



General Instructions for Using EMSS

When using Elsevier's Manuscript Submission System (EMSS), you will need to take the following steps in order to submit your work (click on each step for detailed instructions, or scroll to the next page.)

HOW TO USE EMSS

[1. Login and complete your profile](#)

[2. Read your instructions & check for any length assignments](#)

[3. Download your file to revise](#)

[4. Upload your work](#)

- [Upload your manuscript file](#)
- [Upload artwork \(if applicable\)](#)

[5. Submit](#)

Step 1. Log-in to EMSS

1. Go to the EMSS site at <http://editorial.elsevier.com>
2. Log in according to the instructions provided to you by your Elsevier contact.
3. If you are a FIRST TIME USER, You will be taken to the registration page. Here you must do the following:
 - Change your password in the “New Password” and “Confirm New Password” fields.
 - Double-check your first and last names.
 - Enter your phone number (required).
 - Enter your degrees (required).
 - Enter your affiliations (you can have up to four).
 - Enter your preferred mailing address (required).
 - Enter any assistant information (optional).
4. Save what you have entered by scrolling to the bottom of the page and clicking the “Save” button.
5. From the “Welcome” page, select your project title from the drop-down list and click “Go”.

Step 2. Read Your Instructions

Click on “Author Instructions” link on the gray bar at the top of the page:

Home Table of Contents **Author Instructions**

This will take you to the specific instructions made just for your project.
When finished, click “Home” to return to the Home Page.

From the Home Page, click on the title of your manuscript to go to the Manuscript Page.
On this page you will find a **Manuscript Status** box. Look here to see “Allotments” or elements, if any, that are relevant to your particular chapter. Please be sure to create and submit your work based on any assignments you find here for each chapter. An *example* of what your box may look like is shown below.

Manuscript Status
In use by Author <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Your Allotment: Printed Pages: 22

Step 3. Download Files to Revise *(if applicable)*

On the EMSS Home Page, click on the title of your manuscript to go to the Manuscript Page. Scroll down to the Manuscript tab. To download files for review or translation, click on the **Download Manuscript** link. If there are multiple versions posted, the top-most file is always the current version of the work.



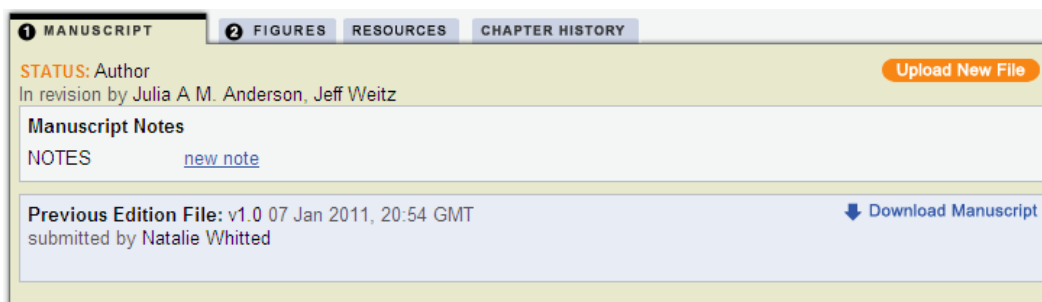
Save the file to your own computer and begin your revisions. (Note: To create a new version of the file, you must save it to your own computer and then, later, upload the revised file. The current version of your manuscript will always be at the top of all previous versions. If you are working with co-authors, only one of you should upload a revised version.)

Step 4. Upload Your Work

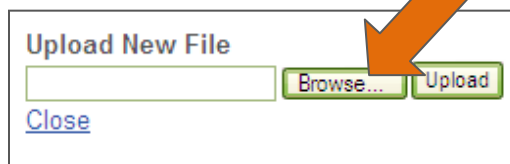
On the EMSS Home Page, click on the title of your manuscript to go to your Manuscript Page.

A. Upload the Manuscript

1. Scroll down to the Manuscript Tab to upload your manuscript. To upload, click on the button that says **Upload New File**.



