author GATEWAY For Elsevier Journals   (print page)   (✉ contact

Guide to Online Submission

Introduction

Welcome to the Elsevier online submission service Elsubmit. This service has been designed to be as easy as possible to use. Authors can upload their article in a variety of formats and the system will generate an Adobe Acrobat PDF version of the article that is used for the reviewing process. Authors, Reviewers and Editors send and receive all correspondence by e-mail and no paper correspondence is necessary. *Note:* articles are converted into PDF for the review process but may be edited after acceptance to follow journal standards.

➲ **Click here for a walkthrough of the online submission process**

What to submit?

Journal-specific guidelines on the types of papers that the journal will consider and how to prepare your manuscript can be found in the Author Gateway journal page, in the journal's Guide for Authors.

To assist the peer-review process you will need to submit your manuscript as one complete file comprising a title page, abstract, text, references, tables, figure legends and figures. You will also need to submit, at the same time, separate high-resolution graphics files. These will be used in the production of your article if it is accepted for publication. And finally, a covering letter in the form required by the journal (see the journal's Guide for Authors).

The online submission process

1. Locate the journal you wish to submit to by searching or browsing the Author Gateway.
2. Read the 'Guide for Authors' for the journal's specific instructions on submitting a paper to that journal.
3. Read carefully this Guide to Online Submission for specific instructions about the online submission process and especially the sections on File Formats and Electronic Artwork. Make sure that you have the files of your article ready and in the correct format(s) for submission.
4. Click on the 'online submission' link in the right hand journal services box.
5. Log in if you are already a registered user (if you are not already a registered user you need to 'create a profile' by submitting your contact details and choosing a username/password combination). This creates a completely secure environment to send your paper to us online.
6. Once you are logged in you are taken to the journal's submission page where you choose to 'Submit New Paper'. You are taken through the following steps (optional items, depending on the configuration of a journal, are indicated by an asterisk):

    i. Enter data related to your manuscript: Title, Authors, Keywords*, Proposed Referees*, Covering Letter*.

    ii. Select the Editor/Editorial Office you wish to submit to. (If the journal has more than one Editor, you will find a drop-down list with the names of all the Editors of this journal to whom you may submit your article. The journal's Guide for Authors will give you more information on how to select the appropriate Editor.)

    iii. Upload the integrated file that contains the complete text, figures, tables, graphics etc. of your manuscript. This file will be used for review purposes. See the section on File Formats, below, for details of acceptable file formats.

    iv. The website creates a PDF file from your integrated file. Please check the PDF file carefully to ensure that it is complete, as it is this version that will be sent to the reviewers. If the PDF is not acceptable, edit and resubmit your integrated file or Contact Us's Author Support for advice.

    v. Next, upload separate high-resolution graphics files for each of your figures. These will be used for the production of your article if it is accepted for publication. See the section on Electronic Artwork, below.

    Note: Some journals let you add Web-colour figures* (free of charge) for publication on the web. In that case you can upload low-resolution colour figures next to the high-resolution version used for publication in print.

    vi. Select how you want your figures to appear in print (colour or black-and-white). If the figures are too large (>5 Mb, depending on your connection to the Internet) you may send them outside the e-submission system. In that case, please contact the Editor/Editorial Office.

    Note: Some journals will let you add supplementary files*. A supplementary file contains supporting information for your paper and can be included as an attachment to the online version or used for review purposes, but is not printed in the journal. This could be audio, video, data tables or other non-printable material.

vii.   You will next reach the Confirmation page. Check that your submission details are correct, and then press "submit" to send your files to the journal's Editor/Editorial Office. The submission process is now complete.

7.   You will receive an email to acknowledge receipt and inform you that the paper is under review.
8.   Until the review process is completed you will not be able to update your submission from the website. If you have made a mistake you must contact the Editor/Editorial Office directly.

After submission

For information on the status of your article, please contact the Editor to whom you submitted your article. There is an email link to the Editor in the journal's online submission service or on 'my home' in the Author Gateway.

You will receive the final (Revise, Accept, Reject) decision of the Editor by email, containing editorial comments.

