

SMART *Works*

Submitter User Guide

Macintosh Version

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Welcome to SMART

SMART (System for Manuscript Authoring and Review Technology) is a collection of programs supporting the submission of peer-reviewed science manuscripts through the review cycle. SMART uses the Internet as the connecting network among all users. The basic submit/review/edit cycle is not affected. Manuscripts are still written in the same manner as before and review is still done on a peer review basis. However, manuscripts are electronically sent to both journal Editors and Reviewers, reducing the time-to-review, time-to-publish, and time-to-read periods.

SMART has four basic software applications.

Submitter - Authors use this to assemble manuscripts and to transmit them to the SMART server over the Internet. Submitter also checks the status of the review cycle.

Reviewer - Reviewers use this to retrieve manuscripts from the SMART server and, to enter comments, evaluations, and scores, and to transmit them back to the SMART server.

Editor - Editors and staff members of the journals use this to log into the server and to retrieve new manuscript submissions, assign Reviewers, send notifications to Reviewers, see Reviewers' evaluations, and to take final actions of manuscripts.

Server - this interacts with all other SMART applications to receive, send, hold, and analyze all information flow (manuscripts, data, EMail).

For this first version, SMART sends the actual disk file of the manuscript written with any certified word processing program. The Editor retrieves the file and translates it into the word processor format used by the Reviewer. Some parts of the manuscript may be entered directly into the manuscript description using SMART. This is presently optional. SMART later will be an authoring tool, where the Author creates his entire manuscript with SMART and transmits this information to the SMART server.

Before You Begin

This chapter deals with topics that you should be aware of before using SMART for the first time.

- Package Contents
- Hardware and Software Requirements
- Installing the Software
- About this Manual
- How to use this Manual
- Technical Support

Package Contents

If you received the SMART software package directly, it contains the following:

- This manual
- Installation disks
- One SMART registration card

If you received SMART from the Internet electronically, you have one installation file. Refer to the section on *Installing the Software* to continue.

Hardware and Software Requirements

Macintosh

- A Macintosh IIfx or later, with a hard drive and 10 MB free for complete installation. A 68030 minimum processor is recommended
- System 7.1 or later
- 5 MB minimum available RAM

Power Macintosh

- Hard drive and 15 MBytes free for complete installation
- System 7.1 or later
- 15 MB of available RAM

Installing the Software

Installations disks- if you have installations disks, follow these instructions to install SMART:

1. Turn on your Macintosh if it is not already on
2. Quit any applications that are active
3. Insert Installer Disk 1 into any floppy drive
4. Double-click **Install Me** to begin the installation process
5. Follow the prompts on your screen
6. Eject the Installer Disk 1 and store all disks in a safe place

Network download - If you have an installation file from the Internet, follow these instructions to install SMART:

1. Turn on your Macintosh if it is not already on
2. Quit any applications that are active
3. Double-click **Install Me** to begin the installation process
4. Follow the prompts on your screen

The installation process creates a SMART folder containing all of the folders and files of SMART, including the Submitter application and creates a Preferences folder in the System Folder: Preferences:SMART folder.

Several files are copied to the Extensions folder:

AOS PowerPlug
AOS Runtime
GNU RegEx (fat)

WASTE (fat)

Several files are also copied to the Extensions folder depending on the Macintosh model:

ANSI C CFM68K Lib.....(For 68K machines)

ANSI C PPC Lib..... (For PPC machines)

To Register Your Copy of the Software

Registering your copy of SMART is important. By registering, you get free Technical Support (see the section on Technical Support) and you will be notified of all improvements and upgrades to the software.

About this Manual

This manual provides both instructional and reference material to help you get the most from using SMART. The manual consists of:

- QuickStart
- The Basics
- The SMART Document
- Entering Authors
- Creating a Manuscript
- Appendixes

QuickStart should be read if you installed the software, are familiar with Macintosh applications, and want to begin using the application immediately

The Basics contains information on initial files created, user interface issues, and network communications

The SMART Document introduces you to the use of the document, what it contains, and how to maintain it

Entering Authors discusses how to create and maintain Author data for manuscripts

Creating a Manuscript discusses how to create and maintain manuscript information, how to add Authors to the manuscripts, and how to submit the manuscripts to the server

Appendices has all of the appendices mentioned in the other sections, such as certified word processors, optimizing memory, networking issues, commercial and software utilities that make using SMART software perform

better, and an expanded list of themes.

Conventions used in this manual



Whenever special attention is required for a topic, the **Alert** graphic is displayed.



Whenever there is a good tip useful to remember, the **Tip** graphic is displayed.



Whenever there is emphasis required on a certain point, the **By The Way** graphic is displayed.

How to use this Manual

This manual assumes that you are familiar with basic Macintosh operations, such as pressing and dragging the mouse; selecting, copying, and moving icons of files and folders; choosing commands from pull-down and pop-up menus; pressing on buttons to activate commands, opening and closing documents, launching applications, managing windows and their scrollbars, title bars, close box, and zoom box; and using the Finder. If you are not familiar with these terms and operations, read your *Macintosh User's Guide* to learn more about your Macintosh.

Technical Support

We have worked hard to make sure that the software and the manual are easy to use. Should you have any difficulty, please follow the instructions below.

We support SMART users via EMail. If you are having difficulties and cannot find the answers in these manuals, please EMail us a note.

Before Calling for Help

1. Make sure that your computer is properly set up, and that all cable connections are secure.
2. Make sure that you have properly installed the software according to the installation instructions in these manuals. All software extensions installed have no known conflicts with other extensions.
3. Be sure that you have sufficient memory (RAM), especially if you are running on a PowerMac.
4. Be sure that you are correctly configured to access the Internet via TCP/IP. Contact your Network Administrator if you suspect a problem.
5. If you suspect a hardware problems or a problem with your system software, contact your local Apple deal

EMailing for Help

SMART support is currently limited to EMail. You will receive a prompt answer via EMail. Please include your Macintosh model name and number, the version of SMART, and a brief description of the problem.

EMail to:

SMART@scripps.edu

Please put the word Tech Support in the subject heading.

Chapter 1 Quickstart

Read this chapter if you are familiar with Macintosh applications and want to use SMART right away. This section assumes that you have already installed SMART.

1. Double-click **Submitter** to launch the application. A new document window opens.
2. Select **Configure...** from the **File Menu** to enter in the SMART server IP address.
3. Create all the Authors for the manuscript by selecting **New Author** from the **Authors Menu**. Enter in information on each Author. Press on the **Save** button to save this information into the document.
4. Press on the **New** button in the document window to open a new manuscript window. Add Authors by dragging the red triangle in the Author window to the manuscript window's list of **Authors**.
5. Drag one of the Authors to the field labelled **Corresponding Author**.
6. Enter other **required** parts of the manuscript - title, format, journal, theme, keyword, cover letter, and files.
7. Enter other **optional** parts of the manuscript - abstract, body, legends, references, suggested Reviewers, and comments.

8. Press on **Submit** to begin the submission process.

The document window indicates the date and time of submission of all manuscripts. Use the **Check** button in the document window to check on the status of the manuscript during the review process. When the manuscript goes beyond the review process, the Editor of the journal notifies you via EMail, postal mail, or telephone.

Chapter 2

The Basics

This chapter contains information on initial files created, user interface issues, and network communications.

- Launching for the First Time
- User Interface
- Configuration

Launching for the First Time

Double-click on **Submitter** to launch the application. When Submitter launches for the first time, a folder named **SMART** is created in your **Preferences** folder (Figure 2.1). In this folder is an additional folder named for the **Port** number assigned to the SMART client. This number is generally 7000. Finally, inside this folder is an additional folder named **Client Patches** and a file named **Client Preferences**. *Client Patches* holds software patches supplied in the future. *Client Preferences* contains the data on user preferences.

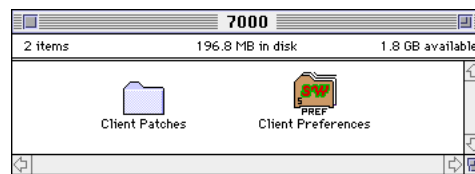


Figure 2.1

User Interface

The user interface experience is similar to other Macintosh programs. Windows are used to convey most of the information to and from SMART. There is a single window, called the *document window* containing all of the manuscripts that you submit to SMART.



Column Cursor

Some fields in windows may be multi-columned (Figure 2.2). The width of the columns can be adjusted by positioning the cursor on a vertical line of a column. The cursor changes to a **column** cursor. While pressing the mouse button down, drag the mouse from left to right to resize the column. Any columns to the right of the vertical line being adjusted shifts left and right by the same amount. To adjust only the immediately adjacent columns of the vertical line, hold down the **Control** key when moving the mouse.

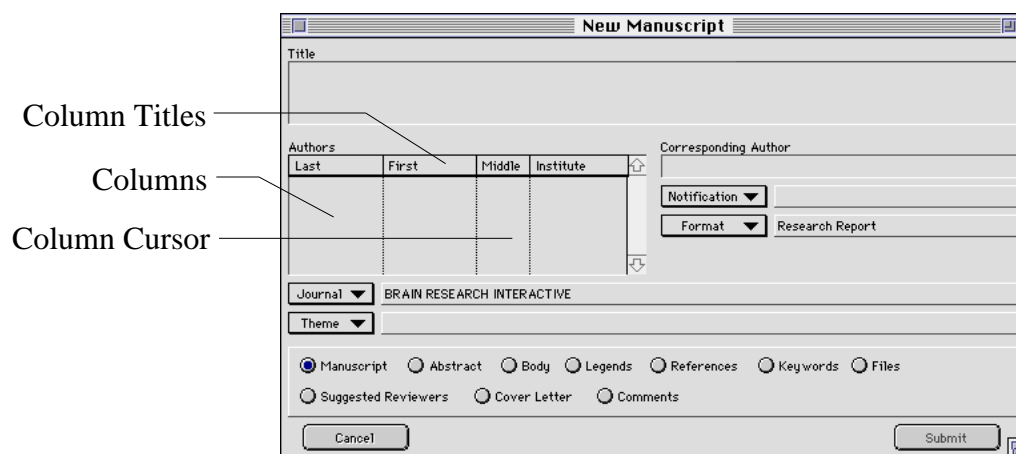


Figure 2.2



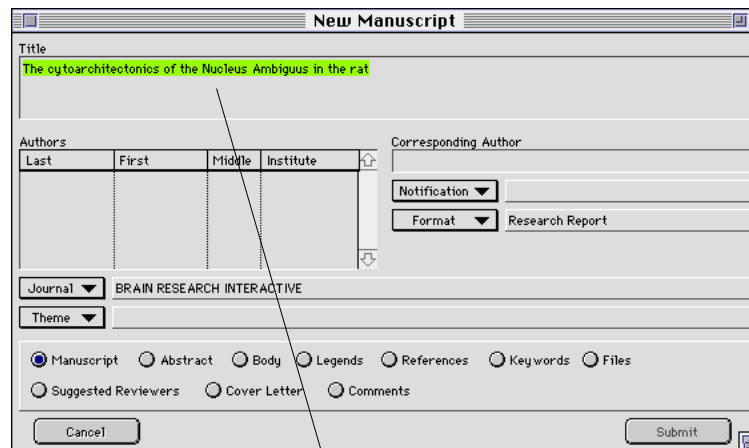
Tip: Hold down the **Control key** when adjusting the column to adjust only the current columns touching the vertical line.

Many windows are also sensitive to drag and drop. If you select certain data or lines of text, and then drag this to another window, or to the Macintosh Finder desktop, data are copied, transferred, or exported. Likewise, some windows may have files dragged into them. See later chapters for more specific information on the capabilities of each window.



Alert: Drag and Drop must be supported in those applications.

Figure 2.3 shows the text of the title being dragged from the manuscript window to the desktop, creating a **text clipping** file.



Drag and drop with mouse



Figure 2.3

Many of the fields of windows also accept fully styled text. To change the text directly in a field, select **Text Tool** from the **Edit Menu** to open the **Text Tool Window** (Figure 2.4)

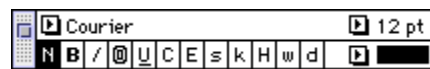


Figure 2.4

To change text:

1. Select the text to be changed using the mouse
2. Press on the various controls in the Text Tool Window to alter the font, the style, the size, or the color

Configuration

SMART must be configured with the server IP address. Select **Configure...** in the **File menu** to enter in the address. A window opens asking for the IP address of the server (Figure 2.5).



Figure 2.5

Using the keyboard, type in the address assigned to the server and then press **Accept**. This can be in the form of a dot IP address notation as shown in Figure 2.5 or as the physical name of the machine as shown in Figure 2.6. Press **Cancel** to close the window without storing the address.



Figure 2.6

The last used IP address is displayed as the default address. If SMART was just installed, a pre-configured address is displayed. If the address is correct, simply press **Accept**.



Alert: See the separate note for the current IP address and name of the SMART server that you should use for configuration.

You only need to configure this information once. Reconfiguration is required if one of the following conditions occur:

- The preference file is deleted or becomes corrupted
- The address of the server changes
- You reinstall a new version of the operating system that may create a new system Preference folder

Chapter 3

The SMART Document

This chapter will show you how to use SMART to create **manuscript objects** and store them in **SMART documents**.

- Creating a New Document
- Opening an Existing Document
- Saving a Document
- Password Protecting a Document



By The Way: The term OBJECT is used repeatedly throughout this manual and refers primarily to a database record. The database itself consists of two primary tables - manuscripts and people. Therefore, the two primary kinds of objects are **manuscript objects** and **people objects**.

A **manuscript object** is a group of data describing a **manuscript** prior to submission. You enter information using various windows and functions and attach disk files containing the actual content of the manuscript. Other word processing or graphics programs were used to prepare these files.

A **SMART document** is file-based and contains the manuscript objects. Normally, a Corresponding Author stores related manuscripts in one

document. One document may contain any number of manuscripts to be submitted or currently submitted to any number of journals. Documents may be protected with passwords and are portable to other computers running SMART.

A **document window** is a Macintosh window displaying all of the manuscripts in the SMART document .

Creating a New Document

A document needs to be opened before working with any objects. A new document automatically opens when starting SMART. Thereafter, other new documents can be opened manually. Multiple documents can also be opened simultaneously.

File	
New Document...	⌘N
Open Document...	⌘O
Save Document	⌘S
Page Setup...	
Print...	⌘P
Configure...	⇧⌘K
Password	
Quit	⌘Q

Select **New Document** in the **File Menu** to create a new document. The keyboard equivalent of **Command-N** can also be entered from the keyboard. This menu item is always enabled. A new Document Window named **Untitled** opens (Figure 3.1).

