Editorial Manager®

Guide to Submitting Articles to

Progress in Earth and Planetary Science

Contents

1. Before Submitting an Article ................................................................. 2
2. User Information Registration ................................................................. 4
3. Submitting a New Manuscript ................................................................. 7
4. Submitting a Revised Manuscript ............................................................ 21
5. Checking the Status of a Submitted Manuscript ...................................... 26
6. Changing User Registration Information ................................................ 28

Reference:
This document is adapted from the Editorial Manager: Tutorial for Authors. Material that is not relevant to PEPS has been omitted. For further information you may also wish to look at the Springer Journal Author Academy, which provides useful advice and tips for preparing and submitting your manuscript as well as details of the peer review process.

(Provided by Springer / Edanz)
1. Before Submitting an Article


Submission Flow:
To complete an article submission, users must perform the four steps in the diagram below:

Preparation: Check Instructions for Authors
Obtain templates
User Registration
→ Page 2

Step 1: Register the article’s name, authors, abstract etc.
→ Page 7

Step 2: Submit the article files
→ Page 15

Step 3: Check the submitted files and approve the submission
→ Page 19

How to view Instructions for Authors:
Please be sure to read the “Instructions for authors” which may be viewed by clicking on the “INSTRUCTIONS FOR AUTHORS” link at the top of the Editorial Manager PEPS Website.

Please also check the information about submitting papers that is provided on the JpGU PEPS Website.

How to obtain Manuscript Templates:
To download manuscript templates, click on the “JOURNAL OVERVIEW” link at the top of the screen, which will take you to the Progress in Earth and Planetary Science Website. On this screen click on the “manuscript templates” link which is next to the JpGU logo towards the upper left of the page.

You can also download templates directly from the "How to submit a paper and Templates" page on the JpGU PEPS website.
If you have Problems:
By clicking on the “HELP” link at the top of the page, a detailed HELP screen is displayed. Some problems may be caused by using an incompatible browser or operating system. Please confirm that your system meets the required specification by clicking on “Welcome to Editorial Manager Help” (if this is not already open), and then on “Minimum Specifications” on the left side of the HELP screen.

Contact:
You may send an e-mail to the PEPS editorial office by clicking on the “CONTACT US” link. For smoother communication, please inform us of the manuscript number, the corresponding author names and contact information.

* Please note that the screen images shown in this guide may be changed due to system upgrade or similar reasons. If this happens then the detailed submission procedure may differ slightly from this guide.
2. User Information Registration

Before submitting an article to PEPS via Editorial Manager®, a user needs to register their user information to obtain an Editorial Manager account. Users who have already registered may skip this step and use their existing account: in this case please go to section 3 - Submitting a New Manuscript.

(1) Open the Editorial Manager® PEPS Website, and click on the “REGISTER” link at the top of the page.

This will take you to the Pre-registration Page.

(2) On the Pre-registration Page, enter your First Name, Last Name and E-mail Address, and then click on the “Continue>>” button at the bottom right of the page.
(3) You will now be on the Registration Page. Fill in the required registration information (information fields marked with asterisks (*) cannot be left empty).

You may click on the “Select Personal Classifications” button to access a screen that allows you to select your areas of interest and specialization.

Once you have entered all the required information on the Registration Page, click on the “Continue>>” button at the bottom of the page.
(4) You should now be on the Confirm Registration page. Please ensure that all information and spellings are correct (particularly your e-mail address). If all fields are correct, click on the “Continue>>” button.

(5) You will be taken to a screen that indicates that the registration has been completed. To end the registration procedure click on the “Go to Login Page” button.

(6) You will be informed of your username and password by e-mail.

Dear Dr. Xxxxx,

You have been registered as a user for Progress in Earth and Planetary Science. Please find below your log-in details to access Editorial Manager® at http://peps.edmgr.com/:

Username: Your username is: XXXXXX
Password: Your password is: XXXXXX

Please keep this information safe and confidential.

You can change your password and other personal information at http://peps.edmgr.com/info_update.asp.

You will be contacted soon with further instructions.

Best wishes,

Editorial Office
Progress in Earth and Planetary Science
http://peps.edmgr.com/
3. Submitting a New Manuscript

(7) Open the Login screen, enter your username and password and click on the “Author Login” button (If you are not already at this screen you may access it by opening the Editorial Manager® PEPS Website, and clicking on the “LOGIN” link at the top of the page).

(8) Once you are logged in the Author Main Menu will be displayed. Click on the “Submit New Manuscript” link.

This will take you to the new submission screen.
(9) Select an Article Type using the drop-down menu, and click on the "Next" button.

