



2018 Manuscript Submission Changes:
A Tutorial for Authors

Author Main Menu

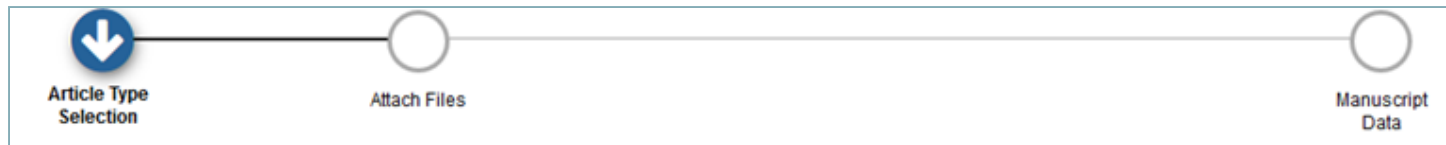
- ▶ The initial screen is the same. Click **Submit New Manuscript**.

The screenshot displays the 'Author Main Menu' interface. On the left, there is a vertical sidebar with the title 'Author Main Menu' and three links: 'Alternate Contact Information' and 'Unavailable Dates'. The main content area is divided into three sections: 'New Submissions', 'Revisions', and 'Completed'. Each section contains a list of submission-related items with their respective counts in parentheses.

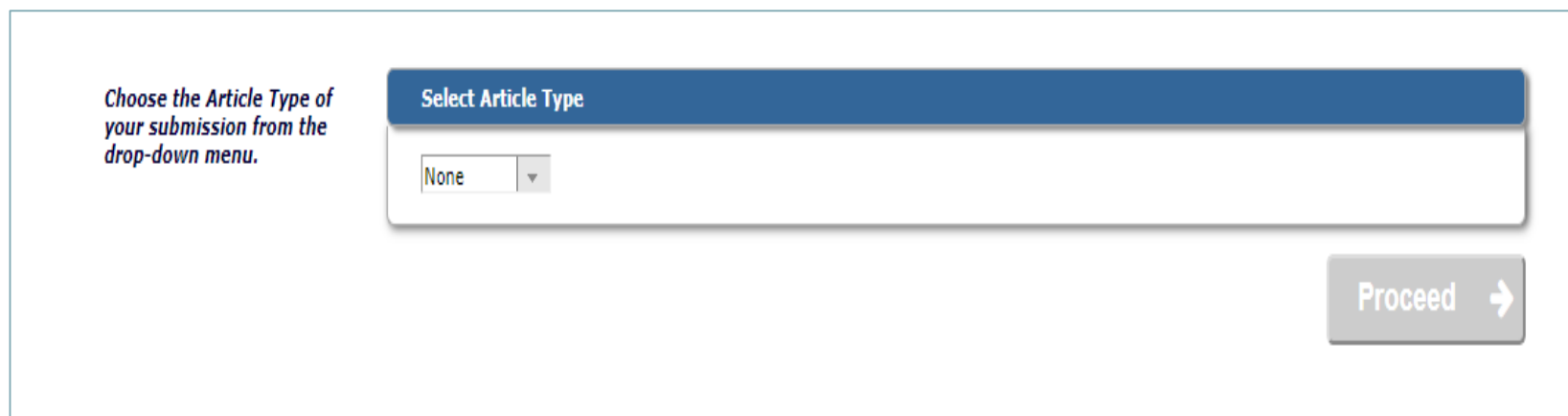
Section	Item	Count
New Submissions	Submit New Manuscript	
	Submissions Sent Back to Author	(0)
	Incomplete Submissions	(1)
	Submissions Waiting for Author's Approval	(0)
Revisions	Submissions Being Processed	(0)
	Submissions Needing Revision	(0)
	Revisions Sent Back to Author	(0)
	Incomplete Submissions Being Revised	(0)
	Revisions Waiting for Author's Approval	(0)
	Revisions Being Processed	(0)
Completed	Declined Revisions	(0)
Submissions with a Decision	(0)	

Article Type Selection

- ▶ As in the previous version, the first step is to specify the article type.



