

Manuscripts

Author Guide

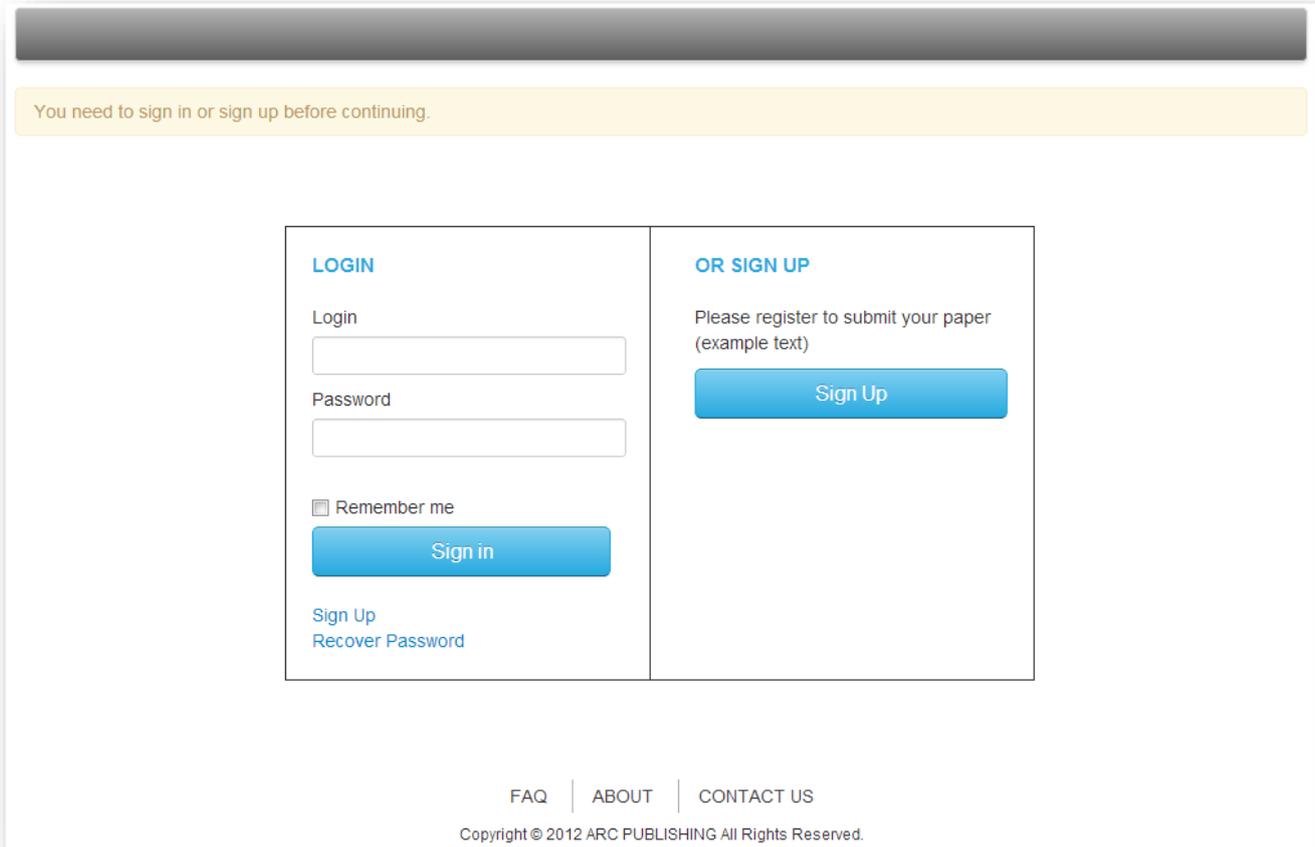
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Login information

The web-address (URL) to access the manuscripts' login page is usually provided in the Journal's website.

When you access this web-address, you will find a login page similar to the following:



The screenshot shows a login page with a yellow banner at the top that reads "You need to sign in or sign up before continuing." Below the banner is a white box containing two columns. The left column is titled "LOGIN" and contains a "Login" field, a "Password" field, a "Remember me" checkbox, a "Sign in" button, and links for "Sign Up" and "Recover Password". The right column is titled "OR SIGN UP" and contains the text "Please register to submit your paper (example text)" and a "Sign Up" button. At the bottom of the page, there are links for "FAQ", "ABOUT", and "CONTACT US", and a copyright notice: "Copyright © 2012 ARC PUBLISHING All Rights Reserved."

