



JOURNAL OF  
EMERGING INVESTIGATORS

# Author Editorial Manager Guide

v. January 2022

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# JEI Mission

The Journal of Emerging Investigators (JEI) is an open-access journal that publishes original science research by middle and high school students. At JEI, we believe young scientists learn best when they practice science through research, publication, peer review, and reading the research of others. We are committed to providing the tools, mentorship, and community necessary for any middle or high school student to publish their research project and to read about the research of others. We believe identifying as a scientist early on is formative in empowering students to pursue their dreams, and we strive to help all students, especially those from backgrounds historically underrepresented in STEM, recognize their potential as scientists early in their academic careers.

**Our role in JEI is not only to be editors, but also educators.** Our hope is that JEI will engage students in a novel form of science education that nurtures their intellectual development and celebrates their scientific achievements.

## Acceptable JEI Projects

JEI publishes hypothesis-driven research across a wide range of fields, including (but not limited to): biology, chemistry, physics, clinical/health sciences, astronomy, environmental science, and psychology/social science.

**The primary factor in determining whether a manuscript is appropriate for publication in JEI is whether it meets our guidelines for hypothesis-driven research, or not.**

While the research does not have to be completely novel in the field, we require that the answer to the research question is unknown to the student author(s) designing and carrying out the experiments. Research must have been conducted by the student author(s). If any work was conducted in an academic research lab, it must not have been nor will be submitted for publication in any other journal.

## Hypothesis-Driven Research

The main requirement for any JEI manuscript is that it is based on hypothesis-driven research. To assess student manuscripts for a well-constructed hypothesis, ask whether it meets the following 6 criteria:

1. It is **NOT** discovery or descriptive research
2. It **IS** original
  - a. Note that for JEI this means that the hypothesis must be novel to the student and not something easily found in textbooks/internet searches (i.e., what is the structure of DNA)
3. It is **NOT** too general/global
4. It is **NOT** too complex
5. It does **NOT** misdirect the researcher
6. It **IS** testable

JEI does not accept manuscripts that introduce an invention, tool, technique, or method unless it is compared to previous techniques/methods.

## JEI Manuscript Template and Author Resources

All submissions to JEI must be prepared and submitted on the [JEI Manuscript Template](#). Manuscripts that are not submitted using the template will be returned to the authors and only considered once they are submitted on the provided template.

This template was designed aid our student authors in the writing of their manuscripts by providing guidance for content that needs to be in each section as well as commonly seen mistakes. It will also help our Editors during the review process, making it as efficient as possible.

In addition to the information on the manuscript template, we have a dedicated portion of our website that provides more detailed information regarding the submission process, and manuscript formatting and content. Please ensure that you have read through our [Submission Guide](#) prior to submitting – it will save you time to address any known issues prior to submission!

## IRB/IACUC/SRC Approval Guidelines

All research published in JEI must adhere to the Intel International Science and Engineering Fair (ISEF) guidelines for ethical research involving vertebrate animals and human subjects. In most cases, this means the student author must have obtained approval for their project from either a Scientific Review Committee (SRC), Institutional Animal Care and Use Committee (IACUC), or Institutional Review Board (IRB) **before** beginning their research.

You can read a more comprehensive description of our requirements on the JEI website [submission guidelines](#), in the section titled “Vertebrate animal and human subject research”. If you have questions or concerns, please contact [submissions@emerginginvestigators.org](mailto:submissions@emerginginvestigators.org).

# JEI Workflow

## 1. Pre-Review (2 weeks)

Managing Editors read the manuscript and decide if the formatting and presentation are correct for a scientific manuscript. If so, the manuscript proceeds to Scientific Review. If not, the Managing Editor will send the manuscript back to student authors with suggestions to improve the formatting, presentation, and style of the manuscript.

## 2. Scientific Review (6-8 weeks)

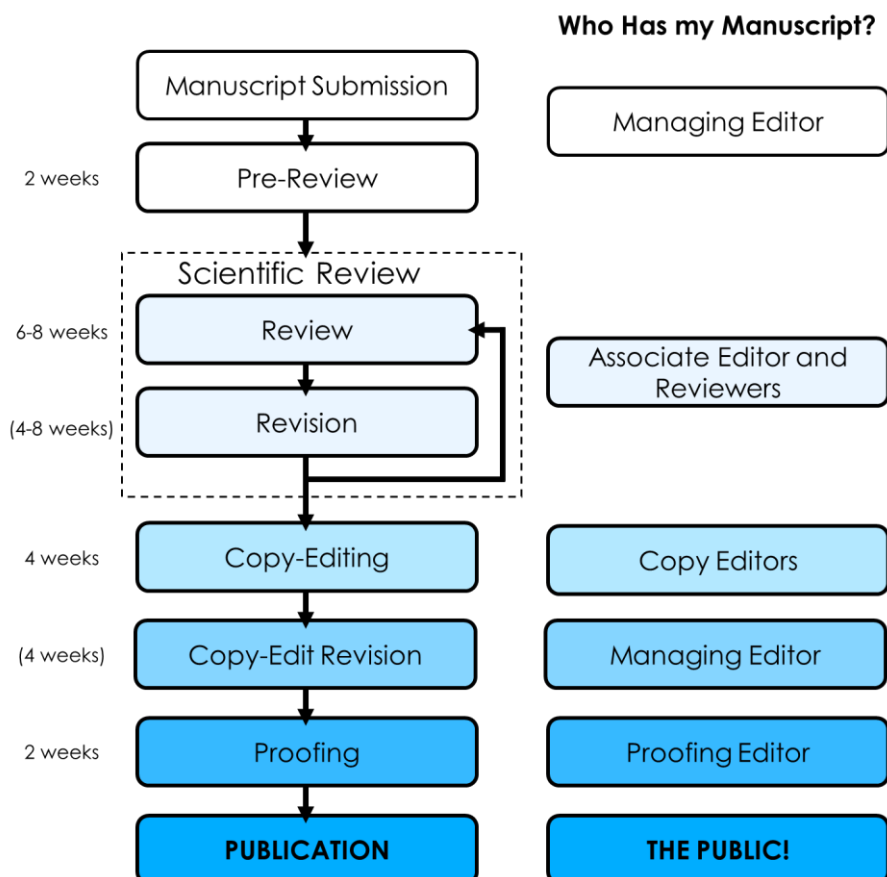
An Associate Editor assigns the manuscript to 3-4 JEI Reviewers, then uses Reviewer comments to create a cohesive letter that outlines the changes that need to be made before the manuscript can be accepted and published. A manuscript may require multiple rounds of scientific review before it is accepted and moves on to Copy Editing.