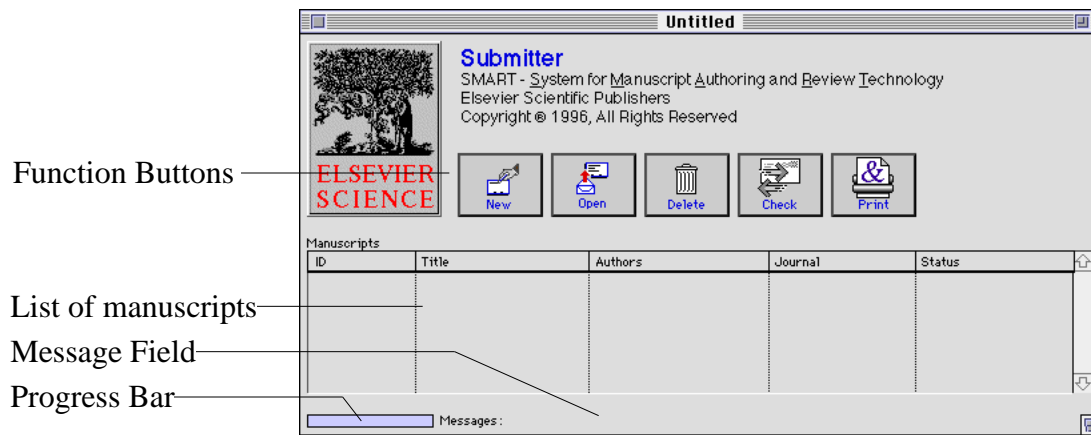


Figure 3.1

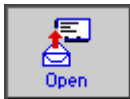


By The Way: Only the **New** button is normally enabled, since there are currently no selected manuscripts. All other buttons were enabled for illustration purposes only.

This is an empty document window. No manuscripts have been created nor submitted to SMART. Most of the functions maintaining the manuscript objects are controlled from the **Function Buttons** near the top.



- **New** - creates a new manuscript object and opens it in a new manuscript window named **New Manuscript**. This button is always enabled.



- **Open** - opens an existing manuscript object into a manuscript window whose title is the same as the title of the manuscript. This button is always enabled.



- **Delete** - deletes an existing manuscript object from the document. A manuscript object cannot be deleted once that manuscript is submitted. This button is enabled only when a manuscript is selected.



- **Check** - checks a submitted manuscript object. The SMART server returns a message. This button is enabled only when a manuscript is selected and submitted. The extent of the message, if any, is determined by the editors.



- **Print** - prints an existing existing manuscript object. Only information related to the manuscript and not its contents is printed. This button is enabled only when a manuscript is selected.

Only one manuscript may be selected in the **List of Manuscripts** (Figure 3.2). To select a manuscript, press once anywhere on the line in the list. Columns display specific information about each manuscript.

Manuscripts				
ID	Title	Authors	Journal	Status
	The cytoarchitectonics o...	Doe,John,E.	BRAIN RESEARCH	Not Submitted

Figure 3.2

- **ID** - this is a unique identification number assigned to the manuscript once the manuscript is submitted. This field is empty when the manuscript has not been submitted. This ID is used for all communications regarding the manuscript.
- **Title** - this is the title of this manuscript. The title also appears in the titlebars of the opened manuscript windows.
- **Authors** - these are all of the Authors, listed from first Author to last Author. If no Authors are entered, **No Authors** is displayed.
- **Journal** - this is the journal of the manuscript. If no journal is entered, **None Recorded** is displayed.
- **Status** - this is the status summary of the manuscript. If the

manuscript has not been submitted, **Not Submitted** is displayed. Otherwise, time and date information of submission is displayed.

The **Progress Bar** moves when communicating with the server, or when some important function occurs. The **Message Field** displays information relevant to the progress.

Opening an Existing Document

File	
New Document	⌘N
Open Document...	⌘O
Save Document	⌘S
Page Setup...	
Print...	⌘P
Configure...	
Password	⇧⌘K
Quit	⌘Q

Documents saved to disk files can be reopened. Select **Open Document...** in the **File Menu** to open an existing document on a mounted disk volume. The keyboard equivalent of **Command-O** can also be entered from the keyboard. This menu item is always enabled. A file dialog opens (Figure 3.3) to select the file document.

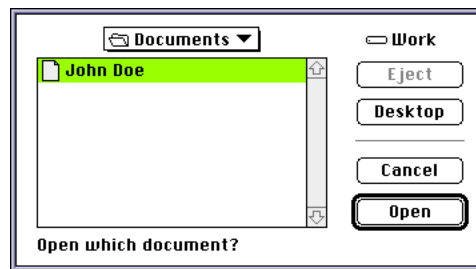


Figure 3.3

Only SMART file documents are displayed. When **Open** is pressed, a document window named **John Doe** opens (Figure 3.4)

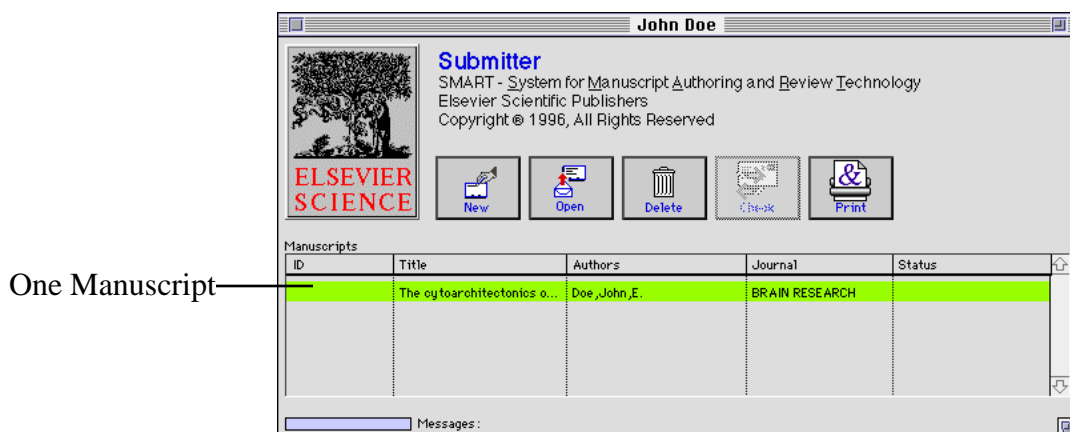


Figure 3.4

This window reflects the file document. John Doe is most likely the Corresponding Author for these manuscripts. This illustration shows one manuscript that has not yet been submitted to **Brain Research**. The title of the manuscript is *The Cytoarchitectonics of the Nucleus Ambiguus in theRat*.

Saving a Document

An modified document which has not yet been saved to disk, either opened from a file or new, displays with a bullet character • before the title of the window (Figure 3.5).

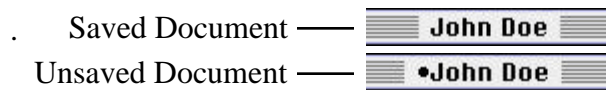
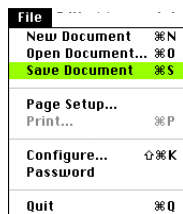


Figure 3.5



Select **Save Document** in the **File Menu** to save an opened document to the disk volume. The keyboard equivalent of **Command-S** can also be entered from the keyboard. This menu item is enabled only when the document window is the active window, and if the document is modified.

If the window is closed and the document has been modified, an alert opens asking to save the document. If the document is opened from an existing file, the document is saved to that file, and the bullet • character is removed from the window titlebar. If the document is new, a file dialog opens (Figure 3.6) for the name of the document and location of storage.

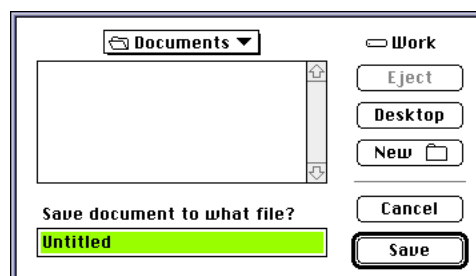


Figure 3.6

The default name is *Untitled*. Press **Save** to save the document to disk, or press **Cancel** to abort the operation and not save the document.

Password Protecting a Document

File	
New Document	⌘N
Open Document...	⌘O
Save Document	⌘S
Page Setup...	
Print...	⌘P
Configure... ⌘K	
Password	
Quit	⌘Q

Any document may be protected with a password. The password is requested twice when opening a document. To assign a password to a document, select **Password...** in the **File Menu**. This menu item is enabled only when a document window is the active window. A window opens asking you to enter in the password twice (Figure 3.7).

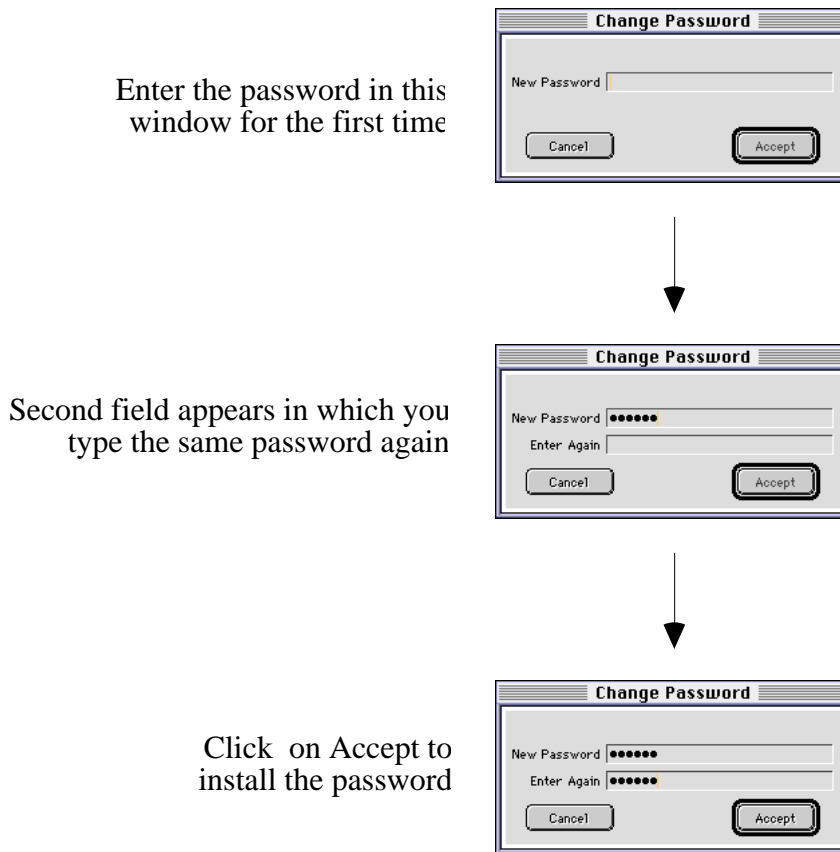


Figure 3.7

Press **Accept** to accept the passwords. A message window opens indicating that the password has been changed Figure 3.8. The password is permanently stored when the document is next saved.

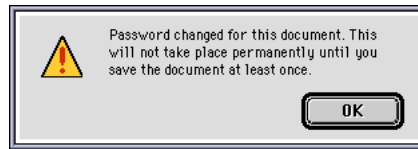


Figure 3.8

Opening a protected document asks for the password (Figure 3.9).

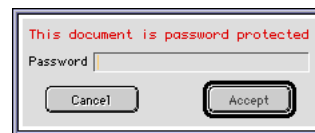


Figure 3.9



Alert: The password is **CASE SENSITIVE**. If you forget the password, you cannot gain access to the contents of the document. Contact **Technical Support** if that happens.

Chapter 4

Entering Authors

This chapter will show you how to enter in Authors as objects into the SMART document. The Authors are then used to create manuscript objects.

- Creating a New Author
- Listing All Authors
- Updating an Author

Creating a New Author

An Author object is created for each Author of a manuscript. Within one SMART document, identical Authors of multiple manuscripts may be shared from one Author object. Each Author is viewed in an **Author Window**.

To create a new Author object, select **New Author...** from the **Authors Menu** to open a new Author Window (Figure 4.1). This menu item is enabled only if a document window is opened.



 A screenshot of a dialog box titled 'New Author'. The dialog contains several text input fields: 'Last Name', 'First', 'Middle', 'Institute', 'Address1', 'Address2', 'City', 'State', 'Country', 'Zip', 'Work Phone', 'Fax Phone', and 'Email'. There is a dropdown menu for 'Contact Preference' currently set to 'Email'. At the bottom, there are three buttons: 'Cancel', 'Personal Info' (with a dropdown arrow), and 'Save'. Three lines with labels point to the 'Personal Info' dropdown, the 'Contact Preference' dropdown, and the 'Personal Info' button.

Personal Info Area

Contact Preference

Display Popup Button

Figure 4.1

The window initially displays the personal information, as indicated by the **display popup button** initially labelled **Personal Info**. Each of the fields are write enabled so data can be entered. The **Insert** cursor is positioned in the first field labelled **Last Name**. Press the **TAB** key to move forward to the next field, or **SHIFT-TAB** to move back one field.

Fill in each field as completely as possible. Only the **last** name and the **first** name are required in order for the information to be saved to the

document. When these two fields are completed, the **Store button** is enabled.

The **Contact Preference** button is a popup menu with three options for contact. These options are similar to the notification options for the Corresponding Author. The contact preference information determines the preferred mode of contacting this Author.

Pressing the popup button labelled **Unknown** pops up a list of degrees (Figure 4.2). Select the correct degree from the menu and the name of the popup button changes to this selection.

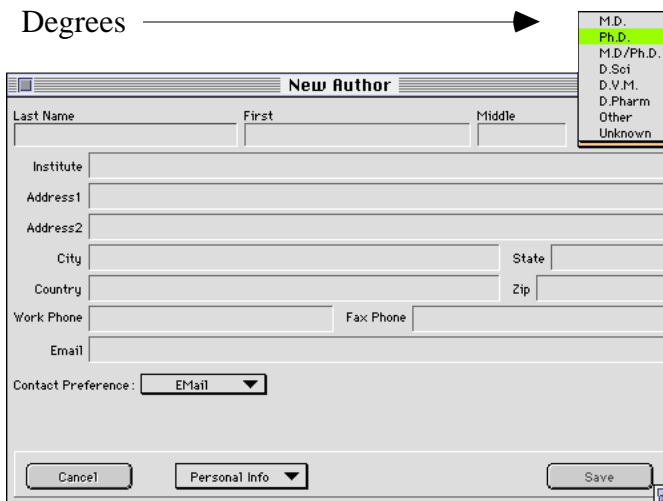


Figure 4.2

- Pressing on **Cancel** closes the window without saving any information.
- Pressing on **Save** or selecting **Save this author to document** of the **Authors Menu** saves the information to the document. The title of the window changes to the name of the Author. The *Save* button and the menu item are enabled only when both the *last* name and



the *first* name are entered. This window is not closed when the *Save* button is pressed.

Pressing on the *display popup button* labelled *Personal Info* button lists more display options. Selecting **Profile** from the popup menu (Figure 4.3). displays more fields that pertain to the profile of the Author.

