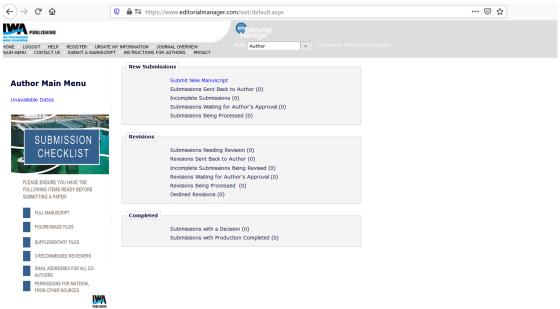# AUTHOR TUTORIAL

LOG IN
To begin using Editorial Manager, enter your username and password and click on 'Author Login'.

AUTHOR MAIN MENU
You will be directed to the Author Main Menu:

SUBMITTING A MANUSCRIPT
To submit a new manuscript, click on the '**Submit New Manuscript**' link.
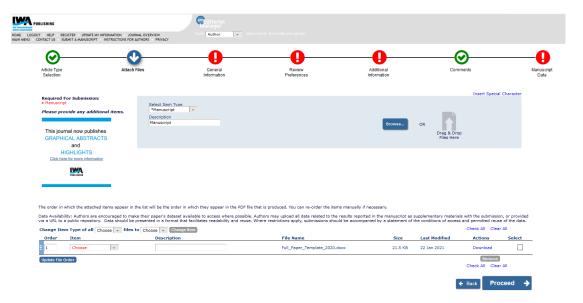
Article Type
From the drop-down menu, select the article type that best describes your manuscript and click on 'Proceed'.

Attach Files
All items for submission must be uploaded Editorial Manager. You should not email files to the Editorial Office.

Depending on article type, some items for submission will be mandatory. These elements are marked with an asterisk.

Use the 'browse' button to select the file you need to upload. The uploaded files are then listed at the foot of the page. Changing the numbers in the boxes on the left hand side of the list will change the order in which the files appear in the PDF. The files can be removed or replaced as necessary by clicking on 'Remove'. You can download and view the files by clicking on 'Download'.

You will then need to click on 'Proceed'.

General Information
This section will require you to enter the following information:
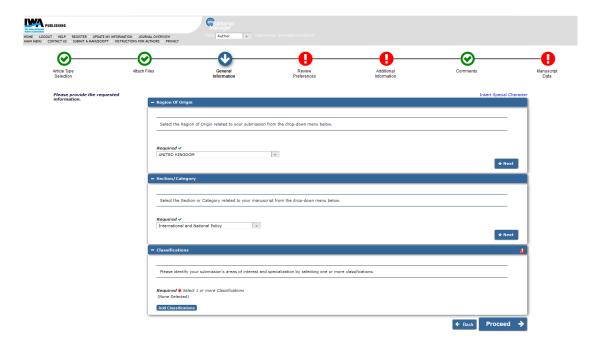
Select Region of Origin
Please ensure this matches the Corresponding Author's current country of residence.