- ▶ In the Select Article Type window, click the down arrow for the drop-down menu. Article types that were available for *IJPT* in the previous version have been carried over in this upgrade.



Choose the Article Type of your submission from the drop-down menu.

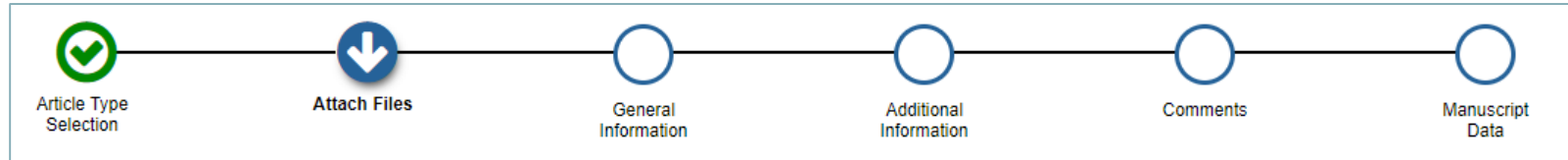
Select Article Type

None ▼

Proceed →

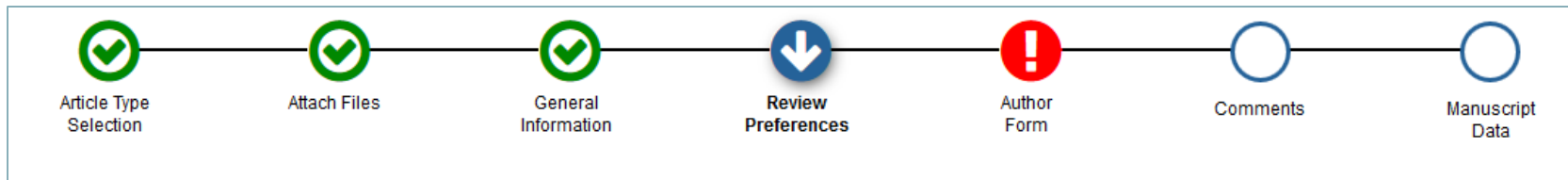
- ▶ After selecting the article type, click Proceed.

- ▶ Based on your article type selection, the screen displays a horizontal progress bar similar to the following at the top of the page:

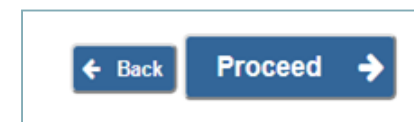


- ▶ This tutorial covers the six steps that most authors will use:
 - Article Type Selection
 - Attach Files
 - General Information
 - Additional Information
 - Comments
 - Manuscript Data

- ▶ Clicking any icon on the progress bar takes you to the corresponding function:

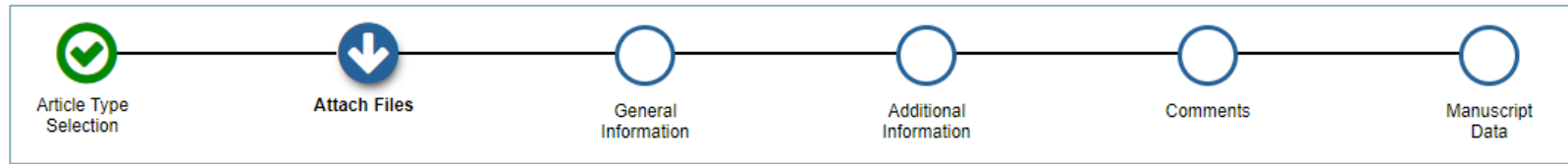


- ▶ The icons also indicate the status of each step:
 - Green check mark = step is complete
 - Blue arrow = current page
 - Red exclamation point = step is incomplete
 - Blank circle = step not started
- ▶ At the lower right of each page are Back and Proceed buttons, which you can also use to navigate between pages:



Attach Files

- ▶ The Attach Files step is now at the beginning of the submission process, rather than the end.