After filling in the required information fields or selecting required items, be sure to click on the "Next" button to save any changes you have made.

(10) Fill in the article title in the space provided, and click on the "Next" button.

Special characters can be entered using the screen displayed by clicking on this link.

Enter the article title.
(11) To register Co-Authors, click on the “Add Author” button.

* If the author submitting the article needs to change their own information, they should suspend the submission and click on the “UPDATE MY INFORMATION” link at the top of the screen to make the required update. To restart the submission, please click on the “MAIN MENU” link at the upper left of the screen and then select the “Incomplete Submissions” link from the Author Main Menu page.
Co-Author information is entered one by one. After entering the information for a co-author click on the “Submit and Add Another Author” button if another co-author needs to be included. When the details for all co-authors have been input click on the “Submit” button. Please note that if you wish to change the order in which authors are listed this must be done before clicking on the “Submit” button. The procedure for this is described below.

- To change the Corresponding Author (CA), first enter the name of the new CA in the textboxes and click this checkbox. However, please note that if the CA is changed, once the manuscript has been submitted (i.e. Step 2 of Section 3 has been completed), the user who made the submission will no longer be considered to be the CA and will not able to access the manuscript in Step 3.
(13) The order in which authors are listed can be changed if necessary by entering the desired author ranks in the “Order” column and clicking on the “Update Author Order” button.

<table>
<thead>
<tr>
<th>Order</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Academic Degree(s)</th>
<th>Affiliation</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sayun</td>
<td>Yoshicawa</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:sayun.yoshicawa@springer.com">sayun.yoshicawa@springer.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Amanda</td>
<td></td>
<td></td>
<td>University of XXXX</td>
<td></td>
<td><a href="mailto:amanda@springer.com">amanda@springer.com</a></td>
</tr>
<tr>
<td>3</td>
<td>Amy</td>
<td></td>
<td></td>
<td>bbbbb University</td>
<td></td>
<td><a href="mailto:amy@springer.com">amy@springer.com</a></td>
</tr>
</tbody>
</table>

Reorder the list of Order and click “Update Author Order”.

(14) Select the Section to which the manuscript belongs from the dropdown menu and click on the “Next” button.

(15) Type or copy and paste the manuscript’s abstract into the textbox and click on the “Next” button.
(16) Select or type your answer to each question in the Additional Information screen.

New Submission

Select Article Type
Select or type your answer to each question.
Select Section/Category
Submit Abstract
Select or type your answer to each question.
Additional Information
Enter Comments
Add/Edit/Romove Authors
Suggest Reviewers
Oppose Reviewers
Attach Files

Please Enter the Following

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

Covering letter concerning your manuscript
Instructions
Answer
Required:
Character Count: 0
Limit 3000 characters

Competing Interests
I confirm that I have read BioMed Central's guidance on competing interest and included a statement of all financial and non-financial competing interests for myself and on behalf of my co-authors under the 'Competing interests' heading of the 'Declarations' section of my manuscript.
Answer
Required:

SpringerOpen Copyright and License Agreement
Do you confirm that all the authors of the manuscript have read and agreed to its content and are accountable for all aspects of the accuracy and integrity of the manuscript in accordance with ICME criteria? Do you confirm that the manuscript is original, has not already been published in a journal and is not currently under consideration by another journal? By clicking the button below, you are confirming this and agreeing to the terms of the SpringerOpen Copyright and License Agreement which we strongly recommend you read.

For authors who are prevented from being copyright holders (for instance where Crown Copyright applies or researchers are US government employees) SpringerOpen can accommodate nonstandard copyright lines. If this applies to you, please contact us and provide details of your situation.

Answer
Required:

Are you a member of Japan Geoscience Union?

Answer
Required:

Select or type your answer to each question.
(17) Next you will be asked whether the submission is for SPEPS/Article Collection. If not then answer “No”. If you answer “Yes” then a new sub-question will appear asking you to select the SPEPS/Article Collection theme for which the manuscript will be submitted. Click on the “Next” button after confirming all questions are answered properly.

* SPEPS is a system that the JpGU uses to request the submission of articles on hot research topics. For further information please click on the SPEPS link on the JpGU PEPS Website.

(18) In the Enter Comments screen enter any comments that you would like to be sent to the Editorial Office (these comments will not appear in the manuscript). If you do not have any comments then leave the text box empty. Click on the “Next” button to move to the next screen.
On the Suggest Reviewers screen, enter information about candidates whom the author recommends as reviewers. To register this information, click on the “Add Reviewer” button. Click on the “Next” button after completing all reviewer registrations.

