

SMARTWORKS 2000

Authors

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Introduction

Submitting a manuscript to SmartWorks is easy. The Web browser does all of the work. There is no special software that needs to be installed. Submission of a manuscript entails the offline authoring of the manuscript in much the same way that you are familiar with most journals. You use a word processing program like Microsoft Word, create the graphics with a graphics program like Adobe Photoshop, and then use SmartWorks to upload the files and all attendant meta-data that describes the manuscript so the editors of the journal know how to handle it. If the manuscript is particularly large or complex, you can choose to complete the submission process in one session, or stop and restart it anytime later. And, don't worry - if the computer or software crashes, SmartWorks 2000 will also start from where you were last when the interruption occurred.

How to use this manual

This manual is intended for authors. All of the information in this document is considered public information.

ICON KEY

 Important Tip

 Alert

Starting SmartWorks

All parts of SmartWorks begin with the same home page. The home page controls or provides access to the various parts based on the access permissions you have when you log into SmartWorks. SmartWorks will only display what you need to see, and not clutter up the screen with unnecessary items.



SmartWorks will be referred to throughout these sets of documentation as SmartWorks, although the current version is SmartWorks 2000.

The home page

The URL for the home page is:

<http://www.smartworks2000.com>

This is the general URL to gain access to SmartWorks. All journals that are served by SmartWorks are available for entry here. However, some journals may have a specialized link to SmartWorks that provides for more specialization in the displays. Please refer to the instructions specific for using SmartWorks with those journals in those instances.

The home page for the SmartWorks web site is show below.



QUICK LINKS	Home About Us Contact Us Support Help Sign In
AUTHORS:	<p>Welcome to SmartWorks 2000</p> <p>SmartWorks 2000 is an integrated set of programs that facilitates the rapid submission and peer-review of manuscripts via the World Wide Web. SmartWorks 2000 is at the core of SMARTPublication, the first fully-integrated web-based publishing solution for the neurosciences.</p> <p>SmartWorks 2000 uses the WWW and the Internet to connect all users: authors, editorial staff, reviewers, and publisher. Advantages are greatly reduced time-to-review, time-to-publish, and time-to-read periods.</p> <p>Authors submitting scientific articles to selected journals of Elsevier Science can upload the files of their manuscript on this website for peer review, track the progress of their paper in the review cycle and provide any revisions. <i>No paper copy of a manuscript is required at any stage!</i></p> <p>Reviewers use SmartWorks 2000 to read manuscripts online or download them and ultimately provide their referee comments online.</p> <p>A journal's editorial staff uses the system to track and control the entire peer-review process: assign reviewers to new manuscript submissions, send notifications to reviewers, see reviewers' evaluations, to communicate the Editors' decisions or recommendations to authors, and forward the electronic files of accepted articles to the Publisher.</p> <p>Which journals? SmartWorks 2000 submission is currently possible for the Brain Research family of journals, including Gene Expression Patterns. It will be introduced for many other Elsevier Science neuroscience journals in the course of 2001.</p> <p>If you are new to this site and would like to submit a manuscript, click here for more information.</p> <p>If you are familiar with the system, you can sign into the system, or use the quick-access links on the left.</p> <p>SIGN IN</p>
<p>Submit manuscript</p> <p>Check production</p> <p>Restart session</p>	
MEETINGS:	
<p>Submit Meeting Paper</p> <p>Submit Abstract</p>	
GENERAL:	
Preview Server	

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SmartWorks is arranged in a logical and easy to use fashion. There is some general information in the main section of the page that you should read. You can click on the available links to explore further.

The top bar is the general **Navigational Title Bar**. This is generally available from all pages within SmartWorks and helps you to return to major sections quickly. The **Home** page will return to the front-most section, such as this page. **About Us** displays some information on Elsevier Scientific Publishers. **Contact Us** displays some information on how to reach Elsevier Science. **Support** displays general information and links on getting support for the use of SmartWorks (XXX). **Help** begins the online Help system for SmartWorks. **Sign In** is the same as if you click on the button **Sign In** near the bottom of this page. This begins the *sign in* procedure which will be described later in this chapter.

The composition of the Navigational Title Bar may vary depending on your context and current state in SmartWorks. For example, if you are already signed into

SmartWorks, the link name will be changed to **Sign Out**. In this case, there would also be two additional links for **Desktop** and **Profile**. These will be described later in this chapter.

On the left side of each page are the **QuickLinks Navigational Side Bar**. These links would be used throughout SmartWorks, or those that are displayed because they pertain to some special function or display that you might be currently working on. These are further subdivided into different main categories for *Authors*, *Meetings*, and *General* functions. Under **Authors**, there are two commands available: 1. Submit manuscript and 2. Restart session.



Signing in

After the Welcome message, there is an option to **Sign In**. Click on this if you have an account with SmartWorks. Signing in will make certain parts of submitting a manuscript easier. For example, if you are signed in, SmartWorks knows who you are and can find your co-authors for you, making it easier to assign authors to this new manuscript that are you currently submitting. If you click on **Sign In**, you will see the following window:

SmartWorks 2000 Sign In

If we already have your email and password, please sign in.

Email:

e.g. john@academic.edu

Password:

5-50 characters

SIGN IN

Forgot your password but you have an account?

Enter your email address here and click this button. We'll email it to you.

FORGOT MY PASSWORD!

Your email address is your login name. Enter it along with your password. Then click on the **Sign In** button. The window will then display the **Desktop Page**. This will be discussed later in the chapter on **Checking On Manuscripts**.

If you forget your password, you can enter in your email address and it will be emailed to you. If you are new to SmartWorks and want to create an account, click on **Create Account**. More information on this will be given later.

These following sections will assume that you have not signed into SmartWorks. Screens that are different will be displayed where they are relevant to the discussion.

Submitting New Manuscripts

All manuscripts must be authored with a word processing program outside of SmartWorks. Figures must also be created separately. In this sense, SmartWorks is not an authoring environment, but rather a messaging and tracking service. Each journal has its own specific requirements with regard to the format of the text and the types of figure files they will accept. In general, popular word processing programs such as Word and WordPerfect will be accepted. Figures should be in standard TIFF, JPEG, or GIF formats. More information on the graphic file formats and required parameters are at:

<http://www.elsevier.com/locate/artwork>.

In the QuickLinks section, click on **Submit Manuscript**. SmartWorks presents a list of steps that need to be followed in order to submit a manuscript. Some steps have to be taken in the correct order and SmartWorks will watch over and prevent you from making mistakes in the submission process.

NAVIGATION <ul style="list-style-type: none"> • Basic Information • Authors • Cover Letter • Abstract • Theme and Topic • Keywords • Other Information • Word Processing Files • Data Files • Verify Manuscript • License and Copyright 	<p style="text-align: right;"> Home About Us Contact Us Support Help Sign In </p> <hr/> <h3>Information for Manuscript Submission to Scientific Journals</h3> <p>Before you begin the submission process, please read the Guidelines for the Submission Process for important information about submitting to our Journals.</p> <p>Overview of the Steps:</p> <ol style="list-style-type: none"> 1. Enter basic information 2. Enter authors information 3. Enter cover letter 4. Enter abstract 5. Select theme and topics 6. Select keywords 7. Enter other information 8. Upload the word processing files written using a template 9. Upload the data files 10. Verification 11. Read the license and copyright 12. Submit <p>Signing into SmartWorks 2000</p> <p>You do not need to sign into SmartWorks 2000 in order to submit a manuscript. However, if you do have an account, we would recommend that you do sign in before submitting a manuscript. There are some features that will be enhanced if you have an account. For example, locating author profiles in our database is easier when we know who you are after you sign in.</p> <p>Files you will upload:</p> <p>Manuscript Word Processing Files A single manuscript file based on a supported word processor format that should be reviewed. Other files may also be uploaded here, such as tables, cover letters, etc.</p> <p>Manuscript Data Files A separate data file for each image, figure, or other data in the manuscript that should be reviewed. Other files that need not be reviewed may also be uploaded (ex. possible cover illustrations, movies, etc.). Read the Guidelines to Acceptable File Formats for important information about the word processing and data formats that we can accept.</p> <p>Choose a Life Sciences category:</p> <p>You can choose a category to narrow down the journal selections on the following pages. You may also not choose any to display all choices for the journal manuscript submissions.</p> <p style="text-align: center;"> <input style="border: 1px solid black;" type="button" value=" <Show all journals> "/> </p>
---	---

The left is the **Navigation** area that shows the status of each step. Each of the steps is a link that you can click on. However, since certain steps must be completed in a certain order, you cannot at this point go to any of the steps without completing the initial steps first. The bullet to the left of each step will also change, giving a visual indicator of the completeness of the step. You will see examples of this later.