Creating an account

At the login page you can create an account by clicking  .

Then you should enter your information in the respective fields. Only fields marked with "*" are mandatory. You can navigate through the registration form by clicking the "Go back" and "Next step" buttons.

Once you are finished completing the fields click  .

Then review the information and click  to create the account.

Editing account information

To update your account information, first sign in and then click [USER AREA](#).

The screenshot shows the 'User Area' page with a navigation bar at the top containing 'USER AREA', 'MANUSCRIPTS', and 'LOGOUT'. Below the navigation bar, the page title 'User Area' is displayed. Two green buttons, 'Edit Profile' and 'Edit Login', are positioned in the top right corner. The main content area contains a form with the following fields and values:

First name	Example
Last name:	User
Degree:	MD
Primary email:	exampleuser@arc-publishing.org
Secondary email:	
Institution:	ARC Publishing
Department:	IT
Address:	V.N. Gaia
Country:	Portugal
State:	
City:	V. N. Gaia

In the “**User Area**” page you can update your Profile information by clicking [Edit Profile](#).

Additionally it is also possible to edit your Login information (*i.e.* Username, Name, Email, Password) by clicking [Edit Login](#).

Recovering password

To recover your password, click on the “**Recover Password**” button in the login page (see [Login Page](#)) and then introduce the email address associated with your account. The system will automatically send you an email containing the instructions to recover your login information. Please make sure to check your SPAM folder in case this message does not arrive in your inbox.

Deleting account

Please note that deleting an account is an irreversible process, so your account cannot be recovered or access afterwards.

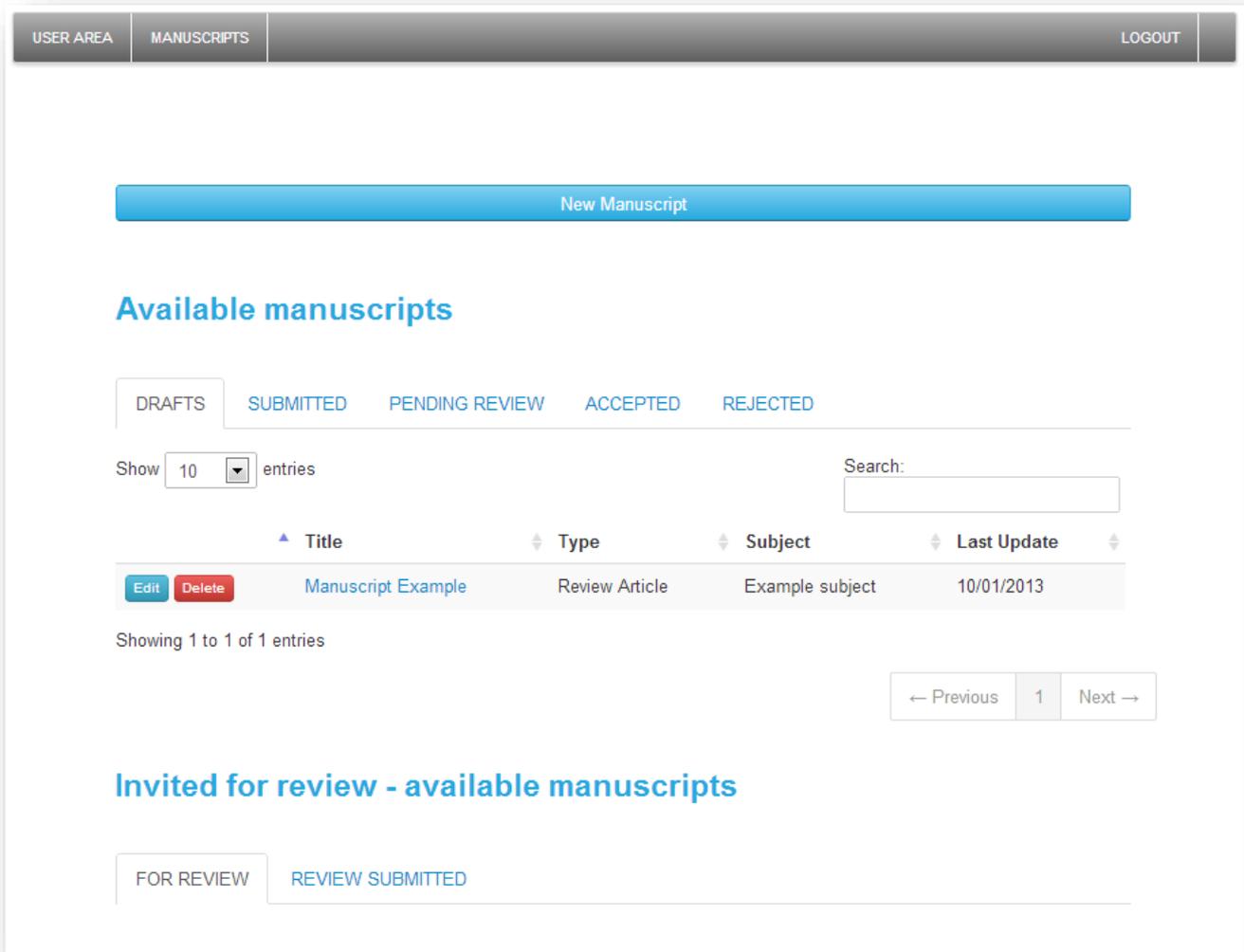
To delete your account, first log in and then click . Once on your “**User Area**” click . On the bottom of the “**Edit Login**” page click “**Cancel my account**” and then confirm that the account is to be cancelled.

