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MANUSCRIPT CENTRAL™

ScholarOne
Manuscript Central
Author Guide

Contents

For detailed information on other aspects of the Manuscript Central author experience, please consult the Online User Guide for Authors and Reviewers (available through the Get Help Now tab or the Resources section on the Log In and Welcome pages).

Logging Into Your Author Center

Each journal's Manuscript Central site has a unique Web address (URL). Typically, you are given that address in an email sent by the journal. If the address is hyperlinked, simply click the link within the email, or you can enter the web address in the address field of your browser and press the Enter key on your keyboard. The journal's Log In page opens.

Access to the journal site may be provided in one of two ways:
1. The journal may create your account for you and email you with instructions on how to log in and set your User ID and password.
2. Some journals allow their users to create their own accounts. If yours does, you will see a **Create Account** link in the top right corner of the page. Follow the step-by-step instructions for creating your account.

To keep your account information current, use the **Edit Account** link in the upper right corner (Create Account changes to Edit Account after your account is created). You can also change your User ID and password here.

NOTES:
Please retain your new password information. Manuscript Central will not send your password via email.

You can log out of Manuscript Central at any time by clicking **Log Out** at the top right corner of the page you are on. You will be returned to the Log In page.

Forgot Your Password?

For security reasons, Manuscript Central will not email you your current password. Instead, by entering your email address in the Password Help field and clicking 🔵 Go, the system will send you an email containing instructions for resetting your password.
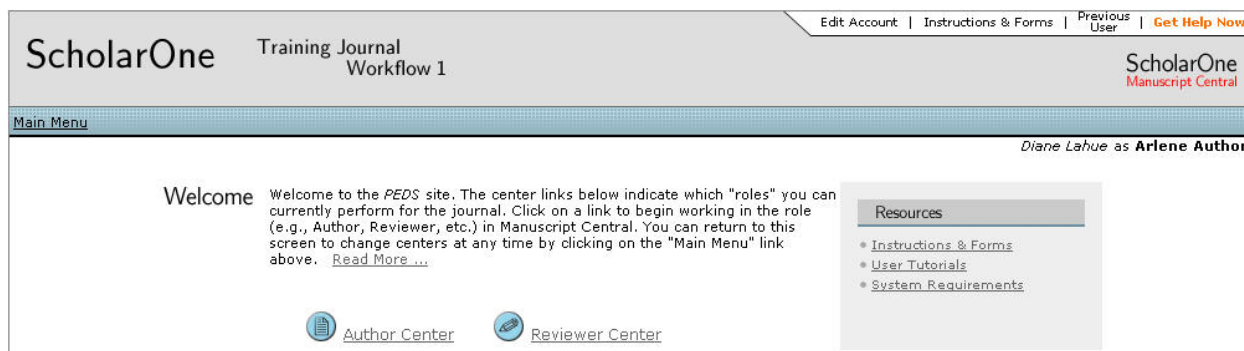
NOTE:
Please retain your new password information. Manuscript Central will not send your password via email.

Help Documentation

Online training documentation is available through the Get Help Now link at the top right of all journal site pages and through the Resources section on the Log In and Welcome pages.

The Welcome page

When you log in, you are taken to the Welcome page. Here you see links to all of the role centers you have permissions for in this journal. Typically, authors are given both Author and Reviewer permissions, although this varies by journal.

To access your author dashboard page, click the 📄 Author Center link. Your author dashboard page opens.

Instructions and Forms

Access journal-specific Instructions and Forms by clicking the tab in the upper right corner of the page.

The Author Dashboard

This is where you begin the manuscript submission process. Also, at a glance, you can track the status and view the details of all your manuscripts in the journal's Manuscript Central site. Click the appropriate queue in the My Manuscripts section. The information will display at the bottom of the page.