The next screen is the Oppose Reviewers screen. This functions in exactly the same way as the Suggest Reviewers screen but allows authors to recommend individuals whom they would prefer not to review their manuscript.
(20) You will now be asked to attach your cover letter and all of the files associated with your submission. Select an item type and click on the "Choose Files" button to specify the files to be uploaded. You may also upload files by dragging and dropping them onto the Attach Files screen. To upload movies, large datasets or tables too wide for a portrait page, select “Supplementary Material” from the item selection field.

Repeat this process until all items in the submission have been uploaded. Note that items marked with an asterisk are required items and must be uploaded.
(21) All attached files will be listed at the bottom of the Attach Files screen. When all items have been attached, click on the “Next” button. You may change the order in which files will appear in the final PDF by changing the ranks in the Order column and clicking on the “Update File Order” button.

(22) Confirm the files have been uploaded appropriately on the screen below and then click on the "Next" button.
(23) On the next screen, click on the “Build PDF for my Approval” button.
* If any error messages are displayed (in red characters at the bottom of the screen) and only
the “Previous” button is displayed, there is missing information in one or more of the stages of
the submission procedure. The error message will indicate where the problem lies; please click
on the corresponding link on the left side of the screen to move to the relevant page and
reenter the necessary information.

(24) On the next screen, click on the “Submissions Waiting for Author’s Approval” link.
* The uploaded files are converted to a PDF. This process can take up to 10 minutes, and the
CA will be informed of its completion by E-mail. The CA can restart the submission process
after this E-mail is received.

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the Journal office.

Your submission is being created. Editorial Manager is taking the files you submitted and
creating a PDF.

Please go to the Submissions Waiting for Author’s Approval page, where a link to the PDF
will appear after it has been built. You must view the PDF and approve your submission.
Please read the instructions below.

On the Submissions Waiting for Author’s Approval page, you can View your PDF, Edit the
Submission, Approve the Submission, or Remove the Submission. Once you have
Approved the Submission, the PDF will be sent to the Journal office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author
page, then this paper will not be available on your Submissions Waiting for Author’s
Approval page. The new Corresponding Author will have access to the PDF and must login
to the system to approve the PDF before the submission can be sent to the editorial office.
◆ If the manuscript is not displayed on the Author Main Menu ◆

If the CA has been changed during the submission process, the user who originally entered the submission will no longer be able to access the manuscript and it will not be displayed on that user’s Author Main Menu. Only the new CA can perform the remainder of the submission process in Step 3 and beyond.

◆ To save a partially completed submission ◆

You may save a partially completed submission and restart the submission from the saved point at a later time.

- To Save: Click on the “Next” button to save any data on the current screen, and then click on the “Main Menu” link at the top of the screen.

- To Restart: The partially completed submission can be accessed by clicking on the “MAIN MENU” link at the top of the screen, selecting the “Incomplete Submissions” link or the “Submissions Waiting for Author’s Approval” link from the Author Main Menu screen, and then clicking on the “Edit Submission” link.
Step 3

The procedures of Step 3 may only be performed by the Corresponding Author. If the CA has been changed before Step 3, the user who originally entered the submission will no longer be able to access the manuscript and cannot therefore perform Step 3 and beyond.

After clicking on the “Submissions Waiting for Author’s Approval” link in (24), the screen below will be displayed. Initially the “Action” column will be blank, but when the PDF file has been generated “Action Links” will be displayed in this column. When “Action Links” is displayed click on the “+” at the top of the Action column.

(25) Next click on the “View Submission” link in the Action column.

(26) A dialog window asking whether to open or save the PDF file will appear. Click on the “Open” button.
(27) Confirm that the generated PDF contains no garbled characters and that all Figures and Tables are correctly displayed.

(28) If the PDF file is good and you wish to submit it, click on the "Approve Submission" link. If the PDF file is bad, or if you wish to change any registered information or replace any manuscript files, click on the “Edit Submission” link to return to the submission step and follow the procedures in Step 2 to make any necessary changes. Note that before completing the submission by clicking on the “Approve Submission” link, the CA is required to view the PDF as described in (26) – (28) above.

(29) A confirmation window will be displayed. Clicking on the “OK” button will complete the submission of your manuscript.

(30) A screen will be displayed indicating that the manuscript has been successfully submitted. Thank you for your submission. The system will send an e-mail to notify the Corresponding Author that the submitted manuscript has been sent to the Editorial Office.

Author's Decision

Thank you for approving your article.

(31) After the manuscript has been officially received at the Editorial Office, an e-mail will be sent to the CA and to each co-author to inform them of the manuscript ID number.
4. Submitting a Revised Manuscript

You must prepare your revised manuscript so that the reviewers can easily identify any changes to, additions to, or deletions from the previous submission. Changes should be indicated in color, underlined, or highlighted.

