



Author Submission process to Reconstructive Review

Welcome to the new online submission system for Reconstructive Review, **Editorial Manager**.

Prior to submitting your paper to our journal, please visit <http://www.jisrf.org/reconstructive-review-submit.html> for information on how to prepare your paper ready for submission. Please follow all of the requirements as this will help speed up the checking process for the Editorial Team.

Registering onto the Journal

Using a browser, load up the Editorial Manager website by entering this url into your browser window:

www.editorialmanager.com/jisrfr

The following mainpage will be displayed:

The screenshot shows the Editorial Manager website for JISRF. At the top, there is a navigation bar with links: HOME, LOGIN, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The Editorial Manager logo is in the top right, with 'Not logged in.' below it. A blue banner on the left reads 'Dedicated to the advancement of total joint arthroplasty'. The main content area has a heading 'Welcome to the Reconstructive Review online submission system' and a paragraph stating JISRF's commitment to scientific endeavour. Below this is a login form with fields for Username and Password, and buttons for Author Login, Reviewer Login, Editor Login, and Publisher Login. There are also links for 'Send Username/Password', 'Register Now', and 'Login Help'. A copyright notice for 2014 Aries Systems Corporation is at the bottom of the form. On the left side of the page, there is a small image of the journal cover and the JISRF logo with the website URL www.jisrf.org.

The first step to getting your paper submitted is to register on Editorial Manager.

Navigation tool bar also referred to as the banner bar:



The top banner that you can see above the main page contains a number of links. One of those links is 'REGISTER' – click on this link and the following 'Pre-registration' menu will be displayed:

Pre-registration Page

Pre-registration Page

To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Please Enter the Following

[Insert Special Character](#)

First Name*

Last Name*

E-mail Address*

ORCID [Fetch/Register ORCID](#)
(e.g.: 1234-1234-1234-123X)

Why use ORCID?
 ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. Please click [here for more information](#)

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Password?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

Fill in the Required Pre-Registration information and click 'Continue >>' . The system will automatically perform a 'Duplicate Registration Check' – detailed below:

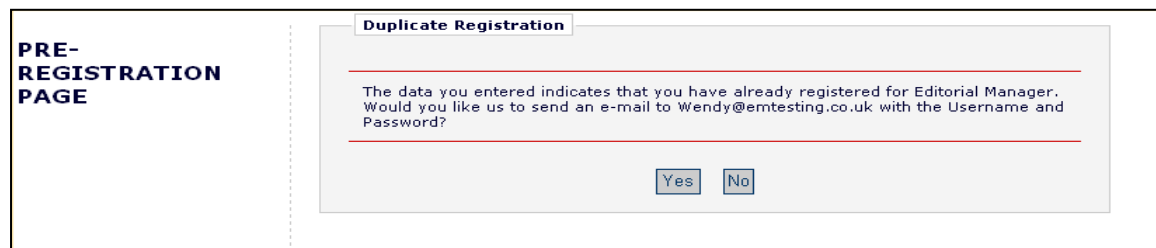
Duplicate Registration Check

Once the First Name, Last Name and E-Mail Address fields have been entered this will execute a search of the database to see if you already have a people account.

Note: It is important that users enter their name exactly as they are known. It is not unusual for variations in spelling to cause duplicate entries in the database.

Possible Outcome of Duplicate User Test

If a match is found (i.e., the presence of duplicates), the user will not be able to proceed with the Registration. The user may opt to receive an e-mail containing the Username and Password associated with the e-mail address that is already in the system.



The screenshot shows a web interface with a sidebar on the left labeled "PRE-REGISTRATION PAGE" and a main content area. The main area contains a dialog box titled "Duplicate Registration". The dialog box has a title bar and contains the following text: "The data you entered indicates that you have already registered for Editorial Manager. Would you like us to send an e-mail to Wendy@emtesting.co.uk with the Username and Password?". Below the text are two buttons: "Yes" and "No".

Users should click on 'Yes' if they could already be registered. If the user is certain that he or she is not already registered, he or she should click on 'No'. The system will then present the 'Registration' page, which provides an option to change First Name, Last Name, E-Mail Address or all three fields.

If no matches are found (i.e. no duplicates), then proceed to the second step, the Registration process.

