SAE INTERNATIONAL

# EDITORIAL MANAGER AUTHOR GUIDE

## Submitting Technical Papers in Editorial Manager

09.11.2017

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# AGENDA

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



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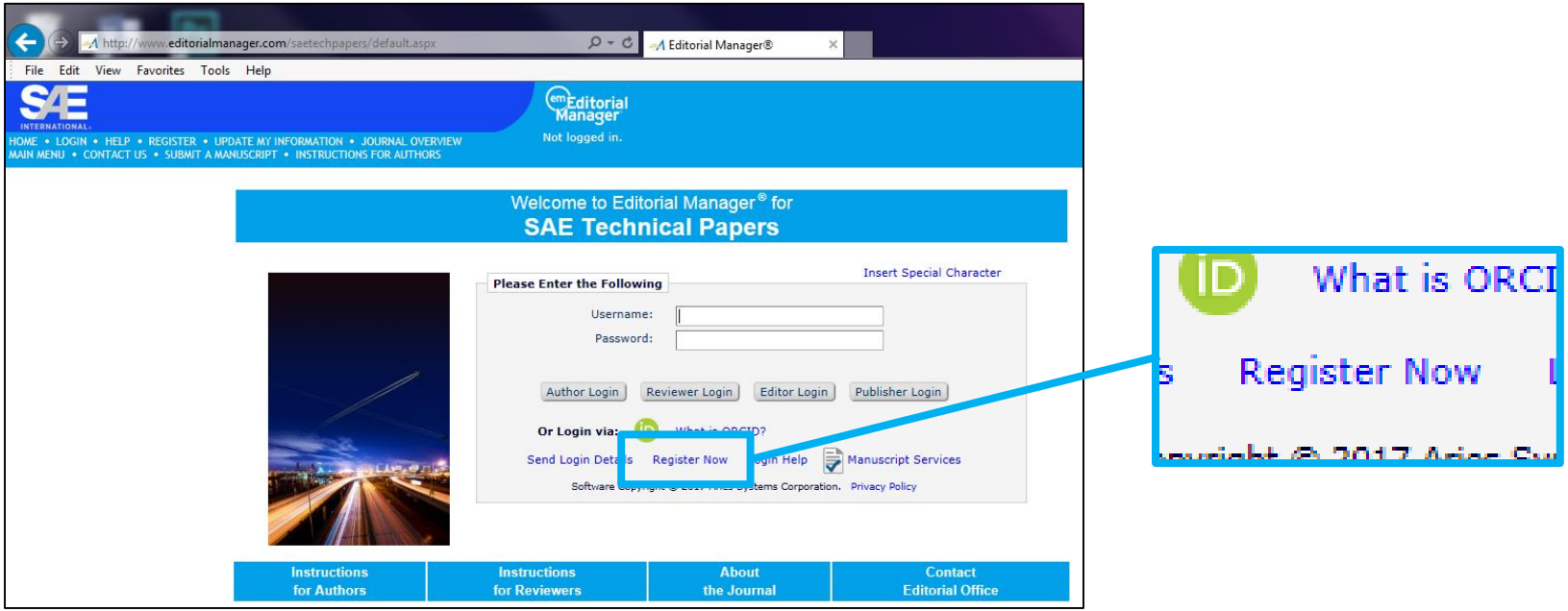
# User Registration

**Go to Website: [http://www.editorialmanager.com/saetechpapers/default.aspx](http://www.editorialmanager.com/saetechpapers/default.aspx)**

**Click on “Register Now” button**









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# User Registration

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

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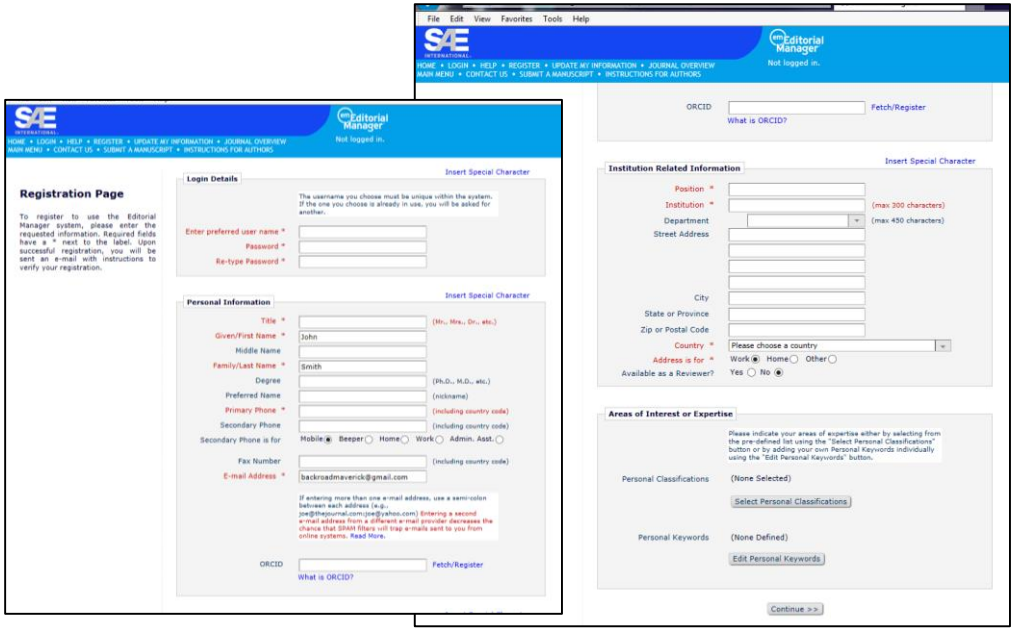
# User Registration