Read each of the steps carefully to familiarize yourself with the materials you will need. Note that depending on the journal selection you make, some of these steps may not apply.

Towards the bottom of the page, you will see a pull down menu for the choice of journal categories. Since SmartWorks can serve many journals at once, this menu helps narrow down the choices on the following pages. Select the journal category now or leave it **Show All Journals**.

Choose a Life Sciences category:

You can choose a category to narrow down the journal selections on the following pages. You may also not choose any to display all choices for the journal manuscript submissions.

<Show all journals> ▼

At the bottom of each page will be the navigational controls. The left side is typically a back button to return to a previous step. The right side has the action controls that typically accept the data on the current screen and advances to the next step.

Next Step
Basic Information
CONTINUE

Click now on **Continue** to go to **Basic Information**.

Basic information

From this, choose the Journal to which you are submitting this current manuscript. As an example for this documentation, we will choose Brain Research. Also note that there is now a triangle in front of the Navigation link **Basic Information**. This indicates that this is the current step being worked on.

NAVIGATION Home | About Us | Contact Us | Support | Help | Sign In




- ▶ Basic Information
- Authors
- Cover Letter
- Abstract
- Theme and Topic
- Keywords
- Other Information
- Word Processing Files
- Data Files
- Verify Manuscript
- License and Copyright

Basic Information

Choose Journal: <Select one> ▼

Choose Format: <First select a journal> ▼

When the journal selection is made, the screen will update as SmartWorks sends the paper formats that are selectable for the journal. Additional information fields are also displayed. Note also that the Journal logo (e.g. Brain Research) is displayed at the top center of the page.

NAVIGATION Home | About Us | Contact Us | Support | Help | Sign In

- ▶ [Basic Information](#)
- [Authors](#)
- [Cover Letter](#)
- [Abstract](#)
- [Theme and Topic](#)
- [Keywords](#)
- [Other Information](#)
- [Word Processing Files](#)
- [Data Files](#)
- [Verify Manuscript](#)
- [License and Copyright](#)

Basic Information

Choose Journal:

Choose Format:

Enter Title:

Enter Number of Authors:

Enter Number of Data Files:

Enter Number of Word Processing Files:

Enter a password for restarting the session:

Enter your email address:

Next Step
Authors
CONTINUE

Choose the format for the manuscript (i.e., Interactive Report, Research Report, Short Communication, etc.). If a template is available, the screen may refresh and a button labeled **Download Template** will appear. Click on this to download a word processing template to your computer. This could be used to author this, or the next manuscript. This template is also available from the home page (XXX).

Enter in the number of authors. The actual number can be adjusted later in case you make a mistake here.

Enter in the number of data files. Data files are all files excluding the word processing file that contains the bulk of the text of the manuscript. Data files can be figures, movies, spreadsheets, sound files, animations, etc. Each journal has its own set of guidelines on what it can or cannot accept. Data files may also be files that you want to send to the editorial office, but may not necessarily be for review. An example in this case is a possible file for a cover figure for the journal.

Enter in the number of word processing files. Word processing files contain the text of the manuscript. Embedded figures are in most cases acceptable. Again, the editorial office will alert you if the file is not acceptable. You are also encouraged to read the guidelines for the journal to which you are submitting the manuscript. The

number of files typically is 1, but you are free any number. The editorial office will alert you if there are problems. For example, you might want to submit the native Word file in Macintosh and Windows format if you are running an older version of Word. Or you might submit additional PostScript or PDF files of the text.

Enter in a password for restarting the session. This password can be anything you choose at this point. It is used only to verify you if you want to restart this session at a later time. Your computer could crash, or the server or the network could go down. If so, SmartWorks will allow you to reenter and pick up where you were just before the disruption occurred. The password is vital to authenticate you to SmartWorks as the author or submitter of this manuscript. If you have an account with SmartWorks, you can use your account password or a new one. It is up to you.

Enter in your email address. If you have already signed in, your email address will be displayed here. This email address is used along with the password above to authenticate you when you restart a session.

An example of what you might enter is show below.

The screenshot shows a web form titled "Basic Information" with a navigation menu on the left. The navigation menu includes links for Basic Information, Authors, Cover Letter, Abstract, Theme and Topic, Keywords, Other Information, Word Processing Files, Data Files, Verify Manuscript, and License and Copyright. The form fields are as follows:

- Choose Journal: Brain Research
- Choose Format: Research Reports (with a "DOWNLOAD TEMPLATE" button)
- Enter Title: Brain research is fun and informative
- Enter Number of Authors: 2
- Enter Number of Data Files: 2
- Enter Number of Word Processing Files: 1
- Enter a password for restarting the session: open_sesame
- Enter your email address: you@someplace.edu

At the bottom right, there is a "Next Step Authors CONTINUE" button.

When all of this **Basic Information** data has been entered, click on **Continue**. SmartWorks will then display a confirmation page to you showing the manuscript ID that was assigned to this beginning manuscript. This page should be printed or you should save the ID and the password somewhere safe in case you want to restart the session.

NAVIGATION Home | About Us | Contact Us | Support | Help | Sign In | Save Session

- Basic Information
- Authors
- Cover Letter
- Abstract
- Theme and Topic
- Keywords
- Other Information
- Word Processing Files
- Data Files
- Verify Manuscript
- License and Copyright

Basic Information

This manuscript **Brain research is fun and informative** has been successfully created. You should copy or print out the information below.

ID: 1385
Password: open_sesame

You will need the manuscript ID and the password you assigned to it to restart this session with SmartWorks 2000 in the future. An email message will be generated and sent to: you@someplace.edu

Next Step
Authors
CONTINUE

Click on **Continue** to go to **Authors**.

Add authors

Note that the bullet before the **Basic Information** link in **Navigation** is now a “Checkmark”. This indicates that this step has been completed. The current step is now **Authors**.

NAVIGATION Home | About Us | Contact Us | Support | Help | Sign In | Save Session

- Basic Information
- Authors
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- Theme and Topic
- Keywords
- Other Information
- Word Processing Files
- Data Files
- Verify Manuscript
- License and Copyright

Add Authors

Brain Research: Brain research is fun and informative

Each of the authors must now be specified for the manuscripts. Click on each link below to enter in the author.

[Enter Author # 1](#) Currently unknown

[Enter Author # 2](#) Currently unknown

INCREASE TOTAL DECREASE TOTAL

You can also copy authors from previous manuscripts with SmartWorks 2000. An account is required for this option. You will be asked to sign in if you click on COPY. **COPY**

Prev Step
Basic Information
BACK

Next Step
Cover Letter
CONTINUE

The authors for a manuscript need to be profiled for SmartWorks. Since you indicated back on the **Basic Information** page that you had 2 authors for this manuscript, SmartWorks shows links for 2 authors – “Enter Author #1” and “Enter Author #2”. The phrase “Currently unknown” is displayed next to each because this is a new manuscript and you have not profiled the authors yet.

SmartWorks requires basic information on each author. The reason is that SmartWorks is a full manuscript tracking system that interfaces to all aspects of publishing – pre-print, production, article databases, editorial workflow, etc. To serve the scientific community best, information on the authors is critical.

There are several ways to enter this information if you are signed onto SmartWorks, and only one way if you are not. Let's start with the latter, assuming that this is the first time you are using SmartWorks, and you have no previous history or submissions, and therefore, no account.

If you are not signed into SmartWorks, click on **Enter Author #1** to start working with the first author. The next page shows a form associated with this author.

NAVIGATION Home | About Us | Contact Us | Support | Help | Sign In | Save Session

Basic Information

- Authors
- Cover Letter
- Abstract
- Theme and Topic
- Keywords
- Other Information
- Word Processing Files
- Data Files
- Verify Manuscript
- License and Copyright

Add Authors

Brain Research: Brain research is fun and informative

Enter in the name of the author to add. If that author does not exist, you will be prompted to enter in author information.

First Name:

Middle Name:

Last Name:

This person is a corresponding author

CANCEL **ADD AUTHOR**

You can enter in all name information on the first author. SmartWorks will match the last name exactly and find all other closely matched first names. If there are multiple matches based on this criteria, a list of authors will be presented from which you make a selection. If this person is a corresponding author, also click the checkbox **This person is a corresponding author**.

The following is an example where there is more than one author matching the name.