Registration Process

After EM has done the pre-registration check, you will be presented with the full registration screen where you will need to fill in all required fields (these are highlighted in red).

Registration Page

To register to use the Editorial Manager system, please enter the requested information. Required fields have a * next to the label. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

[Insert Special Character](#)

Personal Information	
Title *	<input type="text"/> (Mr., Mrs., Dr., etc.)
First Name *	<input type="text" value="r"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="rr"/>
Degree	<input type="text"/> (Ph.D., M.D., Jr., etc.)
Preferred Name	<input type="text"/> (nickname)
Primary Phone	<input type="text"/> (including country code)
Secondary Phone	<input type="text"/> (including country code)
Secondary Phone is for	Mobile <input checked="" type="radio"/> Beeper <input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Admin. Asst. <input type="radio"/>
Fax Number	<input type="text"/> (including country code)
E-mail Address *	<input type="text" value="rr@dummy.co.uk"/>
<p>If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. Read More.</p>	
Preferred Contact Method *	E-mail <input checked="" type="radio"/> Fax <input type="radio"/> Postal Mail <input type="radio"/> Telephone <input type="radio"/>
<p>Please click here for more information on ORCID</p>	
ORCID	<input type="text"/> Fetch/Register (e.g.: 1234-1234-1234-123X)

Registration Page

Personal Information [Insert Special Character](#)

Title

First Name *

Middle Name

Last Name *

Degree * (Ph.D., M.D., Jr., etc.)

Preferred Name (nickname)

Primary Phone (including country code)

Secondary Phone (including country code)

Secondary Phone is for: Mobile Beeper Home Work Admin. Asst.

Fax Number (including country code)

E-mail Address *

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com)
Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read more.](#)

Preferred Contact Method * E-mail Fax Postal Mail Telephone

Institution Related Information [Insert Special Character](#)

Position

Institution

Department

Street Address

City

State or Province

Zip or Postal Code

Country *

Address is for * Work Home Other

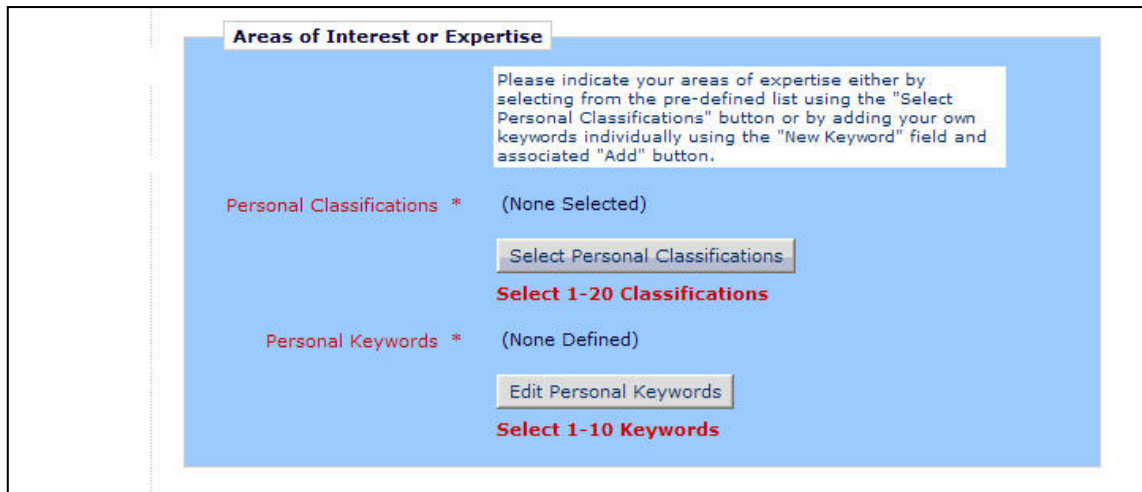
Available as a Reviewer? Yes No

Note: Information fields marked with asterisks (*) cannot be left empty.

A user may indicate to the Publication that he or she is available as a Reviewer, by selecting “Yes” in response to the question, ‘Are you available as a Reviewer?’

If the Publication is using classifications, users may also select Personal Classifications from a predefined list.

