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**

Welcome to Editorial Manager ® for
THE ATLAS TRAINING SITE

Insert Special Character

Please Enter the Following

Username: [_____]
Password: [_____]

[Author Login] [Reviewer Login] [Editor Login] [Publisher Log...]

Send Username/Password   Register Now   Login Help

Step1
Click "Register Now".

アトラスのテストサイトへようこそ！

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| Instructions for Authors | Instructions for Reviewers | About the Journal | Contact Editorial Office |

◆ **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.

Insert Special Character

Account Finder

Please Enter The Following

Enter your e-mail address in the box below. If an account exists with this e-mail address, your Username and Password will be e-mailed to you.

First Name
Last Name* [_____]
E-mail* [_____]

[Cancel] [Send Username and Password]

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◆ 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

Insert Special Character

First Name*
Last Name*
E-mail Address*

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?   C

Step2

Fill in the Required Pre-Registration information and

click "Continue>>" when done.

Users will be prompted for the detailed information (Affiliation,

◆ 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	
Secondary Phone is for	Mobile ● Beeper ○ Home ○ Wo
Fax Number	
E-mail Address *	

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

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

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.

3

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NOTE : **Available as a Reviewer**？

This question works just as a survey.

The answer to this question never

affects the

Editor Decision.

Choose A User Name

The Username is used for login.

Step4

After entering information,

Click "Continue>>"button.

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

Continue >>

◆ **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[tion,] 'Continue' button below.

<< Previous Page | Continue >>

◆ **Registration Complete page**

Registration Complete

Check your e-mail for a message to verify your registration. This mess[age contains your] password, which you need to login. Note that Editorial Manager may [assign you a] 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.

Welcome to Editorial Manager ® for
THE ATLAS TRAINING SITE

Insert

Please Enter the Following

Username: [　　　　　　　]
Password: [　　　　　　　]

[Author Login] [Reviewer Login] [Editor Login] [Publisher Login]

Send Username/Password　　Register Now　　Login Help

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Instructions for Authors	Instructions for Reviewers	About the Journal	Contact

Step1
Enter the Username and Password, then click the "Author Login" button.

◆　**Change Password page**

Password Expired

Publication policy requires that you change your password for security purposes. Plea
password.

New Password [　　　　　　　]
Re-type New Password [　　　　　　　]

[Cancel] [Submit]

Password Rules

Passwords must be a minimum of **6** characters.
Password cannot be the same as the username.
User must change password on first access (new registrations and proxy registrations) and after password reset.

[Cancel] [Submit]

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.

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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**

New Submissions

Authors may view and manage new submissions.

Revisions

Authors may view and manage revised submissions.

Completed

Authors may view submissions that have had a Decision and/or a Final Disposition.
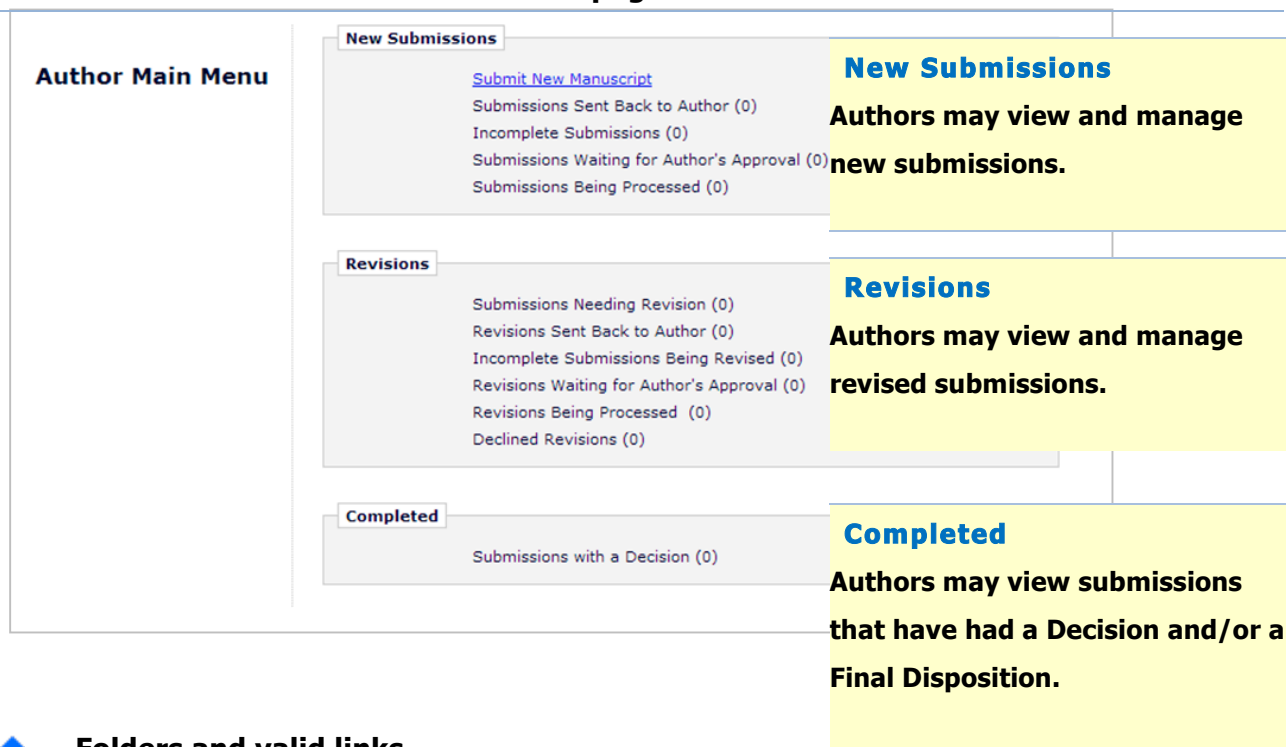
◆ **Folders and valid links**