## 3. Copy Editing (4 weeks)

Head Copy Editors assign the manuscript to two Copy Editors, who read the manuscript in detail and provide suggestions to improve the clarity, formatting, and presentation of the manuscript.

## 4. Proofing (2 weeks)

After student authors address the changes suggested by the Copy Editors, the Proofing Editors format the manuscript into a professional layout using InDesign. Once the PDF proof is generated it will be sent to authors for the final approval before publication on the JEI website.



# Editorial Manager Instructions

## Creating Your Editorial Manager Account

Please remember that it is JEI policy that the individual creating the account in Editorial Manager to submit a manuscript **must be** 1) over the age of 18 **and** 2) the senior author on the manuscript (teacher, research mentor, parent) or be a parent submitting with the senior author's consent.

If you have never submitted a manuscript with JEI through Editorial Manager, you will need to create an account first. On the JEI Editorial Manager [landing page](#) click "**Register**" (found in the upper left-hand corner).



You will be taken to a pre-registration page and asked to provide your first/given and last/family name as well as an email address. (Again, this information should be for the senior author/parent **NOT** the student.) Once you have filled out this information click "**Continue**".

### Pre-registration Page

To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

[Insert Special Character](#)

**Please Enter the Following**

**Or type in your details and continue to register without using ORCID:**

<b>Given/First Name*</b>	<input type="text" value="Rosalind"/>
<b>Family/Last Name*</b>	<input type="text" value="Franklin"/>
<b>E-mail Address*</b>	<input type="text" value="rosalind.franklin@gmail.com"/>

---

**WARNING** - If you think you already have an existing registration in this system, please **DO NOT** register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Login Details?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

---

The next page you will be taken to is for additional information. Any field in **red** with an asterisk (\*) by it is required. Other fields are optional.

Insert Special Character

Login Details

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

Enter preferred user name \*

Password \*

Re-type Password \*

Password Rules

Be sure to choose a username that you will remember. Our default is FirstnameLastname, but you may change it to anything so long as it is not in use by anyone else currently.

Insert Special Character

Personal Information

Title

Given/First Name \*

Middle Name

Family/Last Name \*

Degree  (Ph.D., M.D., etc.)

Preferred Name  (nickname)

Primary Phone  (including country code)

Secondary Phone  (including country code)

Secondary Phone is for ☒ Mobile ☐ Beeper ☐ Home ☐ Work ☐ Admin. Asst.

Fax Number  (including country code)

E-mail Address \*

We do not require any additional personal information besides what was supplied on the first registration screen.

Insert Special Character

Institution Related Information

Position \*

Institution \*  Start typing to display potentially matching institutions. ⓘ

Department

Street Address \*

City \*

State or Province \*

Zip or Postal Code \*

Country or Region \*

Address is for \* ☒ Work ☐ Home ☐ Other

Available as a Reviewer? Yes ☐ No ☒

For Position, you can say teacher, mentor, professor, parent, etc. Depending on you relation to the student authors.

For Institution, a list will pop up as you type. **If you do not see your institution listed that is okay.** Just type out the full name and the system will register it, even if it is not in the provided list. For parents, you can list either your employer or your child's school.

Please provide the address, city, state/province, and country for the institution provided above. We only use this information to track the geographical spread of manuscript submissions we receive.

If you are interested in potentially reviewing for JEI in the future, we invite you to contact our team at [apply@emerginginvestigators.org](mailto:apply@emerginginvestigators.org). Please indicate that you had submitted a manuscript as an author and are interested in adding a Reviewer role to that account. We can provide you with more information and determine if the appropriate next steps.

**Areas of Interest or Expertise**

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own Personal Keywords individually using the "Edit Personal Keywords" button. (Only required for editors and reviewers)

Personal Classifications (None Selected)  
 Select Personal Classifications

Personal Keywords (None Defined)  
 Edit Personal Keywords

Continue >>

You may provide personal classifications and keywords, but they are not necessary. You will be able to provide information specific to the manuscript you are submitting later on in the process.

Confirm the information is correct that is listed then hit **"Continue"**. If you get an error message about your institution not being identified, hit **"OK"** to proceed anyway.

## Confirm Registration

**Please confirm the following very important information:**

Given/First Name: **Rosalind**  
 Family/Last Name: **Franklin**  
 Username: **RosalindFranklin**  
 E-mail Address: **rosalind.franklin@gmail.com**  
 Country: **UNITED STATES**

---

If the information is correct and you wish to complete your registration, click the 'Continue' button below.

