Student Author
Editorial Manager (EM)
Instructions

Journal of Emerging Investigators
v. 8/2018
Registration

If this is your first time at JEI Editorial Manager, click “Register.”

First-time users: Please click on the word "Register" in the navigation bar at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration. NOTE: If you received an e-mail from us with an assigned user ID and password, DO NOT REGISTER AGAIN. Simply use that information to login. Usernames and passwords may be changed after registration (see instructions below).
Type in your name and email address.

*We require that senior authors (teachers and mentors) be the corresponding author of the manuscript. So registration should be completed with senior author contact information.
Senior authors should indicate their Position as “Mentor”
Choose a username that you will use to log in to the system. The username will be emailed to you after successfully registering.
**Confirm Registration**

Please confirm the following very important information:

<table>
<thead>
<tr>
<th>Given/First Name:</th>
<th>Rosalind</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family/Last Name:</td>
<td>Franklin</td>
</tr>
<tr>
<td>Username:</td>
<td>RosalindFranklin</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:rosalind.franklin@gmail.com">rosalind.franklin@gmail.com</a></td>
</tr>
<tr>
<td>Country:</td>
<td>UNITED STATES</td>
</tr>
</tbody>
</table>

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

[<< Previous Page] [Continue >>]

---

**Registration Complete**

Check your e-mail for a message to verify your registration. This message contains your password, which you need to login. Note that Editorial Manager may have assigned a different Username if the one you selected is already in use.

Thank you!

[Go to Login Page]
To log in, type in your username and password and click “Author Login.”
Initial submission

**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)

**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 (0)
- Declined Revisions (0)

**Completed**

- Submissions with a Decision (0)
1. Select Article Type. Currently there is only one article type.
2. Attach the Word document containing the title, author list, summary, and the text of your manuscript. The program will attempt to recognize and extract the manuscript details from this file later in the submission process.

*Please attach the Word document containing the text of your manuscript as well as any Tables. The file name must be less than 64 characters. Please rename your file with a shorter name if it fails to upload.*

*Data included in your manuscript may be used to populate information for you later in the submission process.*

No **Items** have yet been attached for this submission.
3. Upload figures and any other files that you wish to submit, choosing the type of file from the dropdown menu. Starting from 2018, we are also asking for an optional Personal Photo of you or your project, for our editors to get a better sense of who you are as a person.
After finishing uploading your files, the Uploaded Files list should look something like this.

* Note about uploading figures. We have had issues with people uploading .zip file of figures. Instead of compressing figure files, you can easily upload multiple individual figure files by selecting multiple files on the upload pop-up.

* The maximum file size for a submission is **25 MB**.
4. Enter Keywords. Click Next.

Please provide the requested information.

- Keywords

Please enter keywords separated by semicolons. Keywords will be used to help assign appropriate editors and reviewers to your manuscript, and will also be tagged to your published article on the JEI website later. Some examples of keywords are "obesity; Bacteroides thetaiotaomicron; gut microbiome."

Each individual keyword may be up to 256 characters in length.

Required

Soup dumplings; happiness; life
5. Select classifications.

Read instructions carefully first, and click “Add Classifications.”
Click the **Primary Classification(s)** applicable to your manuscript, and click Add. When you see all classifications listed on the right, click Submit.
Check that your classifications are correctly listed, and click Proceed.
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
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]
7. Tell us a personal story about your project and the manuscript-writing process.

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. 
8. Enter manuscript details. When possible these fields will have been automatically extracted from your Word document.
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.

**Abstract** (required)

**Limit 250 words**

Summary

Soup dumpling is a type of steamed dumpling that tastes really good. When you eat them, you need to be careful about not spilling the delicious soup. This requires some proficiency in chopstick skills. In this study we investigated why soup dumplings are the best by dividing volunteers into two groups, giving them soup dumplings or regular dumplings, and surveying how they feel. The group that had soup dumplings reported a significantly higher happiness level.
8. Enter author information. Read the instructions carefully.

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.

Some required information is missing. You may proceed for now, but this information will be required before the submission can be completed.

Drag and drop authors in the correct order. Click pencil icon to edit details.

Click to add more authors
When done entering details, click to save.

In “Position,” write the grade of the student. For Senior Authors, write “Mentor”.

Only Senior Authors should have the corresponding author box checked. Student authors will receive copies of all correspondence if they provide their email addresses.
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.

