ScholarOne: Author user guide (last updated: 29.4.21)

Contents

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':
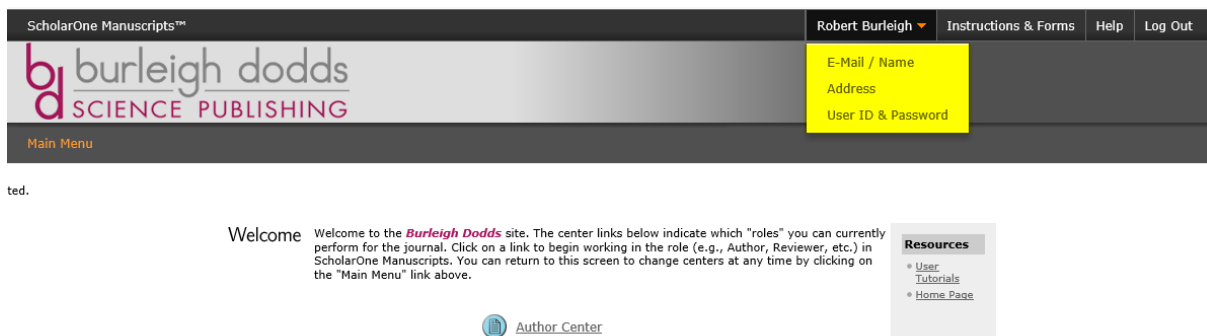
If you want to check and update your details, or change your user ID and password, click on your name at the top of the screen (see above). This will open up a drop down menu with:

- **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.

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 to do this. We recommend you prepare your chapter following our 'Guide for Authors'. Please ensure you save a copy on your own PC as well as submitting it to ScholarOne. The Author Center looks as follows:

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

Author Center   Editor Center

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.

My Manuscripts	Author Resources
0 Unsubmitted and Manuscripts in Draft	✳ Click here to complete an invited manuscript
0 Revised Manuscripts in Draft	
5 Submitted Manuscripts	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.
1 Manuscripts with Decisions	
1 Manuscripts I Have Co-Authored	
0 Withdrawn Manuscripts	
1 Invited Manuscripts	

Achieving sustainable cultivation of soybeans (Ed. Prof.Henry T.Nguyen) (08-Dec-2015)   Delete

Reminder: Achieving sustainable cultivation of soybeans (Ed. Prof.Henry T.Nguyen) (03-Dec-2015)   Delete

Reminder: Achieving sustainable cultivation of soybeans (Ed. Prof.Henry T.Nguyen) (02-Dec-2015)   Delete

Achieving sustainable cultivation of soybeans (Ed. Prof.Henry T.Nguyen) (01-Dec-2015)   Delete

Burleigh Dodds - Manuscript ID BDSP-BK-2015-0007.R1 (16-Nov-2015)   Delete

Unsubmitted and Manuscripts in Draft

Manuscript ID	Manuscript Title	Date Created	Continue Submission	Delete
You have no unsubmitted manuscripts.				
			▲ top	

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.
- To continue a submission already in progress, click the "Continue Submission" link in the "Unsubmitted Manuscripts" list.

My Manuscripts	Author Resources
0 Unsubmitted and Manuscripts in Draft	✱ Click here to complete an invited manuscript
0 Revised Manuscripts in Draft	
5 Submitted Manuscripts	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.
1 Manuscripts with Decisions	
1 Manuscripts I Have Co-Authored	
0 Withdrawn Manuscripts	
1 Invited Manuscripts	

Achieving sustainable cultivation of soybeans (Ed. Prof.Henry T.Nguyen) (08-Dec-2015) — Delete

Reminder: Achieving sustainable cultivation of soybeans (Ed. Prof.Henry T.Nguyen) (03-Dec-2015) — Delete

Reminder: Achieving sustainable cultivation of soybeans (Ed. Prof.Henry T.Nguyen) (02-Dec-2015) — Delete

Achieving sustainable cultivation of soybeans (Ed. Prof.Henry T.Nguyen) (01-Dec-2015) — Delete

Burleigh Dodds - Manuscript ID BDSP-BK-2015-0007.R1 (16-Nov-2015) — Delete

Invited Manuscripts

Topic Title	Manuscript Title	Editor	Due Date	Continue Submission
Soybeans - Nguyen	CH-09 Advances in flood-tolerant varieties of soybean [View Submission]	Not Assigned	07-Jan-2016	↻
				▲ top

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).

