

## New Author Submission Interface

The redesigned Author Submission Interface will make the manuscript submission process quicker and easier for Authors. They can use the interface for initial submission and submission of revisions. (*Editors will continue to use the legacy submission interface when editing a submission or submitting as an Editor.*)

New interface features include more streamlined submission steps and easier access to submission requirements. The new interface collects the same data as in earlier versions of EM, but the order of the submission steps has changed.

In addition, Editorial Manager can now extract metadata directly from a manuscript file during the upload process to automatically populate specific submission data fields (Full Title, Abstract, Author List). This means the Author spends less time entering information manually, which makes for a more efficient overall experience. Authors must submit the manuscript file in Microsoft Word format to use this functionality.

### Navigating Core Submission Steps

In previous versions of EM, submission steps were stacked vertically in the left part of the page in the Author Submission Interface. Authors could proceed through the submission process in the order the steps appeared or click into each step in the order they preferred. Submission sections are displayed horizontally on a progress bar. As before, Authors can complete each step in whatever order they choose. Graphic indicators show which steps are complete and which remain to be addressed.

#### New progress bar, showing different progress indicators



Core submission steps are automatically updated as an Author proceeds through the process. A green check mark icon indicates the step is complete, a blue arrow icon indicates the current page being displayed, a red exclamation point icon notes a section requires more information, and a blank circle indicates a page that the Author has not opened yet.

## Presentation of Submission Steps

The submission process can include seven core submission steps: Article Type Selection, Attach Files, General Information, Review Preferences, Additional Information, Comments, and Manuscript Data. (Steps displayed depend on Article Type configuration.)

The page for each core submission step may include multiple data fields, depending on the configuration of the selected Article Type. These fields are displayed in accordion sections, each of which can be expanded or collapsed by clicking on its title bar. An Author can expand or collapse each of the fields on this and similar pages by clicking the tab name for each field. This allows the Author to view only one or more than one section at a time. Clicking the Next button closes the current field and opens the one below it. The system saves entered data when the Author clicks the Back or Proceed button.

The seven core steps are ordered as follows:

- 1. Article Type Selection.** The Author selects an Article Type from the drop-down menu. This step may be suppressed if the publication pre-selects Article Types on behalf of Authors (as for an invited submission).

Select Article Type page, including progress bar at top

The screenshot displays a progress bar at the top with three steps: 'Article Type Selection' (active, indicated by a blue circle with a downward arrow), 'Attach Files' (inactive, indicated by a white circle), and 'Manuscript Data' (inactive, indicated by a white circle). Below the progress bar, the 'Select Article Type' section is highlighted with a blue header. A yellow callout box with the text 'Choose the Article Type of your submission from the drop-down menu.' points to the 'Select Article Type' header. Another yellow callout box with the text 'Instruction fields can be customized' points to a text area containing the placeholder text 'Custom instructions appear here.' Below this text area is a drop-down menu currently set to 'None'. A 'Proceed' button with a right-pointing arrow is located at the bottom right of the form.

## 2. Attach Files.

- For a new submission, the Attach Files step actually involves two page layouts. The first layout allows Authors to upload a single file, using the Browse button or the Drag & Drop feature.


Note: This file is referred to as the Primary Manuscript File on the Edit Article Type configuration page (see the Configuration section below), although it does not actually have to be a manuscript. In a double-blind workflow, this file could be the cover or title page.

- If the Author uploads an MS Word–readable file at this point, the system automatically attempts to extract manuscript-related metadata from the file as the Author continues the submission process.
- For each Article Type, publications can optionally configure a submission item type to be assigned automatically to the Primary Manuscript File uploaded at this point. (Authors can change the submission item type after upload.) If a publication has chosen this option, the configured submission item will be required.
- Uploading a file on the first layout is not required. An Author can skip the upload and move to the second layout by clicking the Proceed button. If the Author skips this first Attach Files screen, the automatic metadata extraction process will not take place for the submission.
- Instructions in the left column may be customized to provide publication-specific guidance for Authors. For example, if a publication's Authors typically submit files via arXiv, the instructions can prompt Authors to skip this file upload and click the Proceed button to advance to the next layout, where arXiv files may be submitted.

