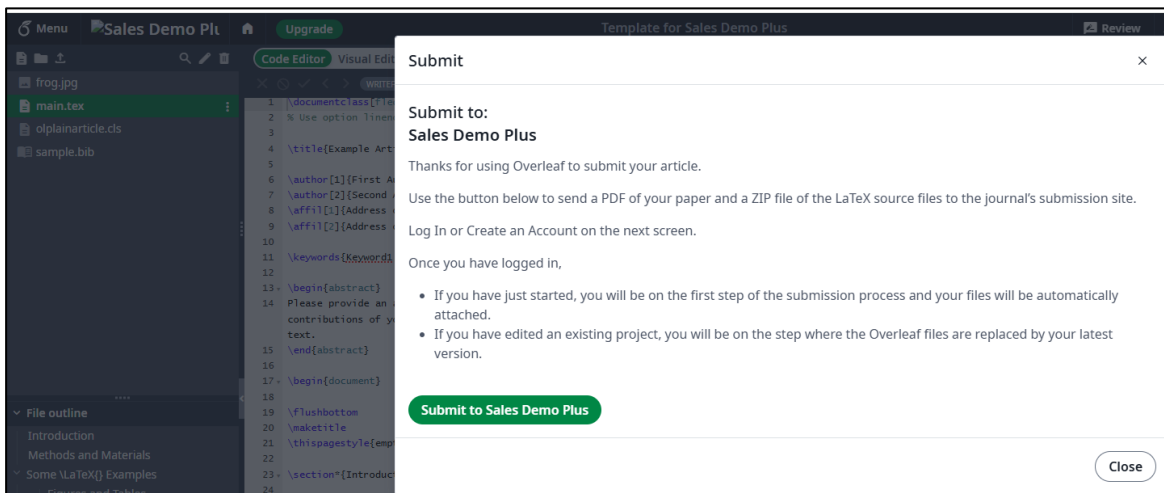
CREATING AN OVERLEAF SUBMISSION

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.

Start New Submission



METHOD	DESCRIPTION	START
Traditional Submission	<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Edit</div> <div>Traditional submission allows you to upload files that were created from many sources.</div> </div>	<div style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">Begin Submission</div>
	<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Edit</div> <div>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.</div> </div>	<div style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Begin on Overleaf.com ↗</div>

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.

Files 0.28 OUT OF 58.59 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select: Select: Edit on Overleaf.com	 wdsdssqsnbhpwvqscqdbzxfxssjxbms.zip 99 KB	Supplementary File	03-Nov-2025	Gwen Baker
2	Remove	 wdsdssqsnbhpwvqscqdbzxfxssjxbms.pdf 191 KB	Main Document	03-Nov-2025	Gwen Baker

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.

Overleaf
Upload Overleaf Files from Your Computer [Edit](#)

Tip: Import the latest version of your Overleaf files: [Go to this project on Overleaf.com and click Submit](#)

SELECTION	DESIGNATION SET BY SITE
<input type="button" value="Select Overleaf .PDF File ..."/> None selected	Main Document
<input type="button" value="Select Overleaf .ZIP File ..."/> None selected	Supplemental file not for review

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.

Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title, running head, and abstract into the appropriate character, click the "Special Characters" button. When you are finished, click "Save and Continue".

- Please note that you must agree to pay the compulsory OPEN ACCESS FEES
- OPEN ACCESS FEES are \$1,100 for 1-5 pages; \$2,200 for 5-12 pages; + \$100/page
- Color figures are subject to an additional fee for the inclusion of color figures

[Read More ...](#)

* = Required Fields

* Type: Edit

CHOICE	TYPE	FEE
<input type="radio"/>	Original Article	USD 105.00
<input type="radio"/>	Letter to the Editor	USD 105.00
<input type="radio"/>	Review (invited)	USD 105.00
<input type="radio"/>	Review (unsolicited)	

For journals where all manuscripts are published under Open Access, you may be asked to agree to Open Access publication.

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 >**

* View Proof

You must view either the HTML or PDF proof before you can submit

* Publishing Preference

* Publish this submission as:

Open Access

Traditional

Journals may give you the option of several publication methods. Select your publishing preference.

TIPS FOR AUTHORS SUBMITTING A REVISION

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**.



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.

