



TUTORIAL FOR AUTHORS

Version 3.0

This document is the Proprietary Information of Elsevier.

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1. Registering in EES

Registration

EES is an Internet-based Journal tool that can be accessed from anywhere in the world and works on multiple platforms. You can access the Journal EES site, by logging onto the Journal Homepage and click on the **Online Submission** link.

The Journal Office may register you in EES and you will then receive this information by e-mail. You are required to register just once (either yourself or the Journal Office on your behalf).

All users must be provided with access details to log on to the site. To obtain these access details, you must register with the site and you will then be sent an e-mail containing details of your username and password and instructions on how to access the site.

The Journal

Contact us Help ? Not logged in.

home | main menu | submit paper | guide for authors | journal info | **register** | log in

EES Version: 3.0

Registration

To register to use the Editorial Manager system, please enter the requested information. Required fields have a * next to the label. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

[Insert Special Character](#)

First Name Last Name E-mail Address

Cancel Submit

WARNING—If you think you already have an existing registration of any type (Author, Reviewer or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the [Forgot your password](#) link below.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the Update My Information link on the menu bar. If you are unsure how to perform these functions, please contact the journal office.

[Forgot your password?](#)

Figure 1.1

Self Registration

1. Select **Register** on the main navigation menu at the top of the screen (fig 1.1).
2. Enter your personal details. All mandatory fields are indicated with a red asterisk (*).
3. If appropriate, please select the *Personal Classifications* relevant to your area of research.
4. Enter your preferred Username and verify the information displayed on the screen.
5. Click on **Continue**.

6. Check your e-mail account for your Username and Password (required to access the system).
7. If you attempt to register yourself again (in error) you will be informed of this in the EES site.
8. If you are submitting papers to different EES journals, you are required to register with every journal to access each of these sites.

2. Logging In

Upon registering with the Elsevier Editorial System, a notification will be sent to the e-mail address you specified in your registration information. It will contain your username and password. You will need these to log in.

To log in, click on **Login** on the main navigation menu at the top of the screen (figure 2.1).

The screenshot shows the Elsevier Editorial System Log-In interface. At the top, there is a purple header with 'The Journal' and a navigation menu with links: home, main menu, submit paper, guide for authors, journal info, register, and log in (circled in red). To the right of the navigation menu are links for 'Contact us' and 'Help', the Elsevier logo, and the text 'Not logged in.' and 'EES Version: 3.0'. The main content area is titled 'Elsevier Editorial System Log-In' and contains a form with 'Username:' and 'Password:' fields. Below the fields are four buttons: 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'. There is also a link for 'Insert Special Character' and two links at the bottom: 'Forget your password?' and 'Not yet registered?'.

Figure 2.1

You will be brought to the Elsevier Editorial System Log-In screen (see below). Enter your username and password in the appropriate fields. You should then click on **Author Login** (figure 2.2). This will bring you to the Author Main Menu – a list of functions you have been enabled to perform in the system.

The Journal

home | main menu | submit paper | guide for authors | journal info | register | log in

Contact us Help ?

Not logged in.

EES Version: 3.0

Elsevier Editorial System Log-In

Username: flynn

Password:

Author Login Reviewer Login Editor Login Publisher Login

[Insert Special Character](#)

[Forget your password?](#) [Not yet registered?](#)

Figure 2.2

Changing your Password

You may at any time change your password. To do so, log in to the system and select 'Change details' from the main navigation menu at the top of the screen and this will bring you to the Update My Information page (figure 2.3). Then you should do the following:

The Journal

home | main menu | submit paper | guide for authors | register | change details | log out

Contact us Help ?

Username: flynn
Role: Author

EES Version: 3.0

Update My Information

To update any information, make the changes on the form and click Update. Required fields have a * next to the label.

[Insert Special Character](#)

*Username: flynn

*Password:

Select Personal Classifications Unavailable Dates

Title (Mr., Mrs., Dr., etc.) Sorcha Middle Name Flynn Degree (PhD, MD, Jr., etc.)

Preferred Name (nickname) First Name Primary Telephone Number (include country code) Secondary Telephone Number (include country code) Fax Number (include country code)

Secondary Telephone Number is for:
☒ Mobile ☐ Beeper ☐ Home ☐ Work ☐ Admin Assistant

*E-mail Address: s.flynn@elsevier.com
 If entering more than one e-mail address, use a semicolon between each address (e.g., joe@thejournal.com;joe@yahoo.com)

*Preferred Method of Contact:
☒ E-mail ☐ Fax ☐ Postal Mail ☐ Telephone

Position: (e.g. Professor of XYZ, Instructor in XYZ, etc.)

Institution:

Department: (e.g. Department of XYZ, XYZ Division, etc.)

Figure 2.3

2. Delete the password in the ***Password*** field at the top of the page and retype the password you would prefer.
3. You can also delete the username at the top of the page and change it to your preferred username.
4. Click on the ***Update*** button at the foot of the page to process your request. You will receive an e-mail confirming your new password shortly thereafter.

3. Submitting a Manuscript

Once you have logged into the system, you will be brought to the Author Main Menu. You will now have to go through a number of steps to enter information about the manuscript, each of which may be mandatory or optional. For steps that are mandatory, this will be indicated at the top of the page in red text.

