Editorial Manager®

Author & Registration Manual

Atlas
Advance Scholarly Communications

Index

1 Registering with Editorial Manager

In order to submit manuscripts, Authors need to register as a user of Editorial Manager (EM).

If a User already has an account, the User doesn't have to register anew.

(See: Forgot your password?)

1-1 Registering a New User

Registration consists of the following 4 steps: ① Pre-registration Page → ② Registration Page ③ Confirm Registration → ④ Registration Complete

◆ Login Page

Step1
Click "Register Now".

◆ Forgot your password?

Even if a User forgot a password, the User doesn't need to re-register.

Click on the "Send Username/Password (or Send Password)" link to go to the Account Finder page,

where the user enters his/her first name, last name and e-mail address..

An e-mail containing the user's username and password will be sent to the address on record shortly.

＊ Users must indicate the e-mail address which you entered at the time of registration in the Account Finder page. If it is not clear, contact the Journal Office.

◆ Pre-registration Page

Pre-registration Page

To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Please Enter the Following

First Name*
Last Name*
E-mail Address*

Insert Special Character

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

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

Cancel   Forgot Your Password?   Continue >>

Step2

Fill in the Required Pre-Registration information and click "Continue>>" when done.

Users will be prompted for the detailed information (Affiliation, Address etc.) in the next page.

◆ Registration Page（continue to the next page）

Registration Page

To register to use the Editorial Manager system, please enter the requested information. Required fields have a * next to the label. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Personal Information

Title
First Name *   Hanako
Secondary First Name
Middle Name
Last Name *   Nihon
Secondary Last Name
Degree   (Ph.D., M.D., Jr., etc.)
Preferred Name   (nickname)
Primary Phone   (including country code)
Secondary Phone   (including country code)
Secondary Phone is for   Mobile ● Beeper ○ Home ○ Work ○ Admin. Asst. ○

Fax Number
E-mail Address *

If entering more than one e-mail address between each address (e.g., joe@thejournal.com;joe@yahoo.com) Er mail address from a different e-mail pro chance that SPAM filters will trap e-mails online systems. Read More.

Preferred Contact Method *   E-mail ● Fax ○ Postal Mail ○ Tel

Step3

Information fields marked with * cannot be left empty.

NOTE :

Preferred Contact Method

Please select E-mail as Preferred Contact Method.

If Users select anything except E-mail, notification letters from EM will no longer be sent.

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Institution Related Information

Position	
Institution	
Department	▼
Secondary Institution	
Street Address	
City	
State or Province *	
Zip or Postal Code	
Country *	Please choose a country
Address is for *	Work ● Home ○ Other ○
Available as a Reviewer?	Yes ○ No ●

NOTE：Available as a Reviewer？

This question works just as a survey.
The answer to this question never affects the Editor Decision.

Areas of Interest or Expertise

Select Personal Classifications:
Please indicate your areas of expertise by selecting from the pre-defined list using the 'Select Personal Classifications' button.

Edit Personal Keywords:
Please indicate your areas of expertise by adding your own Personal Keywords individually using the 'Edit Personal Keywords' button.

Personal Classifications   (None Selected)

Select Personal Classifications

Limit 5 Classifications

Personal Keywords   (None Defined)

Edit Personal Keywords

Choose A User Name

The username you choose must be unique
If the one you choose is already in use, yo
another.

Enter preferred user name *

Once you have filled in the required information, click the button below.

Continue >>

Choose A User Name

The Username is used for login.

Step4

After entering information,
Click "Continue>>"button.

Confirm Registration page

Confirm Registration

Please confirm the following very important information:

First Name: **Hanako**
Last Name: **Nihon**
Username:
E-mail Address:
Country: **JAPAN**

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

[<< Previous Page] [Continue >>]

Confirmation of the very important information
First Name, Last Name, Username, E-mail Address and Country that you entered are displayed for confirmation.
If the information is correct, click "Continue>>"button.

Registration Complete page

Registration Complete

Check your e-mail for a message to verify your registration. This mess
password, which you need to login. Note that Editorial Manager may h
different Username if the one you selected is already in use.

Thank you!

[Go to Login Page]

An e-mail containing your password, which you need to login is distributed to your e-mail address.

◆ If you don't get the registration completion notice,
Please confirm with the Journal Office.

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1-2 Logging in（First Access to the site）

When Users completed registration and received the password notice, let's login to EM.

Step1

Enter the Username and Password, then click the "Author Login" button.

● Change Password page

At the time of first login, Users need to change the password.

Step2

Note the Password Rules and enter the new password.

After entering that, click the "OK" button to go to Author Main menu page.

1-3 Updating My Information

Users may update information from the "UPDATE MY INFORMATION" at any time after login.

1-4　If You Were Proxy-Registered

Journal Office or Editors can proxy register a new user. They must supply the minimum information of a new user: "First Name", "Last Name", "E-mail Address" and "Country".