---

<< Previous Page      Continue >>

Verify that the information shown is correct, then hit **"Continue"**.

Once you have successfully registered, you will be able to login using the information that you provided during the registration process. If you are having trouble with registering, please reach out to [questions@emerginginvestigators.org](mailto:questions@emerginginvestigators.org) for assistance.



## Logging In To Your Editorial Manager Account

To login to your account, go to our Editorial Manager homepage. Enter your username and password, then click “**Author Login**”.

Welcome to Editorial Manager® for  
**Journal of Emerging Investigators**

[Insert Special Character](#)

Please Enter the Following

Username:

Password:

Author Login

Reviewer Login

Editor Login

Publisher Login

[Send Login Details](#)

[Register Now](#)

[Login Help](#)

[Author General Submission Guidelines](#)

[Author Editorial Manager Instructions](#)

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[Aries Privacy Policy](#) | [Data Use Privacy Policy](#)

## Submitting Your Manuscript for the First Time

Once you have successfully logged into your account, it's time to begin your submission for JEI. To do this you will need to click on **"Submit New Manuscript"**. Editorial Manager does a nice job of walking you through the process. We provide extra information below that will aid you in the submission process.

### Author Main Menu

[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.

#### New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

Submissions Being Processed (0)

## Article Type Selection

The first section is to pick the article type. At JEI this is fairly simple as your only option is a "Research Article". Please ensure the manuscript you are submitting meets our [hypothesis-driven research](#) guidelines prior to submitting.

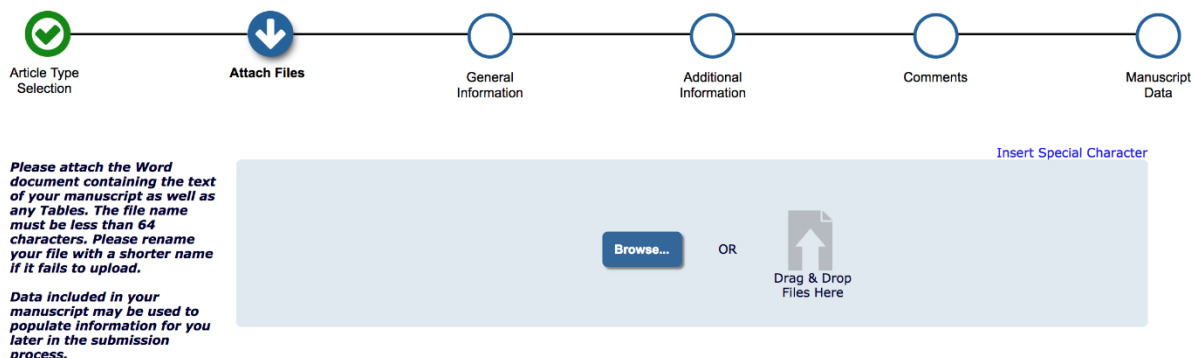


The flowchart shows three steps: Article Type Selection (active), Attach Files, and Manuscript Data. Below the flowchart, a text box instructs the user to choose the article type from the drop-down menu. The form titled "Select Article Type" has a dropdown menu with "None" selected and "Research Article" as an option. A "Proceed" button with a right arrow is at the bottom right.

## Attach Files

Next you will upload the manuscript file into Editorial Manager. Editorial Manager will use the information in this file to auto-populate some of the information required later in the submission process.

**Note:** The manuscript needs to be written on our provided manuscript template and in word format.



The flowchart shows six steps: Article Type Selection (completed with a green checkmark), Attach Files (active with a blue arrow), General Information, Additional Information, Comments, and Manuscript Data. Below the flowchart, a text box provides instructions on attaching the Word document, including file name requirements and a note about data inclusion. The form area has a "Browse..." button, an "OR" separator, and a "Drag & Drop Files Here" area with an upward arrow icon. A link "Insert Special Character" is at the top right.

You will then be asked to upload other files for your manuscript. For your initial submission the other files that should be uploaded include:

- Figure files, saved as tiff/png/jpeg
  - Select “image” from the drop-down menu (boxed in **red** below) to indicate that these files are images.
  - We require that figures be uploaded separately in Editorial Manager as well as included in your manuscript text file.
  - **Do not upload figure files together in a .zip folder.** The platform can handle a total of 25MB per submission.
- IRB/SRC/IACUC approval forms, a blank consent form and blank surveys should be uploaded as well. These are considered as “other” for document type.
  - We do not need to see signed consent forms, but you should have them available in case we ask for them.
  - These documents can be combined into a single PDF and uploaded together.

Once you have uploaded all your files, check that:

1. All files are present
  - a. You need at least the manuscript text and one image file to submit
    - i. If you only have tables, submit one as an image to satisfy this requirement
2. Files are correctly ordered
  - a. The order should be:
    - i. Manuscript text
    - ii. Figures (in order of appearance in manuscript)
    - iii. Other (your approval documents)

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 Choose files to Choose Change Now Check All Clear All

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	Personal Photo	Personal Photo	Rosalind Franklin.jpg	139.1 KB	Mar 09, 2018	<a href="#">Download</a>	<input type="checkbox"/>
2	*Manuscript	Manuscript	Franklin - Soup Dumplings are the Best.docx	11.9 KB	Mar 09, 2018	<a href="#">Download</a>	<input type="checkbox"/>
3	*Figures	Figures	Figures.jpg	317.1 KB	Mar 09, 2018	<a href="#">Download</a>	<input type="checkbox"/>
4	Other	Consent Form	Human Participant Consent Form.docx	22.9 KB	Mar 09, 2018	<a href="#">Download</a>	<input type="checkbox"/>

[Update File Order](#) Remove Check All Clear All

To reorder files, change the numbers in the order box, then hit “Update File Order”

[← Back](#) [Proceed →](#)

## General Information

The next step is to enter general information about your manuscript which will be used by our Editors during the review process to assign individuals with relevant expertise to work on your manuscript.

