**JEI** 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.

# 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.
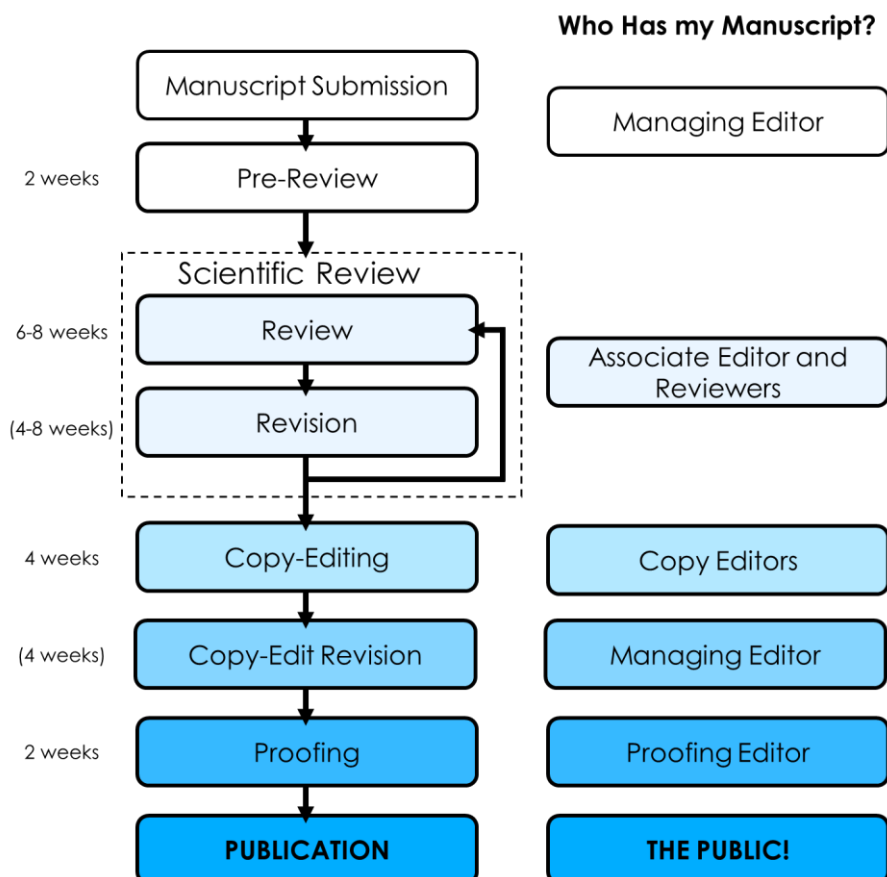
**2. Scientific Review** (6-8 weeks)
An Associate Editor assigns the manuscript to 3-4 JEI Reviewers, then uses Reviewer comments to create a cohesive letter that outlines the changes that need to be made before the manuscript can be accepted and published. A manuscript may require multiple rounds of 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.

**Who Has my Manuscript?**

| | | |
|---|---|---|
| | Manuscript Submission | Managing Editor |
| 2 weeks | Pre-Review | |
| | **Scientific Review** | |
| 6-8 weeks | Review | Associate Editor and Reviewers |
| (4-8 weeks) | Revision | |
| 4 weeks | Copy-Editing | Copy Editors |
| (4 weeks) | Copy-Edit Revision | Managing Editor |
| 2 weeks | Proofing | Proofing Editor |
| | **PUBLICATION** | **THE PUBLIC!** |

# 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**".

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.



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.

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

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 <u>or</u> 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. 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.

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**



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 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**".

# 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.



## 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.
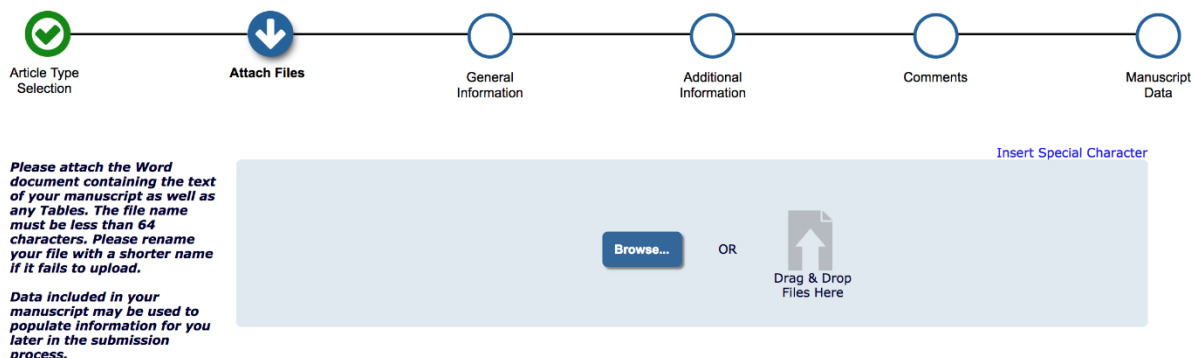


## Attach Files

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.

