

SAE INTERNATIONAL

EDITORIAL MANAGER AUTHOR GUIDE

Submitting Technical Papers in Editorial Manager
09.11.2017

AGENDA

- User Registration
- Author Main Menu Overview
- Submitting a New Manuscript
- Submitting a Revised Manuscript

User Registration

Go to Website: <http://www.editorialmanager.com/saetechpapers/default.aspx>

Click on “Register Now” button

Welcome to Editorial Manager® for
SAE Technical Papers

Please Enter the Following Insert Special Character

Username:

Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

Or Login via: [In](#) [What is ORCID?](#)

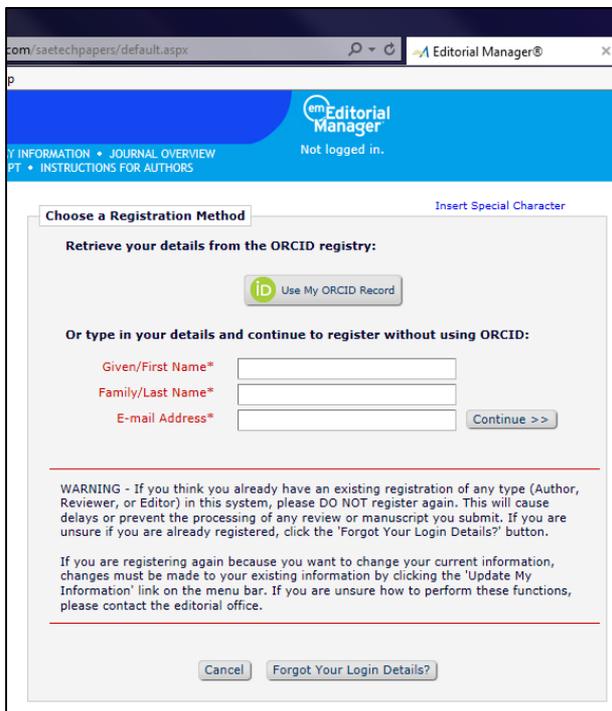
[Send Login Details](#) [Register Now](#) [Login Help](#) [Manuscript Services](#)

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[Instructions for Authors](#) [Instructions for Reviewers](#) [About the Journal](#) [Contact Editorial Office](#)

[Register Now](#)

Enter First Name, Last Name, Email Address and Click “Continue” button



The screenshot shows a web browser window with the URL `com/saetechpapers/default.aspx` and the page title `Editorial Manager®`. The page header includes the Editorial Manager logo and navigation links: `MY INFORMATION`, `JOURNAL OVERVIEW`, `NOT LOGGED IN`, `HELP`, and `INSTRUCTIONS FOR AUTHORS`. The main content area is titled `Choose a Registration Method` and contains the following elements:

- A link: `Insert Special Character`
- A section: `Retrieve your details from the ORCID registry:` with a button: `Use My ORCID Record`
- A section: `Or type in your details and continue to register without using ORCID:`
- Form fields: `Given/First Name*`, `Family/Last Name*`, and `E-mail Address*`
- A button: `Continue >>`
- A warning message: `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 Login Details?' button.`
- A message: `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 editorial office.`
- Buttons: `Cancel` and `Forgot Your Login Details?`

User Registration

Enter Login Details, Personal Information, Institution Related Information and Areas of Interest or Expertise (required fields in red) and click “Continue”

NOTE: Personal Classifications selections are how reviewers are matched with papers.

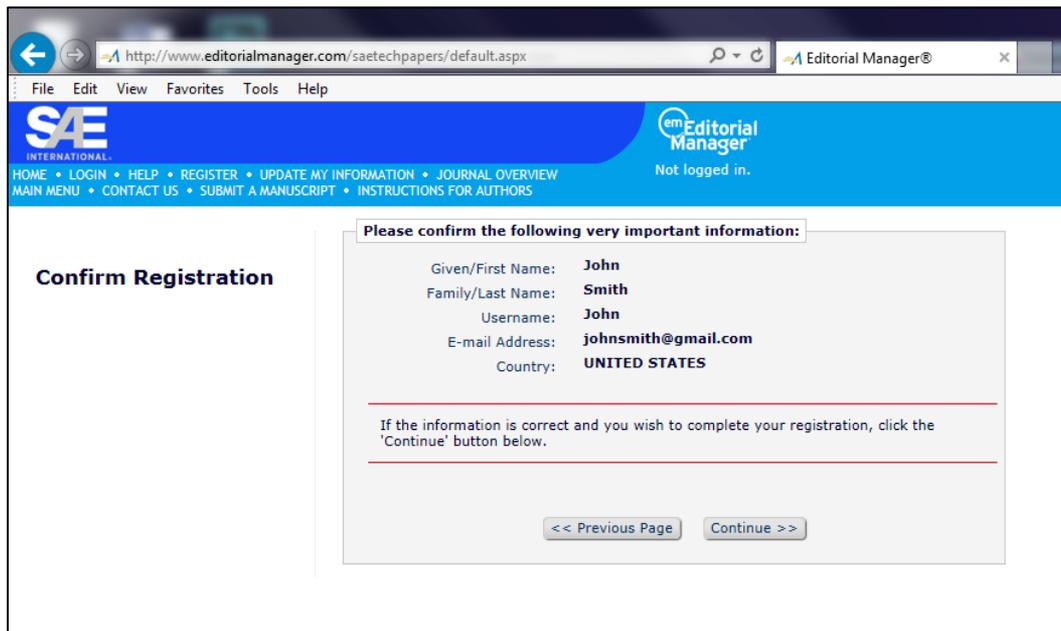
The screenshot displays the SAE Editorial Manager registration interface. The top navigation bar includes links for HOME, LOGIN, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user is currently not logged in.