Note: *If the Editorial Office has set up Classifications as a required field, users must select one or more areas of expertise from this predefined list.*



The screenshot shows a form titled "Areas of Interest or Expertise" with a light blue background. At the top, a text box contains the instruction: "Please indicate your areas of expertise either by selecting from the pre-defined list using the 'Select Personal Classifications' button or by adding your own keywords individually using the 'New Keyword' field and associated 'Add' button." Below this, there are two main sections. The first is "Personal Classifications * (None Selected)", which includes a "Select Personal Classifications" button and the instruction "Select 1-20 Classifications". The second is "Personal Keywords * (None Defined)", which includes an "Edit Personal Keywords" button and the instruction "Select 1-10 Keywords".

Users can click on ‘Select Personal Classifications’ to access the screen to enter areas of expertise. The predefined list can be expanded or collapsed by clicking the [+] or [-] checkboxes. To add a Personal Classification, check the appropriate classification, and click on the ‘Select’ button. The number of Personal Classifications allowed is determined by the Publication. When all of the appropriate areas of expertise have been selected, click on the ‘Submit’ button on the bottom of the page.

Select Personal Classifications

Please identify your areas of interest and specialization by selecting one or more classifications from the list below.

To save changes you must click "Submit" before you leave this window.

Search:

[Matching terms display in red text]

Expand All Collapse All

Basic Science Related to Total Joint Surgery

Biomaterials & Bioengineering

Oncology Related Arthroplasty

Reconstructive Spinal Surgery

Reconstructive Trauma Surgery

Total Hip Arthroplasty

Total Joint Replacement

Total Knee Arthroplasty

Tribology

Selected Classifications: *Select 1+ Classifications*

Expand All Collapse All

At the bottom of the form, a preferred username must be selected.

[Insert Special Character](#)

Choose A User Name

The username you choose must be unique within the system.
If the one you choose is already in use, you will be asked for another.

Enter preferred user name

Once you have filled in the required information, click the button below.

Failure to enter a username or any other required information for registration will result in the following warning:

ERROR NOTICE

Your preferred username was not entered.
Your Personal Classifications were not entered.

Please use the button below to go back to the Previous Page and enter the missing information.

Note: Users must remember this username in order to access the Publication's EM System

A 'Registration Confirmation' page will appear. Please ensure that everything is spelt correctly, and that the e-mail address is correct. Press Continue>>. You will automatically be sent via your email address the username you entered and an automatically generated password (you can change this once you have logged in).

**CONFIRM
REGISTRATION**

Please confirm the following very important information:

First Name:	Darren
Last Name:	Morrison
Username:	Dazza
Email Address:	darren@emtesting.co.uk
Country:	BELGIUM

If any of the information above is incorrect, please click the 'Previous Page' button below to go back and make the necessary correction(s) and submit the form again.

