TUTORIAL FOR AUTHORS

Version 3.0

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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.

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).

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.

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:

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.
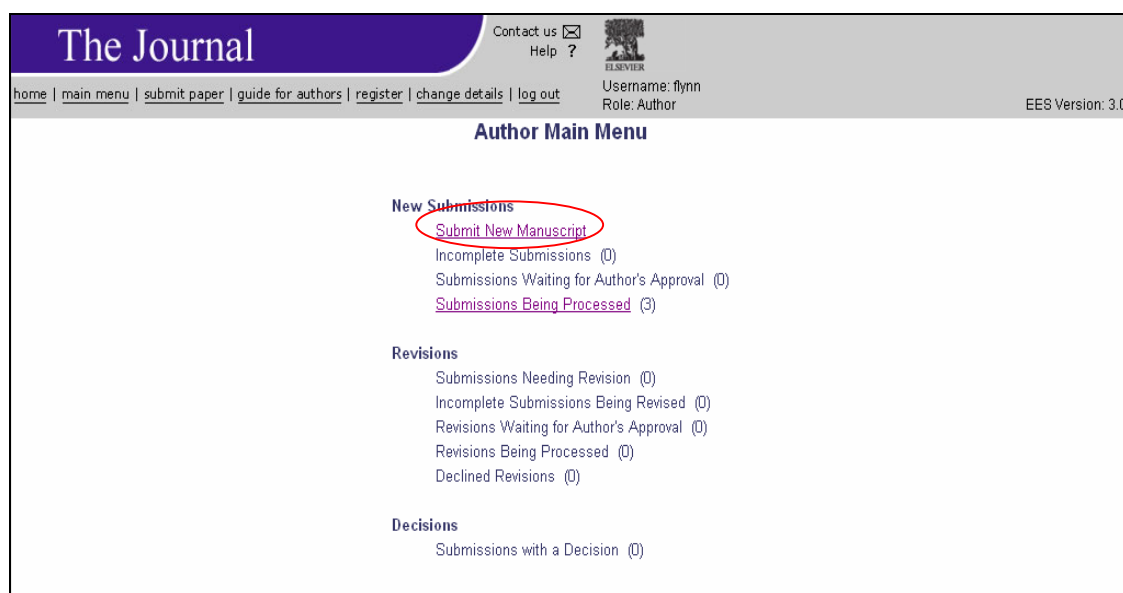

Figure 3.1

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

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

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

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
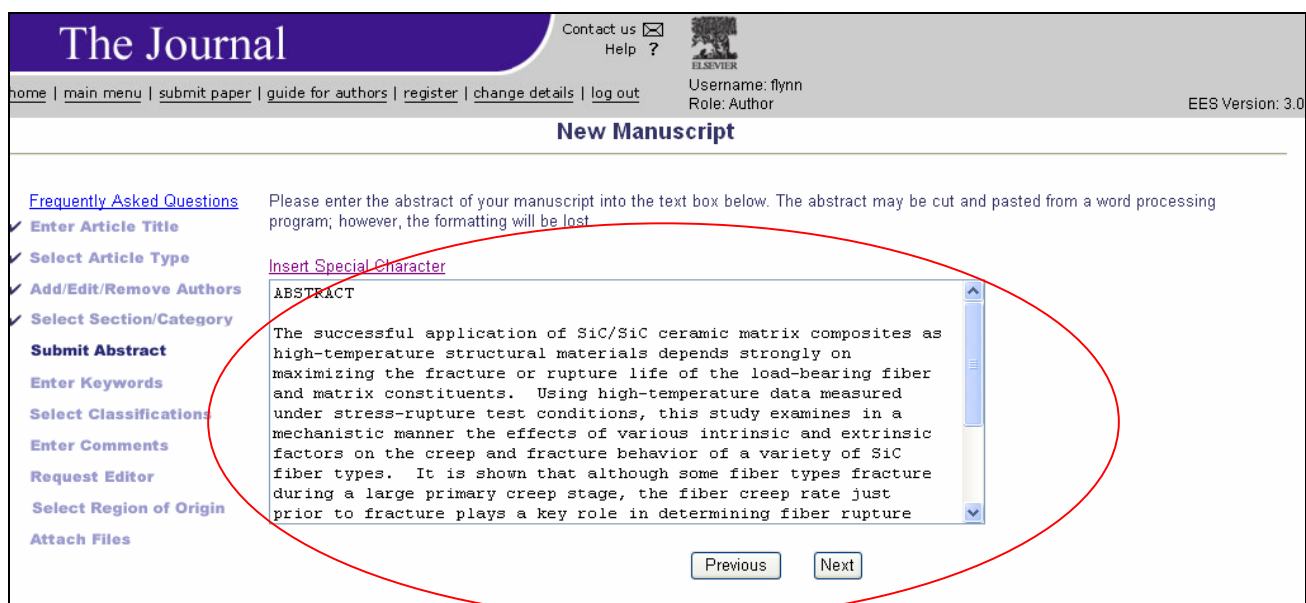
Figure 3.5