A folder means character strings in each section.

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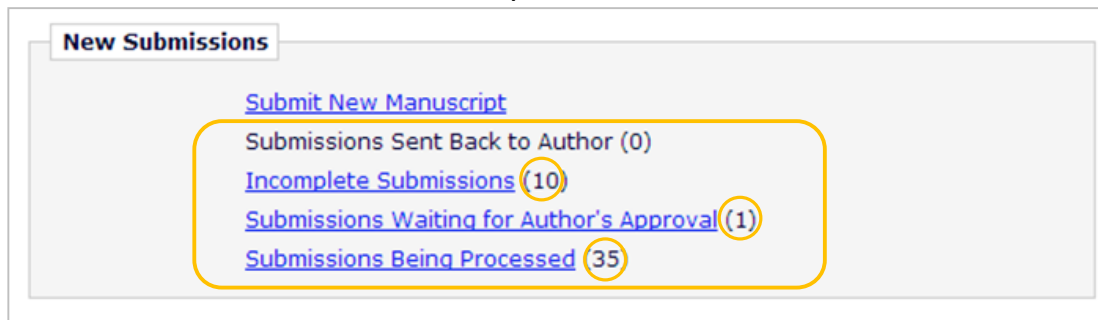
▢ =**folder**

◯ =**number of submissions in the**

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.
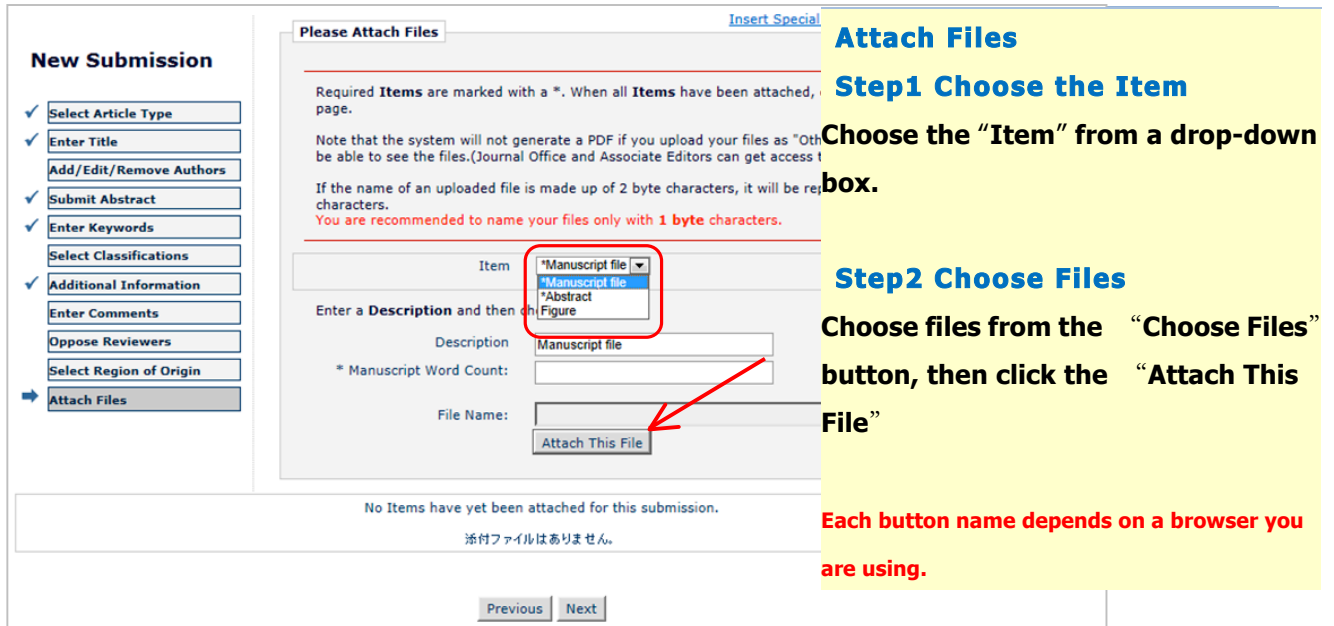
3-2 Attaching Files