The main content area is titled "Registration Page" and contains several sections:

- Login Details:** Includes fields for "Enter preferred user name" (required), "Password" (required), and "Re-type Password" (required). A note states: "The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another."
- Personal Information:** Includes fields for "Given/First Name" (John), "Middle Name", "Family/Last Name" (Smith), "Degree" (Ph.D., M.D., etc.), "Preferred Name", "Primary Phone", "Secondary Phone", "Fax Number", and "E-mail Address" (backroadmaverick@gmail.com). A note at the bottom states: "If entering more than one e-mail address, use a semi-colon between each address (e.g. joe@journal.com;john@pubs.com). Entering a second e-mail address from a different e-mail provider increases the chance that SAE files will keep e-mails sent to you from online systems. Read More."
- Institution Related Information:** Includes fields for "Position", "Institution" (max 300 characters), "Department", "Street Address" (max 450 characters), "City", "State or Province", "Zip or Postal Code", "Country", and "Address is for" (Work, Home, Other). A checkbox "Available as a Reviewer?" is set to "No".
- Areas of Interest or Expertise:** Includes "Personal Classifications" (None Selected) and "Personal Keywords" (None Defined). Buttons for "Select Personal Classifications" and "Edit Personal Keywords" are present.

At the bottom right, there is a "Continue >>" button. An ORCID field is also visible at the bottom of the form.

Confirm Registration Information and click “Continue” button



The screenshot shows a web browser window with the URL <http://www.editorialmanager.com/saetechpapers/default.aspx>. The page features the SAE International logo and the Editorial Manager logo. A navigation menu includes links for HOME, LOGIN, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user is currently not logged in. The main content area is titled "Confirm Registration" and contains a confirmation box with the following information:

Please confirm the following very important information:

Given/First Name:	John
Family/Last Name:	Smith
Username:	John
E-mail Address:	johnsmith@gmail.com
Country:	UNITED STATES

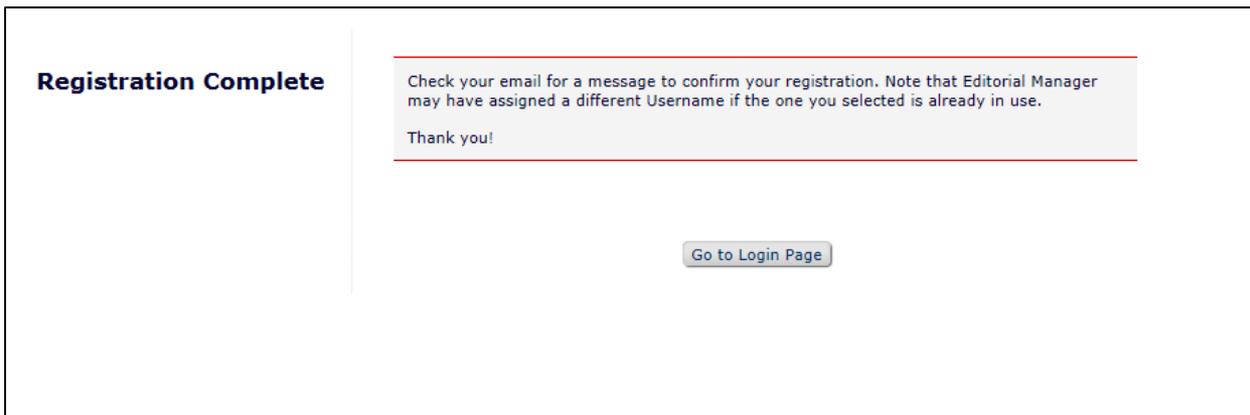
If the information is correct and you wish to complete your registration, click the 'Continue' button below.

Navigation buttons: << Previous Page, Continue >>

User Registration

You will now receive an email from Editorial Manager with your login information

Return to the Login Page to enter your information



Author Main Menu Overview

Once logged in, author will view the main menu below

The New Submissions area shows the status of new manuscripts

The Revisions area shows the status of manuscripts being revised

The Completed area shows the number of manuscripts that have completed the review process

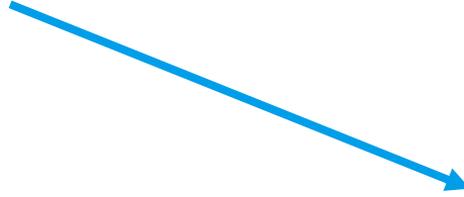
The screenshot displays the SAE International Editorial Manager interface for an author. The browser address bar shows the URL <http://www.editorialmanager.com/saetechpapers/default.aspx>. The page features a blue header with the SAE International logo and the Editorial Manager logo. Navigation links include HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user's role is set to 'Author' and the username field is empty. The main content area is divided into three sections:

- New Submissions:** Includes links for Submit New Manuscript, Submissions Sent Back to Author (0), Incomplete Submissions (0), Submissions Waiting for Author's Approval (0), and Submissions Being Processed (0).
- Revisions:** Includes links for 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), and Declined Revisions (0).
- Completed:** Includes a link for Submissions with a Decision (1).

