AGENDA

• User Registration
• Author Main Menu Overview
• Submitting a New Manuscript
• Submitting a Revised Manuscript
Go to Website:  http://www.editorialmanager.com/saetechpapers/default.aspx
Click on “Register Now” button
User Registration

Enter First Name, Last Name, Email Address and Click “Continue” button
User Registration

Enter Login Details, Personal Information, Institution Related Information and Areas of Interest or Expertise (required fields in red) and click “Continue”

NOTE: Personal Classifications selections are how reviewers are matched with papers.
Confirm Registration Information and click “Continue” button
You will now receive an email from Editorial Manager with your login information

Return to the Login Page to enter your information
Once logged in, author will view the main menu below.

The New Submissions area shows the status of new manuscripts.

The Revisions area shows the status of manuscripts being revised.

The Completed area shows the number of manuscripts that have completed the review process.
The Top Menu offers site information, navigation and assistance
Submitting a New Manuscript

From Main Menu, click on “Submit New Manuscript”
Submitting a New Manuscript

Select “Non-Event Paper” as Article Type from dropdown menu and click on “Proceed” button
Submitting a New Manuscript

Upload manuscript, figure, or table files by selecting Item Type from top dropdown menu and then clicking “Browse” button

Click “Proceed” button when all files are uploaded
Submitting a New Manuscript

Select Region of Origin of author(s) from dropdown menu and click “Next” button.
Submitting a New Manuscript

Select the Section/Category the paper topic corresponds with from the dropdown menu and click “Next” button.
Submitting a New Manuscript

Click “Select Classifications” button to add 2-10 manuscript topic classifications from taxonomy list

Select classifications and click “Add” button, then click “Submit” when finished

Click the “Proceed” button
Submitting a New Manuscript

Add any suggested reviewers for the editor to invite (optional) by clicking on “Add Suggested Reviewer” button below Current Suggested Reviewers List

Click “Proceed” button
Answer required Additional Information questions and click “Proceed” button
Enter any additional comments for the editorial staff here (optional) and click “Proceed” button.
Submitting a New Manuscript

Enter the title (limit 150 characters) of the paper in the text box and click the "Next" button.
Submitting a New Manuscript

Enter the abstract (limit 300 words) of the paper in the text box and click the “Next” button.
Submitting a New Manuscript

Add any additional authors by clicking on the “Add Another Author” button below the Current Author List and then click on “Build PDF for Approval” button when finished.

NOTE: Any author missing required information will have a red exclaim next to their name.
Submitting a New Manuscript

Editorial Manager is now compiling the documents and building your PDF manuscript for submission

You will receive an email when the PDF is built and ready for viewing / approval.

Click “Submissions Waiting for Author’s Approval” link in Editorial Manager or link in email
Click “View Submission” link to view compiled PDF
When ready, click “I Accept” box and then “Approve Submission” link
Submitting a Revised Manuscript

When manuscript submission is returned for revision, click “Submissions Needing Revision” link.
Submitting a Revised Manuscript

It is not necessary to re-enter submission information during revision phase. Click on “Attach Files” page on top button.

Upload revised manuscript, figure, or table files by selecting Item Type from top dropdown menu and then clicking “Browse” button

Remove old manuscript

Click “Proceed” button when all files are uploaded
Click on Manuscript Data page button on top, then click on “Build PDF for Approval” button when finished
Submitting a Revised Manuscript

Editorial Manager is now compiling the documents and building your PDF manuscript for submission

You will receive an email when the PDF is built and ready for viewing / approval.

Click “Submissions Waiting for Author’s Approval” link in Editorial Manager or link in email
Click “View Submission” link to view compiled PDF
When ready, click “I Accept” box and then “Approve Submission” link
CONTACT CONTENT@SAE.ORG FOR ANY QUESTIONS