Note: Once cancelled, the account will not be accessible. However, the manuscripts already submitted will remain available to the editor for further reference. For more details on this issue please refer to the **Privacy Statement** available on the system “**About**” page.

Manuscripts area

The “**Manuscripts**” area is the place where you can manage the manuscripts associated with your account. This area is automatically loaded after login into the system.

You can also access the “**Manuscripts**” area by clicking  .



The screenshot shows the Manuscripts area of the system. At the top, there is a navigation bar with 'USER AREA', 'MANUSCRIPTS', and 'LOGOUT'. Below this, there is a blue button labeled 'New Manuscript'. The main section is titled 'Available manuscripts' and features several tabs: 'DRAFTS', 'SUBMITTED', 'PENDING REVIEW', 'ACCEPTED', and 'REJECTED'. Below the tabs, there is a 'Show 10 entries' dropdown and a search box. A table displays one manuscript entry with columns for Title, Type, Subject, and Last Update. The entry is 'Manuscript Example', 'Review Article', 'Example subject', and '10/01/2013'. Below the table, there are 'Edit' and 'Delete' buttons. At the bottom, there is a 'Showing 1 to 1 of 1 entries' message and a pagination control with 'Previous', '1', and 'Next' buttons. Below this, there is another section titled 'Invited for review - available manuscripts' with tabs for 'FOR REVIEW' and 'REVIEW SUBMITTED'.

Available manuscripts

The “**Available manuscripts**” section contains all the information on the manuscripts you created.

This section is delimited by several tabs, which indicate the status of the manuscript in the peer-review process.

DRAFTS

Contains all the manuscripts created by the user which have not yet been submitted to the editor.

The manuscripts in this section are editable by clicking  or clicking in the manuscript **“Title”**.

Only you have access to the manuscripts in this section, and you can delete them by clicking  .

SUBMITTED

Contains all the manuscripts you submitted, but have not been sent for peer-review by the editor.

You cannot edit the manuscripts in this section. Nevertheless, all the information relative to the manuscript is still accessible by clicking on the manuscript **“Title”**.

PENDING REVIEW

Contains all the manuscripts that have already been sent to peer-review, but for which a final decision as not been issued yet.

You cannot edit the manuscripts in this section. Nevertheless, all the information relative to the manuscript is still accessible by clicking on the manuscript **“Title”**.

ACCEPTED

Contains all the manuscripts accepted by the editor for publication. You can consult the manuscript information, including the editor’s (and reviewers’) comments by clicking on the manuscript **“Title”**.

REJECTED

Contains all the manuscripts rejected by the editor for publication. You can consult the manuscript information, including the editor’s and reviewers’ (via the editor’s feedback) comments by clicking on the manuscript **“Title”**. If the editor provides you the option to re-submit the manuscript after revision, you can resubmit by clicking  on this page.

Invited for review - available manuscripts

This section contains information on peer-review activity, and is only relevant for users involved in the peer-review process as reviewers. For information on this section please refer to the [Manuscripts Reviewers Guide](#).