The Manuscript Submission Process

To begin the submission process, click here in your dashboard's Author Resources section:


IMPORTANT NOTES:
- Each journal can configure Manuscript Central to ask for different pieces of information and different required fields from the example shown in this guide. Journal-required fields are denoted by the symbol req.
- Journals may vary the requirements based on manuscript type.
- Always follow journal instructions carefully when submitting manuscripts.

Step 1 – Type, Title and Abstract

How to Submit a Manuscript: Step 1

	ACTIONS	*NOTES*
1.	Manuscript Type: Select from the dropdown list of choices.	
2.	Title: Enter a manuscript title or paste one in. Running Head: If present, enter a short title.	*Click 𝜋 to insert any special characters.* *Click ⊞ to preview the title.*
3.	Abstract: Enter the abstract or attach it if that option is available.	*Click 𝜋 to insert any special characters.*
4.	Click ▶ Save and Continue to move to Step 2.	

Manuscript Type

req Manuscript Type: Select... ▾

req **Title** (Limit 50 words)   ⊞ Preview 𝜋 Special Characters

Press Control-V (or Open Apple-V) to Paste

req Running Head (Short Title) (Limit 60 characters)

req **Abstract** (Limit 200 words)   𝜋 Special Characters

Press Control-V (or Open Apple-V) to Paste

Step 2 – Attributes/keywords

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.

How to Submit a Manuscript: Step 2

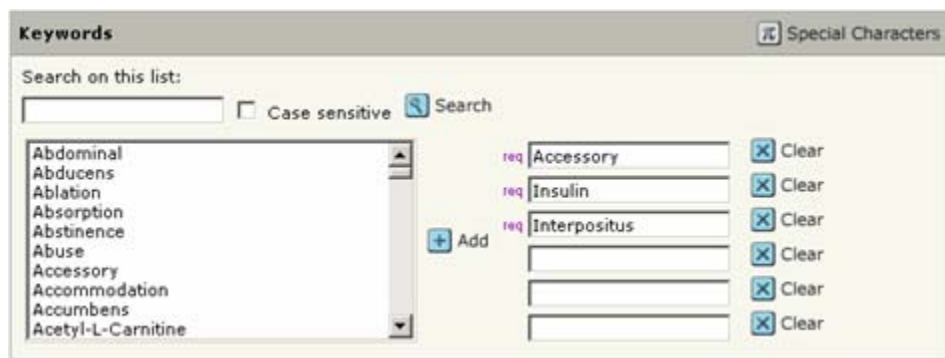|	ACTIONS	NOTES
1.	Search on this list: Enter a keyword and click 🔍 Search.	*A popup box displays keywords to match your search. Select the keyword(s) and click ➕ Add.* *Select the checkbox to mark the search as case-sensitive.* *Click π to insert any special characters.*
2.	To add a keyword to your manuscript submission, select a word from the list box and click ➕ Add.	*The selected keywords display in the fields to the right.*
3.	Click ▶ Save and Continue to move to Step 3.	

Step 3 – Authors and Institutions

Enter or confirm your name and institution information and add any co-authors and their information.

How to Submit a Manuscript: Step 3

	ACTIONS	NOTES
1.	Enter your author information in the fields. If your information is pre-filled, verify it for accuracy.	*Click ✎ to edit the information.*

How to Submit a Manuscript: Step 3, con't.

2.	To add a co-author to your manuscript submission, enter the author's email address in the Email field. As needed, click the link to add additional Institutions and Departments for an author.	*If a* Find → *button displays, clicking it results in a search for existing account information, or that author will be added to the database.*
3.	Enter co-author information in the fields.	*Click* π *to insert any special characters.*
4.	Click + Add To My Authors.	*The co-author displays in the My Authors section with your name.*
5.	Click ▶ Save and Continue to move to Step 4.	

The journal may have limits set on the number of co-authors you can enter.

Step 4 – Reviewers and Editors

Some journals allow you or require you to add preferred and non-preferred Reviewers and/or Editors for your manuscript.