If Users receive a proxy registration notice, login to EM with a username and a password indicated in the letter, and then change the password.（See：Change Password page）Also, the user will be prompted to enter any additional information the Journal Office or the Editor haven't included in the record.

● If there are missing information

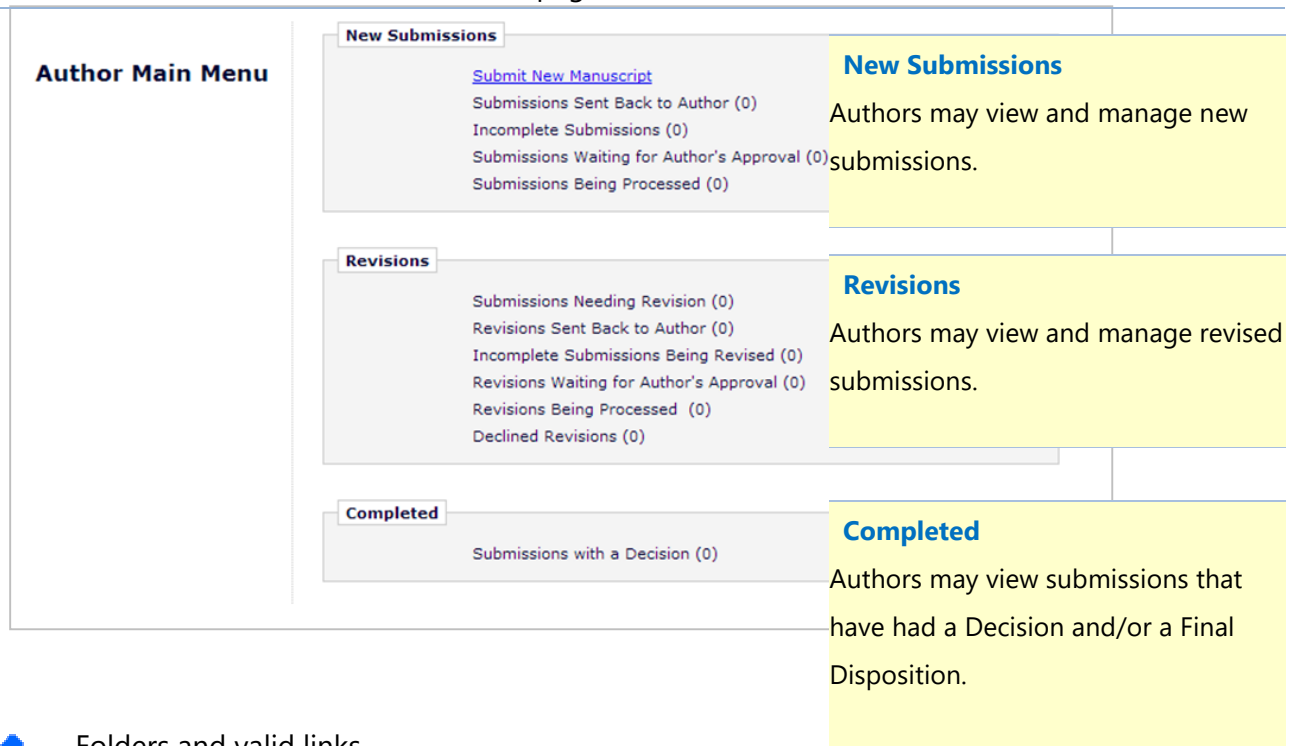Users will be prompted for the missing information after changing the password.

2　Main Menu

Once Authors have logged into the system, Author Main Menu page will be displayed.

The menu is divided into three sections: New Submissions, Revisions and Completed. In accordance with the status of submissions, a link of a relevant folder becomes valid.
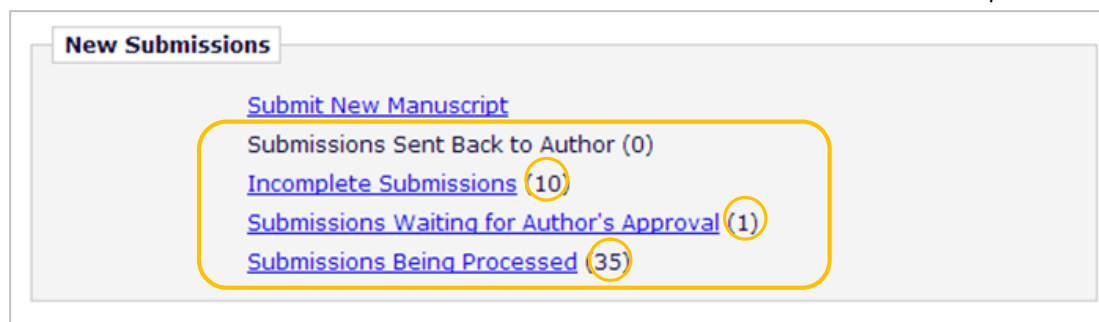
- Construction of Author Main menu page

Author Main Menu

New Submissions

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

New Submissions

Authors may view and manage new submissions.