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

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

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

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

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

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 t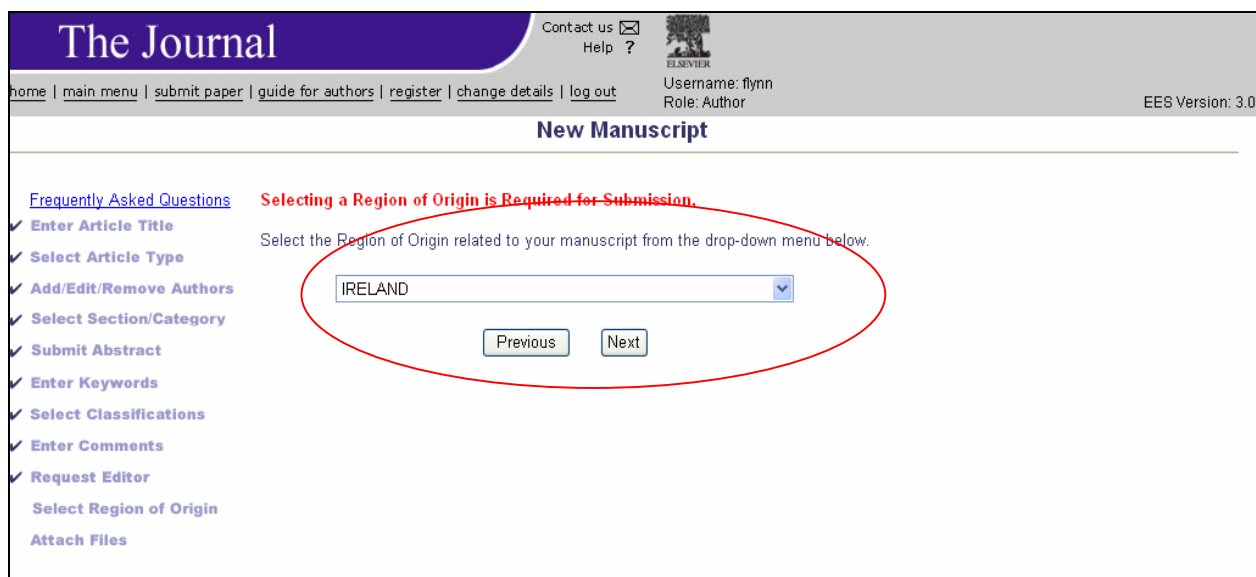he appropriate Editor(s) as determined by the Journal Staff. Select the Editor of your choice by using the drop-down menu and click on *Next* to proceed.

Select Region of Origin

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).

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**.

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.)