2. A box, as shown below, will open. Click the **BROWSE...** button.



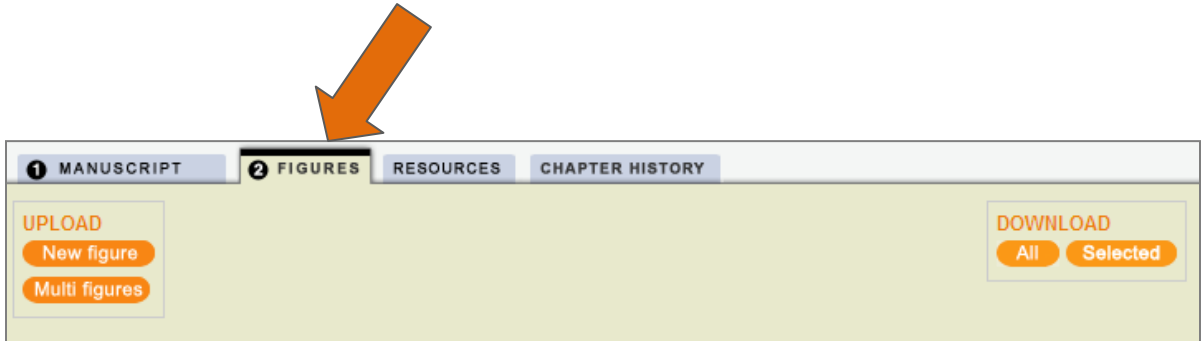
Find the appropriate file on your own computer, click on it, and then click the **UPLOAD** button (shown next to the BROWSE button above).

3. Once you upload your manuscript file, you will see a message on the screen that essentially says that you have successfully uploaded the file, but you must now upload any figure files you may

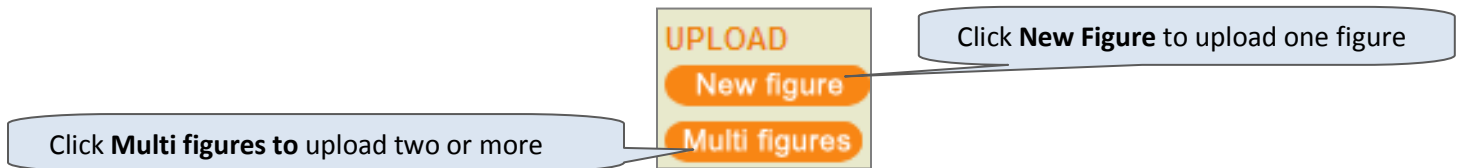
have (on a different tab) and then send the entire submission on via the Actions Box. Click on your chapter title to return to the Manuscript Page to continue.

B. Upload Artwork

If you have artwork to submit, go to the **FIGURES** tab to check previous edition figures (if this applies) and to upload any new figures.



You can upload figures one at a time or multiple figures by batch upload.



If you click **New figure**, you will get a box like this:

Figure Number:

File:

[Close](#)

Enter your figure number in the first line, then click **Browse** to find the image on your own computer. Select the image and click **Upload**.

If you click **Multi figures**, you will be taken to a new page.

Bulk Figure Upload

CHAPTER 142: HYPERCOAGULABLE STATES
PREVIOUS EDITION'S CHAPTER #: 134

XII: Hemostasis and Thrombosis | Hypercoagulable States

[SELECT FILES](#) [UPLOAD](#) [CLEAR](#)

Overall Progress (1.4 MB) 0%

File Progress 0%

	CH065_Fig026b_Schneider_v1.jpg	5.7 kB Remove
	CH065_Fig012_Schneider_v1.tif	1.4 MB Remove

Click the **SELECT FILES** button to find the images on your computer. The figures you have selected will be listed in the blue box, along with each images file size on the right-hand column. (You can upload images up to 100MB each.) When finished with your selection, click the **UPLOAD** button.

You will be taken to another page where you must enter the appropriate figure numbers for your current project. When finished, click **SAVE**.