Revisions

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

Revisions

Authors may view and manage revised submissions.

Completed

Submissions with a Decision (0)

Completed

Authors may view submissions that have had a Decision and/or a Final Disposition.

- Folders and valid links

A folder means character strings in each section.

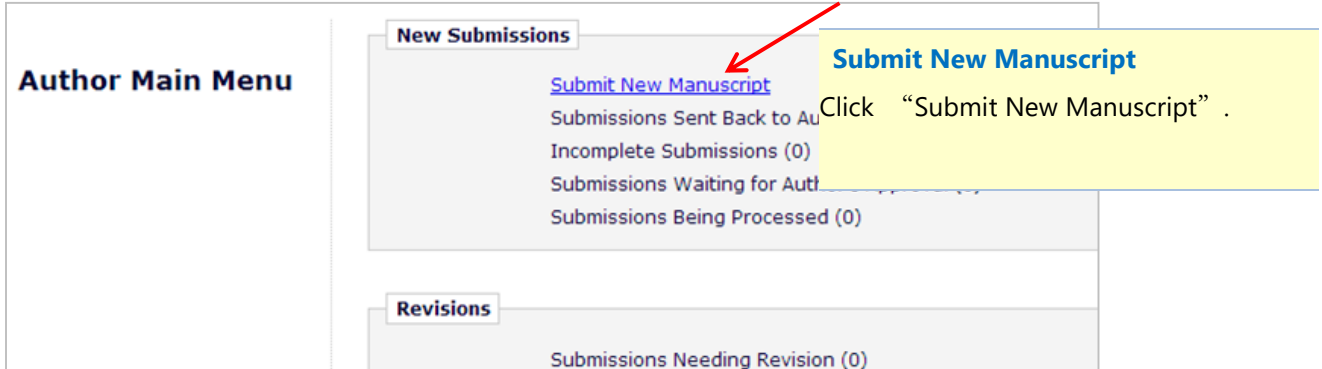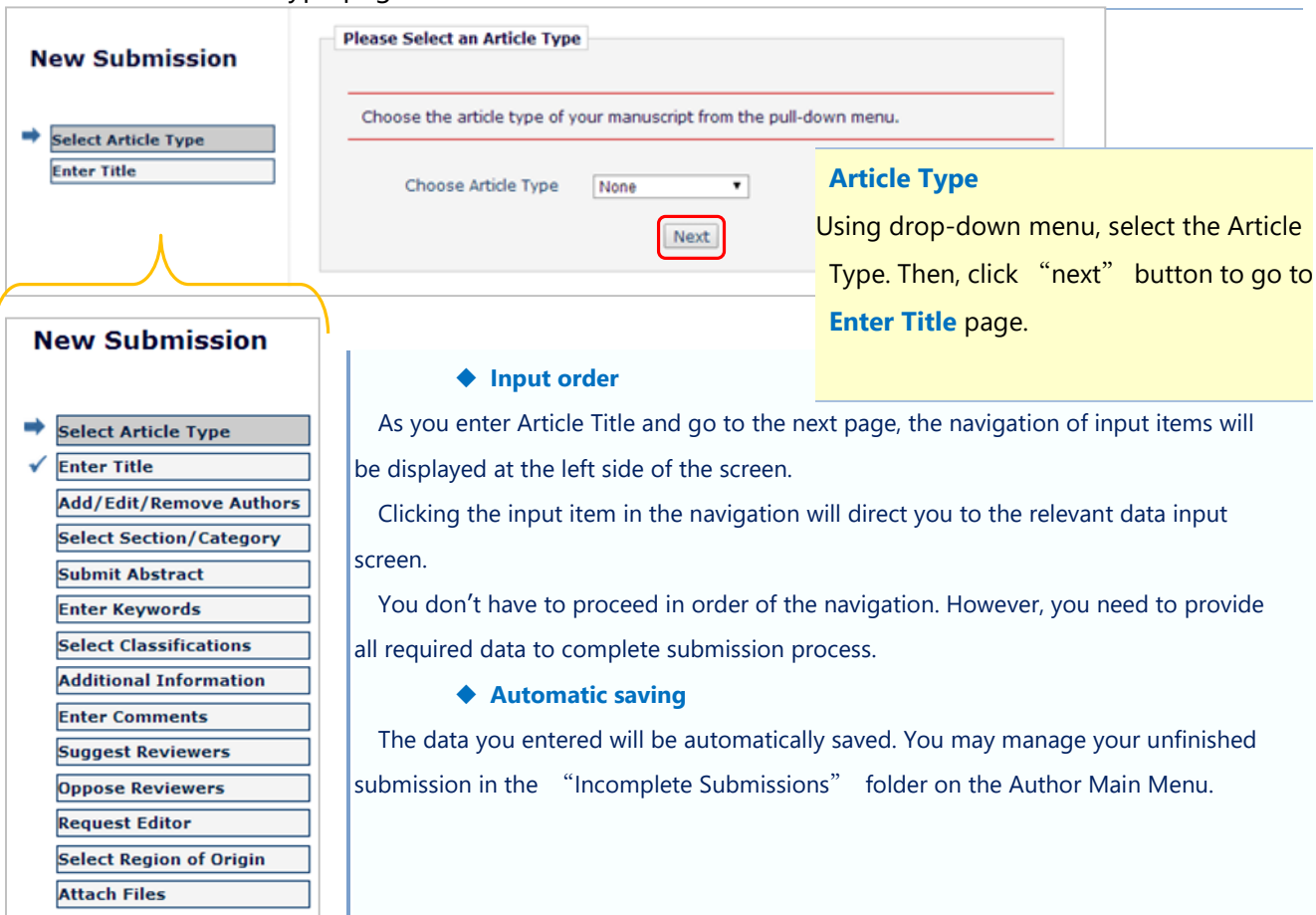If a submission is allocated in a folder, the folder becomes enabled as a link.（excerpt）

