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Основные пользователи сервиса ScholarOne Manuscripts



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Ключевые факты и возможности сервиса

- Более 365 научных сообществ, издателей и университетских издательств
- В базу включены более 3400 научных журналов (в том числе, - Library Review, The Electronic Library, New Library World, Information Systems Research, College&Research Libraries и др. ведущие западные библиотечные издания). Причем, для каждого издания существует свой собственный интерфейс для регистрации в системе и ее использования
- Более 13 миллионов зарегистрированных пользователей и около 1.3 миллионов ежегодных загрузок научных статей
- ScholarOne Manuscripts Optima: система интеграции с EndNote и Web of Science, позволяющая объединять возможности этих сервисов (автоматическое цитирование и выстраивание взаимосвязей между статьями, кросс-платформенный поиск, мгновенная интеграция статей, созданных в любой из систем, в ScholarOne Manuscripts)
- Встроенная гибкая проверка на плагиат в научных статьях: могут быть прописаны права как для ручной, так и для автоматической проверки по ведущим базам данных научных статей
- Полностью автоматизированный отдельный функционал для каждого из участников исследовательского процесса: автора, рецензентов, издателей

Первый этап предоставления статьи

- Определяется тип предлагаемой работы и заполняются основные поля: название, краткий реферат и т.д.

To submit a new manuscript to the journal, click on the blue square:



My Manuscripts

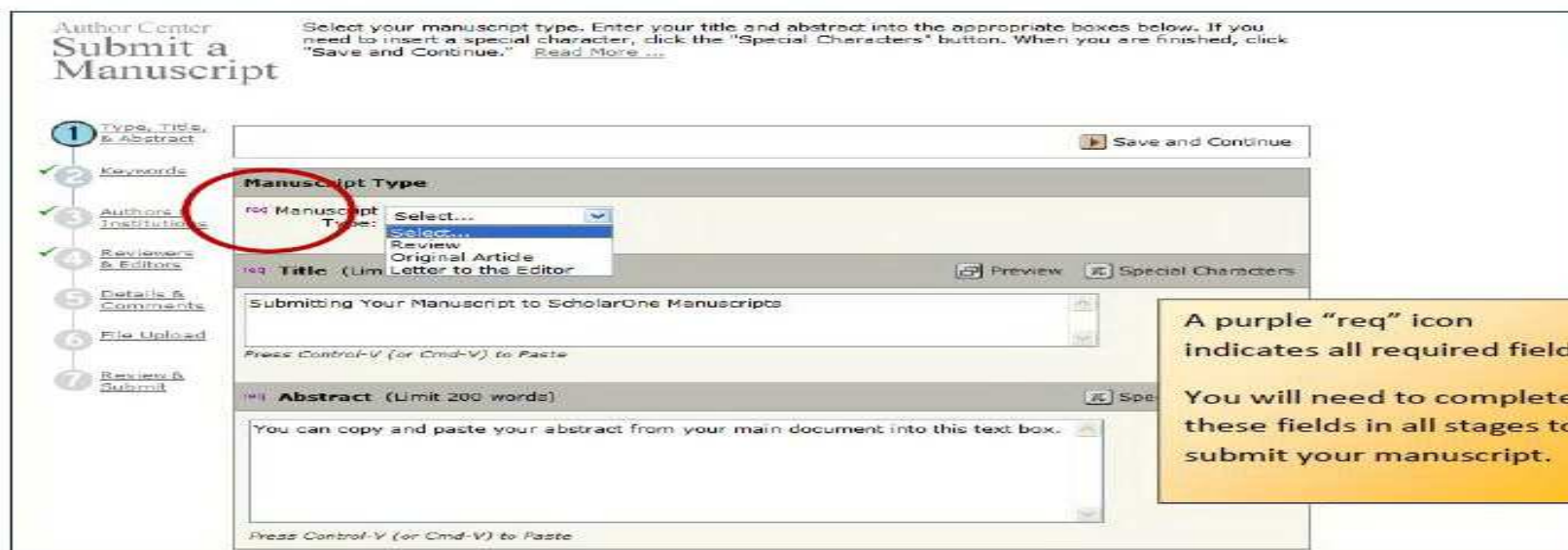
- 1 Unsubmitted Manuscripts
- 0 Resubmitted Manuscripts in Draft
- 1 Revised Manuscripts in Draft
- 1 Submitted Manuscripts
- 1 Manuscripts with Decisions
- 0 Manuscripts I Have Co-Authored
- 0 Withdrawn Manuscripts
- 0 Invited Manuscripts

Author Resources

- ★ Click here to submit a new manuscript
- Click here to submit an EndNote manuscript

This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.

