

## **Submitting Your Manuscript to ScholarOne Manuscripts: A Guide**

To submit your manuscript, you will need the following files:

- A Title page file with the names of all authors and co-authors\*
- Main document file with abstract, keywords, main text and references
- Figure files
- Table files
- Any extra files such as Supplemental files or Author Biographical notes

You can use the [Word template](#) to format your files. Word templates are available for many of our journals, although it is best to check the **Instructions for Authors** page of the journal.

If you are submitting to a journal that uses double-blind peer review, please note that you will need to save the title page as a separate file and designate it as “not for review”.

Examples of the files and a brief overview of their requirements follow below.

If you are familiar with the file designations and have all of these, click [here](#) for instructions on how to submit.

**Title page file:** (designate as “file not for review” if journal is double-blind)

Include:

- Article Title
- Journal name
- The full name and details of the corresponding author
- The full names and details of all co-authors of the paper
- Acknowledgements

\* You will need to add all co-authors to the ScholarOne Manuscripts site when you submit your manuscript. This will ensure they get CATS accounts.

**Main document file:** this is your main file.

Include:

- Title
- Abstract
- Keywords
- Main text
- Indication of figures and tables
- References
- Appendices

You can copy and paste your abstract from your main file into the abstract text box during the submission process on the site.

Please see below for figure requirements and permissions:

- [Artwork requirements](#)
- [Seeking permission](#)

**Figure/Table Files**

- Please upload figure files and table files separately.
- If you designate them as figure/table files you can add captions once you have uploaded them.
- Please note captions cannot be added if they are in Word format.
- *Please note if the journal is double-blind, figures and tables must be anonymised.*

## Submitting Your Manuscript to ScholarOne Manuscripts

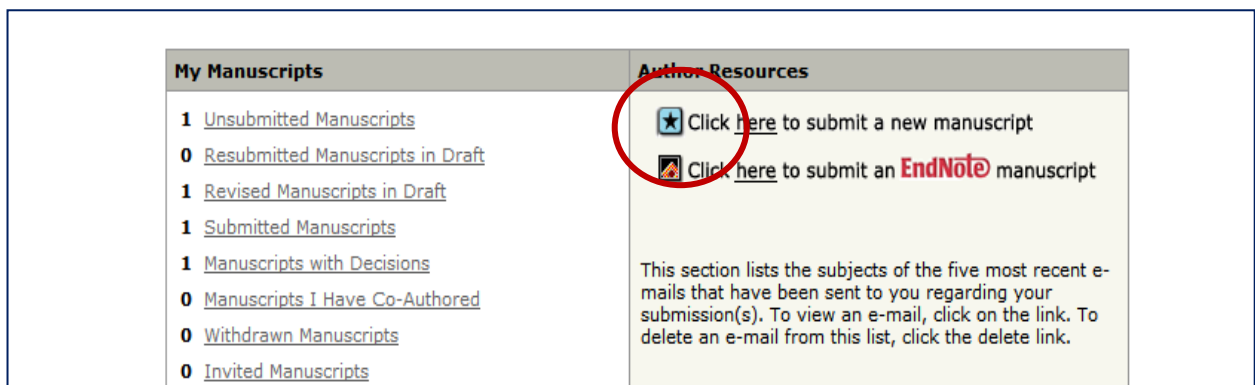
Please do not start a new submission if you have already started your submission, or you are submitting a revised manuscript. Please click below for instructions on how to:

[Continue a submission](#)

[Submit a revision](#)

