

# EVISE

User Guide – Author



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## Introduction

EVISE is an internet-based journal editorial system that can be accessed from anywhere in the world and works on multiple platforms.

## Overview of Author Role

As an Author, you can do the following:

- Submit a new manuscript to a journal
- Submit revisions when requested by an Editor
- Track the status of submitted manuscripts

\*Do not click the '**Back**' or '**Forward**' button on your browser at any time while logged into EVISE. If you do so, you will be logged out and have to log back in, potentially losing any unsaved work.

## Login and Registration

### Register in EVISE

**Please Note:** You cannot register using an email address already present in EVISE. If you attempt to do so the system will flag this as an error and will provide you with advice on how to proceed.

To register for the EVISE website, take the steps listed below.

- Navigate to the EVISE website
- On the right hand side of the screen, enter your email address in the **E-Mail** and **Re-Enter E-Mail** fields.
- Click the '**Continue**' button.

EVISE

Already have an account? Please login.

E-mail:\* authorcert1@gmail.com

Password:\*

Login Forgot Password?

Need to create an account? Please register.

E-mail:\*

Re-enter E-mail:\*

Continue

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Cookies are set by this site. To decline or learn more, visit our Cookies page.

- Enter a Password, select a Security Question and provide an Answer, enter Contact Information and any Additional Information, including linking your ORCID and entering personal keywords. All mandatory fields are indicated with an asterisk (\*).

Help | Announcements EVISE\*

# EVISE\*

Account Information

E-mail: abc@gmail.com

Password:\*

Verify Password:\*

Security Question:† -- Please Select --

Answer:\*

**Password Policy**

- \* Password must not be longer than 12 character(s).
- \* Password must be at least 7 character(s) long.
- \* Password must contain at least 1 numeric character(s).
- \* Password must not be one of 3 previous passwords.

---

Contact Information

Title/Salutation:† -- Please Select --

Given Name/First Name:\*

e.g. Paul or Ahmed

Surname/Last Name:\*

Address is for:† -- Please Select --

Address:\*

Address Line2: (optional)

Country:† -- Please Select --

State/Province: (optional)

City:\*

ZIP Code/Postal Code:\*

Telephone Number:\*

- To link your ORCID ID to your EVISE account, take the following steps:
- Click the '**Link to ORCID**' link. This will open a new browser window on the ORCID website.
- You will be asked to enter your ORCID username and password if you already have an ORCID account, or you can register for an ORCID if you do not.
- ORCID will then ask for your permission to share your ORCID with EES.
- If you agree, your ORCID will be linked.

\*For more information about ORCID, please visit their website: [ORCID](#).

- Check the relevant tick boxes to indicate which types of communications you would like to receive from us and/or the societies whose journals we publish.
- Check the tick box to indicate that you have read and understood the Registered User Agreement.
- Click the '**Register**' button.

**Additional Personal Information**

ORCID provides a unique identifier that is open and community based. Please click on the 'Link to ORCID' link below to be sent to the ORCID website where you can give permission to share your ID with us.

ORCID:  [Link to ORCID](#)

Personal Keywords:

**Communication Preferences**

Please tick the relevant boxes below to indicate which types of communications you would like to receive from us and/or the societies whose journals we publish:

- Journal announcements including 'Calls for papers' and invitations to review manuscript submissions.
- Invitations to relevant events, conferences, webinars and workshops.
- Special offers from Elsevier and its affiliates concerning relevant products and services.

I have read and understood the [Registered User Agreement](#) and agree to be bound by all of its terms.

[Register](#)