(1) Open the Author Main Menu page and click on the “Submissions Needing Revision” link in the Revisions screen.

(2) Click on the decision link in the “View Decision” column to check the decision, and then click on the “Revise Submission” link.

(3) A confirmation window will be displayed. Click on the “OK” button and the Revised Submission Screen will appear.
(4) Complete the revised submission procedure as guided: the procedure is similar to that used for the original submission.

(5) On the Attach Files screen, the author may choose to reuse files from the previous version by checking the checkboxes for these files. The checkbox for each revised item must be unchecked. Click on the “Next” button when this is done.
(6) On the next screen, upload the revised submission items.

Select an appropriate item.

Specify the files to be uploaded.

Or drag and drop the files to be uploaded here.

(7) Confirm that all necessary files have been uploaded.

* The author does not need to upload any unrevised files (for example, if the main manuscript has not been revised since the previous submission, it is not necessary to resubmit this file).
(8) Confirm that the file order is correct and update the order if not. Click on the “Next” button.

(9) After confirming that all the revised files have been correctly uploaded, click on the “Build PDF for my Approval” button.
(10) Click on the “Revisions Waiting for Author’s Approval” link to open the screen to check the generated manuscript PDF and approve it.

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the Journal office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the Revisions Waiting for Author’s Approval page. You can watch the PDF as it is being built. You must view the PDF and approve the submission. Please read the instructions below.

On the Revisions Waiting for Author’s Approval page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the Journal office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author page, then this paper will not be available on your Revisions Waiting for Author’s Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the back button.

Revisions Waiting for Author’s Approval
Back to Main Menu

(11) Click on the “View Revision” link to check and confirm the revised manuscript PDF. When the PDF confirmation is completed, click on the “Edit Revision” link if you need to make any changes. When you are satisfied, click on the “Approve Revision” link to complete the revised submission.

Click “View Revision” to check the manuscript PDF, and click “Approve Revision” to complete the revised submission.

(12) A confirmation window will be displayed. Clicking on the “OK” button will resubmit your manuscript.

(13) A screen will be displayed indicating that the manuscript has been successfully resubmitted. Thank you for your revised submission.

Author’s Decision

Thank you for approving the revised version of "Test Manuscript 0001".
5. Checking the Status of a Submitted Manuscript

(1) To check the review status of any submitted manuscript, open the Author Main Menu page and click on the “Submissions Being Processed” link. (Click on the “Revisions Being Processed” link for a revised manuscript.)

(2) All relevant manuscripts will be displayed. The review status of each manuscript is displayed in the “Current Status” column on the right side of the screen. To look at the manuscript PDF, click on the “View Submission” link in the Action column.
◆ Submissions requiring more operations ◆

If the Author Main Menu shows any manuscripts in the three categories listed below, these manuscripts require additional work. If the author has any questions about such manuscripts, please contact the Editorial Office.

- **Submissions Sent Back to Author**: Some information related to the submission is missing. After preparing all the required files, submit them by clicking on the “Edit Submission” link in the Action column.

- **Incomplete Submissions**: The submission procedure has not been completed. Complete the submission by clicking on “Edit Submission” link in the Action column.

- **Submissions Waiting for Author’s Approval**: The submission has not been completed. The manuscript PDF has been already built from the files uploaded to the system. Click on the “View Submission” link in the Action column to confirm that the PDF has no garbled characters and every Figure and Table is correctly displayed. After confirmation, click on the “Approve Submission” link.
6. Changing User Registration Information

If you want to register additional e-mail addresses, or need to change any of your currently registered information this can be done as described below.

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

(1) Open the Editorial Manager® PEPS Website and click on the “UPDATE MY INFORMATION” link at the top of the page.

(2) If you wish to change your password enter the new password in the Login Information password box. Otherwise your existing password will remain unchanged.

Passwords must satisfy the following three criteria:

- Must contain at least 6 characters including a number and an alphabetic character
- Must not be the same as the Username
- Must not be the same as the First/Last Name

(3) Update your personal Information as necessary. Be sure to fill in the fields for Title, Name and contact information.
(4) To register two or more e-mail addresses, separate them with a semicolon (for example springer.japan@test.com;assistant@test.com).

(5) To update your Areas of Interest or Expertise, click on the “Select Personal Classifications” button and then select applicable Areas of Expertise from the menu displayed.

(6) When all changes have been made, click on the “Submit” button at the bottom of the screen.

(7) A screen will appear indicating that the registration has been completed. If an error message is displayed, make changes as described in the message to resolve the problem.