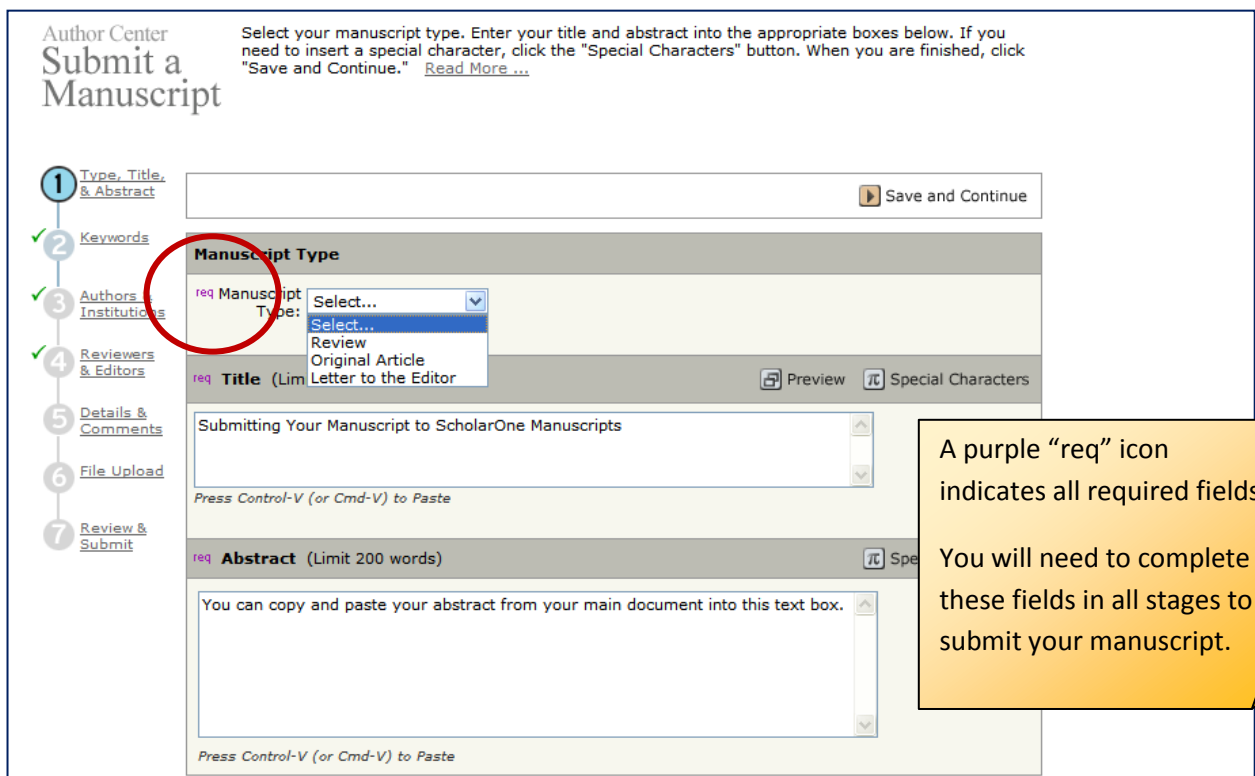
*If you wish to make any changes to your manuscript once it has been submitted, you will need to contact the Editorial Office for further instructions. Please do not start a new submission.*

To submit a new manuscript to the journal, click on the blue square:



The screenshot shows the Author Center dashboard. On the left, under 'My Manuscripts', there are links for Unsubmitted Manuscripts (1), Resubmitted Manuscripts in Draft (0), Revised Manuscripts in Draft (1), Submitted Manuscripts (1), Manuscripts with Decisions (1), Manuscripts I Have Co-Authored (0), Withdrawn Manuscripts (0), and Invited Manuscripts (0). On the right, under 'Author Resources', there are two links: 'Click here to submit a new manuscript' (with a blue square icon circled in red) and 'Click here to submit an EndNote manuscript' (with a document icon). Below these links is a text box explaining that the section lists the subjects of the five most recent e-mails sent regarding submissions.

Complete all stages to submit your manuscript:



The screenshot shows the 'Submit a Manuscript' form. The 'Manuscript Type' dropdown menu is open, showing options: 'Review', 'Original Article', and 'Letter to the Editor'. A purple 'req' icon is visible next to the 'Manuscript Type' field. A yellow callout box explains that the purple 'req' icon indicates all required fields. The form includes a 'Save and Continue' button, a 'Preview' button, and a 'Special Characters' button. The 'Title' field contains the text 'Submitting Your Manuscript to ScholarOne Manuscripts'. The 'Abstract' field contains the text 'You can copy and paste your abstract from your main document into this text box.' A purple 'req' icon is also visible next to the 'Abstract' field.

A purple "req" icon indicates all required fields. You will need to complete these fields in all stages to submit your manuscript.

## Adding Your Co-Authors:

Any co-author details must correspond with those on the title page of your manuscript.

**My Co-Authors**

Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Dr Andrew Author <i>Corresponding Author</i>	USA	andrew@test.demo		

**Add a New Co-Author** Special Characters

Find

This person is the formal Corresponding Author as denoted on the title page of the manuscript  
 If you have multiple Institutions and Departments for this author, click [here](#).

Search for your co-authors by email address, and add them.

If they do not have an account, you can fill in the required field and create one for them.

## Uploading your Files:

Designate your files according to the file designations that you will find in the drop-down menu. These may differ according to the journal.

