

SCHOLAR ONE AUTHOR QUICK GUIDE

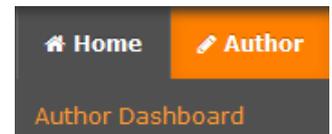
DE GRUYTER

How to submit your manuscript

1. Start a new submission
2. Submit a revision or resubmission
3. Submit an invited article
4. Unsubmitted and Manuscripts in Draft
5. E-mails

1. To submit your manuscript enter your *Author Dashboard* at top-level navigation “Author”

- Click ‘Start New Submission’ in (▶ Author Dashboard), then ‘Begin Submission’ on the right hand side.
- Start **step 1** by choosing a manuscript type.
- The system guides you through journal and manuscript type-specific number of steps to complete (between 4-7).
- Sections with a **red asterisk** implicate a required entry.
- Click ‘Save & Continue’ at the bottom of each page to complete a step.
- Completed steps will be marked with a **green checkmark**.
- File Upload:
 - Upload one MAIN DOCUMENT only.
 - For any other files select always a **File Designation**.
 - Five files can be uploaded at once.
 - Check journal author guidelines for preferred file formats to deliver.
 - You may use REFERENCE DOCUMENT if you are uploading a PDF version created your own computer (e.g. if you use special characters etc.).
- Review & Submit:
 - Double-check all your entries.
 - HTML and PDF buttons are *for preview only* (‘View Proof’ may be a required action).
- To complete submission, please answer pop-up question with ‘Yes’.



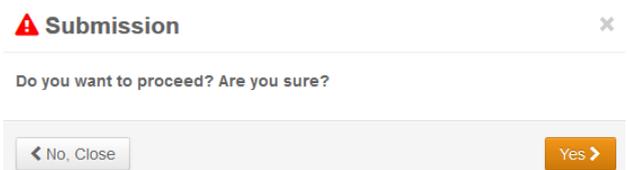
Start New Submission

* Title  Edit



Submission

- ✓ Step 1: Type, Title, & Abstract ▶
- ✓ Step 2: Attributes ▶
- ✓ Step 3: Authors & Institutions ▶
- ✓ Step 4: Reviewers ▶
- Step 5: Details & Comments ▶
- Step 6: File Upload** ▶
- Step 7: Review & Submit ▶



***Forgot Password:** Please enter your e-mail address into the ‘password help function’. You’ll be sent a link to reset your password. If the system cannot locate your e-mail address, please try any alternative address you may have been using in communication with the editorial office.

***Edit Account:** You can edit your account after login (top right, drop down menu with name).

2. To submit a revision or resubmission enter your *Author Dashboard* at top-level navigation “Author”

- Click ‘Manuscripts Awaiting Revision’ in (▶ Author Dashboard), then ‘create a revision’ just right next. For a resubmission click ‘Manuscripts Awaiting Resubmission’.
- Go to ‘File Upload’.
- Remove the elder Main Document (and other elder files, if needed) under ‘Actions’ and upload the latest version.
- Double-check all information in step ‘Review & Submit’.
- ‘View Proof’ if required.
- To complete revision submission, please answer pop-up question with ‘Yes’.

Manuscripts Awaiting Revision

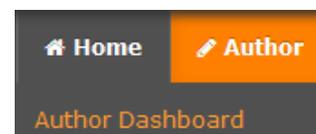
Manuscripts Awaiting Resubmission

Step 5: File Upload

ORDER	ACTIONS
1	Select: Select: Remove
2	Select: Select:

3. To submit an invited article enter your *Author Dashboard* at top-level navigation “Author”

- Click ‘Invited Manuscripts’ in (▶ Author Dashboard), then ‘Continue Submission’ just right next.
- Follow the submission process described under 1.



Invited Manuscripts

4. Unsubmitted and Manuscripts in Draft

- You may save your entries and return any time to your *Author Dashboard* to complete your submission.
- Click ‘Unsubmitted and Manuscripts in Draft’ in (▶ Author Dashboard), then ‘Continue’ just right next.
- If you receive a message that your manuscript has been unsubmitted, proceed the same way.

Unsubmitted and Manuscripts in Draft

5. E-mails

- ScholarOne includes an e-mail system.
- Please allow pop-ups for <https://mc.manuscriptcentral.com> the first time you enter the system.
- Use this e-mail system to get in touch with editorial office or editors.
- If you have any questions go into your Author Dashboard, have a look at your manuscript and click on the underlined (hyperlinked) name displayed.

Submitted Manuscripts

STATUS

ME: [Habermann, Jana](#)

- Under Review

Login problems?

*Please clear your cache and retry (password save functions in browsers may cause this).

*Use password help function: you will be sent a link to set a **new** password.

*Contact ScholarOne-Support@degryter.com if you have technical problems.