Blue arrows from the text on the left point to the 'New Submissions', 'Revisions', and 'Completed' sections in the screenshot.

Author Main Menu Overview

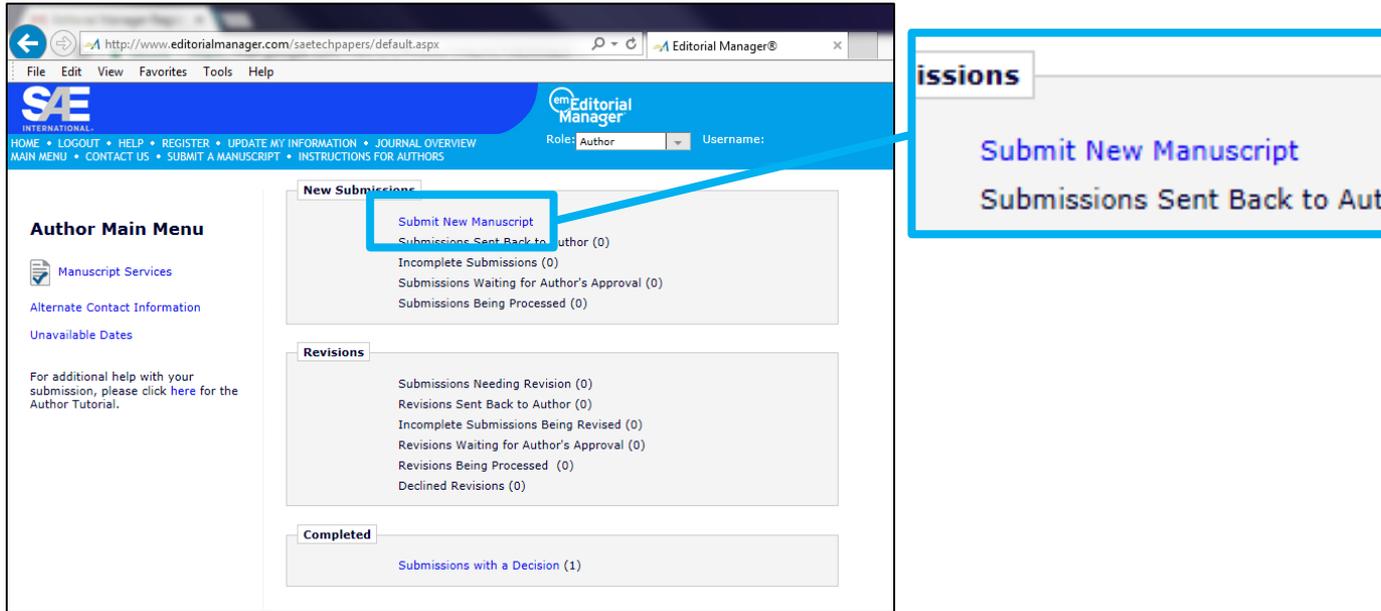
The Top Menu offers site information, navigation and assistance



The screenshot shows the SAE International Author Main Menu. The top navigation bar includes links for HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user is logged in as 'Author'. The main content area is divided into three sections: 'Author Main Menu' with links for Manuscript Services, Alternate Contact Information, and Unavailable Dates; 'New Submissions' with links for Submit New Manuscript, Submissions Sent Back to Author (0), Incomplete Submissions (0), Submissions Waiting for Author's Approval (0), and Submissions Being Processed (0); 'Revisions' with links for 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), and Declined Revisions (0); and 'Completed' with a link for Submissions with a Decision (1).

Submitting a New Manuscript

From Main Menu, click on “Submit New Manuscript”



The screenshot displays the Editorial Manager website interface. The browser address bar shows the URL <http://www.editorialmanager.com/saetechpapers/default.aspx>. The page header includes the SAE International logo and navigation links: HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user's role is set to "Author".

The **Author Main Menu** on the left includes links for Manuscript Services, Alternate Contact Information, and Unavailable Dates. A note provides additional help for submissions.

The main content area is divided into three sections:

- New Submissions:** Contains a link to [Submit New Manuscript](#), and status counts for Submissions Sent Back to Author (0), Incomplete Submissions (0), Submissions Waiting for Author's Approval (0), and Submissions Being Processed (0).
- Revisions:** Contains status counts for 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), and Declined Revisions (0).
- Completed:** Contains a status count for [Submissions with a Decision](#) (1).

A callout box on the right highlights the [Submit New Manuscript](#) link and the [Submissions Sent Back to Author](#) link.