NAVIGATION Home | About Us | Contact Us | Support | Help | Sign In | Save Session

Basic Information

- Authors
- Cover Letter
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- Theme and Topic
- Keywords
- Other Information
- Word Processing Files
- Data Files
- Verify Manuscript
- License and Copyright

Add Authors

Brain Research: Brain research is fun and informative

These are all the matches to the name you supplied. Please select the correct one to use as this author. If the person does not exist, select <Create New Author> to create a new author.

<Create New Author>

Warren G Young, Brains Research Interactive, Scripps Research Institute

Benjamin G Young, Cornell University

This person is a corresponding author

CANCEL **ADD AUTHOR**

Select the correct author and click on **Add Author**.

If there is an exact match in the database, this page would not be displayed. Instead, one of two pages can be displayed, depending on whether you selected this author as a corresponding author.



If this person has a record currently in the SmartWorks database as a corresponding author and all contact information is up to date, this person will simply be inserted as

the first author of your manuscript. You would be returned to the first **Add Authors** page.

NAVIGATION [Home](#) | [About Us](#) | [Contact Us](#) | [Support](#) | [Help](#) | [Sign In](#) | [Save Session](#)

✓ [Basic Information](#)
 ▾ [Authors](#)
 • [Cover Letter](#)
 • [Abstract](#)
 • [Theme and Topic](#)
 • [Keywords](#)
 • [Other Information](#)
 • [Word Processing Files](#)
 • [Data Files](#)
 • [Verify Manuscript](#)
 • [License and Copyright](#)

Add Authors
Brain Research: Brain research is fun and informative Young, Benjamin G*

Each of the authors must now be specified for the manuscripts. Click on each link below to enter in the author.
Author successfully added to manuscript.
[Edit Author # 1](#) Benjamin G Young, Cornell University [Corr author] 
[Enter Author # 2](#) Currently unknown 

[INCREASE TOTAL](#) [DECREASE TOTAL](#)

You can also copy authors from previous manuscripts with SmartWorks 2000. An account is required for this option. You will be asked to sign in if you click on COPY. [COPY](#)

Prev Step
 Basic Information [BACK](#)

Next Step
 Cover Letter [CONTINUE](#)

If this person is a corresponding author and there is insufficient contact information in his current record in SmartWorks, the following page would be displayed.

NAVIGATION [Home](#) | [About Us](#) | [Contact Us](#) | [Support](#) | [Help](#) | [Sign In](#) | [Save Session](#)

✓ [Basic Information](#)
 ▾ [Authors](#)
 • [Cover Letter](#)
 • [Abstract](#)
 • [Theme and Topic](#)
 • [Keywords](#)
 • [Other Information](#)
 • [Word Processing Files](#)
 • [Data Files](#)
 • [Verify Manuscript](#)
 • [License and Copyright](#)

Add Authors
Brain Research: Brain research is fun and informative

This is a corresponding author but certain information is missing from his record. Please enter in this information.

Institute: (required)
 EMail: (required)
 Phone: (required)
 Fax:

[CANCEL](#) [ADD AUTHOR](#)

This information must be completed. Click on **Add Author** when done. The contact information is needed for corresponding authors because SmartWorks will send email notifications to them when certain phases of the manuscript submission and tracking process have completed.

If the author is not in the database, a larger form will appear asking for more information.

NAVIGATION Home | About Us | Contact Us | Support | Help | Sign In | Save Session

- ✓ Basic Information
- ▶ Authors
- Cover Letter
- Abstract
- Theme and Topic
- Keywords
- Other Information
- Word Processing Files
- Data Files
- Verify Manuscript
- License and Copyright

Add Authors

Brain Research: Brain research is fun and informative Young, Benjamin G

This is a new author. Please enter some additional information. **If you are this person, you need to enter in your email address and a password so that you can sign into SmartWorks 2000.** The email address and this password are then used for the sign in procedure. If this is a corresponding author, certain fields need to be entered.

E-Mail: (required if corr author)

Password: (required if corr author)

Retype Password: (required if corr author)

First Name: (required)

Middle Name:

Last Name: (required)

Degree: Other

Institute: (required if corr author)

Title:

Department:

Address 1:

Address 2:

City:

State:

Province:

Country:

Postal Code:

Phone: (required if corr author)

Fax:

This person is a corresponding author

Note that some of the field information is mandatory, such as first and last name. If this person is a corresponding author, an email address, password, and institute are also required. Phone and fax may be required as specified by the journal. In this example, only the phone is required for a corresponding author. If this person is not a corresponding author, the first and last name is all that is required.

Once this information is completed, click on **Add Author**. This new author is then added to SmartWorks and associated as the first author for your manuscript.

You should repeat these steps now for the remaining authors.

INCREASE TOTAL If you discover that you need more authors added, click on the **Increase Total** button. This will add a single new author to your manuscript as the last author and the total author count will go up by one. You should proceed to profile that author.

DECREASE TOTAL If you need to remove the last author, click on the **Decrease Total** button. The last author will be removed and the total author count will go down by one.



Click on this button to move an author down in the order. Any author below this one will be moved up in this author's place.



Click on this button to move an author up in the order. Any author above this one will be moved down in this author's place.

Note that if there is only one author, these author order movement arrows are not available.

Now let's see what happens if you are signed into SmartWorks and are submitting a manuscript. Note that in the middle of the **Add Authors** page is a section that allows you to **Copy** authors from other manuscripts.

You can also copy authors from previous manuscripts with SmartWorks 2000. An account is required for this option. You will be asked to sign in if you click on **COPY**.

If you click on **Copy** and are not signed in, the **Sign In** page mentioned above will be displayed. You can then sign in and the following page will then appear. (XXX – this should be edited for better title names)

All of the manuscripts that you have authored are displayed. You can then choose the manuscript that is the closest match to the current manuscript you are submitting. The authors and their information will be copied to your current manuscript. If the author number is different, your new manuscript will be adjusted appropriately to match the manuscript you are copying from. The following figure shows the result of clicking on the **Copy** button for Manuscript No: 3.

NAVIGATION Home | About Us | Contact Us | Support | Help | Sign In | Save Session

Basic Information
 Authors
 Cover Letter
 Abstract
 Theme and Topic
 Keywords
 Other Information
 Word Processing Files
 Data Files
 Verify Manuscript
 License and Copyright

Add Authors

Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.

Each of the authors must now be specified for the manuscripts. Click on each link below to enter in the author.

[Edit Author # 1](#) Warren G Young [1001], Brains Research Interactive, Scripps Research Institute [Corr author]

[Edit Author # 2](#) Benjamin G Young [1008], Cornell University [Corr author]

[Edit Author # 3](#) Mary R. Young [1043], YBM

INCREASE TOTAL DECREASE TOTAL

You can also copy authors from previous manuscripts with SmartWorks 2000. An account is required for this option. You will be asked to sign in if you click on COPY. [COPY](#)

Prev Step
 Basic Information
[BACK](#)

Next Step
 Cover Letter
[CONTINUE](#)

You have now completed the section on adding authors to your manuscript. Click on the **Continue** button to enter in the **Cover Letter**.

Finally, if you also signed in and are entering the names of the author, the following modification of the previous window appears.

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Add Authors

Brain Research: Brain research is fun and informative

Enter in the name of the author to add. If that author does not exist, he/she will be created. Any matches to that author will be return for you to select only one.

First Name:

Middle Name:

Last Name:

This person is a corresponding author

[CANCEL](#) [ADD AUTHOR](#)

Since you are signed in, you can select one of the options below to return a list of collaborators as authors.

Search for all of your co-authors (narrow search)

Also include those that are also at your institute/organization (medium search)

Also include those that are also co-authors of all your co-authors (broad search)

[SEARCH DATABASE](#)

There are three choices that you can make to use while searching the database. **Search for all of your co-authors** will produce a list that is somewhat narrow, and closely matches the history of manuscript submissions you make to SmartWorks. **Also include those that are also at your institute/organization** will broaden the search, while **Also include those that are also co-authors of all your co-authors** provides the broadest search. The use of these choices quickly lists collaborators or

potential collaborators so that you can just click on the name and enter them as a working author for your manuscript.

Cover Letter

The screenshot shows a web interface for adding a cover letter. At the top, there is a navigation bar with links: Home | About Us | Contact Us | Support | Help | Sign In | Save Session. On the left, a vertical navigation menu lists steps: Basic Information (checked), Authors (checked), Cover Letter (active), Abstract, Theme and Topic, Keywords, Other Information, Word Processing Files, Data Files, Verify Manuscript, and License and Copyright. The main content area is titled 'Add Cover Letter' and shows the title 'Brain Research: Brain research is fun and informative' with authors 'Young, Warren G*, Young, Benjamin G*, Young, Mary R.'. Below this, a text box prompts the user to 'Enter the cover letter by copying and pasting it from your word processor. Or write it directly in the field below.' A large empty text area is provided for input. At the bottom, there are two buttons: 'Prev Step Authors BACK' and 'Next Step Abstract CONTINUE'.

