

Tutorial For Authors

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Registering

Unless the Journal has registered you with the Elsevier Editorial System, you will need to register before you can proceed. You will be notified by e-mail if the Journal has registered you. Select **REGISTER** on the main menu at the top of the screen.

1. Enter your first name, last name & e-mail address, click OK (fig 1.1)
2. Continue to enter your personal information, required fields are indicated by with an apteryx (*)
3. Enter a ' preferred ' username; this is the username, which will be used to access EES.
4. Confirm that all the information is correct, click continue & you will receive an e-mail with your access details.

The Journal

Contact us Help ? Not logged in.

home | main menu | submit paper | guide for authors | journal info | **register** | log in

Registration

To begin the Registration process, please enter the following information:

[Insert Special Character](#)

First Name Last Name E-mail Address

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 password](#) link below.

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 journal office.

[Forgot your password?](#)

Click Register as above to enter you personal details to gain access to EES. 1.1

Logging In

1. Enter your user name & password (contained in your registration e-mail).
2. You can change the username/password if required, by clicking on the 'Change Details' link.
3. Once your username & password is entered, click '**AUTHOR LOG IN**' (fig 1.2)
4. If you enter incorrect information, an error message will be displayed.

The Journal

home | main menu | submit paper | guide for authors | journal info | register | log in

Contact us ☐ Help ?

Not logged in.

Elsevier Editorial System Log-In

Username:

Password:

[Insert Special Character](#)

[Forget your password?](#) [Not yet registered?](#)

Click Log In as above & then click Author Login to access the Author Main Menu 1.2

Author Main Menu

The Journal

me | [main menu](#) | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#)

Contact us Help ?

Username: manager
Role: Author

Author Main Menu

New Submissions

[Submit New Manuscript](#)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

Submissions Being Processed (0)

Revisions

Submissions Needing Revision (0)

Incomplete Submissions Being Revised (0)

Revisions Waiting for Author's Approval (0)

Revisions Being Processed (0)

Declined Revisions (0)

Decisions

Submissions with a Decision (0)

Click Submit Manuscript as above, to submit a new Manuscript 1.3

The author main menu is the central access point for all author's Submissions.

It displays information on the following

1. New Submissions
2. Submissions under Revision
3. Submissions with a Decision

Submitting a new Manuscript

To submit a new manuscript, click on the **SUBMIT NEW MANUSCRIPT** link from the Author main menu (fig 1.3) . The submission process involves submitting the source files e.g. Manuscript, figures, tables etc. Once these are uploaded, a PDF (Portable Document Format) will be created.

The screenshot shows the 'The Journal' submission interface. At the top, there is a navigation bar with links: home, main menu, submit paper, guide for authors, register, change details, log out. On the right, there are links for 'Contact us' and 'Help', along with the Elsevier logo and user information: 'Username: manager' and 'Role: Author'. The main heading is 'New Manuscript'. On the left side, there is a list of links: 'Frequently Asked Questions', 'Enter Article Title' (which is circled in red), 'Select Article Type', 'Add/Edit/Remove Authors', 'Select Section/Category', 'Submit Abstract', 'Enter Keywords', 'Select Classifications', 'Enter Comments', 'Request Editor', and 'Attach Files'. The main content area displays a red error message: 'Entering an Article Title is Required for Submission.' Below this message is a text input field containing 'Test Paper 1'. A 'Next' button is located at the bottom right of the form.

