



SCHOLARONE MANUSCRIPTS

Getting Started with ScholarOne Manuscripts

Account creation and login

Navigation overview



Contents

About this document	2
Account creation and login	2
Account creation	2
E-Mail/Name	3
Address	7
User ID & Password.....	8
Navigation	10

About this document

This document is for all roles that use ScholarOne Manuscripts. ScholarOne Manuscripts is configured for your specific site based on the needs of the journal and/or publisher. The role names and fields used in this document may differ from your site. The essential functions will be the same; however, you may not have some of the configurable options available to you.

Account creation and login

Each journal site has a unique web address that can be provided to you in different ways, from searching a publisher's website, the journal sending you a link in an email to finding the site through a web browser search. To get started, click the **Create an Account** link on the journal's Log In screen.

ScholarOne Manuscripts™ Instructions & Forms Help

SCHOLARONE
MANUSCRIPTS

Log In Reset Password **Create An Account**

SCHOLARONE Log In
MANUSCRIPTS

User ID [Create an Account](#)
gw3nni31

Password [Reset Password](#)

Log In

Welcome to the submission site for
ScholarOne University Training

To begin, log in with your user ID and password.

If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen.

Account creation

During account creation, new users will be requested to fill out information, including email, name, address user ID, and password. Additional items such as Web of Science™, ORCID®, keywords, and DEI questions vary from site to site.

Create an Account

1 E-Mail / Name

2 Address

3 User ID & Password

There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

Web of Science account

Click below to associate a Web of Science account

Web of Science™ [Create or register a Web of Science account](#)

ORCID®

req Select the appropriate option below to associate an ORCID iD to your account.

id

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

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>.

Name

Prefix: --- Select One --- ▼ req

First (Given) Name: req

Middle Name:

Last (Family) Name: req

Degree:

Primary E-Mail Address: req

Primary E-Mail Address (again): req

Primary Cc E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

Secondary Cc E-Mail Address:

E-Mail/Name

Sections marked as “**req**” must be completed during account creation. All other items are optional. E-mails are always sent to the **Primary E-mail Address**. If you would also like copies of the e-mails to go to a second address, complete the **Primary Cc E-mail Address**.

Secondary E-mail Address and **Secondary Cc E-mail Address** are for the records only and will not receive correspondence generated from the system. The site administrator may use these if your primary e-mail is unable to receive messages.



When entering your **Primary E-Mail Address**, you will need to type the address twice.

Web of Science™

Some sites will have the ability to associate your Web of Science account with the journal site.

Web of Science account

Click below to associate a Web of Science account

Web of Science™ [Create or register a Web of Science account](#)

Select: Create or register a Web of Science account. This will take you the Web of Science site where you can either log in, if you already have an account, or Register and create a free account.

Web of Science

Welcome!

Sign in to continue with ScholarOne

[Sign in](#) [Register](#)

Email address*

gbaker@silverchair.com

Password*

[Forgot Password?](#) [Sign in](#)

Web of Science™

Register for a FREE ScholarOne Profile

[Sign in](#) [Register](#)

Email address*

gbaker@silverchair.com

Password*

Re-enter password*

First Name*

Last Name*

After you have signed up to the Web of Science, your screen will refresh, and you will see that your account has been successfully linked.

Web of Science account

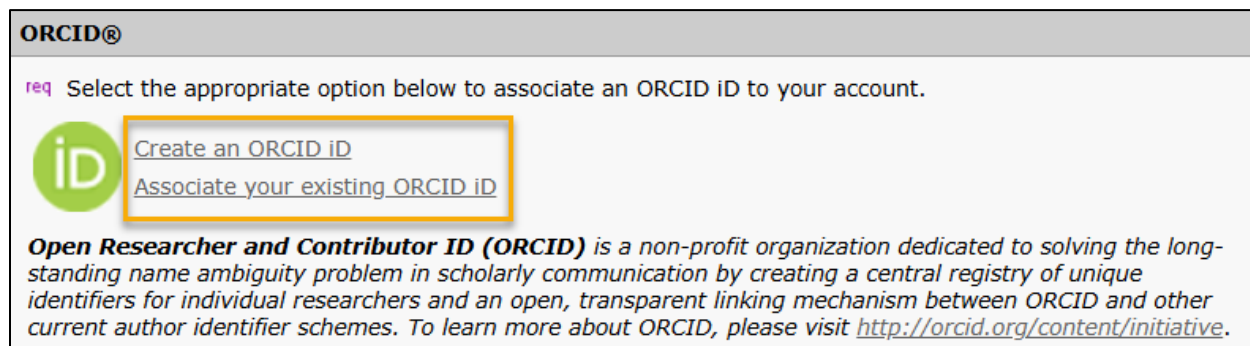
Your Web of Science account has been successfully linked 