New Submissions

Submit New Manuscript
Submissions Sent Back to Author (0)
Incomplete Submissions (10)
Submissions Waiting for Author's Approval (1)
Submissions Being Processed (35)

☐ =folder

◯ =number of submissions in the folder

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3 New Submission

3-1 Submitting a Manuscript

Click on the "Submit New Manuscript" link.

Submit New Manuscript

Click "Submit New Manuscript".

◆ Select Article Type page

Article Type

Using drop-down menu, select the Article Type. Then, click "next" button to go to **Enter Title** page.

◆ **Input order**

As you enter Article Title and go to the next page, the navigation of input items will be displayed at the left side of the screen.

Clicking the input item in the navigation will direct you to the relevant data input screen.

You don't have to proceed in order of the navigation. However, you need to provide all required data to complete submission process.

◆ **Automatic saving**

The data you entered will be automatically saved. You may manage your unfinished submission in the "Incomplete Submissions" folder on the Author Main Menu.

This navigation will be displayed

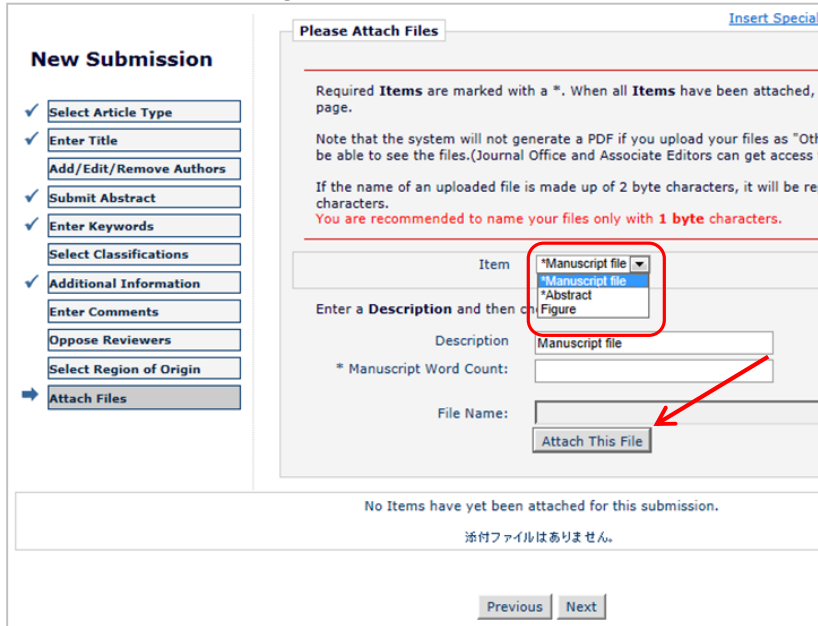in the "Add/Edit/Remove Authors"

page and after.

3-2　Attaching Files

Next, attach all of the files associated with the submission.

If you want to attach multiple files, you may attach them as a compressed file. Attached files will be converted to a single PDF for review by EM system.

Screen layout of Attach Files page slightly differs depending on a browser you are using.