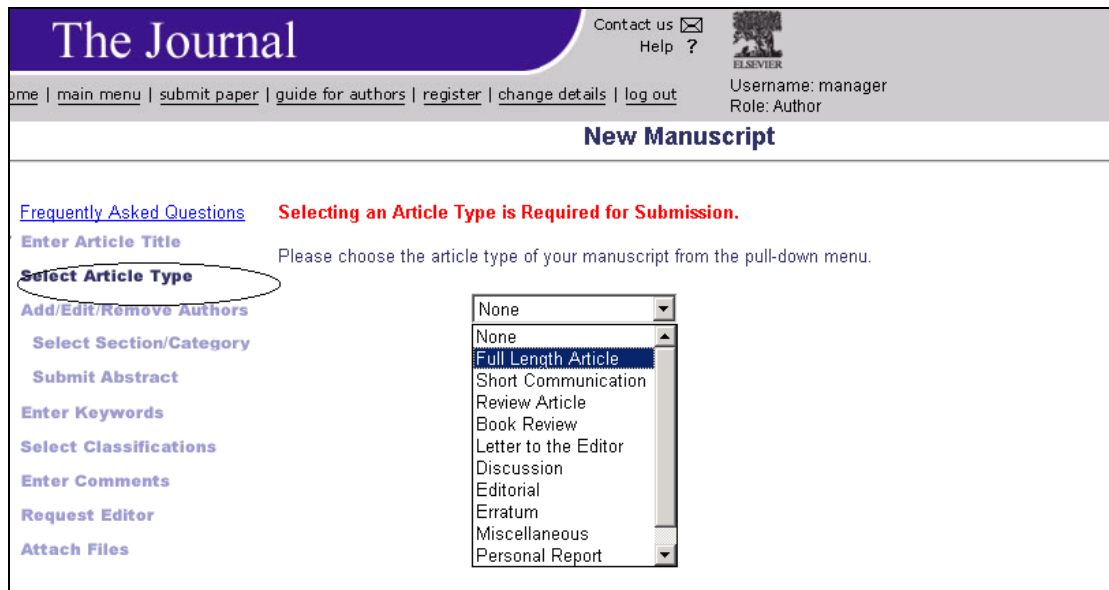
Enter the title of the Manuscript as above, and then click next 1.4

Manuscript Title

Enter the Manuscript title; you may enter a special Character by clicking on the 'Special Character' link e.g. á.



Click next once the title is entered & you will continue though the Submission process.

Article Type



The Journal

Home | main menu | submit paper | guide for authors | register | change details | log out

Contact us  Help ? 

Username: manager
Role: Author

New Manuscript

[Frequently Asked Questions](#) **Selecting an Article Type is Required for Submission.**

Enter Article Title

Select Article Type Please choose the article type of your manuscript from the pull-down menu.

Add/Edit/Remove Authors

Select Section/Category

Submit Abstract

Enter Keywords

Select Classifications

Enter Comments

Request Editor

Attach Files

None

None

Full Length Article

Short Communication

Review Article

Book Review

Letter to the Editor

Discussion

Editorial

Erratum

Miscellaneous

Personal Report

Choose the Article Type from the drop down menu & click next 1.5

The Article type must be chosen by the author (fig 1.5) , the Editor may disagree with the article type chosen by the author, thus this may be changed at a later date. Once the article type is entered, click the Next button to proceed to the next step of the Submission process.

Additional Authors

The Journal

Contact us | Help ?

Username: manager
Role: Author

EES Ver

New Manuscript

[Frequently Asked Questions](#)

Please enter the names of anyone who contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by clicking the arrows. The first author of the manuscript may be indicated.

[Enter Article Title](#)

[Select Article Type](#)

[Add/Edit/Remove Authors](#)

[Enter Keywords](#)

[Select Classifications](#)

[Enter Comments](#)

[Request Editor](#)

[Attach Files](#)

A * indicates the field is required.

Please note that if you change the Corresponding Author, the PDF of the paper will appear in their account for approval not yours. You will need to log in using the new Corresponding Author's username and password in order to complete the submission.

[Insert Special Character](#)

First Name Middle Init. Last Name Academic Degree(s) Affiliation E-mail Address

☐ Please select if this is the corresponding author

Add Author

Authors for This Submission

	First Name	Middle Init.	Last Name	Academic Degree	Affiliation	E-mail Address
First Author			Team	Elsevier		c.fennell@elsevier.com
Corresponding Author						

Previous **Next**

Enter the names of all Contributing Authors 1.6

If you are the sole author of the Manuscript, you are not required to make changes to the above screen, however you may wish to add the Contributing Authors Details if required.