 Remove

For further information regarding this feature you can view the following video: [Single Sign On Using the Web of Science](#)

ORCID®

Some sites will have the ability to associate your ORCID iD with your account.



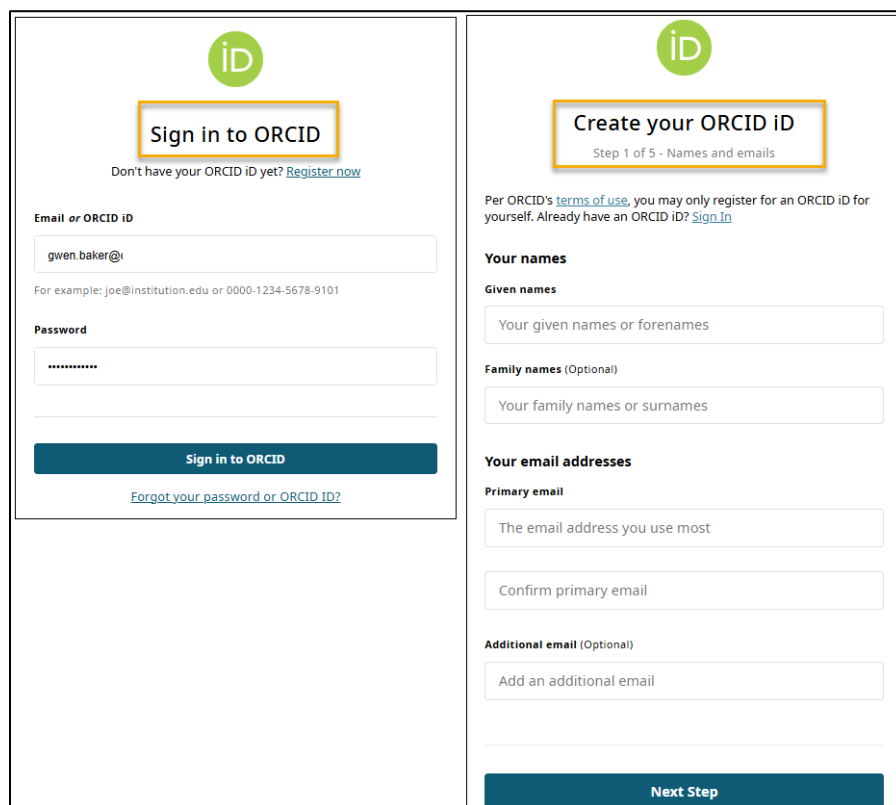
ORCID®

req Select the appropriate option below to associate an ORCID iD to your account.

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

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>.

Select: Create and ORCID iD or associate your existing ORCID iD link to add ORCID to your account information.



iD

Sign in to ORCID

Don't have your ORCID iD yet? [Register now](#)

Email or ORCID ID

For example: joe@institution.edu or 0000-1234-5678-9101

Password

Sign in to ORCID

[Forgot your password or ORCID ID?](#)

iD

Create your ORCID iD

Step 1 of 5 - Names and emails

Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID iD? [Sign in](#)

Your names

Given names

Family names (Optional)

