

## SUBMITTING MANUSCRIPTS PROCEDURES




- **Login to ScholarOne – Using Assigned UserID & Password or Create New Account**


**Main Menu Dashboard – Select Author Center -**

**[EXAMPLE OF MAIN MENU DASHBOARD:](#)**

Main Menu

**Welcome** Welcome to the *Journal of Diagnostic Medical Sonography* site. The center links below indicate which "roles" you can currently perform for the journal. **Click on the 'Author Center' to begin the process of submitting your manuscript into Manuscript Central.** You can return to this screen to at any time by clicking on the "Main Menu" link above.

 Author Center     Reviewer Center     Admin Center


 Production Center

**Author Center Dashboard**

**[EXAMPLE OF AUTHOR DASHBOARD:](#)**

Main Menu – Author Dashboard

To submit a new manuscript, click on the "Submit a Manuscript" link below. Submit manuscripts from the dashboard by clicking the link in the Author Resources section.

**Authors Resources**  
 **[Click here to submit a new manuscript](#)**

- **Manuscript Submission Dashboard**

**[EXAMPLE OF MANUSCRIPT SUBMISSION DASHBOARD:](#)**

Main Menu – Author Dashboard – Manuscript Submission

You are directed to step 1 of the 7 step process for submitting a manuscript.

**STEP 1: Type, Title, & Abstract:**



To begin, select manuscript type from the dropdown list. Next, complete the Title and Running Head (Short Title) fields. Next, type or paste your abstract in the abstract field. If needed insert a special character, click the "Special Characters" button. When finished click "Next" to proceed to Step 2.

**Submit a Manuscript** Select your manuscript type. Enter your title and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Next."

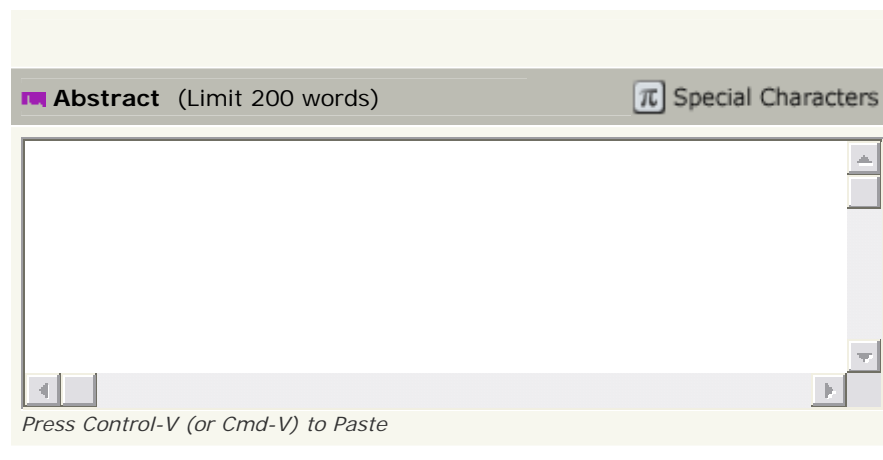
**1** Type, Title, & Abstract

**Manuscript Type**

Manuscript Type:

**req Title** (Limit 50 words)  Preview  Special Characters

Press Control-V (or Cmd-V) to Paste



Next

## **STEP 2: Attributes:**

Assigning keyword attributes to a manuscript submission can be important for matching editors and reviewers to your manuscript. Journals have several options for setting up this step.

### Submit a Manuscript

You may enter your manuscript attributes/keywords in two different ways: search the journal's list of keywords by typing in a term and clicking "Search" or select your keywords from the list (Control-Click to select multiple words) and click "Add". When you are finished, click "Next."

### 2 Attributes

Previous Next

## **STEP 3: Authors & Institutions:**


In this step of the submission process, confirm your name and institution information and add any co-author information.

### **Adding a new Author:**

To add a co-author, enter their information in the required fields. You must include the co-author's email address or the manuscript will not submit. To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find". If the author is located, their information will be automatically filled out for you.

*Note: A co-author cannot be added if you edit both the first and last names, making them inconsistent with those already in the system*

### **Adding Multiple Institutions for an Author:**

You can enter multiple institutions and departments for co-authors. Clicking the link displays a pop up box. Enter the information and click  for each entry.

**Ordering and editing Co-Author information:**

You can adjust the order in which all authors appear in the **'My Authors'** section by selecting from the Order dropdown list.


When finished click "Next" to proceed to Step 4.


**Submit a Manuscript**

Enter your co-authors' information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Next."

**3** Authors & Institutions

My Authors					
Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Rhymes, Stephanie	SDMS, Membership Marketing & Services	srhymes@sdms.org		

**Add a New Author**  Special Characters



If you have multiple Institutions and Departments for this author, click [here](#).

 Previous  Next

**STEP 4: Reviewers & Editors:**

Step 4 allows you to specify preferred and non-preferred reviewers and editors of your manuscript. **STEP 4 – AUTHORS WILL NOT BE RESPONSIBLE FOR THE COMPLETION OF THIS STEP. CONTINUE TO STEP 5.**

**STEP 5: Details & Comments:**

Step 5 allows you to submit a cover letter with your manuscript. To enter a cover letter, type or copy/paste it into the Cover Letter text box.