- ▶ Choose one of the following ways to attach your files:
 - Click Browse to select and submit files from your computer directory.
 - Use the new drag-and-drop feature: select the files then move them into the gray area, Drag & Drop Files Here.

Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.

Browse...

OR



Drag & Drop
Files Here

- ▶ If you want to change the order of your submission elements, type the applicable number in the Order field.

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.

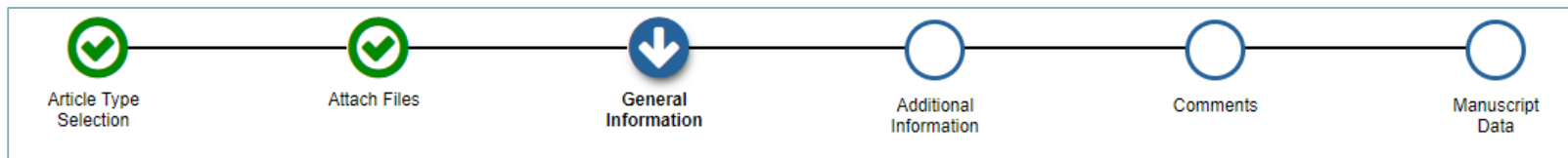
Change Item Type of all files to [Check All](#) [Clear All](#)

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
<input type="text" value="1"/>	<input type="text" value="Cover Letter"/>	<input type="text" value="Cover Letter"/>	cover letter.docx	9.7 KB	Jun 15, 2018	Download	<input type="checkbox"/>
<input type="text" value="2"/>	<input type="text" value="*Manuscript"/>	<input type="text" value="Manuscript"/>	test manuscript.docx	46.7 KB	Jun 15, 2018	Download	<input type="checkbox"/>
<input type="text" value="3"/>	<input type="text" value="Figure"/>	<input type="text" value="Graph"/>	graph.jpg	68.0 KB	Jun 15, 2018	Download	<input type="checkbox"/>

[Check All](#) [Clear All](#)

- ▶ The numeric order determines how the submission will be displayed as a PDF at the end of the submission process.

- ▶ Entries for the General Information step are the same as in the previous version:
 - Section/Category
 - Keywords
 - Classifications
- ▶ For each subsection, items that were available for your journal in the previous version have been carried over in this upgrade.



- ▶ You can expand or collapse each subsection by clicking the window header.
- ▶ You can move to the next subsection either by clicking Next or the next window header.

The screenshot shows a web form with two sections. The first section, titled "Keywords", has a blue header with a minus sign. Below the header is a text input field with the instruction: "Please enter keywords separated by semicolons. Each individual keyword may be up to 256 characters in length." A "Next" button with a downward arrow is at the bottom right of this section. The second section, titled "Classifications", also has a blue header with a minus sign. Below the header is a text input field with the instruction: "Please identify your submission's areas of interest and specialization by selecting one or more classifications." Below this is a selection area showing "Select up to 5 Classification(s)" and "(None Selected)". An "Add Classifications" button is on the left, and a "Next" button with a downward arrow is at the bottom right of this section.

- ▶ Type your keywords in the Keywords window, separating them with semicolons; spaces between words are optional. Keywords are important descriptive words that assist users in matching with appropriate submissions.