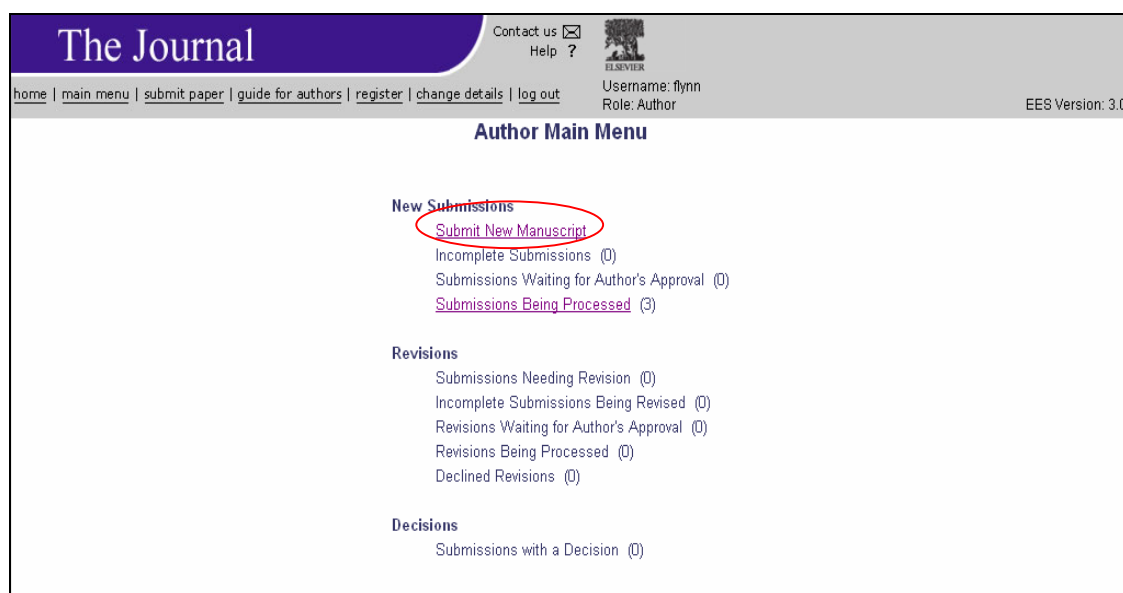


Figure 3.1

To submit a new manuscript, you should click on ***Submit New Manuscript*** (figure 3.1). It is from this interface that you will submit all the data that comprises your manuscript – text, images and descriptions.

Article Title

The Journal

Contact us Help ?

home | main menu | submit paper | guide for authors | register | change details | log out Username: flynn Role: Author EES Version: 3.0

New Manuscript

[Frequently Asked Questions](#) **Entering an Article Title is Required for Submission.**

Enter Article Title Please enter the title of your manuscript. You cannot submit a manuscript without a title.

Select Article Type [Insert Special Character](#)

Figure 3.2

Enter the title of your article in the space provided (figure 3.2). Click on **Next** when you're ready to proceed.

Select Article Type

The Journal

Contact us Help ?

home | main menu | submit paper | guide for authors | register | change details | log out Username: flynn Role: Author EES Version: 3.0

New Manuscript

[Frequently Asked Questions](#) **Selecting an Article Type is Required for Submission.**

☒ **Enter Article Title** Please choose the article type of your manuscript from the pull-down menu.

Select Article Type

None

- None
- Full Length Article
- Short Communication
- Review Article
- Book Review
- Letter to the Editor
- Discussion
- Editorial
- Erratum
- Miscellaneous
- Personal Report
- Publisher's Note

Figure 3.3

From the drop-down menu, select the article type that best describes your manuscript. This drop-down list is configurable per journal. Click on **Next** to proceed (figure 3.3).

Add/Edit/Remove Authors

The Journal | Contact us | Help ? | Username: flynn | Role: Author | EES Version: 3.0

home | main menu | submit paper | guide for authors | register | change details | log out

New Manuscript

[Frequently Asked Questions](#)

- ✓ Enter Article Title
- ✓ Select Article Type
- ✓ **Add/Edit/Remove Authors**
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Enter Comments
- Request Editor
- Select Region of Origin
- Attach Files

Please enter the names of anyone who contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by clicking the arrows. The first author of the manuscript may be indicated.

A * indicates the field is required.

Please note that if you change the Corresponding Author, the PDF of the paper will appear in their account for approval and not yours. You will need to log in using the new Corresponding Author's username and password in order to complete the submission.

[Insert Special Character](#)

* First Name Middle Init. * Last Name Academic Degree(s) Affiliation E-mail Address

☐ Please select if this is the corresponding author

Authors for This Submission

You can change the order by clicking the arrows.

	First Name	Middle Init.	Last Name	Academic Degree	Affiliation	E-mail Address
First Author Corresponding Author	Sarcha		Flynn			s.flynn@elsevier.com
	Laurda		Kelly			l.kelly@elsevier.com


[Remove](#) [Edit](#)

Figure 3.4

You will then be brought to a page where you can add other authors who have contributed to the manuscript. Only you as the Corresponding Author will receive any e-mail notifications from the system. You **do not** need to re-enter yourself in the list of authors, as you are listed already as the corresponding author. You can also change the order of Authors as they would appear on the manuscript by clicking on the arrows beside their name (figure 3.4). Click on **Next** to proceed.

***Note:** You may change the person designated as the Corresponding Author, but this person must also be a registered Elsevier Editorial System user, as they will need to be contacted throughout the submission process. Other Authors do not need to be registered with the system, as the details in the actual manuscript will be used in the typesetting process. A first name and last name are required – affiliation information is not a required entry, but it will aid an Editor who wishes to select Reviewers who aren't affiliated with the authors of the manuscript.

Select Section/Category



The Journal

Contact us Help ?

home | main menu | submit paper | guide for authors | register | change details | log out

Username: flynn
Role: Author

EES Version: 3.0

New Manuscript

[Frequently Asked Questions](#) Please select the Section or Category related to your manuscript from the drop-down menu below.

