OVERVIEW

What is the Electronic Manuscript Submission System (EMSS)?

- EMSS is a manuscript submission website that helps authors, editors and Elsevier staff manage large books in the pre-production stage.
- EMSS is a central location where editors can access manuscript files (all drafts and final versions), art files, and other paperwork associated with chapters.
- EMSS notifies editors and authors by email when a chapter has been submitted or returned to them.
- EMSS saves time by managing work streams, tracking chapters, and eliminating mailings.
- EMSS simplifies communication between authors, editors, and Elsevier.

GETTING STARTED

A. Supported Web Browsers

Editors should use one of the following fully-supported web browsers:

- Internet Explorer versions 6 or 7 on Windows
- Firefox version 1.5 or 2.0

Authors may use other web browsers but are encouraged to use one of the above browsers.
B. Logging In to EMSS

Using your web browser, go to the website:  

http://editorial.elsevier.com/

When prompted, enter your email address and password and click “Login.” (If you are logging on to the website for the very first time, your password is your last name in all lower case letters.)

C. Entering Your Profile

The first time you log in, you will be prompted to **change your password** and to **enter your contact and affiliation details**. You must complete every field that has an asterisk (*) in order to continue, however we ask that you enter your complete affiliations too. We will be using this information on the book's title page, so please be as detailed as possible. Click **Save** at the bottom of the page when every field is complete to move on. If at any time you would like to update your profile, you can click on **(My Profile)** at the top of any page on the website.

D. Accessing Your Books

Once you log in, you will be able to access your book through the dropdown menu. Select the book you wish to work on:

The list will include any title on the system on which you are assigned as an author or editor. From any page within the EMSS, you can access any of your titles through your title list at the top of the page:
THE HOME PAGE

The Home Page is the first page that appears when you select your book from the drop down menu. Here you and your authors can view chapter assignments, due dates, and access individual chapters. You will ONLY see chapters that are in your section and authors will only see chapters they are writing. If you will be reviewing every chapter in the book, every chapter will appear on this page. (Otherwise, you can go to the Table of Contents to view a full list. – see page 15.)

There are two boxes in which chapters appear on the Home Page: My To-Do List and All Other Chapters Assigned to Me.

A. My To-Do List

At the top of the page is the My To-Do-List box. The chapters that appear in this box are those chapters that currently require your attention. These are chapters in your queue. The To-Do list provides at-a-glance information: chapter number, chapter title, chapter status, and current due date. The person listed in the current status is the person with whom the chapter is currently assigned to, and the due date is that particular author’s or editor’s due date.

**Tip:** Click on the chapter title to get into the Chapter Detail page (see page 7) for each chapter.

B. All Other Chapters Assigned To Me

This section lists all chapters to which you are assigned that do not currently require your attention. In the example below, the chapters listed are assigned to the editor but are currently in the first step waiting for the author to update and submit:

**How will I know when new chapters appear in My To-Do List?** EMSS will send you an automatic email notification telling you a new chapter is in your queue. The site does NOT send an email when a chapter is in the first (authoring) stage, however, In that instance you will be notified by your Developmental Editor to log on for the first time. After that, EMSS will automatically send emails every time a chapter is moved forward or backward.
C. The Status Bar (What do all those dots and boxes mean?)

On the Home Page and the Chapter Detail Page a progress bar illustrates where a chapter is in the book’s workflow (highlighted inside the red oval on the figure at the right). Each square in the progress bar represents one stage in a chapter’s workflow. The chapter in the example to the right has been advanced through the first workflow step and is currently in the second step.

**What does each box in the progress bar mean?**
Anywhere you see the status progress bar, hold your mouse over any of the boxes and the name of the stage will appear. Each box represents one person in each stage of a chapter’s review. Let’s assume a book has four workflow stages: The first box represents an author, the second the section editor, the third the editor, and the fourth is Elsevier (the developmental editor.) The number of boxes and who is assigned to each box will be customized for your book.