Help | Announcements | Contact Us

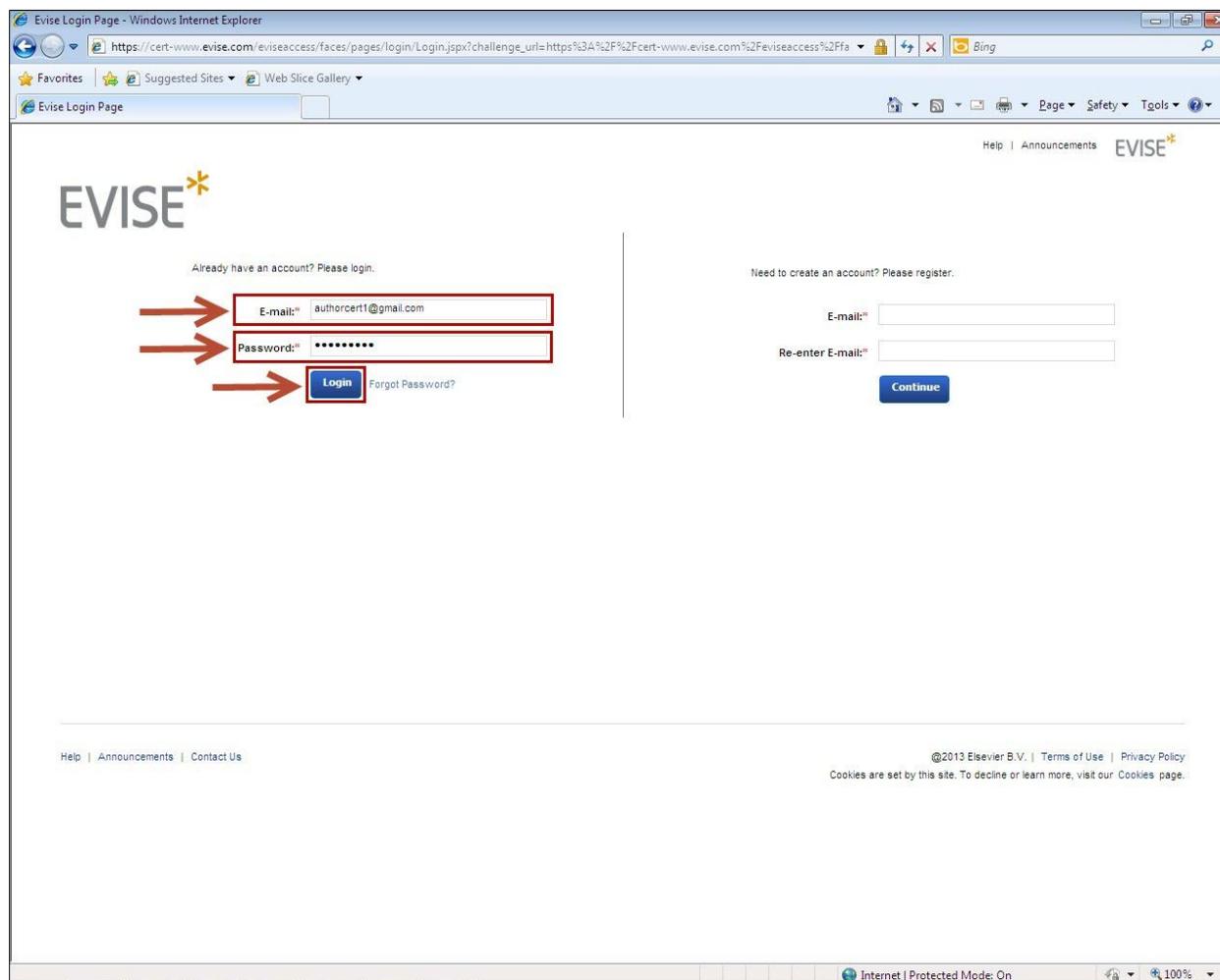
@2013 Elsevier B.V. | [Terms of Use](#) | [Privacy Policy](#)  
Cookies are set by this site. To decline or learn more, visit our [Cookies page](#).

After an account has been created, you will be directed to a confirmation screen and an email will also be sent to you confirming your registration.

## How to log into EVISE

For details on how to locate your journal's EVISE site [Click Here](#).

- If you are already registered for EVISE, take the steps listed below.
- Enter your **E-mail** and **Password** in the boxes provided.
- Click the **'Login'** button or hit Enter on your keyboard.