1. Enter the personal details of the Contributing author
2. Click **ADD AUTHOR** (fig 1.6)
3. Continue this process until all authors details are entered
4. Select the appropriate author as the Corresponding Author, however they must be a registered user of EES. You can register on their behalf & they will receive information from EES regarding the submission.
5. Click Next

Keywords

The screenshot shows the 'New Manuscript' submission interface. At the top, the header 'The Journal' is on the left, and navigation links ('Home', 'main menu', 'submit paper', 'guide for authors', 'register', 'change details', 'log out') and user information ('Username: manager', 'Role: Author') are on the right. A sidebar on the left lists submission steps: 'Enter Article Title', 'Select Article Type', 'Add/Edit/Remove Authors', 'Enter Keywords' (highlighted with a red oval), 'Select Classifications', 'Enter Comments', 'Request Editor', and 'Attach Files'. The main content area is titled 'New Manuscript' and contains instructions: 'Please enter Keywords separated by semicolons, e.g., active vitamin D; parathyroid hormone-related peptide resorption. Each individual keyword may be up to 256 characters in length.' Below this is a text input field with the placeholder 'Test Keyword' and a vertical scrollbar. A link 'Insert Special Character' is positioned above the input field. At the bottom right, there are 'Previous' and 'Next' buttons.

Enter the relevant keywords as above & then click next to Continue
1.7

You may be required to enter in keywords, this enables the Editor to identify the scientific area of your Manuscript (fig 1.7).

An example of keywords may be provided by the Journal.

Once the keywords are entered, click next to progress.

Classifications

The Journal

Contact us Help ?

Username: manager
Role: Author

[main menu](#) | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#)

New Manuscript

[Frequently Asked Questions](#)

Enter Article Title

Select Article Type

Add/Edit/Remove Authors

Enter Keywords

Select Classifications

Enter Comments

Request Editor

Attach Files

Please click 'Select Document Classifications' to open a window containing a list of the classifications pertaining to this journal. Click checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

Select Document Classifications

Previous Next

Select Document Classification

Please identify your manuscript's areas of interest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you are done.

- ☐ 10.000 First Major Term
- ☐ 10.200 Minor Term under First
- ☐ 10.400 Another Minor Term under First

Choose the appropriate Classifications from the predefined list as above 1.8

The Journal may request the author to choose from the list of Classifications,

1. Select Classifications (fig 1.8)
2. A new window will be displayed with the relevant list.
3. Please select all the categories associated to your paper
4. Once the Classifications are chosen, click **SUBMIT** & then click next to progress to the next page.

Enter Comments

The Journal

Contact us Help ?

Username: manager
Role: Author

EE8

[home](#) | [main menu](#) | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#)

New Manuscript

[Frequently Asked Questions](#) Please enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript.

[Enter Article Title](#)

[Select Article Type](#)

[Add/Edit/Remove Authors](#)

[Enter Keywords](#)

[Select Classifications](#)

[Enter Comments](#)

[Request Editor](#)

[Attach Files](#)

[Insert Special Character](#)

Test Comment |

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

Enter personal comments in the Comment Text Box as above & click next 1.9

The journal may request you to suggest possible reviewers, in the comment text box.

These comments will not be released to the reviewers.

You may also state if the Manuscript is a revision of a previously submitted paper.

Selecting the Receiving Editor

The screenshot shows the 'The Journal' submission interface. At the top, there is a navigation bar with links: home, main menu, submit paper, guide for authors, register, change details, and log out. On the right, there are links for 'Contact us' and 'Help', along with the Elsevier logo and user information: 'Username: manager' and 'Role: Author'. The main heading is 'New Manuscript'. On the left, there is a list of options: 'Frequently Asked Questions', 'Enter Article Title', 'Select Article Type', 'Add/Edit/Remove Authors', 'Enter Keywords', 'Select Classifications', 'Enter Comments', 'Request Editor' (which is circled), and 'Attach Files'. On the right, there is a text area with the following text: 'You may Request an Editor to be assigned to your paper. The request will be taken under advisement by the Journal Manager. If you Request an Editor, your manuscript will be assigned to the appropriate Editor(s) as determined by the Journal Manager.' Below this text, there is a dropdown menu with the following options: 'No Request', 'No Request' (highlighted), 'Ashley O Connor', 'Martha Malone', 'John O'Brien', and 'Joe bloggs'.

