Editorial Manager tutorial for journal authors

Editorial Manager (EM) is a web-based manuscript handling system that allows authors to submit papers and track their progress; it also permits reviewers to access and comment on manuscripts. It is used for online article submission as the editorial management system for the following Bristol University Press and Policy Press journals:

- Families, Relationships and Societies: http://www.editorialmanager.com/frs
- International Journal of Care and Caring: http://www.editorialmanager.com/ijcc
- Policy & Politics: http://www.editorialmanager.com/policypol
- Voluntary Sector Review: http://www.editorialmanager.com/vsr

Guidance last updated 12 July 2018
Accessing Editorial Manager

In the browser address line, enter the URL for the desired Bristol University Press or Policy Press journal to load the journal homepage:

There are two ways to log in to EM:

1. Via your Orcid ID (if you have one).
   Click on the Orcid ID logo and log in with your Orcid details.

2. With an EM username and password
   If you already have a username and password, enter them and click the Author Login button.
   If you have forgotten your username and/or password, click Send Login Details. You will be prompted to enter the name and email address you registered with, and your username and a password reset link will be emailed to you.

If you do not have a username or password, please click Register Now. To register you will need to enter your registration details. You will then be asked to confirm this information, and an email will be sent to you confirming your login details. Once you have your username and password, return to the login page, enter your details and click the Author Login button.
The main navigation toolbar is always displayed at the top of the page:

- **HOME** – Displays the journal homepage while logged in.
- **LOGIN** – The ‘EM login screen’ will be displayed.
- **REGISTER** – Takes unregistered users through the registration process.
- **UPDATE MY INFORMATION** – Allows the user to modify his or her user record including username and password.
- **JOURNAL OVERVIEW** – Links to the Bristol University Press or Policy Press website page for the journal.
- **MAIN MENU** – Will return users to the Editor main menu.
- **CONTACT US** – Allows a user to send an email to the primary contact for the publication.
- **SUBMIT A MANUSCRIPT** – Directs a user with the ability to submit a manuscript to the submission interface.
- **INSTRUCTIONS FOR AUTHORS** – Links to the Instructions for Authors on the Bristol University Press or Policy Press website.
Submitting your manuscript

Click **Submit New Manuscript** to begin the submission process.

**Author Main Menu**

- Alternate Contact Information
- Unavailable Dates

For help with your submission watch this video

For the full author guide, please click here for the Author Tutorial.

Click here to download Copyright Assignment Agreement

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**Production**

- Submissions in Production (0)
- Current Task Assignments (0)

**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)

**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)

**Completed**

- Submissions with a Decision (0)
- Completed Production Task Assignments (0)
- Submissions with Production Completed (0)
Choose an article type for your manuscript. Different journals will have different types of articles, for example, research articles, book reviews, practice papers etc. If you are unsure which type of article you should choose, check the journal’s instructions for authors at http://bristoluniversitypress.co.uk/browse-our-journals.

Select your article type and click Proceed.
Now upload your article **cover page** by either dragging and dropping the file into the area of the screen highlighted below or by using the **Browse** function to select the file from a folder on your computer.

You can find out what should be on the cover page by checking the journal’s instructions for authors at [http://bristoluniversitypress.co.uk/browse-our-journals](http://bristoluniversitypress.co.uk/browse-our-journals).

The cover page will be used by the Editorial Manager system to automatically extract the title, abstract and author details. You will have an opportunity to check these before the manuscript is submitted.
Once the cover page is uploaded you can add your other manuscript file(s). **Select the item type** from the drop down menu and then add the file by dragging and dropping or by clicking **Browse**. Repeat until all required files are uploaded.

NB: Your manuscript file should be a Word file and must be anonymised. Please check your document does not contain any author names. Tables or figures should be provided as separate files. Please indicate where figures should be placed in the text, by inserting: ‘Figure X here’ and provide numbers, titles and sources (where appropriate).

For revised submissions different journals may require different files. The required files are listed on the left-hand side of the screen.
You can now see all the files you've uploaded so far at the bottom of the screen and adjust the order in which they will be displayed, by numbering them in the desired order and clicking **Update File Order**. If you want to remove any of the files, click the checkbox on the file row and click **Remove**.

Once you are happy with the files and the order in which they appear click **Proceed**.
Enter the keywords or -phrases for your manuscript in the box provided separated by semi-colons. Once you have added them, click Next.
Now select classifications for your manuscript. These classifications have been set up by the Editors of the journal and are used to help them select reviewers.

When you click **Add Classifications** a pop-up box will appear.
Tick the classifications that apply to your paper and click **Add**.

Once you have added your classifications, click **Submit**, and the pop-up box will close.
The classifications you selected will now appear below the keywords section. Click **Proceed** to continue.
You will now be invited to answer a list of questions about your submission. The questions may vary by journal.

Once you have finished answering the questions click **Proceed**.
The next screen provides an opportunity to leave a message for the editorial office. This is not a required field and you do not need to enter any text here. Once you have added comments click Proceed.
You will now see the sections containing information that has been extracted from the cover page document you uploaded at the start. You will need to check that they are correct, or fill them in, if the extraction was not successful.

Check and/or correct the title of the submission and then click Next.
Check and/or correct the abstract and then click **Next**.

*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.*
Check the author information. You can re-order the authors by clicking on the light blue box and dragging and dropping the line into the correct position.

If a red warning icon is displayed, you will need to edit the entry. Click on the pencil icon next to the incomplete entry.
A pop-up window will appear with warning icons next to the required fields. Once you have completed them click the **save** icon in the top left-hand corner. Then repeat this process for each of the authors until all the required information has been provided and saved. Then click **Next.**
Now identify any funding sources used to support the research you are submitting for publication. Start typing the funder’s name in the box below and select the funder from the list that displays. If you are unable to make a selection from the list, type in the funder’s name.

Then enter the award number and select the award recipient. Use the Add a Funding Source button to add multiple funding sources.

Click Build PDF for Approval.
You will now be taken to a holding screen while the submission PDF is built.

If the **Action** column is empty your PDF is still being built.

Once the PDF build has completed the following actions will appear:

Click **View Submission** to check the final PDF which is made up of the files and information you submitted. If everything is correct, click **Approve Submission**. If there are any errors, click **Edit Submission**. Once you have approved your submission it will be sent to the Editorial Office and you will receive a confirmation email.

If you have any difficulty submitting your article please contact the Journal’s Editorial Office via the **Contact us** link in the top menu. If you require any further assistance, please email pp-journals@bristol.ac.uk.