

# SMARTWORKS 2000

## **Editors**

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© YTIIG, Inc  
P.O. Box 721959  
San Diego, CA 92172-1959

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**Requesting changes in the manuscript**

**xxx**

**Web browser differences**

**xxx**

## Introduction

Editing a manuscript in SmartWorks is easy. Your work is arranged and presented to you in a manuscript-centric manner. In most cases, you will see the work you need to do for the day for each manuscript. SmartWorks, though, does let you access nearly every function and feature that is needed in a manuscript tracking system. You can, for example, choose to do things yourself, on your schedule, when you feel you need to, aside from what SmartWorks is suggesting for you to do.

### How to use this manual

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

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**ICON KEY**

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Important Tip

Alert

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## 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	<a href="#">Home</a>   <a href="#">About Us</a>   <a href="#">Contact Us</a>   <a href="#">Support</a>   <a href="#">Help</a>   <a href="#">Sign In</a>
AUTHORS:	<p><b>Welcome to SmartWorks 2000</b></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><b>Authors</b> 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><b>Reviewers</b> use SmartWorks 2000 to read manuscripts online or download them and ultimately provide their referee comments online.</p> <p><b>A journal's editorial staff</b> 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><b>Which journals?</b> 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, <a href="#">click here for more information</a>.</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><b>SIGN IN</b></p>
<p>Submit manuscript</p> <p>Check production</p> <p>Restart session</p>	
MEETINGS:	
<p>Submit Meeting Paper</p> <p>Submit Abstract</p>	
GENERAL:	
<p>Preview Server</p>	

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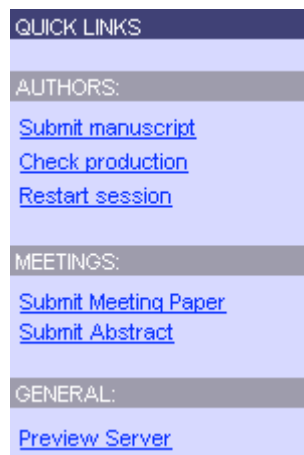
SmartWorks is arranged in a logical and easy to use fashion. There is some general information in the main section of the page that you should read. You can click on the available links to explore further.

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. As an editor, you need to proceed to the *Sign In* section (see below).



## Signing in

After the Welcome message, there is an option to **Sign In**. Click on this since you have an account with SmartWorks. You will see the following window:

### SmartWorks 2000 Sign In

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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?

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

[FORGOT MY PASSWORD!](#)



## **EDITOR MANUAL**

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**.

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.

## The Workflow

**T**he workflow that is maintained by SmartWorks varies slightly from journal to journal. The basic workflow is:

Author submits manuscript

## Roles and Accounts

**W**hen using SmartWorks there are various roles that you may have within your one account. The features, access, and appearance of the screens will change depending on your roles. Roles determine access. You may, for example, be an editor and an author of a manuscript. In this case, SmartWorks knows that you have two roles – one as an editor, and one as an author.

In the case of editors, this can be subdivided into further categories: Main Editor, Field Editor, and Support Editor. The actual tasks of each editor also is affected by the workflow associated with each journal. While the overall responsibilities of each editorial role are well defined within SmartWorks, minor details, such as notifications, ability to assign/remove reviewers, etc. may be slightly different from journal to journal.

Main Editors typically have access to all aspects of the manuscript. They may

## The Desktop

**T**he desktop is the main view of the your work that you need to concentrate on as an editor.

## Technical Support

**T**echnical support is by email...

**EDITOR MANUAL**