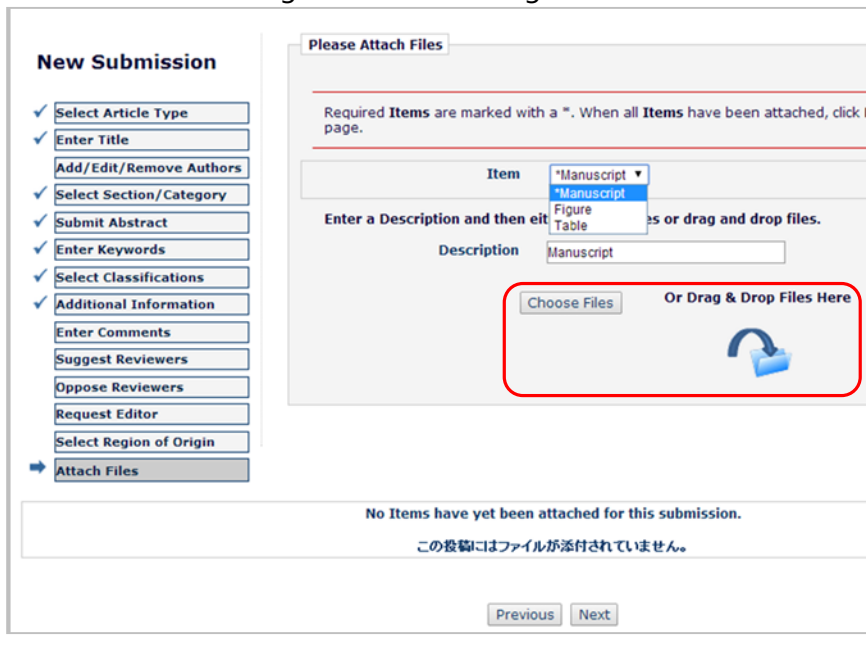◆　　When accessing with Internet Explorer 9（IE9）or IE10 compatibility mode

Attach Files

Step1 Choose the Item

Choose the "Item" from a drop-down box.

Step2 Choose Files

Choose files from the "Choose Files" button, then click the "Attach This File"

Each button name depends on a browser you are using.

◆　　When accessing with Firefox, Google Chrome, IE other than the above

Step 1 is same as above.

Step2 Choose Files or Drag & Drop Files

Choose files from the "Choose Files" button or drag & drop files on the page.

Each button name depends on a browser you are using.

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

Change Item Type of all [Choose ▾] files to [Choose ▾] [Change Now]

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript ▾	Manuscript	test_manuscript.doc	27.5 KB	2012-04-12 03:49:53	Download	☐
2	Figure ▾	Figure	figure1.jpg	52.9 KB	2014-07-01 08:01:41	Edit Data Download	☐

[Update File Order]

Check All   Clear All   Remove

[Previous] [Next]

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

Check All   Clear All

Change Item Type of all [Choose ▾] files to [Choose ▾] [Change Now]

Order	Item	Description	File Name	Size	Last
1	*Manuscript ▾	Manuscript	test_manuscript.doc	27.5 KB	2012
2	Figure ▾	Figure	figure1.jpg	52.9 KB	2014

[Update File Order]

[Previous] [Next]

Information of uploaded files will be displayed at the lower part of the screen.

After upload end, click the "Next" button.

◆ **Submission Items' Order**

The order of Submission Items during manuscript submission process is fixed in this journal.

Authors have the opportunity to re-order items of the same Item Type by "**Order**" / "**Update File Order**"

They may also be able to re-order items in the following page. (See below)

Attach Files Order

The order in which the attached items appear is the order established by this publication. You may re-order any editable 'Order' boxes. Note: if no 'Order' boxes appear, the Items cannot be re-ordered. Click the 'Nex

Order	Description	File Name
1	Manuscript	test_manuscript.doc
2	Figure-1	figure1.jpg
3	Figure-2	renamed_46f3f.jpg

[Update File Order]

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◆ Summary Following Attach Files

Summary Following Attach Files

Listed below is the summary of the number of items to be deliv~~~~ number of items to be delivered offline. Required Items are m~~~~ change the order by re-numbering the files.

	Online			
Author Agreement	0	Figure	0
*Manuscript file	1	Table	0

Previous · Build PDF for my Approval

Summary Following Attach Files

No Action Links appear during the Status is Building PDF. As the Status has changed to Needs Approval, the links appear.

◆ Please Note

When you click the "Build PDF for my Approval" button, you will go to the following page.

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the Submissions Waiting for Author's Approval page, where a link to the PDF will appear after it has been built. You must view the PDF. Please read the instructions below.

On the Submissions Waiting for Author's Approval page, Submission, Approve the Submission, or Remove the S~~~~ Approved the Submission, the PDF will be sent to the ed~~~~

If you have designated a different Corresponding Autho~~~~ step, then this paper will not be available on your Subm~~~~ Approval page. The new Corresponding Author will have~~~~ to the system to approve the PDF before the submission~~~~

Please do not click the Bac~~~~

Submissions Waiting for Author'~~~~
Back to Main Menu

Please Note:

Your submission is being created.

You will receive a building PDF completion notice.

NOTE：Your submission has not yet been sent to the editorial office.

Please go to the Submissions Waiting for Author's Approval page.

◆ Building PDF takes long time.

If the size of files you uploaded was relatively big, building PDF can take time. Please wait for a while.

◆ An error message is displayed when I uploaded files to build the PDF.

