

Reference checking in Editorial Manager.

Editorial Manager offers a reference checking service which can extract the references from your submission and prepare a report for editors which may also be shared with reviewers.

Journals may be configured to include links to Scopus, CrossRef and PubMed in this report. These links help the editors to review your submission. Some journals also make this report accessible to reviewers.

In order to extract references, your manuscript file must be formatted in Microsoft Word. If you have a standard section heading such as 'References' or 'Bibliography' and each reference is listed as a single paragraph, Editorial Manager will be able to find your references. The extraction process needs author names, journal title, article title, year of publication, volume and issue, and the pagination in order to validate the reference. As long as these elements are present, the formatting is not important to the extraction process.

Editorial Manager will extract information from your manuscript file to populate the manuscript data such as the title, abstract and author list, as well as the references. When you trigger the PDF to be built, Editorial Manager will also process the references, and attempt to link each journal citation to the article online. In the background, Editorial Manager builds the PDF and prepares reference-checking results for the editors.

Some journals may display the reference-checking results to the author, so that you can verify that all the references have been extracted and processed successfully. This is optional – not all journals will display this link to authors. If it is available, you can check the extracted references to confirm they have been successfully linked. Only references found on PubMed or CrossRef can be linked – sources such as books that are not indexed by these services will not be linked. If you do discover a reference to a journal article that was not validated, you can correct your manuscript file in Microsoft Word and then use 'Edit Submission' to replace the file before rebuilding the PDF.

Once you approve the submission, you will be unable to make further edits unless the submission is returned to you by the editors. When you submit a revision, the references will be processed again, so that any new or updated references will be correctly linked on the report for editors.

Thank you for watching.