**Visited Stages:**
Each stage that a chapter has been to will appear as a solid orange square, while unvisited stages are shown as white squares. In this example, the chapter has gone through all four stages: ■ ■ ■ ■

**Sending Chapters to Previous Stages:**
Chapters may sometimes need to revisit previous stages in the workflow. For example, suppose a project has the following workflow:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Section Editor</td>
<td>Editor</td>
<td>Developmental Editor (DE)</td>
</tr>
</tbody>
</table>

The chapter has been advanced through the first two stages and now is step 3 with the Editor. The progress bar would look like: ■ ■ ■ ■

Let us suppose that the Editor determines the chapter needs to be edited further, and sends the chapter back to the Section Editor in step 2. The progress bar would have the following appearance: ■ ◇ ■ ◇

*The orange squares indicate how far the chapter has been advanced, while the black dot indicates the chapter's current location.*
THE CHAPTER DETAIL PAGE: Managing manuscripts and figures

The Chapter Detail Page is the main page for each chapter in EMSS. Through this page, authors and editors can download and upload manuscripts; view, upload and delete figures; post and read notes; view and post additional resource files; and move chapters forward and backward through the workflow steps. You can get to this page by clicking on the chapter title either on the Home Page, or on the Table of Contents.

A. View of the Chapter Detail Page

The Chapter Detail page looks like this:

- **Chapter title / Section title**
- **Instructions to authors “how to use this page”**
- **Manuscript Tab, Figures Tab, and Resources Tab**. Click each to pull in front.
- **Post a note by clicking “new note.” (You can choose to copy someone else by email.)**
- **Chapter version information who posted and when.**
- **Assignments Box**. Users only see the deadlines of those before them. Editors will see all author deadlines, but authors will not see editor deadlines.

- **Manuscript Status Box**. Includes current user’s deadline, and any assigned page, reference, etc allotments for each chapter.
- **Actions Box**. Click the orange buttons in this box to move a chapter forward to the next person. (a drop down menu is used to send a chapter backwards. See page 14.)
- **Upload button**. Click here to upload (aka save to the website) a new version of a chapter.
- **Download button**. Click here to download (aka save to your computer) the current version of the chapter.
B. Manuscript Tab

The Manuscript Tab is where you can access the chapter files. In most cases, users will upload Microsoft Word documents, but the EMSS will support any manuscript file format including Word Perfect. Please note, all files (both chapters and art) posted to the website are given an automatic file name. For manuscript, this name follows this format: `CH[CHAPTER#]_[BOOK TITLE]_[1ST AUTHOR SURNAME]_[VERSION#].doc`

i. Downloading Manuscript

To download a manuscript file (aka save the chapter to your computer), click adjacent to the desired manuscript version. (It is at the bottom right-hand side of the screen.) When you click that button, an instruction box will pop up that looks like the figure to the right.

**Tip:** Be certain to click the download manuscript button in either the CURRENT VERSION or the PREVIOUS EDITION version bar – depending on which you want. Versions are listed on the left hand side of the blue bar.

Follow the directions and right-click on the link (MAC users control-option click) and select "Save Target as" from the menu, and save to your own computer. (An alternative method to saving is "regular-clicking" (left click) on the link and select save. Please note, with this option if you select OPEN instead of save, you MUST save the chapter to your own computer before you can upload your edited/revised version of the chapter back on the website.

ii. Uploading Manuscript

To upload (aka post to the website) a revised version of a chapter, click on the orange button `Upload New Revision`. A box will pop up. Select "Browse. . .", choose the file you wish to upload from your own computer, and hit "open." The box will look like this:

Be sure to click "Upload" once you have selected the appropriate file from your computer.

Multiple manuscript revisions may be uploaded throughout the authoring and editing process. Each time a manuscript revision is uploaded, the version, submitting user, and date/time of upload are recorded. This set of information is displayed on the Manuscript tab for each version uploaded (below).
If your manuscript has successfully uploaded, you will see a confirmation page saying your file has been uploaded. Click “Return” to get back to the chapter detail page.