Submitting a New Manuscript

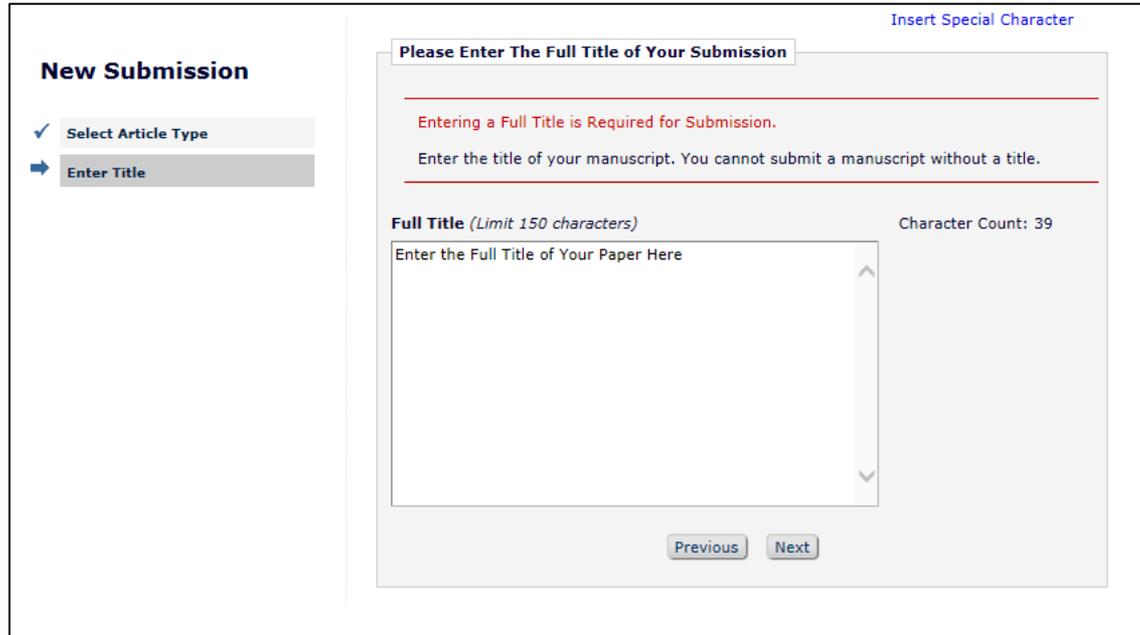
Select “Non-Event Paper” as Article Type from dropdown menu and click on “Next” button



The image shows a two-step process for submitting a manuscript. On the left, a 'New Submission' form has a blue arrow pointing to the 'Select Article Type' button. On the right, a modal window titled 'Please Select an Article Type' contains the instruction 'Choose the article type of your manuscript from the pull-down menu.' Below this, a dropdown menu is set to 'Non-Event Paper', and a 'Next' button is visible at the bottom.

Submitting a New Manuscript

Enter the title (limit 150 characters) of the paper in the text box and click the “Next” button



The screenshot displays the 'New Submission' interface. On the left, a sidebar shows two steps: 'Select Article Type' (completed with a checkmark) and 'Enter Title' (active with a blue arrow). The main content area is titled 'Please Enter The Full Title of Your Submission' and includes a link for 'Insert Special Character'. A red error message states: 'Entering a Full Title is Required for Submission. Enter the title of your manuscript. You cannot submit a manuscript without a title.' Below this, the 'Full Title' field is labeled '(Limit 150 characters)' and has a 'Character Count: 39' indicator. The text box contains the placeholder 'Enter the Full Title of Your Paper Here'. At the bottom, there are 'Previous' and 'Next' navigation buttons.

Submitting a New Manuscript

Add any additional authors by clicking on the “Add Another Author” button below the Current Author List and then click on “Next” button when finished

NOTE: Any author missing required information will have a red exclaim next to their name



The screenshot displays the 'New Submission' sidebar on the left with the following steps: Select Article Type, Enter Title, Add/Edit/Remove Authors (highlighted with a blue arrow), Select Section/Category, Submit Abstract, Select Classifications, Additional Information, Enter Comments, Suggest Reviewers, Select Region of Origin, and Attach Files.

The main window is titled 'Please Add, Edit, or Remove Authors' and contains the following text: 'Please enter the names and information for anyone who contributed to your manuscript. An author has been added, you may reorder the authors by dragging and dropping the author to the correct position in the Current Author List.'

The 'Current Author List' section shows a single author: **Matthew Borst** [Corresponding Author] [First Author] [You] with a red exclamation mark icon next to his name. A blue arrow points to this icon. Below the list is a '+ Add Another Author' button.

At the bottom of the modal window are 'Previous' and 'Next' buttons.

Submitting a New Manuscript

Select the Section/Category the paper topic corresponds with from the dropdown menu and click “Next” button

The screenshot displays the submission interface. On the left, a sidebar titled "New Submission" lists several steps: "Select Article Type", "Enter Title", "Add/Edit/Remove Authors", "Select Section/Category" (highlighted with a blue arrow), "Submit Abstract", "Select Classifications", "Additional Information", "Enter Comments", "Suggest Reviewers", "Select Region of Origin", and "Attach Files".

