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/jisrfrr

The following mainpage will be displayed:

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

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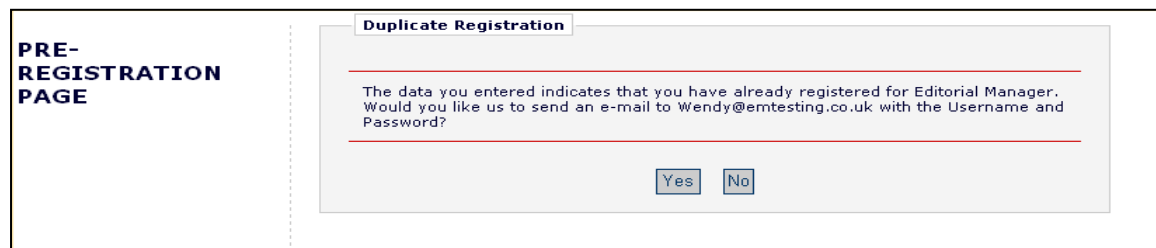
Duplicate Registration Check

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.


```
PRE-              Duplicate Registration
REGISTRATION
PAGE              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?

                                          Yes   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.

Personal Information   Insert Special Character

Field	Value	Note
Title *		(Mr., Mrs., Dr., etc.)
First Name *	r	
Middle Name		
Last Name *	rr	
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. ○

Field	Value	Note
Fax Number		(including country code)
E-mail Address *	rr@dummy.co.uk	

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 ○

Please click here for more information on ORCID

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

Registration Page

Personal Information   Insert Special Character

Title	Mr.
First Name *	Michael
Middle Name	
Last Name *	Smith
Degree *	Ph.D. (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 *	mikesmith@ariessys.com

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

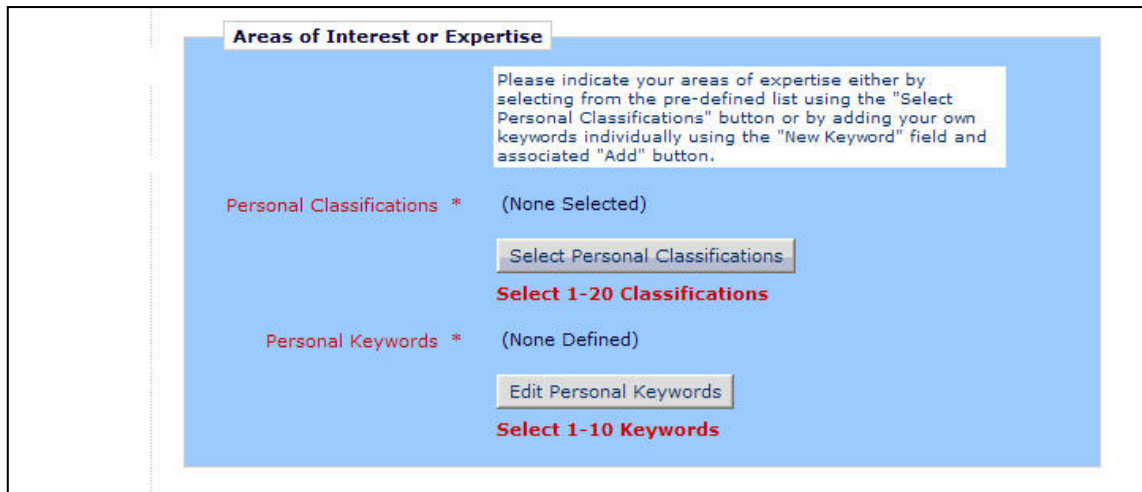|	
Position	
Institution	
Department	
Street Address	
City	
State or Province	
Zip or Postal Code	
Country *	Please choose a country ▼
Address is for *	Work ⦿ Home ○ Other ○
Available as a Reviewer?	Yes ○ No ⦿

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.*

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: [_____] [Search] [Clear]
[Matching terms display in red text]

Expand All   Collapse All   Selected Classifications: *Select 1+ Classifications*

- [ ] **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**

[Add->]
[<-Remove]

Expand All   Collapse All

[Cancel] [Submit]

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

Choose A User Name   Insert Special Character

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   [Mike]

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

[Continue >>]

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.

[<< Previous Page]

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).
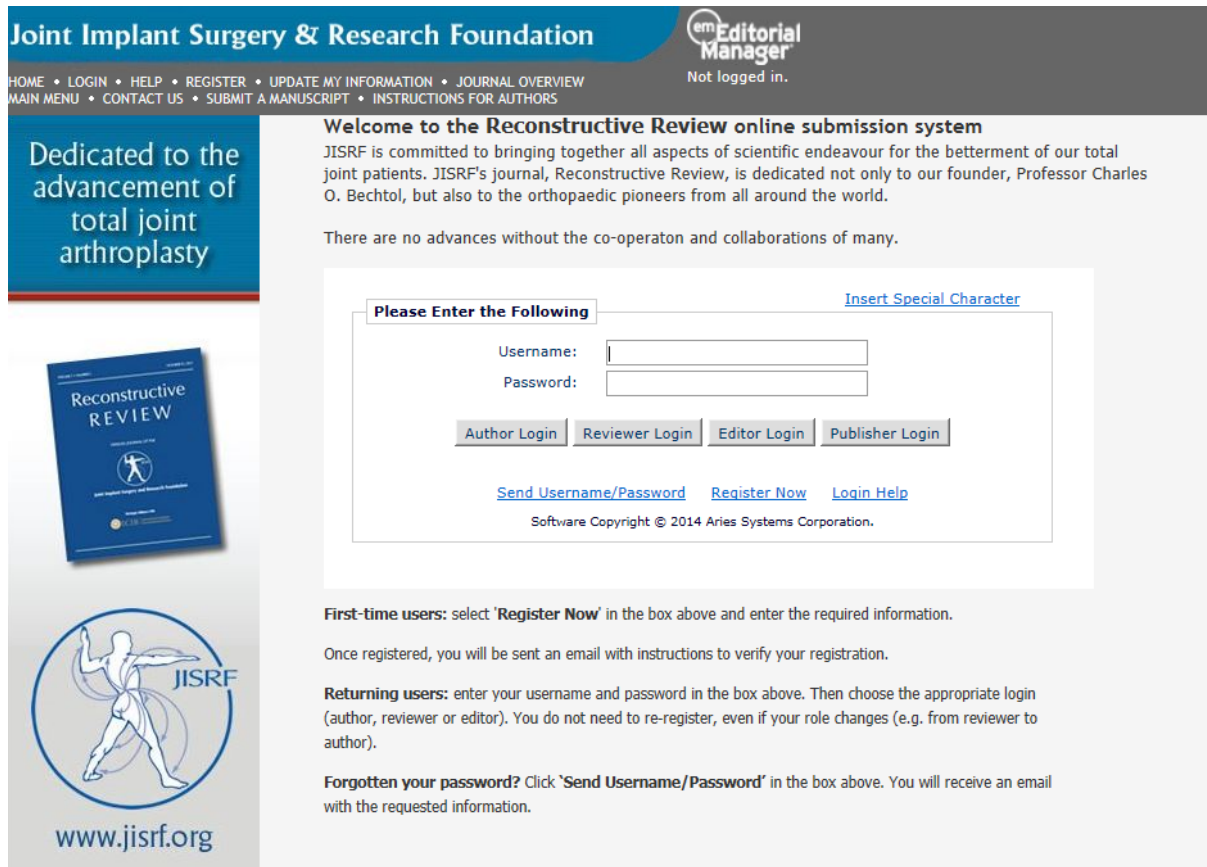
Logging in to Editorial Manager

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

www.editorialmanager.com/jisrfrr

The following mainpage will be displayed:

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:

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:

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 ablet 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:

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

Enter full title menu:

New Submission

✓ Select Article Type

➡ Enter Title

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.

Previous   Next

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

Adding your co-authors menu:

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.

| Cancel | Submit | Submit and Add Another Author |

Insert Special Character

Title*

First Name*

Middle Name

Last Name*

Academic Degree(s)

Affiliation

E-mail Address*

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

Enter Abstract 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 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.

Previous   Next

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

Enter Keywords 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 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.

Previous   Next

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.

Select 1 or more Classifications

Selected Classifications

(None Selected)

Select Classifications

Previous   Next

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

Cancel   Submit

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: [_____]   Search   Clear
[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 or more Classifications*

Add->