### Region of Origin

Select the country of origin for the submission. If the student author is in a different country than the research mentor, our preference is to have the country for the student author.

Please provide the requested information.

Insert Special Character

**Region Of Origin**

Select the Region of Origin related to your submission from the drop-down menu below.

**Required** ✓  
UNITED STATES

↓ Next

+ Classifications

← Back Proceed →

### Classifications

You must select at least one primary classification for your manuscript, but we encourage you to select as many classifications as possible that accurately describe the manuscript. The classifications are the biggest tool we use when deciding on appropriate editors for your work.

Please provide the requested information.

Insert Special Character

+ Keywords

**Classifications**

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this publication. You are only required to select one or more **Primary Classifications**, but may also select more detailed Secondary and Tertiary Classifications if you wish. This information will later be used to match your manuscript to Reviewers who specialize in your field of science.

You may select as many classifications as is appropriate. Click 'Add' to add to the list of Selected Classifications on the right. If you select 'Other,' please suggest a new classification for your manuscript in 'Additional Information' section below. Click 'Submit' when you are done.

**Required \*** Select 1 or more Classifications  
(None Selected)

Add Classifications

↓ Next

← Back Proceed →

## Select Submission Classifications

Cancel Submit

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:  Search Clear

[Matching terms display in red text]

Expand All Collapse All

☐ Biology

☒ Clinical/Health Sciences

☐ Environmental Science

☐ Chemistry

☐ Physics

☒ Social Sciences

☐ Mathematics

☐ Engineering

☐ Other

**Selected Classifications:** Select 1 or more Classifications

☐ Clinical/Health Sciences

☐ Social Sciences

Add-> <-Remove

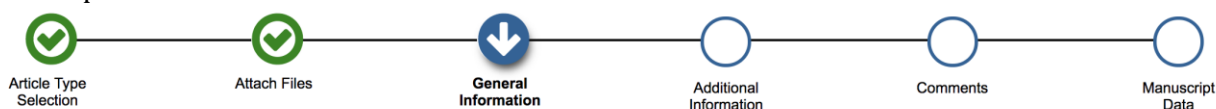
Expand All Collapse All

Cancel Submit

To add primary classifications, check the box next to the appropriate classification on the left side. After you have selected all applicable classifications, click **"Add"**.

Click **"Submit"** when you are happy with your selections.

When you have selected classifications and verified that they are correct, click **"Proceed"** to go to the next step.



**Please provide the requested information.**

[Insert Special Character](#)

**+ Keywords**

**- Classifications**

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this publication. You are only required to select one or more **Primary Classifications**, but may also select more detailed Secondary and Tertiary Classifications if you wish. This information will later be used to match your manuscript to Reviewers who specialize in your field of science.

You may select as many classifications as is appropriate. Click 'Add' to add to the list of Selected Classifications on the right. If you select 'Other,' please suggest a new classification for your manuscript in 'Additional Information' section below. Click 'Submit' when you are done.

**Required** ✓ Select 1 or more Classifications

Health Sciences

Psychology/Sociology

Add Classifications

Next

Back **Proceed**

## Additional Information

In this section we have a couple questions for you to answer. The required questions help us verify that you have a testable hypothesis and understand the terms of publication prior to submission. The optional questions help us with understanding where authors hear about JEI and with assigning editors.



*Please respond to the presented questions/statements.*

[Insert Special Character](#)

**Questionnaire**

Research Article requires that you have a concrete hypothesis that you test in your study. Briefly state your hypothesis in one sentence. (ex. Initial strategies and choice of piece color lead to advantages in chess games)

**Answer Required:**

Character Count: 33

Soup dumplings make people happy.

Limit 500 characters

If you selected 'Other' in Select Classification, please type in a new classification for your manuscript below.

**Character Count:** 14

Not Applicable

Limit 200 characters

How did you hear about JEI?

☐ Please select a response

☒ Internet Search

☐ At a teacher's conference

☐ Word of Mouth

☐ Facebook/Twitter

☐ At a science fair

☐ Other

Plagiarism: You confirm that the work presented in the manuscript is a work of the student authors, and that the writing and figures were not plagiarized.

**Answer Required:** ☒ I agree

Disclaimer: At the time of submission, all student authors should be enrolled in 6th-12th grade, and it is expected that they are under the age of 18. By checking this box, you verify that you are the adult supervising teacher or mentor for your students and acknowledge that all authors have been granted permission by a parent or guardian to have their names posted on the JEI website. You also verify that you give JEI the permission to publish the manuscript that you submit.

**Answer Required:** ☒ I agree

Publication Rights: By clicking this box, you certify that the work presented in your manuscript is not under consideration for publication in another journal, and that you understand that work published in JEI will be unable to be published elsewhere.

**Answer Required:** ☒ I agree

← Back

Proceed →

## Comments

In the comments section we are interested in knowing why the student author was interested in researching the topic covered in the manuscript. Additionally, if you received permission from a Managing Editor or the Editor in Chief to publish a manuscript related to any of our restricted topics (i.e., COVID-19) please include a statement about this here. It will help prevent unnecessary delays in the review of your manuscript.