Author Dashboard

- 1 Manuscripts with Decisions >
- 1 Manuscripts Awaiting Revision >
- Start New Submission >
- 5 Most Recent E-mails >
- English Language Editing Service >

Manuscripts with Decisions

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
create a revision	Contact Journal AE: Editor, Amy ADM: Baker, Gwen	MCU4-2025-06-0002	Long Hot Summer View Submission	25-Jun-2025	26-Jun-2025
	<ul style="list-style-type: none"> Major Revision (26-Jun-2025) Due on: 12-Dec-2025 				
	view decision letter				

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.

Author Dashboard

- 1 Revised Manuscripts in Draft >
- 1 Manuscripts with Decisions >
- Start New Submission >

Revised Manuscripts in Draft

CONTINUE	ID	TITLE	CREATED	DELETE
Continue	Draft (MCU4-2025-06-0002.R1)	Long Hot Summer View Submission	03-Nov-2025 Due on: 12-Dec-2025	Delete

MANUSCRIPT TRANSFER

The ability to transfer submitted manuscripts between journals on ScholarOne is a valuable feature which publishers are using more and more frequently to make sure each journal reviews and publishes articles well-aligned with their scope.

JOURNALS OFFERING CHOICE OF TRANSFER DESTINATION

If your submission is selected for transfer, you will receive an email notification with a link to accept review the transfer options. Without having to log-in, select the link. You will be shown the transfer options along with a final option to decline transfer of the paper. A refusal of the transfer will result in a final reject of the manuscript on the site to which it was originally submitted.

You may also access manuscripts that have been offered a transfer through the Author Center dashboard in the **Manuscripts Awaiting Approval to Transfer** queue. Select View Transfer Options to see that journal(s) that you may choose to transfer to.

The screenshot displays the Author Dashboard interface. On the left, a sidebar menu lists various manuscript categories, with '1 Manuscripts Awaiting Approval to Transfer' highlighted in orange. The main content area is titled 'Manuscripts Awaiting Approval to Transfer' and shows a table with the following data:

ACTION	ID	TITLE	DATE A
View Transfer Options	WRK4-2009-11-0048	quick test for deletion after View Submission	08-May-

Select a journal destination, or choose to decline transfer, then click **Submit my Choice**.

Select a Transfer Destination ✕

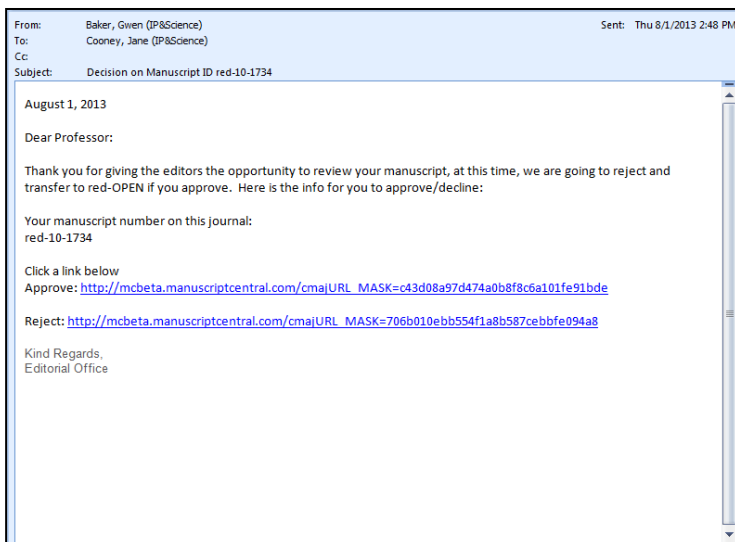
Please review the transfer options below for your manuscript, Estrogen controls PKC-dependent mechanical hyperalgesia through direct action on nociceptive neurons , and select your desired choice.

- Sales Demo Workflow 0
- Sales Demo Workflow 1
- Sales Demo Workflow 4
- Decline offer for manuscript transfer

Cancel
Submit My Choice

JOURNALS OFFERING A SINGLE TRANSFER OPTION

If your submission is selected for transfer, you will receive an email notification with a link to accept or reject the transfer. Without having to log-in, click either the **Approve** or **Reject** link.



You may also access manuscripts that have been offered a transfer through the Author Center dashboard in the **Manuscripts Awaiting Approval to Transfer** queue. Click Approve or Reject.