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):
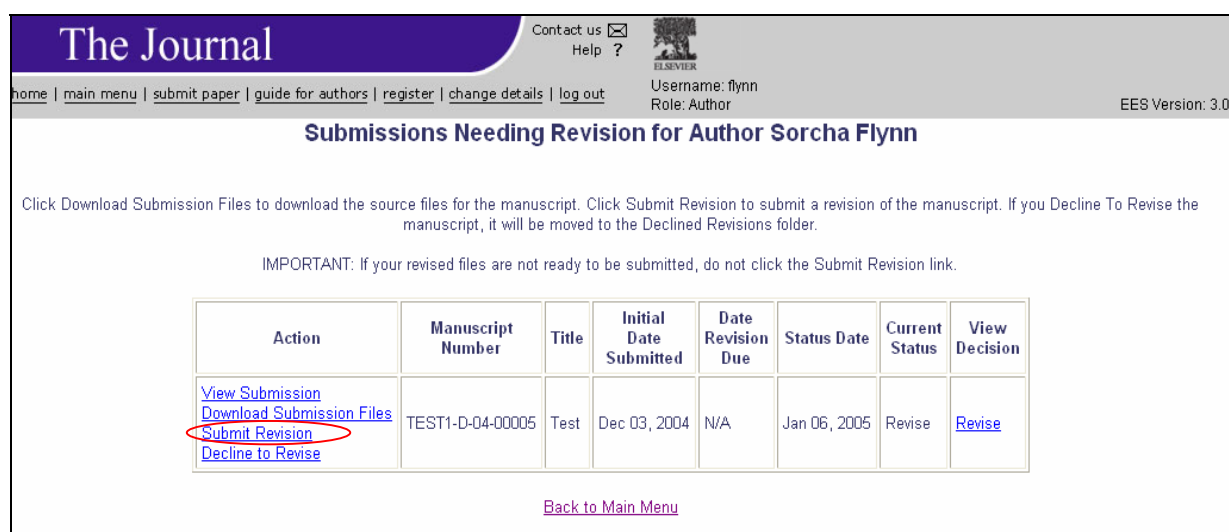

Figure 5.1

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.

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).