Tip: Uploading a manuscript does **NOT** advance the chapter to the next step in the workflow. In order to advance the chapter to the next workflow step, you must select “Submit to ____” in the Actions box on the Chapter Detail page. Be sure a chapter is 100% final before submitting to the next person.

Also note, manuscript CANNOT be deleted. If you have uploaded an incorrect file, then simply upload the correct file as the current version.

iii. Help Information
Specific help messages can be viewed by clicking on **Show Help** to the right of the manuscript tab. Various callout boxes providing helpful guidance will appear.
iv. Notes
Authors, Editors, and Elsevier staff can post and send messages to each other by posting notes in the manuscript tab. People can post new notes or respond to someone else’s note.

To post a new note, click on new note, enter the desired text, and click Post. When posting a note, you can choose to have the EMSS email the note to any users assigned to the chapter by checking the boxes next to their names (see figure on the right). Once the posting has been made, it will be listed on the Manuscript tab.

To post a note as a reply to a previous note, click reply below the note. The reply note will appear indented below the original note.

You may delete any note you have posted at any time, but not notes posted by other people.

All posted notes will remain on the website indefinitely, unless the poster deletes his own note.

C. Figures Tab
Figures are an integral part of managing the content within books and other projects. EMSS allows authors and editors to view, upload, and delete figures in each chapter.

To view the images, select the Figures Tab on the Chapter Detail Page. (It is to the right of the Manuscript Tab.) You can view Thumbnails of supported image formats (listed below) or download low resolution or high resolution versions of each posted figure file.

i. Supported Image Formats
Figures in any digital image or graphic format may be uploaded into the EMSS, however Elsevier prefers high resolution TIFF, JPEG, and EPS files. (We request a minimum resolution of 300dpi for print products.) Thumbnails of each image will appear on the website provided the image is a tiff, jpg, eps, giff, or bmp file. Other types of files can be loaded to the site (pdf, ppt, doc…), but no thumbnail of the image will be displayed.
ii. View of Figures Tab

- Click "Upload a New Figure" to upload 1 figure at a time.
- Click "Upload Multiple Figures" to upload more than one figure at a time.
- Click on the number to change the figure number.
- Version number. Site can host multiple versions.
- Click "Download Low Res" for a quick view of the figure, click "Download Original" for high resolution images.
- Post a note to a figure by clicking on "new note".
- Click here to delete this version of a figure only.
- Click here to delete this figure only. Will delete multiple versions.
- Click here to delete ALL figures posted to a chapter.

Image Thumbnail. Will not display thumbnails of pdfs, ppt, doc, and other non-supported files, but the files are still available for download.
iii. Uploading Figures
There are two choices to uploading figures: you can upload a BRAND NEW figure, or you can upload a NEW VERSION of a figure. In most instances, you should upload a BRAND NEW FIGURE. The only time you should upload a new version is if you are making a change to an existing figure, but do not want to delete the old version of a figure. When in doubt as to which to do, you should upload a new figure.

a. Uploading a Single Figure
A single figure may be uploaded using by selecting [Upload a new Figure] at the top left of the figure tab (see Figure Tab View). A box will pop up, and you will be prompted to browse your computer for the figure file and enter the appropriate figure number. Enter the figure number
Find the file on your computer and click [Open]
Then click [Upload] in this box

b. Uploading More than One Figure at a Time
To begin uploading one or more figures, select [Upload Multiple Figures] from the top-left corner of the Figures tab. You will be taken to the Bulk Figure Upload page.

Note: The Bulk Figure Upload page required that you have Adobe’s Flash player installed. See [http://www.adobe.com/] for more information.

To begin, select [Browse... and then locate the files you wish to upload on your computer:
- To select all of the files in the folder, left-click once on a file in the folder, press Control-A, then click the “Open” button.
- To select specific files within a folder one at a time, hold down the Control key on your keyboard, left-click once on the desired files, and click “Open”.
- To select consecutive figures within a folder (but not the whole folder), click on the “first” file in the list, hold down “Shift” and then click the “last” file in the list.