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.

<table>
<thead>
<tr>
<th>Current Author List</th>
<th>Add Another Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Watson [First Author]</td>
<td></td>
</tr>
<tr>
<td>Francis Crick</td>
<td></td>
</tr>
<tr>
<td>Rosalind Franklin [Corresponding Author]</td>
<td></td>
</tr>
<tr>
<td>Add Another Author</td>
<td></td>
</tr>
</tbody>
</table>

When done, click Build PDF for Approval
Click “Submissions Waiting for Author’s Approval” to view and approve the PDF of your submission.
The system is still building the PDF. Wait until this is done. This should take about 20 seconds to 1 minute. When the PDF is built, the system will also send you an email notification.
1. Click “+” sign to expand Action list

2. View submission and check manuscript and figures

3. Read the statement above and check the box

4. When everything looks good, approve submission!
www.editorialmanager.com says:

Are you sure you want to approve this submission?

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

Main Menu
After submitting you can track the progress of your submission as well as any communication from JEI Editorial staff here.
## Submissions Being Processed for Author Rosalind Franklin

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Manuscript Number</th>
<th>Title</th>
<th>Initial Date Submitted</th>
<th>Status Date</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Submission</td>
<td></td>
<td>Soup dumplings are the best</td>
<td>Aug 02, 2017</td>
<td>Aug 02, 2017</td>
<td>Manuscript Submitted</td>
</tr>
</tbody>
</table>

View Submission: View your submission PDF.  
Author Status: View the list of authors and author information  
Correspondence: View all correspondence to and from JEI  
Send E-mail: Send JEI Editorial staff questions or concerns
If you leave your submission window before you submit, the progress will be saved and you can find your incomplete submission here.
You have successfully submitted your manuscript! What next?

- If your manuscript contains all required sections of a research article as outlined here (https://www.emerginginvestigators.org/submissions/parts-scientific-manuscript), you should receive an email saying that your manuscript has passed Pre-Review.

- If your manuscript fails Pre-Review, you will get an email and the manuscript will be sent back to you for revision (next page).
Pre-Review Revision

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)

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 (0)
- Declined Revisions (0)
1. View letter detailing reasons why your manuscript was sent back and what revisions you need to make before resubmission

From: "Journal of Emerging Investigators"
Subject: JEI Manuscript: Soup dumplings are the best

Dear Rosalind,

Thank you for submitting your manuscript entitled "Soup dumplings are the best" to the Journal of Emerging Investigators (JEI). Your manuscript has just completed its pre-review. An editor-in-chief has reviewed your manuscript and believes that its topic is interesting and has the potential to be a publishable manuscript. However, before being accepted to the journal we request that you make the following changes to the manuscript and resubmit:

A clearly defined hypothesis: JEI guidelines require that "the authors should pose an interesting, clearly-stated scientific question." What did you predict would happen before you began your experiment? Please construct a clear and concise hypothesis that accurately characterizes your prediction of what you originally hoped your scientific research would prove or disprove. Your hypothesis should be clearly stated in the abstract and in the introduction. The introduction should start with background information that naturally leads into the scientific question (hypothesis).

Please do not be discouraged by the required revisions. The pre-review process is designed to ensure that every manuscript published by JEI meets the highest scientific standards. We hope that this feedback helps.
2. Edit your submission to make the required changes to your manuscript. Upload revised manuscript and/or figures. Use the Enter Comments section to respond to any questions or concerns of Editorial staff.

3. After you view and confirm your PDF, click “Approve Submission” to resubmit your manuscript.
Under Review

<table>
<thead>
<tr>
<th>Action</th>
<th>Manuscript Number</th>
<th>Title</th>
<th>Initial Date Submitted</th>
<th>Status Date</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Submission</td>
<td>JEI-17-010</td>
<td>Soup dumplings are the best</td>
<td>Aug 02, 2017</td>
<td>Aug 04, 2017</td>
<td>Under Review</td>
</tr>
</tbody>
</table>
Revision

When your manuscript has completed Scientific Review and a Decision has been made, you will get an email notification. You will now find your manuscript in the “Submissions Needing Revision” folder.
There are a few ways you can access the Editor’s Letter.