The cover letter can be copied from your word processing program and pasted into the field as displayed above, or you can type it directly at this point. Some journals and most abstract services may not require cover letters so this step may not apply in all instances. Please refer to the journal’s guidelines for authors for the content of the cover letter.

When the cover letter has been entered, click on the **Continue** button to enter in the **Abstract**.

Abstract

<p>NAVIGATION</p> <ul style="list-style-type: none"> ✓ Basic Information ✓ Authors ✓ Cover Letter ▶ Abstract • Theme and Topic • Keywords • Other Information • Word Processing Files • Data Files • Verify Manuscript • License and Copyright 	Home About Us Contact Us Support Help Sign In Save Session
<p>Add Abstract</p> <p>Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.</p> <hr/> <p>Enter the abstract by copying and pasting it from your word processor. Or write it directly in the field below.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
<p>Prev Step Cover Letter BACK</p> <p style="text-align: right;">Next Step Theme and Topic CONTINUE</p>	

The abstract can also be copied from your word processing program and pasted into the field as displayed above, or you can type it directly at this point. Some journals may not require cover letters so this step may not apply in all instances. Please refer to the journal’s guidelines for authors for the content of the abstract.

When the abstract has been entered, click on the **Continue** button to enter in the **Theme and Topic**.

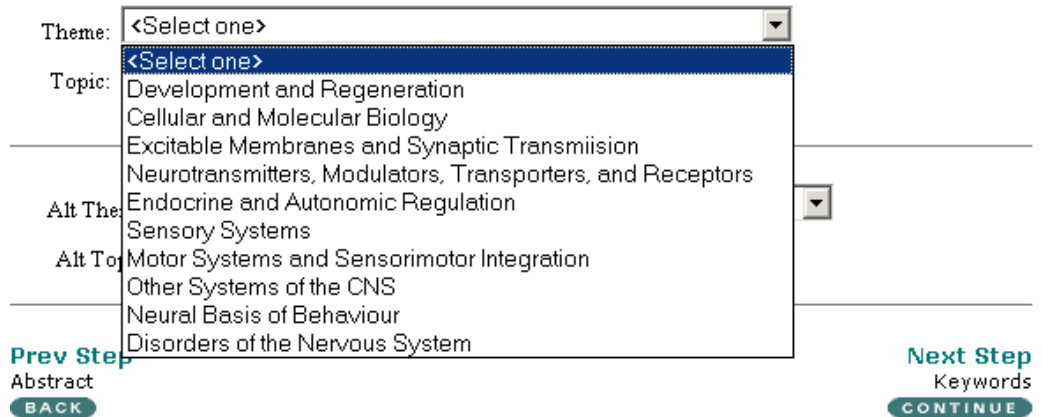
Themes and topics

<p>NAVIGATION</p> <ul style="list-style-type: none"> ✓ Basic Information ✓ Authors ✓ Cover Letter ✓ Abstract ▶ Theme and Topic • Keywords • Other Information • Word Processing Files • Data Files • Verify Manuscript • License and Copyright 	Home About Us Contact Us Support Help Sign In Save Session
<p>Select Theme and Topic</p> <p>Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.</p> <hr/> <p>A theme and topic must now be selected. Select the theme and topic from the pull-down menus below. You may also optionally enter in an alternate theme and topic.</p>	
<p>Theme: <input type="text" value="<Select one>"/></p> <p>Topic: <input type="text" value="<First select a theme>"/></p> <hr/> <p>Alt Theme: <input type="text" value="<Select one>"/></p> <p>Alt Topic: <input type="text" value="<First select an alternate theme>"/></p>	
<p>Prev Step Abstract BACK</p> <p style="text-align: right;">Next Step Keywords CONTINUE</p>	

AUTHOR MANUAL

The themes and topics historically has come from society meetings and their thematic organization of the scientific material. Each journal may have different approaches here, though the neuroscience journals are most likely to adopt this approach. You are allowed a primary and an alternate selection for a theme and topic. The alternate theme and topic are optional. Use this if your manuscript crosses into another area.

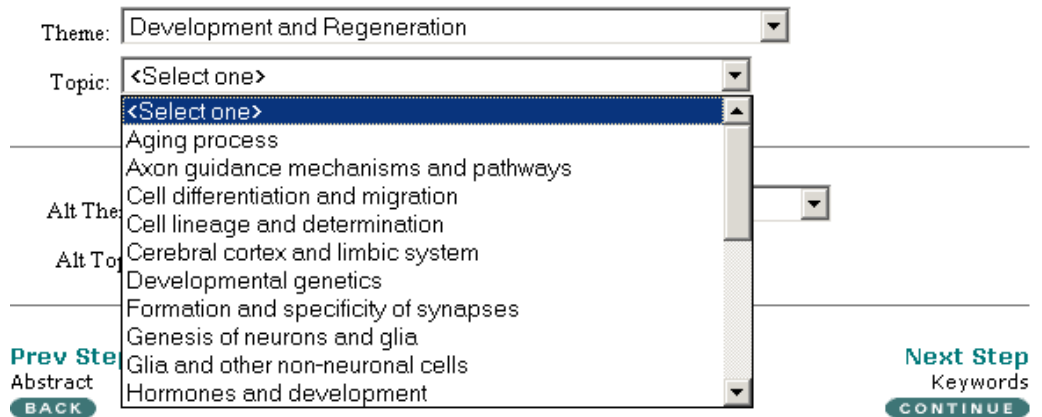
Press and hold on the Theme menu to see the themes.



The screenshot shows a web form with the following elements:

- Theme:** A dropdown menu currently showing "<Select one>".
- Topic:** A dropdown menu showing a list of topics: "<Select one>", "Development and Regeneration", "Cellular and Molecular Biology", "Excitable Membranes and Synaptic Transmiision", "Neurotransmitters, Modulators, Transporters, and Receptors", "Endocrine and Autonomic Regulation", "Sensory Systems", "Motor Systems and Sensorimotor Integration", "Other Systems of the CNS", "Neural Basis of Behaviour", and "Disorders of the Nervous System".
- Alt Theme:** A dropdown menu.
- Alt Topic:** A dropdown menu.
- Prev Step:** A button labeled "Abstract" with a "BACK" button below it.
- Next Step:** A button labeled "Keywords" with a "CONTINUE" button below it.

Once a theme selection has been made, the topic menu is populated. Select a topic now. The following figure shows the topics for the Theme Development and Regeneration.



The screenshot shows the same web form as above, but with the following changes:

- Theme:** The dropdown menu now shows "Development and Regeneration".
- Topic:** The dropdown menu is populated with a list of topics: "<Select one>", "Aging process", "Axon guidance mechanisms and pathways", "Cell differentiation and migration", "Cell lineage and determination", "Cerebral cortex and limbic system", "Developmental genetics", "Formation and specificity of synapses", "Genesis of neurons and glia", "Glia and other non-neuronal cells", and "Hormones and development".
- Alt Theme:** A dropdown menu.
- Alt Topic:** A dropdown menu.
- Prev Step:** A button labeled "Abstract" with a "BACK" button below it.
- Next Step:** A button labeled "Keywords" with a "CONTINUE" button below it.

After the primary theme and topic have been selected, you may optionally make an alternate selection. Click on the **Continue** button to enter in the **Keywords**.

Keywords

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- [Other Information](#)
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- [License and Copyright](#)

Select Keywords

Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.

Keywords must now be selected. Select the keywords from the pull-down menus below. You may also optionally enter in alternate keywords.

There are no current keywords for this manuscript

Enter in keyword to search

SEARCH DATABASE

Enter in your user keyword in the field below. Separate multiple keywords with a space or a comma.

ADD KEYWORDS

Prev Step
Theme and Topic
BACK

Next Step
Other Information
CONTINUE

Keywords are used to categorize the manuscript. You may enter as many keywords as you think are relevant. The keywords come from a standardized database in SmartWorks. To enter in keywords, you need to search for all matches. The matches are displayed in a scrolling list. Select the ones from this list to enter them. The following figure shows the matches when the keyword string “aging” is entered.

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- ▶ [Keywords](#)
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- [License and Copyright](#)

Select Keywords

Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.

11 matches found from the keyword database. Select one or more and then press "Add Keywords".