Please provide the requested information.

Insert Special Character

Enter Comments

How did you first become interested in your project? Were there any interesting episodes while you were planning or conducting your experiment? Any stories about difficulties that you surmounted?

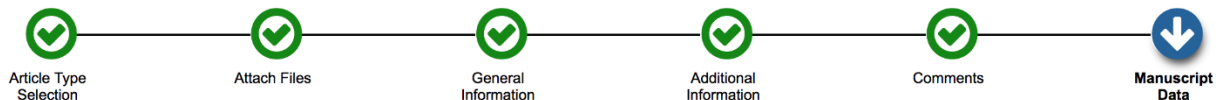
My family used to get soup dumplings from a local Chinese restaurant every weekend, and I always looked forward to eating soup dumplings because it always made me happy. One day I wondered whether soup dumplings have the ability to increase happiness in other people too. So I decided to devise a study to investigate this question.

One difficulty that I had to overcome while doing this project is mastering the technique of consistently producing the perfect soup dumplings. I became the apprentice of the master chefs of my family's favorite restaurant and trained under them for 2 months. It was a difficult journey. Many days I sat in the kitchen eating the ruined batch of dumplings in shame and in tears.

Back Proceed

## Manuscript Data

Some of the fields in this section may already be populated based on what Editorial Manager was able to pull from your manuscript text. It is important that you double check any information present for accuracy.



## Title

Max of 110 characters (including spaces)

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Insert Special Character

Title

Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title (required) ✓  
Limit 110 characters

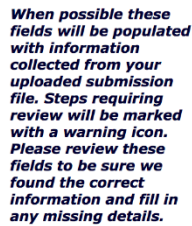
Character Count: 27

Soup Dumplings Are the Best

body p

Next

Ensure that the entirety of your summary (abstract) was entered into this box. There is a 250-word limit on the summary, so if some text is missing check that your summary is within the specified length.



You should provide 3-8 keywords for your manuscript. We will use these when assigning editors and when publishing your article on the JEI website.

16



## Authors

There are two important things to check in this section. The first is that all authors are present and listed in the correct order. If an author is missing, then you can hit “**Add Another Author**” to add the missing individual(s). To check/edit the details of listed authors click the pencil icon.

Authors

Please enter the names and information for student authors who contributed to the manuscript below. For each student, enter the following information: **Institution** - Name of the student's school **Position** - Student's grade (ex. "12th grade", or "Mentor" if teacher or adult supervisor)

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Current Author List

Alice Ball [First Author]

Chien-Shiung Wu

Rosalind Franklin [Corresponding Author] [You]

+ Add Another Author

+ Add Another Author

Back

Save & Submit Later

Build PDF for Approval

For student authors, please list their current grade for the position (i.e., Grade 11). If an email is provided for student authors, they will receive copies of all emails sent to the corresponding author regarding manuscript updates and decisions. It is not required that students provide an email.

**We have seen many manuscripts that do not make it to publication because we lose contact with the authors have school-associated emails have been deactivated. Please ensure that at least one author use an email address that will be active for at least the next year, so we do not lose communication with you!**

Edit Author Details

Alice Ball [First Author]

Insert Special Characters

Given/First Name\*

Alice

Middle Name

Family/Last Name\*

Ball

E-mail Address

Position\*

Grade 12

Institution\*

University of Hawai'i



Department

Unverified Institution

Start typing to display potentially matching institutions.

17

For the senior author, they should have the box checked that says, **“This is the Corresponding Author”**. This means that all communication to the journal will be addressed to the senior author.

  Rosalind Franklin [Corresponding Author] [You]

[Insert Special Characters](#)


**Your Given/First Name\*** Rosalind

Middle Name

**Your Family/Last Name\*** Franklin

Your E-mail Address rosaland.franklin@dna.com

**Position\*** Chemist

**Institution\*** King's College London Department of Ps  
[Start typing to display potentially matching institutions.](#) 

Department


Street Address 52 Oxford St.

City Cambridge

State MA

Zip or Postal Code 02138





Country or Region UNITED STATES

☒ This is the corresponding author 

For all authors, we ask that you provide at least the country, but would love it if all authors provided city and state as well for our records.

If the institution entered does not pop up while typing that is okay. You will get a message when you go to save the author as shown below. Hit **“OK”** then proceed.

**Add New Author** 

[Insert Special Characters](#)

**Given/First Name\*** Alice

Middle Name

**Family/Last Name\*** Ball

E-mail Address

**Position\*** Grade 12

**Institution\*** University of Hawai'i

[Start typing to display potentially matching institutions.](#) 

**Warning**

The Institution could not be identified by the system. Proceed with this Institution anyway?

OK Cancel

City Cambridge

Once you have verified the information for each author is correct, you will want to check that authors are listed in the correct order. You can reorder authors by clicking and dragging an author box to the correct position. The senior author should be listed last. If you are a parent submitting on behalf of a student and senior author, then you should be checked as the corresponding author and last in the author list. Before publication we will give everyone a chance to verify the final author list and order.