The screenshot shows the Author Dashboard interface. On the left is a sidebar with the following navigation items:

- 1 Unsubmitted and Manuscripts in Draft
- 1 Revised Manuscripts in Draft
- 4 Submitted Manuscripts
- 7 Manuscripts with Decisions
- 1 Manuscripts I Have Co-Authored
- 1 Manuscripts Awaiting

The main content area is titled "Manuscripts Awaiting Approval to Transfer" and shows a due date of "Due on 20-May-2018". Below this is a table with the following data:

ACTION	ID	TITLE
<input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Reject	WRK4-17-Jun-0005	The deconstruction of the metaphysical protocomposite: a didactic approach View Submission

PREPARING FILES FOR SUCCESSFUL CONVERSION TO PDF AND HTML

This section will assist authors in preparing and uploading their submission files so that they successfully convert to PDF and HTML and are easily viewed in the corresponding proofs.

SUPPORTED FILE TYPES

The files below are supported by *ScholarOne Manuscripts* and can be converted to PDF and HTML. Other files may be accepted for submissions and reviews but may not convert successfully.

Document Files

.docx, .xlsx, .pptx, .doc, .htm, .ppt, .pdf, .rtf, .tex, .txt, .wpd, xls

Image files

.ai (PDF types only. Post-script types not supported); .cgm; .dcx; .dib; .dicom; .epdf; .epi; .eps, eps2; .espf; .epsi; .fig; .fits; .fpx; .gif; .hpgl; .jpg; .jpeg; .ico; .mng; .pbm; .pcd; .pcds; .pcx; .pgm; .ppm; .png; .pnm; .ps, .ps2; .sun; .tga; .tif; .vicar; .vid; .viff; .xbm; .xpm; .xwd

Follow the checklists below to ensure that your files will properly convert to HTML and PDF:

- File names do not include special characters (non ASCII)
- File names are less than 200 characters long
- File names follow the format "name.extension", i.e. "mymanuscript.doc"



Acceptable file formats are determined by each journal. *ScholarOne Manuscripts* will warn you if the file format is unacceptable at the time of upload, before it enters the peer review process

HOW OUR FILE CONVERSION SYSTEM WORKS

When you upload a file, it is saved to a temporary folder on our application server and scanned for viruses. If the file passes the scan it is placed on our production file system.

If the file to be used is to be converted to PDF such as a main document or a title page, it is sent to the document conversion server and is converted to PDF format. If the file needs to be converted to HTML or XML, it is first converted by Microsoft Word 2010 and then saved as HTML or XML as needed.

If images are uploaded they are sent to our image converter where they are converted to both HTML and PDF.

All files that have been successfully converted will have copies of their files in different formats or what we call renditions and they are assembled together to create a single PDF and HTML proof.

PREPARING YOUR FILES

Follow the checklists below to ensure that your files will properly convert to HTML and PDF.

- File names do not include special characters (non ASCII)
- File names are less than 200 characters long
- File names follow the format "name.extension", i.e. "mymanuscript.doc"

Documents

- Embed fonts
- Remove macros
- Remove local hyperlinks
- Embed Images and verify there are less than 100 embedded images in the file

- Remove Field Codes (placeholders in Microsoft Word for data that might change in a document)
- Verify your spreadsheet files only have single tab