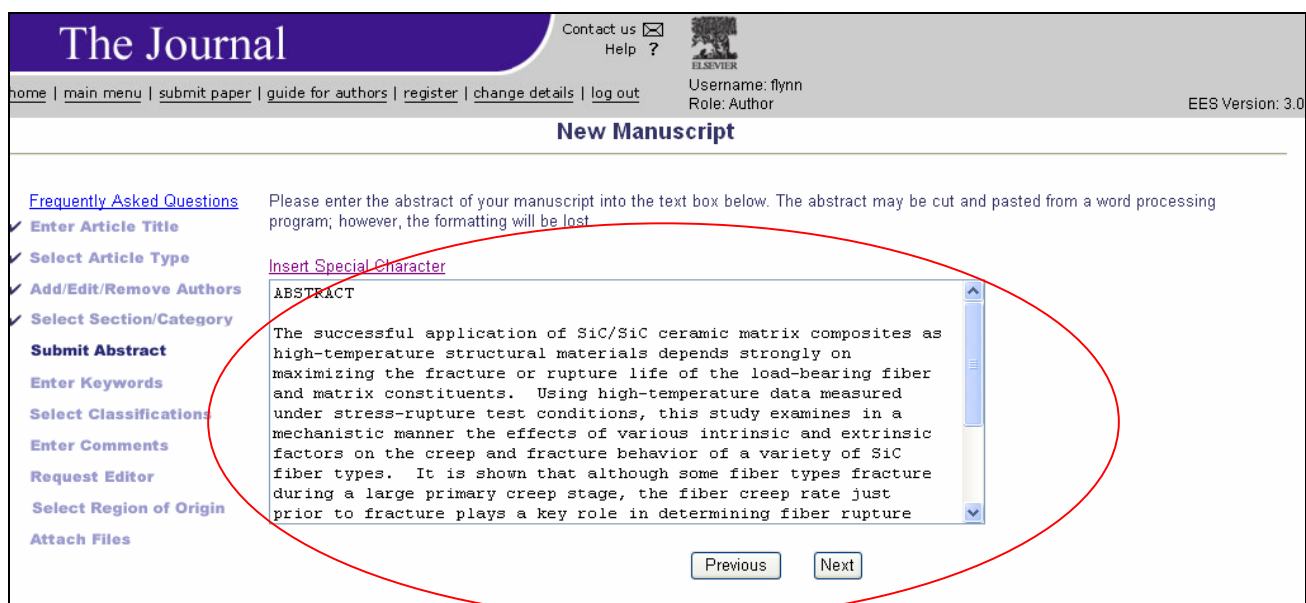
- ✓ Enter Article Title
- ✓ Select Article Type
- ✓ Add/Edit/Remove Authors
- Select Section/Category**
- Submit Abstract
- Enter Keywords
- Select Classifications
- Enter Comments
- Request Editor
- Select Region of Origin
- Attach Files

None
None
Special Issue
Regular Paper

Figure 3.5

You will now be asked to choose a section or category for the manuscript. *Section/Category* is a list that is predefined by the journal. The *Section/Category* list is used by the Author to indicate that his submission belongs to a particular Section or category of the journal. Depending on the journal, this may be optional or required or may not appear at all. Click on **Next** to proceed (figure 3.5).

Submit Abstract



The Journal

Contact us Help ?

home | main menu | submit paper | guide for authors | register | change details | log out

Username: flynn
Role: Author

EES Version: 3.0

New Manuscript

[Frequently Asked Questions](#) Please enter the abstract of your manuscript into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost

- ✓ Enter Article Title
- ✓ Select Article Type
- ✓ Add/Edit/Remove Authors
- ✓ Select Section/Category
- Submit Abstract**
- Enter Keywords
- Select Classifications
- Enter Comments
- Request Editor
- Select Region of Origin
- Attach Files

[Insert Special Character](#)

ABSTRACT

The successful application of SiC/SiC ceramic matrix composites as high-temperature structural materials depends strongly on maximizing the fracture or rupture life of the load-bearing fiber and matrix constituents. Using high-temperature data measured under stress-rupture test conditions, this study examines in a mechanistic manner the effects of various intrinsic and extrinsic factors on the creep and fracture behavior of a variety of SiC fiber types. It is shown that although some fiber types fracture during a large primary creep stage, the fiber creep rate just prior to fracture plays a key role in determining fiber rupture

Previous Next

Figure 3.6

The *Submit Abstract* step allows the Author to type or copy and paste an abstract of the manuscript into a textbox (figure 3.6). This may also be an optional or required step. Click on **Next** to proceed.

Enter Keywords

The screenshot shows the 'New Manuscript' page in 'The Journal' EES system. The user is logged in as 'flynn' with the role of 'Author'. The page has a sidebar with navigation links: 'Frequently Asked Questions', 'Enter Article Title', 'Select Article Type', 'Add/Edit/Remove Authors', 'Select Section/Category', 'Submit Abstract', 'Enter Keywords', 'Select Classifications', 'Enter Comments', 'Request Editor', 'Select Region of Origin', and 'Attach Files'. The 'Enter Keywords' step is currently active and highlighted with a red oval. The instruction says: 'Please enter Keywords separated by semicolons, e.g., active vitamin D; parathyroid hormone-related peptide; hypercalcemia; bone resorption. Each individual keyword may be up to 256 characters in length.' The text box contains the following keywords: 'SiC fibers; SiC matrices; SiC/SiC composites; creep; rupture; mechanisms; Monkman-Grant diagrams'. At the bottom right, there are 'Previous' and 'Next' buttons.

Figure 3.7

Enter any relevant keywords from your manuscript, with each keyword separated by semicolons (figure 3.7). This step may be mandatory or optional, depending on how the journal has been set up in EES. Click on **Next** to proceed.

Select Document Classifications

The screenshot shows the 'Select Document Classifications' dialog box in 'The Journal' EES system. The dialog box is titled 'Select Document Classification' and contains the instruction: 'Please identify your manuscript's areas of interest and specialization by selecting one or more classifications from the list below. Click "Submit" at the bottom of the page when you are done.' The list of classifications includes:

- ☐ 10.000 Human Physiology
- ☐ 10.200 Musculoskeletal System
- ☐ 10.300 Skeletal System
- ☐ 20.000 Heart and Circulatory Disorders
- ☐ 20.100 Myocardial Infarction
- ☐ 20.200 Hypertension

 At the bottom of the dialog box are 'Cancel' and 'Submit' buttons. In the background, the 'New Manuscript' page is visible, with the 'Select Document Classifications' button highlighted by a red oval. The 'Next' button is also visible at the bottom right of the background page.

Figure 3.8

The next step in the process is to enter any classifications that the manuscript belongs to. Classifications are customizable for each journal. They will help Editors to select referees for the reviewing process. Click on **Select Document Classifications** (figure 3.8) to open a window containing a list of the classifications pertaining to this journal. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate for the manuscript. Click **Submit** when you are done. Click on **Next** to proceed.