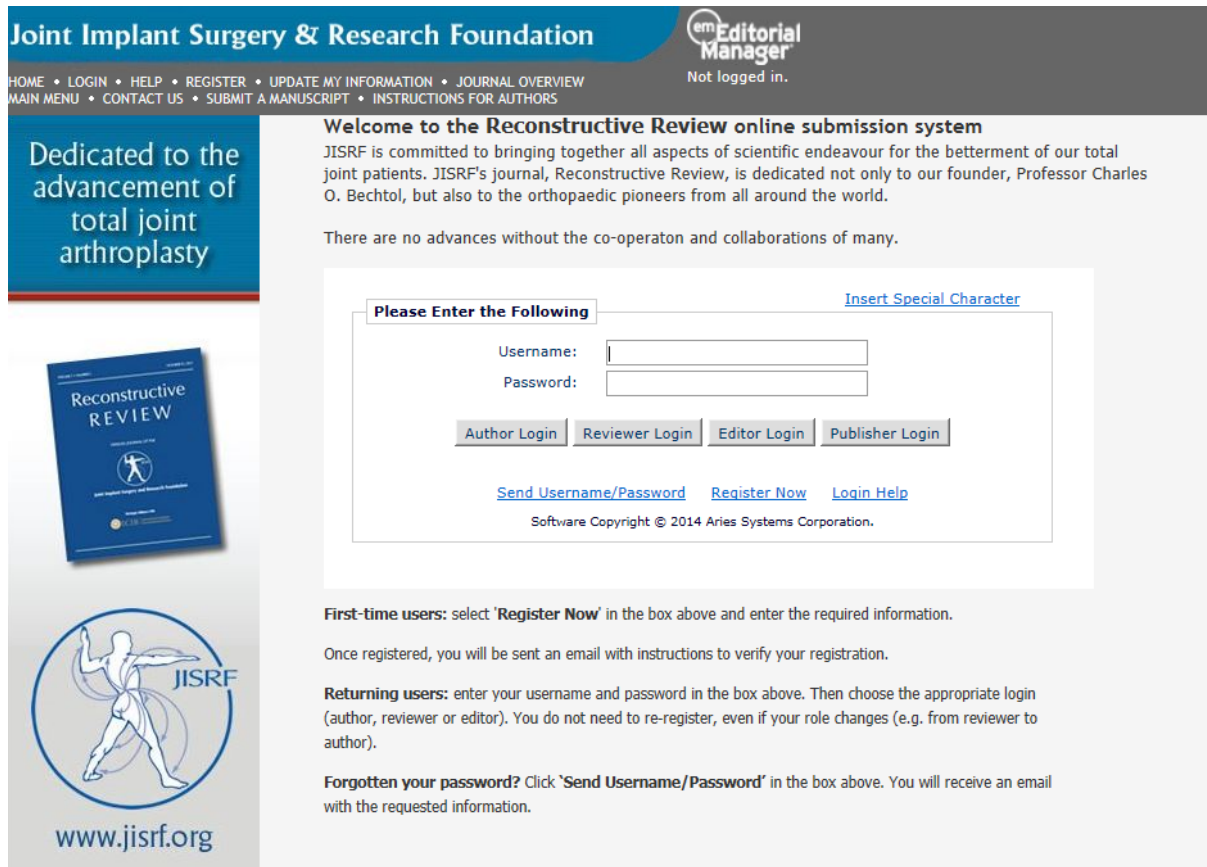
If the information is correct and you wish to complete your registration, click the 'Continue' button below.

Logging in to Editorial Manager

Load up the Editorial Manager website by entering this url into your browser window:

www.editorialmanager.com/jisrfr

The following mainpage will be displayed:



Joint Implant Surgery & Research Foundation

em Editorial Manager
Not logged in.

HOME • LOGIN • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Dedicated to the advancement of total joint arthroplasty

Welcome to the Reconstructive Review online submission system
JISRF is committed to bringing together all aspects of scientific endeavour for the betterment of our total joint patients. JISRF's journal, Reconstructive Review, is dedicated not only to our founder, Professor Charles O. Bechtol, but also to the orthopaedic pioneers from all around the world.

There are no advances without the co-operation and collaborations of many.

Please Enter the Following [Insert Special Character](#)

Username:

Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

[Send Username/Password](#) [Register Now](#) [Login Help](#)

Software Copyright © 2014 Aries Systems Corporation.

First-time users: select **'Register Now'** in the box above and enter the required information.
Once registered, you will be sent an email with instructions to verify your registration.

Returning users: enter your username and password in the box above. Then choose the appropriate login (author, reviewer or editor). You do not need to re-register, even if your role changes (e.g. from reviewer to author).

Forgotten your password? Click **'Send Username/Password'** in the box above. You will receive an email with the requested information.

www.jisrf.org

Enter your username and password and either press the button labelled 'Author Login' or just press carriage return (or enter).

It is possible to have multiple roles on this journal, for example if you are a reviewer as well. However when you register onto the system yourself you will only be allocated an author role.

Submitting a Manuscript

Once you have entered your username and password you will be presented with the 'Author Main Menu':

Author Main Menu:

Author Main Menu

[Alternate Contact Information](#)

[Unavailable Dates](#)

For help with preparing your submission, please click [here](#)

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)

To submit a new manuscript you click on the '[Submit New Manuscript](#)' link. For papers that you have already submitted, you can keep track of them from the folder labelled – '[Submissions Being Processed](#)':

Submissions being processed folder:

Author Main Menu

[Alternate Contact Information](#)

[Unavailable Dates](#)

New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

Incomplete Submissions (0)

[Submissions Waiting for Author's Approval \(1\)](#)

[Submissions Being Processed \(1\)](#)

When you are ready to submit your manuscript click on **'Submit New Manuscript'**. You will be taken through a series of steps as defined by the Editorial Office. Some of the information will be required some will be optional. You will not be able to submit your manuscript unless all required information has been provided.