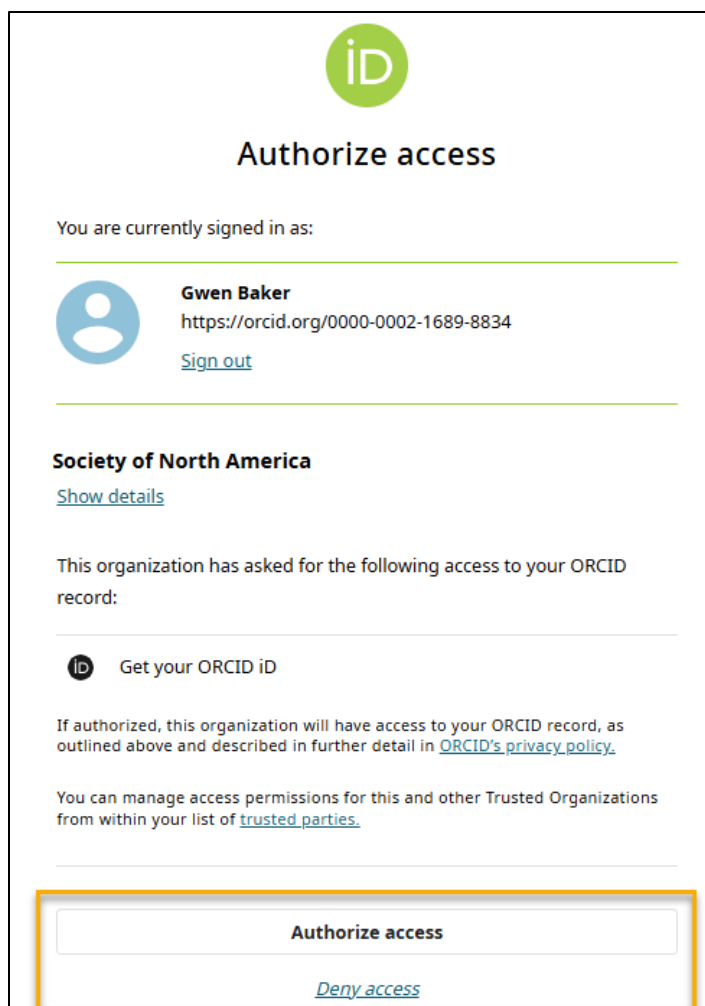
Your email addresses

Primary email

Additional email (Optional)

Next Step

After you have signed into your ORCID account, you will be asked to authorize access.



iD

Authorize access

You are currently signed in as:

 **Gwen Baker**
<https://orcid.org/0000-0002-1689-8834>
[Sign out](#)

Society of North America
[Show details](#)

This organization has asked for the following access to your ORCID record:

 Get your ORCID iD

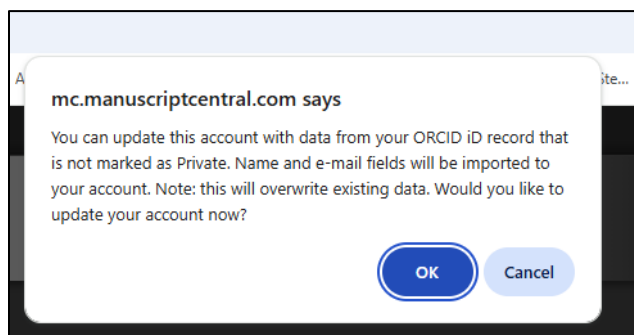
If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#).

You can manage access permissions for this and other Trusted Organizations from within your list of [trusted parties](#).

Authorize access

[Deny access](#)

Once you have selected Authorize access, your account will be updated, and you will receive a message on the screen.



 Click **Cancel** if you do not want your ORCID information to overwrite existing data.

ORCID®

req

id

https://orcid.org/0000-0002-1689

Update ORCID ID

Remove

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>.

When needed, you will be able to update your ORICD iD information, as well as remove it if necessary.

Address

When entering your institution information, the system will look through the list provided by Ringgold to find a match. If your institution is not part of the Ringgold system, you will still be able to enter your information.

Primary Address	Secondary Address
Institution: maryland Department: Maryland Department of Health and Mental Hygiene Address: Maryland Association of Health Sciences Librarians Country/Region: College Park, MD, US, consortium/library State/Province: Maryland Courts City: Annapolis, MD, US, public/law Postal Code: Maryland Health Partners LLC Phone: Scottsdale, AZ, US, corporate/hmo Fax: Maryland Judiciary Maryland Space Grant Consortium	Institution: Department: Address: Country/Region: --- Select One --- State/Province: --- Select One --- City: Postal Code: Phone: Fax:

Previous

Next

Continue to fill out all fields marked with “req” before moving to the next step.

Primary Address

Institution: Maryland Association of Health Sciences Librarians

Department:

Address: req

Country/Region: req

State/Province:

City: req

Postal Code: req

Phone:

Fax:

User ID & Password

The user id and password step can include various additional items you may be asked to provide such as keywords, and privacy policies.

