Editorial Manager®

Guide to Submit Articles to

Progress in Earth and Planetary Science
Contents

1. Before Submitting an Article ........................................................................................................ 3

2. User Information Registration .................................................................................................... 5

3. Submitting a New Manuscript ..................................................................................................... 9

   Step 1 Registering the manuscript’s basic information .............................................................. 9

   Step 2 Uploading manuscript files .............................................................................................. 21

   Step 3 Registering the APC (Article Processing Charge) Information ........................................ 24

   Step 4 Checking the submitted files and approving the submission ......................................... 36

4. Submitting a Revised Manuscript ............................................................................................... 38

5. Checking the Status of a Submitted Manuscript ......................................................................... 43

6. Changing User Registration Information .................................................................................... 45

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.
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 3
- **Step 1:** Register the article’s name, authors, abstract etc.
  → Page 9
- **Step 2:** Upload your article files
  → Page 21
- **Step 3:** Register your APC information
  → Page 23
- **Step 4:** Check the submitted files and approve the submission
  → Page 36

**How to view Instructions for Authors:**

Please be sure to read the “Submission guidelines” 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:**

You can download templates for manuscripts and cover letters from the page "How to submit a paper, APC and Templates" on the JpGU PEPS website.
If you have Problems:
If you click on the “HELP” link at the top of the page, a detailed HELP screen will be 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 your manuscript number, the corresponding author names and your 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 using 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 3. Submitting a New Manuscript.

(1) Open the Editorial Manager® PEPS Website, and click on the "REGISTER" link at the top of the 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 (*) are required fields and 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.

---

### 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.

Be sure to fill in the fields marked with asterisks (*).

---

### Personal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Dr.</td>
</tr>
<tr>
<td>Given/First Name</td>
<td>Springer</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Family/Last Name</td>
<td>Japan</td>
</tr>
<tr>
<td>Degree</td>
<td>(Ph.D., M.D., etc.)</td>
</tr>
<tr>
<td>Preferred Name</td>
<td>(nickname)</td>
</tr>
<tr>
<td>Primary Phone</td>
<td>(including country code)</td>
</tr>
<tr>
<td>Secondary Phone</td>
<td>(including country code)</td>
</tr>
<tr>
<td>Secondary Phone is for</td>
<td>Mobile, Beeper, Home, Work, Admin, Asst.</td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:springer.japan@test.com">springer.japan@test.com</a></td>
</tr>
</tbody>
</table>

If entering more than one e-mail address, use a semicolon between each address (e.g., joe@journal.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

ORCID: [Input] Fetch/Register

What is ORCID?

---

### Areas of Interest or Expertise

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 Personal Keywords individually using the “Edit Personal Keywords” button.

**Personal Classifications** (None Selected)

- Select Personal Classifications
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

**Step 1** Registering the manuscript's basic information

(1) 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).

(2) 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.
(3) On the New Submission screen select an Article Type using the dropdown menu, and click on the "Next" button.

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

After filling in required information fields or selecting required items on this or any other information entry screen, be sure to click on the "Next" button to save any changes you have made. If you go to another page without doing this your changes will be lost.
(5) To register co-authors, click on the “Add Another Author” button.

Note that if you need to change your own information when submitting your article, you may 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, 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.
(6) Co-author information is entered one by one. After entering the information for a co-author if another co-author needs to be included click on the second button from the left “Save this Author and Add Another”. When the details for all co-authors have been input click on the leftmost button “Save this Author”.

To change the Corresponding Author (CA), first enter the details of the new CA in the textboxes and click this checkbox. Note however that if the CA is changed once the manuscript has been submitted (i.e. Step 3 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 4.
(7) The order in which authors are listed can be changed if necessary by dragging the blue handle to the left of each author’s row. Note that the author listed on the first line is understood by the system to be the first author. After confirming the authors are listed in the desired order, click on the “Next” button.

(8) Register information about the funding that each author received for the research covered in the manuscript. If none of the authors have received any funding, check the box to the left of “Funding Information is not available”.

If none of the authors have received any funding, check this box.

Click here to register funding information.
(9) To register funding source details, enter part of the funder name in the “Find a Funder” box, and select a funder from the corresponding list of candidate organizations that is displayed.

If the name of your funder does not appear in the list, type the full name into the “Find a Funder” box.

(10) Enter the award number in the “Award Number” box. Then select the author who received the funding.

If the funder name was not listed, the following warning will be displayed.

**WARNING: Funder not in FundRef Registry**

The Funder is not listed in the FundRef Registry. Click 'OK' to proceed with this Funding Source or click 'Cancel' to search again.

