Pre-submission preparation.

Before you begin a new submission in Editorial Manager, check the Guide for Authors on the journal homepage. You can reach the journal homepage in many ways, including through the Journal Overview link in the top menu of Editorial Manager, or through Journal Finder on Elsevier.com.

The Guide for Authors can be opened online, or in many cases can be downloaded as a PDF. The Guide for Authors will include all the journal policies and submission requirements. The aims and scopes of the journal are listed at the top and will help you decide if your manuscript is appropriate for this journal. The introduction and before you begin sections include all the policies of the journal as well as resources you can use to prepare your submission to this journal.

If your submission has multiple authors, a corresponding author must be designated to represent the author team. This single point of contact will be responsible for uploading the submission and communicating with the journal, and then keeping all of their co-authors up to date. Before you submit to any journal, everyone listed as an author must be aware of the decision and their listing as an author. They should all have agreed on the order in which the authors should be listed if the submission is published, and everyone should have agreed on who will act as the corresponding author.

The corresponding author will need to gather this information from each co-author before submitting. You will need to know their name as they prefer it to appear in publication, including any title or degrees. You also need their affiliation at the time of the research. You will need a current email address for each co-author. Many journals will email the co-authors to confirm their contribution. You will need any funding details that are relevant to the submission, or the authors. You will be asked to provide the funding body and grant number during the submission.

Authors will be asked to provide files such as Author Agreement, Conflict of Interest or Declaration of Interest to be uploaded as part of your submission. You will find the specific requirement for your journal in the Guide for Authors – either a description of the statement that authors need to prepare, or a linked form to be filled out. Usually, you will need to submit one file from each listed author.

The files you submit to an Editorial Manager journal are used to create one PDF for the editors, and a second PDF with certain files excluded for reviewers. If the submission is accepted, the same files are used as source files to be typeset as a published article.

You should always follow the Guide for Authors to know what is preferred or required for each journal. The preparation section will give all the details on how to prepare submission files, and what other information the journal may ask for other than files.

When submitting to Editorial Manager, manuscripts formatted in Microsoft Word can be automatically processed to extract metadata to speed up your submission process, and to link any references to online journal articles. Alternatively, text files and most major word processing files can also be uploaded as part of the submission PDF. However, no automated extraction or linking will be done for any format other than Microsoft Word.

Before finalising your manuscript file, check the Guide for Authors for any mention of double blind review. Some journals refer to this as double anonymised review. For journals with this policy, reviewers are given no information on the identity of the authors. For journals following such a policy, you will need to separate your manuscript into two files: a title page with all author identifying details, and an anonymised manuscript that has been stripped of any detail that could reveal the authors or their affiliations. Check your Guide for Authors for specifics on what needs to be on the title page and what the basic article structure should be for the manuscript.

The Guide for Authors will also include the preferred content and format of components such as highlights, abstract, references and other types of file and content. Unless the Guide for Authors has different information, follow these guidelines to name your files. You cannot upload two files with the same name for one submission. All file names must include a valid file extension. This is required in order for Editorial Manager to correctly build the submission PDF. The file names should not include any special characters that could cause upload problems, such as question marks or exclamation points. Any numbering in file names should match the captions within the manuscript, for example Figure 1A or Table Three. If the journal follows double blind or anonymised submission policy, be careful not to include any author names or other identifying details within the file name.

Many journals include a submission checklist in the Guide for Authors that you can use to verify that you are ready to submit. This is a summary of the files of information that you need to gather before beginning your online submission. If the journal does not include a submission checklist in the Guide for Authors, you can find a general checklist on Elsevier's Journal Publishing Support Centre. Just search for the term checklist.

Following the Guide for Authors and the submission checklist will help to you to be sure you have everything ready according to the journal requirements before you begin the online submission process.

Thank you for watching.