Complete all stages to submit your manuscript:



Author Center
Submit a Manuscript

Select your manuscript type. Enter your title and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More ...](#)

1 Type, Title, & Abstract

2 Keywords

3 Authors, Institutions

4 Reviewers & Editors

5 Details & Comments

6 File Upload

7 Review & Submit

Manuscript Type

req Manuscript Type:

req Title (Limit 200 words)

Abstract (Limit 200 words)

A purple "req" icon indicates all required fields. You will need to complete these fields in all stages to submit your manuscript.

Функционал выбора предпочитаемых и не предпочитаемых рецензентов

- Автор, если это предполагается политикой журнала, может предоставить информацию о наиболее актуальных для него рецензентах

Suggesting Preferred/Non-preferred Reviewers:

Some journals allow their authors to suggest names of reviewers when submitting a paper.*

If the journal requires you to enter a minimum number of reviewers, you will see a screen with instructions when submitting.

**Please note the reviewers must be from a different institution or department than your own. The Editors do not guarantee that they will contact the reviewers you suggest.*

Save and Go Back Save and Continue

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Richard Referee	Name of Institution	Name of Department	referee@test.com	Non-Preferred			

Add A Reviewer

req First (Given) Name: **req** Last (Family) Name: **req** Email:
Rachel Review reviews@test.com

Institution: Department: Phone:
Name of Institution Name of Department

Designate as Preferred Reviewer Designate as Non-Preferred Reviewer

Enter the name and email address of each reviewer. You can then indicate to the Editors if you want them to be "preferred" or "non-preferred".

Функционал загрузки файлов

- Файлы, отмеченные как «для рецензии», автоматически объединяются в единый pdf для удобства рецензентов и издателей

Uploading your Files:

Designate your files according to the file designations that you will find in the drop-down menu. These may differ according to the journal.

The screenshot shows the 'File Upload' section of the ScholarOne submission interface. On the left, a navigation menu lists steps 1 through 7, with '6 File Upload' selected. The main area displays a table of uploaded files:

Order	File Name	File Designation req.	Date	Edit Details	Delete
1	Submitting Your Manuscript to ScholarOne Manuscripts.docx (11K)	Main Document	25-Mar-2010		
2	Subst1.docx (70K)	Figure	25-Mar-2010		

Below the table, there is a 'File Upload' section with three 'Browse...' buttons and a 'File Designation' dropdown menu. The dropdown menu is open, showing options: 'Select:', 'Figure', 'File not for review.', 'Main Document', 'Supplemental File', 'Title Page (not for review)', and 'Author Bio'. The 'File not for review.' option is highlighted. A yellow callout box on the right contains the text: 'All files for review will be combined into one single PDF proof for your submission.'

You can upload as many files as required. All files for review will be combined into one single PDF proof for your submission. You can change the order they appear in the PDF proof here.

Финальный чек-лист

- Пропущенная информация автоматически подсвечивается и может быть оперативно исправлена и дополнена

1 Type, Title, & Abstract

2 Keywords

3 Authors & Institutions

4 Reviewers & Editors


5 Details & Comments

6 File Upload

7 Review & Submit

Save and Go Back Submit

My Manuscript Information

Step 1: Type, Title, & Abstract 

Manuscript Type is missing

Manuscript Type:

Title: Submitting Your Manuscript to ScholarOne Manuscripts


Abstract: You can copy and paste your abstract from your main box.

Step 2: Attributes

Keywords:

Step 3: Authors & Institutions

1. Author, Andrew

Step 4: Reviewers & Editors 

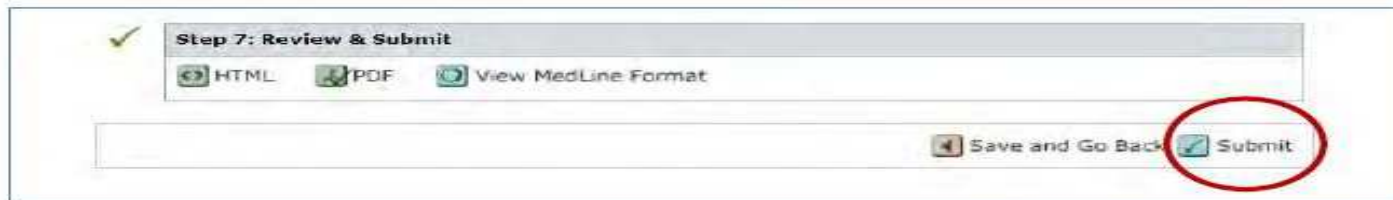
My Reviewers: No Reviewers Entered

The final checklist stage will flag up any information that is still required.