There is a possibility that the file you tried to upload has security protection. It triggers an error when you upload the file that has security protection, so you should release the protection for the file.

◆ Building PDF takes long time.

If you selected one of other Authors as the Corresponding Author at "Add/Edit/Remove Authors" page, then once you build the PDF you will no longer have access to the submission.

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3-3 Sending Submission to the Journal Office

Submissions that have been built and the PDF is created are allocated to the "Submissions Waiting for Author's Approval" folder.

New Submissions

Submit New Manuscript
Submissions Sent Back to Author (0)
Incomplete Submissions (0)
Submissions Waiting for Author's Approval (1)
Submissions Being Processed (0)

● Submissions Waiting for Author's Approval folder

Submissions Waiting for Approval by Author

If no Actions appear for your submission, please wait a few minutes for your PD

The 'Edit Submission' link allows you to fix or alter your submission. Please use upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please from the system.

Page: 1 of 1 (1 total submissions)

Status : Building PDF
No Action Links appear during the Status is Building PDF. As the Status has changed to Needs Approval, the links appear.

Action △	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
		2014-06-30 20:38:45	2014-06-30 23:53:45	Building PDF

Action △	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission Edit Submission Similar Articles in MEDLINE Approve Submission Remove Submission Correspondence Send E-mail		2014-06-30 20:38:45	2014-06-30 21:12:51	Needs Approval

If a link appears as below, Authors may view and use the individual Action Links by positioning the mouse pointer over the link.（Authors may change the display format as the upper picture by clicking a button marked by ○．）

Action △	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
Action Links			2014-06-30 23:53:50	Needs Approval

Action △	Title	Date Submissio
Action Links	View Submission Edit Submission Similar Articles in MEDLINE Approve Submission Remove Submission Correspondence Send E-mail	

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◆ Complete submission

① View Submission
Edit Submission
② Approve Submission
Remove Submission
Correspondence
Send E-mail

① Click the "View Submission" link and check the followings:
・the files are uploaded correctly and adequately
・there are no garbling and break of pictures in the uploaded files
If everything looks as it should, then click ② the "Approve Submission" link to complete submission process.

◆ Other Action Links

Action	Description	Notes
Edit Submission	Authors may edit incomplete submission.	This link doesn't appear after the submission is sent to the Journal Office.
Correspondence	Authors may view the Correspondence History in reference to the submission.	
Send E-mail	Authors may send a letter to the Journal Office if you have some message in reference to the submission.	

3-4　Checking the Status of Submissions

Authors may confirm a status of submissions from the "Submissions Being processed" folder.

New Submissions

Submit New Manuscript
Submissions Sent Back to Author (0)
Incomplete Submissions (0)
Submissions Waiting for Author's Approval (0)
Submissions Being Processed (1)

◆ "Submissions Being Processed" folder

Ex. With Editor

Submissions Being Processed for Author

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

Action	Manuscript Numbe	Title	Initial Date Submitted	Status Date	Current Status
View Submission Correspondence Send E-mail			2014-07-01 02:49:33	2014-07-01 02:52:05	With Editor

4   Revised Submission

If an Editor Decision is "Revise", the submission will be allocated to the "Submissions Needing Revision" folder in Revisions section.
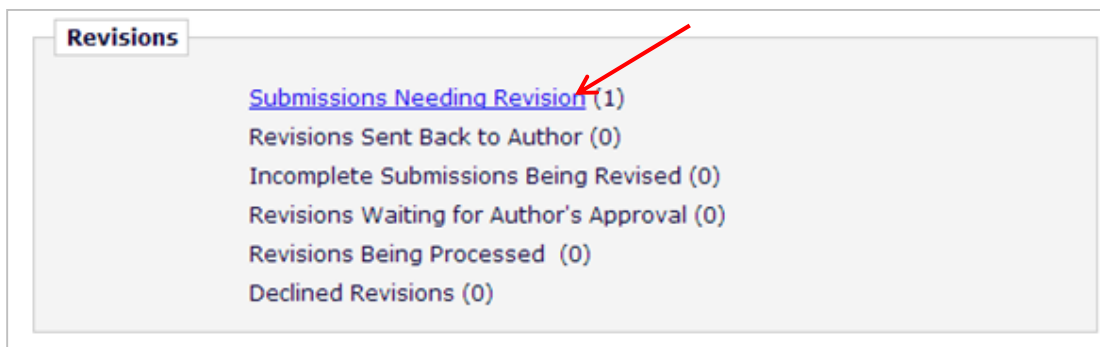
4-1   Viewing a Decision and Comments

Please click the "Submissions Needing Revision" link.

If Authors click a Decision term in the View Decision column, they may view the Author Decision Letter.

◆ **Note: Changing Institution**

Even if you change your Institution from the "Update My Information" after you initiated submitting a manuscript, the update won't be reflected to the submissions being already created.