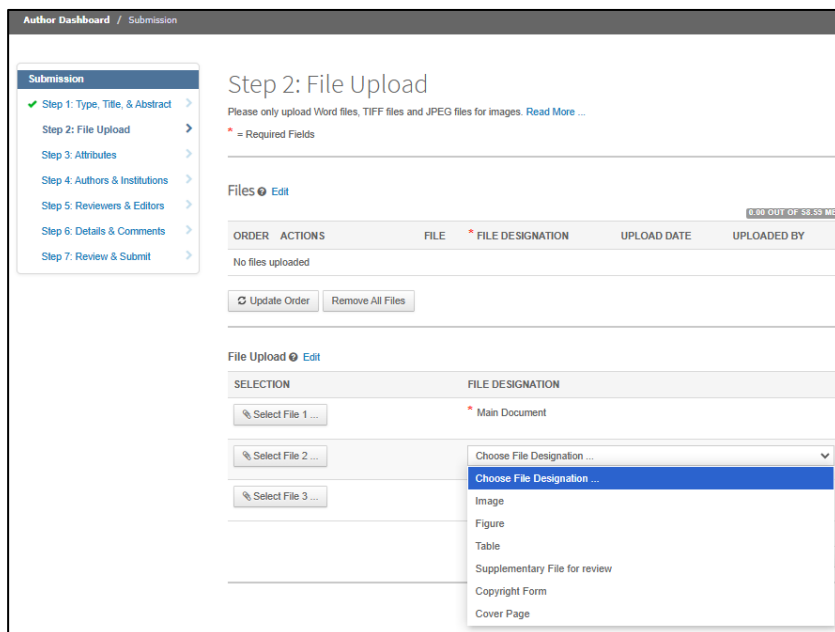
Images

- Remove thumbnails from image files
- Verify your images are in single, flattened layer (e.g. no multi-pages TIFs)

UPLOADING YOUR FILES

To upload your files, follow these steps:

1. Proceed to the **File Upload** step of your submission.
2. Click the **Select File 1...** button under the **File Upload** section.
3. Browse for the file you would like to upload on your computer.
4. Select the **File Designation** that matches your file closest.



5. If desired, add a **Caption / Legend** and/or **Link text**. The **Caption / Legend** will show on the proofs under each image file uploaded. The **Link text** will link the uploaded image to your document in the HTML proof where the link text matches.



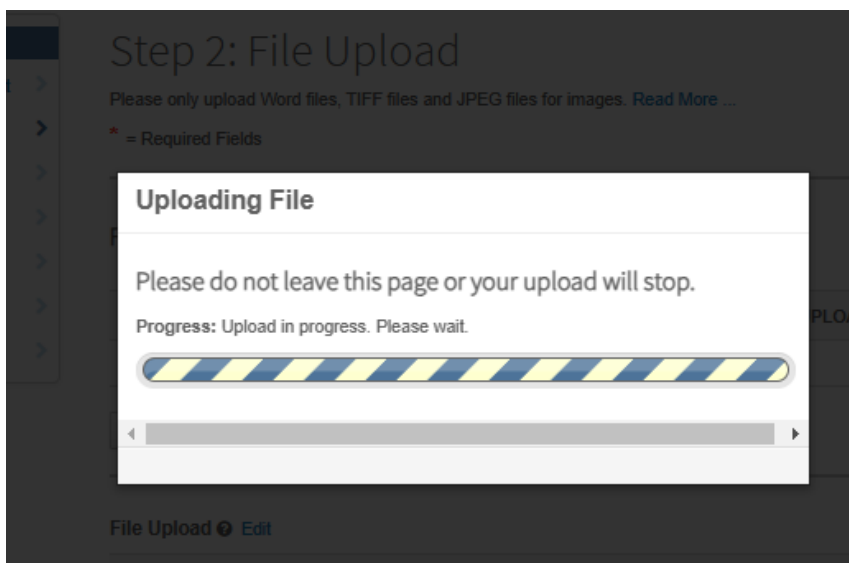
Only image files (jpg, tif, gif, etc.) will display the text added to the **Caption / Legend** option in the PDF proof.

6. Repeat above steps for the remaining files.



You can upload as many files at a single time as there are available slots. The number of slots is not the limit of the number of files you may upload to your submission.

7. Click **Upload Selected Files**.



Once the file upload has completed, you will see your files listed under the **Files** section.

Files Edit 0.02 OUT OF 488.28 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	Test.doc 22 KB Caption : Link text :	Main Document	25-Aug-2016	



Some journals enforce a limit for the file size of all files uploaded to a single submission. You can see if there is a limit at the upper-right of the **Files** section.

- To edit the file information, click on **Edit** under the **ACTIONS** column.
- To delete the file, click on **Remove...** under the **ACTIONS** column.
- To change the file order, update the number(s) in the **ORDER** menu then click on **Update Order**. The order of your files here will determine the order of the files in the HTML and PDF proofs.
- To view your current HTML proof, click on **View HTML Proof**.
- To view your current PDF proof, click on **View PDF Proof**.

TROUBLESHOOTING

Below are some common questions and resolutions to file upload and conversion difficulties.

How can I increase the quality of images in my proof?

There are many factors that contribute to the quality of an image. However, there are some general guidelines you can follow for making better quality images:

- Crop the image to avoid white space
- Adjust the image size
- Adjust the image resolution (DPI)

Why is a file not included in the PDF/HTML proofs?