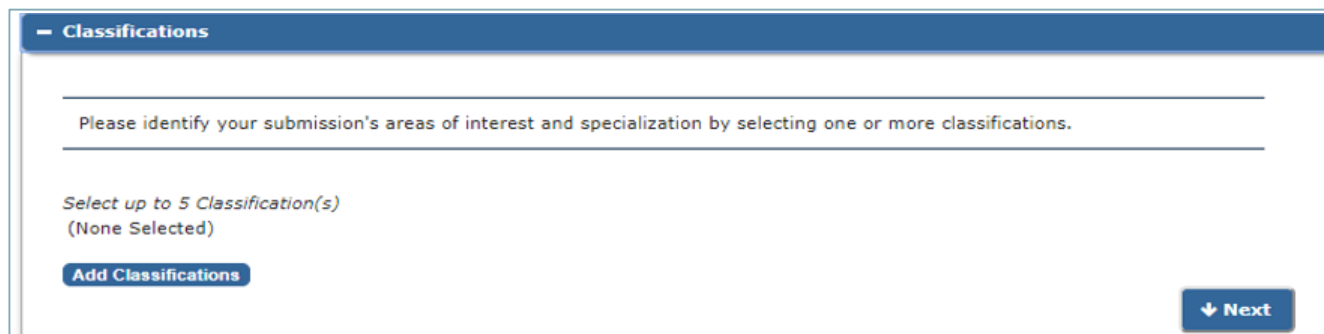
- Keywords

Please enter keywords separated by semicolons. Each individual keyword may be up to 256 characters in length.

test;submission;manuscript

↓ Next

- ▶ In the Classifications window, click Add Classifications.
- ▶ Areas that were available to you in the previous version have been carried over in this *IJPT* upgrade.



The screenshot shows a web interface window titled "Classifications". Inside the window, there is a blue header bar with a minus sign and the text "Classifications". Below the header, there is a horizontal line followed by the instruction: "Please identify your submission's areas of interest and specialization by selecting one or more classifications." Another horizontal line follows. Below that, the text reads: "Select up to 5 Classification(s)" and "(None Selected)". At the bottom left of the window, there is a blue button with the text "Add Classifications". At the bottom right, there is a blue button with a downward arrow and the text "Next".

- ▶ Select up to five subject areas that pertain to your article, then click Submit. Classifications are extremely important – they are used by the system to aid in matching manuscripts with appropriate reviewers.

Please identify your manuscript's areas of Interest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you are done.

To save changes you must click "Submit" before you leave this window. [\(less...\)](#)

Search:

[Matching terms display in red text]

Expand All Collapse All

Site and Histologies

- Site and Histologies: Female Genital Tract
- Site and Histologies: Male Genital Tract; Urinary Tr
- Site and Histologies: Gastrointestinal Tract
- Site and Histologies: Breast
- Site and Histologies: Head and Neck
- Site and Histologies: Thorax
- Site and Histologies: Eye, CNS
- Site and Histologies: Bone and soft tissues
- Site and Histologies: Lymphoma
- Site and Histologies: Leukemia
- Site and Histologies: Benign
- Site and Histologies: Other

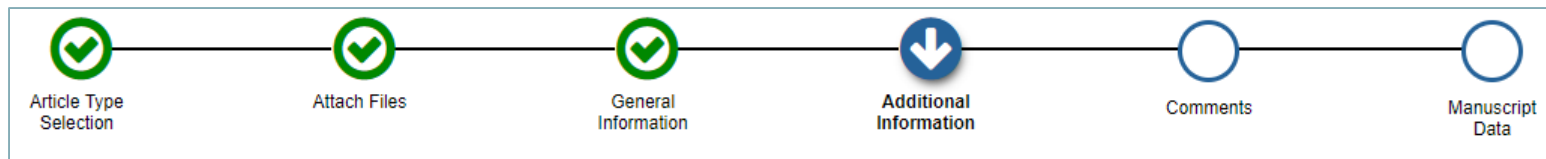
Physics

- Physics: Dosimetry

Selected Classifications: *Select 1 or more Classifications*

Expand All Collapse All

Additional Information



- ▶ The Additional Information screen displays *IJPT*-specific questions.
- ▶ Questions that were available for in the previous *IJPT* version have been carried over in this upgrade.

