

Checking the status of your submission.

As corresponding author, you can always follow your submission through the Editorial Manager review process on your author main menu. Depending on the journal policy, you may be able to view a more specific status term, status date, and the correspondence history.

Within Editorial Manager, you can see all of your submissions on your author main menu. If you do not start out on the author main menu, you can switch between roles at any time. All the papers you've submitted as corresponding author are shown in folders, based on the current status. If you are a confirmed co-author, you will only see submissions currently being processed, or with completed decisions. The other status folders represent action needed by the corresponding author, and so co-authors will not see submissions at these statuses.

Within the 'New Submissions' menu are all submissions that have not yet had a submission. 'Submissions Sent Back to Author' contains any new submission that have been sent back for you to make changes prior to editor assignment. 'Incomplete Submissions' contains any submission where you have begun submission but not yet finished the process and started the PDF build. Once you have triggered the PDF build, the submissions will appear in 'Submissions Waiting for Author's Approval', where you can view and approve the PDF. From there, the submission moves into 'Submissions Being Processed'. It remains in this folder until a decision is made or your action is needed.

Within each folder is a list of all your submissions at that status. For 'Submissions Being Processed' or 'Submissions with Completed Decision', this will include those submissions where you are a verified co-author. You can sort the list by clicking the arrows on each column heading. You may be able to see the current status of each submission, as well as the date the submission reached that milestone. Each journal is able to customise their status terms, and can choose to hide the status, or the dates, from author view.

'Action Links' open a new window to perform the chosen action. You can expand or collapse the action menus by clicking the arrows on the column heading, and Editorial Manager will remember your preference. The actions available to you will vary based on the status of the submission and on journal policy.

For your corresponding author submissions, 'Send E-mail' allows you to contact the journal about your submission. You can use this to request more information about your submission status. If the journal has enabled co-authors to view the submission status, the authorship column will appear. If you are a confirmed co-author, rather than the corresponding author, your only available action will be to view the submission PDF. A co-author will never be able to send an email through Editorial Manager.

When an editor has asked you to revise a submission, it moves into the 'Revision' menu. As with new submissions, when corresponding author action is required, then the submission is not visible to co-authors. Once the revision is submitted it becomes visible to confirmed co-authors and will remain in 'Revisions Being Processed' until a decision is made.

As the corresponding author, if you are offered the option to transfer your submission to another journal, a new menu appears for 'Pending Submission Transfer Offers'.

When a final decision has been made, your submission moves to the 'Completed' menu. For these submissions, the corresponding author can quickly view the most recent decision letter, or the full correspondence. For journals participating in the Journal Insights programme, you can get an idea of the expected review time of your journal. For participating journals, Journal Insights is linked from the Journal Homepage. Journal insights will show you the average review speed to give you an idea how long the review process typically takes from submission to final decision.

Thank you for watching. .