



## Author Instructions

Please make sure you have read through these instructions carefully before beginning the submission process. To contact the Journal Staff regarding a submission that is already in progress, simply click the "Send Manuscript Correspondence" link located under the "More Manuscript Info and Tools" header on the manuscript details screen.

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## New Account Registration

To register a brand new account, click the "New Users: Please Register Here" link on the [home](#) page. You will be asked to enter your Last Name, Email and Telephone Number so that the system may first determine if an account already exists for you. If the system determines you already have an account, your login name and a new, temporary password will be automatically emailed to you. If you need further assistance, please contact the Journal Staff directly.

If the system does not find an existing account in the database, you will be directed to the registration screen where you can enter in your personal information and choose a login name and password. You may login immediately after creating your new account. You will also receive an email with your selected login information.

## Review Process

The manuscript submission and peer review process is broken down into the following steps:

1. The Author submits a manuscript.
2. The Editor assigns Reviewers to the manuscript.
3. The Reviewers review the manuscript.
4. The Editor drafts a decision to be sent to the Author.

## Preparing to Submit

Before submitting a manuscript, please gather the following information:


- All Author
  - First and Last Names
  - Postal Addresses
  - Work Telephone Numbers (for Corresponding Author only)
  - E-mail addresses
- Title (you can copy and paste this from your manuscript)
- Abstract (you can copy and paste this from your manuscript)
- Manuscript files in Word only. (Please make sure the "Language" is "English (U.S.)" via Tools->Language->Set Language)
- Author ID page, including job title and institution for EVERY Author listed on the manuscript.
- Figures/Images as separate files in TIFF, JPG, or PSD format. Figures/Images should NOT be embedded in the article file. Tables may be embedded in the article text in Word format or may also be submitted as JPEG, TIFF or PSD format. PPT files will not be accepted but can be converted to JPEG files using PPT prior to submission.
- Contact information (e-mail address and institution) of desired peer reviewers (if any).
- Keywords should be taken from the NLM list of MeSH terms.

The manuscript submission process is broken into four steps that gather detailed information about your manuscript and allow you to upload the associated files. The four steps of the submission process are:

1. **General Information**  
All information about your manuscript, including the Authors, Manuscript Title, Abstract, Manuscript Classification, and File Quantities is gathered using a single submission form. NOTE: There is a button at the bottom of the screen that will allow you to save your progress and come back later, if needed. However, it is highly recommended that you try to submit your paper in one session if possible.
2. **Upload Files**  
A screen asking for the actual file locations (via an open file dialog). After completing this screen, your files will be uploaded to our server.
3. **Receipt**  
A completion screen that will provide you with a specific manuscript number for your manuscript.
4. **Approve Manuscript Files**  
An approval screen that will allow you to verify your manuscript has been uploaded and converted to PDF correctly.

After the manuscript is submitted, you will be taken to a page that will allow you to review your manuscript that has been converted to PDF. If the conversion is incorrect, you can replace or delete your manuscript files as necessary. You will also have the ability to upload additional files, if needed. After you have reviewed the converted files, you will need to click on "Approve Manuscript". This link will have a **red arrow** ➔ next to it. Throughout the system, **red arrows** ➔ reflect pending action items that you should address.

Getting Help

- Context-Sensitive Help   
If you need additional help, you can click on the help signs spread throughout the system. A help dialog will pop up with context-sensitive help.

- Contact Journal Staff  
You may contact the Journal Staff at any time by clicking the "Send Manuscript Correspondence" link under the "More Manuscript Info and Tools" header on the manuscript details screen.
- Login Help  
If you have forgotten or do not know your login name or password, simply click the "Unknown/Forgotten Password" link on the [home](#) page. You will be asked to enter either your Login Name or your First and Last Name. If a single account can be found in the database, the system will automatically and instantly send you an email with your login name and a new, temporary password. If a single account cannot be identified from the information provided, you will need to contact the Journal Staff to reset your password for you.

### Manuscript Status

After you approve your manuscript, the submission process is complete. You can get the status of your manuscript via:

1. Logging into the system with your password.
2. Clicking on the link represented by your manuscript tracking number and abbreviated title.
3. Clicking on the "Check Status" link at the bottom of the displayed page.

This procedure will display detailed tracking information about where your manuscript is in the submission/peer review process.

### Starting

The manuscript submission process starts by pressing the "Submit Manuscript" link on your "Home" page after you have logged into the system. Please make sure you have gathered all the required manuscript information listed above **BEFORE** starting the submission process.

Please return to the website and begin when you are ready.