Select Section/Category
You must select the Category that best applies to your submission. Please choose carefully as selecting the correct category will ensure your manuscript is sent to the Editor best qualified to handle the review process.
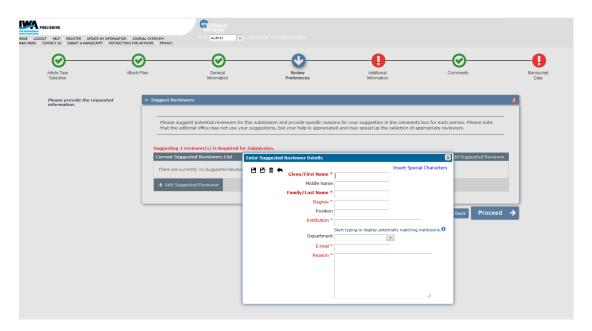
Select Classifications
You will now be asked to choose one or more classifications for the submission from a list that is predefined by the journal. Classifications will help Editors select suitable reviewers. This is a mandatory step. Click on 'Select Classifications' to open a new window displaying the Classification options. Click on 'Expand All' to view all the Classifications, and tick the box next to those that are appropriate to your manuscript. Next, click on 'Select'. When you are done, click 'Submit'. This will close the screen. Click on 'Proceed' to proceed.
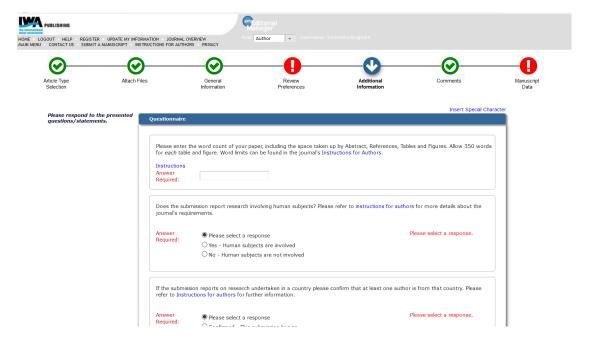
Suggest Reviewers

You must suggest at least 3 experts who could potentially review your paper. Enter the required details about each reviewer and click on 'Add Reviewer'. When you are done, click on 'Proceed'.

Additional Information

In this step, you should answer the questions in the text box provided. We will also ask you to enter your manuscript highlights here and any ethical questions which may be required.

Click on 'Proceed' to proceed.

Enter Comments

In this step, you can enter any comments you would like to send to the Editor. These comments do not appear in your manuscript, but will appear in the information sent directly to the Editor. This is where you should enter information you would normally add to a cover letter.

Click on 'Proceed' to proceed.

Manuscript Data

Editorial Manager has a LiXuid Submission interface which should automatically extract key elements from you paper to pre-fill many of the boxes in this section. You will need to check that the information pulled is correct, in addition to entering any missing information.

Article Title
Enter an Article Title and a Short Title. This is mandatory. Click on 'Next' to continue.

Abstract
This allows an author to cut and paste their abstract into a textbox. It is mandatory for most article types. Click on 'Next' to continue.
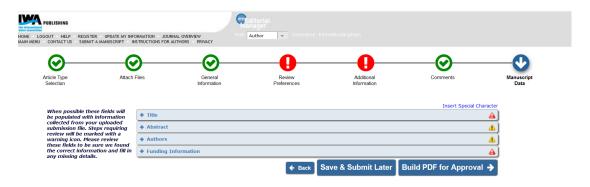
Add/Edit/Remove Authors
You will then open a section where you must add other authors who have contributed to the manuscript. You **do not** need to re-enter yourself in the list of authors, as you are listed already as the corresponding author. Only the corresponding author will receive email communications regarding the submission.

Clicking on the Add Author button will open a new screen where you should add the required details for each author who has contributed to the manuscript. When you are finished, click on Submit.
You can change the order of Authors as they would appear on the manuscript by rearranging the numbers beside their name.

You may change the person designated as the corresponding author, but this person must also be a registered user for the journal, as they will need to be contacted throughout the submission process. Other authors do not need to be registered with the system. A first name, last name and e-mail address are required - affiliation information is not a required entry, but it will aid an Editor who wishes to select Reviewers who aren't affiliated with the authors of the manuscript.
Click on 'Next'.

Funding Information
If your research has been funded through a grant or organisation which should be recognised in the published manuscript, please enter the information here. If there is no funding information to be added, please click the tickbox to say 'Funding information is not available.'

Once all of the required information has been entered, you can start the PDF generation process by clicking on '**Build PDF for my Approval**'.

While the PDF is being created, the submission is moved to the '**Submissions Waiting for Author's Approval**' folder. The PDF will not open automatically but you will see a '**View Submission**' link when the PDF is ready to be viewed.