**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.**



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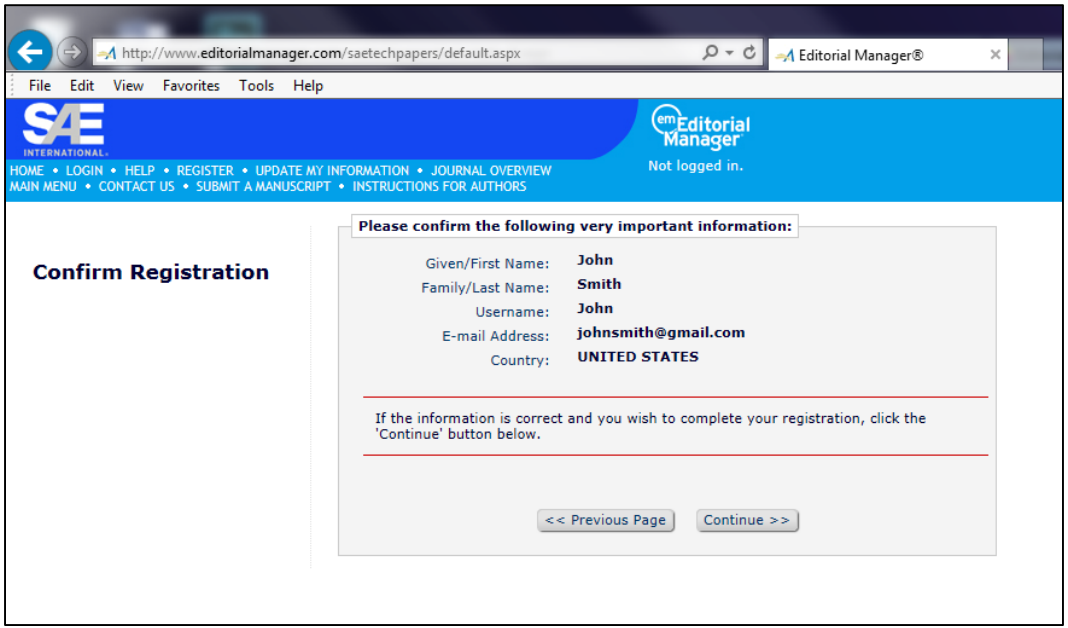
# User Registration

## Confirm Registration Information and click “Continue” button



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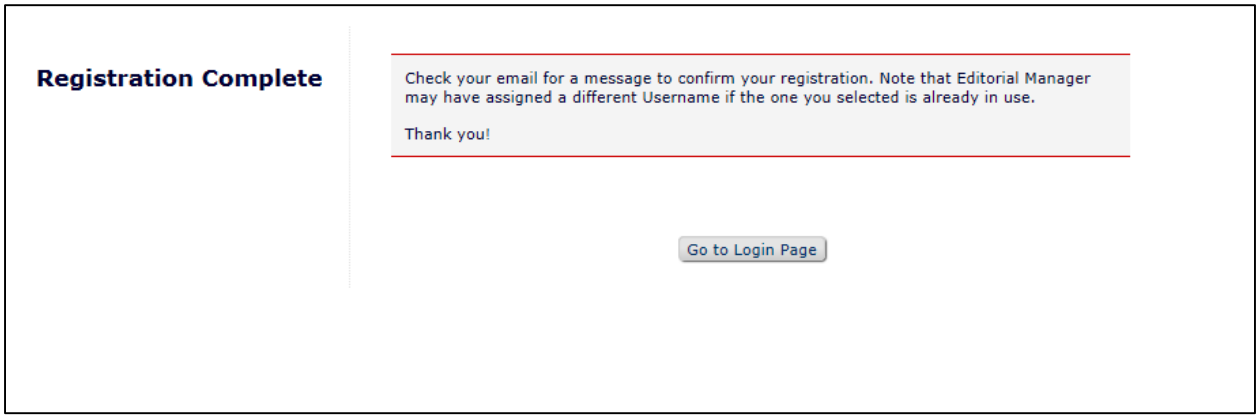
# User Registration

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

**Return to the Login Page to enter your information**



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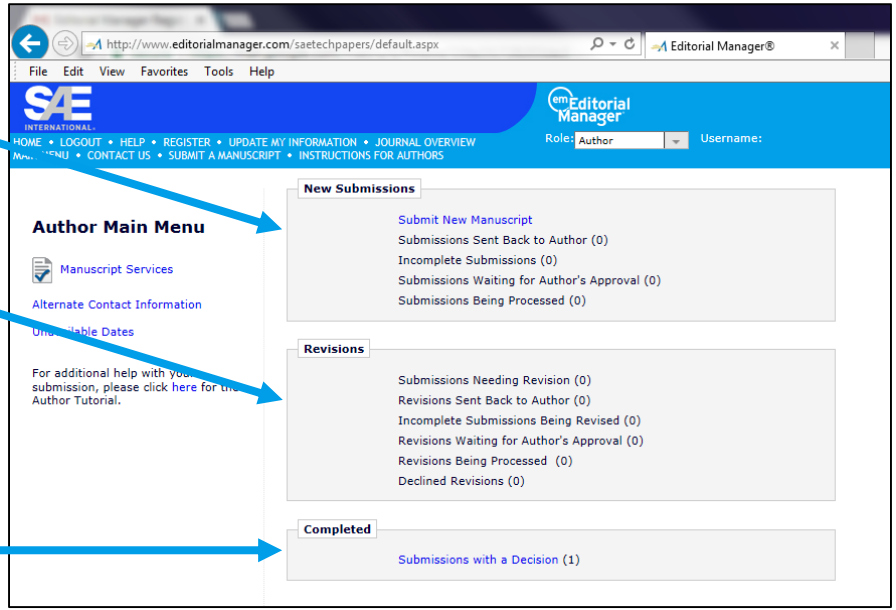
# Author Main Menu Overview

**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**



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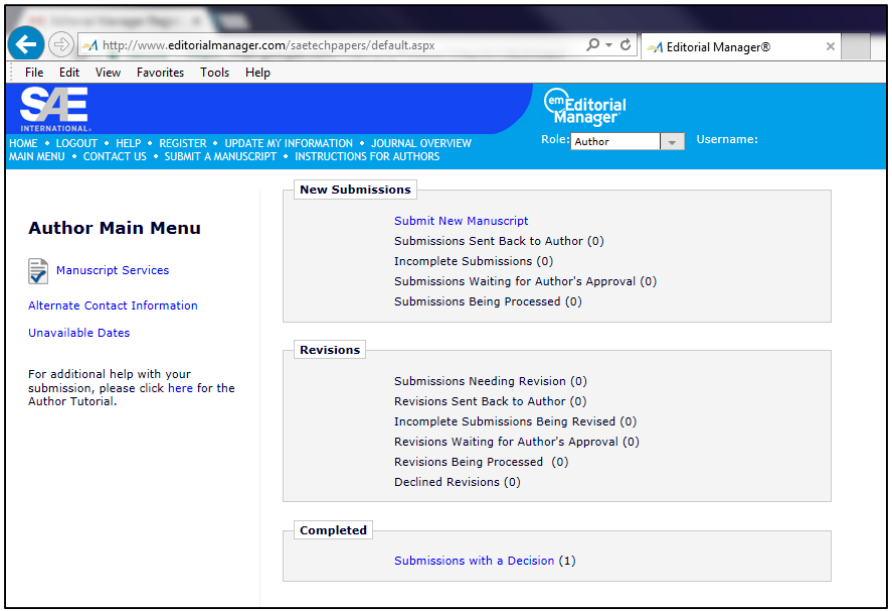
# Author Main Menu Overview