The first step is to select the article type from the drop down list as shown below:

If you want clarification about what you need to prepare for the article type please visit :

<http://www.jisrf.org/reconstructive-review-submit.html>

Select Article type menu:

Joint Implant Surgery & Research Foundation em Editorial Manager

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
 MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Role: Author Username: wmjes

Important Message: Site under development. Do not use for live manuscript submission.

New Submission

→

Please Select an Article Type

Please choose the article type of your manuscript from the pull-down menu below:

Choose Article Type

- None
- Original Article
- Basic Science
- Case report
- Clinical/Surgical
- Commentary
- Controversial Issues (i.e. modularity, tapers, MoM, etc.)
- Historical Review
- Letter to the Editor
- Survey

Once you have selected the article type click on **Next**.

Enter full title menu:**New Submission**

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[Insert Special Character](#)

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.

Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title

Entering a full title is a required part of the author submission process.

Please enter your full title – this is a required part of the submission process. Press Next.

Adding your co-authors menu:

New Submission

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Please Add, Edit, or Remove Authors

Enter the names of anyone who contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by updating the number in the 'Order' column then clicking 'Update Author Order'. The first author of the manuscript may be indicated.

Please note the following:

All co-authors that you enter will be automatically sent an email which will allow them to 'Verify' their approval for the paper to be submitted to this journal. In addition to this the co-authors will also automatically receive a link to a number of questions relating to conflicts of interest and copyright agreement. You will be able to monitor their responses via a link in your author menu (Submissions being processed - Author Status).

Order		First Name	Middle Name	Last Name	Academic Degree (s)	Affiliation	E-mail Address	
<input type="text" value="1"/>	First Author Corresponding Author	Wendy		Moore		Journal Editorial Services	wmoore@jisrf.org	View
<input type="button" value="Update Author Order"/>								

Adding your co-authors is an important part of your submission. This Journal requires that all authors associated with your submission give their individual agreement/confirmation on a couple of key areas: Copyright agreement and Conflict of Interest Statement.

All co-authors that you enter will be automatically sent an email which will allow them to 'Verify' their approval for the paper to be submitted to this journal. In addition to this the co-authors will also automatically receive a link to a number of questions relating to conflicts of interest and copyright agreement. You will be able to monitor their responses via a link in your author menu (Submissions being processed - Author Status). As corresponding author you will also be prompted to answer the same questions.

To add your co-authors click on the button labelled '**Add Author**' – the following menu will be displayed:

Individual Co-author menu:**Add/Edit Authors**

Enter the names of anyone who contributed to your manuscript by entering all required information and clicking the 'Submit' button. To add multiple contributors, click the 'Submit and Add Another Author' button. To change the corresponding author, enter the new corresponding author's name in the text boxes, click the check box labeled 'Please select if this is the corresponding author', and click the 'Submit' button.

An * indicates the field is required. First and Last Names must be entered to submit this page. Any other required fields must be entered before the manuscript can be submitted. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD).

Click 'Cancel' to return to the Submit New Manuscript page without adding an author.

<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>	<input type="button" value="Submit and Add Another Author"/>
		Insert Special Character
Title*	<input type="text"/>	
First Name*	<input type="text"/>	
Middle Name	<input type="text"/>	
Last Name*	<input type="text"/>	
Academic Degree(s)	<input type="text"/>	
Affiliation	<input type="text"/>	<input type="button" value="↑"/>
		<input type="button" value="↓"/>
E-mail Address*	<input type="text"/>	

You will be required to enter all fields marked in red, this includes the email address.

Enter Abstract menu:**New Submission**

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[Insert Special Character](#)

Please Enter Abstract

Submitting an Abstract is Required for Submission.

Enter the abstract of your submission into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.

Entering an abstract is a required part of the submission.

