

Online Submissions to Scientific Journals

Preparing files for upload:

1. The submission materials should include
 - a. Cover letter. Ask the editor for the cover letter if it was not sent to you with the manuscript.
 - b. Final version of manuscript
 - c. Any other elements specific to the manuscript being submitted (eg, figures, supplemental materials, required forms)
2. Go to the section of the intended journal's website that has instructions for authors.
 - a. Scan the instructions about how papers should be formatted to ensure that the manuscript is formatted properly for the journal (title page format, reference style, table style, etc). If it is not formatted properly, see the "Formatting Procedures and Checklist" document on our website (<http://www.texasheart.org/AboutUs/Depart/scipubdocuments.cfm>). (If you can't find it, email the editor working on the manuscript for a copy.) Make sure that any grant support for the work described in the paper is mentioned in the appropriate place in the manuscript, the cover letter, or both.

If the work was supported by an NIH grant: When the paper is published, make sure that the journal knows to deposit the paper in PubMed Central (to adhere to the public access policy for NIH-supported manuscripts submitted to scientific journals). If you have any questions about this, check with Marianne Mallia (mmallia@texasheart.org).
 - b. Make sure that the images are in the format the journal wants (eg, TIFF, EPS, JPEG). If they are not, contact James Philpot (jphilpot@texasheart.org) in Visual Communications for help formatting images.

Special situation: The **AHA journals** (*Circulation*, etc.) will kick back manuscripts submitted with separate figures. Even though it contradicts their instructions to authors, they want the figures embedded in the Word doc for review.
3. Make sure there are no tracked changes in the manuscript and cover letter by viewing them in the "Final Showing Markup" view (select it from the drop-down menu in the "Review" tab). If there are tracked changes, click "Accept All Changes in Document." If you are confused about this, ask the editor how to handle the tracked changes.
4. Check for field codes from EndNote or other reference software by clicking anywhere inside the reference list; if the background turns gray, then field codes are present. If so, remove the field codes by using Select All (CTRL+A) and then Remove Field Codes (CTRL+SHIFT+F9). Then save the field-code-free document as a separate file. (You will want to submit the version that does not have field codes, but the version with field codes might be needed again later if the authors are asked to revise the paper).

Submission Process:

1. Visit the journal's web site and go to the Online Submission webpage. (Some journals simply have the submission website address within their instructions for authors; others have a direct link.)
2. Sign into the journal's submission site with the corresponding author's username and password for that journal. If the editor does not send you this information with the manuscript, ask the editor for it; if the editor doesn't have it, ask the corresponding author.
3. If the corresponding author does not have a username and password for that journal
 - Register the author and fill out all required information.
 - If possible, include assteditor@texasheart.org [or, if it won't accept that particular address, mmallia@texasheart.org] as a secondary email address for the author. This will allow Scientific Publications to help track the manuscript's progress in the system.
 - Contact the author for the new username and password (which the submission site will automatically send to the author as soon as you finish registering him or her).
4. Go to "Author Area."
5. Follow the journal's individual instructions about entering information, such as
 - Author information. Make sure that you have all email addresses, etc., that you will need.
 - Subject Codes. You will need to ask the author for these if they are not on the manuscript. They are different for each journal.
 - Keywords. You will need to ask the author for these if they are not listed on the title page of the manuscript.
 - **Manuscript being resubmitted (ie, manuscripts revised by the authors after an initial review by the journal):** Some sites ask that the "Response to Reviewers" be included in the cover letter; other sites want the responses submitted as a separate document or pasted into a text box. (There is no standard for this; each journal is different.) If the responses are in the cover letter and the journal wants them separated, just cut and paste.
6. If possible, make assteditor@texasheart.org the secondary email address for correspondence. If it is possible to add a secondary email address but the assteditor address is taken, use mmallia@texasheart.org instead.

The procedure for uploading files will depend on the submission website. Read the instructions carefully.

Completing the Process:

1. Virtually all submission sites convert the submitted files (manuscript, figures, sometimes the cover letter) into a single PDF that will be sent to the reviewers. The conversion can take anywhere from several seconds to several minutes.
2. Once you are notified (either via e-mail or by checking again at the submission site) that the PDF has been built, re-login to web site (if necessary) and download the PDF. The PDF should be built fairly fast, so if you have not received an email within 30 minutes, check the submission website. The submission will **not** be complete until the PDF is approved.
3. Look through the PDF to make sure that the manuscript, figures, and any other files the reviewers will need to see are all there and complete. If you spot problems in any of the Word documents you uploaded, fix those problems, save the Word file, and reupload it. Verify that every figure and table is included in the PDF. Sometimes, the conversion systems will delete pages of manuscripts, so check carefully to make sure all pages are included.

4. Also make sure that the figures in the PDF look the way they should. If part of a figure is missing or there are other obvious glitches, make sure that the figure file itself looks the way it should. If it does, try uploading the figure again.
5. If you had to reupload any files, generate a new PDF and look through it.
6. If all is good, approve the submission.
7. You may need to click something like “Confirm approvals/Final submissions” to complete the submission.

(NOTE: If you do not see the Submission Confirmation page, the submission is NOT COMPLETE.)

Submitting manuscripts can be time-consuming and frustrating. Each journal has different procedures. Feel free to call the editor or the journal itself if you have questions or if the manuscript will not upload properly.