Questionnaire

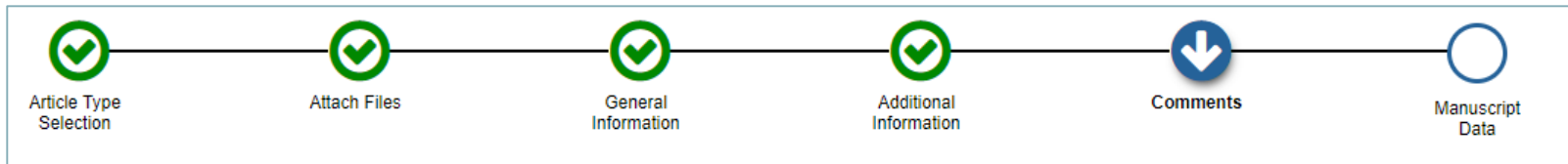
Is there any conflict of interest that could be perceived to bias your work? If no conflict exists, please enter "No". If one does exist, please acknowledge all financial support and any other personal connections in the text box below.

Answer Required: Character Count: 0

Limit 20000 characters

- ▶ On completion of the questions, click Proceed.

Comments



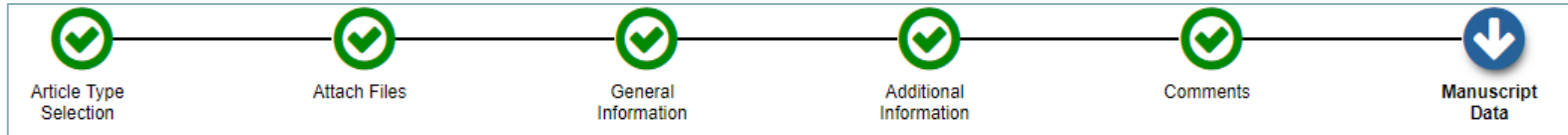
- ▶ Add any submission-related notes in the Enter Comments window.
- ▶ Note that comments in this box will not appear in your submission.

- Enter Comments

Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.

- ▶ After entering your information, click Proceed.

Manuscript Data



- ▶ Text provided in the primary manuscript file is automatically extracted and placed.

A screenshot of a web form titled 'Title'. The form has two main sections: 'Full Title (required)' and 'Short Title'. The 'Full Title' section has a limit of 20 words and a word count of 13. The text entered is 'Bioremediation and nutrient migration during the Ulva blooms in the Yellow Sea, China'. The 'Short Title' section has a limit of 5 words and is currently empty. At the bottom right of the form is a 'Next' button. Below the form are sections for 'Abstract' and 'Authors', both with expand/collapse icons and warning icons. At the very bottom are navigation buttons: 'Back', 'Save & Submit Later', and 'Build PDF for Approval'.

- ▶ As in the previous version the main subsections include Full Title, Short Title, Abstract, and Authors.
- ▶ Yellow icons indicate information has been pre-populated and needs to be reviewed.
- ▶ We recommend ensuring that the appropriate information is in each window. You may also double-check the text and edit as needed. Note that changes made in a window are not carried back to your primary manuscript file.
- ▶ If you are satisfied with the information entered, click either Save & Submit Later or Build PDF for Approval.
- ▶ If you click Save & Submit Later, the system returns to the Author Main Menu screen.

- ▶ If you click Build PDF for Approval, the following screen displays. Note it is the same screen as in the previous version.
- ▶ Allow a few minutes for PDF construction.
- ▶ On PDF completion, the Action Links button appears in the Action field.

Submissions Waiting for Approval by Author Test Author

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	Vivamus lacinia tempus lectus vitae consequat. Vestibulum ut libero quis leo cursus consequat eu eget dui.	Apr 20, 2018	Apr 20, 2018	Needs Approval

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

[<< Author Main Menu](#)

You should use the free Adobe Reader 10 or later for best PDF Viewing results.





Thank you! Please contact editors@theijpt.org for further assistance.