When all of your files are selected, click “Open” on your browser menu. This will add the files to the upload page. You may remove a file before uploading by selecting it in the list and clicking “Remove”, or remove all files by selecting “Clear List”. Then click “Upload” at the bottom of the page. (Continued. . . )
Once all files have been uploaded, EMSS will force you to enter the figure number for each figure uploaded. Once you have entered figure numbers for the desired figures, click and the EMSS will return you to the Chapter Detail page. The EMSS will begin creating thumbnail and low-resolution versions of figures once the upload process is complete. Individual figure thumbnails may not be available until this process is complete. To edit the figure number once the figure has been uploaded, click on the number itself, modify the number as needed, click “Save”.

iii. Deleting Figures
There are three ways to delete figures from a chapter page: delete ALL figures in a chapter, delete one figure – including all versions of that figure, and delete one version.

a. Delete ALL Figures in a Chapter
To delete all figures, scroll to the very bottom of the figure tab and click DELETE ALL FIGURES.

b. Delete One Figure – including all versions
To delete one figure, click the DELETE THIS FIGURE button on the top right of the figure square.

c. Delete One Version of a Figure
To delete one version of a figure, click the DELETE THIS VERSION button to the immediate right of the thumbnail.

D. Resources Tab
The Resources Tab is located to the right of the Figures Tab. This space should be used for additional files such as outlines or templates that are neither part of the main chapter file nor are figures. You can upload files on a per chapter basis.

Click on POST A NEW FILE. A box will appear. Click Browse and attach your file. In the "Override Name" box, enter what you would like the title of the file to appear as such as “Chapter Outline” or “Resource article.”

You can choose to type a description in the third box. When finished, click Save.
E. Actions Box: Sending or Returning Chapters

The Actions Box is where you go to either return a chapter to someone who has already had it (such as the author) or to send the chapter on to the “next level.”

To return a chapter to someone “before” you, select who the chapter should go to from the drop down list and click “Select & Send.”

Tip: If these buttons DO NOT APPEAR, that means a chapter is not currently assigned to you. Contact your Developmental Editor if you require assistance.

Who you can send the manuscript to depends on how many workflow stages have been set up for your book. You can always return to anyone “before” you, but can only send the chapter on to the next person after you. For example, let’s say you are the Editor (step 3) in the following workflow scenario:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Section Editor</td>
<td>Editor</td>
<td>Developmental Editor (DE)</td>
</tr>
</tbody>
</table>

There are 3 ways you can move the chapter: back to the author, back to the section editor, or on to the DE. If you are the Section Editor, you will only be able to return the chapter to the author or send it on the Editor. You will not be able to send it to the DE.

The exception to this rule occurs when chapters are sent backwards in the workflow. Chapters sent backwards, once fixed, can only be returned to the person who sent them backwards. For example, if a chapter is returned to an Author from the Editor (from Step 3 → Step 1), the Author can ONLY send the chapter back to the Editor (thus skipping the Section Editor – step 2.) This occurs ONLY when chapters are returned. Chapters should NEVER be submitted to the Developmental Editor until they are final.

Tip: When a chapter is moved (either forward or backward) EMSS automatically sends and email to the person who the chapters has been moved to notifying them the chapter is now ready for their review.
F. Assignments Box

The **Assignments Box**, shown at right, lists each workflow steps for the chapter, the name of the people in each step, and deadlines. **You can only view your own deadline, and those of those before you.** For example, authors cannot see their Editors’ deadlines.

**Tip:** Holding your mouse still over one of the assignment names will reveal that person’s email address; clicking a name will bring up a blank email to that person in your own email program. (Not through the website.) This applies to everywhere you see a person’s name on the website EXCEPT on the table of contents.