（The information at the submission start time point will be provided.）

When your affiliation has changed by reason of personal transfer etc., please update your information before you initiate creating a new/revised submission.

* You can change co-author's Institution at any time.

◆ Action Links related to Revisions.

Action	Description	Notes
File Inventory	Authors may view the individual files uploaded at new (former) submission step.	
View Attachments	Authors may view attachments uploaded by Reviewers or Editors.	If there is no attachment, the link isn't displayed.
Revise Submission	Authors may create a revised submission.	This link appears only in the "Submissions Needing Revision" folder. It corresponds to the "Edit Revision" link in the "Incomplete Revisions" folder.
Decline to Revise	Authors may decline to submit revision.	(See : 4-3)

4-2　Revising Submission

If Authors have checked the comments from Reviewers/Editors and are ready to prepare a revised version of the submission, click the "Revise Submission" link. In Revise Submission process, Authors will follow the same steps as New Submission until they Approve Revision.

◆　Changes between New Submission and Revision

The information that was entered during New Submission (former submission) process will appear in the appropriate fields.

In Revision, the following pages are added.
・Response to Reviewers page
・Revision File Selection page

Response to Reviewers page

Respond to Reviewers

Respond to Reviewers is Required for Submission.

Please give your response to specific reviewer and editor comm
To see the comments, click the "View Decision Letter" link. You
the comments from there, and paste into the box below.

View Decision Letter

Response to Reviewers

Regardless of the number of reviewers,

there is just one input box.

Please clarify who each comment is

written to.

Authors may View Decision Letter in a separate

window.

Previous   Next

Revision File Selection page

Revised Submission

✓ Select Article Type
✓ Enter Title
  Add/Edit/Remove Authors
✓ Submit Abstract
✓ Enter Keywords
✓ Select Classifications
✓ Additional Information
  Suggest Reviewers
  Respond to Reviewers
➡ Attach Files

Please Attach Files

The files currently associated with your manuscript
appear if files have not yet been included (carried f
check in the box indicates the file will be carried fo
which will be changed should be unchecked (not in
should be uploaded on the Attach Files page.

If the files have already been carried forward, che
Already Included will appear.

Once you have selected the files to be included, cli
the next step.

Previous   Next

Include in Revision

In this journal, the default state of the

checkboxes is set to be checked.

Please uncheck to replace with another file

as need.

Item	Description	File Name	Size	Last Modified	Include in Revision	Actions
Manuscript		test_manuscript.doc	27.5 KB	2015-01-07 00:03:14	☐	Download

◈　　Declining to Revise
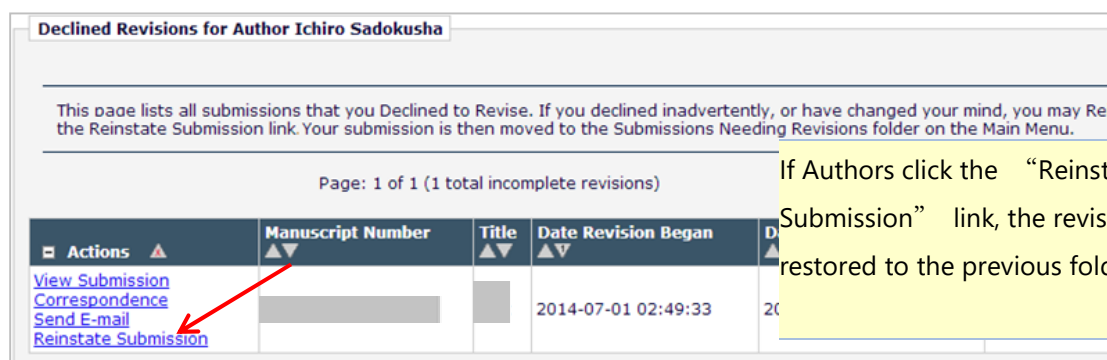
Authors may decline to submit a revision.

❖ Reinstating Submissions（Before withdrawal by Journal Office）

Declined Submissions are allocated to the "Declined Revisions" folder <u>until the Journal Office completes withdrawal.</u>

Revisions

Submissions Needing Revision (0)
Revisions Sent Back to Author (0)
Incomplete Submissions Being Revised (0)
Revisions Waiting for Author's Approval (0)
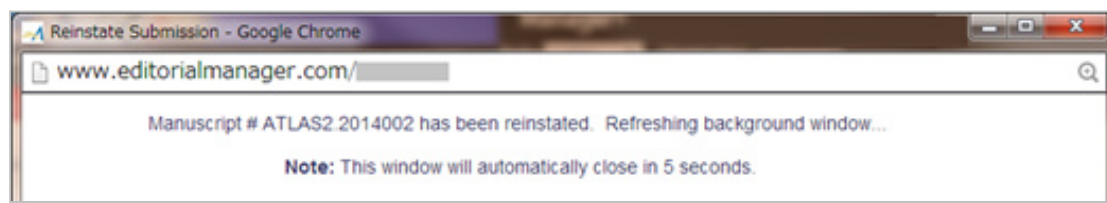Revisions Being Processed (0)
<u>Declined Revisions</u> (1)

Declined Revisions for Author Ichiro Sadokusha

This page lists all submissions that you Declined to Revise. If you declined inadvertently, or have changed your mind, you may Rei...
the Reinstate Submission link. Your submission is then moved to the Submissions Needing Revisions folder on the Main Menu.