Some file designations are set up in the background to not be included in the PDF or HTML proofs. If you would like a specific file to be included in the proofs, we recommend deleting the file and re-uploading the file with a different **File Designation** selected.

My PDF file did not convert. What can I do to fix this?

ScholarOne Manuscripts does not support PDF files that were created using Quartz or GhostScript PDF Writer. In order to create a PDF file that will convert, you will need to resave the file using Adobe® Acrobat® or Adobe® Reader®.

Why does the PDF show MY FILE in Portrait Layout When it was Saved as Landscape Layout?

Make sure that all pages in your file have the page orientation and margins set to landscape.

Why are my images showing in the PDF Proof But Not the HTML Proof?

If you find that only part of the HTML proof loads, it may be because you used similar text in the **Link text** for your image files. To verify this, click on **Edit** under the **ACTIONS** column beside the image files. If you compare **Link text** across your image files find that some share the same text or parts of the same text, this can cause the HTML proof to not render properly. For example, if you have "Figure 1" and "Fig 1" in two separate files, it will cause this issue. Rename your **Link text** in your image files to correct the display of the HTML.

Why did I receive the error "Unable to download file. File not found on server" when trying to view my HTML Proof?

This error occurs when parentheses, quotations, apostrophes or < > are used in the **Link text** for images or figures. Remove these from the **Link text** to fix the error and to load the full HTML proof.

What is the file size limit for a single file?

ScholarOne Manuscripts only allows an individual file size limit of 350Mb, but the total file size limit for all uploaded files on a single submission is noted at the **File Upload** step of the manuscript submission process to the right of the **Files** section. The limit varies across journals based on the preference of the Editorial Office. If the total file size limit has been exceeded, an error will be displayed. You will need to reduce the total size of your files in order to submit your manuscript.

How can I make My TIF FILES smaller in size without reducing the quality?

Images that are greater than 40 megapixels (length in pixels multiplied by height in pixels) can be uploaded but will not be successfully converted by the image converters in the system. It is recommended that LZW compression be used for large TIF/TIFF files in order to reduce the overall file size without harming the quality of the file.



This fix will only work for individual image files. If the TIF/TIFF files are embedded in a document, they cannot be compressed or the document file will fail to convert.

There are sections in the HTML proof where the font size and/or style is different from the rest of the text. HOW can I fix this?

If text that is appearing normally in your document and in the PDF proof, but the text is displaying differently in places in the HTML proof, Microsoft Word is applying Heading styles to your document text. Some of these styles are also used to format text when it is displayed on an HTML page. When your file is converted to HTML, your browser automatically applies text and paragraph formatting that might vary from how it appears in Microsoft Word or in the PDF proof. You can correct the text display by modifying the style setting for the affected text in your document and then re-uploading the file.

LATEX FILES TO PDF

This section will assist authors in preparing and uploading their submission files created with LaTeX so that they successfully convert to PDF and are easily viewed in the corresponding proof. *ScholarOne Manuscripts* does not create HTML proofs from LaTeX files.

If the particular journal is not set up to convert LaTeX files to PDF, then the author may be permitted by the journal to upload a PDF file generated from their LaTeX files and may upload their LaTeX files as supplemental files for publication.

PREPARING YOUR FILES

Follow the checklist below to ensure that your LaTeX files will properly convert to PDF.

- Files were generated using **pdfTeX** Version 3.1415926-2.4-1.40.13, **TeXLive** 2012 or earlier versions.
- Verify your images, graphs, drawings or tables are in any of these formats: gif, jpg, png, ps, eps, pdf
- All supplemental LaTeX files such as classes/styles, reference files, and bibliographies are referenced properly in the main document. Verify that they are referenced and uploaded with exactly same name and capitalization.
- Verify your images are in single, flattened layer.
- The commands to include your images in the LaTeX (.tex) main document do not begin with dots or slashes before the image name. For example, the correct command would be "`\includegraphics[xxx]{fig1.eps}`" instead of "`\includegraphics[xxx]{./fig1.eps}`". It is recommended that all of your LaTeX-related files are created and saved in a single folder.

UPLOADING YOUR FILES



You can tell if the journal you are submitting to supports LaTeX files by checking the **File Designation** menu on the **File Upload** submission step. There will be a File Designation that includes the text **TeX/LaTeX Suppl File**.