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**
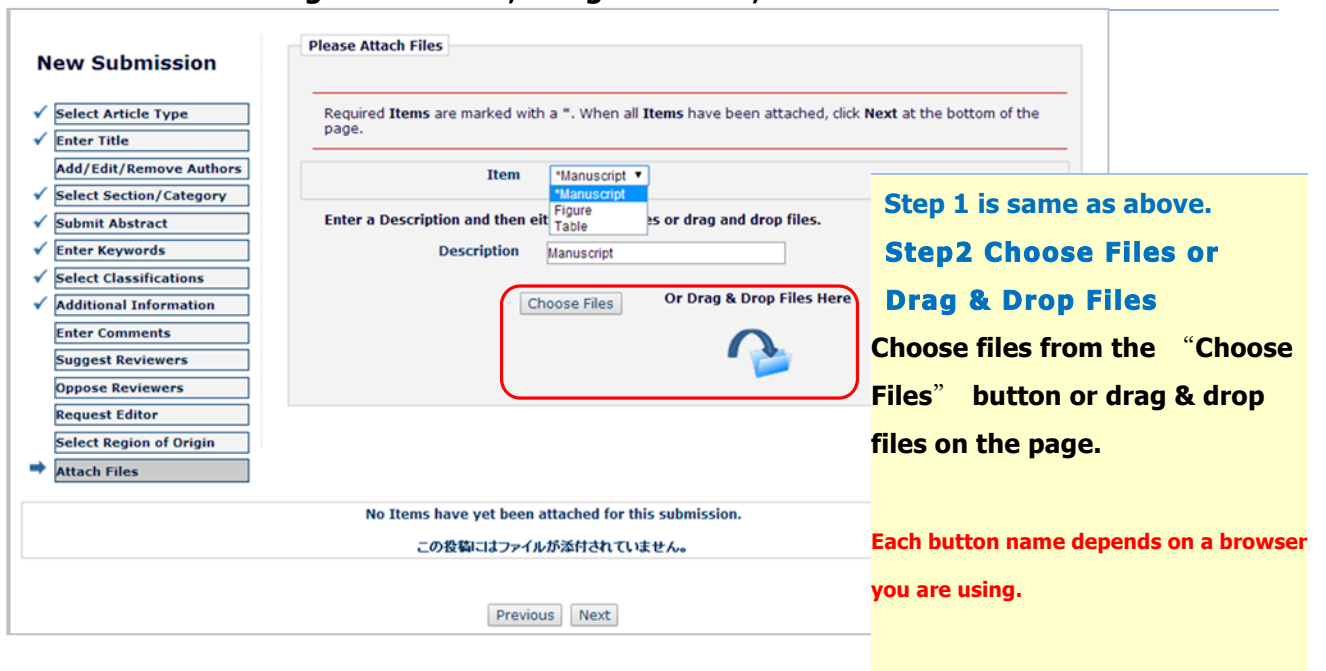
Attach Files

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]   [Remove]

Check All   Clear All

[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"

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]

◆ Summary Following Attach Files

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:
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

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.

