ScholarOne: Author user guide (last updated: 13.1.16)

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Introduction

This user guide introduces you to the ScholarOne system we use to manage chapters. ScholarOne was developed by Thomson Reuters, one of the world’s leading providers of publishing and information services. It is used by many of the world’s leading academic publishers to handle both journal articles and book chapters. We will ask you to use ScholarOne e.g. to submit your chapter. You can access our ScholarOne site using the following URL:
https://mc04.manuscriptcentral.com/bdspublishing

The guide is detailed. We suggest you save it and refer to the relevant section as and when you need it. If you have any problems using ScholarOne which are not covered in this guide, please contact us at: editorial@bdspublishing.com. We will be pleased to help.

Logging onto ScholarOne

Please note that we will already have set up a basic record for you on ScholarOne, including giving you a user ID and password. You will need these to log on to the system. They will have been included in the e-mail sent to you when you accepted the invitation to write a chapter for us. If you can’t find your details, ScholarOne includes a ‘Password help’ option. You need to key in your e-mail address as shown. ScholarOne will then e-mail you your user ID and password to you.

Changing your details

When you log on, you will be taken to a screen showing a link to the ‘Author Center’:
If you want to check and update your details, or change your user ID and password, click on your name at the top of the screen (see above). This will open up a drop down menu with:

- **E-mail/Name**: allows you to check your name title and e-mail address
- **Address**: allows you to add and amend address details
- **User ID & Password**: allows you to change your user ID and password. It also allows you to do other things such as add ‘keywords’ which best describe your area of expertise as well as note any periods where you might be unavailable

The address screen is set out as shown below:

This has a number of required address field to complete. Populate all the required fields and click Next. The User ID and Password screen looks like this:
Here you can see your User ID and change your password. You can also enter up to six keywords that best describe your area of expertise, as well as indicate any dates when you are unavailable. When complete click ‘Finish’ and you will see this screen.

**Edit My Account**

You have successfully modified your user account.

This completes your user set up process. You can then Log Out.
Submitting a chapter to ScholarOne

We would ask you to submit your chapter using ScholarOne rather than sending it direct to us. Please use the ‘Author Center’ on ScholarOne which looks as follows:

Welcome

Welcome to the Burleigh Dodds site. The center links below indicate which “roles” you can currently perform for the journal. Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in ScholarOne Manuscripts. You can return to this screen to change centers at any time by clicking on the “Main Menu” link above.

Resources

- User
- Tutorials
- Home Page

If it appears, please ignore the ‘Editor Center’ which is meant for editors of books rather than chapter authors. Clicking on the ‘Author Center’ button will open up a screen which shows the status of all the manuscripts you might have submitted:

Dashboard

- To submit a new manuscript, click on the “Submit a Manuscript” link below.
- Clicking on the various manuscript status links under “My Manuscripts” will display a list of all the manuscripts in that status at the bottom of the screen.
- To continue a submission already in progress, click the “Continue Submission” link in the “Unsubmitted Manuscripts” list.

<table>
<thead>
<tr>
<th>My Manuscripts</th>
<th>Author Resources</th>
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<tbody>
<tr>
<td>0 Unsubmitted and Manuscripts in Draft</td>
<td>![Click here to complete an invited manuscript]</td>
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<tr>
<td>0 Revised Manuscripts in Draft</td>
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<tr>
<td>5 Submitted Manuscripts</td>
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<tr>
<td>1 Manuscripts with Decisions</td>
<td></td>
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<tr>
<td>1 Manuscripts I Have Co-Authored</td>
<td></td>
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<tr>
<td>0 Withdrawn Manuscripts</td>
<td></td>
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<tr>
<td>1 Invited Manuscripts</td>
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Unsubmitted and Manuscripts in Draft

<table>
<thead>
<tr>
<th>Manuscript ID</th>
<th>Manuscript Title</th>
<th>Date Created</th>
<th>Continue Submission</th>
<th>Delete</th>
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<tbody>
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You have no unsubmitted manuscripts.
It is worth noting that ScholarOne is designed to manage journal articles as well as book chapters. This means some authors may well have a number of manuscripts on the system. You need only focus on ‘Invited Manuscripts’. If you click on ‘Invited Manuscripts’, you’ll see a list of chapters you’ve agreed to write for us at the bottom of the screen (in most cases there will only be one):