- Aging
- Aging of cholinergic system
- Brain aging
- Calcium imaging
- Imaging
- Locus ceruleus aging
- Magnetic resonance imaging
- Magnetic source imaging
- Optical imaging
- Response averaging
- Spike_triggered averaging

CANCEL **ADD KEYWORDS**

To make multiple selections, hold down the Control key when clicking the mouse. After you make your selections, click on **Add Keywords**. The following screen displays if you select Aging and Brain Aging.

NAVIGATION

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Select Keywords

Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.

Keywords must now be selected. Select the keywords from the pull-down menus below. You may also optionally enter in alternate keywords.

Current keywords for this manuscript:

- Aging
- Brain aging

REMOVE KEYWORDS

Enter in keyword to search

aging

SEARCH DATABASE

Enter in your user keyword in the field below. Separate multiple keywords with a space or a comma.

ADD KEYWORDS

Prev Step
Theme and Topic
BACK

Next Step
Other Information
CONTINUE

Both “Aging” and “Brain aging” are listed. If you want to remove any keywords, select them from the **Current keywords...** list and click on the **Remove Keywords** button.

If you want to enter in keywords that are not in the database, type them in the field labeled **Enter in your user keyword....** Separate keywords with a space or comma. Then click on **Add Keywords** to add these user-entered words.

After all of your keywords for this manuscript are entered, click on the **Continue** button to enter in the **Other Information**.

Other information

<p>NAVIGATION</p> <ul style="list-style-type: none"> ✓ Basic Information ✓ Authors ✓ Cover Letter ✓ Abstract ✓ Theme and Topic ✓ Keywords ▶ Other Information • Word Processing Files • Data Files • Verify Manuscript • License and Copyright 	<p>Home About Us Contact Us Support Help Sign In Save Session</p>
	<p>Add Other Manuscript Information</p> <p>Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.</p> <hr/> <p>Enter any suggested reviewers and any comments for the editors below.</p> <p>Suggested Reviewers:</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>Suggested Non-Reviewers:</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>Comments:</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <hr/> <p style="display: flex; justify-content: space-between;"> Prev Step Keywords BACK Next Step Upload Word Processing Files CONTINUE </p>

Whether this page is displayed, and the information displayed on it depends on the journal you are working with. For this example, the editors would like suggested reviewers, suggested non-reviewers, and any comments that you would like to convey to the editors. This page is viewed only by the editors and are optional.

After all of your information is entered, click on the **Continue** button to proceed to **Upload Word Processing Files**.

Word processing files

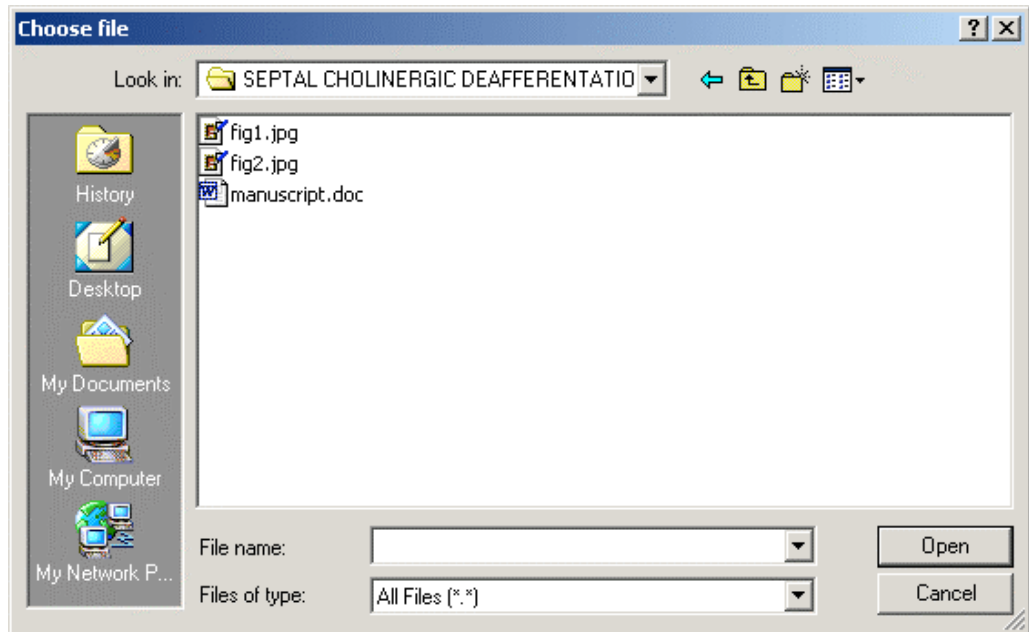
<p>NAVIGATION</p> <ul style="list-style-type: none"> ✓ Basic Information ✓ Authors ✓ Cover Letter ✓ Abstract ✓ Theme and Topic ✓ Keywords ✓ Other Information ▶ Word Processing Files • Data Files • Verify Manuscript • License and Copyright 	<p>Home About Us Contact Us Support Help Sign In Save Session</p>
	<p>Upload Word Processing Files</p> <p>Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.</p> <hr/> <p>Each of the word processing files must now be uploaded. Click on each link below to select the file.</p> <p>Upload file # 1 Currently unknown</p> <p style="background-color: #4b4b8b; color: white; text-align: center; padding: 2px;">INCREASE TOTAL</p> <p>Young Technology Integration Group, Inc., San Diego, CA</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div> <p style="text-align: right;">© Copyright 2000 Privacy Policy</p>

In this example, we entered at the Basic Information page 1 for the number of word processing files. Therefore, SmartWorks created this page with a link for only 1 file. As with **Add Authors**, you can increase or decrease the number of files after the fact. Note that at least one word processing file is required. Hence, there is no “Decrease Total” button on this page when only one file is requested.

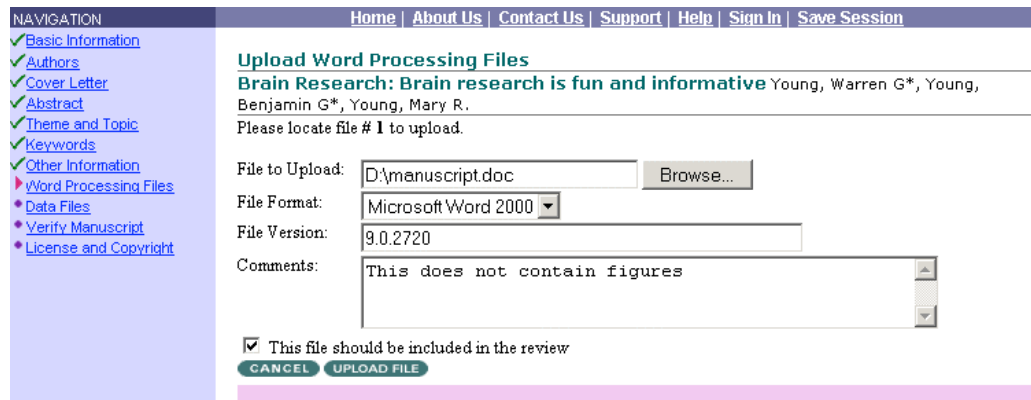
Click on the link **Upload file #1**. A new page will be displayed.

Because SmartWorks is designed to work with nearly any browser without the need to download specialized software, certain constraints are in place. One of the as it concerns the uploading of local disk files is that you need to locate (browse) each file. The file location is then recorded in this HTML form. SmartWorks then requires you to enter in some metadata about the file, such as the file format, the file version, and any comments on the file.

Begin by clicking on the **Browse...** button. Your computer will then present the following window to you to locate the file. The exact appearance of the window depends on the computer (Windows, Macintosh, other) that you are using.



Locate the word processing file you want to upload and click **Open**. You will be returned to the previous window with the file name entered in the field. Select from the pull down menu the file format (i.e., Word, Word Perfect, etc). In file version, enter in optional information the specific release of the word processing program. In this example, 9.0.2720 is the release version of Word in some packages of Windows 2000 Professional. In the comments field, enter in anything that you want the editors to see about this file.



Also check the checkbox **This file should be included in the review** if this file is appropriate for reviewers to see and comment on. Some files may not be, such as separate letters to the editors, contributed material for non-manuscript sections, etc.

Click on **Upload File** when all information is correct. Your browser will then locate the file, bundle it with the metadata that you entered, and send it to SmartWorks. The entire process may take several minutes depending on the speed of your connection to


the Internet and the size of the file. Once the file has completed its upload, the previous page is updated.

If there is any error with the upload process, SmartWorks will alert you with a message.