To upload your files on journals that convert LaTeX files to PDF, follow these steps:

1. Proceed to the **File Upload** step of your submission.
2. Click the **Select File 1...** button under the **File Upload** section.
3. Browse for the LaTeX (.tex) main document file on your computer.
4. Select the main document-related **File Designation**.



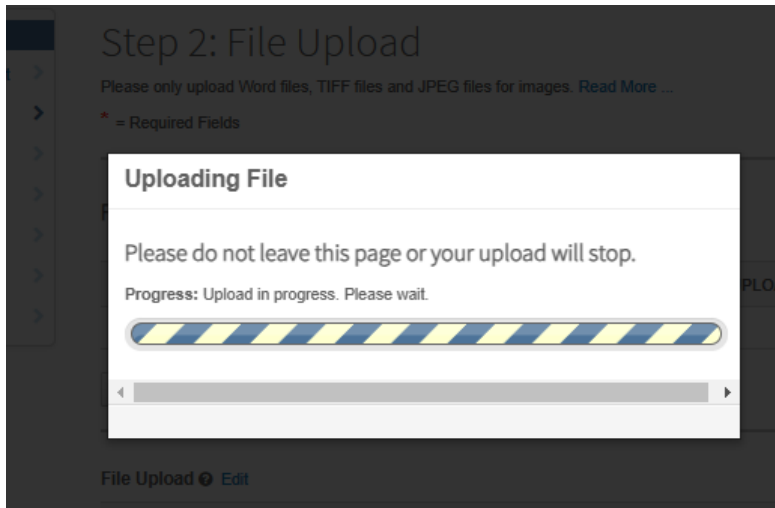
The journal will most likely include the best File Designation to select for your LaTeX (.tex) main document file in the Instructions on the File Upload step.

5. Click the **Select File 2...** button under the **File Upload** section.
6. Browse for one of the LaTeX Supplementary files.
7. Select the TeX/LaTeX Suppl File (or similarly named) **File Designation**.
8. Repeat Steps 6-7 for the remaining available file upload slots.



You can upload as many files at a single time as there are available slots. The number of slots is not the limit of the number of files you may upload to your submission.

9. Click **Upload Selected Files**.



Once the file upload has completed, you will see your files listed under the **Files** section.

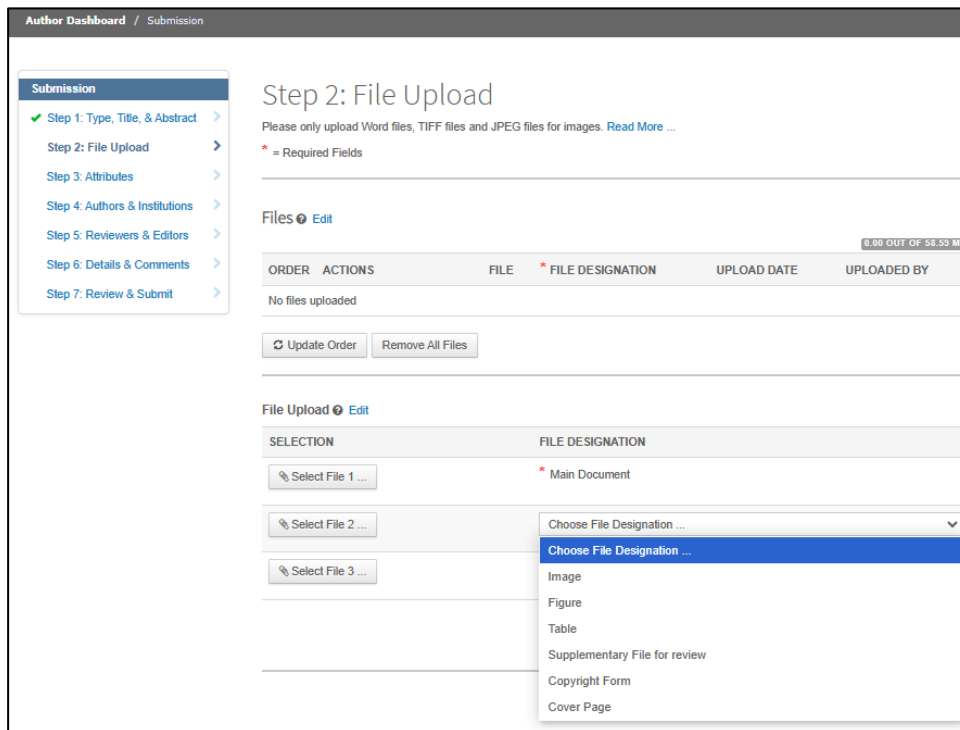
10. Upload the remaining files as displayed in red with the text **[Missing]**, as listed under the main document.