## The Top Menu offers site information, navigation and assistance



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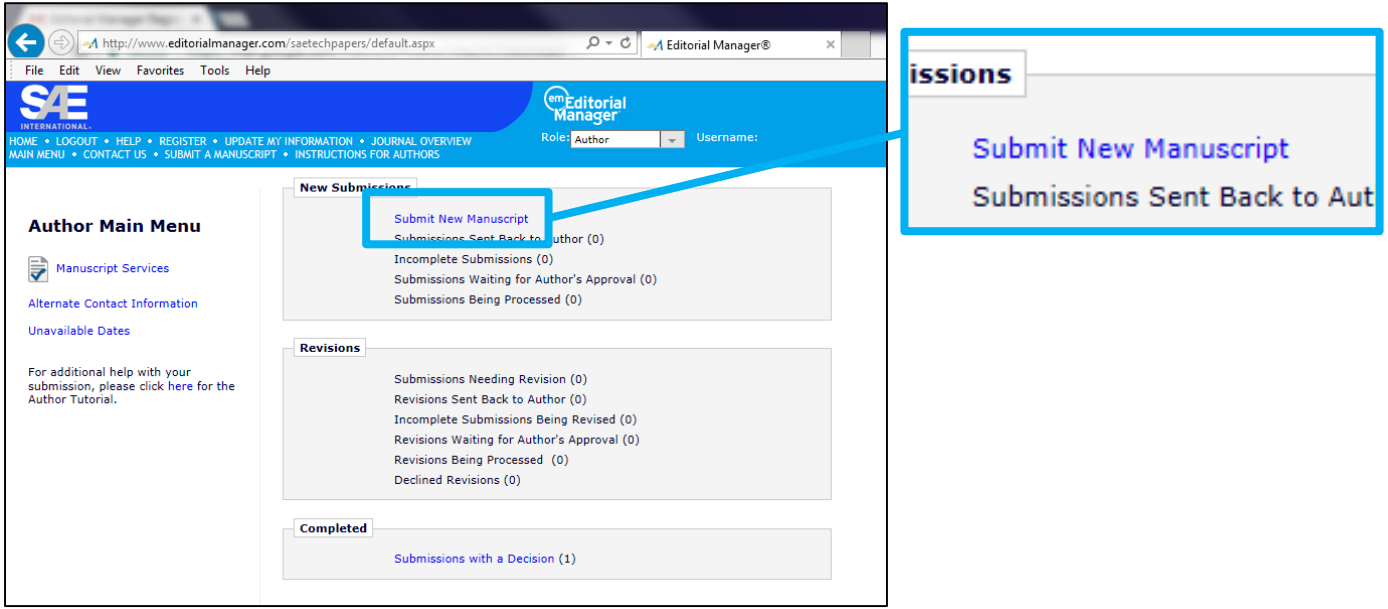
# Submitting a New Manuscript

## From Main Menu, click on “Submit New Manuscript”



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# Submitting a New Manuscript

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

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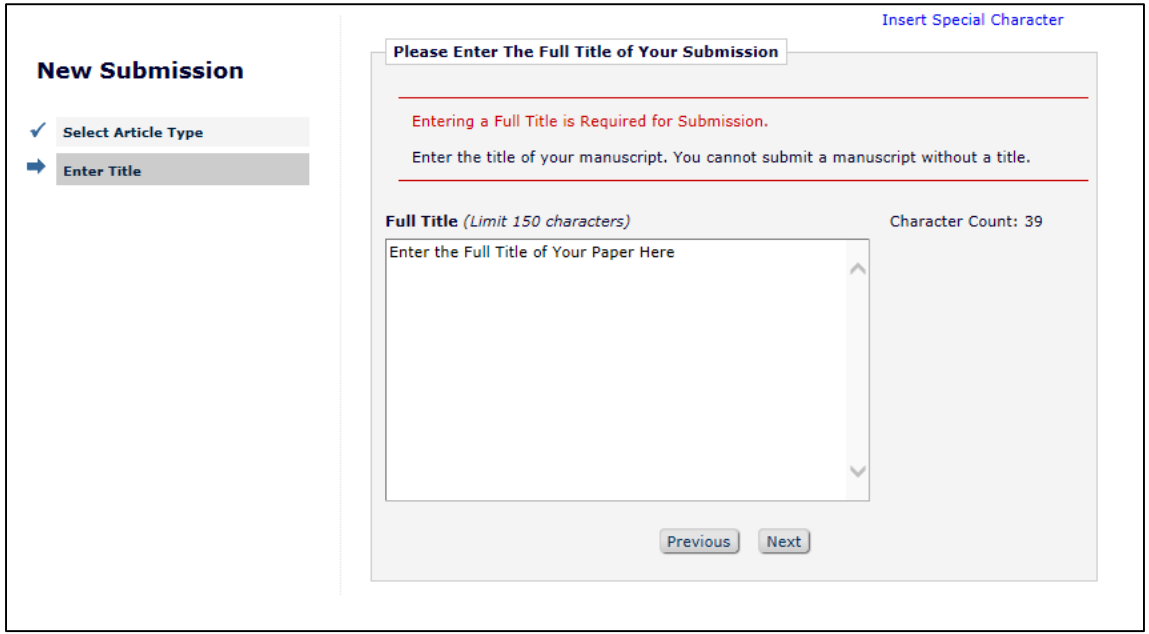
# Submitting a New Manuscript

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



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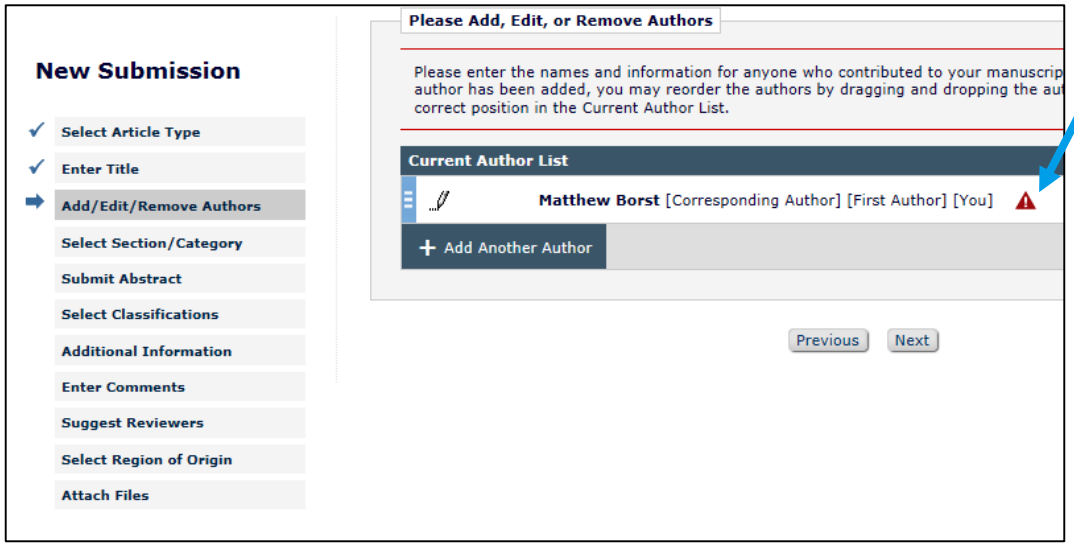
# Submitting a New Manuscript