How to Submit a Manuscript: Step 4

	ACTIONS	NOTES
1.	Add a Reviewer: Enter information in the fields.	
2.	Click ☑ Designate as Preferred Reviewer or ☑ Designate as Non-Preferred Reviewer	*These designations display during reviewer assignment.*
3.	Add an Editor: Select from a list of journal editors.	
4.	Click ☑ Designate as Preferred Editor or ☑ Designate as Non-Preferred Editor.	*These designations display during editor assignment.*
5.	Click ▶ Save and Continue to move to Step 5.	

My Reviewers

Name	Institution	Department	Phone / E-Mail	Preference	Edit	Delete
No Reviewers Entered						

Add A Reviewer

req First Name: req Last Name: req Email:

Institution: Department: Phone:

☑ Designate as Preferred Reviewer   ☑ Designate as Non-Preferred Reviewer

My Editors

Name	Institution	Department	Phone / E-Mail	Preference	Delete
No Editors Entered					

Add an Editor

Select... ▾

☑ Designate as Preferred Editor   ☑ Designate as Non-Preferred Editor

Step 5 – Details and Comments

This page is journal-specific and may include an area for a cover letter, as well as any other required submission information.

How to Submit a Manuscript: Step 5

	ACTIONS	NOTES
1.	Cover Letter: If one is required, you can submit a cover letter in one of 3 ways: • Type your cover letter in the text field • Paste an existing cover letter into the field • If option is available, you can browse to and attach an existing file.	
2.	Other sections: Complete the fields as indicated.	
3.	Click ▶ Save and Continue to move to Step 6.	

Step 6 – File Upload

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

How to Submit a Manuscript: Step 6

	ACTIONS	NOTES
1.	File Upload: Click Browse to locate a file and select it for upload.	*The total size limit for file upload is set by the journal.*
2.	File Designation: Select from	

	the dropdown list of choices.	
3.	Click ⬆ Upload Files.	

How to Submit a Manuscript: Step 6, con't.

4.	During upload, a Details popup window displaying file attributes appears for each file. Click ▶ to move to the next file. Click ✅ Save at the end of the file upload process.	*For image/figure files, name the file to link to the same name as it has in the main document. You can also insert a caption/legend beneath it.* *Files display in the My Files section.* *You can change the order of the files and edit details.*
5.	If option is available, you can send files in offline. Enter the number of files and click go. Enter a file name/description for each file and select a file designation from the dropdown list.	*The page displays fields for the requested number of files.*
6.	Click ▶ Save and Continue to move to Step 7.	

My Files

Order	File Name	File Designation req	Date	Edit Details	Delete

No files have been uploaded.

File Upload

Upload new files:

req	[____]	Browse...	Main Document
	[____]	Browse...	File Designation: Select: ▼
	[____]	Browse...	File Designation: Select: ▼

⬆ Upload Files

Step 7 – Review and Submit

This is a final review step before submitting your manuscript. All sections must display the green checkmark before you can click ✅ Submit to complete the submission process.

How to Submit a Manuscript: Step 7

	ACTIONS	NOTES
1.	Review each section carefully for accuracy and completeness.	*A green ✓ appears next to each item that has been completed correctly according to the journal's standards.* *A red ✗ indicates that you need to complete required fields. A yellow box at the end of this column details the exact error. Click 🖉 Edit in the right column to return to that step.*
2.	If you have not already done so, review the HTML and/or PDF versions of your submission.	
3.	Click ☑ Submit . The system asks for confirmation of the submission. Click OK to submit the manuscript.	*You will receive a successful submission confirmation along with your manuscript ID number.* *The manuscript displays in the Submitted Manuscripts column of your dashboard.*

If you have any queries regarding the submission process, please contact Nicole Canales at jq@louisville.edu or refer your question to ScholarOne support using the following link:

http://mcv3support.custhelp.com/cgi-bin/mcv3support.cfg/php/enduser/std_alp.php

Or clicking on the red 'Get Help Now' link at the top right of the webpage.