User ID / Password for this site, not ORCID

User ID: req

Password: req

Confirm Password: req

By default, your User ID will be your email address. You can change this if you prefer.



Passwords must be at least eight (8) characters and contain two (2) or more numbers.

Classification

Search on this list:

☐ Case sensitive Search

- Chemical Synthesis Program
- Chemical Structure, Dynamics and Mechanisms Program
- Chemical Measurement and Imaging Program
- Theory, Models and Computational Methods Program
- Environmental Chemical Sciences Program
- Chemistry of Life Processes Program
- Chemical Catalysis Program
- Macromolecular/Supramolecular/Nanochemistry Program
- Administrative Unit
- Chemistry Research Instrumentation and Facilities (CRIF)

Add

req Clear

Clear

Clear

Keywords may be referred to as Classification or Areas of Expertise. Some sites will have a predefined list for you to choose from, while others may allow you to type in a word or words of your choice. Look for the “req” in this section, as most sites will require a minimum of one (1) keyword.

Privacy Acknowledgement

To ensure you are properly informed of your privacy rights while using this website, we ask that you review and acknowledge the relevant privacy policies linked below.

[Publisher Privacy Policy](#) 

[ScholarOne Privacy Notice](#) 

req ☒ **Yes, I have read and now acknowledge the linked privacy policies.**

Most sites will require you to review their Privacy Policy and check an acknowledgement.

req Would you like to receive notifications and offers from this publisher?

☐ Yes, opt me into notifications

☐ No, opt me out of notifications

Unavailable Dates

If you are planning on being unavailable for a period of time, enter the dates in the boxes below.

From:  To: 

Reason for unavailability:

Alternate contact Information

If you would like to be reached via a different e-mail address for a certain period of time, please enter the date range and the e-mail address into the boxes below.

From:  To: 

Alternate E-Mail Address:

Signature. The journal can choose to use the text you enter in this field in e-mail correspondence.

Other additional sections you may see are items such as the ability to opt out of notifications, adding unavailable dates, alternate contact information, and signature.

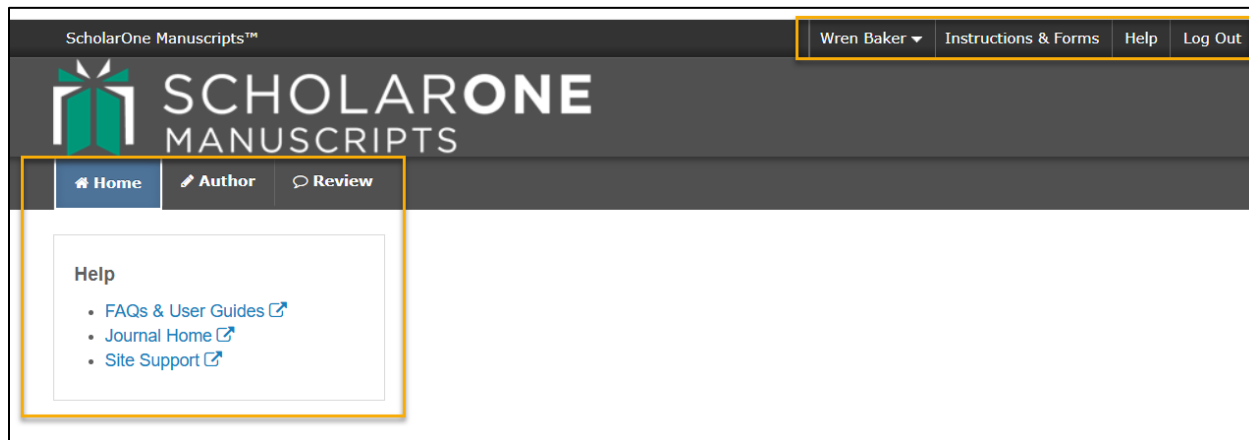
 Previous ☒ Finish

You have successfully created an account. You may now [log in.](#)

Once you have completed all required fields and click the **Finish** icon, you will see a link to log in to the site.