Enter Comments

The Journal

Contact us ☐ Help ?

home | main menu | submit paper | guide for authors | register | change details | log out

Username: flynn
Role: Author

EES Version: 3.0

New Manuscript

[Frequently Asked Questions](#)

Please enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript.

[Insert Special Character](#)

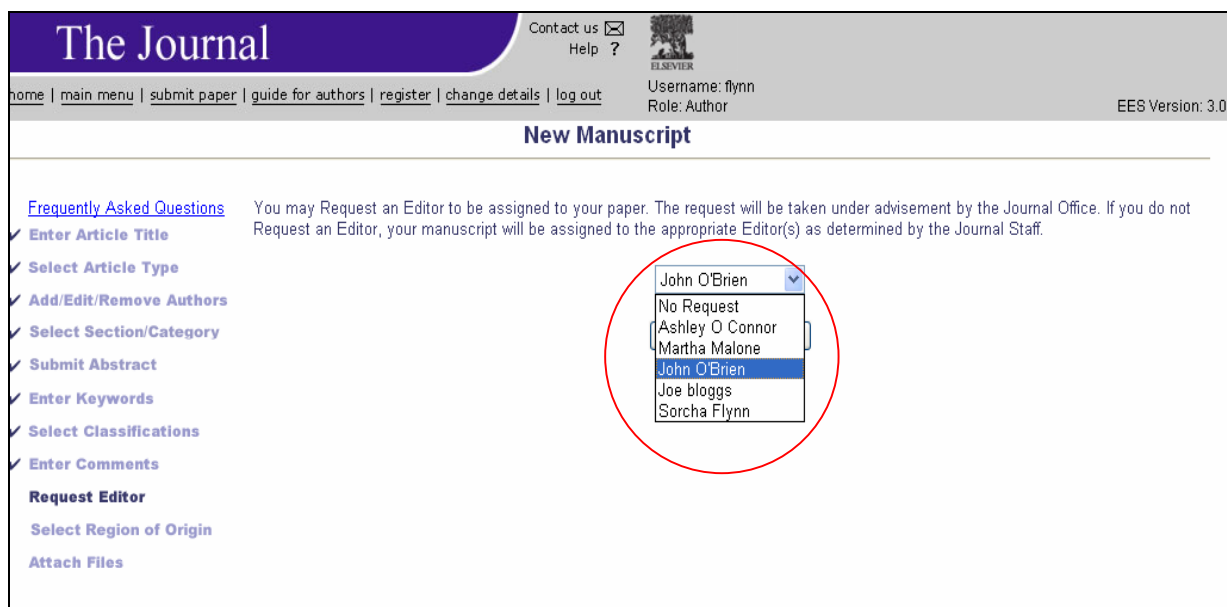
First Research Paper

[Previous](#) [Next](#)

Figure 3.9

In this step, you can enter any comments you would like to send to the editorial office (figure 3.9). These comments do not appear in your manuscript. The journal may be set up to allow the author to upload a comments file (cover letter) at a later stage. Click on **Next** to proceed.

Request Editor



The Journal

Contact us Help ?

home | main menu | submit paper | guide for authors | register | change details | log out Username: flynn Role: Author EES Version: 3.0

New Manuscript

[Frequently Asked Questions](#) You may Request an Editor to be assigned to your paper. The request will be taken under advisement by the Journal Office. If you do not Request an Editor, your manuscript will be assigned to the appropriate Editor(s) as determined by the Journal Staff.

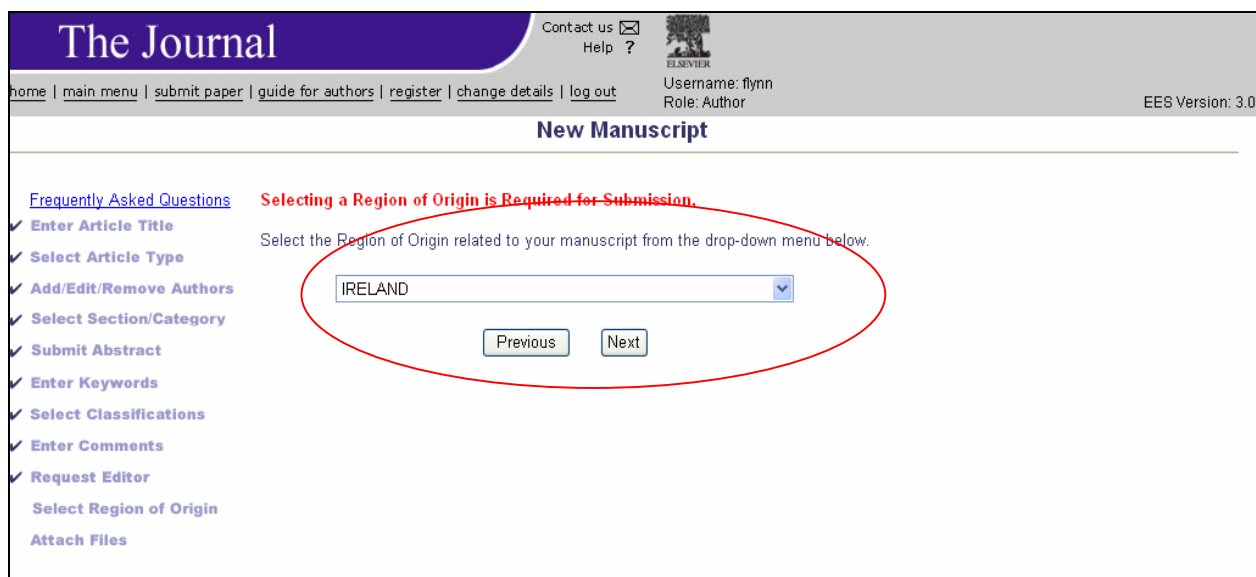
- ✓ Enter Article Title
- ✓ Select Article Type
- ✓ Add/Edit/Remove Authors
- ✓ Select Section/Category
- ✓ Submit Abstract
- ✓ Enter Keywords
- ✓ Select Classifications
- ✓ Enter Comments
- Request Editor**
- Select Region of Origin
- Attach Files

John O'Brien
No Request
Ashley O Connor
Martha Malone
John O'Brien
Joe bloggs
Sorcha Flynn

Figure 3.10

You can submit a request for a particular Editor to be assigned to your submission and the Journal office will take this under advisement (figure 3.10). If you do not request an Editor, your manuscript will be assigned to the appropriate Editor(s) as determined by the Journal Staff. Select the Editor of your choice by using the drop-down menu and click on **Next** to proceed.