Step 1: Type, Title and Abstract

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

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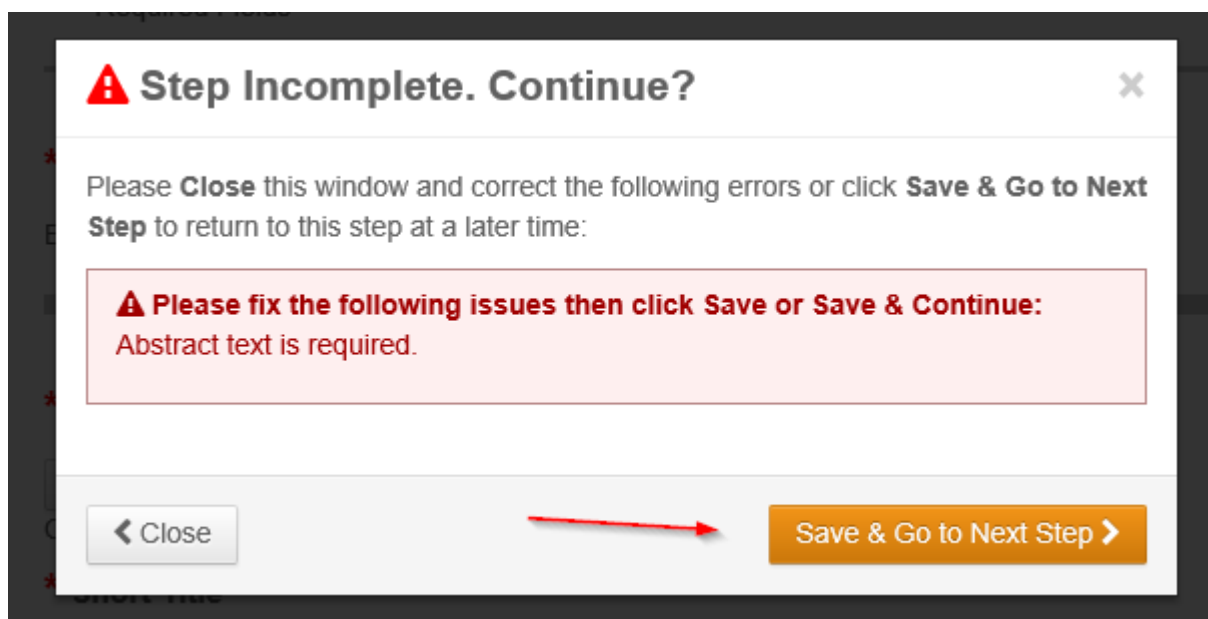
This allows you to go back and deal with any missing information before going any further. If you plan to return and input the abstract later click on 'Save & Go to Next Step'.

Step 2: Attributes

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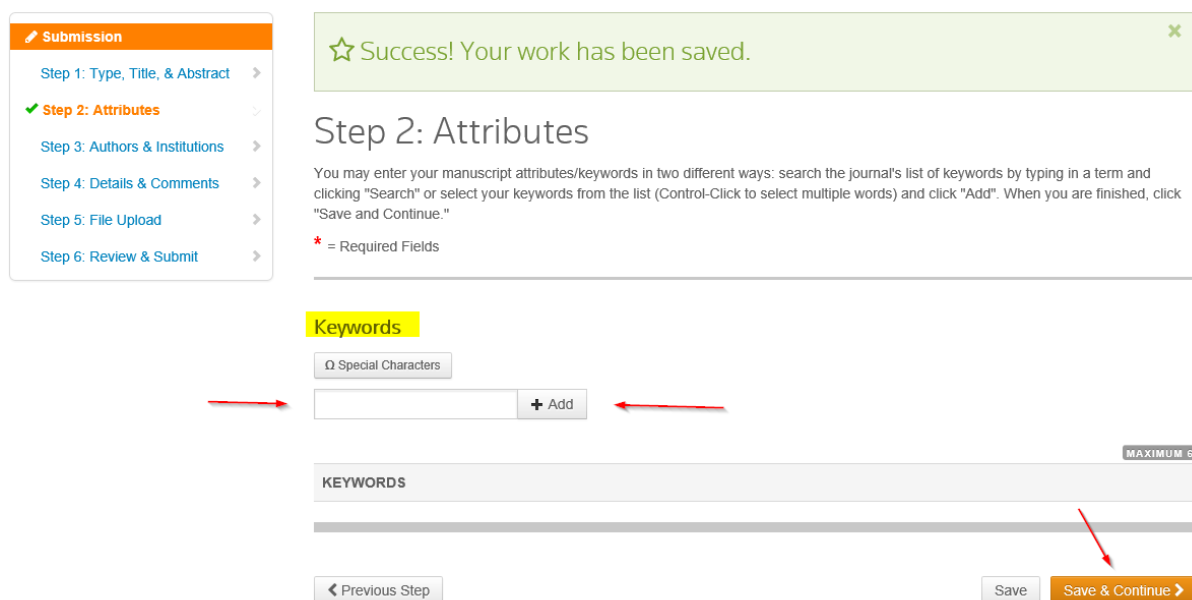
Please note the following:

- You can only add <u>one</u> 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'

Step 3: Authors and Institutions

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:

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 <u>email address</u> in the 'Add Author' box to see if their contact information is already in the system and click on 'Search':

Authors

* Selected Authors

	ORDER	ACTIONS	AUTHOR	INSTITUTION / COMPANY
↕ Drag	1 ▾	Select... ▾	**Burleigh, Robert** bdspublishing@gmail.com	1. 9 The Road Linton Cambridge, USA CB22 3HJ

↻ Update Author Order

Add Author

Find using Author's email address

| AuthorsEmail@example.com | 🔍 Search |

❮ Previous Step   Save   Save & Continue ❯

If the author is already listed on ScholarOne, you'll see the following screen:

francis.dodds@bdspublishing.com   ✕

AUTHOR	INSTITUTION / COMPANY
Dodds, Francis	1. BDS University High Street Cambridge, UK CB22 3HJ

❮ Search Again   ＋ Add Author

You can then click 'Add Author' to create a second author record:

Authors

* Selected Authors

	ORDER	ACTIONS	AUTHOR	INSTITUTION / COMPANY
↕ Drag	1 ▾	Select... ▾	**Burleigh, Robert** bdspublishing@gmail.com	1. 9 The Road Linton Cambridge, USA CB22 3HJ
↕ Drag	2 ▾	Select... ▾	**Dodds, Francis** francis.dodds@bdspublishing.com	1. BDS University High Street Cambridge, UK CB22 3HJ

⟳ Update Author Order

Add Author

Find using Author's email address

AuthorsEmail@example.com	🔍 Search

❮ Previous Step   Save   Save & Continue ❯

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:

Authors

* Selected Authors

	ORDER	ACTIONS	AUTHOR	INSTITUTION / COMPANY
↕ Drag	1 2	Select... ▾	**Burleigh, Robert** bdspublishing@gmail.com	1. 9 The Road Linton Cambridge, USA CB22 3HJ
↕ Drag	2 ▾	Select... ▾	**Dodds, Francis** francis.dodds@bdspublishing.com	1. BDS University High Street Cambridge, UK CB22 3HJ

⟳ Update Author Order

Once you've made the changes you want, click on 'Update Author Order' and the screen will look like this:

Authors

* Selected Authors

ORDER	ACTIONS	AUTHOR	INSTITUTION / COMPANY
↕ Drag 1 ▾	Select... ▾	**Dodds, Francis** francis.dodds@bdspublishing.com	1. BDS University High Street Cambridge, UK CB22 3HJ
↕ Drag 2 ▾	Select... ▾	**Burleigh, Robert** bdspublishing@gmail.com	1. 9 The Road Linton Cambridge, USA CB22 3HJ

↻ Update Author Order

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:

Authors

* Selected Authors

ORDER	ACTIONS	AUTHOR	INSTITUTION / COMPANY
↕ Drag 1 ▾	Select... Edit Assign as Corresponding Author Remove Author	bdspublishing.com	1. BDS University High Street Cambridge, UK CB22 3HJ
↕ Drag 2 ▾	Select... ▾	**Burleigh, Robert** bdspublishing@gmail.com	1. 9 The Road Linton Cambridge, USA CB22 3HJ

↻ Update Author Order

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:

Add Author

⚠ No co-author found. Please search again using another e-mail address or create a new co-author.