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

Page: 1 of 1 (1 total submissions)

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 Submissi
Action Links	View Submission Edit Submission Similar Articles in MEDLINE Approve Submission Remove Submission Correspondence Send E-mail	

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◆ **Complete submission**
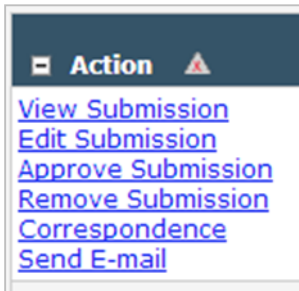
① **Click the "View Submission" link and check the followings:**
・ **the files are uploaded correctly and adequately**
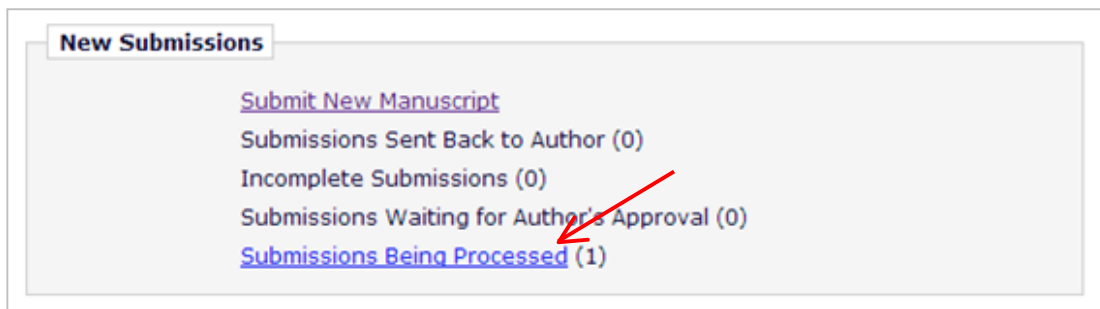・ **there are no garbling and break of pictures in the uploaded files**

If everything looks as it should, then click ② the "Approve Submission" link to complete submission process.

① ②

Action
View Submission
Edit Submission
Approve Submission
Remove Submission
Correspondence
Send E-mail

◆ **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

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4　Revised Submission

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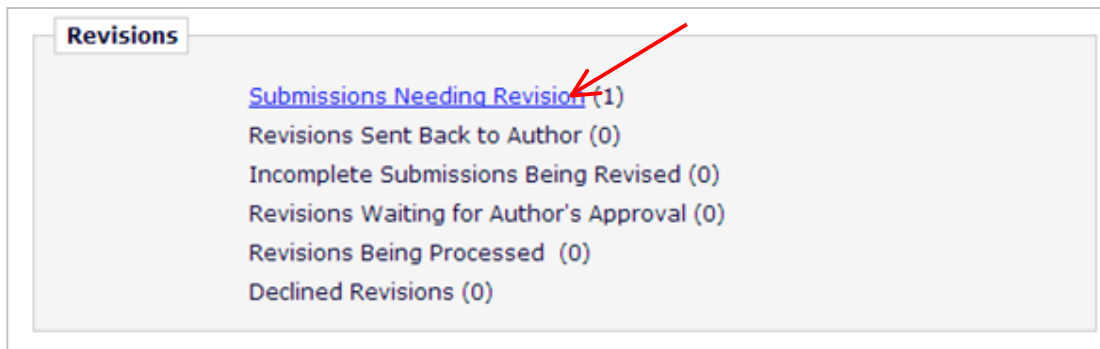
4-1　Viewing a Decision and Comments

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.

◆ **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[ents]
To see the comments, click the "View Decision Letter" link. You[...]
the comments from there, and paste into the box below.

[View Decision Letter]

| Previous | Next |

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.

◆ 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 [...]
check in the box indicates the file will be carried fo[...]
which will be changed should be unchecked (not inc[...]
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, cl[...]
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>

