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1 Registering with Editorial Manager

In order to submit manuscripts, Authors need to register as a user of Editorial Manager (EM). If a User already has an account, the User doesn’t have to register anew. (See: Forgot your password?)

1-1 Registering a New User

Registration consists of the following 4 steps: ① Pre-registration Page → ② Registration Page
③ Confirm Registration → ④ Registration Complete

Login Page

Welcome to Editorial Manager® for THE ATLAS TRAINING SITE

Insert Special Character

Please Enter the Following

Username:
Password:

Author Login | Reviewer Login | Editor Login | Publisher Login

Send Username/Password | Register Now | Login Help

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Instructions for Authors | Instructions for Reviewers | About the Journal | Contact Editorial Office

Step1
Click “Register Now”.

Forgot your password?

Even if a User forgot a password, the User doesn’t need to re-register. Click on the “Send Username/Password (or Send Password)” link to go to the Account Finder page, where the user enters his/her first name, last name and e-mail address.

An e-mail containing the user’s username and password will be sent to the address on record shortly.

* Users must indicate the e-mail address which you entered at the time of registration in the Account Finder page. If it is not clear, contact the Journal Office.
Step 2
Fill in the Required Pre-Registration information and click “Continue>>” when done.

Users will be prompted for the detailed information (Affiliation, Address etc.) in the next page.

Step 3
Information fields marked with * cannot be left empty.

NOTE:
Preferred Contact Method
Please select E-mail as Preferred Contact Method.
If Users select anything except E-mail, notification letters from EM will no longer be sent.
Registration Page (continuation)

**NOTE**: Available as a Reviewer?
This question works just as a survey.
The answer to this question never affects the Editor Decision.

Choose A User Name
The Username is used for login.

Step4
After entering information,
Click “Continue>>”button.
If you don’t get the registration completion notice, please confirm with the Journal Office.
1-2 Logging in (First Access to the site)

When Users completed registration and received the password notice, let’s login to EM.

Welcome to Editorial Manager® for
THE ATLAS TRAINING SITE

Please Enter the Following

Username: 
Password: 

[Author Login] [Reviewer Login] [Editor Login] [Publisher Login]

Step 1
Enter the Username and Password, then click the “Author Login” button.

At the time of first login, Users need to change the password.

Step 2
Note the Password Rules and enter the new password.

After entering that, click the “OK” button to go to Author Main menu page.

1-3 Updating My Information

Users may update information from the “UPDATE MY INFORMATION” at any time after login.
1-4 If You Were Proxy-Registered

Journal Office or Editors can proxy register a new user. They must supply the minimum information of a new user: “First Name”, “Last Name”, “E-mail Address” and “Country”.

If Users receive a proxy registration notice, login to EM with a username and a password indicated in the letter, and then change the password. (See: Change Password page) Also, the user will be prompted to enter any additional information the Journal Office or the Editor haven’t included in the record.

**If there are missing information**

Users will be prompted for the missing information after changing the password.
## Main Menu

Once Authors have logged into the system, Author Main Menu page will be displayed. The menu is divided into three sections: New Submissions, Revisions and Completed. In accordance with the status of submissions, a link of a relevant folder becomes valid.

### Construction of Author Main menu page

![Author Main Menu](image)

**New Submissions**
Authors may view and manage new submissions.

<table>
<thead>
<tr>
<th>Folder</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit New Manuscript</td>
<td>0</td>
</tr>
<tr>
<td>Submissions Sent Back to Author</td>
<td>0</td>
</tr>
<tr>
<td>Incomplete Submissions</td>
<td>10</td>
</tr>
<tr>
<td>Submissions Waiting for Author’s Approval</td>
<td>1</td>
</tr>
<tr>
<td>Submissions Being Processed</td>
<td>35</td>
</tr>
</tbody>
</table>

**Revisions**
Authors may view and manage revised submissions.

- Submissions Needing Revision: 0
- Revisions Sent Back to Author: 0
- Incomplete Submissions Being Revised: 0
- Revisions Waiting for Author’s Approval: 0
- Revisions Being Processed: 0
- Declined Revisions: 0

**Completed**
Authors may view submissions that have had a Decision and/or a Final Disposition.

- Submissions with a Decision: 0

### Folders and valid links

A folder means character strings in each section. If a submission is allocated in a folder, the folder becomes enabled as a link. (excerpt)

<table>
<thead>
<tr>
<th>Folder</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit New Manuscript</td>
<td>0</td>
</tr>
<tr>
<td>Submissions Sent Back to Author</td>
<td>0</td>
</tr>
<tr>
<td>Incomplete Submissions</td>
<td>10</td>
</tr>
<tr>
<td>Submissions Waiting for Author’s Approval</td>
<td>1</td>
</tr>
<tr>
<td>Submissions Being Processed</td>
<td>35</td>
</tr>
</tbody>
</table>
3 New Submission

3-1 Submitting a Manuscript

Click on the “Submit New Manuscript” link.

