

Uploading Submission files in Editorial Manager.

Editorial Manager offers easy file upload, though a drag and drop interface. After beginning a new submission, you first select an article type. The article type defines the submission requirements, including what files are required or optional for submission.

For many journals, you are first asked to upload a single file. If this file is formatting in Microsoft Word, Editorial Manager will use this first file to extract manuscript details such as the title, the abstract, key words and the author list, to be populated automatically in the manuscript data. Some journals may opt out of the extract option. In that case, Editorial Manager will skip the step of requesting one file.

You can drag the file from any folder into the shaded target area on the Editorial Manager page. Once the first file is uploaded, the screen updates to include a list of files with their details. Each listed file must be categorised as a type of item using the drop-down option. Mandatory items are marked with an asterisk. The item designation also controls how the files will be processed when the PDF is built. The list of all mandatory items appears to the left of the upload area. Journals may also include instructional text in this area.

You can preselect an item label to be applied when uploading a single file. Additional files can be dragged into Editorial Manager by dropping the files into the blue shaded target area individually, or as a group. Notice that when uploading multiple files, they are not prelabelled as a specific item.

Editorial Manager will let you know if there are any files that need updating before proceeding. Editorial Manager will not allow you to upload the same file name twice. Click dismiss to remove the error message.

The item information for each file can be updated individually using the drop-down list, or you can change item type for all files with the same extension, for example 'png' to the correct item type. The first drop down list includes all the file extensions you have uploaded. Select one, then select an item from the next drop down. Click 'Change Now' to apply the change. The list of required items will be updated as you upload files, with missing required files marked in red.

Journals may define a default file order. In this case, when you upload a single file it will be automatically sorted based on the item label. In this example, conflict of interest is defined to appear first in the file list. However, when you upload multiple files at a time, they will be listed at the end until an item has been chosen. If file order is imposed by the journal, these files will be automatically sorted the next time the file order is updated.

Some journals will request or require you to enter additional information on certain items. If so, an edit data link appears. It will be marked in red if the information is required. In this case, figure numbers are required. Enter the details and click 'Save Changes' to continue.

Once all the files are uploaded, and any required data has been entered, click 'Proceed' to continue with the submission process.

You can also upload all your files at once, in a compressed file. Editorial Manager is able to unpack .zip or .tar files. Editorial Manager will decompress the files and list them separately. If the compressed file contains any duplicate files, password protected files or other file errors, they will not be uploaded, and Editorial Manager will display a processing error. Click 'Dismiss' to remove any errors from the file list.

You may need to correct and upload these files separately. You can select the correct item for each file individually. In this example, the journal has a double-blind review policy, and requires that all author information be on a title page, and that the manuscript file has no details that could reveal the author identity to the reviewers. You can also change all files with the same extension to the correct item type all at once. Click 'Change Now' to apply the change.

You can also upload the individual files using the browse button, instead of dragging and dropping.

Some journals may allow for compressed files to be uploaded without being decompressed, by defining a certain item type to never unpack archive files. The instructions may also indicate which item type is not to be decompressed. To upload a compressed file that is not meant to be unpacked and built into the PDF, you must select the appropriate item designation first, and upload only one archive file at a time, otherwise the archive could be decompressed automatically. You could also add a text description to any file if more explanation is needed.

Once all your files are uploaded, check that the list is complete and in the correct order. Check the required items list for any red text that indicates a missing or mislabelled required item. You can download a file if you need to check the content. Or, select a file to remove it from your submission. Removed files can not be recovered from Editorial Manager. For numbered files such as figures or tables, check that the files are in order and none are missing. You can manually update the file order by changing the sequence number of any item in the order column and then clicking 'Update File Order'.

If the journal has defined items to appear in a default order, this will override your manual numbering, however when there are multiple files with the same item label, your numbering will control the order of those files. So in this case, the tables will always appear after the manuscript, but your numbering controls the order of the tables compared to one another. Click 'Proceed' to

move to the next step of the submission process. You can always return to make more changes to the files by clicking the 'Attach Files' milestone at the top of the screen.

Thank you for watching.