The main content area is titled "Please Select Section/Category". It contains a red error message: "Selecting a Section/Category is Required for Submission." Below this, it instructs the user: "Select the Section or Category related to your manuscript from the drop-down menu below." A dropdown menu is shown with the text "Please Choose" above it and the selected option "Powertrain / Propulsion: Internal Combustion - Auto / CV" below it. At the bottom of the main area are two buttons: "Previous" and "Next".

Submitting a New Manuscript

Enter the abstract (limit 300 words) of the paper in the text box and click the “Next” button

The screenshot displays the 'New Submission' workflow on the left and the 'Please Enter Abstract' form on the right. The 'Submit Abstract' step is highlighted with a right-pointing arrow. The form includes a red error message, a text area for the abstract, a word count indicator, and 'Previous' and 'Next' navigation buttons.

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ✓ Add/Edit/Remove Authors
- ✓ Select Section/Category
- ➔ **Submit Abstract**
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Select Region of Origin
- Attach Files

Please Enter Abstract [Insert Special Character](#)

Submitting an Abstract is Required for Submission.

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.

Limit 300 words Word Count: 5

Enter the manuscript abstract here.

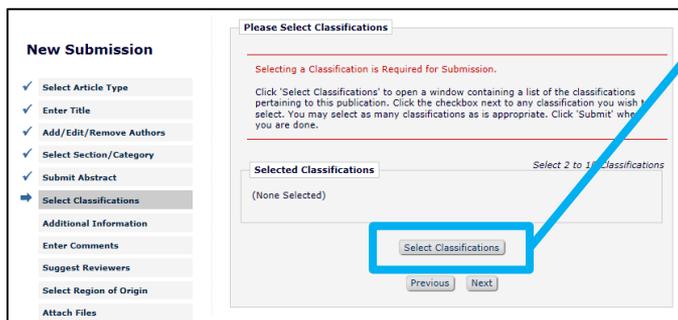
[Previous](#) [Next](#)

Submitting a New Manuscript

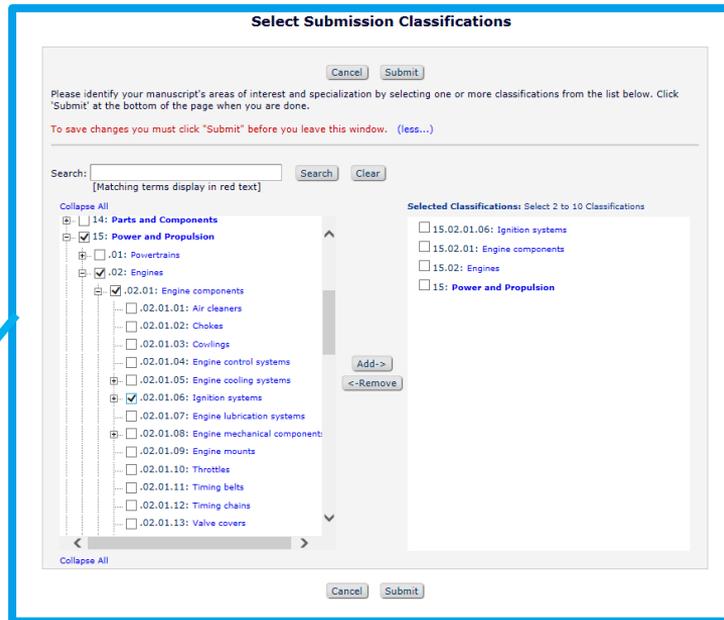
Click “Select Classifications” button to add 2-10 manuscript topic classifications from taxonomy list

Select classifications and click “Add” button, then click “Submit” when finished

Click the “Next” button



The screenshot shows the 'New Submission' form. On the left is a sidebar with various options, including 'Select Classifications' which is highlighted with a blue arrow. The main content area is titled 'Please Select Classifications' and contains instructions: 'Selecting a Classification is Required for Submission. Click "Select Classifications" to open a window containing a list of the classifications pertaining to this publication. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click "Submit" when you are done.' Below the instructions is a 'Selected Classifications' section showing '(None Selected)' and a 'Select Classifications' button highlighted with a blue box. At the bottom are 'Previous' and 'Next' buttons.



The screenshot shows the 'Select Submission Classifications' dialog box. It has a title bar with 'Cancel' and 'Submit' buttons. Below the title bar is a search bar with a search button and a clear button. The main area is divided into two columns. The left column is titled 'Collapse All' and contains a list of classifications with checkboxes. The right column is titled 'Selected Classifications: Select 2 to 10 Classifications' and contains a list of selected classifications with checkboxes. At the bottom are 'Add->' and '<-Remove' buttons. The dialog box is highlighted with a blue border.