Find using Author's email address

co-author@author.com	🔍 Search

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:

Authors

* Selected Authors ❷ Edit

	ORDER	ACTIONS	AUTHOR	INSTITUTION / COMPANY
↕ Drag	1 ▾	Select... ▾	**Dodds, Francis** francis.dodds@bdspublishing.com	1. BDS University High Street Cambridge, UK CB22 3HJ
↕ Drag	2 ▾	Select... ▾	**Burleigh, Robert** bdspublishing@gmail.com	1. 9 The Road Linton Cambridge, USA CB22 3HJ

⟳ Update Author Order

Add Author

Find using Author's email address

[   ] 🔍 Search

❮ Previous Step   Save   **Save & Continue ❯**

Step 4: Details and Comments

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 ❷ Edit

Write Cover Letter

Preview   Ω Special Characters

0 OUT OF 32768 CHARACTERS

[   ]

Upload Cover Letter

📄 1. Select File   ⬆ 2. Attach File

❮ Previous Step   Save   **Save & Continue ❯**

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'.

Step 5: File Upload

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

Your chapter might be 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. Once you've uploaded the first three files, you will be given the opportunity to upload more files if you need to.

To make it easier for both you and us to keep track of material, we suggest the following approach to file naming:

- Chapter number
- Main/lead author surname
- Status: first or final
- Date saved
- Type of file e.g. text or figure

An example might be: **Ch1.Smith.first.11.3.16.text** Using this approach, we can both see at a glance what each file contains.

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 (this can take a little time):

Burleigh Dodds Science Publishing

Progress

Please wait while the proof loads.
Click here if the proof does not load.

Please note that if you have configured your browser to open .pdf files in an Adobe Acrobat, you will need to manually close this window - it will not close automatically.

Once the PDF has loaded successfully, you'll see a proof of the PDF for checking:

burleigh dodds
SCIENCE PUBLISHING

CH-09 Advances in flood-tolerant varieties of soybean

Publisher:	*Burleigh Dodds Science Publishing*
Manuscript ID	Draft
Manuscript Type:	Book
Date Submitted by the Author:	n/a
Complete List of Authors:	Dodds, Francis; BDS University, Burleigh, Robert; University of Cambridge
Keywords:	Flood, Pests

SCHOLARONE™
Manuscripts

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'.

Step 6: Review and Submit

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:

burleigh dodds
SCIENCE PUBLISHING

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:

Submission Confirmation

🖨 Print

Thank you for your submission

Submitted to	Burleigh Dodds Science Publishing
Manuscript ID	BDSP-BK-2016-0001
Title	CH-09 Advances in flood-tolerant varieties of soybean
Authors	Dodds, Francis Burleigh, Robert
Date Submitted	06-Jan-2016

Author Dashboard

You can then log out.

You will also receive an email confirming successful submission of your chapter.

The chapter review process

Once you've submitted your first draft, the editor will be notified by e-mail to review your chapter. We ask editors to review first drafts within 30 days. If you have any concerns about the review process or particular review comments, please contact us at: editorial@bdspublishing.com

There will be occasions where the editor feels unable to review the chapter e.g. because it is not her/his area of expertise. In this case, we will arrange a separate review by a subject expert (designated a 'Subject Editor' on ScholarOne). If this happens, you will be notified by e-mail. You need take no action. We will contact you again once the Subject Editor has completed her/his review.

Once the editor has reviewed the chapter, she/he will be given a number of options. The most important are to:

- Accept without revision
- Accept with minor revisions
- Accept with major revisions

If the editor marks the manuscript as 'Accepted', no further revisions are required and the manuscript will be deemed a 'final draft'. You will be notified accordingly. Please note that, if you wish, you can still make final changes of your own. Please contact us as soon as possible if you want to do this at: editorial@bdspublishing.com We can then arrange for you to make the appropriate changes before the final version goes off for production. We will also check your chapter to ensure it fits our internal requirements and will contact you (e.g. if we notice anything is missing).

If the editor has suggested revisions to the chapter, you will receive an e-mail with the editor's comments listed at the bottom. The editor may also attach a file or files if this is appropriate. We ask authors to revise chapters within 30 days. If you need longer, please contact us to agree an appropriate date at: editorial@bdspublishing.com The process for uploading your revised chapter is described in the next section.

