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Editorial: Submitting Manuscripts for Publication Through Manuscript Central

THE ELECTRONIC AGE and the 21st century have caught up with the *Journal of Digital Imaging* (JDI), and we are converting from using manual methods to using online manuscript submission and management. This issue and the next will contain tutorials on using Manuscript Central™ to submit and review manuscripts for publication in JDI. Our goal is to simplify the process, manage myriad tasks, and reduce turnaround time for manuscripts. Once a manuscript is ready to be published, Springer-Verlag New York, displays the completed article on the “Online First” Web site. From the SCAR (Society for Computer Application in Radiology) home page (<http://www.scarnet.org>), links from Publications—JDI lead to the *Journal of Digital Imaging Online*. Members of SCAR may view and download articles from the Springer-Verlag Web site at any time. The SCAR office can remind you of your password if you have forgotten it.

The Uniform Resource Locator (URL) for JDI Manuscript Central™ is jdi.manuscript-central.com. The first thing all users must do is create an account if one does not exist. Figure 1 shows the log-in screen for JDI Manuscript Central™. If you do not have an account, click on Create a New Account and fill out the form, the top of which is shown in Figure 2. Click on Submit Information to complete the process. Please be sure you have accurate contact information so we can get in touch with you if we need to and update this page if your information changes.

Once you’ve completed the account registration, you can submit a manuscript or review manuscripts assigned to you by the editor. After logging in, you will be able to select the Author Center where you can enter and track your own manuscripts or the Reviewer Center where any manuscripts that have been assigned to you can be found (Fig. 3). The paragraphs that follow detail the steps required for submitting a manuscript.

The first page of the Author Center will allow you to submit a first draft of a new manuscript, to continue working on a partial manuscript, or to track your submitted manuscripts (Fig. 4). If you are interrupted during the manuscript submission process, you may log off and return to the same point in your manuscript to complete it at a more convenient time.

When you select Submit a First Draft of a New Manuscript from the Author Center menu, you will be directed to a series of pages where you will enter all the information about the manuscript: authors, affiliations, key words, and abstract. Next you will be prompted to upload your figures and the text. As you enter information, your progress will be reflected at the top of each screen in the Manuscript Data Summary so you will be able to review your entries and make changes if needed. On the first screen, you will be able to select a manuscript type and indicate the number of figures included in the manuscript (Fig. 5). There is a cost associated with color figures that must be borne by the authors, so you will be required to in-

Fig 1. Initial log-in screen for jdi.manuscriptcentral.com

Fig 2. Create a user account for submitting or reviewing manuscripts.

Fig 3. Main menu for jdi.manuscriptcentral.com.

dicate if you are willing to pay the cost. After you have entered the necessary information on this page, you must click on Save and Continue to go forward. At that point if you are interrupted and have to come back later to complete the submission, the first page of information

will be saved. For each page, you must select Save and Continue before moving to the next page or logging off.

Screens 2 through 4 prompt you to enter the affiliated institution names and addresses, all author addresses, and the title of the manu-

Fig 4. The initial screen when submitting a manuscript. Note there is always help available at the top right corner of the screen.

Fig 5. The first screen used to collect information about the manuscript. Note the Manuscript Data Summary box, which will provide feedback as information is entered.

script. One author must be designated the corresponding author, and each author's affiliation must be indicated. On screen 5, the abstract is entered (Fig. 6). We strongly recommend that the abstract be written first with a text editor or word processing software, then cut and pasted into the abstract box. If special characters are needed for the abstract, click on the Character Palette link and copy and paste the characters to be entered. They will not appear in the text

box but you will be able to preview your abstract prior to final submission by clicking on View Abstract in the Manuscript Data Summary at the top of each page. Three to 15 key words for indexing should be entered on screen 6 (Fig. 7). Screens 7 and 8 allow you to suggest reviewers with special knowledge of your subject who might be appropriate to review this manuscript and to list reviewers you wish to exclude. The editor may or may not use these

Abstract Screen 5 of 12

Manuscript Data Summary	
Corresponding Author:	Dr. Janice Honeyman-Buck
Manuscript Details:	Review or Tutorial
Institutions:	University of Florida, Radiology, Gainesville, FL, U.S.A.
Authors:	Janice C Honeyman-Buck ^{1*}
Title:	Submitting Manuscripts using Manuscript Central
Abstract:	View Abstract
Keywords:	
Requested Reviewers:	
Excluded Reviewers:	
Comments to Editor-in-Chief:	

1. Enter your abstract into the box below. You may either copy-and-paste your abstract from the manuscript into the box or type it directly into the box.

2. Journal of Digital Imaging requests your abstract not exceed 250 words. Excess words will not be truncated.

3. Use the [Character Palette](#) for special characters such as Greek letters and mathematical symbols, or for formatting such as italics, bolding, or superscript.