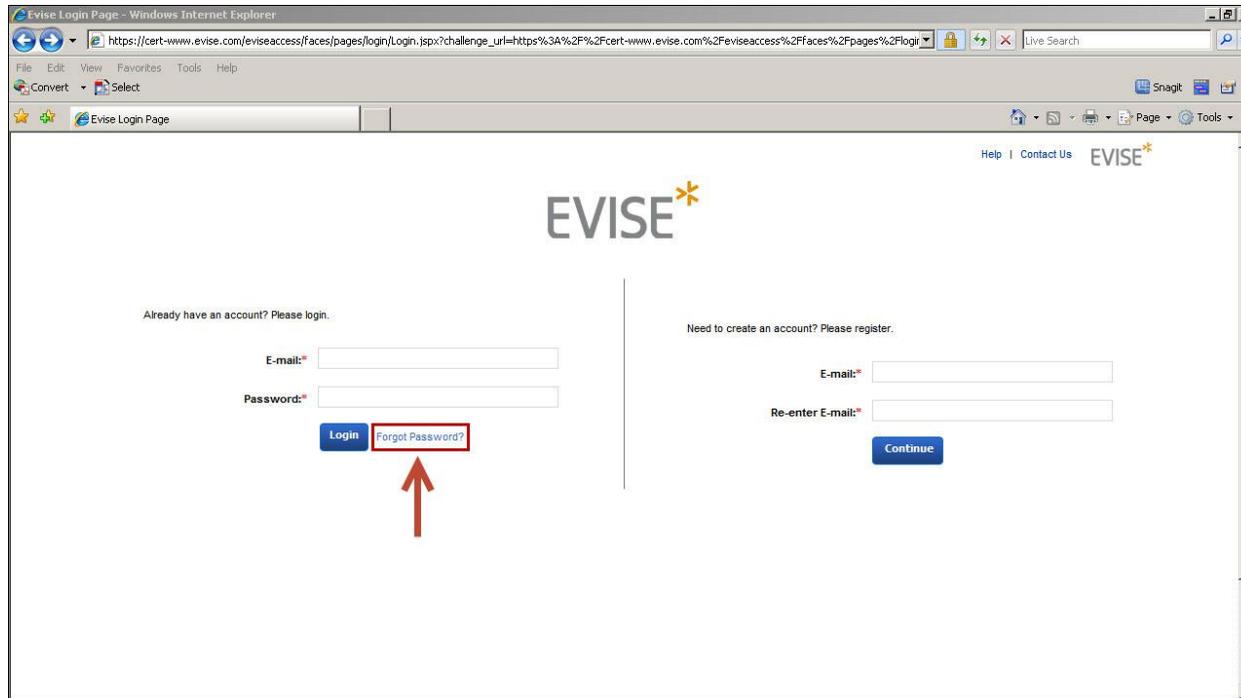


## Forgotten EVISE Password

For details on how to locate your journal's EVISE site [Click Here](#).

If you have already registered but have forgotten your EVISE password, please follow the steps below to reset it.

- Click the '**Forgot Password?**' link.



- Enter your **E-mail** and click the '**Continue**' button.

Forgot Password?

If you have forgotten your Password, you must reset it.  
To reset your password, please enter the email address for your account.

E-mail:

authorcert1@gmail.com

Continue Cancel

- Answer the security question and click the '**Continue**' button.

**Forgot Password?**

Please answer the following security question to reset your password.

What is your favourite food or drink?

Answer:

- Enter a new password in the **New Password** field, ensuring that it meets the password requirements.
- Next, enter the same password in the **Verify Password** field. The password entered in both fields must be identical.
- Click the **Confirm** button.

**Reset Password**

Please enter your new Password below.

After you click the Confirm button below, you will be asked to login to EVISE with your new Password.

**New Password:**

**Verify Password:**

**Password Policy**

- \* Password must not be longer than 12 character(s).
- \* Password must be at least 7 character(s) long.
- \* Password must contain at least 1 numeric character(s).
- \* Password must not be one of 3 previous passwords.

If you have followed the password rules and the password is identical in both fields, you will see a confirmation screen, and be redirected to the EVISE login page.

Login to EVISE with your email address and new password.