Page: 1 of 1 (1 total incomplete revisions)

☐ Actions △	Manuscript Number ▲▼	Title ▲▼	Date Revision Began ▲▼	D ▲
View Submission Correspondence Send E-mail Reinstate Submission			2014-07-01 02:49:33	2

If Authors click the "Reinstate Submission" link, the revision will be restored to the previous folder.

Reinstate Submission - Google Chrome

www.editorialmanager.com/

Manuscript # ATLAS2.2014002 has been reinstated. Refreshing background window...

Note: This window will automatically close in 5 seconds.

❖ Reinstating Submissions（After withdrawal by Journal Office）

If Journal Office has withdrawn a submission after Authors declined, the submission will be allocated to the "Submissions with a Decision" folder. （See：5 ）

To reinstate a submission in this status, please notify the Journal Office and about revocation of decline.

The submission will then return to the "Declined Revisions" folder.

（Authors will receive a notification letter when the submission reinstates.）

After the submission restored to the "Declined Submissions" folder, please click "Reinstate Submission" link.

5 Submissions with a Decision

Submissions with a Final Disposition (including withdrawn submissions) are allocated to the "Submissions with a Decision" folder.

Completed

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

6 【Appendix】Co-Author Verification

If Co-Author Verification is enabled by the journal, a letter requesting authorship verification will be distributed when the Corresponding Authors Approve Submission to submit a manuscript.
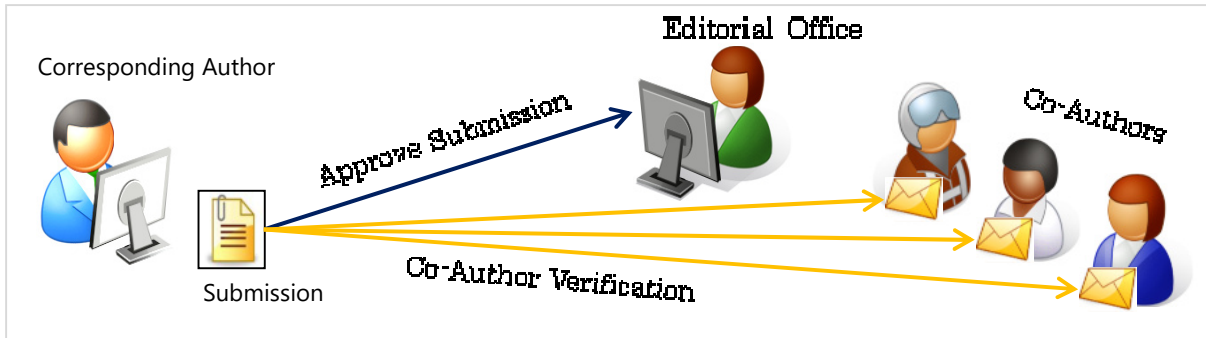
● View Other Author Status

You may view status of response of Other Authors from the "Other Author Status" link.

◆ **If you receive a Co-Author Verification**

You just need to click one of the two links to verify your contribution.

(See the figure on the right)*

The links expire just after 1 click.

* If the journal displays questions to Co-Author, you will go to the question screen after clicking "Yes, I am affiliated." You cannot the complete Co-Author verification until you answer all questions
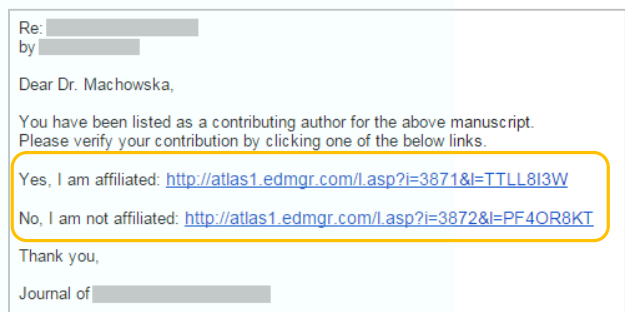
◆ Resend Letter to Other Authors

If the journal permits corresponding authors to manage other authors, the corresponding authors can resend the letter to other authors with a status of "No Response".

★Send Letters : Resend letters to all Other Authors who have not responded.

Also, if the authors have permission to Edit Other Author E-mail Address, the authors can update other author's e-mail address by clicking on the "Edit" link.

Click on the "Edit" link to update other author's e-mail address.

To save the changes, click on the "Save" link.

Changes made in this page are reflected to the submissions in process.