INTERNATIONAL JOURNAL OF ANGIOLOGY

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Online Submissions
The *International Journal of Angiology* conducts the review process through an online system called **ScholarOne Manuscripts,** formerly known as Manuscript Central.

Our system provides features to make your job easier, including:
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- easy access to the last five communications sent to you from the system so you never have to worry again about accidentally deleting an important e-mail!

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If you have never submitted or reviewed a manuscript for IJA online, you must create a new account. Links to ensure you don't have an existing account or to create a new account are on the login page. (See the section below on **logging in** for more information.)

- **How to Submit a New Manuscript**
- **How to Submit a Revised Manuscript**
- **Information for Reviewers**

How to Submit a New Manuscript
All screens in ScholarOne Manuscripts have an orange "Get Help Now" link in the upper right-hand corner. This link brings up a new window that has instructions, answers to Frequently Asked Questions, and ways to ask a tech support question. You can e-mail or call their phone number during business hours.

Step 1: Prepare your manuscript
It is important that you read the **Instructions for Authors** thoroughly; we suggest that you print out these instructions and fully prepare your manuscript before proceeding further with your submission.

Prepare your manuscript using a word processing program and save it as a .doc or .rtf file. Both of these file types will be converted automatically to .pdf format for review when you upload them.

While we understand that many authors are using a variety of word processing and image creation software programs, we have found that those authors using Microsoft (MS) Word.doc files experience the fewest technical problems using ScholarOne Manuscripts. MS Word 2007 is acceptable by ScholarOne Manuscripts.

Microsoft Excel, Microsoft PowerPoint, PDF, EPS, and LaTex files are not to be uploaded to ScholarOne Manuscripts. Using these formats will either create conversion problems in ScholarOne Manuscripts or create delays during production, if your manuscript is accepted.

Make sure that you have followed the requirements for submission found in the instruction for authors. Not doing so will create delays in the peer review process.

We recommend that the body of your manuscript, including a title page with full author names and affiliations, be in Microsoft Word. If a table, figure, or appendix is not editable within Microsoft Word without special software, then include image captions in your manuscript file, but separate the actual images into .tif or .jpg in the preferred size of 300 dpi.

NOTE: If you are using phonetic fonts, currently you must use Microsoft Word to save your document and SIL fonts, which you can download for free.

You must embed the symbols in your document to ensure they are converted correctly. It's very easy to embed text: In your Word document, on the Tools menu, click Options, and then click the Save tab. Select the Embed TrueType fonts check box. Save the document.

Step 2: Login

Refer to the System Requirements link on the ScholarOne Manuscripts login screen to view recommended browsers.

The login page gives you three options:
- Log in with your known User ID and Password
- Get password assistance
- Create a new account

If you are uncertain whether you have an account or if you have forgotten your User ID and Password, enter your e-mail address into the Password Help box; the system will send you an e-mail with your account information and a temporary password, of it will tell you that you don't have an account on the system.

If you do not have an account, go to "Create Account," follow the instructions, and then log in. If you have difficulty of any kind with your account, do not create another account. Please contact the editorial office.

NOTE: IJA journal database is only as robust as the users make it. Please add and/or correct your "keywords" and "specialty/area of expertise" in your account as often as necessary. This helps the editorial staff find the most appropriate reviewers and contributes to a viable and healthy journal program.

Step 3: Enter your Corresponding Author Center

After logging in, you'll see the Main Menu page. Click the Corresponding Author Center (the same as Author Center) link or blue button to enter your Corresponding Author Center whenever you want to begin a new submission, check a previous submission, continue a submission begun earlier, or submit a revised manuscript.

Step 4: Inside Your Corresponding Author Center

The manuscript categories you will use most often are:

- Submitted Manuscripts (to view the status of a new or revised manuscript currently in   peer review)
- Manuscripts with Decisions (to view manuscripts with decisions and begin revisions)

- Revised Manuscripts in Draft (to continue a revision)

However, to start a brand **new manuscript submission,** click on the submit a new manuscript link in the "Author Resources" area.

Step 5: Enter Data for your manuscript

New Submissions
To start a brand new manuscript submission, click on the submit a new manuscript link in the "Author Resources" area.

The following screens ask you to enter the data associated with your manuscript. Most of this data will be included in the text of your manuscript, but also needs to be entered here in a particular format in order to make the system searchable by these fields and facilitate the review process. The information you enter will be used for screen display and e-mail notifications only, not in the print version, should your manuscript be accepted.

As you move through the screens, you can see where you are by looking at the Progress Chart along the left side of the screen. Click the orange "Save and Continue" button at the top or bottom of each screen in order to save all of your work. If you press the "Back" or "Forward" button on your browser, your work will not be saved.

To **continue** with the submission of a new manuscript already in progress, click on the "Unsubmitted Manuscripts" queue in the "My Manuscripts" area. Find the submission you wish to continue with and then click the "Continue Submission" button.

Revised Submissions
To **start the submission** of a revised manuscript, click on the revision link in the "Author Resources" area or click the "Manuscripts with Decisions" queue in the "My Manuscripts" area below to display a list of decided manuscripts. Find the submission you wish to start the revision process for and click on the "Create Revision" link for that manuscript.

To **continue** with a revised manuscript that has yet to be submitted, either click on the revision link as outlined above or click on the "Revised Manuscripts in Draft" queue in the "My Manuscripts" area. Find the submission you wish to continue with and then click on the "Continue Submission" button.

Correcting/Updating Submissions
To **correct or update a submission** that has be unsubmitted/returned to you by the journal, click on the "Unsubmitted Manuscripts" queue in "My Manuscripts" area. Find the submission you wish to correct/update and then click on the "Continue Submission" button. Be advised that if the submission that was unsubmitted/returned to you was a revision then it will be located in the "Revised Manuscripts in Draft" queue in the "My Manuscripts" area.

What is the status of my manuscript?
To **check the status** of a manuscript you have submitted, click on the "Submitted Manuscripts" queue in the "My Manuscripts" area below. All manuscripts you have submitted that are currently being evaluated will be listed in this area. The status of the manuscript can be found under the column heading "Status." Note: You can click on any queue under the "My Manuscripts" area to view all manuscripts currently in that status.

IMPORTANT: The above information applies ONLY to those manuscripts submitted through ScholarOne Manuscripts. Manuscripts submitted to the Journal prior to going LIVE with online manuscript submission ARE NOT entered into the online status process.

Step 6: Review and Submit Manuscript
Review the information submitted for correctness and make changes as needed. **After reviewing the manuscript proofs, you MUST CLICK 'SUBMIT' to complete your submission.**