<table>
<thead>
<tr>
<th>ROLE</th>
<th>NAME</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Levin, Joe</td>
<td>01 Aug 2007</td>
</tr>
<tr>
<td>Editor:</td>
<td>Shreiner, Jennifer</td>
<td>10 Oct 2007</td>
</tr>
<tr>
<td>DE:</td>
<td>Doe, Jane</td>
<td>--</td>
</tr>
</tbody>
</table>

**THE TABLE OF CONTENTS**

To access the **Table of Contents**, you can either click on “Table of Contents” along the gray bar at the top of the page, or you can scroll to the bottom of your **Home Page** and click on the **View Table of Contents** button.

The **Table of Contents** is entered into the system by your Developmental Editor. If you have any changes (adding chapters, deleting chapter, changing the wording of a chapter title, adding a new section, etc.) contact your DE.

*(Continued…)*
A. View of the Table of Contents Page

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book Title</strong></td>
</tr>
<tr>
<td>Smith's Cardiovascular Pathology</td>
</tr>
<tr>
<td><strong>Part 1: Surgical Procedures</strong></td>
</tr>
<tr>
<td>Corrective Procedures</td>
</tr>
<tr>
<td>1. Abdominal Surgery</td>
</tr>
<tr>
<td>2. Aortic Valve Sparing Surgery</td>
</tr>
<tr>
<td>Transplant Procedures</td>
</tr>
<tr>
<td>3. Coronary Artery Bypass Surgery</td>
</tr>
<tr>
<td>4. Kidney Transplant</td>
</tr>
<tr>
<td><strong>Part 2: Arrhythmia</strong></td>
</tr>
<tr>
<td>5. EKG Signatures</td>
</tr>
<tr>
<td>6. Cardiac Catheterization</td>
</tr>
<tr>
<td><strong>Part 3: Diagnoses</strong></td>
</tr>
<tr>
<td>7. Advanced Heart Failure</td>
</tr>
<tr>
<td>8. Cardiac Imaging</td>
</tr>
<tr>
<td>9. Heart Transplant</td>
</tr>
</tbody>
</table>

On the Table of Contents page, you can:
- click on chapter titles to get into each Chapter Detail Page.
- click on an author's name to view that author's profile
- scroll down to see the rest of the table of contents
B. Viewing Author Profiles
When you click on an author name in the Table of Contents, you will be taken to the author profile page. The profile page will contain the following features for each author:

Fields that are complete only after an Author have logged in are BOLDED

1. Name
2. Degrees
3. Email address
4. Affiliations
5. Mailing address
6. Number of times author has logged on to the site
7. Date of last log in
8. Chapters assigned

**Tip:** The date of last log in helps to anticipate if authors have ever logged into the website to get their instructions, last edition files, etc. Your Developmental Editor will also be keeping track of who has not logged in as due dates draw near and will be contacting those who have never been on the site to ensure they are not having any problems.
THE (BULK) E-MAILER TOOL

Along the gray bar, you will see the E-mailer tool. If you click on it, you will be taken to the bulk E-mailer.

This function should ONLY be used to send mass emails to all of your authors at one time. If you are the editor of only one section in a book, emails will go to all authors in that section. If you are editing the entire book, an email will go to every author in the book.

To use, click who you would like the email to go to (Author, other Editors on your sections, your DE, etc.), type your subject line, and the body of your email. When finished, click “Send” at the bottom right-hand side of the page.

This function works differently than posting a note and copying an author by email. It is never posted to the website, so be sure to copy yourself on the email (click the box of your role). It is NOT saved automatically in your own emails.
The **Author Instructions** for your book are posted on the website. You can view them by clicking on Author Instructions along the gray bar at the top of the page:

These instructions are posted by your Developmental Editor, and are customized for your book.

The instructions will detail the following in most cases:

- Where authors can find their page lengths
- The preferred format for manuscripts (i.e. double-spaced, track changes on, etc.)
- Highlight special elements like Key Points boxes, Key word lists, etc.
- Electronic figure instructions
- Editor contact information
- Elsevier contact information

Be sure to review the author instructions carefully. If you have any questions regarding them, contact your Developmental Editor.