Authors

Please enter the names and information for student authors who contributed to the manuscript below. For each student, enter the following information: **Institution** - Name of the student's school **Position** - Student's grade (ex. "12th grade", or "Mentor" if teacher or adult supervisor)

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Current Author List

Alice Ball [First Author]

Chien-Shiung Wu

Rosalind Franklin [Corresponding Author] [You]

Add Another Author

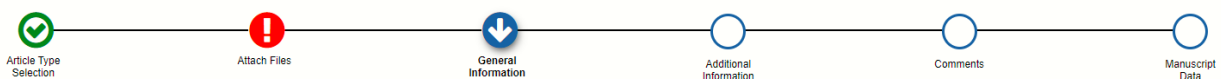
Back

Save & Submit Later

Build PDF for Approval

## Build and Approve PDF

If all the circles at the top of the page have green check marks, then you have filled out all the required information and can submit. If any have a red exclamation point, then there is one or more required areas that have not been completed. If you click on these pages Editorial Manager will have text indicating what is missing.



If you are ready to submit click “**Build PDF for Approval**” otherwise you can hit “**Save and Submit Later**”.

Back

Save & Submit Later

Build PDF for Approval

You must view the PDF and approve it in order for your submission to be transmitted to the Editorial Office. You will find the PDF in the folder called “**Submissions Waiting for Author’s Approval**”. It can take a couple of minutes for the PDF to be generated. You can leave Editorial Manager up while the PDF is built or exit out. You will receive an email when the PDF has been generated.

## Author Main Menu

[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.

Submissions Waiting for Approval by Author Rosalind Franklin

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	
	Soup dumplings are the best	Jul 31, 2017	Aug 02, 2017	Building PDF	<p>You have checked and confirm that you are submitting the correct files, and that your manuscript contains all required parts of a research paper as outlined in the JEI website.</p> <p><input type="checkbox"/> I accept</p>

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

### New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

Incomplete Submissions (0)

**Submissions Waiting for Author's Approval (1)**

Submissions Being Processed (0)

Once the PDF has been built, you will see “**Action Links**” appear in the leftmost column for the submission. Click “**View Submission**” to see the PDF and review it for accuracy.

Action	Title	Date Submission Began	Status Date	Current Status
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	Soup dumplings are the best	Jul 31, 2017	Aug 02, 2017	Needs Approval

**Note:** The figure files at the very end of the PDF tend to be blurry no matter their quality. Please do not worry if you figures show up blurry here if they are clear in the word file of the manuscript.

If the PDF looks good, then read the statement and check the “**I accept**” box. Once this has been done you can click “**Approve Submission**” and then confirm you want to approve the submission.

Action	Title	Date Submission Began	Status Date	Current Status	You have checked and confirm that required parts of a research paper
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	Soup dumplings are the best	Jul 31, 2017	Aug 02, 2017	Needs Approval	<input checked="" type="checkbox"/> I accept

If you identify areas that need to be fixed, hit **“Edit Submission”** to be taken back to the submission workflow. Once you have fixed all errors, you will need to build a new PDF before approving the submission.

When you have successfully approved and submitted your manuscript you will see the following message.

Thank you for approving "Soup dumplings are the best".

[Main Menu](#)

## Incomplete Submissions

If you leave the submission portal before approving your submission, it will automatically save and go to your **“Incomplete Submission”** folder. You should check this folder if you think you have submitted your manuscript but have not heard anything within two weeks from our editorial team. You may find that you did not complete the last step of approving the manuscript, so we never received it!

### Author Main Menu

[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.

#### New Submissions

[Submit New Manuscript](#)  
[Submissions Sent Back to Author \(0\)](#)  
[Incomplete Submissions \(1\)](#)  
[Submissions Waiting for Author's Approval \(0\)](#)  
[Submissions Being Processed \(0\)](#)

## I've Submitted, Now What?

After you have submitted, your manuscript will be in the **“Submissions Being Processed”** folder. If you click on the folder, you will see your submitted manuscript(s), the current editorial status, and action links.

### Author Main Menu

[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.

#### New Submissions

[Submit New Manuscript](#)  
[Submissions Sent Back to Author \(0\)](#)  
[Incomplete Submissions \(0\)](#)  
[Submissions Waiting for Author's Approval \(0\)](#)  
[Submissions Being Processed \(1\)](#)

### Current Status

The two statuses you will see at this stage are:

- Manuscript Submitted
  - This means the editorial team has received your manuscript and is currently in the process of reviewing it to determine if it is ready to proceed to scientific review.
- Under Review
  - This means your manuscript has passed pre-review and is undergoing scientific review. You should also receive an email saying that your manuscript has passed pre-review.
  - When reviews have been completed and compiled you will receive an email with the decision and any necessary revisions to be made.

Submissions Being Processed for Author Rosalind Franklin

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

Action ▲▼	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">View Submission</a> <a href="#">Author Status</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>		Soup dumplings are the best	Aug 02, 2017	Aug 02, 2017	Manuscript Submitted

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

<< Author Main Menu

### Action Links

There are four action links associated with your manuscript at any time it is with our editorial team. They are:

- View Submission
  - Allows you to view the PDF of your submission
- Author Status
  - View the list of authors and their information for the manuscript
- Correspondence
  - View all correspondence to and from JEI via Editorial Manager
- Send E-mail
  - You can use this to send an email to the JEI Editorial Staff with questions or concerns

## Pre-Review Revisions

Almost all manuscripts submitted to JEI require one round of “pre-review” revisions before they are sent off to scientific review. The Managing Editor makes the decision to send back a manuscript based on whether there is information missing or not in compliance with our submission guidelines.

You will receive an email from the Managing Editor notifying you if your manuscript has been sent back to you in pre-review. The manuscript will now be in the “**Submissions Sent Back to Author**” folder in the Editorial Manager account of the submitting author.