If Authors click the "Reinstate Submission" link, the revision will be restored to the previous folder.
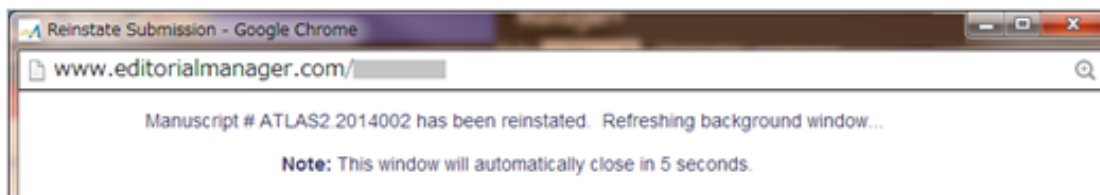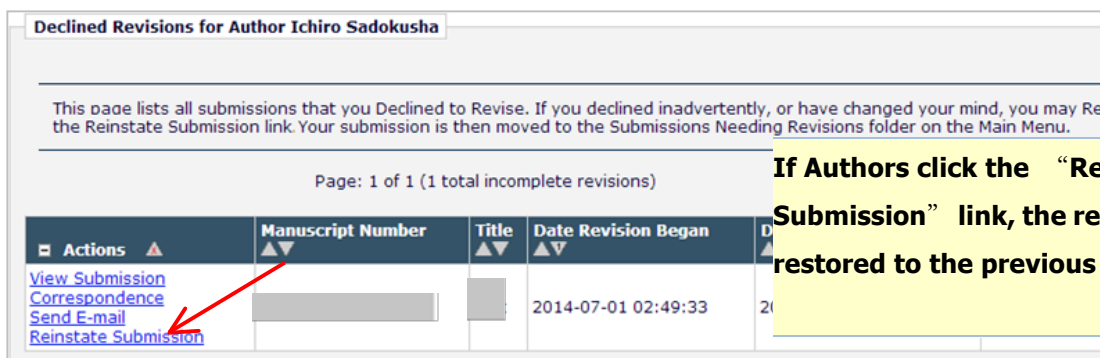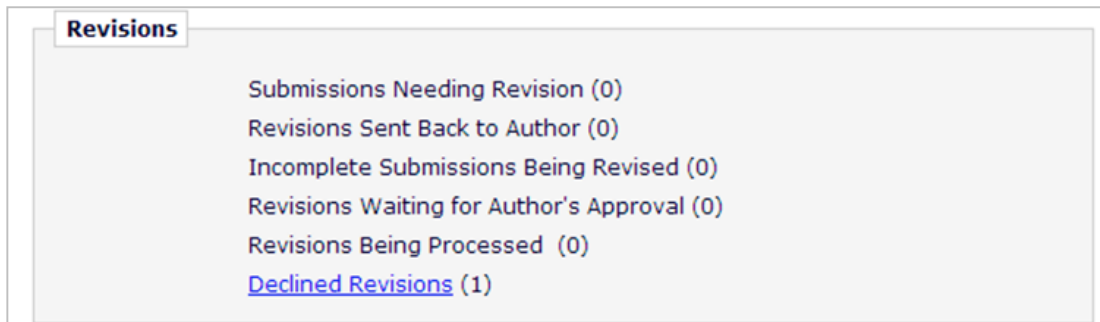
◆ Reinstating Submissions（After withdrawal by Journal Office）

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.

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.
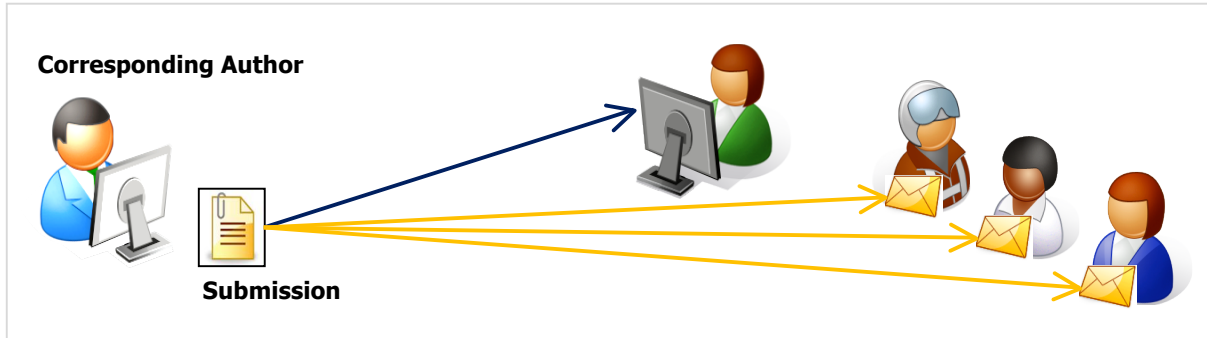
◆ View Other Author Status

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
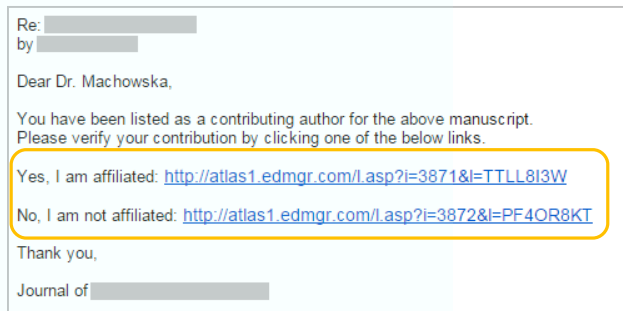
◆ Resend Letter to Other Authors

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.