Submitting a New Manuscript

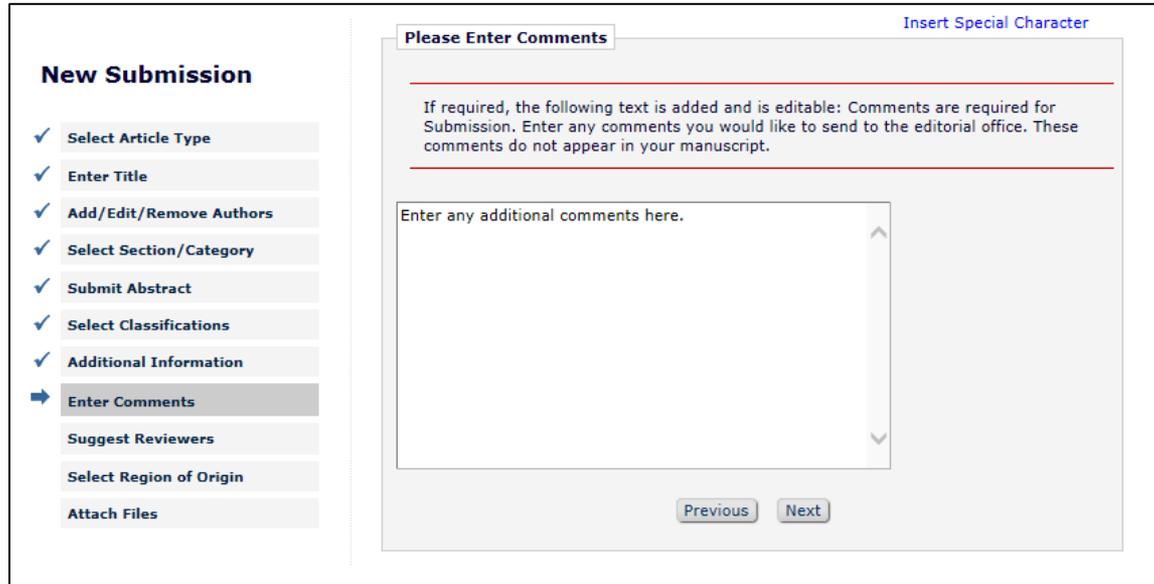
Answer required Additional Information questions and click “Next” button

The screenshot displays the SAE International Editorial Manager submission interface. The top navigation bar includes the SAE logo, 'Editorial Manager', and user information (Role: Author, Username: Matt_Borst_SAE). A menu on the left lists submission steps, with 'Additional Information' selected. The main content area is titled 'Please Enter the Following' and contains several required questions:

- Additional Information is Required for Submission.** Please respond to the questions/statements below.
- Please confirm you have approval from all Co-authors to submit this manuscript?
Answer Required: Yes (dropdown menu)
- Have you submitted this paper to another publication with SAE or elsewhere?
Answer Required: Please select a response, Yes, No
- If applicable, please enter the date you submitted the paper to another publication.
[Date input field]
- Please indicate the SAE International Customer Number for the submitting author.
Instructions: Character Count: 8
Answer Required: 12345678 Limit 15 characters
- Please add customer numbers for all authors, in which you would like them to appear on the paper.
Instructions: Character Count: 0
[Text input field] Limit 200 characters
- For the purpose of a blinded review, please ensure that all contact and identifying information is removed from your manuscript prior to submission your paper, including

Submitting a New Manuscript

Enter any additional comments for the editorial staff here (optional) and click “Next” button



The screenshot displays a web interface for submitting a new manuscript. On the left, a sidebar titled "New Submission" contains a list of steps: "Select Article Type", "Enter Title", "Add/Edit/Remove Authors", "Select Section/Category", "Submit Abstract", "Select Classifications", "Additional Information", "Enter Comments" (highlighted with a blue arrow), "Suggest Reviewers", "Select Region of Origin", and "Attach Files". The main content area is titled "Please Enter Comments" and includes a link for "Insert Special Character". Below the title, a red horizontal line is followed by the text: "If required, the following text is added and is editable: Comments are required for Submission. Enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript." Another red horizontal line is below this text. A large text input field with a vertical scrollbar contains the placeholder text "Enter any additional comments here.". At the bottom of the main area are two buttons: "Previous" and "Next".

Submitting a New Manuscript

Add any suggested reviewers for the editor to invite (optional) by clicking on “Add Suggested Reviewer” button below Current Suggested Reviewers List
Click “Next” button

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ✓ Add/Edit/Remove Authors
- ✓ Select Section/Category
- ✓ Submit Abstract
- ✓ Select Classifications
- ✓ Additional Information
- ✓ Enter Comments
- ➔ **Suggest Reviewers**
- Select Region of Origin
- Attach Files

Suggest Reviewers

Please suggest potential reviewers for this submission.

Use the fields below to give us contact information for each suggested reviewer, and please provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

A * indicates a required field.

Current Suggested Reviewers List + Add Suggested Reviewer

There are currently no Suggested Reviewers in the list.