**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**



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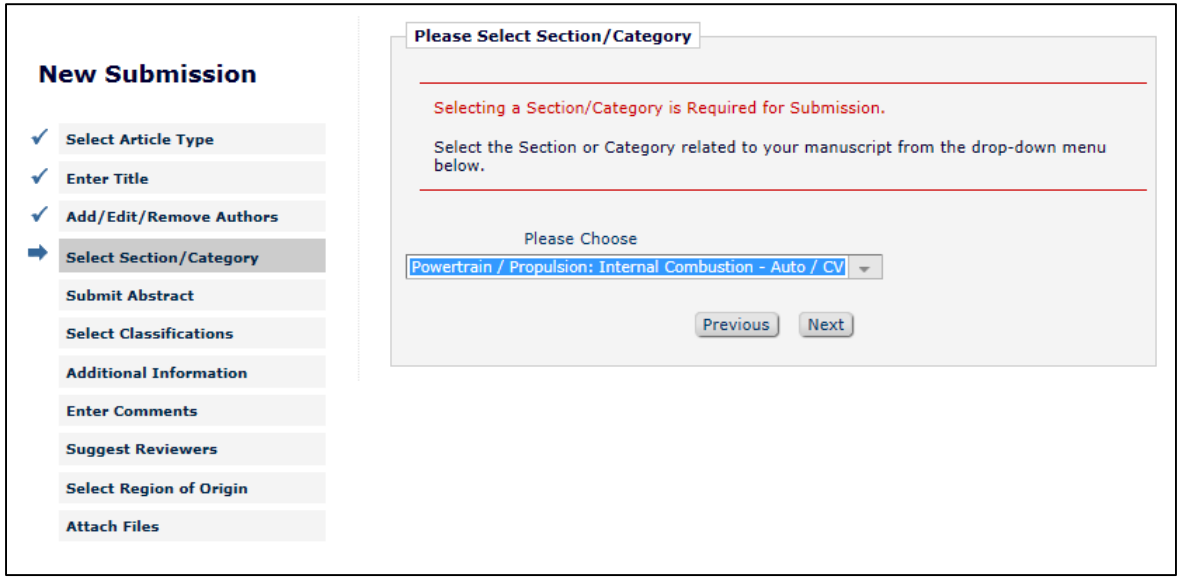
# Submitting a New Manuscript

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



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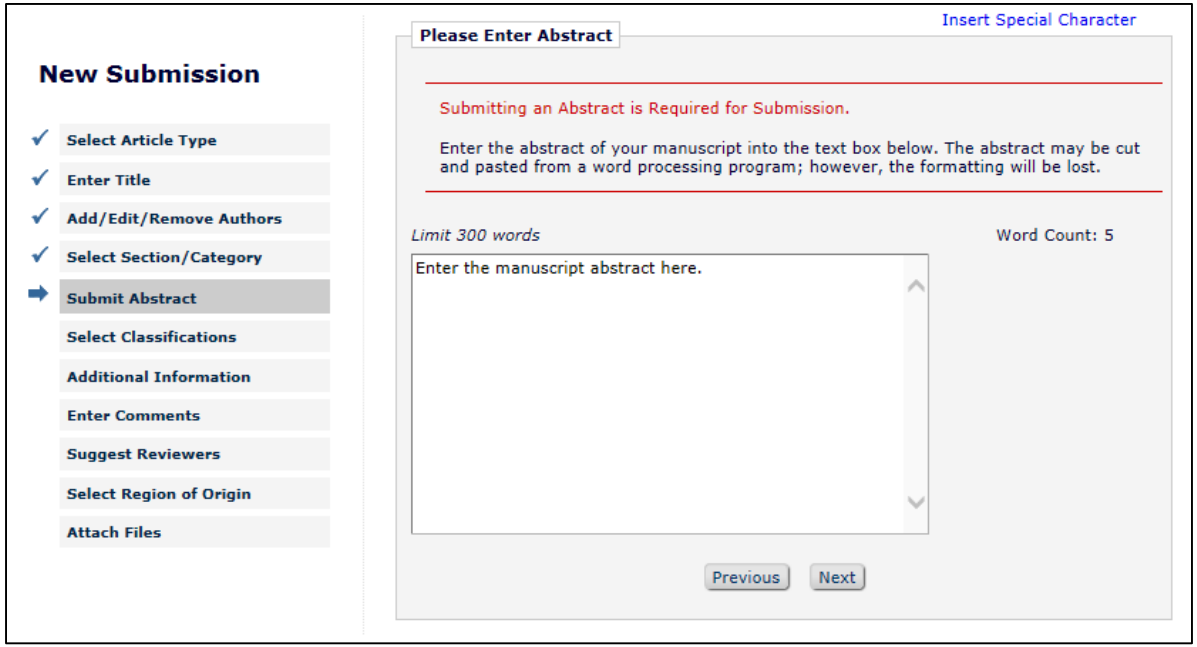
# Submitting a New Manuscript