### Author Main Menu

[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.

#### New Submissions

[Submit New Manuscript](#)

[Submissions Sent Back to Author \(1\)](#)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

Submissions Being Processed (0)

The email notification will also detail the errors that need to be fixed (and this information is also available with “**View Letter**” under the **Action Links** for the manuscript.

Submissions Sent Back to Author Rosalind Franklin				
<p>These submissions have been sent back to you. The 'View Letter' link allows you to see the letter associated with the returned submission.</p> <p>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.</p> <p>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.</p>				
Page: 1 of 1 (1 total submissions)		Display 10 results per page.		
Action ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">View Submission</a> <a href="#">Author Status</a> <a href="#">View Letter</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	Soup dumplings are the best	Jul 31, 2017	Aug 02, 2017	Sent Back to Author

When you are ready to submit the new version of your manuscript go to “**Edit Submission**”. You will upload the new manuscript file and/or figure files. This process follows the same steps and requirements as your initial submission. Do NOT create a brand-new submission unless explicitly asked by the Managing Editor to.

Submissions Sent Back to Author Rosalind Franklin				
<p>These submissions have been sent back to you. The 'View Letter' link allows you to see the letter associated with the returned submission.</p> <p>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.</p> <p>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.</p>				
Page: 1 of 1 (1 total submissions)		Display 10 results per page.		
Action ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">View Submission</a> <a href="#">Author Status</a> <a href="#">View Letter</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	Soup dumplings are the best	Jul 31, 2017	Aug 02, 2017	Sent Back to Author

## Submitting a Revision After Scientific Review or Copy Editing

When Scientific Review or Copy Editing has been completed and the Editors have made a decision, all authors will receive an email notifying them of this. The email will contain an overview of the decision, edits to be made, and an attachment with an Editor’s Letter (scientific review) or track changed edited manuscript (copy editing).

The manuscript can be found in your “**Submissions Needing Revision**” folder.

Revisions
<a href="#">Submissions Needing Revision (1)</a> Revisions Sent Back to Author (0) Incomplete Submissions Being Revised (0) Revisions Waiting for Author's Approval (0) Revisions Being Processed (0) Declined Revisions (0)

You will be able to see the decision for your manuscript in this folder.

Submissions Needing Revision for Author Rosalind Franklin							
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 ▲▼
View Submission File Inventory View Attachments Revise Submission Decline to Revise Correspondence Send E-mail	JEI-17-010	Soup dumplings are the best	Aug 02, 2017	Sep 15, 2017	Aug 07, 2017	Revise	Accept pending scientific & presentation changes

## Viewing the Editor's Letter for Scientific and/or Presentation Changes

There are three main ways you can access the Editor's Letter:

1. The decision email that was sent to you by the editor will have the Editor's Letter as an attachment
2. **"View Attachments"** under the **action links** for the manuscript
3. Go to **"Correspondence"** for the manuscript and find the letter titled **"EIC to Author: Decision - Scientific&Presentation"**. If you click on this letter, you will be able to download the letter.

Correspondence History			
Correspondence Date ▲▼	Letter ▲▼	Recipient ▲▼	Revision ▲▼
Aug 07, 2017	EIC to Author: Decision - Scientific&Presentation	Rosalind Franklin	0
Aug 02, 2017	Author Submits Revision Confirmation	Rosalind Franklin	0
Aug 02, 2017	EIC to author: prereview failed - no hypothesis	Rosalind Franklin	0
Aug 02, 2017	Author MS Submission Confirmation	Rosalind Franklin	0

## Viewing the Track Changed File for Copy Edit Revisions

This is done in exactly the same way as described above. The only difference is if you use the **"Correspondence"** option to access the track changed version of your manuscript, the letter will be titled **"EIC to Author: Decision - Pending Copy Edit Revisions"**.



## Submitting Revisions

When you have made all the necessary changes, then it's time to submit your revised manuscript so our editors can look at it to decide the appropriate next step!

**Note:** We know our authors are excited to get their manuscripts published, and we are just excited for them when this happens; however, we ask that authors take the time to carefully read through and understand and revisions they are being asked to make. Taking a couple extra days to go through things carefully at the beginning can save you weeks down the road (remember our editors are all volunteers so there is never a guarantee that if you submit revisions within 24 hours that they will get to them in the next 3-4 days). If you have questions or don't understand what is being asked of you, please reach out to the Managing Editor/Journal for assistance. We are happy to help and clarify as needed as it ultimately saves everyone time during the revision process!

To submit your revisions, click "**Revise Submission**". This process is almost identical to the initial submission process. There are two changes regarding required documents that you need to be aware of and provide:

1. The first, is that you must upload your revised manuscript as a "**Revised Manuscript**".
  - a. You should also delete the initial manuscript file in the system as well.
2. Second, you must provide a **cover letter** with your revisions.
  - a. The cover letter should describe the changes you made and, importantly, if there were any changes that you did not make.
  - b. For scientific review, we recommend that you use the Editor's Letter as your template and respond below each requested revision.
  - c. **Having a good cover letter can greatly help the speed with which we are able to assess your revised manuscript.**

If you updated any figures, be sure to replace these files in the manuscript text and the attached files in Editorial Manager.