<-Remove

Expand All   Collapse All

Cancel   Submit

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

✓ 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*

Basic Science Related to Total Joint Surgery

[Select Classifications]

[Previous] [Next]

Additional Information 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

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 Required: [Please select a response ▾]   Please select a response.

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 Required: [Please select a response ▾]   Please select a response.

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

Answer Required: [Please select a response ▾]   Please select a response.

[Previous] [Next]

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

✓ 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 Enter Comments

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.

Previous   Next

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:

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:

From the drop down lilst 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

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 apear at the bottom of the screen. When you have finished uploading the files a summary will be displayed as follows:

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:

Summary of files uploaded:

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'. Ediorial Manager will retain the informaton 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 wll 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:

Click on Next:

You wil lbe 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.

Once you approve the submission, the paper will be submtited 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 automaticall been sent via email.

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

Other author status menu:

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.

Send Letters

Close

Here is an example email that will be sent to each co-author that you list:

From:	em.jisrfrr.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://jisrfrr.edmgr.com/l.asp?i=2&l=EWM0B6E3

No, I am not affiliated: http://jisrfrr.edmgr.com/l.asp?i=3&l=NFOY5C52

Thank you,

Reconstructive Review

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

Warning! You must submit this page to verify your contribution to the submission.

Print

Insert Special Character

Verify Contributing Authorship

If you are unable to complete your responses at this time, please click on the "Save for Later" button to save your work. To return to this page later, click on the Verify deep link in the email that you were sent regarding this submission, or save the following URL and enter it in your browser's address bar.

http://www.editorialmanager.com/jisrfrr/l.asp?i=4&l=1HDUTR7N

Please respond to the questions/statements below and click on the "Submit to Publication" button to complete your Co-Author verification for the submission.

If you do not submit your responses, your contribution will not be confirmed. If you click on the "Save for Later" button, your contributing authorship will not be confirmed, but you can return to this page later to complete your responses.

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 Required: [Please select a response ▾] Please select a response.

Conflict of Interest Statement Please select from the list below:

Answer Required:

Please select no less than 1 value(s).

☐ No benefits or funds were received in support of this paper

☐ Benefits or funds were received in support of this paper either directly or indirectly

☐ Either family, institution I am associated with, or I have received benefits or funds either directly or indirectly regarding this paper

☐ Other - something other than the above

Select All   Clear All

Save for Later   Submit to Publication

Contributing Author Confirmation

Thank you for verifying your contributing authorship on "Modular Femoral Tapered Revision Stems in Total Hip Arthroplasty" submitted by Test2 Author2.