### Detail of Attach Files submission step, first layout

*Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process. You may click the 'Proceed' button to upload other submission items now.*

[Insert Special Character](#)

OR  Drag & Drop Files Here

No Items have yet been attached for this submission.

- The second layout is presented after the Author has either uploaded a file or clicked the Proceed button on the first layout. This view allows the Author to submit and organize additional files. (Files uploaded at this point do not trigger the automatic metadata extraction feature.)
  - The functionality to attach files from arXiv.org appears on this layout.
  - Required submission items are listed in the left column: green when the item has been submitted, red when it has not yet been submitted.
  - Instructions in the left column (below the list of required items) may be customized.

### Detail of Attach Files submission step, second layout

**Required For Submission:**

- ✓ Manuscript
- Author Agreement

*Please provide any additional items.*

Select Item Type

\*Author Agreement ▼

Description

Author Agreement

Browse... OR

To attach files from arXiv.org, enter the arXiv identifier (sample: XXXX.XXXXX) and click **Attach arXiv Files**.

arXiv Identifier:

Attach arXiv Files

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	Sample manuscriptA.docx	22.1 KB	04 Apr 2018	Download	<input type="checkbox"/>

Update File Order
Remove

Check All
Clear All

← Back
Proceed →

- For a revised submission, Authors are presented with a layout listing the original submission files. They can select files from the previous version to include in revision. The rest of the submission process is as described above.
  - If “Include in Revision” for the Primary Manuscript File is not checked, the Author proceeds to the first layout to upload a new Primary Manuscript File. The automatic extraction process will be run on this revised file.

Remember: The Primary Manuscript File does not actually have to contain the manuscript. In a double-blind workflow, it may be the cover or title page.

- If “Include in Revision” for the Primary Manuscript File is checked, the Author does not need to upload a new Primary Manuscript File and proceeds directly to the second layout.

**Detail of Attach Files submission step, initial layout shown for revised submission**

[Insert Special Character](#)

*The files associated with the prior revision of your submission appear here. A check mark in the box indicates that the file will be carried forward to the next revision. Any files that you wish to modify should be unchecked.*

Item	Description	File Name	Size	Last Modified	Include in Revision	Actions
Abstract	Abstract	abstract_jers.txt	0 Bytes	Apr 5 2018 2:35PM	<input type="checkbox"/>	<a href="#">Download</a>
Figure	Figure	figure_2.gif	0 Bytes	Apr 5 2018 2:35PM	<input type="checkbox"/>	<a href="#">Download</a>
Manuscript	Manuscript	The Moon.docx	0 Bytes	Apr 5 2018 2:33PM	<input type="checkbox"/>	<a href="#">Download</a>

No Items have yet been attached for this submission.

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[Proceed →](#)

**3. General Information.** This page includes the following pre-existing submission steps (if enabled for the chosen Article Type):

- **Region of Origin**
- **Section/Category**
- **Classifications**
- **Keywords**

**Detail of General Information page (Image shows collapsed datafields)**

+ Section/Category

+ Classifications

+ Keywords

[← Back](#)
[Proceed →](#)

**4. Review Preferences.** This page contains the following pre-existing submission steps (if enabled for the chosen Article Type):

- **Request Editor**
- **Suggest Reviewers**
- **Oppose Reviewers**

Detail of Review Preferences page, which retains the familiar tools for adding and editing names on the list (Image shows both expanded and collapsed data fields)

– Suggest Reviewers

Please suggest potential reviewers for this submission and provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

Current Suggested Reviewers List		+ Add Suggested Reviewer
	Rhoda Reviewer	
	Prudence Peer-Reviewer	
+ Add Suggested Reviewer		

↓ Next

+ Oppose Reviewers

← Back Proceed →

**5. Additional Information.** This page displays the Author and/or Submission Questionnaire if configured for the Article Type. (The step does not appear in the progress bar if no questionnaires are configured.) Question configurations are unchanged at upgrade.