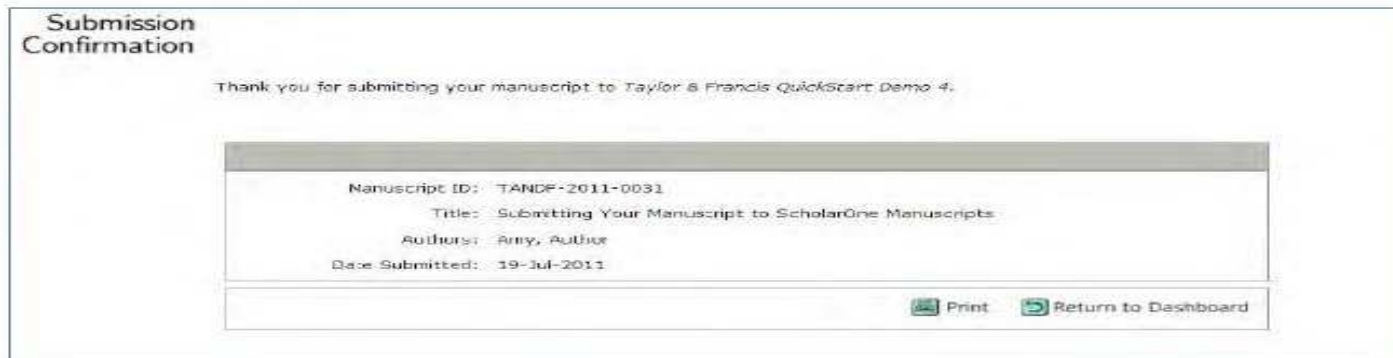
Click on the blue pencil icon to edit any stages with a red cross.

Подтверждение предоставления статьи

- После успешной загрузки статьи, система присваивает ей уникальный ID, по которому ее можно затем отслеживать



When you see the Submission Confirmation screen, your manuscript has been submitted to the journal for peer review:



Функционал продолжения незавершенного предоставления статьи

- Предоставление статьи может быть отложено и продолжено в любой момент

Continuing a submission:

If you have already started your manuscript, or the journal has sent it back so that you can make changes, it will be visible in the My Manuscripts queue on your Author Centre dashboard.



My Manuscripts

- 1 [Unsubmitted Manuscripts](#)
- 0 [Resubmitted Manuscripts in Draft](#)
- 1 [Revised Manuscripts in Draft](#)
- 1 [Submitted Manuscripts](#)
- 2 [Manuscripts with Decisions](#)
- 0 [Manuscripts I Have Co-Authored](#)
- 0 [Withdrawn Manuscripts](#)
- 0 [Invited Manuscripts](#)
- 1 [Manuscripts Awaiting Revision](#)

Author Resources

- ★ [Click here](#) to submit a new manuscript
- ★ [Click here](#) to submit a revision
- 🗑️ [Click here](#) to delete a manuscript

This section lists manuscripts that you have submitted. You can click on the 'Continue Submission' link to proceed with your submission.

Taylor & Francis QuickStart Master 4 - Manuscript ID: TANDF-2010-0017 (30-Mar-2010) [Delete](#)

Unsubmitted Manuscripts

Manuscript Title	Date Created	Continue Submission	Delete
Submitting Your Manuscript to ScholarOne Manuscripts [View Submission]	25-Mar-2010	Continue Submission	Delete

[top](#)

Submitting a revision:

If you need to submit a revision, you can do so from your Author Centre. Please do not start a new submission. Locate your original manuscript in your Author Dashboard, and click on "Create a revision".