Submission process

To submit a manuscript, you should click in the [New Manuscript](#) button (“**Manuscripts**” area) and then complete the submission form with the appropriate information.

Note: The information introduced in the submission form is automatically saved in your “**Manuscripts**” area, so you may leave the submission form and continue with it any time after, just by clicking in the manuscript “**Title**” located in the “**DRAFT**” tab under your “**Manuscripts**” area.

Step 1 - Type, Title, Abstract

The screenshot shows a web interface for submitting a manuscript. At the top, there are navigation tabs for 'USER AREA', 'MANUSCRIPTS', and 'LOGOUT'. Below this is a progress bar with five steps, where step 1 is highlighted in blue. The main heading is 'Submit a Manuscript' followed by the sub-heading 'Type, Title, Abstract'. The form contains four fields: 'Manuscript type' (a dropdown menu with 'Review Article' selected), 'Manuscript subject' (a dropdown menu with 'Example subject' selected), 'Title' (a text input field with 'Manuscript Example'), and 'Abstract' (a larger text area with 'Manuscript Example Abstract'). A blue 'Next step' button is located at the bottom right of the form.

In this section you should introduce the basic information of your manuscript:

- **Manuscript type** – choose the manuscript type (*i.e.* format) that best fits your manuscript, (e.g. Original article, Review article, Case-report, etc.). The manuscript types are pre-defined by the editor.

- **Manuscript subject** – choose the manuscript subject (*i.e.* the primary scientific field addressed) that best fits your manuscript (e.g. Hypertension, Stroke, etc.). The manuscript subjects are also pre-defined by the editor.
- **Title** – insert your manuscript's title (please follow applicable instructions in the Journal's website).
- **Abstract** – insert your manuscript abstract (please follow applicable instructions in the Journal's website).

Please note that all the fields previously mentioned should be completed in order to proceed with the submission process. Once the fields are completed you should click [Next step](#) to proceed with the submission.

Step 2 - Authors & Institutions

USER AREA
MANUSCRIPTS
LOGOUT

1

2

3

4

5

Submit a Manuscript

Authors & Institutions

Authors

Name	Institution, Department	Email
User, Example	ARC Publishing, IT	exampleuser@arc-publishing.org

* Email

Salutation ▼

* First name

* Last name

* Institution

* Department

* Country ▼

State

* City

Corresponding author

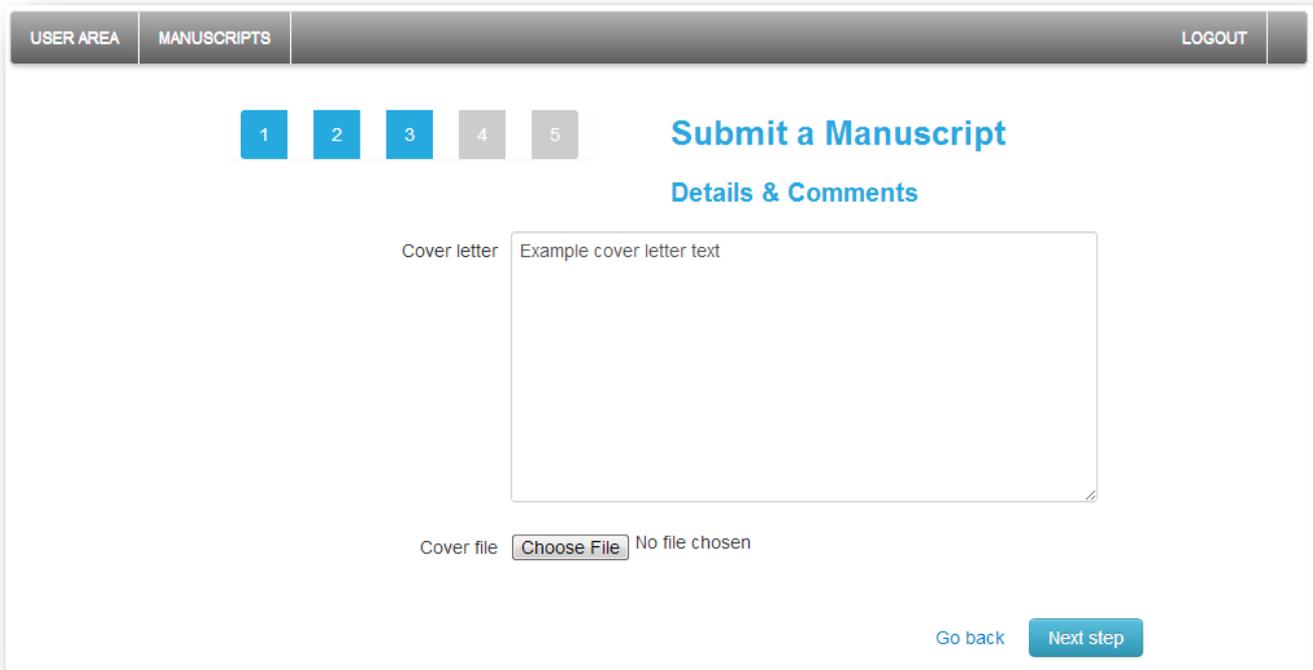
In this section you can introduce the contact information on the authors of the manuscript.