Select Article Type page

As you enter Article Title and go to the next page, the navigation of input items will be displayed at the left side of the screen.

Clicking the input item in the navigation will direct you to the relevant data input screen.

You don’t have to proceed in order of the navigation. However, you need to provide all required data to complete submission process.

Automatic saving

The data you entered will be automatically saved. You may manage your unfinished submission in the “Incomplete Submissions” folder on the Author Main Menu.

This navigation will be displayed in the “Add/Edit/Remove Authors” page and after.
Next, attach all of the files associated with the submission.
If you want to attach multiple files, you may attach them as a compressed file. Attached files will be converted to a single PDF for review by EM system.
Screen layout of Attach Files page slightly differs depending on a browser you are using.

When accessing with Internet Explorer 9 (IE9) or IE10 compatibility mode

**Step 1 Choose the Item**
Choose the “Item” from a drop-down box.

**Step 2 Choose Files**
Choose files from the “Choose Files” button, then click the “Attach This File” button. Each button name depends on a browser you are using.

---

When accessing with Firefox, Google Chrome, IE other than the above

**Step 1 is same as above.**

**Step 2 Choose Files or Drag & Drop Files**
Choose files from the “Choose Files” button or drag & drop files on the page.

Each button name depends on a browser you are using.
Submission Items' Order

The order of Submission Items during manuscript submission process is fixed in this journal. Authors have the opportunity to re-order items of the same Item Type by “Order” / “Update File Order”.

They may also be able to re-order items in the following page. (See below)

Information of uploaded files will be displayed at the lower part of the screen.

After upload end, click the “Next” button.
When you click the “Build PDF for my Approval” button, you will go to the following page.

**Please Note:**

- Your submission has not yet been sent to the editorial office.
- Your submission is being created. Editorial Manager is taking the file you submitted and creating a PDF.
- Please go to the Submissions Waiting for Author’s Approval page, where a link to the PDF will appear after it has been built. You must view the PDF to complete the submission.
- On the Submissions Waiting for Author’s Approval page, you can Approve the Submission, or Remove the Submission. If you Approve it, the Submission will be sent to the editor. If you have designated a different Corresponding Author on this step, then the paper will not be available on your Submissions Waiting for Author’s Approval page. The new Corresponding Author will have to go to the system to approve the PDF before the submission is sent.

Please do not click the Back button.

Please go to the Submissions Waiting for Author’s Approval page.

### Building PDF takes long time.

If the size of files you uploaded was relatively big, building PDF can take time. Please wait for a while.

### An error message is displayed when I uploaded files to build the PDF.

There is a possibility that the file you tried to upload has security protection. It triggers an error when you upload the file that has security protection, so you should release the protection for the file.

### Building PDF takes long time.

If you selected one of other Authors as the Corresponding Author at “Add/Edit/Remove Authors” page, then once you build the PDF you will no longer have access to the submission.
3-3 Sending Submission to the Journal Office

Submissions that have been built and the PDF is created are allocated to the “Submissions Waiting for Author’s Approval” folder.

Submissions Waiting for Author’s Approval folder

If a link appears as below, Authors may view and use the individual Action Links by positioning the mouse pointer over the link. (Authors may change the display format as the upper picture by clicking a button marked by ○.)

No Action Links appear during the Status is Building PDF. As the Status has changed to Needs Approval, the links appear.
Complete submission

① Click the “View Submission” link and check the followings:
- the files are uploaded correctly and adequately
- there are no garbling and break of pictures in the uploaded files
If everything looks as it should, then click ② the “Approve Submission” link to complete submission process.

Other Action Links

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Submission</td>
<td>Authors may edit incomplete submission.</td>
<td>This link doesn’t appear after the submission is sent to the Journal Office.</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Authors may view the Correspondence History in reference to the submission.</td>
<td></td>
</tr>
<tr>
<td>Send E-mail</td>
<td>Authors may send a letter to the Journal Office if you have some message in reference to the submission.</td>
<td></td>
</tr>
</tbody>
</table>

3-4 Checking the Status of Submissions

Authors may confirm a status of submissions from the “Submissions Being processed” folder.

“Submissions Being Processed” folder

Ex. With Editor
4 Revised Submission

If an Editor Decision is “Revise”, the submission will be allocated to the “Submissions Needing Revision” folder in Revisions section.

4-1 Viewing a Decision and Comments

Please click the “Submissions Needing Revision” link.

If Authors click a Decision term in the View Decision column, they may view the Author Decision Letter.

◆ Note: Changing Institution

Even if you change your Institution from the “Update My Information” after you initiated submitting a manuscript, the update won’t be reflected to the submissions being already created. (The information at the submission start time point will be provided.)

When your affiliation has changed by reason of personal transfer etc., please update your information before you initiate creating a new/revised submission.