Click "OK" to proceed.

This simply confirms that your funder is not in the list, and you may click on the "OK" button to proceed.
The order in which funders are listed can be changed if necessary by dragging the blue handle to the left of each funder’s row. After confirming the funders are listed in the desired order, click on the “Next” button.

(11) Select the Section to which the manuscript belongs from the dropdown menu and click on the “Next” button.
(12) Type or copy and paste the manuscript’s abstract into the textbox and click on the “Next” button.
(13) Select or type your answer to each question in the Additional Information screen.

Select or type your answer to each question.

This box is provided in case you wish to make any additional comments concerning your cover letter. Anything written here will not be shown to any reviewer (unlike the cover letter itself). This box cannot be left blank: if you have nothing to write then just copy the text of your cover letter and paste it here.
(14) 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 click on the SPEPS link on the JpGU PEPS Website.

(15) 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.
(16) On the Suggest Reviewers screen, you are required to enter information about 5 candidates whom you would like to recommend as reviewers. To register this information, click on the “Add Reviewer” button. Click on the “Next” button after completing all reviewer registrations.

Enter the required information. Information fields marked with asterisks cannot be left empty.

Note that the Editors may disregard any request for specific reviewers to be invited.

To register the entered information and proceed to the next reviewer, click “Add Reviewer”.

Click “Next” when all five reviewers have been entered.
(17) 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. If you do not wish to request that any potential reviewers be excluded, leave the text boxes empty. When you have finished click on the “Next” button to move to the next screen.

Note that the editors may disregard any request for specific reviewers to be excluded.
Step 2: Uploading manuscript files

(1) You will now be asked to attach your cover letter and all of the files associated with your submission. For each file, first select the item type from the “Item” dropdown menu (the choices are: “Cover Letter for Editor in Chief” for uploading a cover letter file; “Manuscript” for a main manuscript file; “Graphical Abstract Image” for an image file which will appear beneath the abstract of your article; “Table” for table files; “Figure” for figure files; “Supplementary Material” for movies, large datasets or tables too wide for a portrait page; and “Personal Cover” for a cover image file of your choice, which will appear on the first page of the final PDF of your article). The description box will automatically show the default description corresponding to the selected item type: you may change this as necessary. Next 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.

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.
(2) All attached files will be listed at the bottom of the Attach Files screen.

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.

When all items have been attached, click on the “Next” button.

If two or more files are attached as Figures or Tables, put a number for each file in these textboxes. If two or more figures/tables are included in a file, put a number for each figure/table in the file.

If the order of files needs to be changed, enter the desired order in these boxes, and click “Update File Order”.

After confirming all files were successfully uploaded, click “Next”.

Check the files. “The figures were uploaded in the wrong order!”
(3) Confirm the files have been uploaded appropriately on the screen below and then click on the “Next” button.

<table>
<thead>
<tr>
<th>Order</th>
<th>Description</th>
<th>File Name</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cover Letter for Editor in Chief</td>
<td>coverletter.doc</td>
<td>28 KB</td>
</tr>
<tr>
<td>2</td>
<td>Manuscript</td>
<td>peps_manuscript.doc</td>
<td>50 KB</td>
</tr>
<tr>
<td>3</td>
<td>Table</td>
<td>Table1.xlsx</td>
<td>8 KB</td>
</tr>
<tr>
<td>4</td>
<td>Figure 1</td>
<td>Figure1.jpg</td>
<td>1 MB</td>
</tr>
<tr>
<td>5</td>
<td>Figure 2</td>
<td>Figure2.jpg</td>
<td>1 MB</td>
</tr>
<tr>
<td>6</td>
<td>Movie 1</td>
<td>Movie.mov</td>
<td>7 MB</td>
</tr>
</tbody>
</table>

(4) 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.
Step 3  
Registering Article Processing Charge Information

(1) Before a PDF is generated from the uploaded files, you are required to register information regarding the payment of the Article Processing Charge (APC). After clicking on the “Build PDF for my Approval” button on the “Attach Files” screen the Publication Charges screen below will appear. Click the “View Publication Charges” button.

Publication Charges

This journal is an Open Access publication and an article-processing charge (APC) is levied on articles that are accepted for publication by the Editors.

To proceed, please click View Publication Charges which will take you to another window in order to select the relevant payment option.

Once the payment option has been confirmed you will return to this page where you must select the Proceed button below in order to complete your submission.

If your institution, society or other organization is a member, the APC amount may be wholly or partly covered by the membership arrangement. For an article to be eligible for APC coverage through institutional membership, the author submitting the article must be affiliated with the member institution.