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



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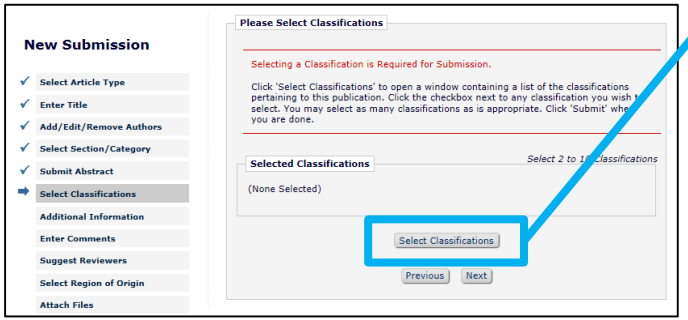
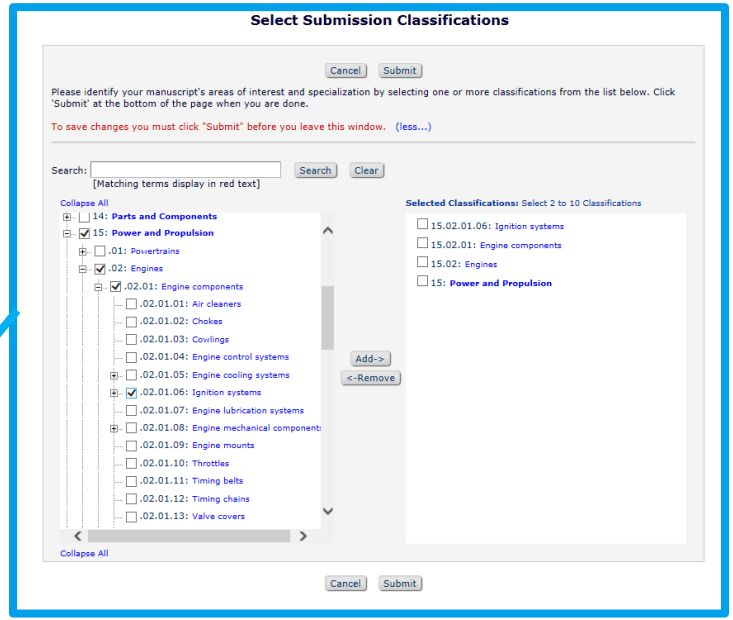
# Submitting a New Manuscript

**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**



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# Submitting a New Manuscript

## Answer required Additional Information questions and click “Next” button

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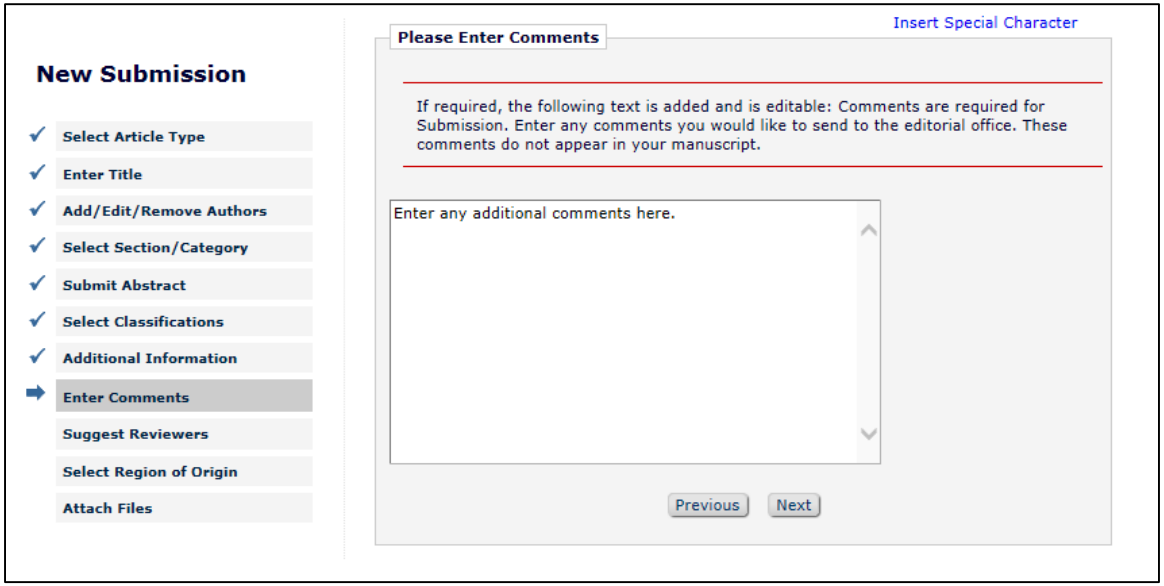
# Submitting a New Manuscript

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



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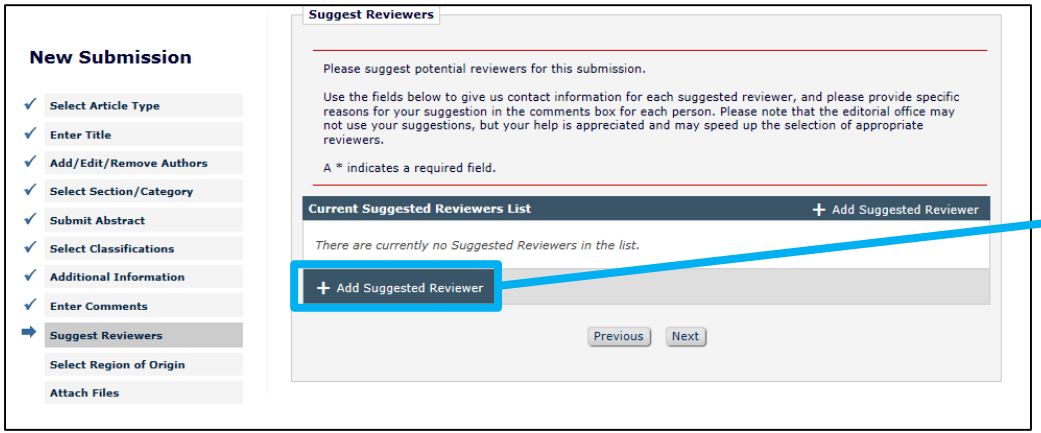
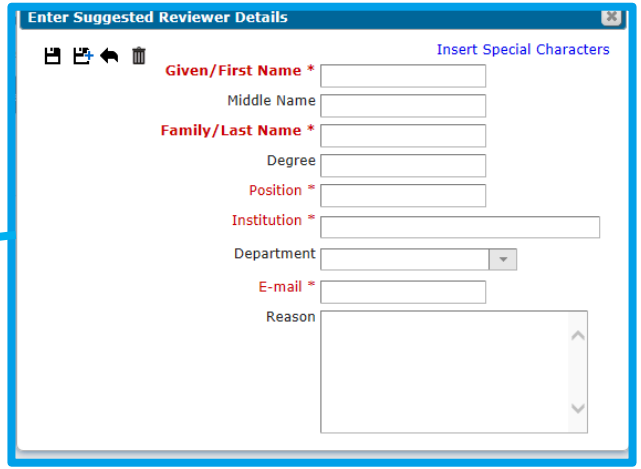
# Submitting a New Manuscript