+ Add Suggested Reviewer

Previous Next

Enter Suggested Reviewer Details

Insert Special Characters

Given/First Name *

Middle Name

Family/Last Name *

Degree

Position *

Institution *

Department

E-mail *

Reason

Submitting a New Manuscript

Select Region of Origin of author(s) from dropdown menu and click “Next” button

The image shows a screenshot of the SAE International submission process. On the left is a sidebar titled "New Submission" with a list of steps, each with a checkmark or arrow icon. The steps are: Select Article Type, Enter Title, Add/Edit/Remove Authors, Select Section/Category, Submit Abstract, Select Classifications, Additional Information, Enter Comments, Suggest Reviewers, Select Region of Origin (highlighted with a blue arrow), and Attach Files. On the right is a form titled "Please Select Region of Origin". The form contains the instruction "Select the Region of Origin related to your manuscript from the drop-down menu below." and a dropdown menu with "UNITED STATES" selected. Below the dropdown are "Previous" and "Next" buttons.

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ✓ Add/Edit/Remove Authors
- ✓ Select Section/Category
- ✓ Submit Abstract
- ✓ Select Classifications
- ✓ Additional Information
- ✓ Enter Comments
- ✓ Suggest Reviewers
- ➔ Select Region of Origin
- Attach Files

Please Select Region of Origin

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

Please Choose

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

Submitting a New Manuscript

Upload manuscript, figure, or table files by selecting Item Type from top dropdown menu and then clicking “Choose Files” button

Click “Next” button when all files are uploaded

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ✓ Add/Edit/Remove Authors
- ✓ Select Section/Category
- ✓ Submit Abstract
- ✓ Select Classifications
- ✓ Additional Information
- ✓ Enter Comments
- ✓ Suggest Reviewers
- ✓ Select Region of Origin
- ➔ **Attach Files**

Please Attach Files [Insert Special Character](#)

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

Item: *Manuscript

Enter a **Description** and then either choose files or drag and drop files.

Description:

Choose Files or Drag & Drop Files Here



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 can re-order the items and click the 'Update File Order' button to effect the change.

[Check All](#) [Clear All](#)

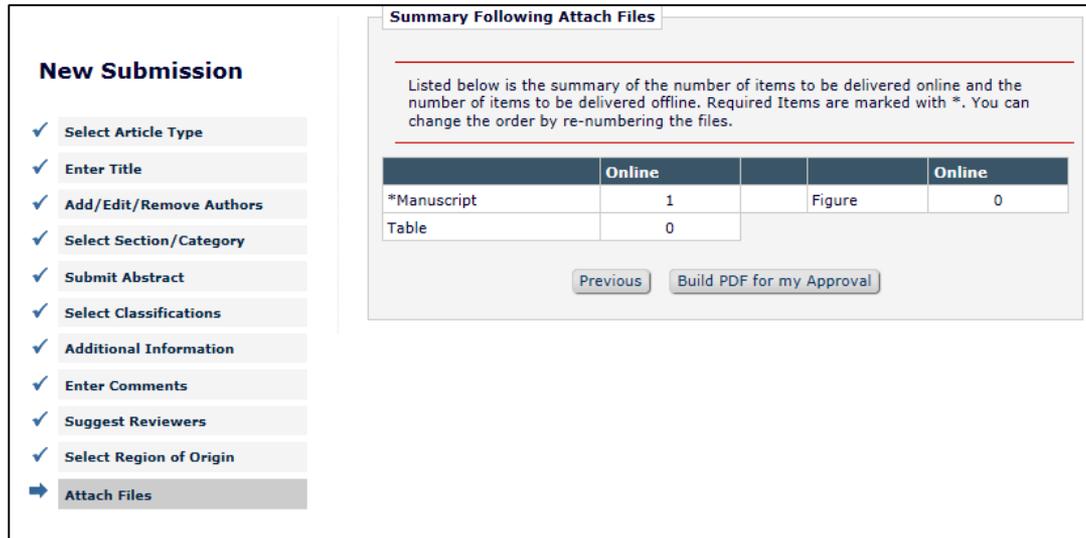
Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript	<input type="text" value="Manuscript"/>	filename-1.pdf	191.5 KB	11/09/2017	Download	<input type="checkbox"/>

Update File Order Remove

[Check All](#) [Clear All](#)

Previous Next

Review Summary of Attached Files and click “Build PDF for my Approval” button



New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ✓ Add/Edit/Remove Authors
- ✓ Select Section/Category
- ✓ Submit Abstract
- ✓ Select Classifications
- ✓ Additional Information
- ✓ Enter Comments
- ✓ Suggest Reviewers
- ✓ Select Region of Origin
- ➔ **Attach Files**

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

	Online		Offline	Online
*Manuscript	1		Figure	0
Table	0			

[Previous](#) [Build PDF for my Approval](#)

Submitting a New Manuscript

Editorial Manager is now compiling the documents and building your PDF manuscript for submission

You will receive an email when the PDF is built and ready for viewing / approval.

Click “Submissions Waiting for Author’s Approval” link in Editorial Manager or link in email

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Editorial Manager is taking the files 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 and approve your submission. Please read the instructions below.

On the *Submissions Waiting for Author's Approval* page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

[Submissions Waiting for Author's Approval](#)
[Back to Main Menu](#)

Submitting a New Manuscript

Click “View Submission” link to view compiled PDF

When ready, click “I Accept” box and then “Approve Submission” link

Submissions Waiting for Approval by Author Matthew Borst

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.