We provide a free open access funding support service to help authors discover and apply for article processing charge funding. Learn more here.

APC waivers or discounts are granted on a case-by-case basis to authors with no or insufficient funds. Such waivers or discounts can be requested after you have clicked View Publication Charges and a decision will normally be made within two working days.

Submission of the article to the journal can be completed once the payment method has been agreed. Any applicable APC can be paid after editorial acceptance and must be paid prior to publication.

APCs for articles submitted from EU countries are subject to VAT (Value Added Tax). EU customers must supply their VAT Number to be exempt from VAT. UK Customers are not exempt from VAT. APCs for articles submitted from Japan are subject to JCT (Japanese Consumption Tax). If you choose to pay by a method other than by credit card, an administration surcharge will be applied.

For more information, see our article processing charge FAQ.
The following three payment options are displayed on the APC Agreement screen below.

- I accept responsibility for paying the £1,240/US$1,690/€1,390 processing charge on this article
- I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)
- I believe I am eligible for a waiver or discount of the article-processing charge
To receive an APC waiver or discount, the corresponding author needs to choose an appropriate payment option. Please check the following conditions starting from the top. If you do not wish to request any waiver or discount go to Option 1 on Page 28.

- If you are based in one of the countries classified by SpringerOpen as automatically receiving an APC waiver or discount, choose the third option above, and then state in the “Reason” text box that your county is on the automatic waiver or discount list (see Option 3 on Page 32).
- If your country is not on the automatic waiver or discount list, you may still apply to Springer for a waiver or discount if you feel you have good grounds for so doing. Choose the third option above and then describe your reason in the “Reason” text box (see Option 3 on Page 32 - please note that your request for a waiver or discount may not necessarily be granted).
- If you wish to request a waiver or discount because you are covered by an institutional membership arrangement, choose the second option above (see Option 2-A on Page 29).
- When submitting an officially invited article, a Review article, a Paper with full data attached, or an article to which JpGU membership discount is applied, choose the second option above (see Option 2-B on Page 30). Note that a discount or waiver coupon code (which Springer refers to as a SpringerOpen membership account number) has to be entered in this case: be sure to contact the PEPS Office at <peps_edit@jpgu.org> to receive a code before choosing this option. Please apply for a new coupon code each time you submit.
Do you agree to pay the full APC without requesting any waiver or discount?

Yes → Option 1

No → Are you based in one of the countries that receives a waiver or discount?

Yes → Option 3

No → Do you wish to request a waiver or discount using your institutional membership arrangement?

Yes → Option 2-A

No → Are you submitting an invited paper, a Review paper or a Paper with full data attached?

Yes → Option 2-B

No → Are you a JpGU member and do you wish to use a JpGU membership discount?

Yes → Contact the PEPS Office to get a coupon code.

No → Option 1

Note that any change or correction will not be allowed once you agree to the option you chose.
If you agree to pay the prescribed APC, choose “I accept responsibility for paying …” and click on the “Confirm” button.

The following confirmation screen will appear: read the content carefully and, if you agree, click on the “I Agree” button. Note that any change or correction will not be allowed once you have clicked this button.

Go to Page 32.
If you wish to request a waiver or discount because you are covered by an institutional membership arrangement, choose “I believe that I am covered by an institutional membership …” and then “Select institution from a list”. Choose the institution to which you belong from the dropdown menu, enter the SpringerOpen membership account number provided by your institution, and click on the “Confirm” button.

Note that the JpGU PEPS Office cannot inform you of other institutional account numbers.

A confirmation screen will appear: read the content carefully and, if you agree, click on the “I Agree” button.
Option 2-B

When submitting an officially invited article, a Review article, a Paper with full data attached, or an article to which JpGU membership discount is applied, choose "I believe that I am covered by …", and then choose "I have a SpringerOpen membership account number". Enter the account number which the JpGU PEPS Office has provided as a discount coupon code, and click on the “Confirm” button. Be sure to contact the PEPS Office at <peps_edit@jpgu.org> to receive your discount coupon code (i.e. SpringerOpen membership account number) before choosing this option. Please note that the JpGU membership discount is limited to members who have fully paid their JpGU annual fee for both the year in which they submit their paper and also for the preceding year. New JpGU members are not eligible for this discount in their first year of membership. Members who have a JpGU ID registered as an AGU, EGU or AOGS member, and members who have a temporary JpGU ID to attend JpGU Meetings are also not eligible.
The following confirmation screen will appear: read the content carefully and, if you agree, click on the "I Agree" button. Note that any change or correction will not be allowed once you have clicked this button.