If this occurs, try again after confirming that you have used a word processing that is supported by SmartWorks. Also be sure that you are not uploading a zipped (Windows) or Stuffed (Macintosh) file. Also be sure that you are running on a modern Web browser (Internet Explorer 3.5 and above, Netscape Navigator 3.5 and above (XXX – check this)). If the problem persists, please contact SmartWorks technical support (XXX – where is this?).


Notice that the name of the word processing file is displayed after the **Upload file #1** link. There are also some icons displayed to the right of each file.



 Clicking on this button will delete the file from the manuscript on the SmartWorks server. You can then repeat the process to locate another file and upload it.



 Clicking on this button will open a new page where you can edit the metadata that is associated with this file.

 Clicking on this button will display the uploaded file as a PDF file on your computer. You can do this to verify that the conversion process succeeded. You must have Adobe Acrobat Reader installed on your computer in order to view the PDF files. You can click on this button  to download and install a free copy.

 Clicking on this button will display will display the uploaded file in your browser window as HTML. Note that conversion to HTML is not perfect, especially with tables, but SmartWorks will do the best possible conversion.

After all of your files are uploaded, click on the **Continue** button to proceed to **Upload Data Files**.

Data files

NAVIGATION ✓ Basic Information ✓ Authors ✓ Cover Letter ✓ Abstract ✓ Theme and Topic ✓ Keywords ✓ Other Information ✓ Word Processing Files ▶ Data Files ♦ Verify Manuscript ♦ License and Copyright	<div style="text-align: right; font-size: small;"> Home About Us Contact Us Support Help Sign In Save Session </div> <hr/> <h3>Upload Data Files</h3> <p>Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.</p> <hr/> <p>Each of the data files must now be uploaded. Click on each link below to select the file.</p> <p>Upload file # 1 Currently unknown </p> <p>Upload file # 2 Currently unknown </p> <div style="text-align: center; margin-top: 10px;"> INCREASE TOTAL DECREASE TOTAL </div>
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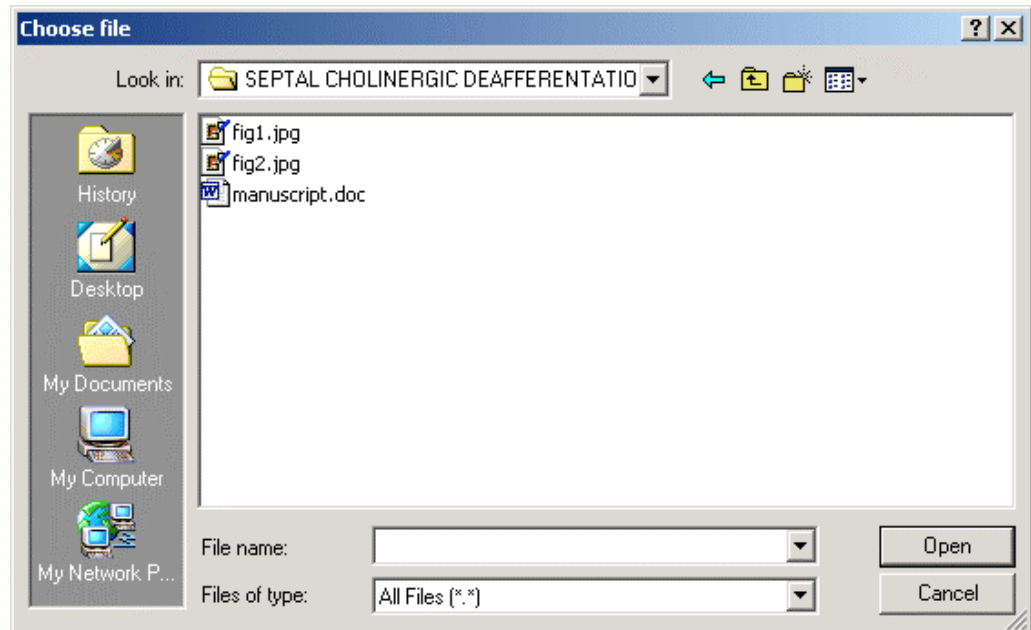
In this example, we entered at the Basic Information page 2 for the number of data files. Therefore, SmartWorks created this page with a link for 2 files. As with **Add Authors** and with **Upload Word Processing Files**, you can increase or decrease the number of files after the fact. Note that unlike the previous section on **Upload Word Processing Files**, no data files are required. Hence, there is a **Decrease Total** button on this page and if you click it, no files need to be uploaded.

Click on the link **Upload file #1**. A new page will be displayed.

<p>NAVIGATION</p> <ul style="list-style-type: none"> ✓ Basic Information ✓ Authors ✓ Cover Letter ✓ Abstract ✓ Theme and Topic ✓ Keywords ✓ Other Information ✓ Word Processing Files ▶ Data Files • Verify Manuscript • License and Copyright 	<p>Home About Us Contact Us Support Help Sign In Save Session</p>
<p>Upload Data Files</p> <p>Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.</p> <p>Please locate file # 1 to upload.</p>	
<p>File to Upload: <input type="text"/> <input type="button" value="Browse..."/></p> <p>Figure Number: <input type="text"/></p> <p>Figure Legend: <input type="text"/></p> <p>File Format: <input type="text" value="<Select one>"/></p> <p>File Version: <input type="text"/></p> <p>Comments: <input type="text"/></p> <p><input checked="" type="checkbox"/> This figure should be included in the review</p> <p><input type="button" value="CANCEL"/> <input type="button" value="UPLOAD FILE"/></p>	

As with the word processing files, you need to locate (browse) each file. The file location is then recorded in this HTML form. SmartWorks then requires you to enter in some metadata about the file, such as the figure number, the figure legend, the file format, the file version, and any comments on the file.

Begin by clicking on the **Browse...** button. Your computer will then present the following window to you to locate the file. The exact appearance of the window depends on the computer (Windows, Macintosh, other) that you are using.



Locate the data file you want to upload and click **Open**. You will be returned to the previous window with the file name entered in the field. If these are figures that are to be reviewed and published, enter in the figure number and legend for this file. Select

from the pull down menu the file format (i.e., GIF, JPEG, TIFF, etc). In file version, enter in optional information the specific release of the data processing program. In this example, Photoshop 5.0 is the release version of Photoshop used to create the JPEG file. In the comments field, enter in anything that you want the editors to see about this file.

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Upload Data Files

Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.

Please locate file # 1 to upload.

File to Upload:

Figure Number:

Figure Legend:

File Format:

File Version:

Comments:

This figure should be included in the review

Also check the checkbox **This file should be included in the review** if this file is appropriate for reviewers to see and comment on. Some files may not be, such as possible journal cover illustrations, etc.

Click on **Upload File** when all information is correct. Your browser will then locate the file, bundle it with the metadata that you entered, and send it to SmartWorks. The entire process may take several minutes depending on the speed of your connection to the Internet and the size of the file. Once the file has completed its upload, the previous page is updated.

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Upload Data Files

Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.

Each of the data files must now be uploaded. Click on each link below to select the file.

File was uploaded successfully.

Prev Step
Upload Word Processing Files

Next Step
Verify Manuscript

If there is any error with the upload process, SmartWorks will alert you with a message.

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Upload Data Files

Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.

Please locate file # 2 to upload.

Error. Cannot create the internal thumbnail images.

File to Upload:

Figure Number:

Figure Legend:

File Format:

File Version:

Comments:

This figure should be included in the review

In this example, there was probably a problem with the figure being misinterpreted as a JPEG file. SmartWorks tried to create internal thumbnails but could not do the conversion. Try again after confirming that you have a legitimate and supported data file format. Also be sure that you are not uploading a zipped (Windows) or Stuffed (Macintosh) file. Also be sure that you are running on a modern Web browser (Internet Explorer 3.5 and above, Netscape Navigator 3.5 and above (XXX – check this)). If the problem persists, please contact SmartWorks technical support (XXX – where is this?).

Repeat this process for as many data files as you need to upload. The following screen should be displayed indicating that all the files have been uploaded. Notice that the name of the data file is displayed after the **Upload file #1** link and the **Upload file #2** link.

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Upload Data Files

Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.

Each of the data files must now be uploaded. Click on each link below to select the file.

File was uploaded successfully.

[Upload file # 1](#) fig1.jpg     

 [Upload file # 2](#) fig2.jpg     


Prev Step Upload Word Processing Files


Next Step Verify Manuscript


There are also some icons displayed to the right of each file.


AUTHOR MANUAL





 Clicking on this button will move the file down one position. Use this for reordering the files that have already been uploaded.

 Clicking on this button will move the file up one position. Use this for reordering the files that have already been uploaded.