**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**



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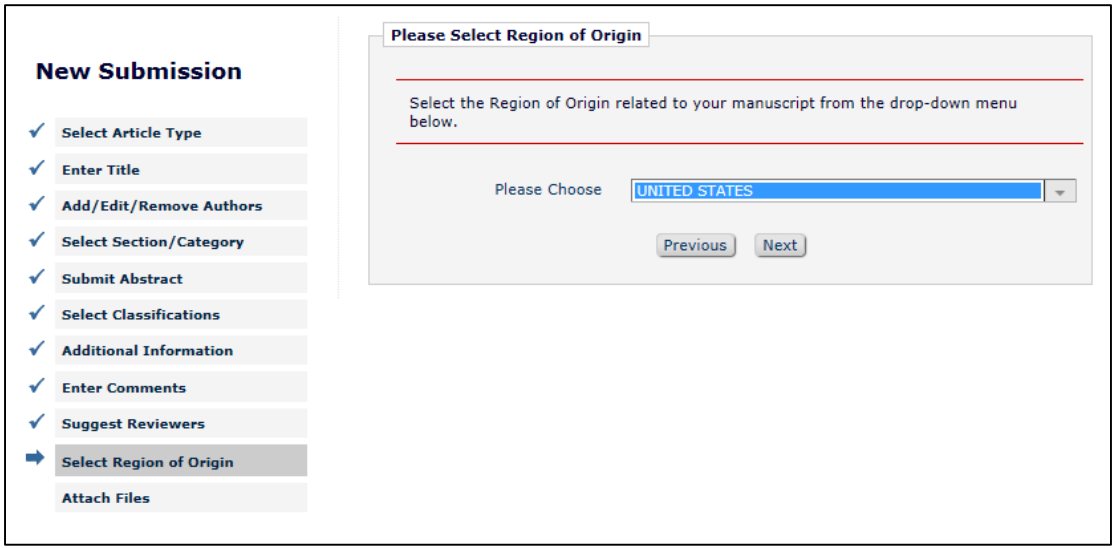
# Submitting a New Manuscript

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



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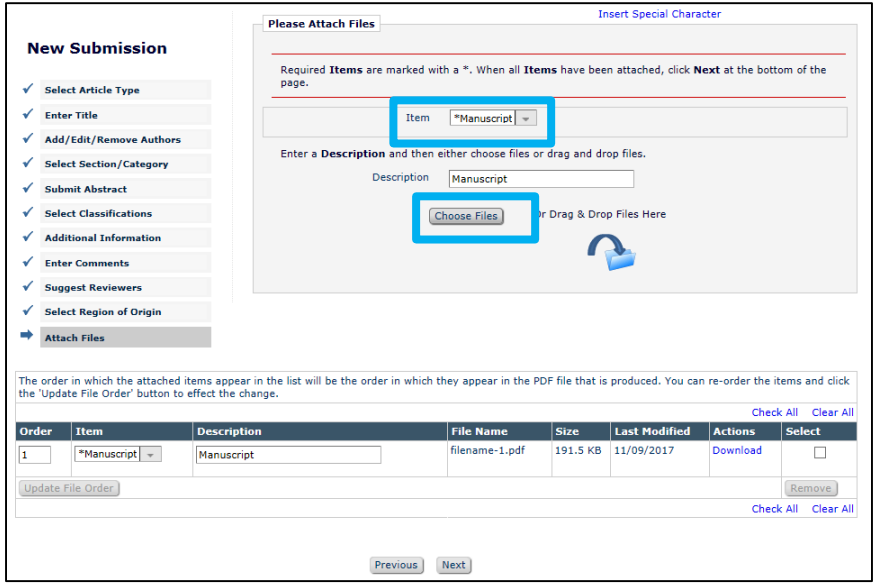
# Submitting a New Manuscript

**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**



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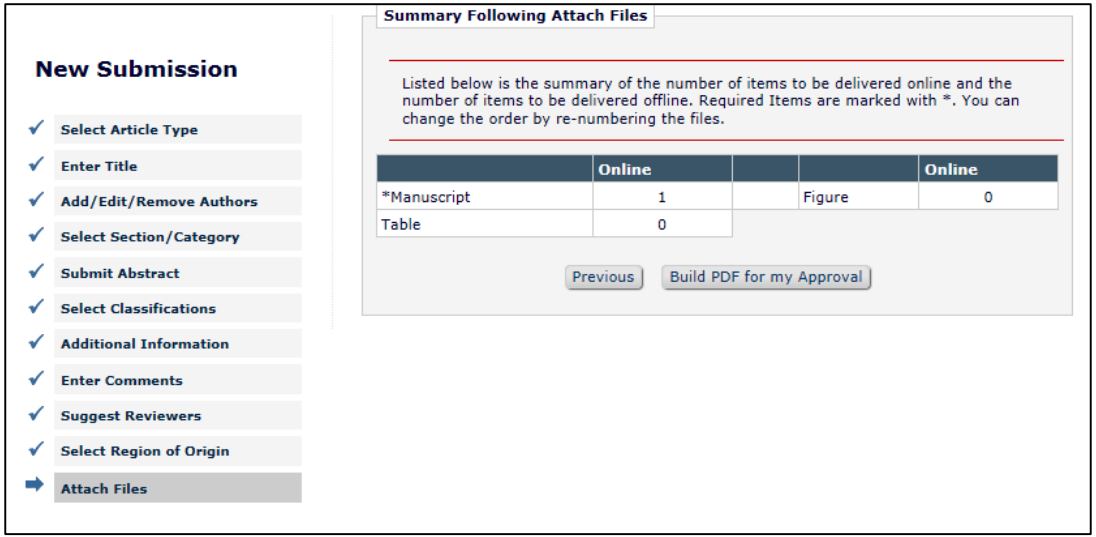
## Review Summary of Attached Files and click “Build PDF for my Approval” button



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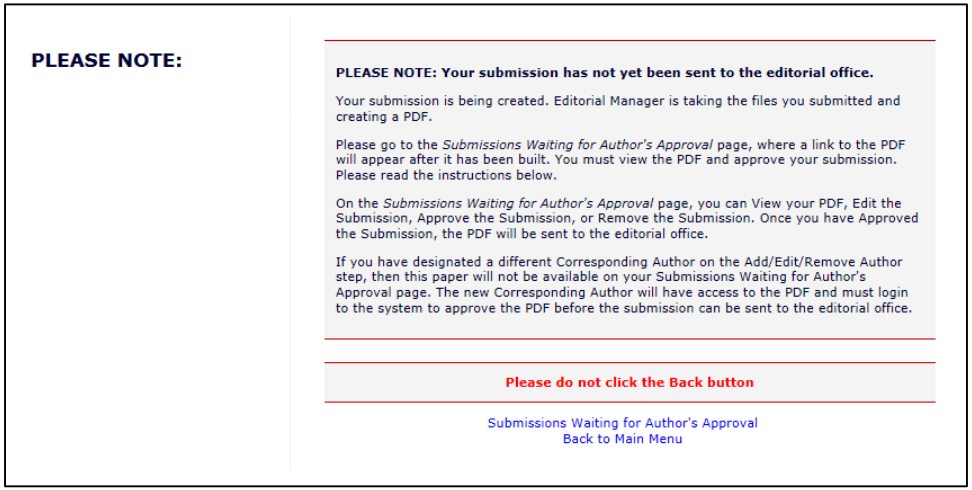
# Submitting a New Manuscript

