

EDITORIAL MANAGER INSTRUCTIONS FOR AUTHORS

<http://www.editorialmanager.com/advancesinph>

- The image below shows the homepage for *Advances*' Editorial Manager.

Advances in Pulmonary Hypertension
Official Journal of the Pulmonary Hypertension Association

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New users should click on “Register Now” and follow instructions. You will receive an email notifying you of your registration, username, and temporary password. You may be asked to create a new password the first time you log in. **Please note that if you are an editorial board member, you have automatically been registered with author privileges.**

Returning users should type in your username and password and click on the “author login” button. **If you are also an editor or reviewer in the system, make sure you are logged in in your author role.**

- Once you have logged in, you will be taken to the main menu:

Author Main Menu

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New Submissions

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Revisions

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Completed

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New Submissions allows you to submit new manuscripts and check the status of current first-time submissions. *Revisions* allows you to submit revised manuscripts and check the status of revisions. *Completed* manuscripts allows you to view decisions.

Submitting a New Manuscript

- Clicking on the “Submit New Manuscript” link in the New Submissions box will take you to the New Submission page. This menu allows you to navigate back at any point, and also automatically saves any work completed. If you return to the “Main Menu” by clicking on the link in the upper left corner of the page, the submission will be listed under “Incomplete Submissions” and you can return to complete it at any time.
- Article Type Selection:
 - Unless you have been asked to write a specific section column, choose “Regular Article” in the dropdown menu.
- Attach Files:
 - Files can be dragged and dropped or uploaded. Once uploaded, you may add a description of the file and adjust the order of files.
 - The copyright form is a requirement at this stage, and a link to it is visible on the left side of the screen. Click on the copyright link and fill out the form; save the file and upload it to your submission, saved as the copyright release.



Manuscript
 Copyright Release
Required for all submissions:

- Manuscript

Optional files include tables, figures and supplemental materials.
Required if the manuscript is an initial submission (NOT a revision):

- Copyright Form

- Download the form,
- Fill it out.
- Upload as part of your submission.

Insert Special Character

Select Item Type
 *Manuscript

Description
 Manuscript

Browse... OR Drag & Drop Files Here

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type manually if necessary.

Change Item Type of all files to

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript	Manuscript	TEST MANUSCRIPT.docx	308.8 KB	Apr 24, 2019	Download	<input type="checkbox"/>
2	Figure	Figure 1	Fig1.pdf	402.5 KB	Apr 24, 2019	Download	<input type="checkbox"/>
3	*Copyright Release	Copyright Release	Copyright Release Form PHA_2018.pdf	83.2 KB	Apr 24, 2019	Download	<input type="checkbox"/>

- General Information:
 - Select your region of origin from the dropdown menu.
 - Add your keywords in the text box.
- Additional Information:
 - You will be asked if you have filled out the full Conflict of Interest and Funding Disclosure form for PHA. If you have not, the link to the form is provided for your completion. This form must be completed in order for you to submit your manuscript.
 - You will be asked if anything in the manuscript has been previously published or is under consideration for publication elsewhere. If “Yes,” you will be asked to provide information about previous publication and use permission of the material.
- Comments:

- Please provide any additional information the publication office should be aware of. These comments do not appear directly in your submission. You may leave this blank if appropriate.
- Manuscript Data:
 - You will be asked to provide the full and short titles, the full abstract, and the full list of authors.
 - When possible, the system will attempt to pull this information from your manuscript to save time. Make sure it has done so correctly. If it has not, you will have to enter the information.
 - The order of authors can also be rearranged by clicking and dragging to the correct order.
- Build PDF for Approval:
 - Once you have completed all these steps, you can “save and submit later,” or click “Build PDF for approval.” This process builds a PDF of the manuscript and any figure files for reviewers. This process may take a few minutes, and the screen will automatically update when the PDF is ready. You will also be notified via email.

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PHA Primary Hypertension Association
Established in 1998

PeerTrack

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Role: Author Username: ClarissaNemeth

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Submissions Waiting for Approval by Author Clarissa Nemeth

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status
Action Links	Test Manuscript Title	Apr 24, 2019	Apr 24, 2019	Needs Approval

Page: 1 of 1 (1 total submissions) Display 10 results per page.

<< Author Main Menu

- Click on “action links” to see options to view the submission, edit the submission, remove the submission, or approve it. You must view the submission before approval.
- Once you have approved the PDF, your submission is complete, and it will appear under “Submissions Being Processed” in the Main Menu. You can check its status at any time.

Submitting a Revised Manuscript

Once the editors have reviewed your article, they may have suggestions for improvement before acceptance and publication; if so, you will receive editor and reviewer feedback with a minor or major revision decision. To submit a revision, select “Submissions Needing Revision” under the *Revisions* box on the Main Menu. You will be taken to a list of any submissions in the system with a minor/major revision decision.

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Role: Author Username: ClarissaNemeth

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Submissions Needing Revision for Author Clarissa Nemeth

Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.

IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
Action Links	ADVANCESINPH-D-19-00004	Implementation and Performance Evaluation of Optical Flow Navigation System under Specific Conditions for a Flying Robot	Apr 03, 2019	Apr 10, 2019	Apr 03, 2019	Revise	Minor revision required

Page: 1 of 1 (1 total submissions) Display 10 results per page.

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- Under “Action Links,” there will be options to view the original submission, view the inventory of files with the original submission, view any attached reviews of the submission, and revise the submission. Once you initiate the revision, you will be taken through a similar menu to new submissions.
- Article Type Selection:
 - This will be pulled from the original submission and shouldn’t have changed.
- Attach Files:
 - The system will pull up all files from the original submission. You can keep any files (such as figures or supplementary materials) that have not changed.

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Article Type Selection **Attach Files** General Information Additional Information Comments Manuscript Data

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The files associated with the prior revision of your submission appear below. A check mark in the box indicates that the file will be carried forward to the next revision. Any files that you wish to modify should be unchecked.

Item	Description	File Name	Size	Last Modified	Include in Revision	Actions
Manuscript	Manuscript	ADPH Test Manuscript.docx	97.1 KB	Apr 03, 2019	<input type="checkbox"/>	Download
Figure	Figure 1	Fig1.docx	37.9 KB	Apr 03, 2019	<input checked="" type="checkbox"/>	Download
Figure	Figure 2	renamed_b4f6e.png	19.4 KB	Apr 03, 2019	<input checked="" type="checkbox"/>	Download

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- You will then be asked to upload any revised files and adjust file order as needed.
- At this stage, you will also have the option to upload a version of the manuscript with changes highlighted as an “edited manuscript.” You also have the option of uploading a “response to reviewers.”
- Then you will be asked to review the general information, additional information, comments, and manuscript data from the original submission. When this is done, select “Build PDF for approval.”
- Once you view and approve the PDF, the revision is complete. It will appear under “Revisions Being Processed” on the main menu.

If you have any questions, you may contact the Managing Editor, Clarissa Nemeth, at cnemeth@allenpress.com.