Choose the appropriate Editor from the drop down menu as above & click next 2.0

You may wish to select the receiving Editor, whom handles your paper.

If this is available to you, please select the Editor from the drop down menu.

If this menu is not available, the Receiving Editor will assign the responsible Editor on your behalf.

Attach Files

New Manuscript

[Frequently Asked Questions](#) Required **Items** are marked with a *. When all **Items** have been attached, please click **Next** at the bottom of the page.

✓ **Enter Article Title**

✓ **Select Article Type** Item: * Manuscript

[Add/Edit/Remove Authors](#) Enter a **Description** and then click the **Browse** button to select the file you wish to upload, then click the **Attach This**

✓ **Enter Keywords** Description: * Manuscript [Insert Special Character](#)

✓ **Select Classifications**

✓ **Enter Comments** File Name:

Request Editor

Attach Files

Choose file

Look in: Test Papers

- Image7.psp
- Test Abstract.doc
- TEST COVER LETTER.doc
- Test Manuscript.doc
- Test ManuscriptR.doc
- Test test test.doc
- Test1.tiff



Begin to upload the source files 2.1

How to Upload the Source files

1. Save the source files eg manuscript, tables etc to your disc, computer drive or desktop
2. Click on the **ITEM FILE TYPE** from the drop down menu, then click browse (fig 2.1)
3. Locate the relevant file on your computer & click open this file.
4. Now click **ATTACH**
5. Repeat this process until all files are uploaded.
6. You may delete the file if you accidentally upload an incorrect file.

Certain files may be mandatory, e.g. a Manuscript, you must ensure that this is uploaded before you can proceed to the next page.

Viewing Uploaded Files

The Journal Contact us  Help ? 

[Home](#) | [main menu](#) | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#) Username: manager
Role: Author

New Manuscript

[Frequently Asked Questions](#) Required **Items** are marked with a *. When all **Items** have been attached, please click **Next** at the bottom of the page.

Enter Article Title Item:

Select Article Type Enter a **Description** and then click the **Browse** button to select the file you wish to upload, then click the **Attach This File** button

Add/Edit/Remove Authors Description: [Insert Special Character](#)

Enter Keywords File Name:

Select Classification

Enter Comments

Request Editor

Attach Files

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 may change the order by clicking the arrows.

Item	Description	File Name	Size	Last Modified	
Manuscript	* Manuscript	Test Manuscript.doc	23.5 KB	Oct 01, 2004	Download
Figure(s)	Figure(s)	Test1.tiff	24.6 KB	Oct 01, 2004	Download

Verify that the correct files are uploaded 2.2

Once the required files are uploaded, please ensure the files are correct (fig 2.3)
You can download the files to ensure these are the correct Submission files.

Once you are satisfied all files are correct, please click Next,

Building the PDF

The Journal Contact us Help ?

[Home](#) | [main menu](#) | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#) Username: manager
Role: Author

New Manuscript

[Frequently Asked Questions](#) Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline are marked with *.

	Online	Offline		Online	Offline
Abstract	0	0	Author Agreement	0	0
Figure(s)	1	0	* Manuscript	1	0
Response to Reviewers	0	0	Table(s)	0	0

[Enter Article Title](#)
[Select Article Type](#)
[Add/Edit/Remove Authors](#)
[Enter Keywords](#)
[Select Classifications](#)
[Enter Comments](#)
[Request Editor](#)
[Attach Files](#)