Detail of Additional Information page

Please respond to the presented questions/statements.

Questionnaire

Do you want to answer a multi-part question?

Instructions

Please select a response

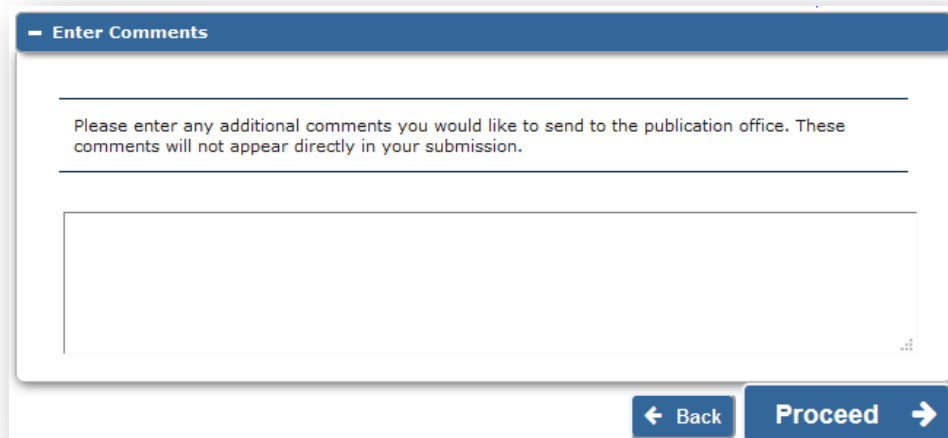
Yes

No

← Back Proceed →

**6. Comments.** This page displays a text field where an Author can enter any submission-related comments (if configured for the Article Type).

#### Detail of Comments page



**7. Manuscript Data.** This page contains the following pre-existing submission steps (if enabled for the chosen Article Type):

- Title (also Short Title, Secondary Title, Secondary Short Title)
- Abstract
- Authors
- Funding Information
- Request Waiver

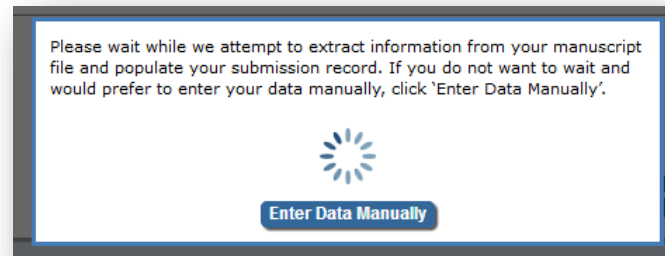
The new interface automatically populates several fields on this page, if possible, by extracting the data from the file uploaded on the first Attach Files screen—the Primary Manuscript File. This saves time for the Author, who then just needs to verify the information (and make any necessary edits). The metadata fields that may be extracted are:

- Article Title
- Abstract
- Author Titles, Names, Degrees, and Affiliations

If the manuscript file is not in MS word format (.doc or .docx), the fields will not be automatically populated. Other manuscript data fields on this page are not automatically populated. Any fields that cannot be automatically populated can be completed manually by the Author.

If the Author reaches this page before the system completes the extraction process, a message indicates that the extraction is in process and gives the Author the option of entering the information manually.

## Message shown to user during metadata extraction operation



When the extraction process is complete, any fields that are missing data and require the Author's attention are marked with an alert icon (red triangle).

Detail of Manuscript Data page, showing alert icon (indicates required information is missing in the Title field) and information icon (configured with custom instructions for the Author)