Reviewing and Approving Your Submission
You must click on '**View Submission**' in order to approve, edit or remove the submission. The submission will open in Adobe Acrobat and the uploaded elements will appear in the order selected at the **Attach File** stage. If you choose to approve the submission, the Editor is notified by e-mail and you will also receive a letter of confirmation.

When you approve your submission, it will be filed in the '**Submissions**

Being Processed' section in your Author Main Menu. If you click on '**Revise Submission**', you will be brought back to the start of the submission process.

TRACKING THE PROGRESS OF YOUR SUBMISSION

Once your manuscript has been submitted to the journal, you can track its progress by viewing your submission in the '**Submissions Being Processed**' section (accessed through a link on the Author Main Menu page). The status date may change periodically as activity from the Editor and Reviewers take place, but you will only be notified directly when a decision is made.

REVISING YOUR SUBMISSION

If the Editor dealing with your submission decides that your submission needs to be revised, you will be notified by e-mail. The submission will move from the '**Submissions Being Processed**' folder to the '**Submissions Needing Revision**' folder, which can be accessed through a link on the Author Main Menu page.

Clicking on '**Submit Revision**' will bring you back into the first submission step and allow you to make changes where necessary. After uploading the revised elements, a new PDF is generated for you to approve and this will return the revision to the Editor.

If you need more time to revise your submission, you should contact the Editor via the system. In the far left column of the table displaying information regarding your submission(s), there is a '**Send E-mail**' link. This opens an e-mail that you can customise and send directly to the Editor.

REINSTATE A DECLINED REVISION

Some Authors accidentally remove a submission they intended to revise, by clicking on '**Decline to Revise**' or '**Remove**'. This moves the paper into the '**Declined Revisions**' section in your main menu. If this does happen, you should click on '**Declined Revisions**' in your main menu. On this page, click on the '**Reinstate Submission**' link. This will move the submission back into the '**Submissions Needing Revisions**' section in your main menu.

INVITATION TO SUBMIT AN ARTICLE

Some journals may decide to invite authors to submit an article for a Special Issue. If this happens, you will receive an invitation via e-mail. Log into the system and you will see a new section on your Author Main Menu called '**Invited Submissions**'.

Click '**My Invitations**' followed by '**View Proposal**' for details of the proposed submission. You can decide whether to submit a paper and notify the Editor by either clicking on '**Agree to Submit**' or '**Decline to Submit**'.
Agreeing to Submit a Proposed Manuscript
If you agree to submit a manuscript based on the proposal, this proposal will then move to a section entitled '**Accepted Invitations**' under the heading '**Invited Submissions**' in the Author Main Menu.

When you are ready to submit the manuscript, click on '**Submit Invited**

Manuscript' and submit the proposal via the usual Author Submission process.

INVITATION TO SUBMIT A COMMENTARY ON A MANUSCRIPT
An Editor may invite you to submit a commentary on a certain manuscript that may or may not have been accepted for publication. You will receive an invitation via e-mail. The invitation will appear in the '**My New Invitations**' section of the Author Main Menu, under the heading '**Invited Submissions**'.

On the next page you will be presented with a table showing you information about the submission. Click on '**View Submission Requiring Commentary**' to see the manuscript before clicking either '**Agree to Submit**' or '**Decline to Submit**', which will notify the Editor of your decision.
Submitting a Commentary
If you agree to submit a commentary on the manuscript, this invitation will then move to a section entitled '**Accepted Invitations**' under the heading '**Invited Submissions**', displayed on the Author Main Menu page.

When you are ready to submit the Commentary, click on '**View Submission Requiring Commentary**' and submit via the usual Author Submission Process.

CONTACTS
You will receive notification once your submission has been assigned to an Editor. If you have any queries during the review process you can send a General Communication e-mail directly to the Editor in the way described above. If you are having difficultly using the system, please contact wstem@iwap.co.uk.