Instructions for Online Manuscript Submission

Go to Manuscript Central at http://mc.manuscriptcentral.com/pha

Download the Author Quick Guide from http://mchelp.manuscriptcentral.com/tutorials/Author.pdf

Logging on to Manuscript Central

IF	Action to follow:	THEN
You are uncertain whether you have an account **OR** you have an account, but have forgotten your User ID or Password	Under **Password Help**, type in your e-mail address and click on "go".	The system will send you an e-mail with your account information.
You do not have an account	Either click on **Create Account** at top right of screen, OR Click on **New User? Register here**, to right.	Fill in user contact information as marked and click on FINISH. Then click on the login link to access the system. The system will send you an e-mail with your account information.
You have any difficulties with your account	**Do not** attempt to create a new account	Contact us at pha@theunion.org
You would like to change your password	Log on to Manuscript Central using your User ID & current password. Click on **Edit Account** at top of screen. On Screen 3, click on the **Change Password** link. You will then be asked to enter your current password, then your new password twice. Click on **Change Password** when you have finished entering your information.	If you have filled in all password information and clicked on **Change Password**, the password change will take effect immediately. Be sure to note your new password for future reference.
Your e-mail address or contact information has changed	Log on to Manuscript Central with your User ID & password. Click on **Edit Account** at top of screen. Enter all new information details, then click on FINISH.	If you have clicked on FINISH after entering your changes, the system will automatically update your account.

Please do not attempt to create a new account each time you upload a new manuscript. Continue using the same account each time you enter Manuscript Central for both manuscript submission and review.

Preparing your article for uploading on Manuscript Central

1   **In preparing your article for uploading on Manuscript Central, please make sure that you include the following together <u>in the same manuscript file</u>:**

   -   **Title** of the manuscript of not more than 110 characters and spaces
   -   **Authors and affiliations** Ensure that affiliations are clearly linked to authors
   -   **Conflict of interest, author contributions and funding clearly described** either on the title page or in the acknowledgements
   -   **Ethics approval and details of informed consent** in the Methods section
   -   **Corresponding author** Please provide full address, telephone, fax and e-mail
   -   **Running head** of the article. A running head is a short title of not more than 45 letters and spaces for publication that appears at the top of each odd-numbered page.
   -   **Summary** This should be placed after the title and running head and before the main text.
   -   **Key words (max 5)** Three to five keywords (not included in the title) should be placed beneath the summary
   -   **Main body** of your manuscript. Please respect requirements for article lengths, i.e., 2500 words for Original Articles, 1000 words for Short Communications, 4500 words for Review articles, and 500 words for Correspondence
   -   **Acknowledgements** Include author contributions
   -   **References** in correct format
   -   **Tables** cited in the text and on separate pages
   -   **Figures** if not in another format

3   **Check that all tables and figures are included.**
   Tables should be submitted as true tables (see instructions page 5) in the document. They should be placed at the end of the article, after the references.

   Figures can be included at the end of the article, or uploaded separately as .xls, .ppt, .jpg, .gif, .rtf, .tif or .ps files. They will be required in editable format if the article is accepted. Colour and half-tone figures need to be submitted in at least 300 dpi (and preferably 500 dpi).

4   **Insert one line space between each section**. This makes your manuscript easier to read. 12 point font, line spacing of 1.5 or double spacing, and line numbering are also requested.

5   **Give all files to be uploaded a short name** of 15 letters maximum. File names should <u>not</u> include spaces, special characters, punctuation marks or symbols. Failure to do so may lead to difficulties in uploading your manuscript and prevent its conversion to pdf.

6   **See pages 4–5 for instructions on uploading your manuscript and completing the submission process.**

Preparing a revised manuscript

To prepare the revised version of your manuscript, review steps 1-6 above, then follow these steps:

1   Add R1 to the end of the title if you are submitting the first revised version, R2 for the second revised version, etc.)

2   **Highlight all new text in red**. This makes changes clear to the editor and reviewers.

3   **Do not use the track changes feature to indicate which items have been deleted from the revised version**. This can be confusing to read. There is no need to indicate deleted text, only new text.

4   **Enter your author responses to the reviewers and editor BEFORE you upload your manuscript file.** To submit your responses, follow these steps:

   I.   Log in to your Author Center in Manuscript Central.
   II.   Click on **"Manuscripts with Decisions"**, then **"Create a Revision".** A draft of your revision will be moved to **"Revised Manuscripts in Draft".**
   III. Scroll down to the bottom of the decision letter that was sent out for the previous version of your article.
   IV.   Fill in the box **"Response to Decision Letter"** with your point-by-point response to the reviewers' and editor's comments.
   V.   Click on "**Save and continue"**.
   VI.   You can, if necessary, edit manuscript and author details.
   VII. To upload your revised manuscript files, at step 6 click on "**File upload**" to upload your revised article. **You will need to delete any obsolete files from previous uploads**.

5   **See pages 4–5 for instructions on uploading your manuscript and completing the submission process.**

File formats

Text files should be uploaded as .doc files. They will be converted automatically to .pdf and html formats for reviewing.

Tables should be inserted into the Word document in table format. They can also be uploaded as separate image files in .xls, .jpg, .gif, .tif or .eps formats, but in the event of acceptance you will be requested to provide them in Word.