Entering an abstract is a required part of your submission, enter this and press Next:

Enter Keywords menu:**New Submission**

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[Insert Special Character](#)

Please Enter Keywords

Enter Keywords separated by semicolons. e.g., active vitamin D; parathyroid hormone-related peptide; hypercalcemia; bone resorption.
Each individual keyword may be up to 256 characters in length.

Enter keywords, separated by a semicolon, followed by Next.

Select classificatons menu:

New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications**
- Additional Information
- Enter Comments
- Suggest Reviewers
- Select Region of Origin
- Attach Files

Please Select Classifications

Selecting a Classification is Required for Submission.

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this publication. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

Selected Classifications Select 1 or more Classifications

(None Selected)

Authors are required to select from the list of classifications, the area of speciality that reflects the subject area of their submission. This will also help the editorial team when selecting reviewers. Click the button labelled 'Select Classifications'. The following menu will be displayed:

Select Submission Classifications

Please identify your manuscript's areas of interest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you are done.

To save changes you must click "Submit" before you leave this window. (less...)

Search:

[Matching terms display in red text]

- Basic Science Related to Total Joint Surgery
- Biomaterials & Bioengineering
- Oncology Related Arthroplasty
- Reconstructive Spinal Surgery
- Reconstructive Trauma Surgery
- Total Hip Arthroplasty
- Total Joint Replacement
- Total Knee Arthroplasty
- Tribology

Selected Classifications: *Select 1 or more Classifications*

From the left hand side of the above menu check one or more of the classifications and click on the middle button labelled 'Add'. Once you have made your selections click on the 'Submit' button. You will be returned to the 'Submit Classification' menu with a summary of your selections, click on Next.

Classification menu – summary of selected classifications:**New Submission**

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- ✓

Please Select Classifications

Selecting a Classification is Required for Submission.

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this publication. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

Selected Classifications

Select 1 or more Classifications

[Basic Science Related to Total Joint Surgery](#)

Select Classifications

Previous Next

Additional Information Menu:**New Submission**

inc

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[Insert Special Character](#)

Please Enter the Following

Additional Information is Required for Submission.
Please respond to the questions/statements below.

Has this paper been previously submitted to any other journal?

Answer Please select a response.
Required:

Copyright agreement: All articles published are the property of 'Reconstructive Review'. However, the journal gives blanket permission to copy as long as proper notification and recognition are provided to JISRF.

Answer Please select a response.
Required:

Conflict of Interest Statement: Please select from the list below:

Answer Please select a response.
Required:

This next section labelled 'Additional Information' will prompt you to answer some questions. Depending on your answer you may be prompted to provide more information. With the Copyright question there is only one acceptable answer to this question.

Enter comments menu:**New Submission**

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Please Enter Comments[Insert Special Character](#)

If required, the following text is added and is editable: Comments are required for Submission. Enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript.

The comments section is just there in case there is something specific you need to tell us about. It is not required, so just click on 'Next'.

Suggest Reviewers menu:**New Submission**

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers**
- Select Region of Origin
- Attach Files

[Insert Special Character](#)

Suggest Reviewers

Please suggest potential reviewers for this submission.

Use the fields below to give us contact information for each suggested reviewer, and please provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

A * indicates a required field.

First Name*	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name*	<input type="text"/>
Academic Degree(s)	<input type="text"/>
Position	<input type="text"/>
Department	<input type="text"/>
Institution	<input type="text"/>
E-mail Address*	<input type="text"/>
Reason	<div style="border: 1px solid gray; height: 50px; width: 100%;"></div>

It is a requirement that you suggest at least 2 reviewers. Please enter the required fields and remember to click on the 'Add Reviewer' button. The person will not be added to the database but the Editors will have access to this information. When you have added at least 2 click on Next.

Region of Origin Menu:**New Submission**

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Please Select Region of Origin

Selecting a Region of Origin is Required for Submission.

Select the Region of Origin related to your manuscript from the drop-down menu below.

Please Choose

- UNITED STATES
- AFGHANISTAN
- ÅLAND ISLANDS
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA
- ARUBA
- AUSTRALIA
- AUSTRIA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN
- BANGLADESH
- BARBADOS
- BELARUS
- BELGIUM

From the drop down list of countries please select the country where the research on your paper was done. This may be different to the country you have chosen to register with.