 Clicking on this button will delete the file from the manuscript on the SmartWorks server. You can then repeat the process to locate another file and upload it.

 Clicking on this button will open a new page where you can edit the metadata that is associated with this file.

 Clicking on this button will display the uploaded file as a graphic in a new browser window if this is a figure. You can do this to verify that the upload process succeeded.

 Clicking on this button will download a self-extracting file of the figure to your local hard disk. You can also use this to verify that the file upload process has completed properly.

After all of your files are uploaded, click on the **Continue** button to proceed to **Verify Manuscript**.

Verify manuscript

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Verify Manuscript

Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.

You should verify that all of the items below have been completed. In most cases, SmartWorks 2000 will prevent you from leaving some items out. Note that some items are optional, such as the Comments, etc. in "Other Manuscript Information". If you need to return to a section, use the Navigational Bar on the left side of this page.

Basic Manuscript Information:	Brain Research: Research Reports
All Author Information:	3 authors
Theme and Topic:	Development and Regeneration: Aging process
Keywords:	Aging, Brain aging
Cover Letter:	This is the cover letter...
Abstract:	This is the abstract...
Other Manuscript Information:	No suggested reviewers: No comments
Upload All Word Processing Files:	1 file
Upload All Data Files:	2 files

Prev Step
Upload Data Files

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Next Step
License and Copyright

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This page shows a summary of the manuscript about to be submitted. You should read over this page carefully and be sure that everything is correct. If anything needs to be corrected, click on the Navigation link on the left sidebar to go directly to that step and make the corrections. If all is correct, click on the **Continue** button to proceed to **License and Copyright**.

License and copyright

<p>NAVIGATION</p> <ul style="list-style-type: none"> ✓ Basic Information ✓ Authors ✓ Cover Letter ✓ Abstract ✓ Theme and Topic ✓ Keywords ✓ Other Information ✓ Word Processing Files ✓ Data Files ✓ Verify Manuscript ▶ License and Copyright 	<p style="text-align: right;"> Home About Us Contact Us Support Help Sign In Save Session </p> <hr/> <p>License and Copyright</p> <p>Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.</p> <hr/> <p>LICENSE and COPYRIGHT</p> <hr/> <p>ELSEVIER SCIENCE B.V. TRANSFER OF COPYRIGHT AGREEMENT</p> <p>Scientific publishers and authors share a common interest in the protection of copyright: authors principally because they want their creative works to be protected from plagiarism and other unlawful uses, publishers because they need to protect their work and investment in the production, marketing and distribution of the article written by the author. In order to do so effectively, publishers request a formal written transfer of copyright from the author(s) for each article published. Publishers and authors are also concerned that the integrity of an article (once refereed and accepted for publication) be maintained, and in order to protect that reference value and validation process, we ask that authors recognize that distribution (including through the Internet/WWW or other on-line means) of the version of the article as accepted for publication is best administered by the publisher. Please complete and return this form promptly.</p>
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This page may or may not be available depending on the journal, meeting, or abstract service that you are using SmartWorks for. The exact wording may also vary. If the page is displayed, read the license and copyright carefully. Scroll to the bottom of the page to see the following section displayed.

I agree
 I disagree

I am this author:

<Select one>

You need to select one of the two radio button options. If you disagree and click **Submit**, you cannot submit the manuscript to SmartWorks. If you agree, you must then identify yourself with the pulldown menu. Select who you are out of the list of authors. If you are not one of the authors, select the first option **I am not one of these authors**. This may apply, for example, if you are just doing the submission on behalf of the authors. In this case, click **Submit** and scroll to the bottom again. A new field will be displayed where you must enter in your name and affiliation.

You must identify yourself from the list of authors. If you are not one of the authors, please enter in your name, address, email address, and phone number in the field next to it.

I agree

I disagree

I am this author:

I am not one of these authors ▼

I am not one of the authors, so I am putting my information below in this field

Finally, when you click again on **Submit**, the manuscript will be formally submitted to SmartWorks to being the peer-review process (if any). A confirmation page will then be displayed.

NAVIGATION	Home About Us Contact Us Support Help Sign In
<p>Successful Submission Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.</p>	<p>You have successfully submitted the manuscript to SmartWorks 2000.</p> <p>If you have an account with SmartWorks 2000 and are one of the authors on this manuscript, you will see status information on the peer-review process when you sign in.</p> <p>If you don't have an account, and are an author, you need to create an account in order to see this manuscript status.</p> <p>If you created new corresponding authors, you should have assigned a password to each author. You might want to tell those authors what password you choose for them so they can sign into the system and get status information.</p> <p>If you are unaware of how to proceed, just go back to the home page and click on Create Account.</p> <p>Thank you.</p> <p style="text-align: right;">CONTINUE</p>

Congratulations! Your manuscript has been submitted. You can look at the chapter on **Checking on Manuscripts** if you want to learn how to check on the progress of the peer review process. If you are requested to make revisions, proceed to the chapter on **Revising a Manuscript**.

Saving a session

You can save a submission session at any point as long as the manuscript has not been submitted, and only if you have passed the **Basic Information** step. To save the session, click on **Save Session** in the **Navigational Title Bar** section at the top. The following page displays.

NAVIGATION Basic Information Authors Cover Letter Abstract Theme and Topic Keywords Other Information Word Processing Files Data Files Verify Manuscript License and Copyright	<div style="text-align: right; font-size: small;"> Home About Us Contact Us Support Help Sign In Save Session </div> <hr/> <p>SmartWorks 2000 Save Session</p> <p>Brain Research: Brain research is fun and informative Young, Warren G*, Young, Benjamin G*, Young, Mary R.</p> <hr/> <p>Please click on Save Session below to save this session, or Cancel to return to previous page. You can then restart the session at a later date.</p> <p>To restart the session from the QuickLinks, you need the:</p> <p>Manuscript ID: 1385 Email Address: you@someplace.edu Manuscript Password: open_sesame</p> <p>Alternatively, if you sign into SmartWorks 2000, you will see the manuscript listed if you are one of the co-authors.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> CANCEL SAVE SESSION </div>
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The Manuscript ID, email address, and password is displayed. You should print this page out, or write the information down. You will need these three pieces of information to restart the session at a later time. Click on **Save Session** when ready. SmartWorks will save the manuscript in its database, and return you to the **Home Page** if you are not signed in, or the **Desktop Page** if you are signed in.

Restarting a session

You can restart a submission session at any point as long as the manuscript has not been submitted. To restart the session, click on **Restart Session** in the **QuickLinks** section on the left. The following page displays.

QUICK LINKS AUTHORS: Submit manuscript Check production Restart session MEETINGS: Submit Meeting Paper Submit Abstract GENERAL: Preview Server	<div style="text-align: right; font-size: small;"> Home About Us Contact Us Support Help Sign In </div> <hr/> <p>Restarting a Previous Session for Manuscript Submission to Scientific Journals</p> <p>Enter in the manuscript ID and the manuscript password you assigned when first creating it during the last session.</p> <p>Manuscript ID: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Password: <input type="text"/></p> <hr/> <div style="text-align: right; margin-top: 10px;"> <p>Next Step Restart Session CONTINUE</p> </div>
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You need to enter in the manuscript ID, and the email address and password you used when you started the submission. Click on **Continue**. The manuscript will be opened by SmartWorks and the following page displays.

Home About Us Contact Us Support Help Sign In Save Session	
NAVIGATION Basic Information Authors Cover Letter Abstract Theme and Topic Keywords Other Information Word Processing Files Data Files Verify Manuscript License and Copyright	<h3>Basic Information</h3> <p>Choose Journal: <input type="text" value="Brain Research"/></p> <p>Choose Format: <input type="text" value="Research Reports"/> DOWNLOAD TEMPLATE</p> <p>Enter Title: <input type="text" value="Brain research is fun and informative"/></p> <p>Enter a password for restarting the session: <input type="text" value="open_sesame"/></p> <p>Enter your email address: <input type="text" value="you@someplace.edu"/></p> <p style="text-align: right;"> Next Step Authors CONTINUE </p>

The **Navigation** links on the left will show the progress you made when you last saved the manuscript.

If you already submitted the manuscript, SmartWorks will not let you restart the session. The following error message displays.