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).
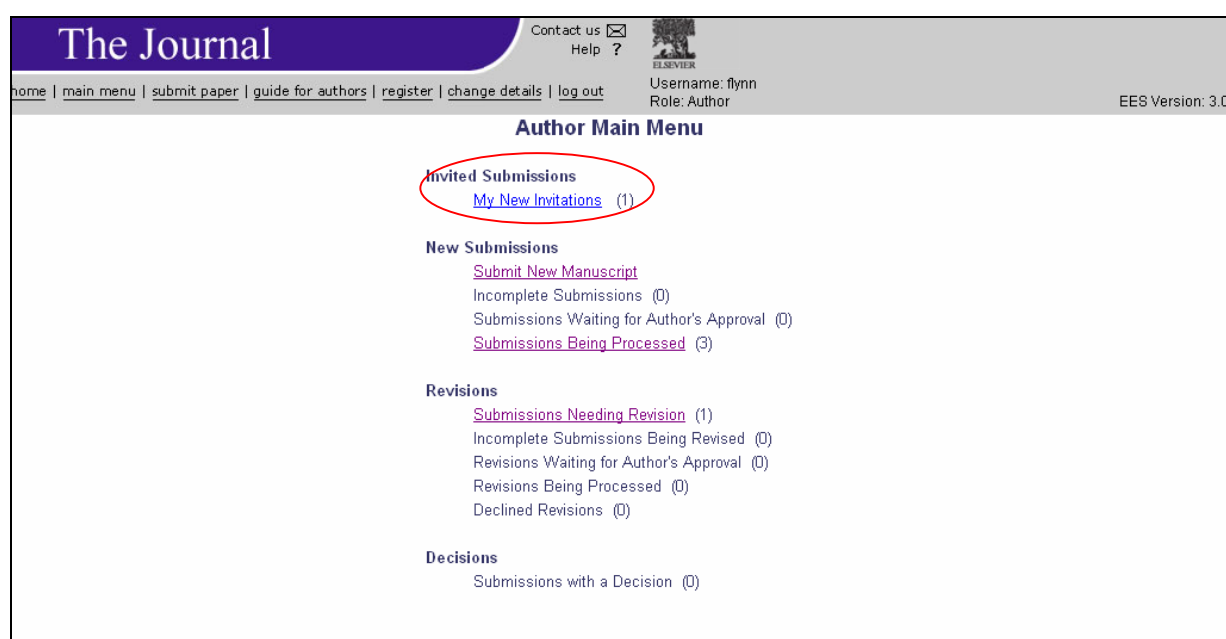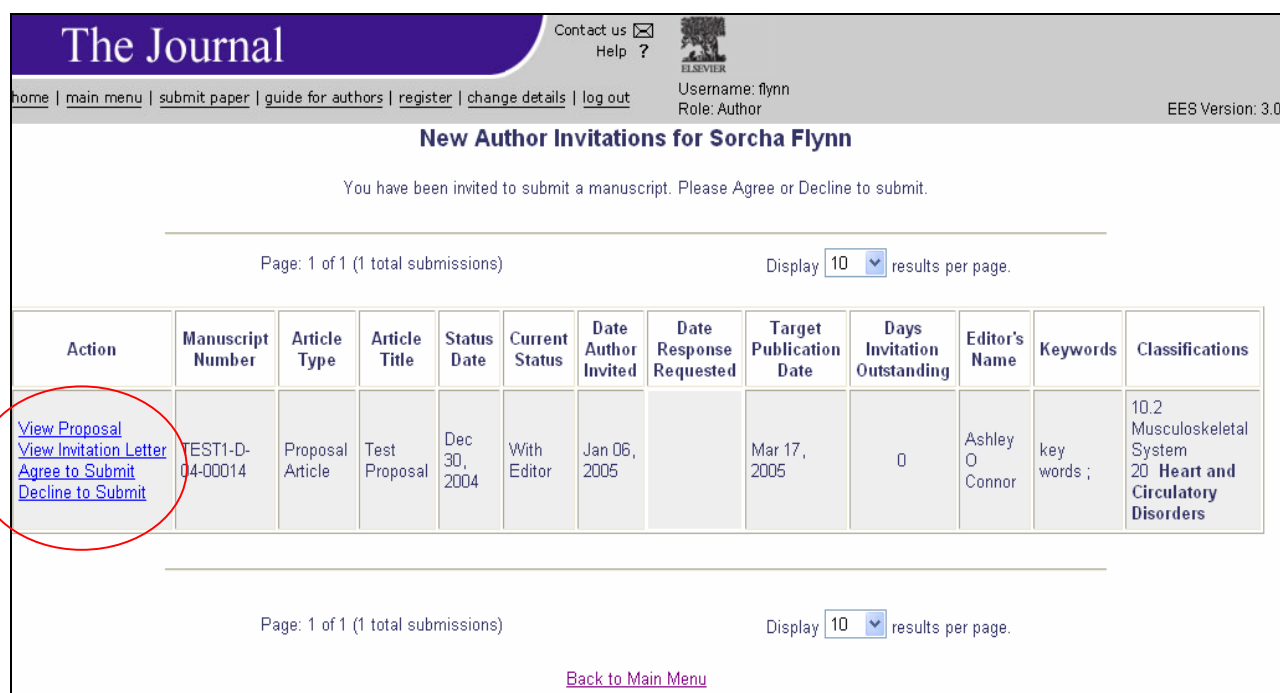

Figure 6.1

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.

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.

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.

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.

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.

You may also contact the Elsevier dedicated EES Support Department:

By e-mail: e-submissionsupport@elsevier.com

By telephone:
The Americas: + 1 619 699 6556
Asia + Pacific: + 81 3 5561 5032
Europe & all other areas: + 353 61 709 160

We appreciate and value your feedback on our new Online system, therefore please contact the above Support Centers and submit your feedback.