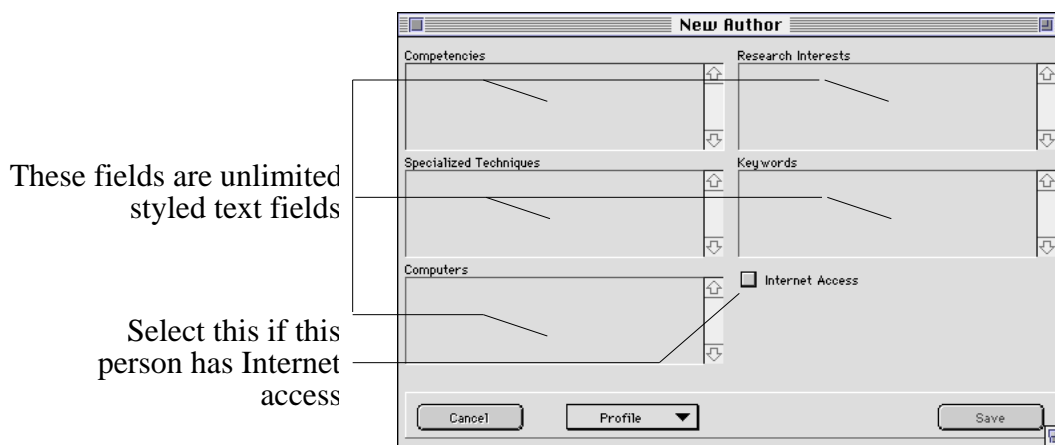


Figure 4.3

Information on the profile of this person is entered in these fields. These fields may hold an unlimited amount of text. As with the other fields, full styles, fonts, sizes, and colors are supported. Use the *Text Tool Window* to assist in creating style changes.

Selecting **Internet Access** indicates that this person has access to the Internet. This information helps determine how to contact this person.

Pressing the **Save button** saves the Author to the document. Closing the window requests a save if the Author object is new or modified.

Listing All Authors



All the Authors entered for a document can be listed by selecting **List All Authors...** from the **Authors Menu** (Figure 4.4).

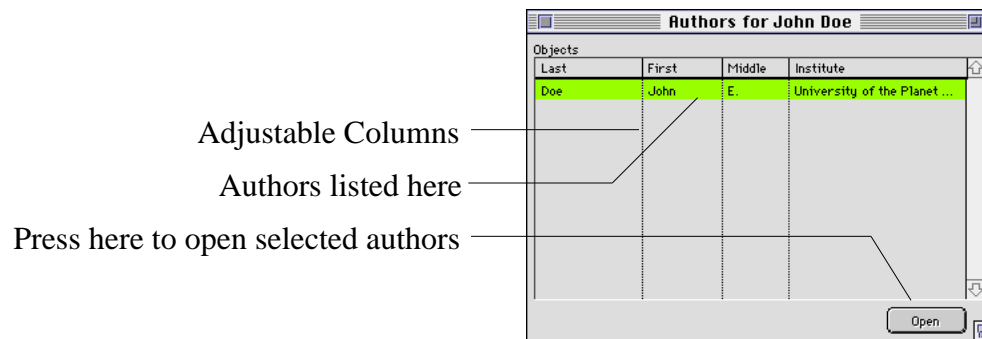


Figure 4.4

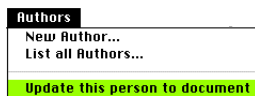
Selecting one or more of the Authors in the list enables the **Open** button. Pressing on *Open* or **double-clicking** on the selected items opens up the individual author window on each Author.

Updating an Author

When an author window opens on an existing Author, the button labelled **Open** is now labelled **Update** (Figure 4.5). Pressing on this button updates the information in the document with the information of the author window. Closing the window requests an update if the Author object is modified.

Labelled Update when
a window is opened
on an existing author

Figure 4.5



Update this person to document of the **Authors Men** can also be selected. Both the *Update* button and the menu item are enabled when the Author object is modified.

Notice the appearance of a **RED TRIANGLE** (Figure 4.6). This is a link control button that associates this Author with the list of authos in a manuscript. The use of this button is described in the next chapter.

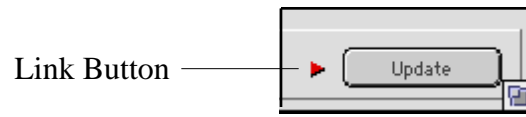


Figure 4.6

Chapter 5

Creating a Manuscript

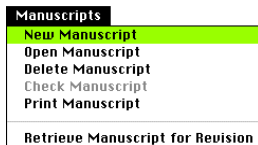
This chapter will show you how to use a manuscript object to hold all of the manuscripts and their information for submission to SMART.

- Creating a New Manuscript
- Adding Authors
- Deleting an Author
- Author Order
- Corresponding Author
- Determining Completeness
- Finishing up the Manuscript
- Opening a Manuscript
- Deleting a Manuscript
- Printing a Manuscript
- Submitting the Manuscript
- Checking a Manuscript

Creating a New Manuscript

Before submitting a new manuscript to SMART, the manuscript is authored using a word processor certified for use. A list of word processors appears in *Appendix A*. Any number of disk files may be used. After the manuscript files are created, the files are attached to a **manuscript object** with more detailed information. This entire manuscript object is then sent over the Internet to the SMART server. Each manuscript object is viewed in a **Manuscript Window**.

Press on the **New Button** in the document window or select **New Manuscript** in the **Manuscripts Menu** to create a new manuscript object. A new manuscript window opens for this manuscript (Figure 5.1). This menu item is enabled only if a document window is opened.



Enter title here

Select Notification Method of Corresponding Author

Select Format of this manuscript

Select Journal for this manuscript

Select Theme for this manuscript

These buttons will display more information on the window

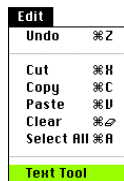
Window control buttons

Figure 5.1

Window Control Buttons - The buttons at the bottom control the window.

- **Cancel** closes the window without saving the changes.
- **Submit** sends the manuscript to the server when the manuscript is complete and ready to send. This button is enabled only when the manuscript is complete.

General Manuscript Information - The following information should be entered.



- **Title** - The title field is a fully styled text field, accepting any fonts, size, style, or color. The field is also sensitive to drag and drop from another Macintosh window (Figure 5.2).

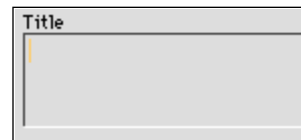


Figure 5.2

- **Journal** - The journal for this manuscript is selected from this popup menu (Figure 5.3). Brain Research Interactive is the only default selected for now.

Select the journal for
this manuscript from
this popup menu

The screenshot shows a 'New Manuscript' form with the following fields and options:

- Title:** The cytoarchitectonics of the Nucleus Ambiguus in the rat
- Authors:** A table with columns for Last, First, Middle, and Institute.
- Corresponding Author:** A text input field.
- Notification:** A dropdown menu set to 'Research Report'.
- Format:** A dropdown menu set to 'Research Report'.
- Theme:** A dropdown menu set to 'BRAIN RESEARCH INTERACTIVE'.
- Journal:** A field containing 'BRAIN RESEARCH INTERACTIVE', highlighted in green.
- Options:** Radio buttons for Manuscript (selected), Abstract, Body, Legends, References, Keywords, Files, Suggested Reviewers, Cover Letter, and Comments.
- Buttons:** Cancel and Submit.

Figure 5.3

The selected journal name appears in the *Journal Field* (Figure 5.4).

The close-up shows a 'Journal' dropdown menu with the selected journal name 'BRAIN RESEARCH INTERACTIVE' displayed next to it.

Figure 5.4



By The Way: SMART can handle submissions to multiple journals for multiple manuscripts in one document. You do not need to make a separate document for each journal.

- **Theme** - The theme for this manuscript is selected from this popup menu (Figure 5.5). The menu is hierarchical, showing the

major themes in the primary popup menu, and the minor themes in the secondary menus. See the *Appendix on Themes* for a complete listing.

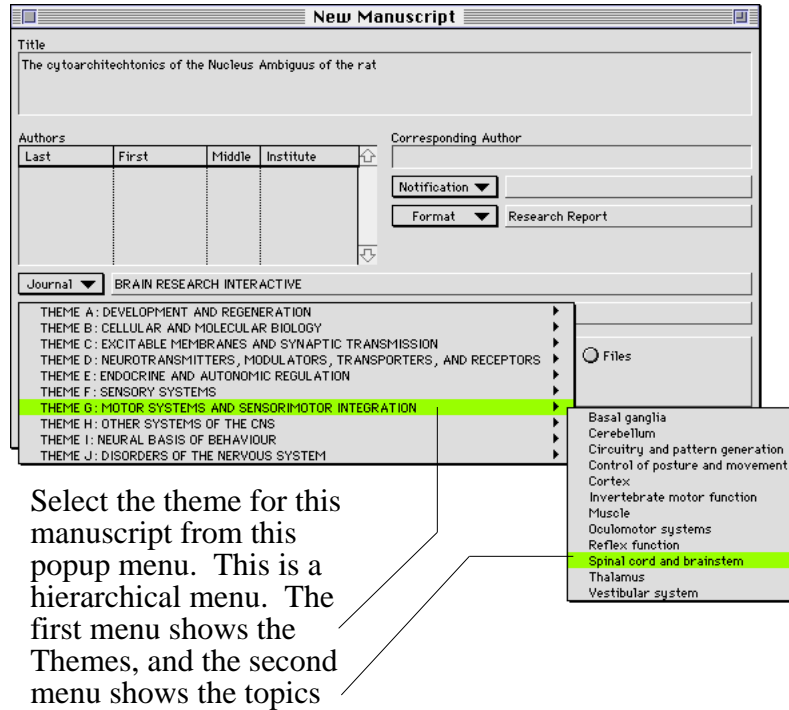


Figure 5.5

The selected theme appears in the *Theme Field* (Figure 5.6).

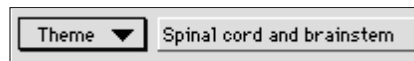


Figure 5.6

- **Notification** - The method of notifying the Corresponding Author for this manuscript is selected from this popup menu (Figure 5.7).

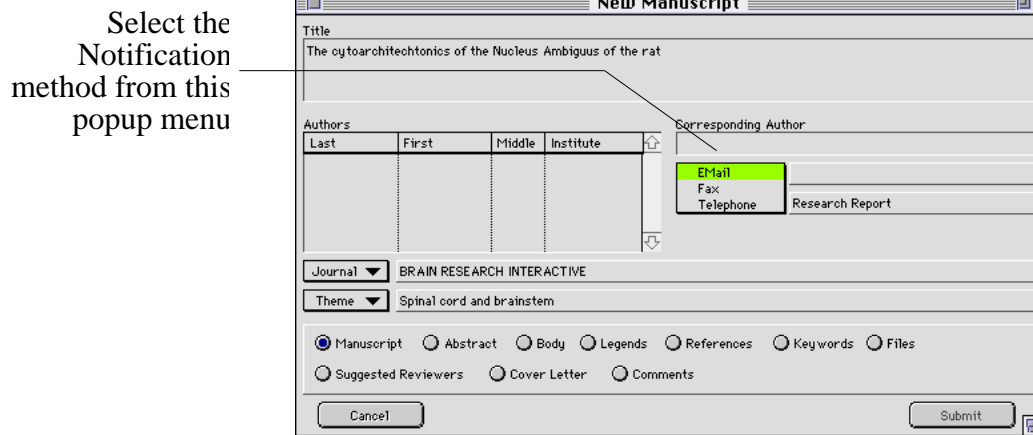


Figure 5.7

The current choices are:

1. **EMail** - the EMail address of the Corresponding Author must be entered in the Author object (see chapter *Entering Authors* to learn how to enter in the EMail address)
2. **FAX** - the FAX number of the Corresponding Author must be entered in the Author object (see chapter *Entering Authors* to learn how to enter in the FAX number)
3. **Telephone** - the telephone number of the Corresponding Author must be entered in the Author object (see chapter *Entering Authors* to learn how to enter in the telephone number)

The selected notification appears in the *notification field* (Figure 5.8).



Figure 5.8

- **Format** - The paper format for this manuscript is selected from this popup menu (Figure 5.9).

Select the Format of the manuscript from this popup menu

A screenshot of a web form titled "New Manuscript". The form contains several fields: a "Title" field with the text "The cytoarchitectonics of the Nucleus Ambiguus of the rat"; an "Authors" table with columns for "Last", "First", "Middle", and "Institute"; a "Corresponding Author" field; a "Notification" dropdown menu with a popup menu showing "Research Report" (highlighted) and "Short Communications"; a "Journal" dropdown menu with "BRAIN RESEARCH INTERACTIVE"; a "Theme" dropdown menu with "Spinal cord and brainstem"; and a row of radio buttons for "Manuscript", "Abstract", "Body", "Legends", "References", "Keywords", "Files", "Suggested Reviewers", "Cover Letter", and "Comments". The "Manuscript" radio button is selected. There are "Cancel" and "Submit" buttons at the bottom.

Figure 5.9

The selected format appears in the *format field* (Figure 5.10).



Figure 5.10

The format that you select for a manuscript is discussed in the Author's Guidelines that are published with the journal.

Adding Authors

There are three methods to add Authors to a manuscript window.