Select Region of Origin



The Journal

Contact us Help ?

home | main menu | submit paper | guide for authors | register | change details | log out Username: flynn Role: Author EES Version: 3.0

New Manuscript

[Frequently Asked Questions](#) **Selecting a Region of Origin is Required for Submission.**

Select the Region of Origin related to your manuscript from the drop-down menu below.

IRELAND

Previous Next

Figure 3.11

For this step, you will be required to enter the manuscript's region of origin (figure 3.11). Select the country of origin from the drop-down list and click on **Next**.

Attach Files

All items in your submission must be sent via the Web or, if the journal allows, by traditional methods (e.g., courier service, postal mail or facsimile). For each item, select either *Online Web System* or *Offline* by clicking the appropriate button.

Some items in your submission will be mandatory; i.e. depending on the article type, you will be required to upload certain elements of your submission. These elements are marked with an asterisk (figure 3.12).

The Journal

Contact us Help ?

home | main menu | submit paper | guide for authors | register | change details | log out

Username: flynn
Role: Author

EES Version: 3.0

[Frequently Asked Questions](#)

Required **Items** are marked with a *. When all **Items** have been attached, please click **Next** at the bottom of the page.

✓ Enter Article Title

✓ Select Article Type

✓ Add/Edit/Remove Authors

✓ Select Section/Category

✓ Submit Abstract

✓ Enter Keywords

✓ Select Classifications

✓ Enter Comments

✓ Request Editor

✓ Select Region of Origin

✓ **Attach Files**

Item: Figure(s)

Enter a **Description** and then click the **Browse** button to select the file you wish to upload, then click the **Attach This File** button.

Description: Figure(s) [Insert Special Character](#)

File Name: Browse...

Attach This File

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You may change the order by clicking the arrows.

Order	Item	Description	File Name	Size	Last Modified	Actions
1	* Abstract	Abstract	Abstract.doc	20.5 KB	Jan 06, 2005	Download Remove
2	* Manuscript	* Manuscript	Test Article.doc	51 KB	Jan 06, 2005	Download Remove
3	Figure(s)	Figure(s)	fig1.gif	22.4 KB	Jan 06, 2005	Download Remove

Update File Order [Insert Special Character](#)

Previous Next

Figure 3.12

The browse button is used to select the file you need to upload. The uploaded files are then listed at the foot of the page as shown below. The order the files will appear in the PDF can be changed by changing the numbers in the boxes on the left hand side to whatever order you wish them to appear in the PDF. These files can be removed or replaced as necessary by clicking on **Remove**. You can also download and view the files by clicking on **Download**.

Clicking on the **Next** button will bring you to a page which will allow you to double check the files you have chosen to upload. These files can be removed or replaced

as necessary. When you are happy with the files that have been uploaded, you can start the PDF generation process by clicking on **Build PDF for my Approval**.

The Journal

Contact us Help ?

home | main menu | submit paper | guide for authors | register | change details | log out

Username: flynn
Role: Author

EES Version: 3.0

Submissions Waiting for Approval by Author Sorcha Flynn

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

Edit Submission will allow you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

Remove Submission will Delete your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system. If you are submitting a Revision, please do not click Remove Submission unless you do not intend to submit a Revision.

Action	Title	Date Submission Began	Status Date	Current Status
View Submission Edit Submission Approve Submission Remove Submission	Test Article	Jan 06, 2005	Jan 06, 2005	Needs Approval

[Back to Main Menu](#)

Figure 3.13

While the PDF is being created, the submission is moved to *Submissions Waiting for Author's Approval*. The PDF will not open automatically but you will see a *View Submission* link when the PDF is ready to be viewed (figure 3.13).

Reviewing and Approving your Manuscript



You must click on **View Submission** in order to approve, edit or remove the submission. The submission will open in Adobe Acrobat (please refer to: <http://www.adobe.com/products/acrobat/readstep2.html> for more information) and the uploaded elements will appear in the order selected at the *Attach File* stage. If you choose to approve the submission, the Editorial Office is notified by e-mail and you will also receive a letter of confirmation.

When you approve your submission, it will now be filed in the *Submissions Being Processed* section in your Author Main Menu. If you click on **Revise Submission**, you will be brought back to the start of the submission process.

4. Tracking the Progress of your Submission

Once your manuscript has been submitted to the journal, you can track its progress by viewing your submission in the *Submissions Being Processed* section (figure 4.1). (Note: viewing the status date of your submission might not be available to you, depending on the system configuration chosen by the journal.)

The Journal

Contact us  Help ? 

home | main menu | submit paper | guide for authors | register | change details | log out

Username: flynn
Role: Author

EES Version: 3.0

Submissions Being Processed for Author Sorcha Flynn

Action	Manuscript Number	Title	Initial Date Submitted	Status Date	Current Status
View Submission	TEST1-D-04-00005	Test	Dec 03, 2004	Dec 07, 2004	Under Review
View Submission	TEST1-D-04-00004	Test	Dec 03, 2004	Dec 07, 2004	Under Review
View Submission	TEST1-D-05-00001	Test paper	Jan 04, 2005	Jan 04, 2005	Under Review
View Submission		Test Article	Jan 06, 2005	Jan 06, 2005	Submitted to Journal

[Back to Main Menu](#)

Figure 4.1

5. Revising your Manuscript

Where the Editor dealing with your submission chooses to revise this submission, you will be notified by e-mail. The submission will move from the *Submissions Being Processed* to *Submissions Needing Revision* (figure 5.1):