**My Files** (Uploaded files cannot exceed 3000000K)

Order	File Name	File Designation req	Date	Edit Details	Delete
1	Submitting Your Manuscript to ScholarOne Manuscripts.docx (11K)	Main Document	25-Mar-2010		
2	Sunset.jpg (70K)	Figure	25-Mar-2010		

Save File Order

**File Upload**

Upload new files:  
  File Designation:   
  File Designation:   
  File Designation:

All files for review will be combined into one single PDF proof for your submission.

You can upload as many files as required. All files for review will be combined into one single PDF proof for your submission. You can change the order they appear in the PDF proof here.

Please note that any files that you designate as “file not for review” will not be pulled into the final PDF. You will have an opportunity to check this before submitting.

### The Final Checklist Stage:

1 Type, Title, & Abstract

2 Keywords

3 Authors & Institutions

4 Reviewers & Editors

5 Details & Comments

6 File Upload

7 Review & Submit

Save and Go Back  Submit

**My Manuscript Information**

**Step 1: Type, Title, & Abstract** Edit

Manuscript Type is missing

**Manuscript Type:**

**Title:** Submitting Your Manuscript to ScholarOne Manuscripts

**Abstract:** You can copy and paste your abstract from your main box.

**Step 2: Attributes**

**Keywords:**

**Step 3: Authors & Institutions**

1. Author, Andrew

**Step 4: Reviewers & Editors** Edit

**My Reviewers:** No Reviewers Entered

The final checklist stage will flag up any information that is still required.

Click on the blue pencil icon to edit any stages with a red cross.

You will need to view your PDF proof before you can submit your manuscript:

**Step 6: File Upload** Edit

1. Submitting Your Manuscript to ScholarOne Manuscripts.docx

2. Sunset.jpg

3. Submitting Your Manuscript to ScholarOne Manuscripts\_anonymous.docx

**Step 7: Review & Submit**

You have not viewed your PDF proof

HTML  PDF  View MedLine Format

Click on the PDF icon to view your manuscript.

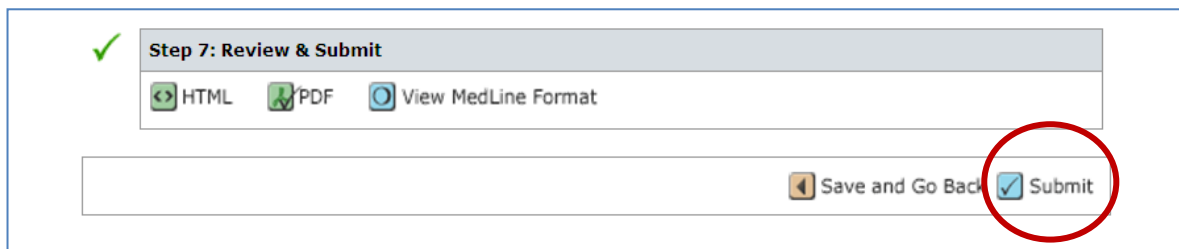
The PDF proof is Editors and Reviewers will see your submission.

Please note the PDF proof is how the Editors and Reviewers will see your submission.

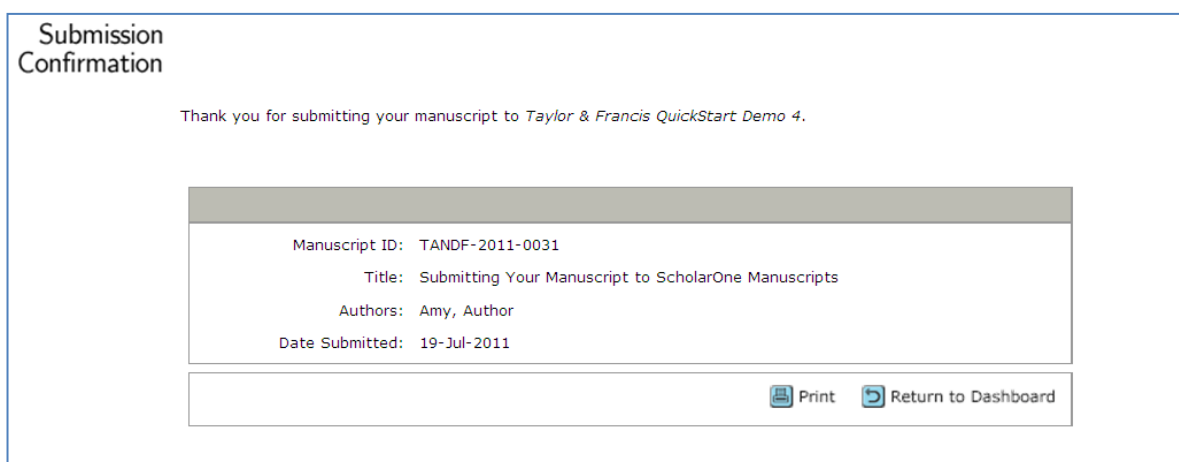
If the journal uses double-blind peer review, you must ensure your manuscript does not contain any identifying information in the PDF proof.