Внесение изменений в статью

- При необходимости, в представленную статью можно оперативно внести все необходимые изменения

My Manuscripts

- 1 Unsubmitted Manuscripts
- 0 Resubmitted Manuscripts in Draft
- 0 Revised Manuscripts in Draft
- 1 Submitted Manuscripts
- 3 Manuscripts with Decisions
- 0 Manuscripts I Have Co-Authored
- 0 Withdrawn Manuscripts
- 0 Invited Manuscripts
- 2 Manuscripts Awaiting Revision

Author Resources

- Click here to submit a new manuscript
- Click here to submit a revision**
- Click here to submit an **EndNote** manuscript

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Taylor & Francis QuickStart
Manuscript ID TANDF-2010-0014
(30-Mar-2010)

Manuscripts with Decisions

Manuscript ID	Manuscript Title	Date Submitted	Date Decisioned	Status	Actions
TANDF-2010-0014	Submitting a Revised Manuscript [View Submission]	16-Mar-2010	16-Mar-2010	ADM: Degele, Lynn • Minor Revision (16-Mar-2010) • Due on: 05-Apr-2010 (5 days left)	View Create a Revision (5 days left)

You will need to View and respond to the Decision letter on your manuscript when you submit a revision.

Submit a Revision Respond to the reviewers' comments by entering text into the text boxes provided. [Read More ...](#)

1 View and Respond to Decision Letter

2 Type Title & Abstract

3 Keywords

Save and Continue

Decision Letter

16-Mar-2010

Dear Dr. Author:

Завершение внесения изменений

- Система позволяет удалить устаревшие / измененные версии и заменить их финальным вариантом статьи

Delete your original files, and upload the new revised files at the File Upload stage:

The screenshot displays a web interface for file management. On the left, a vertical sidebar shows a progress bar with seven steps: 1. View and Respond to Decision Letter, 2. Type, Title, & Abstract, 3. Keywords, 4. Authors & Institutions, 5. Details & Comments, 6. File Upload (highlighted), and 7. Review & Submit. The main content area is titled 'My Files (Uploaded files cannot exceed 3000000K)'. It contains a table with the following data:

Order	File Name	File Designation	Date	Edit Details	Delete
1	Type II Diabetes revised.doc (18K)	Main Document	01-Apr-2010		

Below the table, there is a 'Save File Order' checkbox and buttons for 'HTML' and 'PDF'. The 'File Upload' section below the table has three rows, each with an 'Upload new files:' label, a 'Browse...' button, a 'File Designation:' label, and a 'Select:' dropdown menu.

If you have submitted your revised manuscript correctly, it will have the same manuscript ID number as your original manuscript, with .R1 appended to it e.g. TANDF-2010-0014.R1

В дополнение, рецензент может также оставить конфиденциальные заметки для редактора и для автора статьи

If you know of any colleagues who would be interested in becoming a referee for IET Research Journals, please enter their contact details below:

Comments to the Editor are for the Editor only and will not be passed on to the author. Please use the 'Comments to Author' box for any comments that can be passed to the author.

Please use the Comments to Editor and/or Author to give guidance on revision or reasons for rejection. Alternatively you may upload your comments in a file.

Please ensure that the Comments to Author can be passed onto the author(s) without identifying you or your organisation. Apart from basic technical content, you may wish to give advice on the order of presentation, ways to shorten the paper, the adequacy of references etc.

Recommendation

<input type="radio"/>	Accept
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<input type="radio"/>	Accept subject to major revisions
<input type="radio"/>	Decline with encouragement to resubmit a substantially revised paper
<input type="radio"/>	Decline

Would you be willing to review a revision of this manuscript?

<input type="radio"/>	Yes
<input type="radio"/>	No

Comments

Confidential Comments to the Editor:

Comments to the Author:

Attach a File

Files attached

- No files have been uploaded.

ScholarOne Manuscripts, EndNote и Web of Science образуют единое пространство для максимального обеспечения процессов научной коммуникации

Below is a list of the files that were uploaded as well as a summary / cover page. Click on a file name to view the proof of that file. Files are listed in the order specified by the author.

Files Uploaded

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7. *essential Hypertension*. *Stroke*, 2003. **34**: p. 1203-06. [Web of Science](#)
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- Summers, A. and E. Baldwin, *Coronary heart disease event and stroke Risk Calculator*, 2000. p. Based on the published study of Anderson, Odell, Wilson et al

SCHOLARONE MANUSCRIPTS, ENDNOTE, AND WEB OF SCIENCE ARE ALL LINKED
Imported and validated manuscript references are automatically linked into *Web of Science* for one-click viewing.

Уважаемые коллеги, спасибо Вам за внимание!

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