Dashboard

- To submit a new manuscript, click on the “Submit a Manuscript” link below.
- Clicking on the various manuscript status links under ‘My Manuscripts’ will display a list of all the manuscripts in that status at the bottom of the screen.
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<table>
<thead>
<tr>
<th>Topic Title</th>
<th>Manuscript Title</th>
<th>Editor</th>
<th>Due Date</th>
<th>Continue Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soybeans - Nguyen</td>
<td>CT-09 Advances in flood-tolerant varieties of soybean [View Submission]</td>
<td>Not Assigned</td>
<td>07-Jan-2016</td>
<td></td>
</tr>
</tbody>
</table>

To submit your chapter, click ‘Continue Submission’ (please ignore ‘View Submission’). The ‘Submission’ process consists of six steps you need to follow:

- Step 1: Type, Title and Abstract
- Step 2: Attributes (this covers key words)
- Step 3: Authors and Institutions
- Step 4: Details and Comments (allows you to include comments with your chapter)
- Step 5: File Upload
- Step 6: Review and Submit

These steps are designed to ensure we have all the information we need to produce your chapter to the standard we all want, that you and any co-authors are properly listed and that the chapter will be easily discovered by readers (e.g. because your chapter has a good abstract and keywords).
Chapter submission: Step 1

The ‘Step 1: Type, Title and Abstract’ screen will look as follows:

![Step 1: Type, Title, & Abstract](image)

The following will have already been populated (based on the existing details for the book):

- **Type:** Book
- **Title:** the chapter title as listed in the contents
- **Short title:** already input, based on the full chapter title

If you want to change the title, you’ll need to let us know separately so that we can update our records. We suggest you make a note of this but continue with the submission process. You can alert us to the need to change your chapter title in Step 4 of the submissions process.

The main requirement is to add an abstract. To ensure a good abstract that maximises the discoverability of your chapter, please note the following:

- **There is a limit of 150 words**
- **We suggest an abstract starts with 1-3 sentences (50 words max) on the importance of the topic addressed by the chapter**
- **The rest of the abstract (100 words max) should summarise the main sections or themes in the chapter**
Once you’ve completed your abstract, click on ‘Save & Continue’ to move on to Step 2. Please note that, if you miss any key information at any point in the submissions process (e.g. you forget to add the abstract), you will get a ‘Step Incomplete’ message like the following:

This allows you to go back and deal with any missing information before going any further. If you plan to return and input the abstract later click on ‘Save & Go to Next Step’.

**Chapter submission: Step 2**

This screen allows you to enter keywords to accompany your abstract. The screen looks as follows:

Please note the following:

- You can only add **one** keyword at a time. Enter the key word and then click on ‘+ Add’ to confirm your entry. You can then move onto adding your next keyword.
- You need to add a minimum of 3 keywords and a maximum of 6
- Please try to make keywords as specific as you can
- You can click on ‘Remove’ to delete any keywords you’re not happy with
- When you’ve completed your keywords, click ‘Save & Continue’

Chapter submission: Step 3

This screen allows you to add author details for the chapter. You can:

- Put authors in the correct order
- Check and add names of co-authors
- Check and add affiliation/address details for authors
- Identify a ‘Corresponding author’

The screen looks as follows:

Step 3: Authors & Institutions

Enter your co-authors’ information in the boxes below, then click “Add to My Authors.” To check if an author already exists in the journal’s database, enter the author’s e-mail address and click “Find.” If the author is found, their information will be automatically filled out for you. When you are finished, click “Save and Continue.”

Authors
- Selected Authors

<table>
<thead>
<tr>
<th>ORDER</th>
<th>ACTIONS</th>
<th>AUTHOR</th>
<th>INSTITUTION / COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Burleigh, Robert</td>
<td>1.9 The Road</td>
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<td><a href="mailto:bdspublishing@gmail.com">bdspublishing@gmail.com</a></td>
<td>Lister</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cambridge, USA CB22 3UJ</td>
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</tr>
</tbody>
</table>

Please note that, if you want to add a co-author, you first need to check if they are already listed on ScholarOne. To do this, key in the author’s email address in the ‘Add Author’ box to see if their contact information is already in the system and click on ‘Search’:
If the author is already listed on ScholarOne, you’ll see the following screen:

You can then click ‘Add Author’ to create a second author record:
Once you have more than one author listed, you have the option to re-order the list of co-authors to position the lead author at the top. This can be done in one of two ways:

- Dragging the order records into the desired order, or
- Dropping down the Order list and assigning a numerical ordering value

This is shown below:

Once you've made the changes you want, click on 'Update Author Order' and the screen will look like this:
There is also an ‘Actions’ drop down list which will allow you to edit the contact information for the author, assign which author is to receive correspondence (the corresponding author) if different from the lead author and remove authors from the list:

If the co-author is not on our database the email address search will flag this up and offer a link to create the author:

Enter the new author details. Complete only the mandatory fields as creating the author will send an email to that person following submission of the manuscript after which they can update any additional information they wish to record. Enter institutional or corporation information (rather than personal information) wherever possible. Click ‘Save’ or ‘Save and Continue’ to move to Step 4:
Chapter submission: Step 4

This step allows you to add comments or a cover letter to accompany your chapter. As an example, you may wish to highlight the need to amend the chapter title. The screen looks as follows:

Step 4: Details & Comments

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Browse..." button, locate your file, and click "Attach This Cover Letter." Answer any remaining questions appropriately. When you are finished, click "Save and Continue."

* = Required Fields

Cover Letter

Write Cover Letter

Upload Cover Letter

Please clearly identify the file containing a cover letter with the name of the book, chapter number and your last name. When complete click on ‘Save’ or ‘Save & Continue’.
Chapter submission: Step 5

Step 5 allows you to upload your chapter file or files. The screen looks like this:

Step 5: File Upload

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. If you have updated a file, please delete the original version and upload the revised file. To designate the order in which your files appear, use the drop-downs in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save and Continue."

Please specify a File Designation that best describes each file you upload. The main body of your manuscript should be designated as a Main Document. Files that are part of a TeX/LaTeX document should be designated as a "TeX/LaTeX Suppl File." Read More ...

- Required Fields

Your chapter might be as a single text document with embedded images or a series of separate files with the text and accompanying figures and tables. Please note that files should be uploaded in batches of no more than 3 files at a time.

The screen is split into two areas:

- Files
- File Upload

The ‘Files’ area lists any files that have already been uploaded. When uploaded you have the option to order the file list to make it more coherent.

The ‘File Upload’ area is where you select and save new files. You will use this part of the screen when uploading your chapter for the first time. To save a new file you need to:
- Click on the ‘Select File 1’ button. This will open a typical Windows Explorer box where you can navigate to your file. Click on ‘Open’ and the file name will appear under the Selection heading.
- Now identify what type of file it is under the ‘File Designation’ heading (e.g. main file (text), figure or table):

Add additional files as required and click on the ‘Upload Selected Files’ button. You will next see this screen asking you not to leave the page whilst uploading takes place (this can take a little time):

Once the upload is completed, you’ll see this screen:
To complete the process you will need to view the proof of the file to ensure the upload has been successful. Choose either a HTML or PDF proof. The HTML proof will look this:

If satisfied close the view and click on ‘Save’ or ‘Save & Continue’. Alternatively you can select the PDF proof option. You will see the following message displayed on screen asking you to wait whilst the PDF loads:
Once the PDF has loaded successfully, you’ll see a proof of the PDF for checking:
You will also see ‘Page Thumbnails’ on the left hand bar which will help you to navigate easily to specific pages. Please scroll through the document to ensure the upload has been successful and you have uploaded the correct file(s). If satisfied close the view and click on ‘Save’ or ‘Save & Continue’.

Chapter submission: Step 6

The final step in the submission process provides a summary of each of the previous 5 steps. It allows you to check and deal with anything that is still missing or incomplete. This step will post flags in pink boxes to highlight mandatory information that has not been supplied which is needed to finalise the submission process. There is also a useful Submission summary box. The aim is to get ‘green ticks’ against all the steps:
Use the Submission box to link back to the Step pages to input the missing data. Please note that, if you have to go back to any of the pages to input missing data, you may be required to view one of the proofing options again. If everything is in order you will see this screen:

If you click on the ‘Submit’ button, you will get a message checking you are happy to complete the submissions process:

Confirm by clicking the ‘Yes’ button or ‘No, Close’ if you need to return to the submission screen. You will then see a Submission Confirmation screen. Note your unique Manuscript ID:
You can then log out.

You will also receive an email confirming successful submission of your chapter and giving you information about the next stages in the process (e.g. the review process).