Home About Us Contact Us Support Help Sign In	
QUICK LINKS AUTHORS: Submit manuscript Check production Restart session MEETINGS: Submit Meeting Paper Submit Abstract GENERAL: Preview Server	<h3>Restarting a Previous Session for Manuscript Submission to Scientific Journals</h3> <p>Enter in the manuscript ID and the manuscript password you assigned when first creating it during the last session.</p> <p>This manuscript has already been submitted. You cannot restart this session.</p> <p>Manuscript ID: <input type="text" value="1385"/></p> <p>Email: <input type="text" value="you@someplace.edu"/></p> <p>Password: <input type="password" value=""/></p> <p style="text-align: right;"> Next Step Restart Session CONTINUE </p>

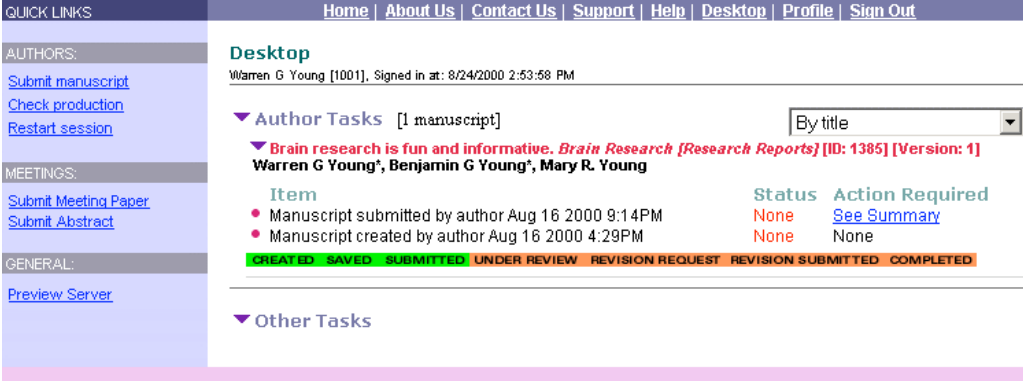
If you made an error and want to correct it, you need to contact the editors of the journal via email, phone, or fax.

Checking on Manuscripts

Manuscripts that you submit via SmartWorks may be tracked by signing into SmartWorks and viewing the **Desktop Page**. If you don't know how to sign in, please refer to the chapter on **Starting SmartWorks**. Your sign in name and password are generated when you submit your first manuscript. If you are not certain about your sign in information, refer to the chapter on Technical Support.

Tracking progress of submission

Using the example as outline in the chapter on **Submitting a New Manuscript**, the following **Desktop Page** would be displayed.



The screenshot shows the SmartWorks Desktop Page. At the top, there are navigation links: Home, About Us, Contact Us, Support, Help, Desktop, Profile, and Sign Out. Below this, there are sections for AUTHORS, MEETINGS, and GENERAL, each with several links. The main content area is titled "Desktop" and shows the user's name, Warren G Young [1001], and their sign-in time. A section for "Author Tasks" is expanded, showing a list of tasks for a manuscript titled "Brain research is fun and informative. Brain Research [Research Reports] [ID: 1385] [Version: 1]". The tasks are listed with their status and action required. A progress bar at the bottom of the tasks section shows the status of the manuscript: CREATED, SAVED, SUBMITTED, UNDER REVIEW, REVISION REQUEST, REVISION SUBMITTED, and COMPLETED.



Note that if this is the first time you are viewing your desktop, the **Author Tasks** bar may be collapsed:

▶ Author Tasks [1 manuscript]

If this is the case, simply click on the **right triangle**, and the page will display again with the **Author Tasks** expanded to show all manuscripts. This will be remembered by SmartWorks so that the next time you sign in, your last display options will be automatically invoked.

Every manuscript that you have submitted will be listed here. In addition, the manuscripts that have been accepted will also be displayed. Manuscripts that have been rejected will not be displayed because they are removed from the system (XXX). The desktop will also display other roles that you may have within SmartWorks. For example, if you are a reviewer, a **Reviewer Tasks** bar would be available. Expanding that bar would list all of the manuscripts you are currently, or previously, reviewed with SmartWorks.

Each manuscript has three main sections to it:

1. The **Title and Synopsis information** (journal, SmartWorks ID number, version, and authors).

▼ **Brain research is fun and informative. *Brain Research [Research Reports] [ID: 1385] [Version: 1]***
Warren G Young^{*}, Benjamin G Young^{*}, Mary R. Young

2. An **Item, Status, and Action list** indicating a brief summary of the most important phases the manuscript has passed through.

Item	Status	Action Required
• Manuscript submitted by author Aug 16 2000 9:14PM	None	See Summary
• Manuscript created by author Aug 16 2000 4:29PM	None	None

3. A **progress bar** that uses color coding to quickly show the major states that the manuscript has successfully passed.

CREATED SAVED SUBMITTED UNDER REVIEW REVISION REQUEST REVISION SUBMITTED COMPLETED

When communicating with the editors using email, fax, letter, or phone, have the title and synopsis information ready. This uniquely identifies the manuscript in the SmartWorks database system.

Some of the **Action Required** fields of the **Item, Status, Action list** may have a clickable link on it. The example above shows a **See Summary** link. Clicking on this will display a summary of the manuscript you just submitted.

QUICK LINKS	Home About Us Contact Us Support Help Desktop Profile Sign Out	
AUTHORS:	Manuscript Summary for Author Warren G Young [1001], Signed in at: 8/24/2000 2:53:58 PM	
Submit manuscript Check production Restart session	Summary: Basic Manuscript Information: Brain Research: Research Reports All Author Information: 3 authors	
MEETINGS:	DONE	
Submit Meeting Paper Submit Abstract		
GENERAL:		
Preview Server		

As an author, you may not see too many actions required by SmartWorks. You have already submitted the manuscript, and there is not much to do until an editorial action has been taken.

With the Progress Bar, the color green is used to indicate a state that the manuscript has passed. In this example, this manuscript has been **Created, Saved, and Submitted**. If, for example, you had created the manuscript, but not completed the submission, you would see **Created** and **Saved** only. Once the editorial staff has assigned reviewers and they have been contacted by SmartWorks to proceed with the review, the next bar **Under Review** would be highlighted in green. If a state in yellow appears, this indicates that the state is not currently completed. This would not apply in the Author Tasks section.

Checking on production of an accepted manuscript

Manuscripts that have been accepted by the editorial office enter the production phase in SmartWorks. The production phase at a publisher is quite complicated and has several complex steps, some of which are maintained by SmartWorks, and some which are not. Currently, SmartWorks can only provide general information on the production by accessing another production system called **OASIS** at Elsevier.

To check on OASIS production status, click on **Check Production** in the **QuickLinks** section on the left. The following page displays.

QUICK LINKS	Home About Us Contact Us Support Help Desktop Profile Sign Out
AUTHORS:	<p>Check on manuscript in production <small>Warren G Young [1001]. Signed in at: 8/24/2000 2:53:58 PM</small></p> <hr/> <p>Authors of accepted articles which are currently in production at Elsevier Science can obtain online information on the status of their manuscripts including:</p> <ol style="list-style-type: none"> 1. general production status (i.e. in preparation, in proof, in issue) 2. date of publication and reprints dispatch date 3. issue, volume and page numbers <p>Checking your manuscript status:</p> <ol style="list-style-type: none"> 1. You will need the acknowledgement letter you received from us. 2. Fill in the fields below with the corresponding author's surname and our reference number which you will find in the top right hand corner of your acknowledgement letter. <p>Corresponding author's surname: <input style="width: 150px; height: 15px;" type="text"/></p> <p>Our reference number: <input style="width: 150px; height: 15px;" type="text"/></p> <hr/> <p style="text-align: right;">CHECK PRODUCTION</p>
MEETINGS:	
GENERAL:	

You will need the Corresponding author's surname and the reference number. These are generated by the production staff at Elsevier and is emailed or faxed to you

separately when your manuscript has been accepted. If you don't have this information, please refer to the chapter on Technical Support.

Once you enter in the correct information, click on **Check Production**. SmartWorks will then display a summary of the production status. For example,

XXX

Ordering reprints

Once your manuscript has been published, you may order reprints through SmartWorks. Click on Order Reprints in the **QuickLinks** section on the left. The following page displays.

XXX

Submitting to Other Services

When the editorial office requests a revision from you on a manuscript, you will get some sort of notification, typically in the form of an email, indicating that your manuscript was accepted with revisions required. You will need to sign into SmartWorks, open the manuscript, make changes and resubmit the manuscript revision.

(XXX - All this needs to be added)

Revising a Manuscript

When the editorial office requests a revision from you on a manuscript, you will get some sort of notification, typically in the form of an email, indicating that your manuscript was accepted with revisions required. You will need to sign into SmartWorks, open the manuscript, make changes and resubmit the manuscript revision.

(XXX - All this needs to be added)

Technical Support

Technical support is by email...