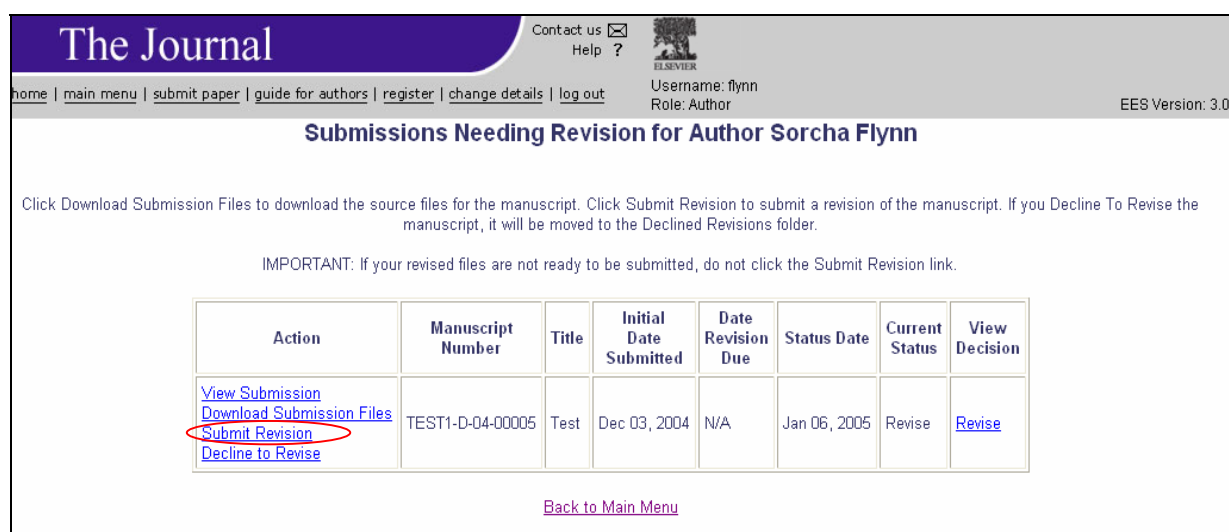
The Journal	
home main menu submit paper guide for authors register change details log out	Contact us Help ?  Username: flynn Role: Author
EES Version: 3.0	
Author Main Menu	
New Submissions Submit New Manuscript Incomplete Submissions (0) Submissions Waiting for Author's Approval (0) Submissions Being Processed (3)	
Revisions Submissions Needing Revision (1) Incomplete Submissions Being Revised (0) Revisions Waiting for Author's Approval (0) Revisions Being Processed (0) Declined Revisions (0)	
Decisions Submissions with a Decision (0)	

Figure 5.1

Clicking on ***Submissions Needing Revision*** will allow you to revise the submission as necessary by allowing you to resubmit the revised paper through the original Author Submission Process.



The Journal

Contact us Help

home | main menu | submit paper | guide for authors | register | change details | log out

Username: flynn
Role: Author

EES Version: 3.0

Submissions Needing Revision for Author Sorcha Flynn

Click Download Submission Files to download the source files for the manuscript. Click Submit Revision to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.

IMPORTANT: If your revised files are not ready to be submitted, do not click the Submit Revision link.

Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
View Submission Download Submission Files Submit Revision Decline to Revise	TEST1-D-04-00005	Test	Dec 03, 2004	N/A	Jan 06, 2005	Revise	Revise

[Back to Main Menu](#)

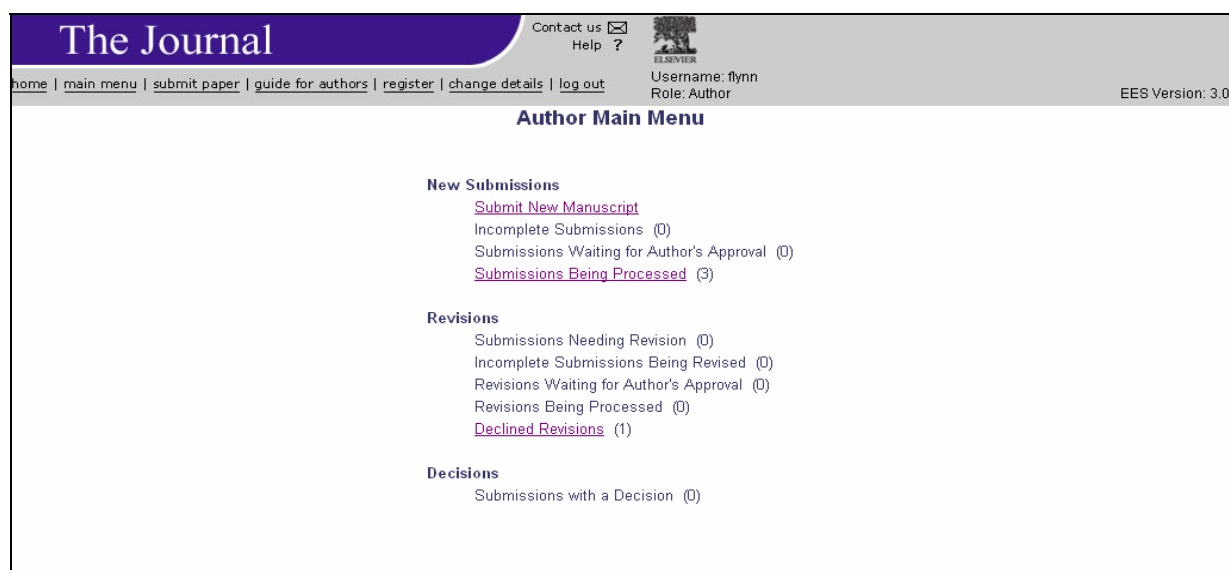
Figure 5.2

Clicking on **Submit Revision** will bring you back into the first submission step and allow you to make changes where necessary (figure 5.2). After uploading the revised elements, a new PDF is generated for you to approve and this will return the revision to the Editorial Office.

