2018 Manuscript Submission Changes:
A Tutorial for Authors
Author Main Menu

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

<table>
<thead>
<tr>
<th>New Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit New Manuscript</td>
</tr>
<tr>
<td>Submissions Sent Back to Author (0)</td>
</tr>
<tr>
<td>Incomplete Submissions (1)</td>
</tr>
<tr>
<td>Submissions Waiting for Author's Approval (0)</td>
</tr>
<tr>
<td>Submissions Being Processed (0)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submissions Needing Revision (0)</td>
</tr>
<tr>
<td>Revisions Sent Back to Author (0)</td>
</tr>
<tr>
<td>Incomplete Submissions Being Revised (0)</td>
</tr>
<tr>
<td>Revisions Waiting for Author's Approval (0)</td>
</tr>
<tr>
<td>Revisions Being Processed (0)</td>
</tr>
<tr>
<td>Declined Revisions (0)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submissions with a Decision (0)</td>
</tr>
</tbody>
</table>
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.

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

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.
- 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.
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.
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.
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.

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.
- After entering your information, click Proceed.
Manuscript Data

- Text provided in the primary manuscript file is automatically extracted and placed.
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.
Thank you! Please contact editors@theijpt.org for further assistance.