1. Drag the **Red Link Control Button** on any opened author window to the new manuscript window. Use this if the author window already opened
2. Drag the Authors from the **List of All Authors Window** to the new manuscript window. Use this to drag in several Authors in one action.
3. Drag the Authors from another opened manuscript window to the new manuscript window

Using the Red Link Control Button

1. Press and hold the mouse button on the red link control button
2. Without releasing the mouse, drag the red triangle to the manuscript window and drop it in the Authors List Field (Figure 5.11)

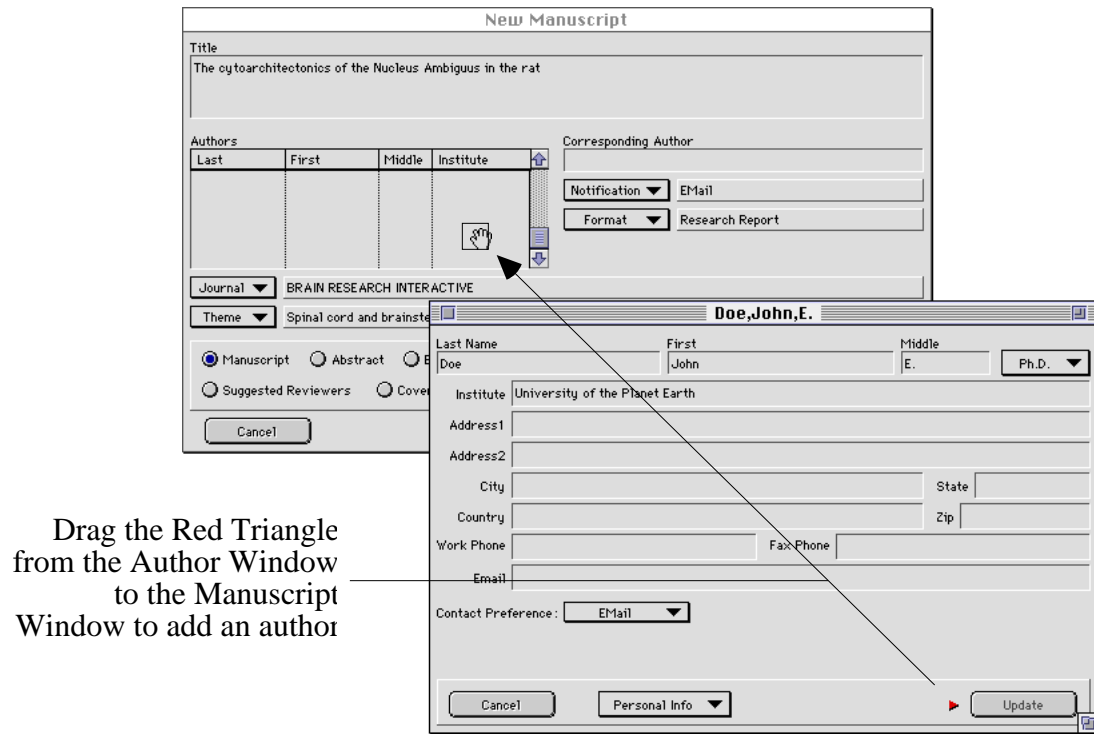
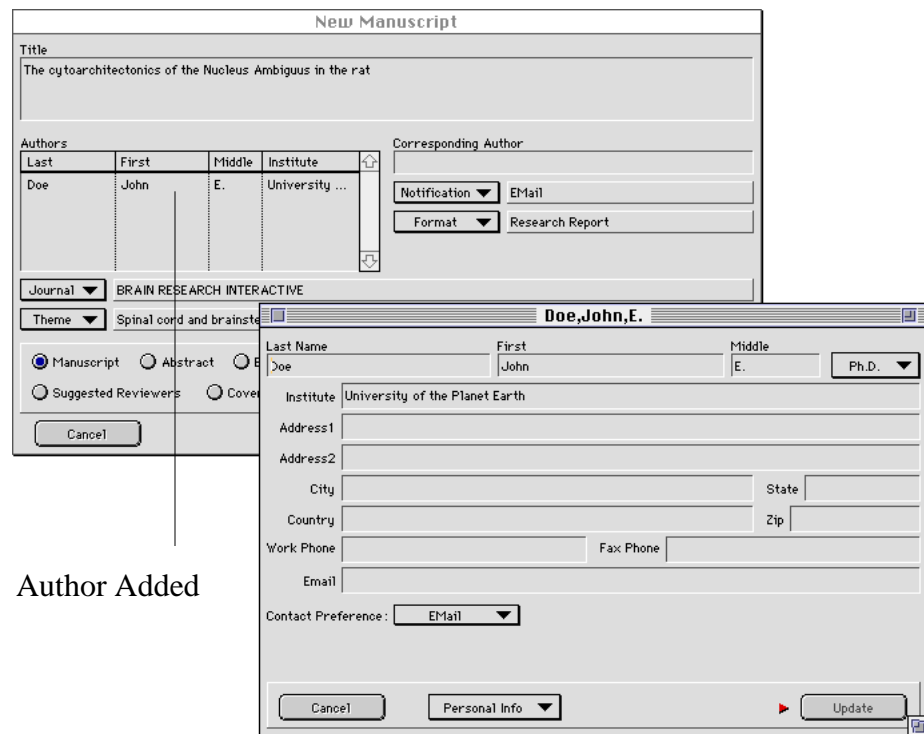


Figure 5.11

The cursor is initially an **ARROW** when pressing on the red triangle. When it moves into the Authors List Field, it changes to a **GRAB** hand. A small square is dragged from window to window. When the mouse button is released in the Authors List Field (dropped), the Author John Doe is added as an Author to the manuscript object (Figure 5.12).



Author Added

Figure 5.12

Adding from the List of All Authors Window

1. Select one or more of the Authors from the list
2. To select more than one Author, hold down the **SHIFT** key while pressing the mouse button on each Author
3. The *last* Author selected becomes the *drag anchor*
4. The mouse button must be released after the last selection
5. Press and hold the mouse button down again on the last Author selected, or on the single selection

6. Without releasing the mouse, drag with the mouse the entire selection to the manuscript window and drop it in the Authors List Field (Figure 5.13)

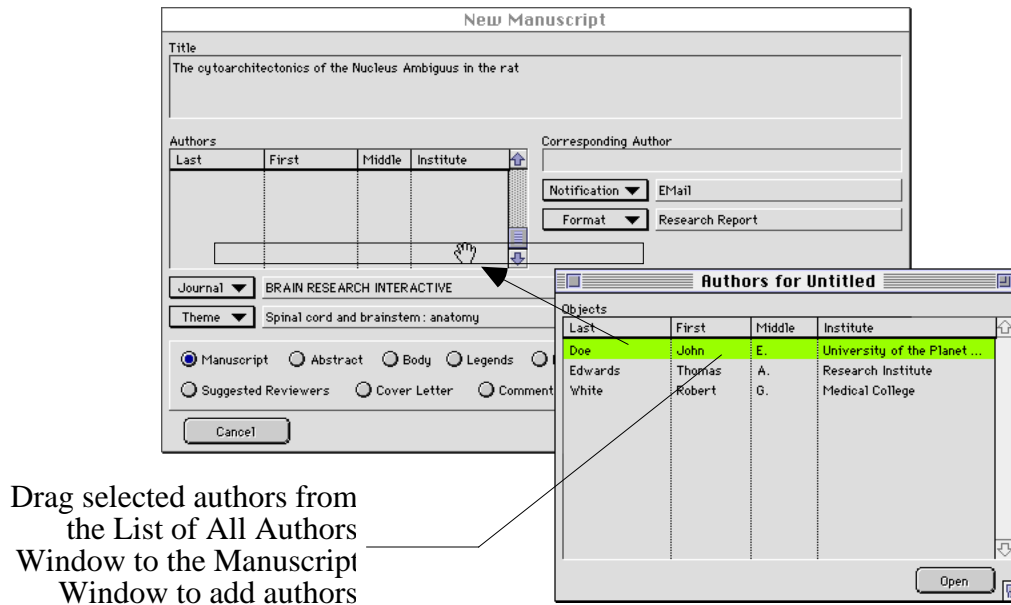
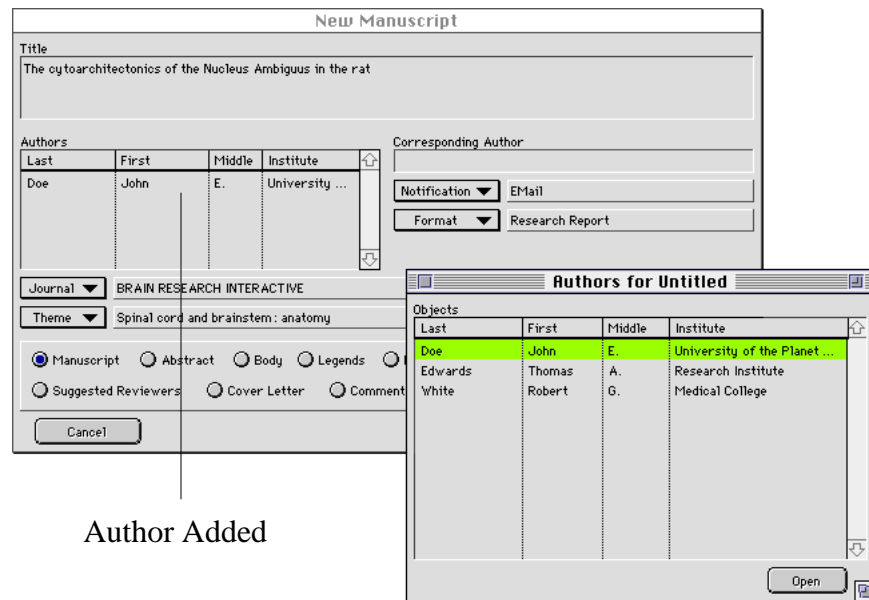


Figure 5.13

The cursor is initially an **ARROW** when pressing on the selected Author(s). When it moves into the Authors List Field, it changes to a **GRAB** hand. An outline of the selection is dragged from window to window. When the mouse button is released in the Authors List Field (dropped), the selected Author(s), in this case John Doe, is added as Author(s) to the manuscript object (Figure 5.14).



Author Added

Figure 5.14

Adding from Another Manuscript Window

1. Select one or more of the Authors from the list of Authors on a manuscript window
2. To select more than one Author, hold down the **SHIFT** key while pressing the mouse button on each Author
3. The *last* Author selected becomes the *drag anchor*
4. The mouse button must be released after the last selection
5. Press and hold the mouse button down again on the last Author selected, or on the single selection
6. Without releasing the mouse, drag with the mouse the entire selection to the new manuscript window and drop it in the Authors List Field

(Figure 5.15)

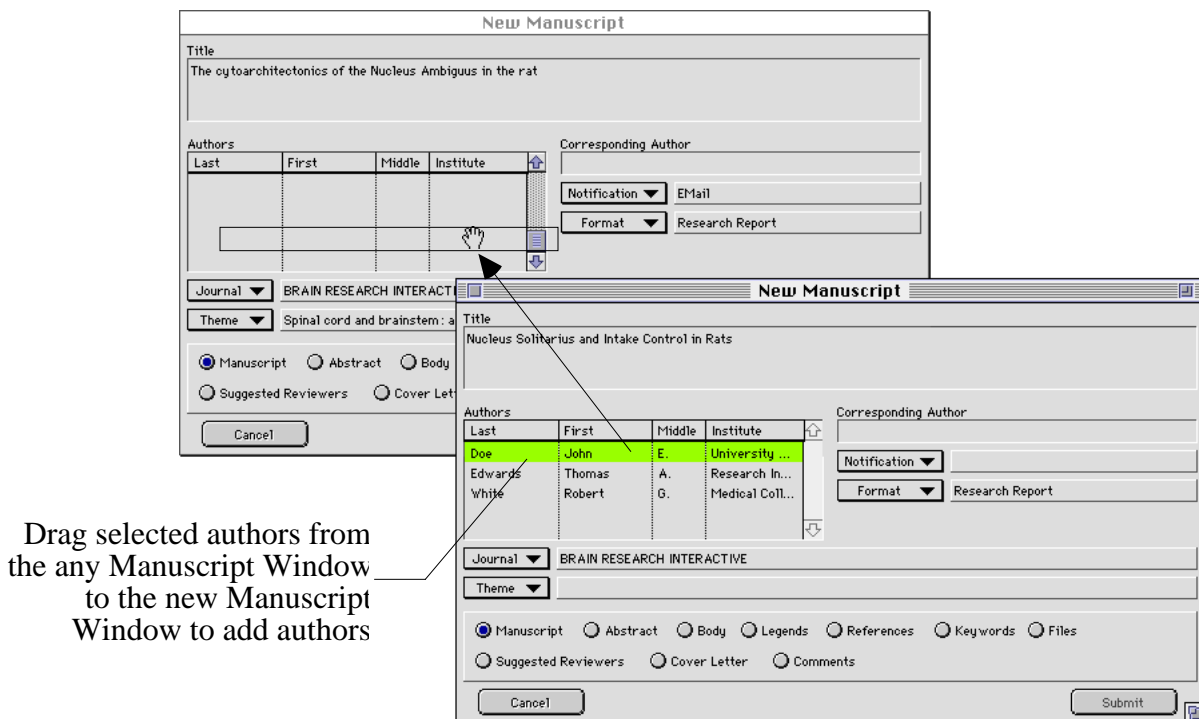
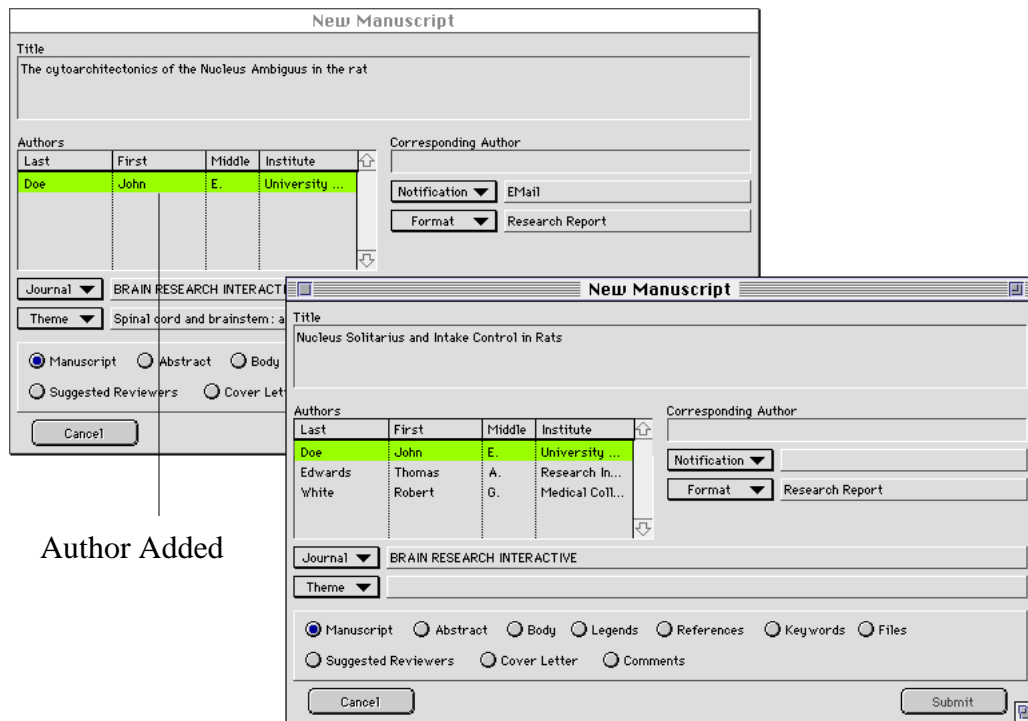


Figure 5.15

The cursor is initially an **ARROW** when pressing on the red triangle. When it moves into the Authors List Field, it changes to a **GRAB** hand. A small square is dragged from window to window. When the mouse button is released in the Authors List Field (dropped), the selected Author(s), in this case John Doe, is added as Author(s) to the manuscript object (Figure 5.16).



Author Added

Figure 5.16

Deleting an Author

Authors may be deleted from the manuscript window. If the Corresponding Author is deleted, the *Corresponding Author* field is cleared (Figure 5.17).