Go to Page 32.
If you are based in one of the countries classified by SpringerOpen as automatically receiving an APC waiver or discount, choose “I believe I am eligible for a waiver …” and state in the “Reason” text box that your county is on the automatic waiver list.

Even if your country is not on the automatic waiver or discount list, you may apply for a waiver or discount if you feel you have good grounds for so doing. Choose “I believe I am eligible for a waiver …” and describe your reason in the “Reason” text box (please note that your request for a waiver may not necessarily be granted).

When you have finished, click on the “Confirm” button. Note that any change or correction will not be allowed once you have clicked this button.
A confirmation screen will appear. Click on the “Close” button in this screen. You will not be able to continue your submission until your waiver request is granted. Within a few working days you will receive an e-mail titled “Waiver resolution” from the SpringerOpen Editorial Office. You may then proceed to the next step as instructed by the e-mail.
(3) After completing the registration of APC information, you will return to the Publication Charges screen which is shown again below. Click on the "Proceed" button.

### Publication Charges

This journal is an Open Access publication and an article-processing charge (APC) is levied on articles that are accepted for publication by the Editors.

To proceed, please click View Publication Charges which will take you to another window in order to select the relevant payment option.

Once the payment option has been confirmed you will return to this page where you must select the Proceed button below in order to complete your submission.

If your institution, society or other organization is a member, the APC amount may be wholly or partly covered by the membership arrangement. For an article to be eligible for APC coverage through institutional membership, the author submitting the article must be affiliated with the member institution.

We provide a free open access funding support service to help authors discover and apply for article processing charge funding. Learn more here.

APC waivers or discounts are granted on a case-by-case basis to authors with no or insufficient funds. Such waivers or discounts can be requested after you have clicked View Publication Charges and a decision will normally be made within two working days.

Submission of the article to the journal can be completed once the payment method has been agreed. Any applicable APC can be paid after editorial acceptance and must be paid prior to publication.

APCs for articles submitted from EU countries are subject to VAT (Value Added Tax). EU customers must supply their VAT Number to be exempt from VAT. UK Customers are not exempt from VAT. APCs for articles submitted from Japan are subject to JCT (Japanese Consumption Tax). If you choose to pay by a method other than by credit card, an administration surcharge will be applied.

For more information, see our article processing charge FAQ.

![Click here to proceed](image-url)
(4) On the next screen (the PLEASE NOTE screen), click on the “Submissions Waiting for Author’s Approval” link.

The uploaded files will be converted to a PDF. This process can take up to 10 minutes, and the CA (corresponding author) 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 step; 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 4 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 4 Checking the submitted files and approving the submission

The procedures of Step 4 may only be performed by the CA (corresponding author). If the CA has been changed before Step 4, the user who originally entered the submission will no longer be able to access the manuscript and cannot therefore perform Step 4 and beyond.

(1) After clicking on the “Submissions Waiting for Author’s Approval” link in (4) in Step 3, 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 automatically displayed in this column. When “Action Links” is displayed click on the “+” at the top of the Action column.

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

(3) A dialog window asking whether to open or save the PDF file will appear. You may click on the “Save” button to download the pdf to your computer. First however click on the “Open” button to review the file..
(4) Confirm that the generated PDF contains no garbled characters and that all figures and tables are correctly displayed.

(5) 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 (2) - (4) above.

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

(7) A screen (shown below) 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 each of the registered authors that the submitted manuscript has been sent to the Editorial Office.

Author’s Decision

Thank you for approving your manuscript.
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 editor's decision, confirm the details of the required revision, and then click on the “Revise Submission” link. Once “Revise Submission” has been clicked in procedure (2), the manuscript will be included in one of these categories.

(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 below: the procedure is similar to that used for the original submission.

Select or enter the required information in the same way as 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).

Click
(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, and the PDF will appear after it has been sent. You must view the PDF and open 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 your Add/Edit/Remove Author step, 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.

(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.”

Main Menu
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.)

Here is a snapshot of the Author Main Menu:

- **New Submissions**
  - Submit new Manuscript
  - Submissions Sent Back to Author (0)
  - Incomplete Submissions (0)
  - Submissions Waiting for Author’s Approval (0)
  - Submissions Being Processed (1)

- **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)

Click here to check revised manuscript status.

(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.

Here is a table showing the details of a manuscript being processed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Manuscript Number</th>
<th>Title</th>
<th>Initial Date Submitted</th>
<th>Status Date</th>
<th>Current Status</th>
</tr>
</thead>
</table>

This column shows the review status.
◆ 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 SpringerOpen Editorial Office at <editorial@progearthplanetsci.com> or PEPS Office at <peps_edit@jpgu.org>.

- **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.

(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.