**A cover letter can be submitted in one of 3 ways:**

- Type your cover letter in the text field
- Paste an existing cover letter into the field
- Browse to and attach an existing file

Answer any remaining questions appropriately. When finished click "Next" to proceed to Step 6.

**Submit a Manuscript**

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Browse..." button, locate your file, and click "Attach this Cover Letter." Answer any remaining questions appropriately. When you are finished, click "Next."

**5** Details & Comments

Cover Letter					
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>					
Attach another file containing your cover letter:	<b>Files attached</b>				
	<table border="1"><thead><tr><th>File Name</th><th>Delete</th></tr></thead><tbody><tr><td colspan="2" style="text-align: center;"><i>No Files Attached</i></td></tr></tbody></table>	File Name	Delete	<i>No Files Attached</i>	
File Name	Delete				
<i>No Files Attached</i>					

Manuscript Information	
<b>req</b> Number of Figures:	<input type="text"/>
<b>req</b> Number of Color Figures:	<input type="text"/>
<b>req</b> Number of Tables:	<input type="text"/>
<b>req</b> Number of Words:	<input type="text"/>

**req Has this manuscript been submitted previously?**

- Yes
- No

Manuscript ID of previous submission:

**Confirm the following:**

- req** Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.
- req** Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.
- req** Confirm that you have prepared (a) a complete text and (b) complete text minus the title page, acknowledgements, and any running headers of author names, to allow blinded review.

**Copyright Information**

- req** Please confirm that you have completed a **Copyright Form**. Send the completed form to the editorial office of the journal.
- Yes  No  NA **req** Have you obtained a copyright release for any previously published illustrations?

**Membership Information**

<b>req</b> Are you a member of SDMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide your 6 digit membership number.	<input type="text"/>	

- req** All authors have read and approved the manuscript as submitted.
- Please check here if you want to apply for SDMS CME for authoring this manuscript.

 Previous  Next

**STEP 6: File Upload:**

Upload all files associated with your manuscript from this page. **Be sure to follow journal-specific directions regarding which file types are accepted.**

Click Browse and navigate to the file location on your computer. Double-click to place the file into the Upload new files field. You must pick an appropriate file designation for each file you upload. Upload as many files as needed for your manuscript in groups of three if fewer. These files will be combined into a single PDF document for the peer review process. To designate the order in which your files appear, use the dropdowns in the "order" designated order column. View your uploaded files by clicking on HTML or PDF. When finished click "Next" to proceed to Step 7.

**Submit a Manuscript**

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Next."

**6** File Upload

My Files					
Order	File Name	File Designation	Date	Edit Details	Delete

*No files have been uploaded.*


**File Upload**

Upload new files:

File Designation:


File Designation:

File Designation:




 Previous  Next

## **STEP 7: Proof & Submit:**

The final step in the manuscript submission process is to review all information and to view the HTML and PDF proofs of the manuscript. Completed steps display a . Incomplete steps display an X. The system will not allow you to submit your manuscript until all sections display as completed.

**View Proofs:** Prior to submission you must view the HTML and PDF Proofs of your manuscript. After you view the proof, checkmarks display.

### **Submitting your Manuscript:**

When all data and files have been reviewed and ready to submit your manuscript and associated data to the journal, click  **Submit**. **A submission confirmation message displays. You will also receive confirmation by email.**

Submit a  
Manuscript

Review the information below for correctness and make changes as needed. **After reviewing the manuscript proofs at the foot of this page, you MUST CLICK 'SUBMIT' to complete your submission.**

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[Review & Submit](#)

## My Manuscript Information

### Step 1: Type, Title & Abstract

Manuscript Type:

Title :

Abstract:



Manuscript Type is missing. Title is missing. Abstract is missing.

### Step 2: Attributes

Keywords:



Minimum entries for attribute 'Keywords' not entered.

### Step 3: Authors & Institutions



1. Rhymes, Stephanie; SDMS, Membership Marketing & Services



## Step 4: Reviewers & Editors



My Reviewers: No Reviewers Entered



## Step 5: Details & Comments

### Cover Letter:

#### Manuscript Information

req Number of Figures:	
req Number of Color Figures:	
req Number of Tables:	
req Number of Words:	

#### req Has this manuscript been submitted previously?



Yes
No
Manuscript ID of previous submission:



#### Confirm the following:

req Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.
req Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.
req Confirm that you have prepared (a) a complete text and (b) complete text minus the title page, acknowledgements, and any running headers of author names, to allow blinded review.

#### Copyright Information

req Please confirm that you have completed a <b>Copyright Form</b> . Send the completed form to the editorial office of the journal.
req Have you obtained a copyright release for any previously published illustrations?

## Membership Information

**req** Are you a member of SDMS?

If yes, please provide your 6 digit membership number.

**req** All authors have read and approved the manuscript as submitted.

Please check here if you want to apply for SDMS CME for authoring this manuscript.

Copyright form is a required field  
All authors approve is a required field  
Copyright release for illustrations is a required field  
Member of SDMS is a required field  
Number of Figures is a required field  
Number of Color Figures is a required field  
Number of Tables is a required field  
Number of Words is a required field  
Has this manuscript been submitted previously? is a required field  
Confirm - submitted solely to this journal is a required field  
Confirm - research meets ethical guidelines is a required field  
Confirm - preparations is a required field

### Step 6: File Upload



 Edit

### Step 7: Review & Submit



 View **MedLine Format**

 Previous  Submit