1. Select the Authors from the *Authors* list
2. To select more than one Author, hold down the **SHIFT** key while pressing the mouse button on each Author
3. Hit the **Delete** key. All selected Authors are deleted

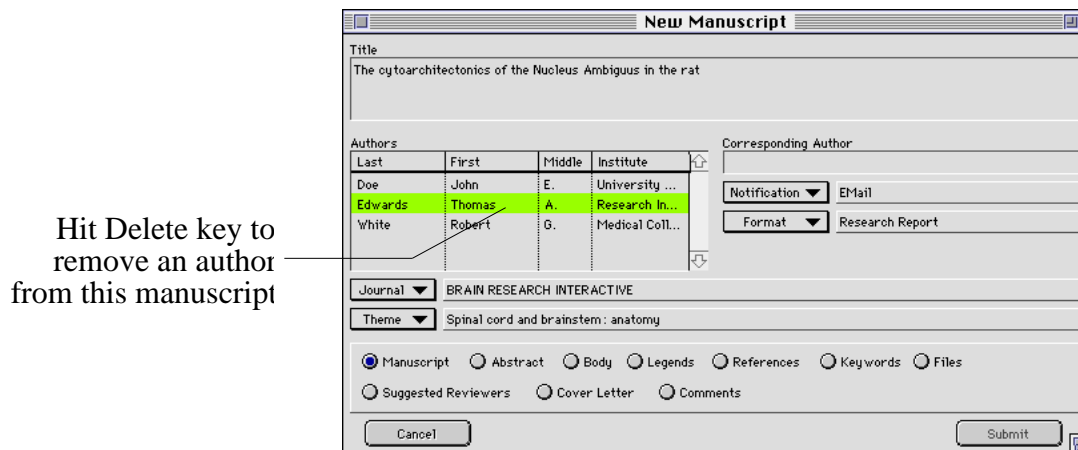


Figure 5.17

Author Order

The order of the Authors is based on the order in which they are added to the list. The **first author** is at the top of the list, and the **last author** is at the bottom.

To change the order:

1. Position the mouse in the list.
2. Select the Author that is to be moved
3. The mouse button must be released once
4. Press and hold the mouse button down again on the selected Author.
5. Drag the Author with the mouse up or down to change the order.
6. When you release the mouse button, the list redraws to reflect the new order (Figure 5.18)

The screenshot shows a 'New Manuscript' dialog box. The title is 'The cytoarchitectonics of the Nucleus Ambiguus in the rat'. The authors table is as follows:

Last	First	Middle	Institute
Doe	John	E.	University ...
Edwards	Thomas	A.	Research In...
White	Robert	G.	Medical Coll...

The 'Edwards' row is highlighted in green. A mouse cursor is over the 'Edwards' row. To the right, the 'Corresponding Author' section has a 'Notification' dropdown set to 'E-Mail' and a 'Format' dropdown set to 'Research Report'. Below the authors table, the 'Journal' is 'BRAIN RESEARCH INTERACTIVE' and the 'Theme' is 'Spinal cord and brainstem: anatomy'. There are radio buttons for 'Manuscript' (selected), 'Abstract', 'Body', 'Legends', 'References', 'Key words', 'Files', 'Suggested Reviewers', 'Cover Letter', and 'Comments'. 'Cancel' and 'Submit' buttons are at the bottom.

Drag selected author up and down to change the author order

Figure 5.18

One special condition is when changing the second Author into the first Author. In this case, move the first Author down,. Do not move the second Author up.

Corresponding Author

The Corresponding Author is selected from one of the Authors.. This is required before the manuscript can be submitted. This Author receives all notification messages from the SMART server regarding the submitted manuscript.

To attach the Corresponding Author:

1. Select the correct Author from the list
2. The mouse button must be released once
3. Press and hold the mouse button down again on the selected Author
4. Drag the Author with the mouse to the field labelled **Corresponding Author** (Figure 5.19)

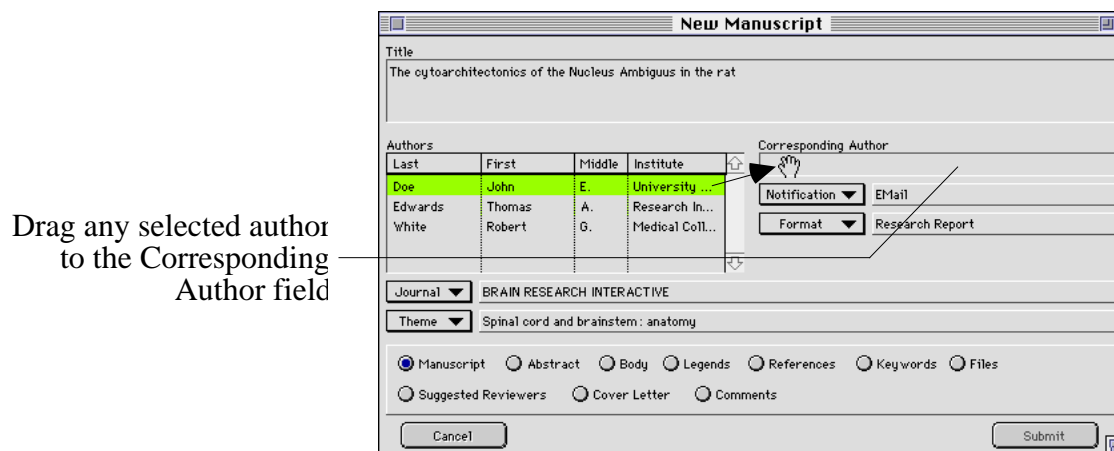


Figure 5.19

The cursor is initially an **ARROW** when pressing on the selected Author. When it moves into the *Corresponding Author Field*, it changes to a **GRAB** hand. A outline of the selection is dragged from field to field. When the mouse button is released in the *Corresponding Author Field*, the name of the selected Author is displayed (Figure 5.20).

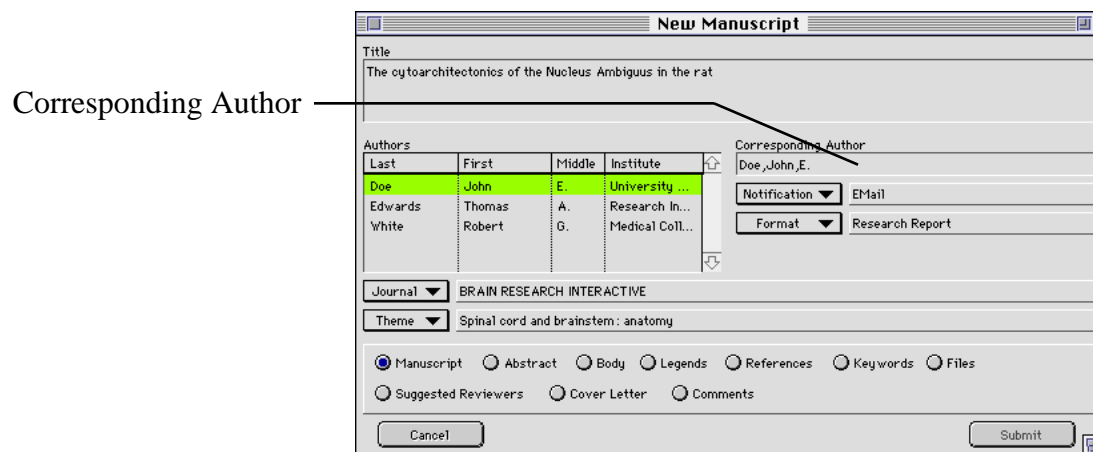


Figure 5.20

Determining Completeness

The manuscript is not ready for submission. More information need to be completed. Select **Check Manuscript Completeness** from the **Manuscripts Menu** (Figure 5.21) to determine what still needs to be completed. The keyboard equivalent of **Command-K** can also be entered from the keyboard

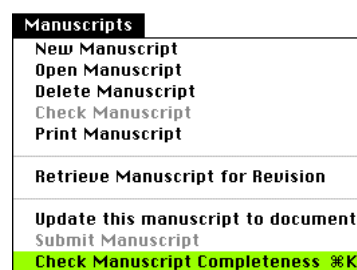


Figure 5.21

A dialog indicates what items require attention, or if the manuscript is ready to be submitted. Figure 5.22 shows that manuscript files still need to be attached to the manuscript object.

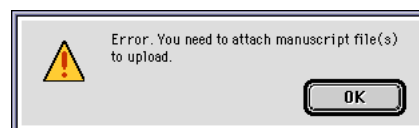


Figure 5.22

Finishing Up the Manuscript

The display buttons in the manuscript window display more information. Some information is required and some are optional. Those that are listed as optional are included because SMART will become a full authoring tool in the future, at which time the attachment of files will not be necessary. However, until that transition is made, these text fields are available, and Authors may elect to add this information into the optional fields

- **Manuscript** - displays the current window containing the most immediate information about this manuscript, such as the title, the Authors, the Corresponding Author, the journal, and the format. All of this information is required.
- **Abstract** - displays the abstract which may have been entered. This is optional. The abstract is generally in one of the files attached to this manuscript.
- **Body** - displays the body of the manuscript which may have been entered. This is optional. The body is generally in one of the files attached to this manuscript.
- **Legends** - displays the legends of figures in the manuscript which may have been entered. This is optional. The legends are generally in one of the files attached to this manuscript.
- **References** - displays the references in the manuscript which may have been entered. This is optional. The references are generally in one of the files attached to this manuscript.
- **Keywords** - displays the keywords in the manuscript. This is

required. The keywords used in SMART are standardized for the supported journals.

- **Files** - this button displays the field in which the files for the manuscript are to be attached to this manuscript object. This is required.
- **Suggested Reviewers** - displays the suggested Reviewers for the manuscript which may have been entered. This is optional. The Reviewers are added as text, not as Author objects.
- **Cover Letter** - displays the cover letter for the manuscript which may have been entered. This is required.
- **Comments** - displays the comments for the manuscript which may have been entered. This is optional.



Alert: Only the **Manuscript**, **Keywords**, **Files**, and **Cover Letter** information need to be completed in order to submit a manuscript object to SMART.

Manuscript - this has been described in full detail in the previous sections.

Abstract - The window is displayed in Figure 5.23.

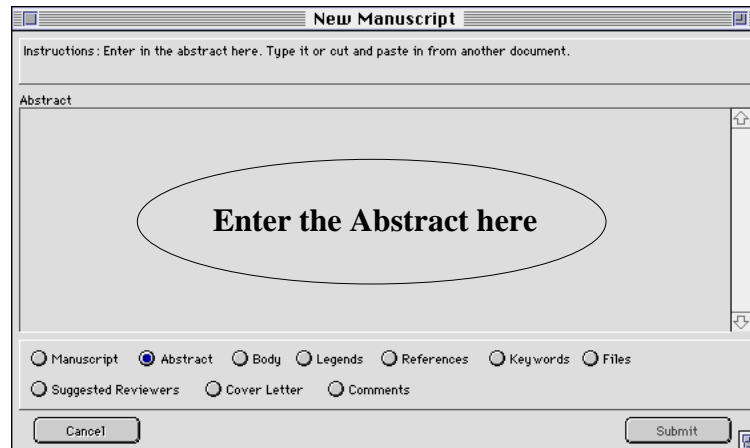


Figure 5.23

Currently, this information is not required. This may change in the future when SMART becomes more of an authoring tool. Presently, this information is optional.

Body - The window is displayed in Figure 5.24.

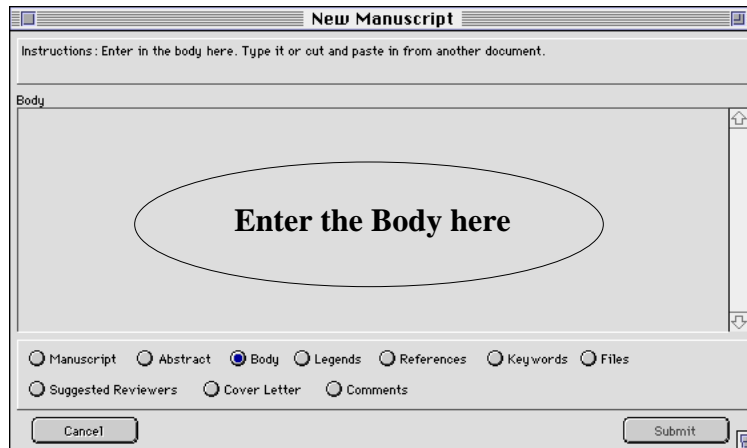


Figure 5.24

Currently, this information is not required. This may change in the future when SMART becomes more of an authoring tool. Presently, this information is optional.

Legends - The window is displayed in Figure 5.25.

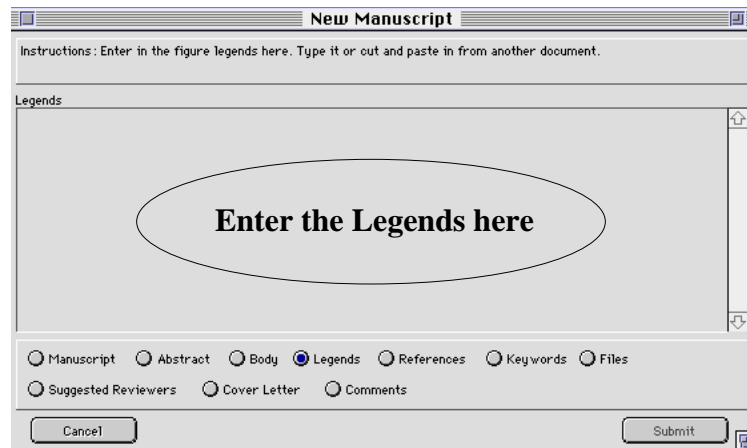


Figure 5.25

Currently, this information is not required. This may change in the future when SMART becomes more of an authoring tool. Presently, this information is optional.

References - The window is displayed in Figure 5.26.

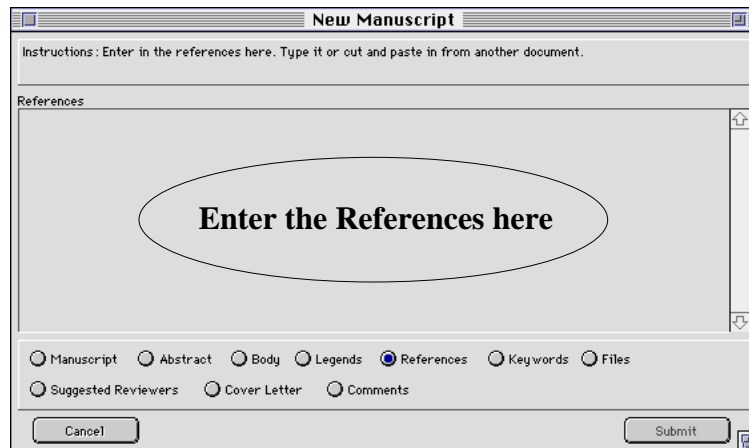


Figure 5.26

Currently, this information is not required. This may change in the future when SMART becomes more of an authoring tool. Presently, this information is optional.

Keywords - The window is displayed in Figure 5.27.