Attach files menu

New Submission

- [Select Article Type](#)
- [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Submit Abstract](#)
- [Enter Keywords](#)
- [Select Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Suggest Reviewers](#)
- [Select Region of Origin](#)
- [Attach Files](#)

[Insert Special Character](#)

Please Attach Files

SUBMITTING YOUR ARTICLE
 Please read the following information carefully to ensure that the review and publication of your paper is as efficient and quick as possible. The editorial team reserves the right to return manuscripts that have not been submitted in accordance with these instructions. For full information on submitting to this journal please visit: www.jisrf.org.

Manuscript - Submit your manuscript as a **word** file (.doc, .docx) - we do not accept files in PDF format. Please do not embed images in the main manuscript.

- Title page- please list all authors that have contributed to the submission on the first page of the main manuscript. Please list their title, full name, their association with the paper, their full postal address and email. Please list all authors in the order that you want them to appear.
- Abstract (do not include an abstract with case reports)
- Introduction
- Materials and Methods
- Results
- Discussion
- Endnotes (please refer to the website <http://medlib.bu.edu/facts/faq2.cfm/content/citationsama.cfm>)

Figures and Tables - Upload your figures and tables as separate files using the item types of 'Figure' and 'Table'. Provide **high quality** .JPG images (at least 150dpi, 300 dpi if possible).

Item *Manuscript

Enter a **Description** and then click the button to select the file you wish to upload, then click the **Attach This File** button.

Description

File Name:

No Items have yet been attached for this submission.

The final step of process is when you upload the files that make up your submission. Please follow the guidelines on this final page as this will speed up the process for the Editorial team and avoid the paper being sent back to you.

Your submission will be made up of several components, manuscript, figures and tables. Please choose the item from the drop down list to select the type of file you are uploading. Files that are marked with an asterisk are required. As you upload your files a summary will appear at the bottom of the screen. When you have finished uploading the files a summary will be displayed as follows:

[Check All](#) [Clear All](#)

Change Item Type of all Choose files to: Choose

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript	<input style="width: 150px;" type="text"/>	Sample Manuscript plus refs 3t.doc	42.5 KB	02/05/2014	Download	<input type="checkbox"/>
2	Figure	<input style="width: 150px;" type="text"/>	surgery.gif	92 KB	02/05/2014	Download	<input type="checkbox"/>
3	Figure	<input style="width: 150px;" type="text"/>	skull.gif	117.9 KB	02/05/2014	Download	<input type="checkbox"/>

[Check All](#) [Clear All](#)

Order the items and click the Update File Order button to effect the changes

[Check All](#) [Clear All](#)

Change Item Type of all files to:

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	<input type="text" value="Choose"/>	<input type="text"/>	Sample Manuscript plus refs 3t.doc	42.5 KB	02/05/2014	Download	<input type="checkbox"/>
2	<input type="text" value="Choose"/>	<input type="text"/>	surgery.gif	92 KB	02/05/2014	Download	<input type="checkbox"/>
3	<input type="text" value="Choose"/>	<input type="text"/>	skull.gif	117.9 KB	02/05/2014	Download	<input type="checkbox"/>

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Alternatively you can upload all of your files as one zipfile and then EM will automatically decompress the files for you - where you will then be able to select the item name by the side of the files as shown below:

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Change Item Type of all files to:

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	<input type="text" value="Manuscript"/>	<input type="text"/>	Sample Manuscript plus refs 3t.doc	42.5 KB	02/05/2014	Download	<input type="checkbox"/>
2	<input type="text" value="Figure"/>	<input type="text"/>	surgery.gif	92 KB	02/05/2014	Download	<input type="checkbox"/>
3	<input type="text" value="Figure"/>	<input type="text"/>	skull.gif	117.9 KB	02/05/2014	Download	<input type="checkbox"/>

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Once all of your files are uploaded and as long as you have filled in all required information, you will be able to proceed to build your PDF.

Note: If you need to check anything out first you can just press the main menu link at the top and then the paper will be stored in your Author menu under the heading of 'Incomplete Submissions'. When you want to return to finishing this process off, you can click on the Incomplete Submissions folder – and resume the process by selecting 'Edit Submission'. Editorial Manager will retain the information you have already provided.