Figures may be inserted into the text document or uploaded as separate images file in .pdf, .jpg, .ppt, .xls, .gif, .tif or .eps formats. In the event of acceptance you will be requested to provide them in an editable format (in Powerpoint, Word or Excel).

If figures cannot be provided in editable format, they will be requested in high-resolution JPEG or TIFF image files (minimum 300 dpi). All text in image files should be in black Arial font, no bolding.

File upload

1   **Click on the "Browse" button and locate the document that you want to upload.** Up to five files can be uploaded at a time.

2   **Select the designation of the files from the pull-down menu:**

   Main Body refers to the manuscript text
   Low-res image
   High-res image
   Multimedia (not currently available)
   Supporting document - e.g., supporting data, companion article
   Supplementary files not for review – these are files for the Editor or Editorial Office that are not for the reviewers

3   **Click on Upload files to upload your files:** When the upload of each file is completed, you can click on **Edit details** to provide a description of the document.
   - For your Main Document, you can type "Article Text" or "Main Document".
   - For your figures, you can add tags, such as "Figure 1" or "Fig. 1".
   - For any other supporting documents, please indicate clearly what the document is and its format (MS Excel, MS PowerPoint, etc.).

4   **You can reorder the files after upload by clicking on the drop down buttons in the Order column, then on "Save file order".**

Completing manuscript submission

Once you have uploaded your original or revised manuscript, please follow these steps:

1. If you have uploaded several different drafts of your manuscript in which changes have been made, **make sure that only one file for the main body of your manuscript and each image file is available under "File upload"**. All files generated from earlier drafts should be deleted to avoid confusion for the editor and reviewers as to which is the correct version.

2. **If there are no more changes to be made after uploading your manuscript, click on SAVE AND CONTINUE. You will be required to check the pdf version of your paper.**

3. **Proof your manuscript and images carefully before submitting**:
    - Images sometimes appear smaller than the originals when uploaded and viewed on Internet. Check to make sure that they are legible when viewed in the browser. If not, you may need to upload a larger version.
    - Check your tables to make sure all data are presented in the proper order and format.
    - For revised manuscripts, make sure all new changes are noted in **red**.

4. **If no further changes need to be made in your manuscript (including image files), click on REVIEW AND SUBMIT to complete the submission process**.   The system will let you know if any elements are missing from required fields. Until you click on the **Submit** button, you are free to return to Manuscript Central at a later time and make changes in your draft. **NB:** if you do not complete the submission process immediately, when you return to the system, you will find the paper under "**Revised Manuscripts in Draft".** Click on "Continue Submission".

5. **You will receive written confirmation by e-mail** that your submission is complete. If you do not receive this message, you may have forgotten to click on the **Submit** button after uploading and checking your manuscript files. Return to the article, then click on **Submit** to officially submit your manuscript to the editorial office.

Note: The submission process is not complete until you click on SUBMIT to send your article to the Editorial Office for review.

---

6. **Electronic copyright form**. Once your submission has been checked, you will be requested to log on again to submit an electronic copyright form. Please do this promptly, as the article will not be sent for review until this part of the process is complete. In the event of acceptance, ALL authors will be required to complete the form online.

Preparing true tables in Word

It is best not to create tables using tabs and spaces. The editing and sharing of files can sometimes cause this information to move around.

To make a true table in Word:
1. At the end of the manuscript (after the references).
2. Type **Table 1** followed by the title of the table, then hit return twice.
3. Select **Insert Table**.
4. Choose the number of columns and lines you need (column width can be changed later).
5. Fill in the text and data in each column.

To convert text into a true table in Word, follow these steps:

1. In your Word manuscript, select the text you want convert into a table.
2. Select **Insert Table → Convert → Text into Table.**
3. Fill in the information requested (e.g., no of columns, para or tabulations as separators, etc).
4. Click on **OK.**
5. Verify that all information in your table has been correctly placed.

Note: Tables included in the Word file should be placed at the end of the article, after the references.

Guidelines for all users

- **When uploading figures, please make sure they are readable**. Many figures contain minuscule characters such as numbers on a chart or graph. If these characters are not easily readable in the original document, they will most likely be illegible in the .pdf file created by the system. As certain image formats such as .jpg and .gif are more complicated to supply in high resolution, you may submit as .tif instead.
- **PDF files are readable with Adobe Acrobat Reader, available for download free of charge from the main login screen of Manuscript Central.**

Guidelines for Macintosh users

In addition to using simple, short file names when saving your documents, you must type the extension at the end of the file name you choose. The file extensions are as follows:

> **.doc** - Microsoft Word documents.
> **.rtf** - Rich Text Format
> **.jpg** - Joint Photographic Group format (known on an Apple as JPEG)
> **.gif** - Graphic Interchange Format
> **.tif** -Tagged Image File format (known on an Apple as TIFF). Please do NOT include the second "F" in your extension.
> **.ppt** - PowerPoint presentation
> **.xls** - Microsoft Excel spreadsheet
> **.pdf** - Portable Document Format
> **.eps** - Encapsulated PostScript
> **.mov** (or **.qt**) - QuickTime movie

To view your manuscript for review, you need Adobe Acrobat Reader, which you can download and install free of charge from the login screen of Manuscript Central. There are seven Macintosh computer formats to choose from. If you are not sure which one to use, you may want to ask your system administrator before downloading.