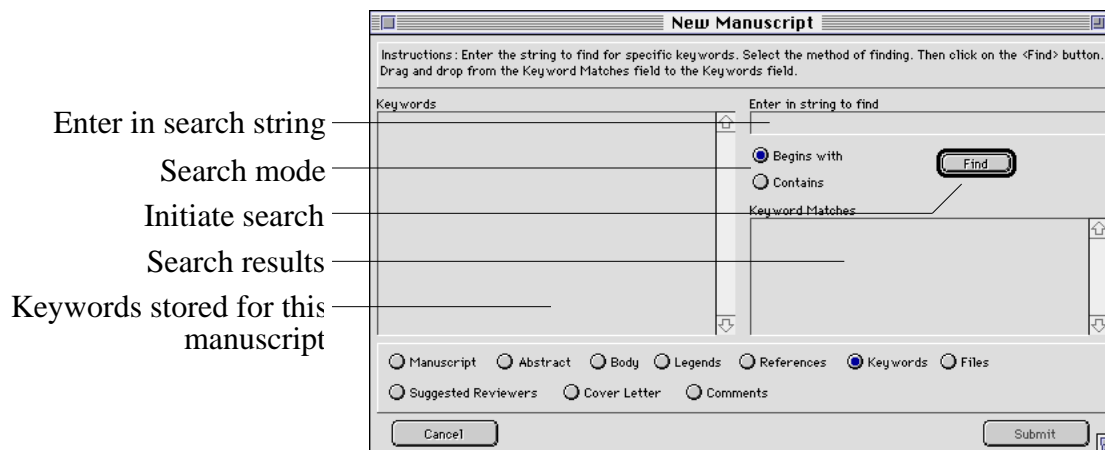


Figure 5.27

Keywords are required before the manuscript object can be submitted. All keywords are chosen from an internal standardized list in SMART.

Searching for Keywords:

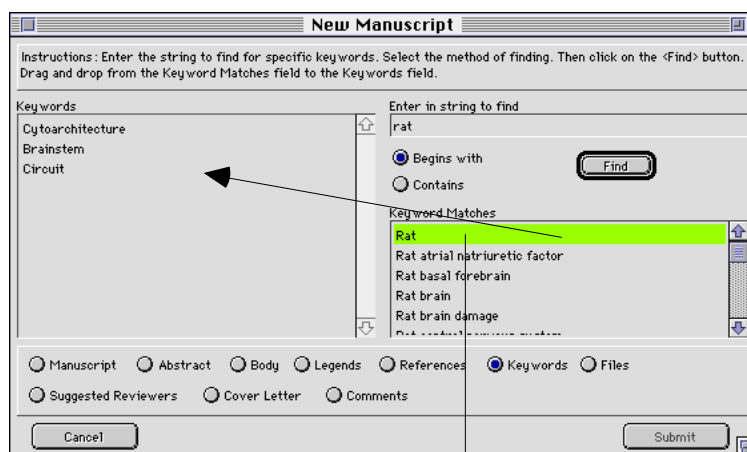
1. Type in a string in the field labelled **Enter in string to find**
2. The search method can be modified by selecting either **Begins With** or **Contains**
3. Pressing on the **Find** button or pressing the **RETURN** or the **ENTER** key initiates a search

All matches are displayed in the scrolling field labelled **Keyword Matches**.

Adding Keywords:

1. Select the desired keywords from the *Keyword Matches* list
2. To select more than one keyword, hold down the **SHIFT** key while pressing the mouse button on each keyword
3. The *last* keyword that selected becomes the *drag anchor*
4. The mouse button must be released after the last selection
5. Press and hold the mouse button down again on the last keyword selected, or on the single selection
6. Without releasing the mouse, drag with the mouse the entire selection to the *Keywords* field

When the mouse button is released, the selected keywords are added to the *Keywords* list (Figure 5.28).



Drag selected keywords to add to list

Figure 5.28

Deleting keywords:

1. Select the keywords from the *Keywords* list
2. To select more than one keyword, hold down the **SHIFT** key while pressing the mouse button on each keyword
3. Hit the **Delete** key. All selected keyword(s) are deleted

Files - The window is displayed in Figure 5.29.

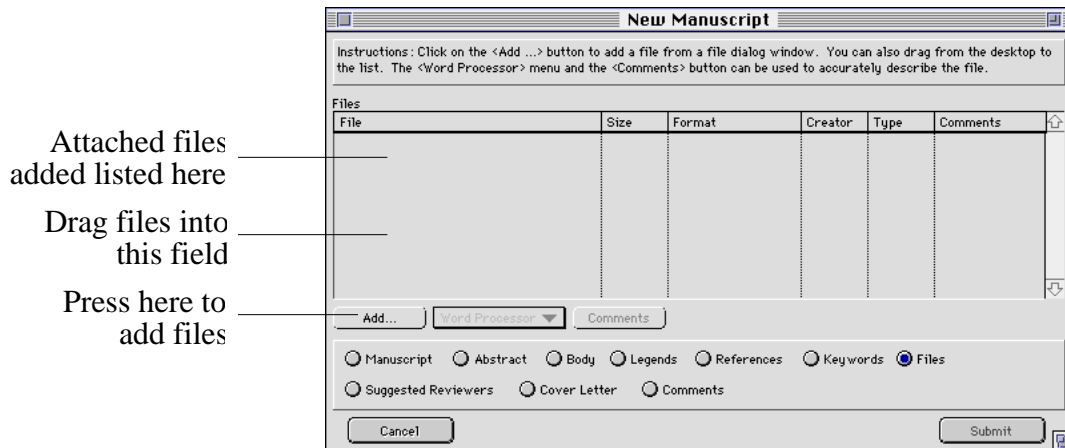
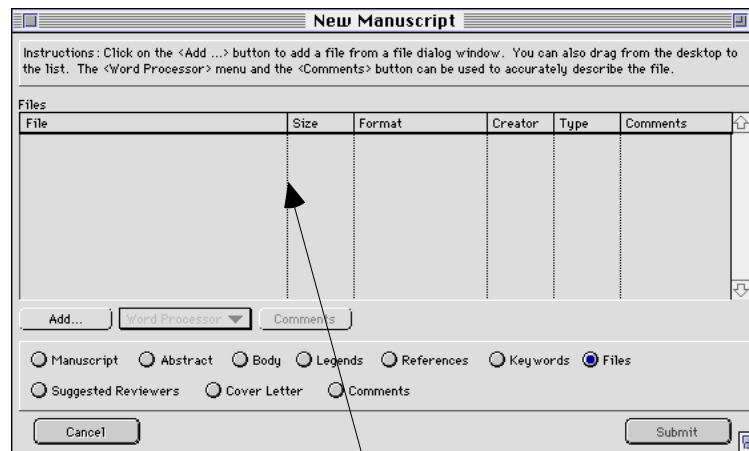


Figure 5.29

Files containing the content of the manuscript must be authored with another word processing program and added or attached to this manuscript. Files are added by **dragging** them from the desktop to the field or by pressing on the **Add...** button.

Dragging from the Desktop

1. Select all the files from the Finder
2. Press and hold the mouse button down on one of the selected files
3. Without releasing the mouse, drag with the mouse the entire selection to the field labelled **Files** (Figure 5.30)



Drag Files from
Desktop to Window

Figure 5.30



Tip: You can drag folders or disks into this files field in the manuscript window, but only files are added to the list. Folders and drives are ignored.

When you release the mouse button, all of the selected files are added to the manuscript object (Figure 5.31).

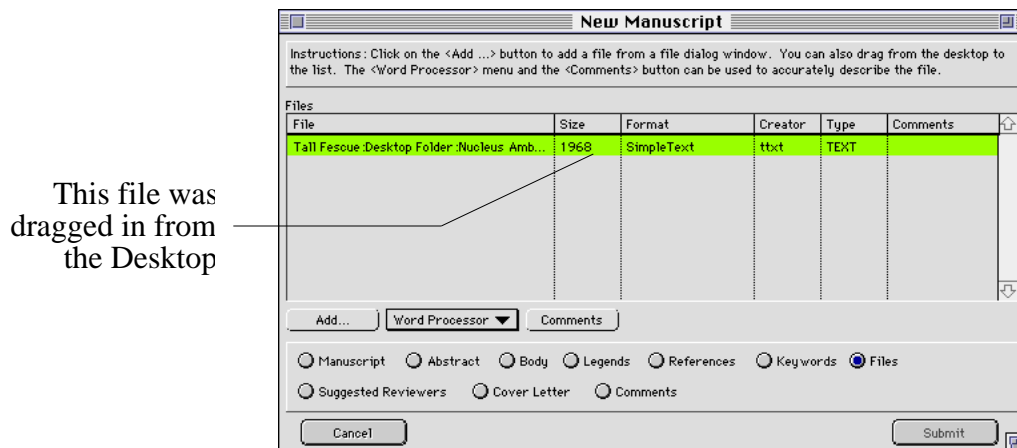


Figure 5.31

Using the Add button

1. Press on the **Add...** button
2. A file dialog opens requesting the manuscript file to attach (Figure 5.32)
3. Select the file
4. Press the **Open button**. The single file is added to the list of files in this manuscript

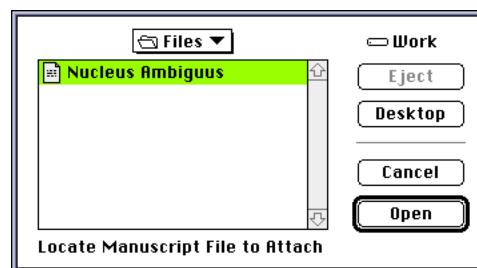


Figure 5.32

The location of all files are stored in the manuscript object. Therefore, the original files must remained in their current location until the manuscript is submitted. The process of submitting the manuscript to the database copies each file to the database.

Format - As files are being added, their file creator and type are checked against some known word processing and graphics programs. The Format column may automatically reflect the proper information. This information may also be manually selected.

1. Select one or more of the files
2. Press and hold on the button labelled *Word Processor* to display a popup menu (Figure 5.33)
3. Select the application that matches the selected files. The selection is added to each file selected and displays in the **Format** column.

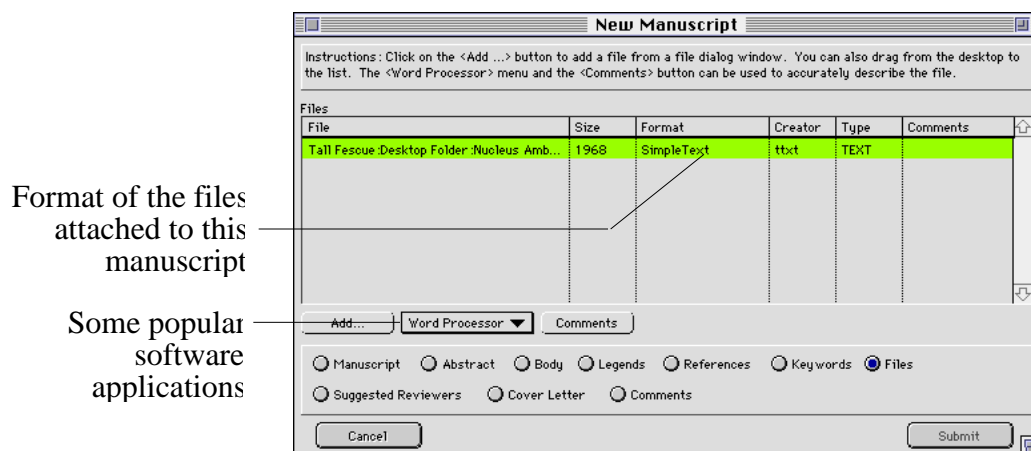


Figure 5.33

Comments - Select one or more of the files. Press on the button labelled *Comments*. A dialog opens for any comment (Figure 5.34).



Figure 5.34

The comment is added to each file selected and displays in the **Comments** column (Figure 5.35).

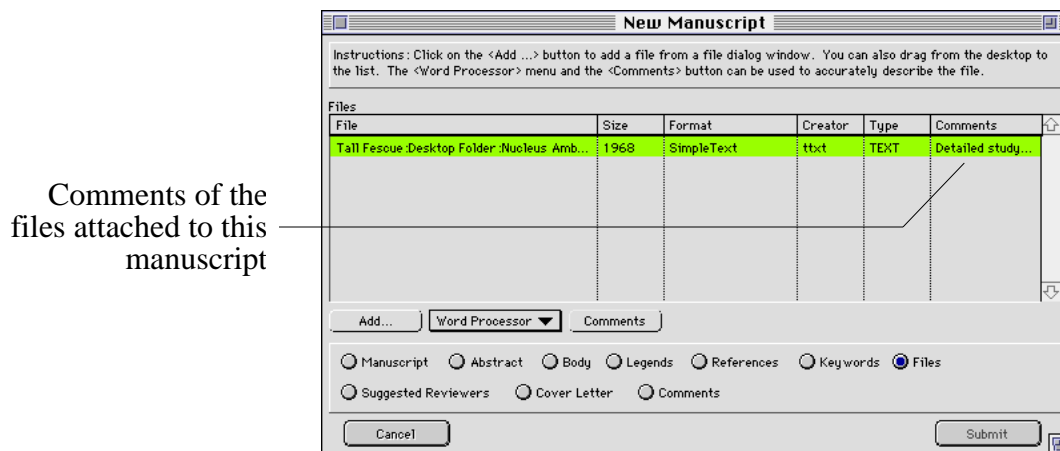


Figure 5.35

Deleting Files

1. Select the files from the *Files* list
 2. To select more than one file, hold down the **SHIFT** key while pressing the mouse button on each file
 3. Hit the **Delete** key. All selected files are deleted
-



Alert: This does not delete the actual file from your disk. It only removes the link of the file from this manuscript

Suggested Reviewers - The window is displayed in Figure 5.36.

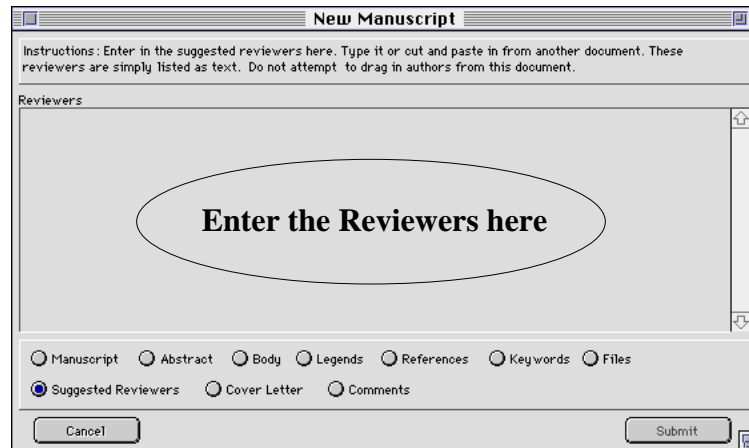


Figure 5.36

Suggested Reviewers for this manuscript are entered here.