Note: As well as uploading your individual source files, Editorial Manager also produces a PDF of all of the uploaded information. A PDF is much easier for the editors and reviewers to access as it is a lot smaller. However, the editorial team will be able to access the source files for further clarity should they need to.

After pressing next you will get a confirmation page about the order in which your files will be displayed. While you can change this, the order listed is the preferred order (of the Editorial team) that the files will be built into the PDF.

Attach files order menu:

New Submission

- inc
- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Submit Abstract
- Enter Keywords
- Select Classifications
- ✓ Additional Information
- Enter Comments
- ✓ Suggest Reviewers
- ✓ Select Region of Origin
- ➔ **Attach Files**

Attach Files Order

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type by entering new numbers into any editable 'Order' boxes. Note: if no 'Order' boxes appear, the items cannot be re-ordered. Click the 'Next' button to continue with the submission process.

Order	Description	File Name	Size
1		Sample Manuscript plus refs 3t.doc	42 KB
2		surgery.gif	92 KB
3		skull.gif	117 KB

Click on Next:

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Submit Abstract
- Enter Keywords
- ✓ Select Classifications
- ✓ Additional Information
- Enter Comments
- ✓ Suggest Reviewers
- ✓ Select Region of Origin
- ➔ **Attach Files**

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required items are marked with *. You can change the order by re-numbering the files.

	Online	Offline		Online	Offline
* Manuscript	1	0	Figure	2	0
Table	0	0	Supplementary Material	0	0

You will be prompted to go to the folder labelled 'Submissions Needing Approval'. From the next menu you will see your submission. Once the list of Actions is visible then you can click on View Submission to see how your files look. If they are ok, then click on 'Approve Submission'. If you want to make any changes click on 'Edit Submission' and make the changes as required.

Submissions Waiting for Approval by Author Wendy Moore

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.
 The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.
 The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

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

Action ▲	Manuscript Number ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼
View Submission Edit Submission Approve Submission Remove Submission Correspondence Send E-mail		Entering a full title is a required part of the author submission process.	02/05/2014	02/05/2014

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

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You should use the free Adobe Reader 10 or later for best PDF Viewing results.



Once you approve the submission, the paper will be submitted to the journal and you will receive a confirmation email advising you of this.

From now on until a decision is made, you can view the progress your paper from the 'Submissions being processed' folder. Also from this folder you will be able to keep track of the co-authors and which ones have answered the questions that will have automatically been sent via email.

Submissions being processed folder – showing 'Author Status' link:

Submissions Being Processed for Author Test2 Author2

Page: 1 of 1 (1 submission)

Action ▲	Manuscript Number ▲▼	Title ▲▼
Action Links		

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[Author Status](#)
[Correspondence](#)
[Send E-mail](#)

Page: 1 of 1 (1 submission)

Other author status menu:

Other Author Status						
Order ▲▼	Author Name ▲▼	E-mail Address	Academic Degree(s)	Affiliation ▲▼	Confirmed? ▲▼	Options
2	Oliver Moore	wmoore206@btconnect.com Edit			No Response	Resend Letter Questionnaire Not Completed

To update the Co-Author's e-mail address that is associated with the submission, please click on the 'Edit' link. To save your changes please click on the 'Save' link.

To resend letters to all Other Authors with a status of 'No Response' and send letters requesting verification to Other Authors who have never been notified, click the 'Send Letters' button. To send an individual letter, please use the link next to that Author's name.

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From: em.jisrfr.0.38d70f.1368ed7f@editorialmanager.com on behalf of Reconstructive Review <wmoore@jisrf.org> Sent: F
 To: Oliver Moore
 Cc:
 Subject: Please verify your contribution to Modular Femoral Tapered Revision Stems in Total Hip Arthroplasty - [EMID:a6f9bc696fc10dfb]

Re: Modular Femoral Tapered Revision Stems in Total Hip Arthroplasty by Dr. Test2 Author2

Dear Prof Moore,

You have been listed as a contributing author for the above manuscript. Please verify your contribution by clicking one of the below links.

Yes, I am affiliated: <http://jisrfr.edmgr.com/l.asp?i=2&l=EWM0B6E3>

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Thank you,

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And here is the co-author questionnaire that will be displayed to them when they click on the 'Agree' deep link.

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