The 'Edit Submission' link allows 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.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

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

Action ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼	This column header can be customized with links to outside websites e.g. ethical rules etc.
View Submission Edit Submission Approve Submission Remove Submission Correspondence Send E-mail	Enter the Full Title of Your Paper Here	11/09/2017	11/09/2017	Needs Approval	<input checked="" type="checkbox"/> I accept

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

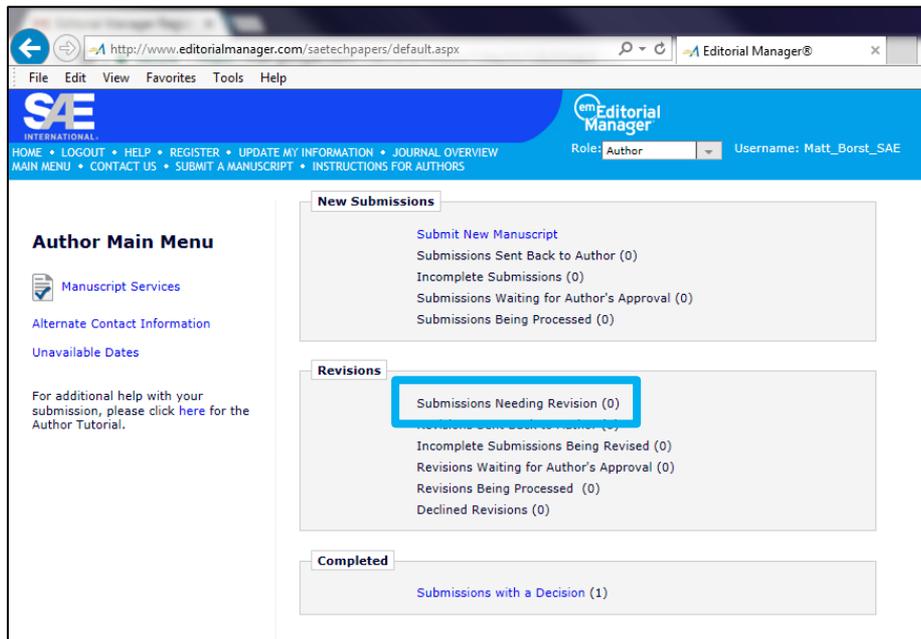
[<< Author Main Menu](#)

You should use the free Adobe Reader 10 or later for best PDF Viewing results.



Submitting a Revised Manuscript

When manuscript submission is returned for revision, click “Submissions Needing Revision” link



The screenshot shows the Editorial Manager website interface. The browser address bar displays <http://www.editorialmanager.com/saetechpapers/default.aspx>. The page header includes the SAE International logo and the Editorial Manager logo. The user's role is set to 'Author' and the username is 'Matt_Borst_SAE'. The main content area is divided into three sections: 'New Submissions', 'Revisions', and 'Completed'. The 'Revisions' section contains a link for 'Submissions Needing Revision (0)', which is highlighted with a red rectangular box. Other links in the 'Revisions' section include 'Incomplete Submissions Being Revised (0)', 'Revisions Waiting for Author's Approval (0)', 'Revisions Being Processed (0)', and 'Declined Revisions (0)'. The 'Completed' section shows a link for 'Submissions with a Decision (1)'. The 'Author Main Menu' on the left side includes links for 'Manuscript Services', 'Alternate Contact Information', and 'Unavailable Dates'. A note at the bottom of the menu provides additional help with submission.

Submitting a Revised Manuscript

It is not necessary to re-enter submission information during revision phase. Click on “Attach Files” page on left column.

Upload revised manuscript, figure, or table files by selecting Item Type from top dropdown menu and then clicking “Choose Files” button

Click “Next” button when all files are uploaded

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ✓ Add/Edit/Remove Authors
- ✓ Select Section/Category
- ✓ Submit Abstract
- ✓ Select Classifications
- ✓ Additional Information
- ✓ Enter Comments
- ✓ Suggest Reviewers
- ✓ Select Region of Origin
- ➔ **Attach Files**

Please Attach Files [Insert Special Character](#)

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

Item: *Manuscript

Enter a **Description** and then either choose files or drag and drop files.

Description: Manuscript

[Choose Files](#) or Drag & Drop Files Here

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 can re-order the items and click the 'Update File Order' button to effect the change.

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript	Manuscript	filename-1.pdf	191.5 KB	11/09/2017	Download	<input type="checkbox"/>

[Update File Order](#) [Remove](#)

[Check All](#) [Clear All](#)

Submitting a Revised Manuscript

Review Summary of Attached Files and click “Build PDF for my Approval” button

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ✓ Add/Edit/Remove Authors
- ✓ Select Section/Category
- ✓ Submit Abstract
- ✓ Select Classifications
- ✓ Additional Information
- ✓ Enter Comments
- ✓ Suggest Reviewers
- ✓ Select Region of Origin
- ➔ **Attach Files**

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

	Online		Online
*Manuscript	1	Figure	0
Table	0		

[Previous](#) [Build PDF for my Approval](#)

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Editorial Manager is now compiling the documents and building your PDF manuscript for submission

You will receive an email when the PDF is built and ready for viewing / approval.

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