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 <u>only have tables</u>, 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)



To reorder files, change the numbers in the order box, then hit "**Update File Order**"

## 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.



### 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 descript the manuscript. The classifications are the biggest tool we use when deciding on appropriate editors for your work.

**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

Add->
<-Remove

**Selected Classifications:** Select 1 or more Classifications
- ☐ Clinical/Health Sciences
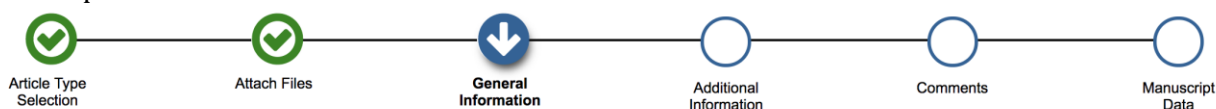- ☐ Social Sciences

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.

Article Type Selection  —  Attach Files  —  General Information  —  Additional Information  —  Comments  —  Manuscript Data

**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

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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

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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

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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

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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, <u>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.</u> 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 difficulty 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.

Article Type Selection — Attach Files — General Information — Additional Information — Comments — **Manuscript Data**
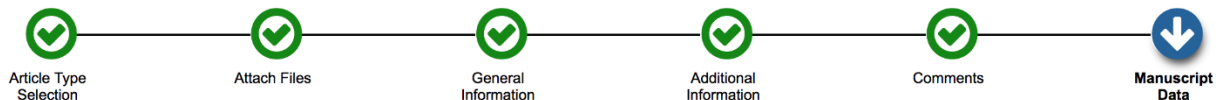
### *Title*
Max of 110 characters (including spaces)

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.

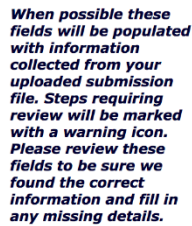**Full Title** (required) ✔
*Limit 110 characters*                                        Character Count: 27

Soup Dumplings Are the Best

body   p

↓ Next

## Abstract

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.



## Keywords

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.

## 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.



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!**

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.



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.

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.



## 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.
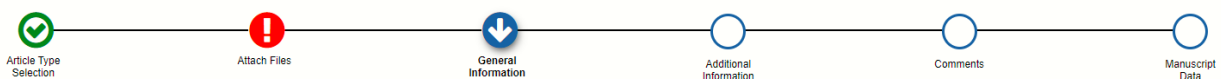


If you are ready to submit click "**Build PDF for Approval**" otherwise you can hit "**Save and Submit Later**".



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You must view the PDF <u>and</u> 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.



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.



**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.

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. <u>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.</u> 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)

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.



*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 <u>submitting author</u>.

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.



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.



## 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.

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



## 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.



## 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). <u>If you have questions or don't understand what is being asked of you, please reach out to the Managing Editor/Journal for assistance.</u> 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, <u>you must provide a **cover letter** with your revisions.</u>
   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 ▲▼ |
|---|---|---|---|---|---|---|---|
| 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 |

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.
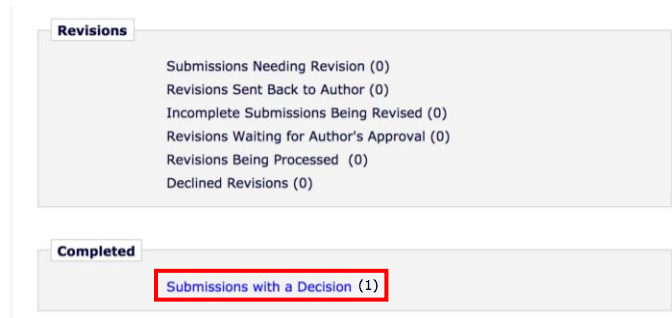
Again, there are three ways you can view the PDF proof.
1. It will be attached to the email notifying you of the proof completion
2. "**View Attachments**" under the **action links** for the manuscript
3. Go to "**Correspondence**" for the manuscript and find the letter titled "**EIC to Author: Approve 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.

Choose "**PDF Proof Changes**" as your email template, then hit "**Customize 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.



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.