CH065_Fig012_Schneider_v1.tif

Fig #:

CH065_Fig026b_Schneider_v1.jpg

Fig #:

[Save](#)

When your manuscript page reloads, your images will first appear to be generating. If you refresh your browser, the thumbnails of your images will appear. *Please note: thumbnails will only appear for image files; Word, Excel, PowerPoint, and other non-image file types will not display a thumbnail.*

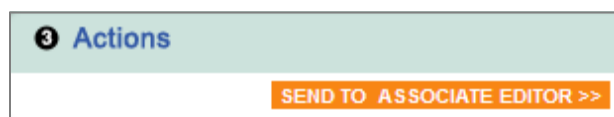
C. Edit & Download Posted Artwork

The screenshot displays the 'Artwork Management' interface. At the top left, there is an 'UPLOAD' section with buttons for 'New figure' and 'Multi figures'. At the top right, there is a 'DOWNLOAD' section with 'All' and 'Selected' buttons. Below this, a 'Figure: 1' entry is shown with 'Number of versions: 1'. A callout box points to a checkbox next to 'Figure: 1' with the text: 'Tick this box to **Select** images for download or delete.' Another callout points to the number '1' with the text: 'Click on the number to edit. You can also add letters.' A third callout points to the 'All' and 'Selected' buttons with the text: 'Click here to save all or just *selected* images to your own computer.' The main content area shows a version entry: 'version: 1.0', 'uploaded: 11 Mar 2011, 19:27 GMT', 'size: 1 MB', 'type: tif', and 'uploaded by: Julia A.M. Anderson'. Below this are buttons for 'DOWNLOAD LOW RES', 'DOWNLOAD ORIGINAL', and 'VIEW MANUSCRIPT'. A central image shows three mushrooms. A callout points to a 'DELETED THIS VERSION' button with the text: 'Click here type and post a note for this image.' Below the image is a 'NOTES' section with a 'new note' link. A callout points to this section with the text: 'Click here to delete all (left button) or just *selected* (right button) images.' At the bottom, there are buttons for 'DELETE ALL FIGURES' and 'DELETE SELECTED FIGURES'. A callout points to these buttons with the text: 'Click here type and post a note for this image.'

- Click **Download Low Res** to open the image larger on screen.
- Click **Download Original** to save a single file to your computer.
- Click **View Manuscript** to open the current manuscript (rather than going to the manuscript tab).

Step 5. Submit Your Work

Once you have uploaded your manuscript file and are satisfied with your artwork (if any), scroll up to the Actions Box and click on the **SEND TO** button to send your work on to the next person.



You will be asked to confirm you really are ready to submit your work as once you submit it, you will not be able to make an additional edits or upload new files. This messaging appears on the next page.

3 Actions

SEND TO ASSOCIATE EDITOR >>

Before finalizing this submission, please double check that your chapter adheres to the allotments.

At Elsevier, we have committed ourselves to use less paper each year. Your staying within the expected size of your chapter not only helps your readers, it also helps us keep our paper usage down - saving trees. Please take a moment to check that what you are submitting falls within the allotments provided.

GO BACK AND CHECK

CONTINUE & SEND TO ASSOCIATE EDITOR >>

To cancel your submission (if you had clicked the button by accident or realized you did not follow instructions), click the **GO BACK AND CHECK** button.

To complete your submission, click the **Continue & Send To.....** button. (The person you are sending to will be customized on your project and may not be the same as the image shown left.)

Once you have clicked the **Continue...** button, you should see the next square turn orange and the black dot move from your step to the next person's step.

When you DO submit your work, the person you send the chapter to will get an email saying the manuscript has been sent to them and is ready for their review. At this point, you will no longer be able to edit or upload content unless the manuscript is returned to you. If you need to make a change after sending your work, you need to send a note to your Elsevier contact, whose email address appears at the bottom of the Home Page and your manuscript page. Or you could post a comment on the Manuscript Page, copying your Elsevier contact on the message, and control of the submitted files will be returned to you.

If you'd like more online self-help information about EMSS, please click on the Help link at the top of the EMSS screen or at the bottom of any page (or [click here](#)). You will be taken to a support site with helpful FAQs about using EMSS, as well as some brief interactive tutorials.