You are automatically listed by the system as an author. For the remaining authors, you should complete the fields with appropriate information and then click Add author. Note that mandatory fields are identified with an "*". If any of these authors is to be listed as corresponding author, you should tick the **"Corresponding author"** box, otherwise the system will automatically identify you as corresponding author.

Additionally, in this section, you can suggest reviewers to the editor: complete the required fields at the bottom of the page with the reviewer's contact information and click Add reviewer. Note that mandatory fields are identified with an "*".

Once you are finished adding all the authors and suggested reviewers, click [Next](#) to proceed with the submission.

Step 3 - Details & Comments



USER AREA MANUSCRIPTS LOGOUT

1 2 3 4 5

Submit a Manuscript

Details & Comments

Cover letter

Cover file No file chosen

[Go back](#) [Next step](#)

In this section can add a cover letter to the editor.

You can introduce the letter's text in the text box "**Cover letter**" or upload a file containing your cover letter. To check which situation is more appropriate you should refer to the Author Guidelines of the Journal.

Once you have introduced or uploaded the cover letter you should click [Next step](#) to proceed with the submission.

Step 4 – File upload

The screenshot displays the 'Submit a Manuscript' interface. At the top, there is a navigation bar with 'USER AREA', 'MANUSCRIPTS', and 'LOGOUT'. Below this, a progress indicator shows five steps, with step 4 highlighted. The main heading is 'Submit a Manuscript' followed by 'File Upload'. A 'Select Files' button is on the left, and an 'UPLOAD' button is on the right. A file upload progress bar shows 'Example File.docx (12KB) - Complete' with a close button (X). Below this, there is a section titled 'Existing files' with a 'Refresh' button. The text 'No files uploaded yet.' is displayed. At the bottom right, there are 'Go back' and 'Next step' buttons.

In this section you should upload the files that you wish to submit. However before starting the upload process you should refer to the Author Guidelines of the journal, in order to understand which files must or must not contain your identification information.

To upload files you should click **Select Files** to select the files from your computer and then **UPLOAD** to initiate the uploading process. Note that the upload is only complete when the upload status changes from “100%” to “**Complete**”.

Once all the files are uploaded you should click **Next step** to proceed with the submission.

Step 5 - Review and Submit

USER AREA	MANUSCRIPTS	LOGOUT
Manuscript Information		
Step 1 - Title, Type and Abstract		Edit
Title:	Manuscript Example	
Manuscript type:	Review Article	
Manuscript subject:	Example subject	
Abstract:	Manuscript Example Abstract	
Step 2 - Authors and Institutions		Edit
Author:	User, Example (extended information)	
Institution:	ARC Publishing, IT	
Email:	exampleuser@arc-publishing.org	
Step 3 - Details and Comments		Edit
Cover letter:	Example cover letter text	
Download:	N/A	
Step 4 - File Upload		Edit
Uploaded file:	Example_File.docx	
Step 5 - Review and Submit		
If you have a message to add to your submission please fill this form:		
Message:	<input type="text"/>	

In this section you have access to all the inserted manuscript information. You should check the information for accuracy and click [Edit](#) in case some change is necessary.

At the bottom of the page you can find the **“Message”** text box. Here you can introduce a message to the editor, if necessary. This message will be sent by email to the editor.

Once you are finished reviewing the information you entered, click [Submit](#) to submit your manuscript for peer-review.

After the submission, the manuscript information (including the status) will be available in the **“Manuscripts”** area. You will also receive email notifications with status updates. Please make sure to check your SPAM folder in case those notifications do not arrive in your email inbox.