If your submission is not anonymized, the journal may return it to you and request you to remove any identifying information before the manuscript can be reviewed.

Once you have viewed your PDF proof, you can submit your manuscript:



When you see the Submission Confirmation screen, your manuscript has been submitted to the journal for peer review:



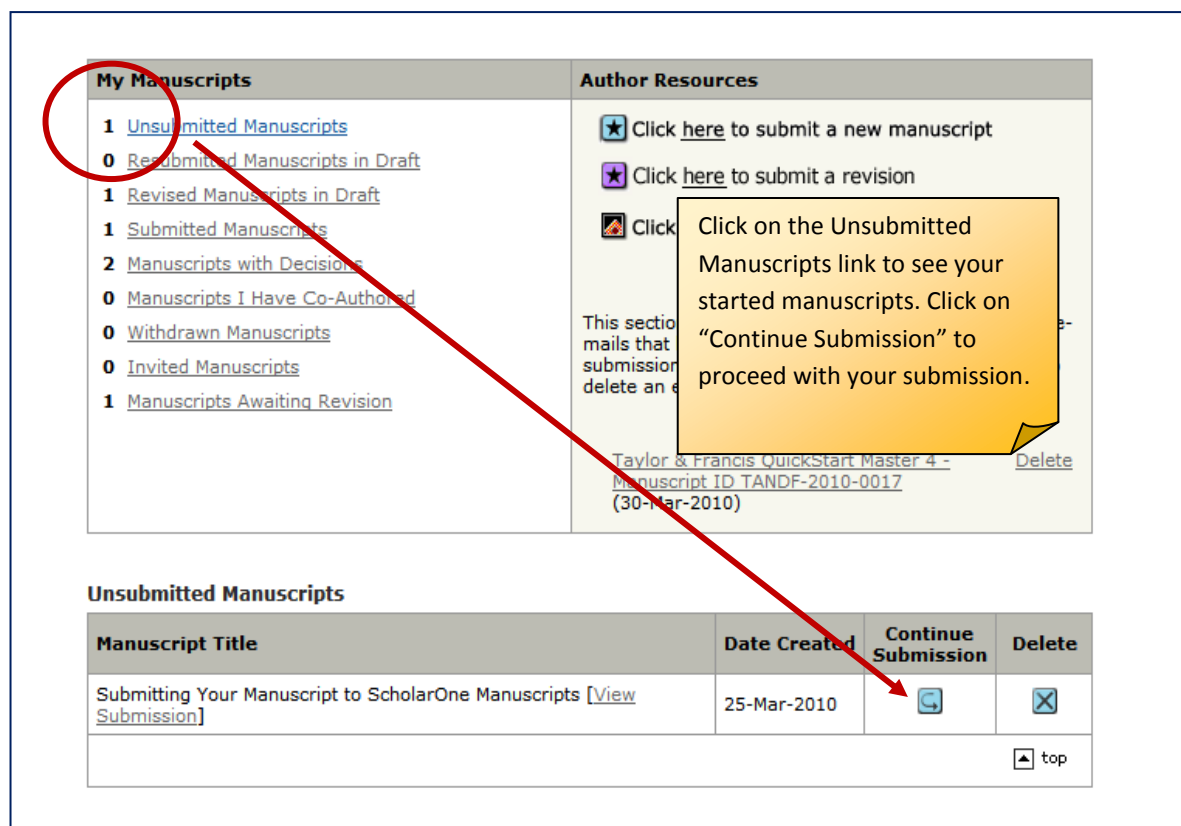
*We hope that you found this guide helpful in submitting your manuscript. The Taylor & Francis author guide has been available since May 2010. We value your feedback and would appreciate your completing a brief survey. The survey should take 5-10 minutes to complete.*

*Please click on the link below to start the survey and answer a few questions to be entered into a prize draw for Amazon vouchers for \$50:*



[Taylor & Francis Author Guide Survey](#)

### Continuing a submission:

If you have already started your manuscript, or the journal has sent it back so that you can make changes, it will be visible in the My Manuscripts queue on your Author Centre dashboard.