**Submissions Needing Revision for Author Rosalind Franklin**

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
<a href="#">View Submission</a> <a href="#">File Inventory</a> <a href="#">View Attachments</a> <a href="#">Revise Submission</a> <a href="#">Decline to Revise</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	JEI-17-010	Soup dumplings are the best	Aug 02, 2017	Sep 15, 2017	Aug 07, 2017	Revise	<a href="#">Accept pending scientific &amp; presentation changes</a>

Again, you will need to build a PDF of the submission, view it, and then approve it to successfully submit your revised manuscript to the Editorial Team. If you have done this correctly you should see the manuscript in the "**Revisions Being Processed**" folder.

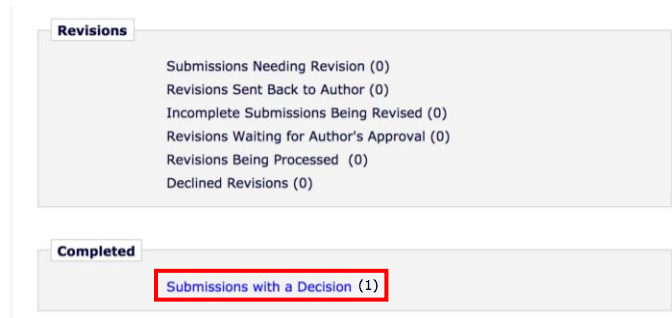
**Revisions**

- 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 \(1\)](#)
- Declined Revisions (0)

## Submitting PDF Proof Corrections

Once your manuscript has gone through scientific review and the Managing Editor is happy with your copy edit revisions, they will send the manuscript to a Proofing Editor. The proofing editor will take your manuscript text, figures, and tables, and combine them into a final PDF version of the manuscript (this is where you will get to see it in two-column format for the first time and with figures placed in the text instead of at the end).

Once the proof is complete, you will be sent a notification email. The manuscript will move to the **“Submissions with a Decision”** folder.



Again, there are three ways you can view the PDF proof.

1. It will be attached to the email notifying you of the proof completion
2. **“View Attachments”** under the **action links** for the manuscript
3. Go to **“Correspondence”** for the manuscript and find the letter titled **“EIC to Author: Approve Proof”**. If you click on this letter, you will be able to download the letter.

## Sending Proof Edits to the Editors

After reviewing the proof of your manuscript, you need to let the Editorial Team if any further changes are made or if the manuscript is good to publish as is. To do this, go to **“Send E-mail”** under the **Action Links** for the manuscript.

Submissions with an Editorial Office Decision for Author Rosalind Franklin

Page: 1 of 1 (7 total completed submissions) Display 10 results per page.

Action	Manuscript Number	Title	Initial Date Submitted	Status Date	Current Status	Date Final Disposition Set	Final Disposition
<a href="#">View Submission</a> <a href="#">Author Status</a> <a href="#">View Decision Letter</a> <a href="#">View Attachments</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	JEI-17-010	Soup dumplings are the best	Aug 02, 2017	Aug 07, 2017	Approve Proof		

Choose **“PDF Proof Changes”** as your email template, then hit **“Customize Letter”**.

## Send Ad Hoc Email

The journal has pre-configured one or more letters which you may use as a starting point. Select a letter, then click 'Customize Letter' to open the letter, insert your comments, and send the letter.

- ✓ Please Choose a Letter
- Author Question to Editorial Staff
- PDF Proof Changes**

CancelCustomize Letter

Edit the template letter by providing the page and line numbers for any changes that are needed. If no changes are needed, then you can say “No changes are requested”.

Do not change anything in the template surrounded by “%” signs. These will auto populate information in the email regarding your manuscript that help us make sure we keep requested changes with the correct manuscript.

The screenshot shows an email composition interface. The 'To:' field is populated with 'Journal of Emerging Investigators <trash1@ariessc.com>;Corresponding Editor;Handling Editor;'. The 'Letter Subject:' field contains 'Changes for %ARTICLE\_TITLE% PDF Proof'. Below the subject field is an 'Attachments:' section with a paperclip icon and a button labeled 'Add/Change Attachments'. The 'Letter Body:' section contains a pre-written template. At the top right of the letter body area are three links: 'Insert Special Character', 'Insert Custom Merge Field', and 'Open in New Window'. The template text in the letter body is as follows:

Manuscript Number: %MS\_NUMBER%  
%ARTICLE\_TITLE%  
%JOURNALFULLTITLE%

Dear JEI Editorial Staff,

Please change the following in the PDF proof for our manuscript:

(Ex. Page 2 line 35, bold "Figure 2"  
Page 4 Figure 4 caption, italicize "in vitro")

Sincerely,  
%CORRAUTHOR%

Once the Managing Editor has received your proof changes, they will send them off to the Proofing Editor for your manuscript. The Proofing Editor will make any changes then upload your final manuscript to the website. Once the Managing Editor has been notified of this, they will send you an email with a link to your manuscript on our website. Should you notice any errors with your manuscript, or the information related to it on our website please reach out to us. We can easily change this information even after your work has been published!

## How to Contact JEI Editors About Your Manuscript

As discussed above, you can send an email to the Editorial Team about your manuscript at any time if you have questions or concerns. This is done using the “**Send Email**” function under **Action Links**. You will want to select the “**Author Question to Editorial Staff**” template.

Whenever you contact JEI about a manuscript, it greatly helps us if you can include the following information in your communication:

- Manuscript Title
- Authors
- Manuscript Number (this only applies **after** your manuscript has passed pre-review)
  - Manuscript numbers are formatted as: JEI-21-###
    - 21 denotes a manuscript was submitted in 2021, 22 would denote 2022, etc.

If you are sending an email through EM, then these fields will be auto populated so long as you leave any text surrounded by “%” signs in the template.