* You can change co-author’s Institution at any time.
## Action Links related to Revisions.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Inventory</td>
<td>Authors may view the individual files uploaded at new (former) submission step.</td>
<td></td>
</tr>
<tr>
<td>View Attachments</td>
<td>Authors may view attachments uploaded by Reviewers or Editors.</td>
<td>If there is no attachment, the link isn’t displayed.</td>
</tr>
<tr>
<td>Revise Submission</td>
<td>Authors may create a revised submission.</td>
<td>This link appears only in the “Submissions Needing Revision” folder. It corresponds to the “Edit Revision” link in the “Incomplete Revisions” folder.</td>
</tr>
<tr>
<td>Decline to Revise</td>
<td>Authors may decline to submit revision.</td>
<td>(See : 4-3 )</td>
</tr>
</tbody>
</table>
4-2 Revising Submission

If Authors have checked the comments from Reviewers/Editors and are ready to prepare a revised version of the submission, click the “Revise Submission” link. In Revise Submission process, Authors will follow the same steps as New Submission until they Approve Revision.

Changes between New Submission and Revision

The information that was entered during New Submission (former submission) process will appear in the appropriate fields.

In Revision, the following pages are added.

• Response to Reviewers page
• Revision File Selection page
Response to Reviewers page

Response to Reviewers
Regardless of the number of reviewers, there is just one input box. Please clarify who each comment is written to. Authors may View Decision Letter in a separate window.

Revision File Selection page

Include in Revision
In this journal, the default state of the checkboxes is set to be checked. Please uncheck to replace with another file as need.
4-3 Declining Revisions and Reinstating Declined Revisions

Declining to Revise

Authors may decline to submit a revision.
Reinstating Submissions (Before withdrawal by Journal Office)

Declined Submissions are allocated to the “Declined Revisions” folder until the Journal Office completes withdrawal.

If Authors click the “Reinstate Submission” link, the revision will be restored to the previous folder.

Reinstating Submissions (After withdrawal by Journal Office)

If Journal Office has withdrawn a submission after Authors declined, the submission will be allocated to the “Submissions with a Decision” folder. (See : 5 )

To reinstate a submission in this status, please notify the Journal Office and about revocation of decline. The submission will then return to the “Declined Revisions” folder.

(Author will receive a notification letter when the submission reinstates.) After the submission restored to the “Declined Submissions” folder, please click “Reinstate Submission” link.
5 Submissions with a Decision

Submissions with a Final Disposition (including withdrawn submissions) are allocated to the “Submissions with a Decision” folder.

<table>
<thead>
<tr>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submissions with a Decision</strong> (1)</td>
</tr>
</tbody>
</table>
6 Appendix Co-Author Verification

If Co-Author Verification is enabled by the journal, a letter requesting authorship verification will be distributed when the Corresponding Authors Approve Submission to submit a manuscript.

View Other Author Status

You may view status of response of Other Authors from the “Other Author Status” link.

If you receive a Co-Author Verification

You just need to click one of the two links to verify your contribution.

(See the figure on the right)

The links expire just after 1 click.

* If the journal displays questions to Co-Author, you will go to the question screen after clicking “Yes, I am affiliated.” You cannot complete Co-Author verification until you answer all questions.
Resend Letter to Other Authors

If the journal permits corresponding authors to manage other authors, the corresponding authors can resend the letter to other authors with a status of “No Response”.

<table>
<thead>
<tr>
<th>Order</th>
<th>Author Name</th>
<th>E-mail Address</th>
<th>Academic Degree(s)</th>
<th>Affiliation</th>
<th>Confirmed?</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Marc Brown</td>
<td><a href="mailto:marc@brown.jp">marc@brown.jp</a></td>
<td></td>
<td></td>
<td>No Response</td>
<td>Resend Letter</td>
</tr>
<tr>
<td>3</td>
<td>Lucyna Machowska</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Jiawei Feng</td>
<td><a href="mailto:jfeng@feng.edu">jfeng@feng.edu</a></td>
<td></td>
<td></td>
<td>No Response</td>
<td>Resend Letter</td>
</tr>
</tbody>
</table>

To update the Co-Author’s e-mail address that is associated with the submission, please click on the ‘Edit’ link. To save your changes please click on the ‘Save’ link.

To resend letters to all Other Authors with a status of ‘No Response’ and send letters requesting verification to Other Authors who have never been notified, click the ‘Send Letters’ button. To send an individual letter, please use the link next to that Author’s name.

Send Letters : Resend letters to all Other Authors who have not responded.

Also, if the authors have permission to Edit Other Author E-mail Address, the authors can update other author’s e-mail address by clicking on the “Edit” link.

Click on the “Edit” link to update other author’s e-mail address.

To save the changes, click on the “Save” link.

Changes made in this page are reflected to the submissions in process.