**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**



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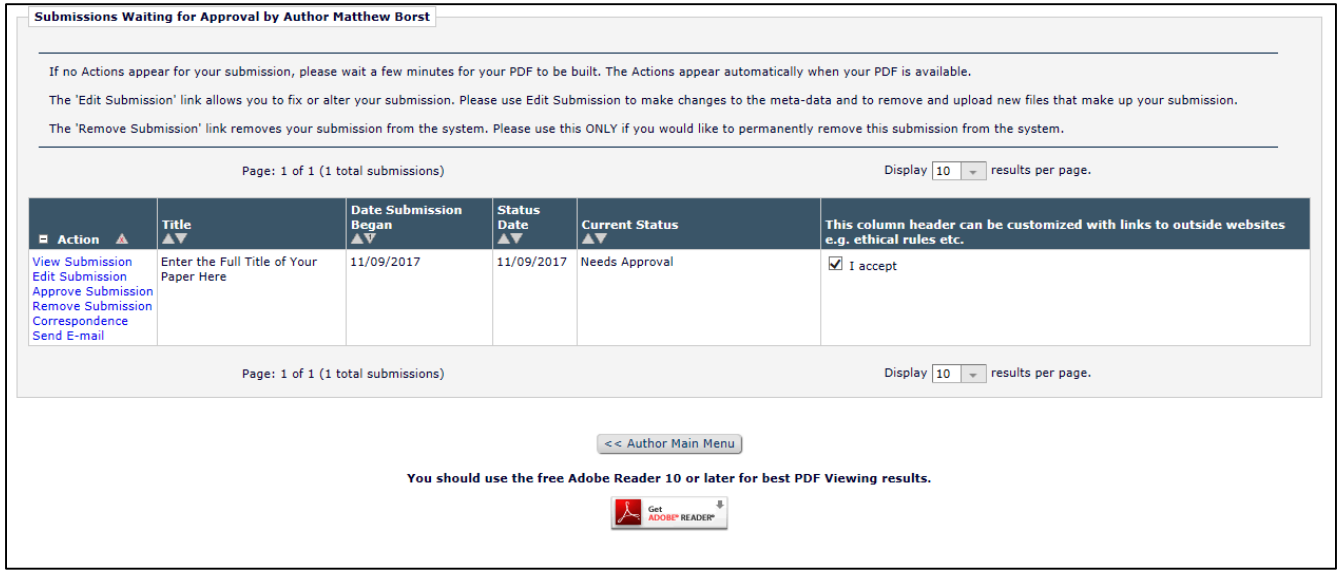
# Submitting a New Manuscript

**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<br>Edit Submission<br>Approve Submission<br>Remove Submission<br>Correspondence<br>Send E-mail | Enter the Full Title of Your Paper Here | 11/09/2017 | 11/09/2017 | Needs Approval | ☑ I accept |

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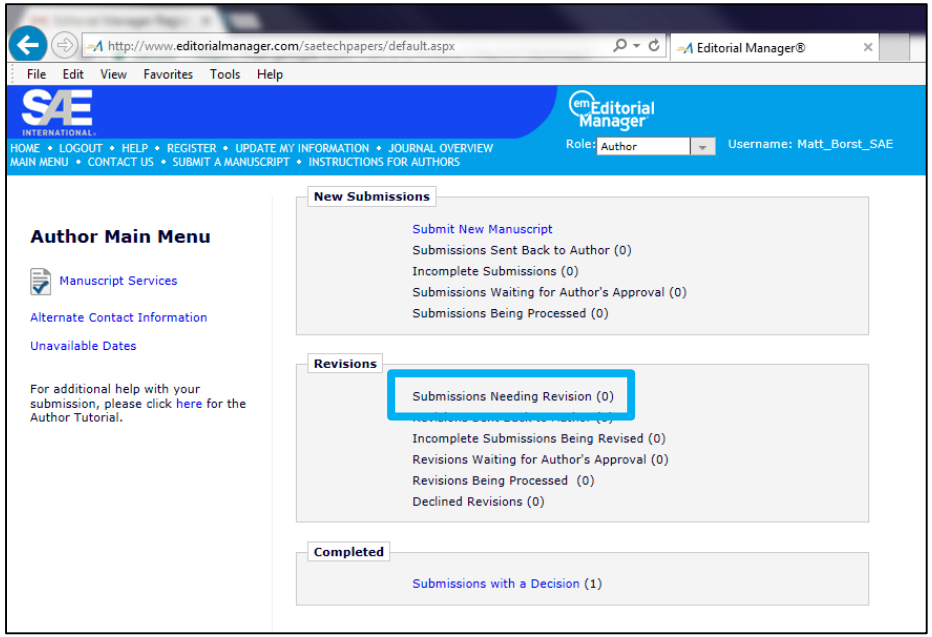
# Submitting a Revised Manuscript

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



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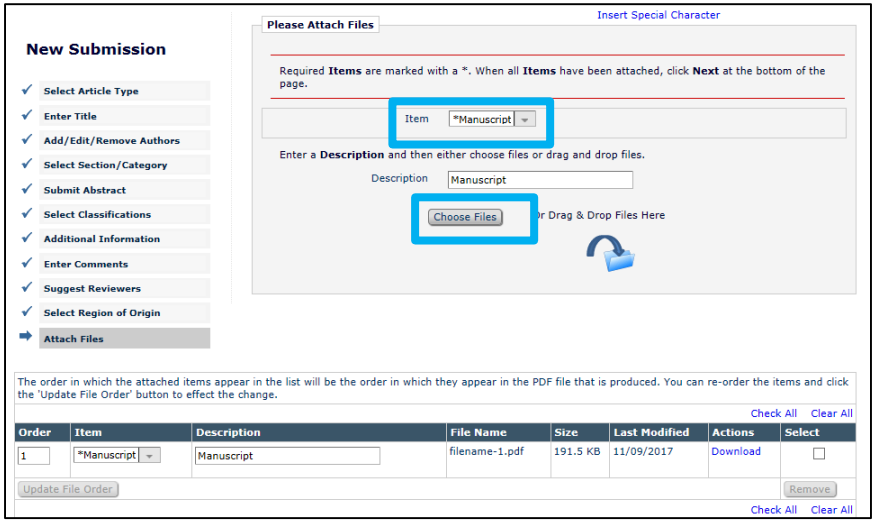
# Submitting a Revised Manuscript