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

The PDF is now generated 2.3

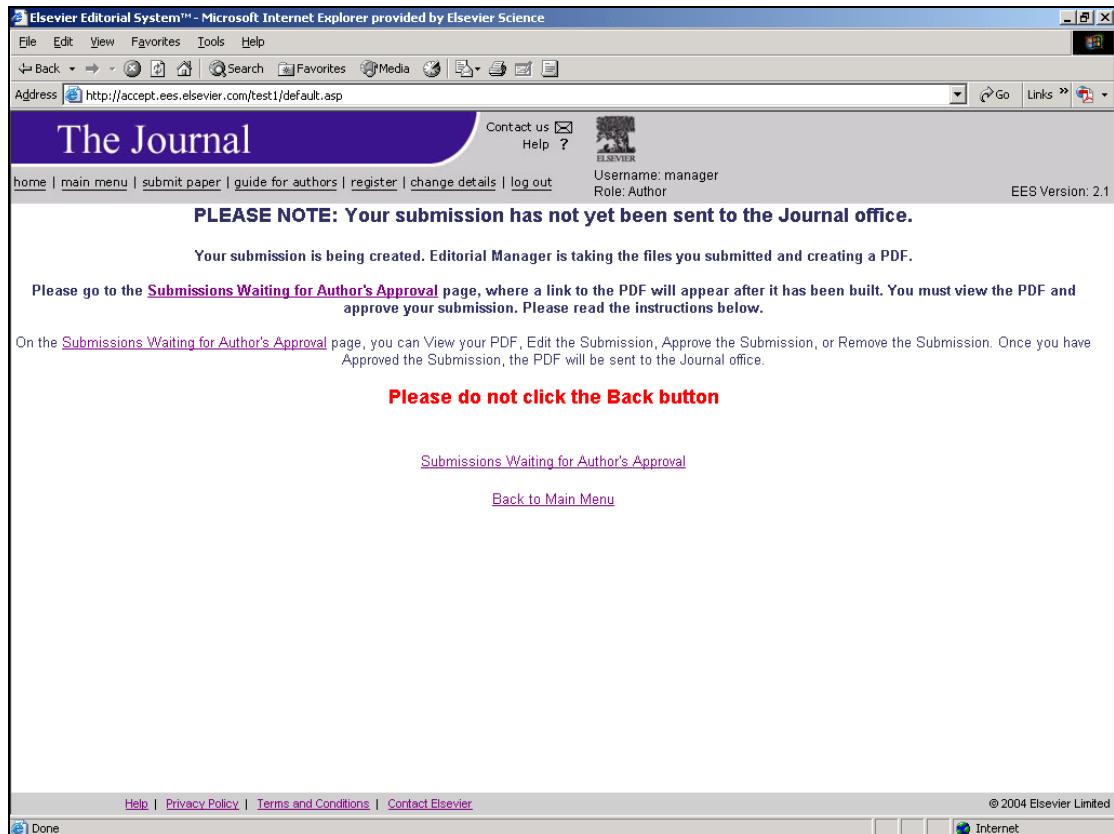
Once the source files are uploaded, clicking '**Build PDF FOR MY APPROVAL**' creates the PDF (fig 2.3)

You must ensure that you have Adobe Acrobat installed on your computer, please refer to the Adobe Homepage to download this free software.

This page will display what is uploaded e.g. 1 Manuscript, 2 figure files & 1 Abstract. If available you may send Submission Items 'offline' e.g. sending video files by courier to the Editor or Journal Office.

Offline indicates that they are not part of the Online Submission process.

PDF Build Process



The PDF requires 1-10 minutes to generate the PDF of your source files 2.4

Important: DO NOT CLICK THE BACK BUTTON

To view the PDF of your source files

1. Please be patient, the PDF will generate in less than 10 minutes s (depending on the size of your source files)
2. The PDF will be displayed in a new page, when you click on the relevant link.
3. You may notice the page changing slightly – this is normal procedure, the files are being converted at this time.
4. Click on the ‘Submission waiting for Author’s approval ‘ to view the PDF

Reviewing the Submission

The Journal

Contact us
Help ?



[home](#) | [main menu](#) | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#)

Username: manager
Role: Author

Submissions Waiting for Approval by Author Team Elsevier

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 ready.

Edit Submission will allow you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload your submission.

Remove Submission will Delete your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system. If you are submitting a Revision, please do not click Remove Submission unless you do not intend to submit a Revision.

Action	Title	Date Submission Began	Status Date	Current Status
View Submission Edit Submission Approve Submission Remove Submission	Test Paper 1	Oct 01, 2004	Oct 01, 2004	Needs Approval

[Back to Main Menu](#)

You should use the free Adobe Acrobat Reader 6 or later for best PDF Viewing results.