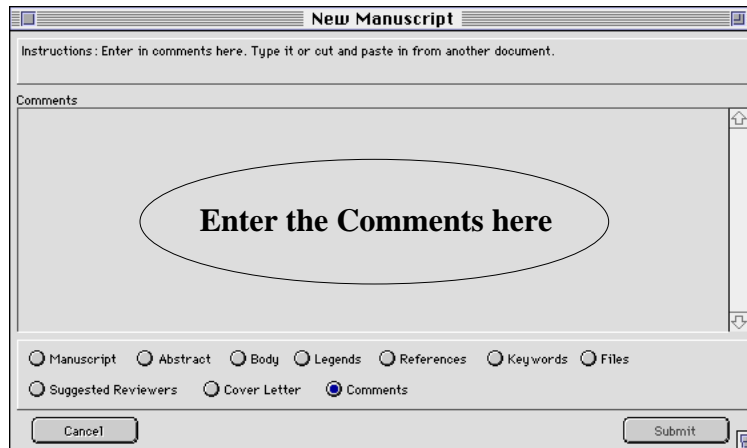
Cover Letter - The window is displayed in Figure 5.37.



Figure 5.37

A cover letter is required before the manuscript object can be submitted. This field is sensitive to drag and drop, so you can author the cover letter in another word processor, select the text, and drag and drop it into this field.

Comments - The window is displayed in Figure 5.38.



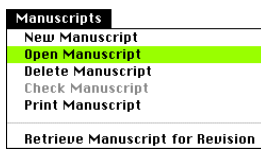
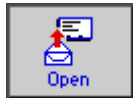
The screenshot shows a window titled "New Manuscript". At the top, there is a text area with the instruction: "Instructions: Enter in comments here. Type it or out and paste in from another document." Below this is a large text input field labeled "Comments" containing the text "Enter the Comments here" inside an oval. At the bottom, there is a row of radio buttons for selecting a section: Manuscript, Abstract, Body, Legends, References, Key words, Files, Suggested Reviewers, Cover Letter, and Comments (which is selected). There are "Cancel" and "Submit" buttons at the bottom.

Figure 5.38

Enter in any comments on the manuscript here in this field. This information is optional.

Opening a Manuscript

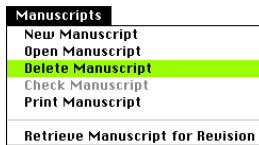
Manuscripts saved to the document may be reopened for browsing or for additional editing if not yet submitted.



Press on the **Open** button after selecting a manuscript in the document window. You can also select **Open Manuscript** in the **Manuscripts Menu**. This menu item is enabled only when a manuscript is selected. Or you can **double-click** on the selected manuscript in the document window. A manuscript window with this manuscript object opens. Browse or edit the manuscript object if this manuscript has not yet been submitted. If the manuscript has already been submitted, the data can only be browsed.

Deleting a Manuscripts

Manuscripts saved to the document may be deleted. Deletion of the manuscript does not remove it from the database nor remove its eligibility from review. This only removes the link from the document.



Press on the **Delete** button after selecting a manuscript in the document window. You can also select **Delete Manuscript** in the **Manuscripts Menu**. This menu item is enabled only when a manuscript is selected. You can also press the **Delete** key on the keyboard. A confirmation dialog appears twice Figure 5.39.



Figure 5.39

This action can be undone by selecting **Undo Delete Manuscript** in the **Edit Menu** (Figure 5.40). The manuscript is listed again in the document window.

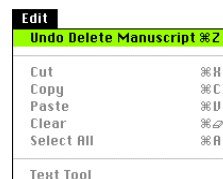


Figure 5.40

The undo of the deletion itself can also be undone, known as a redo. Select **Redo Delete Manuscript** in the **Edit Menu** (Figure 5.41). The manuscript is again deleted from the document.

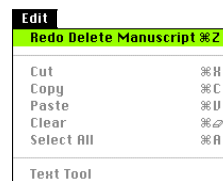
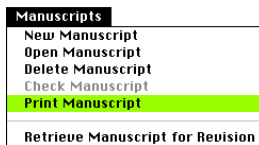


Figure 5.41

Printing a Manuscripts



A manuscript can be printed at any time, whether it has been submitted or not. Any time that a manuscript has been saved to the document, whether it has been submitted or not, it can be printed.

Press on the **Print** button after selecting a manuscript in the document window. You can also select **Print Manuscript** in the **Manuscripts Menu**. This menu item is enabled only when a manuscript is selected. If a printer is selected, a summary of the manuscript object is printed. This function does not print the contents of the attached files. It only prints the information that is entered with SMART. Figure 5.42 shows an example of a print report.

```
ID: 2
Created: Thu 07/25/1996 11:01:07 AM (GMT)

Title: The cytoarchitectonics of the Nucleus Ambiguus in the rat
Authors: Doe,John,E.
Corresponding Author:
Journal: BRAIN RESEARCH INTERACTIVE
Theme: Spinal cord and brainstem: anatomy
Notification: EMail
Paper Format: Research Articles
Keywords: Cytoarchitecture, Brainstem, Circuit
Abstract: None
Body: None
Figure legends: None
References: None
```

Figure 5.42

Submitting the Manuscript

The manuscript object is ready to submit to the SMART server when the **Submit** button is enabled. **Submit Manuscript** from the **Manuscripts Menu** may also be selected (Figure 5.43). This menu item is enabled only when the manuscript is ready to be submitted.

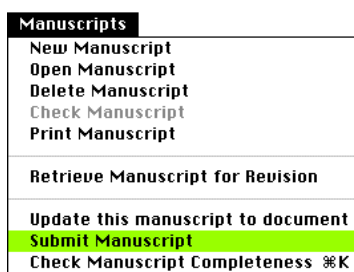


Figure 5.43

A confirmation dialog opens requesting to save all of the data to the disk (Figure 5.44).

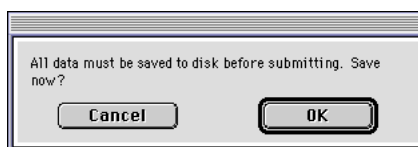


Figure 5.44

Pressing the **OK button** saves the data and continues the submission process. A final confirmation window appears summarizing the manuscript object. Confirm that this is the correct manuscript object and the journal selected for the publication is correct (Figure 5.45).

Verify the title, authors, and journal. Once the Submit process begins, you cannot interrupt it

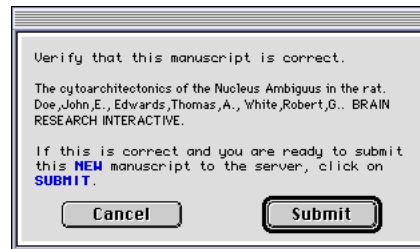


Figure 5.45

Pressing the **Submit button** starts the submission process. If the network configuration is incorrect, or if there is any problem in using the network or accessing the server, an error message appears.

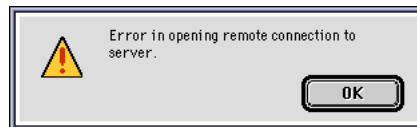


Figure 5.45

The submission process cannot be interrupted once it begins. The **progress bar** and **progress message** is in use on the document window for this manuscript. Depending on the type of connection you have to the Internet, the size of the files, and the activity at the SMART server, submission can take anywhere from seconds to minutes. The *progress field* shows the amount of data remaining to be sent, especially the size of the files.



Tip: If the document window is behind the manuscript window, you won't be able to see the messages. Move the document window to expose the progress bar and message field.

If there is any error by the server, or a network interruption after the transmission has started, an error message appears (Figure 5.46).

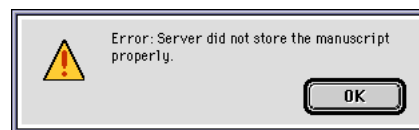


Figure 5.46

If this happens, try again later. If it continues, please contact **Technical Support**.

When the manuscript object has been successfully sent to the server, the following message appears, with a unique ID assigned to your manuscript (Figure 5.47).

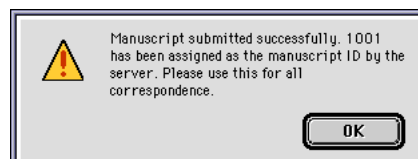


Figure 5.47

In this example the manuscript has been assigned an ID of **1001**. This can be used to identify your manuscript to this journal in all communications, either electronic, voice, or mail.

After submitting, the manuscript window closes. The document window updates to reflect that this manuscript has been submitted (Figure 5.48).

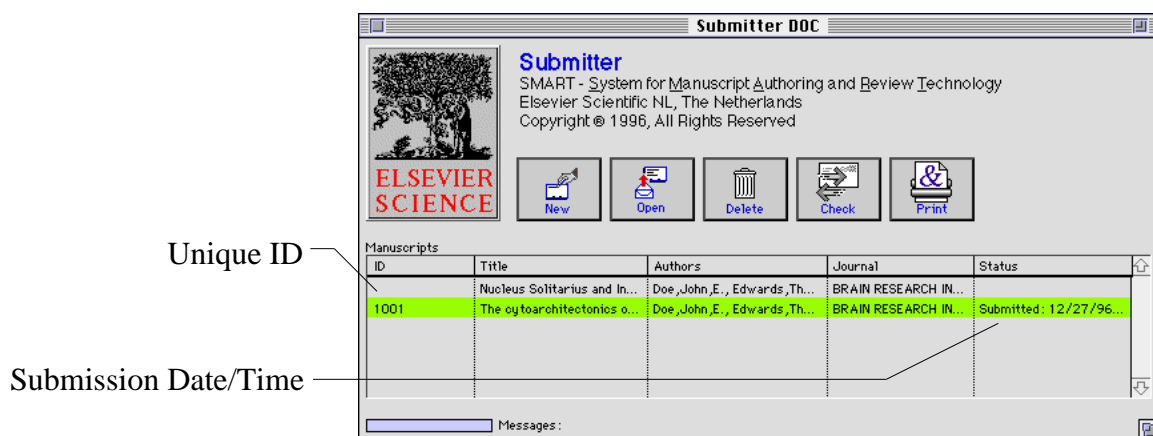


Figure 5.48

The manuscript shows the *ID* in the ID column, and the Status column shows the *submitted date and time*. The **Submit button** in the manuscript window for this manuscript is disabled if reopened. The manuscript cannot be resubmitted. Furthermore, certain fields are read-only and popup menus are disabled, protecting the current selections (Figure 5.49).

When a manuscript has been submitted, certain items are disabled

The cytoarchitectonics of the Nucleus Ambiguus in the rat

Title
The cytoarchitectonics of the Nucleus Ambiguus in the rat

Authors			
Last	First	Middle	Institute
Doe	John	E.	University ...
Edwards	Thomas	A.	Research In...
White	Robert	G.	Medical Coll...

Corresponding Author
Doe, John, E.

Notification ▼ EMail

Format ▼ Research Report

Journal ▼ BRAIN RESEARCH INTERACTIVE

Theme ▼ Spinal cord and brainstem: anatomy

Manuscript Abstract Body Legends References Keywords Files
 Suggested Reviewers Cover Letter Comments

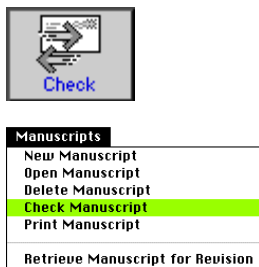
Cancel Submitted: 12/27/1996 11:46:02 PM (GMT) Submit

Figure 5.49

New Authors cannot be added to the Authors field. However, the Authors in a submitted manuscript may be selected and dragged to a new manuscript window.

Checking a Manuscript

Once a manuscript has been successfully submitted to SMART, the status of the manuscript can be checked by using the **Check** button on the document window.



Pressing on the **Check button** after selecting a manuscript in the document window starts the checking process. **Check Manuscript** in the **Manuscripts Menu** can also be selected. This menu item is enabled only when a manuscript is selected. If the network configuration is incorrect, or if there is any problem in using the network or accessing the server, an error message appears.

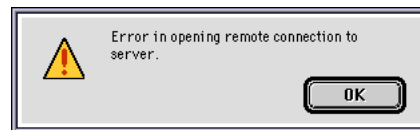


Figure 5.49

The checking process cannot be interrupted once it begins. The **progress bar** and **progress message** is in use on the document window for this manuscript. If there is any error by the server, or a network interruption after the checking has started, an error message appears (Figure 5.50).

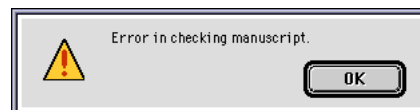


Figure 5.50

If this happens, try again later. If it continues, please contact **Technical Support**.



Alert: The checking process is not automatically done when you open the document window. You must initiate the check by using the Check button.

When the manuscript has been successfully checked by the server, a message window appears with the status. There is one general message if the manuscript is anywhere in the review process (Figure 5.51). The extent of the message, if any, is determined by the editors.

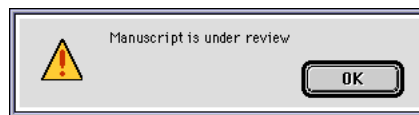


Figure 5.51

Manuscript is under review means that the manuscript has been submitted, and is in the review process. The specific phase of the review process is not reported.

Other messages appear once the review process has concluded for **Acceptance**, **Rejection**, and **Revision**.

Chapter 6

Revising a Manuscript

This chapter will show you how to retrieve a manuscript object for a revision should the editors request one from the corresponding author.

- Editorial request for revision
- Retrieving and Revising the Manuscript

Editorial Request for Revision

If a revision is necessary, the editors will contact the corresponding author through his preferred mode of notification. The following letter is a sample of the communications (Figure 6.1).

```
Your manuscript previous submitted needs a revision as requested by
the editors. Please save your author ID, the manuscript ID, and the
manuscript password. You will need these in order to download the
manuscript.

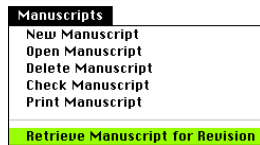
Manuscript ID:          1001
Submission Date:       12/27/96 11:46:02 PM (GMT)
Title:                 The cytoarchitechtonics of the Nucleus Ambiguus
                       in the rat
Journal:               Brain Research Interactive
Theme:                 Spinal Cord and Brainstem: anatomy
Keywords:              Cytoarchitecture, Brainstem, Circuit
First author:          Doe, John
Corresponding author: Doe, John
CoAuthors:             Edwards, Thomas, A., White, Robert, G.

Author ID              1007
Manuscript password:  ArterialBlood
```

Figure 6.1

The manuscript ID, password, and your ID are used to retrieve the manuscript. If you lose this information, you have to contact the journal Editor to get a new password.

Retrieving the Manuscript



Select **Retrieve Manuscript for Revision** in the **Manuscripts Menu** to retrieve your original manuscript object. A window opens and requests certain information in order to retrieve the manuscript (Figure 6.2).

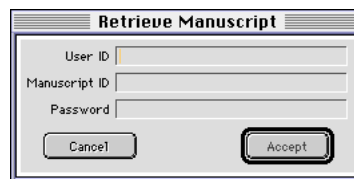
A dialog box titled "Retrieve Manuscript". It contains three text input fields: "User ID", "Manuscript ID", and "Password". Below the fields are two buttons: "Cancel" and "Accept".