1. **Your E-mail**: You will find the Letter as attachment to email that you receive when the decision is made.
2. “**View Attachments**”
3. “**Correspondence”** >> “**EIC to Author: Decision**”

---

**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.

**Correspondence History**

- **Correspondence Date**: Aug 07, 2017
  - **Letter**: EIC to Author: Decision - Scientific & Presentation
  - **Recipient**: Rosalind Franklin
  - **Revision**: 0

- **Correspondence Date**: Aug 02, 2017
  - **Letter**: Author Submits Revision Confirmation
  - **Recipient**: Rosalind Franklin
  - **Revision**: 0

- **Correspondence Date**: Aug 02, 2017
  - **Letter**: EIC to author: prereview failed - no hypothesis
  - **Recipient**: Rosalind Franklin
  - **Revision**: 0

- **Correspondence Date**: Aug 02, 2017
  - **Letter**: Author MS Submission Confirmation
  - **Recipient**: Rosalind Franklin
  - **Revision**: 0
When you are ready to submit your revision, click “Revise Submission.”

- Revision submission process is very similar to the initial submission process. Click next and make any necessary changes to Author list, Abstract, Classifications, etc.
- You revised submission is given a new manuscript number.
- Select files that you want to carry over to your revised submission, and upload revised files. Please read the instructions carefully. Cover Letter for Revision and Revised Manuscript are required for submission.
Click “View Revision” to check PDF of your submission and when everything looks good, “Approve Revision.”

The manuscript will now move to “Revisions Being Processed” folder until JEI Editorial Staff review your revisions.
What next?

• Your manuscript will now go through at least one more revision round for Copy Editing. The resubmission process of Copy Editing is exactly the same as the Revision step just outlined.

• After Copy Editing is completed, a PDF proof of your accepted manuscript will be generated. You need to read the proof carefully and send a list of all changes to be made back to JEI.
PDF Proof confirmation

The PDF proof will be attached to the email notification. You may also find it on Editorial Manager in “Submissions with a Decision” folder.
<table>
<thead>
<tr>
<th>Action</th>
<th>Manuscript Number</th>
<th>Title</th>
<th>Initial Date Submitted</th>
<th>Status Date</th>
<th>Current Status</th>
<th>Date Final Disposition</th>
<th>Final Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Submission</td>
<td>JEI-17-010</td>
<td>Soup dumplings are the best</td>
<td>Aug 02, 2017</td>
<td>Aug 07, 2017</td>
<td>Approve Proof</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Author Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Decision Letter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Attachments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correspondence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send E-mail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click “View Decision Letter” to see the PDF proof in the attachment.

---

**View Letter**

**Date:** Aug 07, 2017  
**To:** "Rosalind Franklin" haneuissus@gmail.com  
**From:** "Journal of Emerging Investigators" trash1@ariessc.com  
**Subject:** JEI Manuscript: Soup dumplings are the best

**Attachment(s):** Soup dumplings are the best Proof.pdf

---

Manuscript Number: JEI-17-010R2  
Soup dumplings are the best

Dear Rosalind,

The PDF proof of your accepted manuscript has been created! Please read over the PDF proof very carefully and indicate any mistakes or required changes. Use the page numbers and line numbers to indicate exactly where the change needs to be made. Also pay attention to figure placements and resolution.

Please "Send Email" function to send your comments. We hope to hear back from you soon.

Sincerely,

The JEI Editorial Staff
After reviewing the PDF proof carefully, send the list of changes to make by clicking “Send E-mail” and choosing “PDF Proof Changes” letter from the dropdown menu.
Edit the template letter and send to JEI. (Do not change any phrases surrounded by % signs. They will be automatically populated with information specific to your manuscript when you preview and send the letter.)

From: "Rosalind Franklin" <haneuissus@gmail.com>

To: Journal of Emerging Investigators <trash1@ariessc.com>; Corresponding Editor; Handling Editor;

Letter Subject: Changes for %ARTICLE_TITLE% PDF Proof

Attachments: Add/Change Attachments

Letter Body: 

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%
Send E-mails to JEI Editors

At any point during the review process if you have any questions regarding your manuscript, you can contact the JEI Editors by clicking “Send E-mail” from the Action list and selecting “Author Question to Editorial Staff” from the dropdown menu.
Publishing on JEI website

• If the changes you requested are relatively simple (for example, typos in a few places), your manuscript will be published to JEI website once the changes are made.

• If you requested more comprehensive changes, it may be sent to you again for your approval before being published.

• You will be sent a notification email when your manuscript is published on the JEI website.

• We hope you had fun!