Files Edit					
ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select: <input type="text"/>	example1.tex 4 KB - myfigure [Missing] Tex Processor Log	Manuscript file - clean	29-Aug-2016	

0.00 OUT OF 195.31 MB

[Update Order](#) [View HTML proof](#) [View PDF proof](#)

If all of the referenced files have been uploaded, you will see a green checkmark beside **Step 2: File Upload** on the **Submission** side menu and the PDF should render correctly.



- To view the **TeX Processor Log**, click the link with the same name under the main document. This will include any errors in your main document or supplemental files.
- To delete a file, click on **Remove...** under the **ACTIONS** column.
- To view your current PDF proof, click on **View PDF Proof**.

TROUBLESHOOTING

Below are some common questions and resolutions to LaTeX file upload and conversion difficulties.

Why is it that after I upload a new LaTeX main document the files fail to convert to PDF?

If any changes are made to the LaTeX main document after all of the supporting files have been uploaded, all files will have to be removed and re-uploaded.

I have checked the TeX Processor Log but my files will still not convert. Where can I go for additional assistance?

If you have checked the LaTeX processing errors under the TeX Processor Log link and are unable to fully understand the error message(s), please navigate to the following page for additional assistance: <https://tex.stackexchange.com/>

I am unable to get my DVI file to convert when it is uploaded. What can I do?

ScholarOne Manuscripts cannot guarantee the conversion of DVI files. If you cannot get your DVI file(s) to convert, upload your TeX/LaTeX supplementary files for PDF conversion instead.

A "Type 3 font error" message is displayed when I attempt to generate the PDF proof. How do I fix this?

There are two main causes of the "Type 3 Font Error" message you received after you uploaded your LaTeX files:

1. One or more classes/styles are missing.

The ScholarOne file converters are pre-loaded with many basic LaTeX packages, however new or specialized packages may not be included. To resolve, upload all style sheets and class files referenced in the LaTeX (.tex) main document.

2. You are using bitmap (raster) fonts.

To resolve, you will need to update your LaTeX (.tex) main document so that it uses vector fonts.

My LaTeX (.tex) main document successfully uploaded but it appears in red at the File Upload step, along with the error message "Unable to convert file." . How do I fix this?

This issue most often occurs when there is an incompatibility or other issue with the .bib or .bst file. To resolve the error, delete the uploaded .bib or .bst file, incorporate the contents (copy/paste) of the .bbl file generated in the LaTeX run into the LaTeX (.tex) main document, and then comment out the reference in the LaTeX (.tex) main document to the separate .bib and/or .bst file.

MY PDF proof is truncated. Why?

This issue most often occurs when an image in a figure file is not a flattened image. To resolve this, make a note of where the truncation occurs in the proof, which will likely be immediately prior to the reference to the affected figure file. Open the figure file in an image editor, flatten the image by removing or combining the multiple layers, and re-save it. On the **File Upload** step, delete the previous figure file and upload the new flattened version.

Why are the supplemental LaTeX figures showing as uploaded BUT they are noted as missing?

When saving your LaTeX files, you may have subfolders on your computer for images that were not uploaded. The figure files are pointed to those subfolders in the LaTeX (.tex) main document. If you re-point the figure files(s) in the LaTeX (.tex) main document and then re-upload them, this should resolve the issue. Alternatively, you can save all of your LaTeX files, including your figures, into a single folder and then re-upload them to *ScholarOne Manuscripts*.

For Assistance contact our support team at: s1help@silverchair.com

About Silverchair

Silverchair is the leading independent platform partner for scholarly and professional publishers, serving our growing community through flexible technology and unparalleled services. Our teams build, maintain, and innovate platforms across the publishing lifecycle—from idea to impact. Our products facilitate submission, peer review, hosting, dissemination, and impact measurement, enabling researchers and professionals to maximize their contributions to our world.

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