In case of revision:
1.   You will receive an email from the Editor/Editorial Office to inform you of the changes that are needed.
2.   You can revise your paper by using the link in the email that takes you back to the online submission service. Alternatively you can access the paper directly from the journal's online submission page or from 'my home' on the Author Gateway. Following these links will re-open the submission retaining all previously entered information - you only need to upload files that have changed after the revisions have been made.
3.   If a new source file is uploaded, a revised PDF is created.
4.   Make any changes necessary and add or remove figures/other files.
5.   Once your new version is submitted you will receive an acknowledgement email, and you will not be able to make any further revisions from the website.

In case of acceptance:
When your paper has been accepted you can track its progress from your home page on the Author Gateway. It will automatically move from the 'Online Submissions' section of 'my home' to 'Accepted Papers'. From here you can view the progress of your paper through the production process to the final published article. We will also email you with the major milestones, including a direct link to your article when it appears on ScienceDirect. For more information on tracking your paper go to <u>Getting Published with Elsevier</u>.

File Formats
Word Processor Formats
Please submit your article as a file in one of the following formats:
- Microsoft Word 6
- Microsoft Word 97
- Microsoft Word 98 for Macintosh
- Microsoft Word 2000
- WordPerfect 6.1 or higher
- RTF

Important notes on word processor file preparation
- For review purposes you must submit your article as a SINGLE FILE. You need to embed all your figures and tables within this file.
- Fonts: Please choose Times, Times New Roman, Courier, Arial or Helvetica fonts as much as possible. Other fonts (e.g. Chinese, Japanese and Korean (CJK) character fonts) may cause the PDF conversion to fail. If your manuscript does not correctly convert to PDF, replace the font(s) where necessary and try again.
- Most formatting codes will be removed or replaced on processing your article so there is no need for you to apply excessive layout styling. In addition, avoid options such as automatic word breaking, justified layout, double columns, automatic paragraph numbering (especially for numbered references). However, do use bold face, italic, subscripts, superscripts, etc.
- For the production of your article you will also have to submit your graphic files separately as high-resolution graphics. (See also the section on Electronic Artwork below.)

LaTeX
For general instructions on how to prepare an article using LaTeX, see the <u>LaTeX file guidelines</u>. In addition, please note the following:
- Include all your graphics in the LaTeX file, e.g. with the \includegraphics from the graphics package.
- Submit any special class (or style) files and other macro files with your article. We are using an up-to-date TeX installation (TeXLive7), so you need not include any of the standard packages.

PDF
If possible, please submit the original LaTeX or word processor files: this website will take care of converting them into a PDF file.

If you wish to create your own PDF, download the ES_review.joboptions to the "Settings" folder of your Acrobat Distiller and choose the "ES_review" joboptions before converting your file.

Note: This joboptions file is for Adobe Distiller v4.05 and later. If you are still working with an older version, or if you need more help, see: PDF settings.

Please Note: PDF files can be submitted but are sufficient for review purposes only. If your paper is accepted for publication you will be asked to upload a file in an editable file format. This may slow down the publication of your paper.

File naming

To avoid confusion, please make sure your file has a short, descriptive name. Short means less than 30 characters and descriptive means names like figure1.tif and smith-article-version1.doc. Please avoid using special characters:

```
SPACE
TAB                     curly brackets    {}
hash             #      colon             :
ampersand        &      semi- colon       ;
percent          %      comma             ,
plus             +      question mark     ?
asterisk         *      exclamation mark  !
equals           =      single quote      '
at               @      double quote      "
tilde            ~      back tick         `
caret            ^      slash             /
dollar           $      backslash         \
angle brackets   <>     pipe              |
parentheses      ()     (no other unusual
square brackets  []     or accented characters)
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Electronic Artwork

For the production of your paper in the journal we need high-resolution graphic files in either TIFF, EPS or PDF. For information on how to prepare your artwork for electronic submission, see http://authors.elsevier.com/artwork.

Help

If you have any comments about this document, or any difficulties using this electronic submission site, please contact Author Support at Elsevier.

⟳ **Click here for a walkthrough of the online submission process**

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