Reinstate a Declined Revision

Some Authors accidentally remove a submission they intended to revise, by clicking on **Decline to Revise** or **Remove**. This moves the paper into the *Declined Revisions* section in your main menu. If this does happen, you should do the following:

- Click on **Declined Revisions** in your main menu (figure 5.3).



The Journal

Contact us Help

home | main menu | submit paper | guide for authors | register | change details | log out

Username: flynn
Role: Author

EES Version: 3.0

Author Main Menu

New Submissions

- [Submit New Manuscript](#)
- Incomplete Submissions (0)
- Submissions Waiting for Author's Approval (0)
- [Submissions Being Processed](#) (3)

Revisions

- Submissions Needing Revision (0)
- Incomplete Submissions Being Revised (0)
- Revisions Waiting for Author's Approval (0)
- Revisions Being Processed (0)
- [Declined Revisions](#) (1)

Decisions

- Submissions with a Decision (0)

Figure 5.3

- On this page, click on **Reinstate Submission** the submission and this will move the submission back into the *Submissions Needing Revisions* section in your main menu.

6. Invitation to Submit an Article

From time to time, some journals may decide to invite authors or experts to submit an article for a Special Issue, Conference etc. You may be invited at some stage to submit a manuscript for this purpose. If this happens, you will receive an invitation via e-mail and you can then do the following:

1. Log into the system using your username and password and your Author Main Menu will have a new section displayed called *Invited Submissions* (figure 6.1).

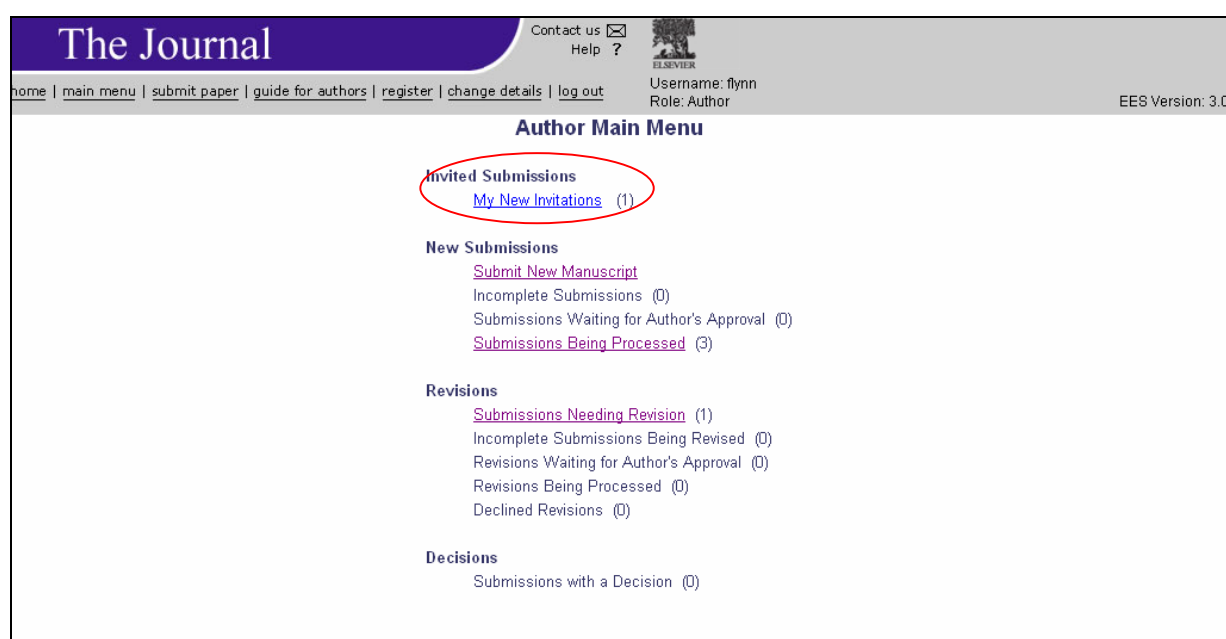
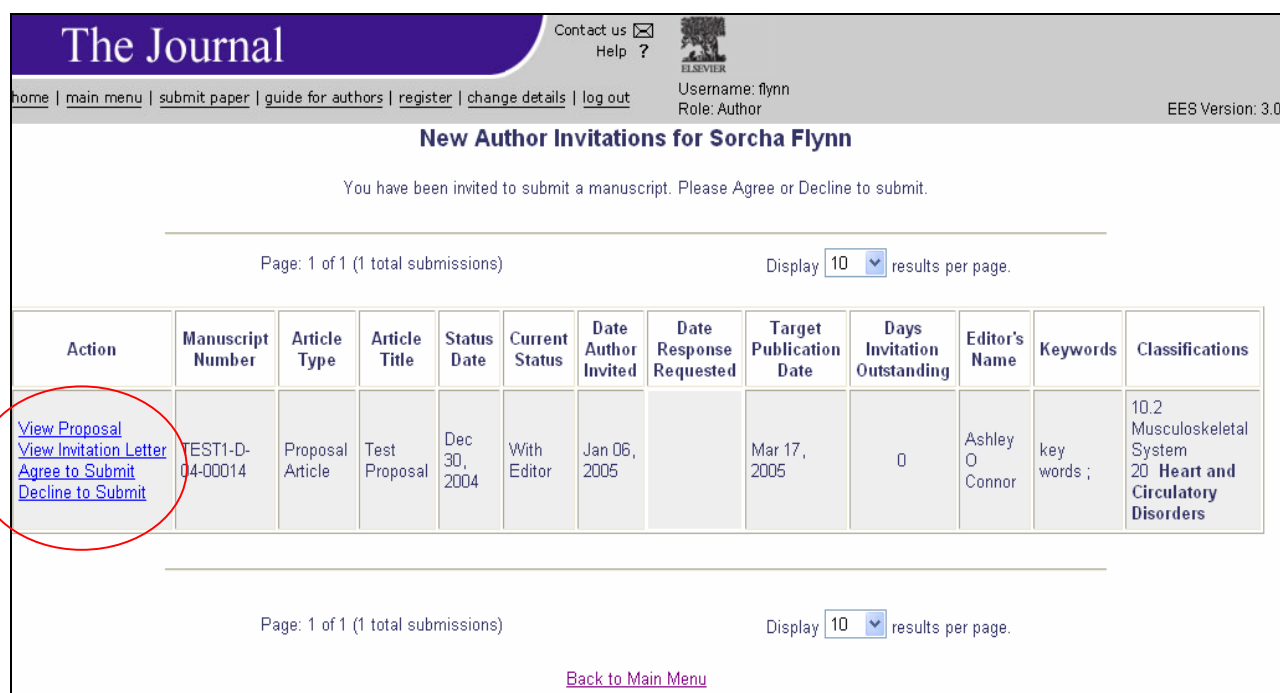