Navigation

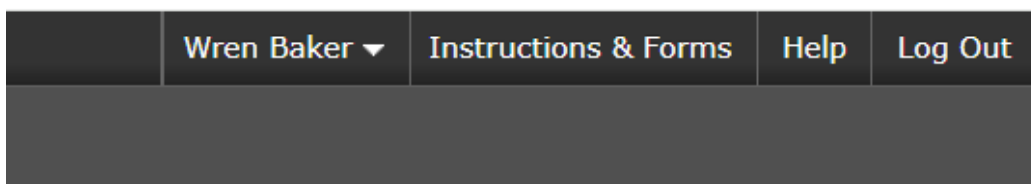
Once you log into a site, you are taken to the Home page. This page is broken out into several sections.



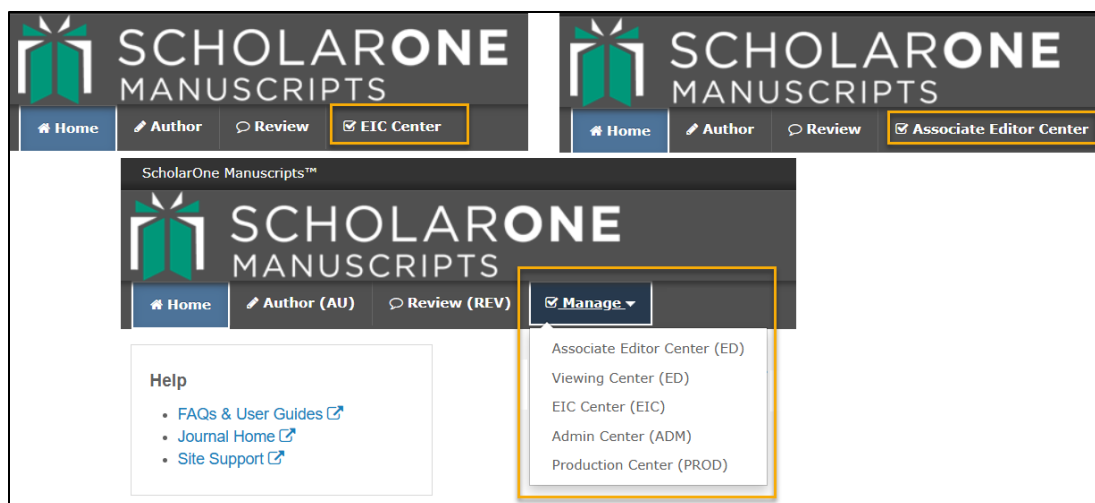
The center of the home screen may contain information from the journal such as links and notices.

On the left side of the screen, you will see the different roles you have been assigned, along with a **Help** section that has links to FAQs and User guides, Journal home link, and Site support.

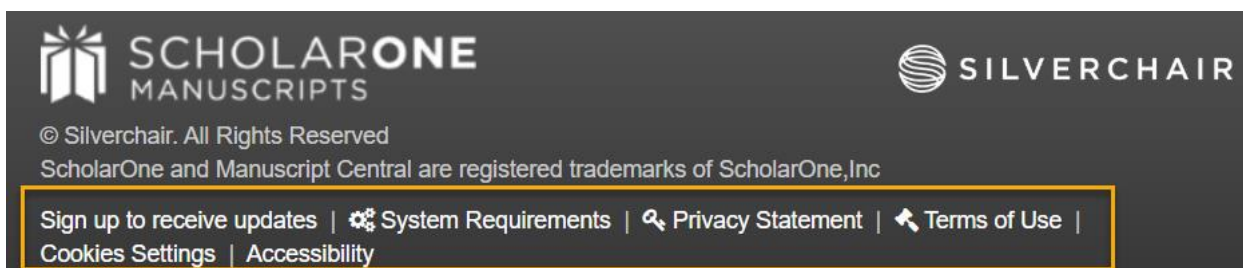
 By default, for most sites, when you create an account, you will be given the roles of Author and Reviewer.



In the upper right corner of the screen, you will see your name with a dropdown arrow to make changes to your account information, a link to instructions and forms, help link and log out.



Roles above author and reviewer will be assigned by the administrator of the site. If you are assigned more than one role, you will see the word **Manage** with a dropdown arrow so you can move to your various roles.



The bottom of the screen contains links to sign up for updates, system requirements, privacy statement, terms of use, cookie settings, and accessibility.

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.

www.silverchair.com

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