If the editor has decided to accept your chapter with 'minor revisions', she/he will not expect to review the chapter again. As with all drafts, we will still check your chapter ourselves to ensure it fits our internal requirements and will contact you if need be.

If the changes are more significant, the editor will accept the chapter with 'major revisions'. This means that, once you've submitted a revised draft, the editor will expect to give it a further check. All being well, she/he will then accept it as final and it can move on to production, subject to our own internal checks.

Submitting a revised draft

If the editor has asked for revisions, you will receive an e-mail with the editor's comments and instructions on how to submit a revised version of your chapter.

It is important to note that you will **not** be able to make any revisions to the original version submitted to ScholarOne. Instead, you will need to revise and submit a **new** chapter file (or files) to ScholarOne with the relevant changes. This will replace the earlier version. Please prepare this new file to upload before logging into ScholarOne to submit your revision.

We ask you to highlight the changes you've made to the text using the 'track changes' function in Word or highlighting changes using coloured or bold text. This will make it easier for the editor to see and approve the changes you've made.

In addition, if you prefer, you can list the main changes you've made and any general comments you want to add in a covering letter or note. You will have an opportunity to include these comments with your revision if you wish.

Since this makes it easier for everyone to keep track of the revised version, we suggest you use the file naming convention referred to for first drafts:

- Chapter number
- Main/lead author surname
- Status: revised
- Date saved
- Type of material e.g. text

An example might be: **Ch1.Smith.revised.25.3.16.text** It is then possible to see at a glance what a file contains.

To submit a revised draft, you first need to log on to ScholarOne. The e-mail with the editor's comments will provide a URL link to the ScholarOne site. You will need your user ID and password. Once on the ScholarOne site, click on 'Author Center' to bring up your Dashboard. You will then have three options:

- In 'Author Resources', you can click on 'Click here to submit a revision'
- In 'My Manuscripts', you can click on 'Manuscripts with Decisions'. This allows you to view the editor's letter with comments if you need to.
- In 'My manuscripts', you can click on 'Manuscripts Awaiting Revisions'. If you have more than one chapter to revise, this gives you a list of each one and its status.

If you are ready to upload your revised chapter, click on '**Click here to submit a revision**' in 'Author Resources':

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.

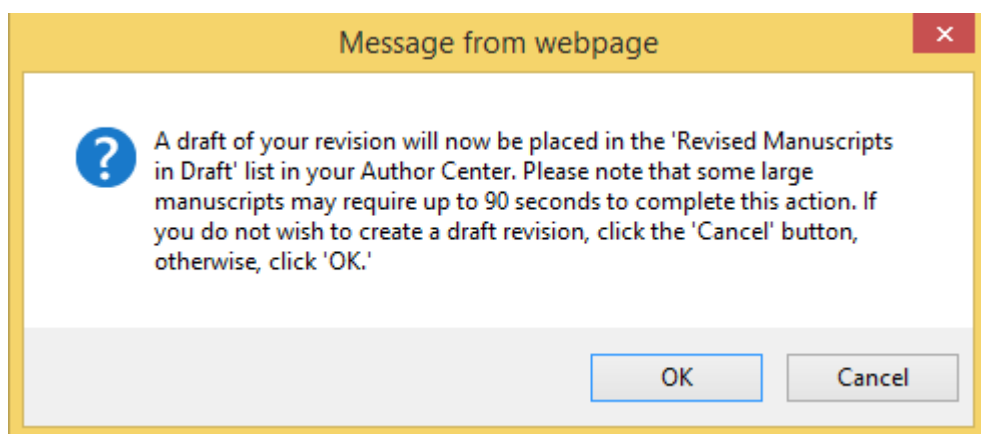| My Manuscripts	Author Resources
0 Unsubmitted and Manuscripts in Draft	★ Click here to submit a revision
0 Revised Manuscripts in Draft	
0 Submitted Manuscripts	This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.
1 Manuscripts with Decisions	
0 Manuscripts I Have Co-Authored	
0 Withdrawn Manuscripts	
0 Invited Manuscripts	Achieving sustainable cultivation of grain legumes (ed. Sivasankar et al) (16-Feb-2016) — Delete
1 Manuscripts Awaiting Revision	Achieving sustainable cultivation of grain legumes (ed. Sivasankar et al) (16-Feb-2016) — Delete