Figure 6.1

2. Click on **My New Invitations** and you will be brought to a page where you will be give more details about the proposal and when the manuscript is due to be published (figure 6.2).
3. You can click on **View Proposal** to view a PDF of the Proposed Manuscript. You can decide whether or not you want to submit a paper and then make your decision by either clicking on **Agree to Submit** or **Decline to Submit** (figure 6.2). The Journal office will then be notified of your decision.



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New Author Invitations for Sorcha Flynn

You have been invited to submit a manuscript. Please Agree or Decline to submit.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Author Invited	Date Response Requested	Target Publication Date	Days Invitation Outstanding	Editor's Name	Keywords	Classifications
View Proposal View Invitation Letter Agree to Submit Decline to Submit	TEST1-D-04-00014	Proposal Article	Test Proposal	Dec 30, 2004	With Editor	Jan 06, 2005		Mar 17, 2005	0	Ashley O Connor	key words ;	10.2 Musculoskeletal System 20 Heart and Circulatory Disorders

Page: 1 of 1 (1 total submissions) Display 10 results per page.

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Figure 6.2

Agreeing to Submit a Proposed Manuscript

If you agree to submit a manuscript based on the proposal, this proposal will then move to a section entitled *Accepted Invitations* under the heading **Invited Submissions** in your main menu.

When you click on **Accepted Invitations**, you then have a number of options which may include the following (figure 6.3):

- View Proposal
- View Invitation Letter
- Submit Invited Manuscript
- Similar Articles in Medline

When you are ready to submit the manuscript, click on **Submit Invited Manuscript** and you can submit the proposal via the usual Author Submission process.

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Accepted Invitations for Sorcha Flynn

Page: 1 of 1 (1 total submissions)
Display 10 results per page.

Action	Manuscript Number	Article Type	Article Title	Date Author Invited	Date Author Accepted	Elapsed Days Since Acceptance Date	Target Publication Date	Author Submission Due Date	Editor's Name	Keywords	Classifications
View Proposal View Invitation Letter Submit Invited Manuscript Similar Articles in MEDLINE	TEST1-D-04-00014	Proposal Article	Test Proposal	Jan 06, 2005	Jan 06, 2005	0	Mar 17, 2005		Ashley O Connor	key words ;	10.2 Musculoskeletal System 20 Heart and Circulatory Disorders

Page: 1 of 1 (1 total submissions)
Display 10 results per page.

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Figure 6.3



7. Invitation to Submit a Commentary on a Manuscript

A Journal may invite you to submit a commentary on a certain manuscript that may or may not have been accepted for publication. If this is needed from you, you will receive the invitation via e-mail and when you log in to the system, the invitation will appear in the *My New Invitations* link under the heading **Invited Submissions**.

On the next page you will be presented with a table showing you information about the submission and you may also be presented with a number of options in the *Action* column including (figure 7.1):

- View Submission Requiring Commentary
- View Invitation Letter
- Agree to Submit
- Decline to Submit

You can then click on *View **Submission Requiring Commentary*** to see the manuscript and make your decision by either clicking on ***Agree to Submit*** or ***Decline to Submit***. The Journal office will then be notified of your decision.

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 Username: flynn
 Role: Author
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New Author Invitations for Sorchu Flynn

You have been invited to submit a manuscript. Please Agree or Decline to submit.

Page: 1 of 1 (1 total submissions) Display results per page.

Action	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Author Invited	Date Response Requested	Target Publication Date	Days Invitation Outstanding	Editor's Name	Keywords	Class
View Submission Requiring Commentary View Invitation Letter Agree to Submit Decline to Submit	TEST1-D-04-00011	Full Length Article	Test Article1	Dec 13, 2004	Under Review	Jan 06, 2005	Mar 07, 2005	Apr 16, 2005	0	Catriona Fennell		10 Human Physiology 20 Heart and Circulatory Disorders



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Figure 7.1

Submitting a Commentary

If you agree to submit a commentary on the manuscript, this invitation will then move to a section entitled *Accepted Invitations* under the heading **Invited Submissions** in your main menu.

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Accepted Invitations for Sorchu Flynn

Page: 1 of 1 (1 total submissions) Display results per page.

Action	Manuscript Number	Article Type	Article Title	Date Author Invited	Date Author Accepted	Elapsed Days Since Acceptance Date	Target Publication Date	Author Submission Due Date	Editor's Name	Keywords	Classification
View Submission Requiring Commentary View Invitation Letter Submit Invited Manuscript Similar Articles in MEDLINE	TEST1-D-04-00011	Full Length Article	Test Article1	Jan 06, 2005	Jan 06, 2005	0	Apr 16, 2005	Jun 03, 2005	Catriona Fennell		10 Human Physiology 20 Heart and Circulatory Disorders

Page: 1 of 1 (1 total submissions) Display results per page.

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Figure 7.2

When you click on ***Accepted Invitations***, you then have a number of options which may include the following (figure 7.2):

- View Submission Requiring Commentary
- View Invitation Letter
- Submit Invited Manuscript
- Similar Articles in Medline

When you are ready to submit the manuscript, click on ***View Submission Requiring Commentary*** and you can submit the proposal via the usual Author Submission process.

8. Author Contact Information

We trust that you have found this document useful, providing you with an overview of the EES system.

Should you require further assistance, you may refer to the online help guide, which is available at end of each page in EES.

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