The screenshot shows the Author Centre dashboard. The 'My Manuscripts' section is highlighted with a red circle around the 'Unsubmitted Manuscripts' link. A red arrow points from this link to the 'Continue Submission' button in the table below. A yellow callout box contains the text: 'Click on the Unsubmitted Manuscripts link to see your started manuscripts. Click on "Continue Submission" to proceed with your submission.'

Manuscript Title	Date Created	Continue Submission	Delete
Submitting Your Manuscript to ScholarOne Manuscripts [View Submission]	25-Mar-2010		

### Submitting a revision:

If you need to submit a revision, you can do so from your Author Centre. Please do not start a new submission. Locate your original manuscript in your Author Dashboard, and click on "Create a revision".

Once you have begun your revision, it will show in your "Revised Manuscripts in Draft" queue on your Author Centre dashboard.

If your revision deadline has expired, or you are unable to submit your revision, please contact the Editorial Office of the journal for assistance.

**My Manuscripts**

- 1 [Unsubmitted Manuscripts](#)
- 0 [Resubmitted Manuscripts in Draft](#)
- 0 [Revised Manuscripts in Draft](#)
- 1 [Submitted Manuscripts](#)
- 3 [Manuscripts with Decisions](#)
- 0 [Manuscripts I Have Co-Authored](#)
- 0 [Withdrawn Manuscripts](#)
- 0 [Invited Manuscripts](#)
- 2 [Manuscripts Awaiting Revision](#)

**Author Resources**

- [Click here](#) to submit a new manuscript
- [Click here](#) to submit a revision
- [Click here](#) to submit an **EndNote** manuscript

This section lists the subjects of e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the subject line. To delete an e-mail from this list, click on the delete icon.

Taylor & Francis Quickstart  
Manuscript ID: TANDF-2010-0014  
(30-Mar-2010)

Click on the purple star icon to see any manuscripts to be revised.

You can see how many days are left to submit the revision.

**Manuscripts with Decisions**

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Actions
TANDF-2010-0014	Submitting a Revised Manuscript <a href="#">[View Submission]</a>	16-Mar-2010	16-Mar-2010	ADM: <a href="#">Degele, Lynn</a> <ul style="list-style-type: none"> <li>• Minor Revision (16-Mar-2010)</li> <li>• Due on: 05-Apr-2010 (5 days left)</li> </ul>	<a href="#">create a revision</a> (5 days left)

You will need to View and respond to the Decision letter on your manuscript when you submit a revision.

## Submit a Revision

Respond to the reviewers' comments by entering text into the text boxes provided. [Read More ...](#)

**1** View and Respond to Decision Letter

**2** Type, Title, & Abstract

**3** Keywords

**Decision Letter**

16-Mar-2010

Dear Dr Author:

Enter your response to the reviewer(s)' comments into the text box:

Reviewer(s)' Comments to Author:

Reviewer: 1  
Comments to the Author  
A fine piece of work.

Editor's Comments to Author:

**Respond to these comments**

**req** Response to Decision Letter

You can copy and paste your response to the reviewer(s)' comments into the text box.



Delete your original files, and upload the new revised files at the File Upload stage:

The screenshot shows a submission interface with a sidebar on the left containing seven steps: 1. View and Respond to Decision Letter, 2. Type, Title, & Abstract, 3. Keywords, 4. Authors & Institutions, 5. Details & Comments, 6. File Upload (highlighted with a blue circle), and 7. Review & Submit. The main content area has a top bar with 'Save and Go Back' and 'Save and Continue' buttons. Below is a 'My Files' section with a table of uploaded files. The first row is circled in red and contains the file 'Type II Diabetes revised.doc' (18K) with a file designation of 'Main Document' and a date of '01-Apr-2010'. Below the table is a 'Save File Order' checkbox and buttons for 'HTML' and 'PDF'. At the bottom is a 'File Upload' section with three rows of input fields, each with a 'Browse...' button and a 'File Designation' dropdown menu.

Order	File Name	File Designation <sup>req</sup>	Date	Edit Details	Delete
1	Type II Diabetes revised.doc (18K)	Main Document	01-Apr-2010		

If you have submitted your revised manuscript correctly, it will have the same manuscript ID number as your original manuscript, with .R1 appended to it e.g. TANDF-2010-0014.R1