Manuscripts Awaiting Revision

Manuscript ID	Manuscript Title	Date Submitted	Date Decisioned	Status	Actions
BDSP-BK-2016-0001	CH04 - Developing drought and heat-tolerant varieties of grain legume [View Submission]	01-Mar-2016	04-Mar-2016	ED: Sivasankar, Shoba EA: Wheeler, Jenny EA: Publishing, BDS EA: Burleigh, Rob • Minor Revision (04-Mar-2016) • Due on: 03-Apr-2016 view decision letter	create a revision

▲ top

This will open a window asking you to confirm you are happy to proceed. Click on OK. This will take you into the revision process.

Message from webpage ✕

❓ A draft of your revision will now be placed in the 'Revised Manuscripts in Draft' list in your Author Center. Please note that some large manuscripts may require up to 90 seconds to complete this action. If you do not wish to create a draft revision, click the 'Cancel' button, otherwise, click 'OK.'

[OK]   [Cancel]

You will then need to go through a series of steps similar to the process of submitting a first draft. This will give you the opportunity to check or amend all the key information relating to your chapter. Where there is nothing new to add, you can skip steps as necessary.

Step 1: View and Respond to Decision Letter

The first screen will summarise all the steps involved in submitting a draft (shown on the left). On the right it will show the editor's decision letter with comments on your first draft. You will be asked to add 'Your response' at the bottom.

You may do one of the following:

- Key in your comments in the box
- If you have prepared a covering letter explaining what changes you've made, you can copy and paste this into the box
- Simply refer the editor to the highlighted changes in the chapter itself (e.g. Please see revised version with 'track changes')

When you have done this click on 'Save & Continue'. This will take you on to the next steps in the process.

Steps 2-5: Chapter information

The next steps will take you back through the key chapter information you added at the first draft stage:

- Step 2: Type (i.e. book chapter), title and abstract
- Step 3: Attributes (i.e. key words)
- Step 4: Authors and institutions
- Step 5: Details and comments (e.g. cover letter if you want to add one)

If some or all of this information has not changed, you can skip some or all of these steps and move straight to Step 6: File upload

Step 6: File Upload

Step 6 is where you upload your revised file. To do this make sure that you first **delete** any existing files that have been superseded by the revision process (e.g. the earlier, uncorrected version of the text). It is essential that there is only **one** updated version of the text.

Please note that, where first draft material has not changed (e.g. any unaltered figures or tables you submitted as part of your first draft), you can leave these where they are. There is no need to delete and then resubmit the same material. The key points are:

- If you've changed anything, please delete and replace the relevant file with the latest version
- Ensure there is only **one** current version of the text and any figures or tables

The process for uploading a file is the same as for the first draft. Please refer back to **Step 5: File Upload** (on pp.13-19 of this Guide).

Final drafts

As noted earlier:

- If the editor has decided to accept your chapter with 'minor revisions', she/he will not expect to review the chapter again. As with all drafts, we will still check your chapter ourselves to ensure it fits our internal requirements and will contact you if need be.
- If the changes are more significant, the editor will accept the chapter with 'major revisions'. This means that, once you've submitted a revised draft, the editor will expect to give it a further check. All being well, she/he will then accept it as final and it can move on to production, subject to our own internal checks.

As noted, we give all chapters a final quality check before they are sent on to our production partner, Deanta. We look particularly at the presentation of chapter in such areas as:

- Chapter title
- Authorship
- Abstract and key words
- Contents list
- Section headings in the chapter
- Style and language quality
- Other issues (e.g. missing material)

These aspects of a chapter can be critical for a chapter's discoverability by potential readers as well as how they perceive its quality and relevance. As an example, a clear and comprehensive set of main section headings for a chapter can be critical to how users find chapters and assess their scope and value, as well as the ease with which they can find their way around the chapter itself. If we have any queries or changes, we will discuss them with you.

Once any final queries have been resolved, the next step will be to pass it on to our production partner Deanta (website: http://deantaglobal.com/). Deanta will be responsible for copyediting and typesetting your chapter to produce the final version for publication. They will contact you directly about the production process for your chapter.