**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**



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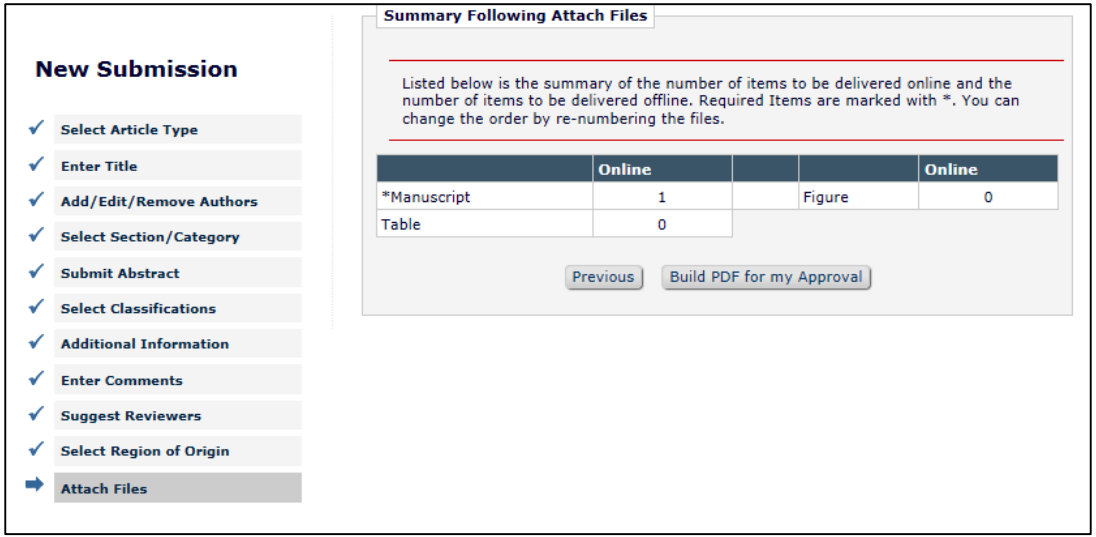
# Submitting a Revised Manuscript

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





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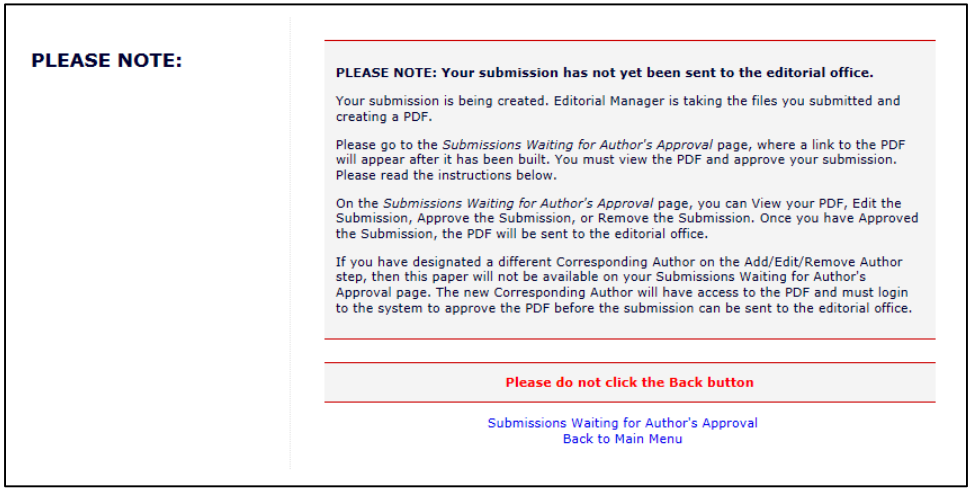
**You will receive an email when the PDF is built and ready for viewing / approval.**

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



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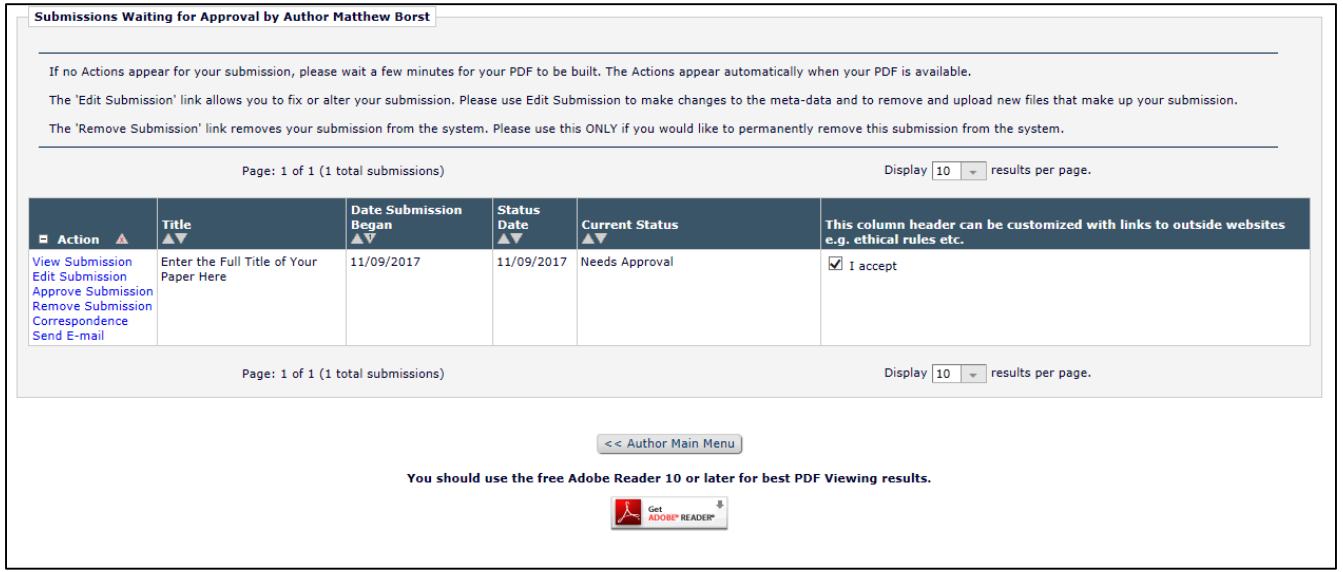

**Submissions Waiting for Approval by Author Matthew Borst**

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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<br>Edit Submission<br>Approve Submission<br>Remove Submission<br>Correspondence<br>Send E-mail | Enter the Full Title of Your Paper Here | 11/09/2017 | 11/09/2017 | Needs Approval | ☑ I accept |

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

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