Figure 6.2

The User ID is your assigned ID. The Manuscript ID is unique to the manuscript. The Password is case sensitive and unique to you and the manuscript (Figure 6.3).

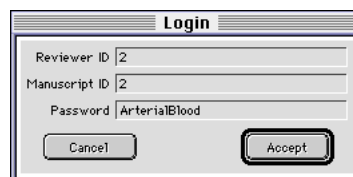
A dialog box titled "Login". It contains three text input fields: "Reviewer ID" with the value "2", "Manuscript ID" with the value "2", and "Password" with the value "ArterialBlood". Below the fields are two buttons: "Cancel" and "Accept".

Figure 6.3

Pressing on the **Accept button** opens a file dialog requesting a location to store the downloaded files (Figure 6.4). These are the original files that you attached to the manuscript object. The default name for the folder is **Download** with the **current date** appended.

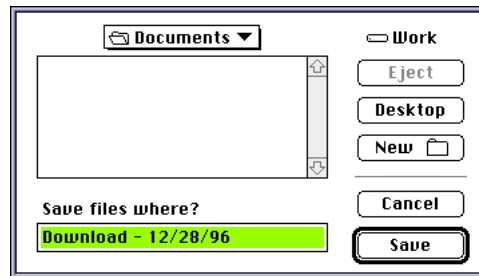


Figure 6.4

Pressing on the **Save button** begins the retrieval process. If the network configuration is incorrect, or if there is any problem in using the network or accessing the server, an error message appears (Figure 6.5).

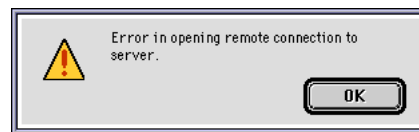


Figure 6.5

The retrieval process cannot be interrupted once it begins. The **progress bar** and **progress message** is in use on the document window for this manuscript. Depending on the type of connection you have to the Internet, the size of the files, and the activity at the SMART server, retrieval can take anywhere from seconds to minutes. The *progress field* shows the amount of data remaining to be received, especially the size of the files.



Tip: If the document window is behind the manuscript window, you won't be able to see the messages. Move the document window to expose the progress bar and message field.

If there is any error by the server, or a network interruption after the transmission has started, an error message appears (Figure 6.6).

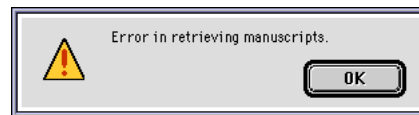


Figure 6.6

If this happens, try again later. If it continues, please contact **Technical Support**.

When the manuscript object has been successfully retrieved from the server, the document window updates to reflect that this manuscript has been retrieved (Figure 6.7).

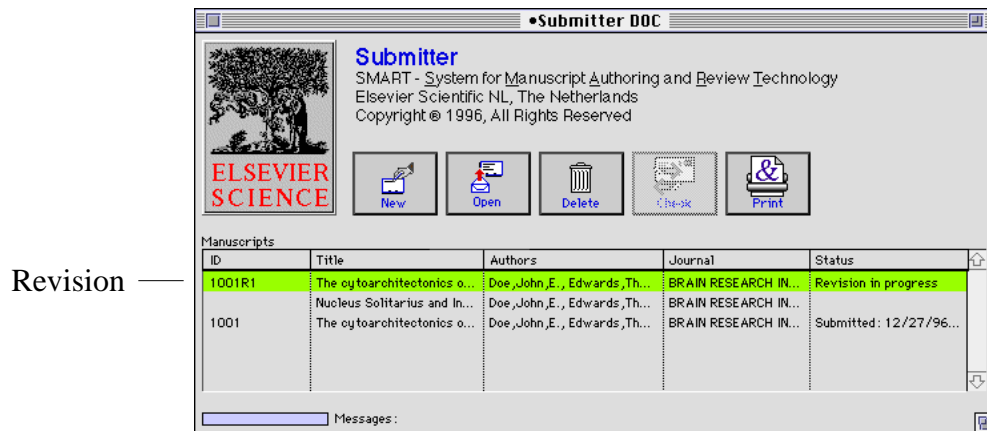


Figure 6.7

The manuscript shows the *ID* in the ID column, with the letter 'R' appended, followed by the number of revisions for this manuscript. The status column shows *Revision in progress*. A manuscript window opens for this manuscript

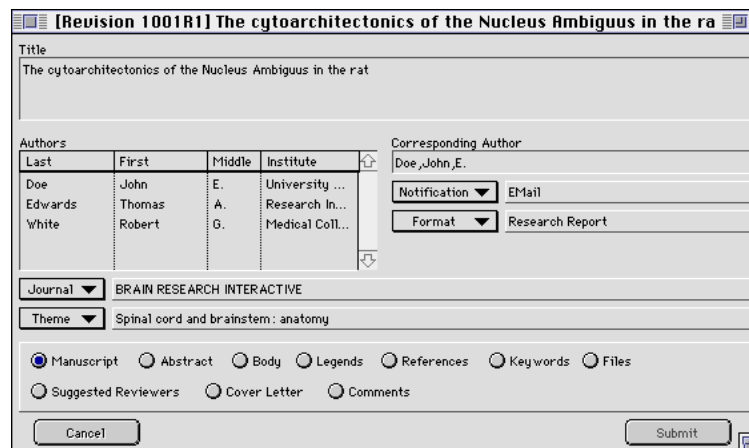


Figure 6.7

In a revision, you are restricted from altering the authors or the corresponding author. You cannot add new suggested reviewers. Most everything else can be changed. Primarily, you will review the files sent with the manuscript,

make changes as needed, attached new files as described in the previous chapter, and resubmit the manuscript. To resubmit the revised manuscript, use the same **Submit** button at the button and follow the same instructions as provided in the previous chapter.

Appendix A - Certified Software Applications

SMART is not an *authoring* program. This means that the Author creates the content of the manuscript with other programs, and use SMART to *bind* them together into a manuscript object that is then transmitted over the Internet to the SMART system. Since the Reviewers and Editors of SMART require that they be able to open and view your files, certified software applications are below. The Author should make every effort to use one of more of these applications when authoring the manuscript. If this is not possible, the Author should comment heavily on the name and version of the program, the computer, and the version of the operating system in the Comments field of each file, or put this information in the Comments section of the manuscript object.

Word Processors: (Macintosh)

- Microsoft Word 3.0, 4.0, 5.0, 6.0
- WordPerfect 3.0
- PageMaker 5.0
- NisusWriter 4.0

Spreadsheets: (Macintosh)

- Excel 5.0
-

Graphics: (Macintosh)

- MacDraw II
- Canvas
- Photoshop

- Illustrator
- Freehand

Appendix B - Optimizing Memory

The documents are RAM based. Virtual memory, either Apple's virtual memory or Connectix's RAM Doubler, can be used with this application. However, neither is recommended. Apple's virtual memory mechanism is very inefficient. RAM Doubler works better but it too can cause noticeable delays when physical free RAM is low. Be sure that 32 bit addressing is on for the older Macintoshes, and that the Modern Memory Manager for PowerPCs is on.

To turn off virtual memory (Figure B1):

1. Choose **Control Panels** from the **Apple** menu, then double-click **Memory**.
2. Press on the **Off** button to turn off virtual memory.
3. Choose **Restart** from the **Special** menu.

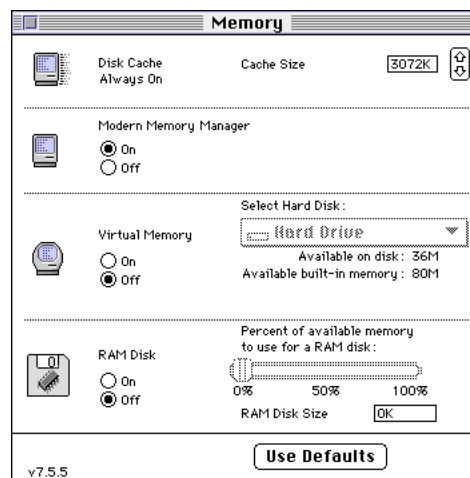


Figure B1

You should read the Appendix on **Optimizing Memory** to set the memory parameters for this application to the proper levels.

Appendix C - Networking Issues

This application uses the Internet and the TCP/IP protocol to communicate with the SMART server. The Macintosh computer must be capable of accessing the Internet, and must be able to run TCP/IP. On the Macintosh, TCP/IP is provided by using either MacTCP or Open Transport.

- The minimum version of MacTCP is 2.0.6
- The minimum version of Open Transport is 1.1

Apple's *AppleTalk Remote Access* (ARA) can also be used with either of the two IP enabling programs above to provide network access, but the transmission speeds are limited to the speed of the phone modem used to make the ARA connection.

IP Address and **Port number** must be configured. See the chapter on *The Basics* to see how to do this. The addresses and port number are:

Current IP Address of SMART Server (as of Jan 1, 1997):

- 192.26.252.151

Current Port Number of SMART Server (as of Jan 1, 1997):

- 7000

Appendix D - Useful Commercial Software

Connectix's **Speed Doubler** should be used on every PowerMacintosh because it replaces Apple's Motorola 680x0 emulator with a much better one. This application was written in QKS SmalltalkAgents, and only portions of it are in native PowerPC code. With **Speed Doubler**, throughput probably increases (as well as in many other commercial software applications) by at least two-fold.

Appendix E - Themes

The abbreviated list of themes is from the Society for NeuroSciences themes.

THEME A: DEVELOPMENT AND REGENERATION

- Developmental genetics
- Genesis of neurons and glia
- Cell lineage and determination
- Cell differentiation and migration
- Pattern formation, compartments, and boundaries
- Process outgrowth, growth cones, and sprouting
- Axon guidance mechanisms and pathways
- Formation and specificity of synapses
- Neurotransmitter systems and channels
- Neurotrophic factors: expression and regulation
- Neurotrophic factors: biological effects
- Neurotrophic factors: receptors and cellular mechanisms
- Hormones and development
- Nutritional and prenatal factors
- Neuronal death
- Glia and other non-neuronal cells
- Motor systems
- Sensory systems
- Cerebral cortex and limbic system
- Visual system
- Regeneration
- Transplantation
- Aging process

THEME B: CELLULAR AND MOLECULAR BIOLOGY

- Staining, tracing, and imaging techniques
- Neuroglia and myelin
- Membrane composition and cell-surface macromolecules
- Cytoskeleton transport and membrane targeting
- Blood-brain barrier
- Gene structure and function: general

THEME C: EXCITABLE MEMBRANES AND SYNAPTIC TRANSMISSION

- Presynaptic mechanisms
- Mechanisms of neurotransmitter release
- Postsynaptic mechanisms
- Long-term potentiation: physiology
- Long-term potentiation: pharmacology
- Ligand-gated ion channels
- Sodium channels
- Calcium channel structure, function, and expression
- Calcium channel physiology, pharmacology, and modulation

Potassium channel structure, function, and expression
Potassium channel physiology, pharmacology, and modulation
Other ion channels

THEME D: NEUROTRANSMITTERS, MODULATORS, TRANSPORTERS, AND RECEPTORS

Acetylcholine
Acetylcholine receptors: muscarinic
Acetylcholine receptors: nicotinic
Excitatory amino acids: excitotoxicity
Excitatory amino acids: anatomy and physiology
Excitatory amino acids: pharmacology
Excitatory amino acid receptors: structure, function and expression
Excitatory amino acid receptors: physiology, pharmacology and modulation
GABA receptors
GABA
Peptide receptor structure and function
Peptides: biosynthesis, metabolism, and biochemical characterization
Peptides: anatomy and physiology
Opioid receptors
Opioids: anatomy, physiology, and behaviour
Catecholamine receptors
Catecholamines
Serotonin receptors
Serotonin
Other neurotransmitters
Transmitters in invertebrates
Interactions between neurotransmitters
Uptake and transporters
Regional localization of receptors and transmitters
Second messengers and phosphorylation
Signal transduction: gene expression
Behavioural pharmacology
Receptor modulation, up- and down-regulation

THEME E: ENDOCRINE AND AUTONOMIC REGULATION

Hypothalamic-pituitary-adrenal regulation
Hypothalamic-pituitary-gonadal regulation
Osmotic and thermal regulation
Neuroendocrine regulation: other
Neural-immune interactions
Cardiovascular regulation
Gastrointestinal and urogenital regulation
Respiratory regulation

THEME F: SENSORY SYSTEMS

Somatic and visceral afferents
Spinal cord
Subcortical somatosensory pathways
Somatosensory cortex and thalamocortical relationships
Pain: pathways
Pain modulation: anatomy and physiology
Pain modulation: pharmacology

- Retina and photoreceptors
- Subcortical visual pathways
- Visual cortex: striate
- Visual cortex: extrastriate
- Visual psychophysics and behaviour
- Auditory, vestibular, and lateral line: periphery
- Auditory systems: central physiology
- Auditory systems: central anatomy
- Olfactory senses
- Gustatory senses
- Invertebrate sensory systems

THEME G: MOTOR SYSTEMS AND SENSORIMOTOR INTEGRATION

- Cortex
- Basal ganglia
- Thalamus
- Cerebellum
- Vestibular system
- Oculomotor systems
- Reflex function
- Spinal cord and brainstem
- Control of posture and movement
- Circuitry and pattern generation
- Invertebrate motor function
- Muscle

THEME H: OTHER SYSTEMS OF THE CNS

- Limbic system and hypothalamus
- Association cortex and thalamocortical relations
- Comparative neuroanatomy
- Brain metabolism and blood flow

THEME I: NEURAL BASIS OF BEHAVIOUR

- Cognition
- Learning and memory: systems and functions
- Learning and memory: physiology
- Learning and memory: pharmacology
- Neural plasticity
- Motivation and emotion
- Biological rhythms and sleep
- Neuroethology
- Invertebrate learning and behaviour
- Ingestive behaviours
- Stress
- Hormonal control of reproductive behaviour
- Monoamines and behaviour
- Neuropeptides and behaviour
- Drugs of abuse: alcohol, barbiturates, and benzodiazepines
- Drugs of abuse: amphetamine and other stimulants
- Drugs of abuse: cocaine
- Drugs of abuse: opioids and others
- Psychopharmacological agents
- Aging

THEME J: DISORDERS OF THE NERVOUS SYSTEM

- Genetic models
- Developmental disorders
- Epilepsy: human studies and animal models
- Epilepsy: basic mechanisms
- Epilepsy: anti-convulsant drugs
- Degenerative disease: Alzheimer's - beta amyloid
- Degenerative disease: Alzheimer's - cognitive function
- Degenerative disease: Alzheimer's - neuropharmacology and neurotransmitters
- Degenerative disease: Alzheimer's - miscellaneous
- Degenerative disease: Parkinson's
- Degenerative disease: other
- Ischemia
- Trauma
- Infectious diseases
- Neuromuscular diseases
- Neuropsychiatric disorders
- Neurotoxicity
- Neuro-oncology