4. Proofread your work carefully. When you have entered the abstract, click **save and continue**.

5. Please proofread your abstract on the next screen by clicking on the **View Abstract** link at the top of the page.

Abstract (limit 250 words)

With the rapid growth of internet applications for everything from paying bills, to ordering dinner, to communications, it was easy to predict that the network would be used for submitting and managing manuscripts for publication in journals, newspapers, and books. Now the 21st century has reached the Journal of Digital Imaging and we can manage all our manuscript through Manuscript Central at: jdi.manuscriptcentral.com.

Fig 6. Screen 5 is the entry page for the abstract. If special characters are needed, the Character Palette may be used.

Keywords Screen 6 of 12

Manuscript Data Summary	
Corresponding Author:	Dr. Janice Honeyman-Buck
Manuscript Details:	Review or Tutorial
Institutions:	University of Florida, Radiology, Gainesville, FL, U.S.A.
Authors:	Janice C Honeyman-Buck ^{1*}
Title:	Submitting Manuscripts using Manuscript Central
Abstract:	View Abstract
Keywords:	
Requested Reviewers:	
Excluded Reviewers:	
Comments to Editor-in-Chief:	

1. Enter 3 to 15 keywords or short phrases into the box below.

2. Separate the words or phrases with commas.

Keywords (minimum of 3; maximum of 15)

Publishing, manuscript central, journal of digital imaging

Fig 7. JDI requires a minimum of three key words and will allow you to enter up to 15 key words.

suggestions. Screen 9 allows you to write any special comments to the editor, and screen 10 prompts you to start uploading the figures and text.

On screen 11, shown in Figure 8, all files associated with the manuscript are uploaded. Each file must be uploaded separately and you will receive feedback that the file has uploaded successfully as the process progresses. There are some simple rules to help facilitate this process. All instructions for uploading documents are located in the Help section Instructions and Forms, which appears at the top, right of each

screen. The main document should contain the manuscript without the authors names or their affiliations so the manuscript will be anonymous for our blinded review process. The main document or manuscript should be prepared using a word processing program and saved as a .doc, .pdf, .rtf, .xls, .ppt, or .ps file. This will be converted to .pdf during the upload procedure. Figures should be uploaded in .jpg, .gif, .tif, or .eps format. PLEASE NOTE: IF YOUR MANUSCRIPT IS ACCEPTED FOR PUBLICATION, WE WILL REQUIRE THESE FIGURES IN .TIF OR .EPS FORMAT. Ta-

Fig 8. Screen 11 is the screen where all files (documents) may be uploaded.

Fig 9. All files may be moved freely between the areas “for review” and “not for review” until the manuscript is finally submitted.

bles may be saved as images or inserted into the text document. Other files submitted as supplemental materials, such as QuickTime movies, cannot be converted to .pdf files, but will be reviewed with your manuscript.

For each file to be included, use the browser to find the file, select the designation or description of the file, designate whether the file is for review or not, and then click the Upload button and wait for the process to be completed

before attempting to upload an additional file. You will be able to see all the files as you are uploading them, and you will be able to move them between the Not for Review column and the For Review column as needed until you are satisfied with your submission (Figure 9). When you have finished uploading the files, click Save and Continue. Figure 10 illustrates the last screen of the JDI Manuscript Central submission. You may review and confirm all your in-

Submit For Review
Screen 12
of 12

Manuscript Data Summary	
Corresponding Author:	Dr. Janice Honeyman-Buck
Manuscript Details:	Review or Tutorial
Institutions:	¹ University of Florida, Radiology, Gainesville, FL, U.S.A.
Authors:	Janice C Honeyman-Buck ^{1*}
Title:	Submitting Manuscripts using Manuscript Central
Abstract:	View Abstract
Keywords:	Publishing, manuscript central, journal of digital imaging
Requested Reviewers:	No
Excluded Reviewers:	No
Comments to Editor-in-Chief:

 previous return to menu

Review and Submit

To submit, you must first click the 'View Uploaded Files' button to verify that all the files you require to be reviewed are present. After reviewing your files, you must click the 'Submit Your Manuscript' button to complete the submission process.

Confirmation Instructions

Please note, after you view your uploaded files and submit your manuscript below, the system will automatically generate an email to you containing the number allocated to your paper, indicating a successful submission. If you do NOT receive this confirmation email, your submission will have been executed incorrectly and you should retry. In case of continued difficulty, please contact ScholarOne Support.

[View Uploaded Files](#)

Submit Your Manuscript

 previous return to menu

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Fig 10. Screen 12 allows you to re-view your manuscript completely prior to the final submission. When Submit Your Manuscript is clicked, it goes to the editor for assignment to reviewers.

formation before clicking on Submit Your Manuscript. The corresponding author will be sent an e-mail message confirming the submission of the manuscript.

We encourage you to spend a little time to become familiar with jdi.manuscriptcentral.com, especially if you are intending to submit an abstract to SCAR 2004. All speakers are expected to produce a manuscript to be submitted to JDI through Manuscript Central prior to the meeting. In the next issue, we will visit the Review Center, where manuscripts are posted for peer-review.

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