Submitting a revision in Editorial Manager.

To submit a revision in Editorial Manager, log into your author main menu and click ‘Submissions Needing Revision’. Before you begin the process, you can review the decision letter here to see what needs to be changed. This letter should give you any journal specific instructions for preparing the revision. For example, if the journal requires a second copy of the revised manuscript with tracked changes, or responses to review comments. If the decision letter had any file attachments, they can be found here as well.

Here you can view all past correspondence, or send an email to the journal about your submission. You also have the option to decline the revision. If you do so, your submission will be withdrawn from the journal.

To see the source files you submitted in the previous version, click ‘File Inventory’. Here you can download individual files or select multiple files to download in a compressed .zip file. Before proceeding, prepare your revised manuscript file and any other files as described in the decision letter. If the research is being supported by funding, be sure you have the details available, including funding body and grant numbers. If you have co-authors, verify that you have the current affiliation and contact details of all authors. If there are changes to the author list, such as adding or removing an author, or changing the author order, you must have agreement of all authors.

Once you have prepared the revised versions of any files that need updating, click ‘Revise Submission’. You will see a warning. If you are not ready with all your revised materials, you can cancel now and come back when you are ready. Otherwise, click ‘Okay’.

First, confirm the article type. It is rare to change the article type during revision, and doing so may result in different required files or different required information. Click ‘Proceed’ when you are ready. A list appears with the files you uploaded in the previous version. Untick any file you will be replacing or removing, and tick any file you want to copy into the new revision. Click ‘Proceed’ when you are ready.

Any required files are listed on the left, with missing items shown in red. Journals may require different files for a revision, and if you changed article types, there may be different requirements as well.

To upload a single file, select the item designation, then click ‘Browse’ to locate the new file. You can also use drag and drop to upload several files at once. If there are any duplicate file names, or items that could not be uploaded, they will be listed below with an error. Click ‘Dismiss’ to clear the error message. After uploading several files at once, you will need to choose an item for each file. To remove a file, select it here then click remove at the bottom.

The journal may be automated to sort files based on the chosen item labels, but you will always be able to set the order when there are multiple files of the same type, such as figure files. To reorder the files, change the order number next to each file, then click ‘Update File Order’. Before proceeding, check that your files are correct. There should not be two versions of the same file, and there should not be any missing files such as figures.

When you are sure you have all the files in the correct order, click ‘Proceed’ to continue.

Under ‘General Information’, check whether any details need to be updated. You may be asked for new information for this revision - the journal may require more information at the revision stage, or have added a new requirement since your original submission.

Some journals require you to enter a response to reviewers as a text comment. For reference, you can view the decision letter again before typing your response.

On the ‘Manuscript Data’ page, check everything carefully. If your submission is accepted, this metadata may be used in the publication process. If you need to update the contact information for any co-authors, click on the pencil icon to open the author record. You can also add or remove authors, or reorder the author list. These changes should only be made with the knowledge and agreement of all the authors. If there is any missing required information, it will be flagged in red.

Be sure that your funding information is complete and up to date by adding each grant separately. You can optionally indicate that a grant supports one author, or if there is no relevant funding, select ‘Funding Information is Not Available’.

If you click ‘Save and Submit Later’ at any time, or you leave the revision screen without building the PDF, your work will be saved automatically. From your main menu, click ‘Incomplete Revisions’ to find your revision in progress. Click ‘Edit Revision’ to continue submitting your revision.

You can use the ‘Proceed’ links at the bottom of each page or advance or you can click on the milestone icons at the top to skip ahead.

When you are ready, click ‘Build PDF for Approval’. You will move on to ‘Revisions Waiting for Approval’. This screen will automatically reload and the action list will appear once the PDF is ready. This usually takes only a minute or two, but can be longer when there are many images or other large files. Click ‘View Revision’ to open or download the PDF. Check that your files appear as you intended. For journals that require a response to reviewers as a text comment, you can preview that

by clicking ‘Author Response’. If you need to make any changes, click ‘Edit Revision’ to return to the submission screens. You can also view the correspondence history or send an email to the journal.

When you are ready to submit your revision, click ‘Approve Revision’. When you click ‘OK’ to approve, your revision is submitted to the journal. This may take a minute or two – wait for the confirmation to appear. Your revised submission will now appear under ‘Revision Being Processed’ while it undergoes the review process.

If there are any problems with your revision that require your action the journal editorial team will send the submission back to you and send you an email with the details.

Thank you for watching.