Click View Submission, to view the PDF 2.5

To view the Submission

1. Click on view Submission
2. The PDF will open in a new page
3. Please carefully check the entire contents on the PDF
4. Close the PDF & return to the screen above
5. You may edit, remove or approve the Submission
6. If you edit the Submission, you are required to complete the Submission process once more.
7. If the Submission contains the correct information, and you are satisfied with the Submission click **APPROVE**.

Checking the status of your submitted Manuscript

You will receive an e-mail notifying you that the Manuscript is submitted to the Journal, and you can expect to receive regular updates from the Journal by e-mail.



The screenshot displays the 'The Journal' website interface. The top navigation bar includes links for 'home', 'main menu', 'submit paper', 'guide for authors', 'register', 'change details', and 'log out'. On the right, there are links for 'Contact us' and 'Help', along with the Elsevier logo and user information: 'Username: manager' and 'Role: Author'. The main content area is titled 'Author Main Menu' and is organized into three sections: 'New Submissions', 'Revisions', and 'Decisions'. Under 'New Submissions', the links are 'Submit New Manuscript', 'Incomplete Submissions (0)', 'Submissions Waiting for Author's Approval (0)', and 'Submissions Being Processed (1)'. The 'Submissions Being Processed (1)' link is circled in blue. Under 'Revisions', the links are 'Submissions Needing Revision (0)', 'Incomplete Submissions Being Revised (0)', 'Revisions Waiting for Author's Approval (0)', 'Revisions Being Processed (0)', and 'Declined Revisions (0)'. Under 'Decisions', the link is 'Submissions with a Decision (0)'.

Section	Item	Count
New Submissions	Submit New Manuscript	
	Incomplete Submissions	(0)
	Submissions Waiting for Author's Approval	(0)
	Submissions Being Processed	(1)
Revisions	Submissions Needing Revision	(0)
	Incomplete Submissions Being Revised	(0)
	Revisions Waiting for Author's Approval	(0)
	Revisions Being Processed	(0)
	Declined Revisions	(0)
Decisions	Submissions with a Decision	(0)

The status of your Submitted Manuscript is detailed in the Main Menu 2.6

You will receive an e-mail notifying you that the Manuscript is submitted to the Journal, and you can expect to receive regular updates from the Journal by e-mail.

Submitting a Revised Manuscript



The screenshot shows the 'The Journal' website interface. At the top, there is a purple header with the text 'The Journal' and a navigation bar with links: 'home', 'main menu', 'submit paper', 'guide for authors', 'register', 'change details', and 'log out'. To the right of the navigation bar, there are links for 'Contact us' (with an envelope icon) and 'Help ?' (with a question mark icon), and the Elsevier logo. Below the navigation bar, the user's login information is displayed: 'Username: manager' and 'Role: Author'. The main content area is titled 'Author Main Menu' and contains three sections: 'New Submissions', 'Revisions', and 'Decisions'. Under 'New Submissions', there is a link 'Submit New Manuscript' and three status items: 'Incomplete Submissions (0)', 'Submissions Waiting for Author's Approval (0)', and 'Submissions Being Processed (0)'. Under 'Revisions', there is a link 'Submissions Needing Revision (1)' and four status items: 'Incomplete Submissions Being Revised (0)', 'Revisions Waiting for Author's Approval (0)', 'Revisions Being Processed (0)', and 'Declined Revisions (0)'. Under 'Decisions', there is one status item: 'Submissions with a Decision (0)'.

Submission Requiring Revision 2.7

Once a decision is submitted on your paper, you will be informed by e-mail, In the table above, the Author's main menu, informs the Author that should they wish to complete their Submission, a revised Manuscript is required.

Submitting a Revised Manuscript

1. Click on Submissions Needing Revision
2. You must then either accept or decline to submit the revision
3. You may be provided with a date by which the new version should be submitted to the Journal.
4. If you agree to submit the revision, you are required to complete the Submission Process once more, e.g. upload source files etc.

You will be notified by e-mail of the Editors final decision, and you can always check the status of your paper by logging on to your Author's main menu

Author Help 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.

You may also contact the Elsevier dedicated Author Support department;

By e-mail authorsupport@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 & value your feedback on our new Online system, thus please contact the above Support Centres & submit your feedback.