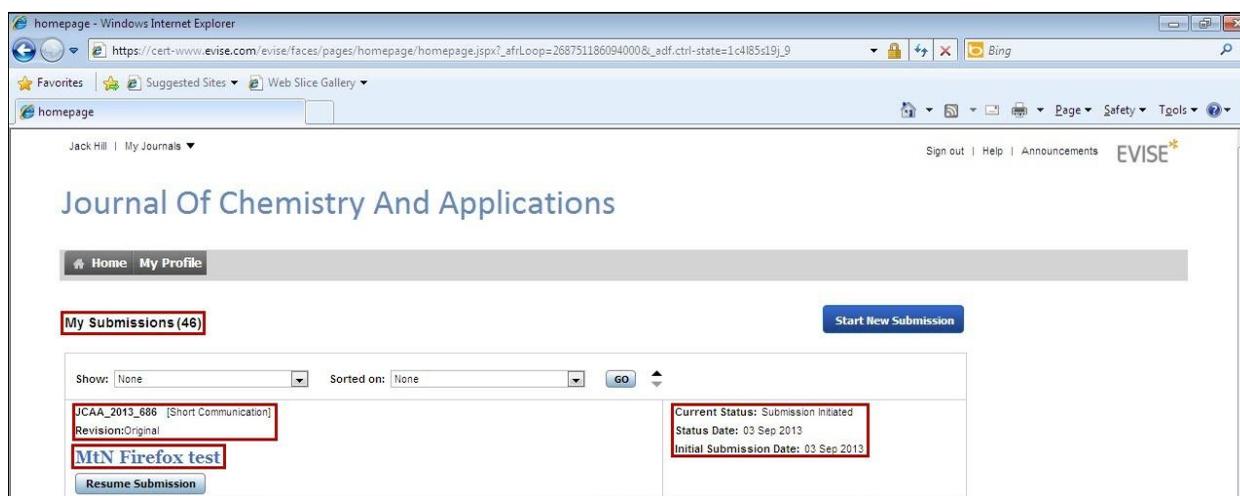
## Homepage

After successful login, the user homepage is displayed.

For new users, the page will be blank until a submission is started.

For users who have submission in process, the Homepage displays:

- A list of submissions
- The manuscript title displayed as a link. Clicking on this will provide access to the manuscript details.
- Additional data related to the manuscript, Manuscript Number, Article Type, Revision Version, Editor Name (links to contact information), Current Status, Status Date, and Initial Status Date.



The screenshot shows a web browser window displaying the user homepage for 'Journal Of Chemistry And Applications'. The user is logged in as 'Jack Hill'. The page features a navigation bar with 'Home' and 'My Profile' tabs. Below the navigation bar, there is a section titled 'My Submissions (46)' with a 'Start New Submission' button. A table of submissions is displayed, with the following details for the first submission:

Manuscript Title	Current Status	Status Date	Initial Submission Date
JCAA_2013_686 [Short Communication] Revision:Original	Submission Initiated	03 Sep 2013	03 Sep 2013

Additional details for the submission include a 'Resume Submission' button and a 'MtN Firefox test' link.

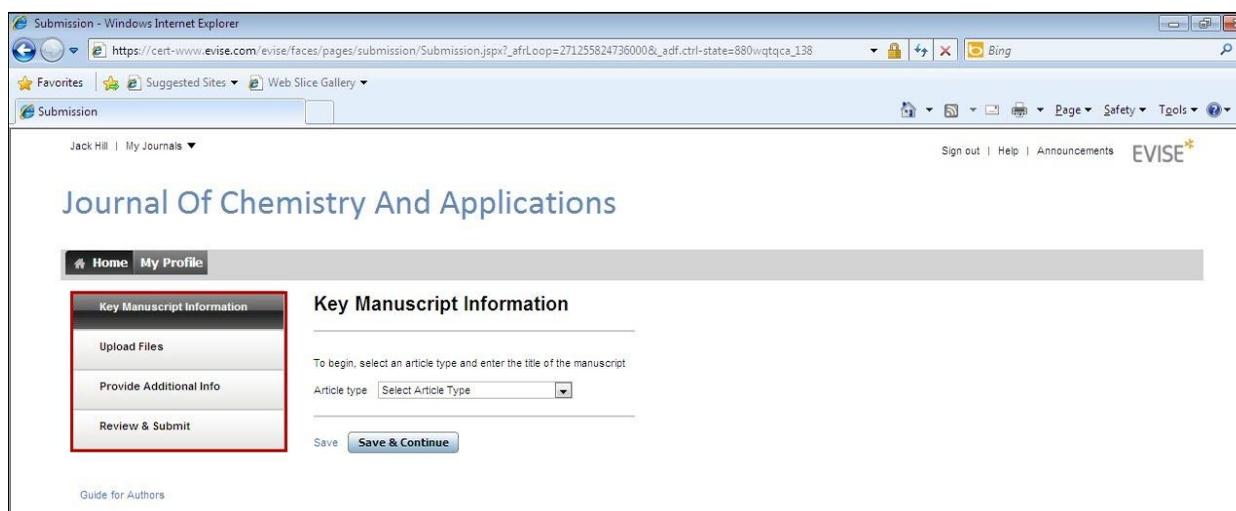
The following pages relate to actions authors can take from the homepage.

## Start New Submission

The '**Start New Submission**' button allows you to submit a new manuscript to a journal. Here you can provide all the data that comprises your manuscript and upload the relevant file(s). Your initial manuscript should be submitted in PDF format.

This can be done by proceeding through the following steps:

- Key Manuscript Information
- Upload Files
- Additional Information
- Review and Submit



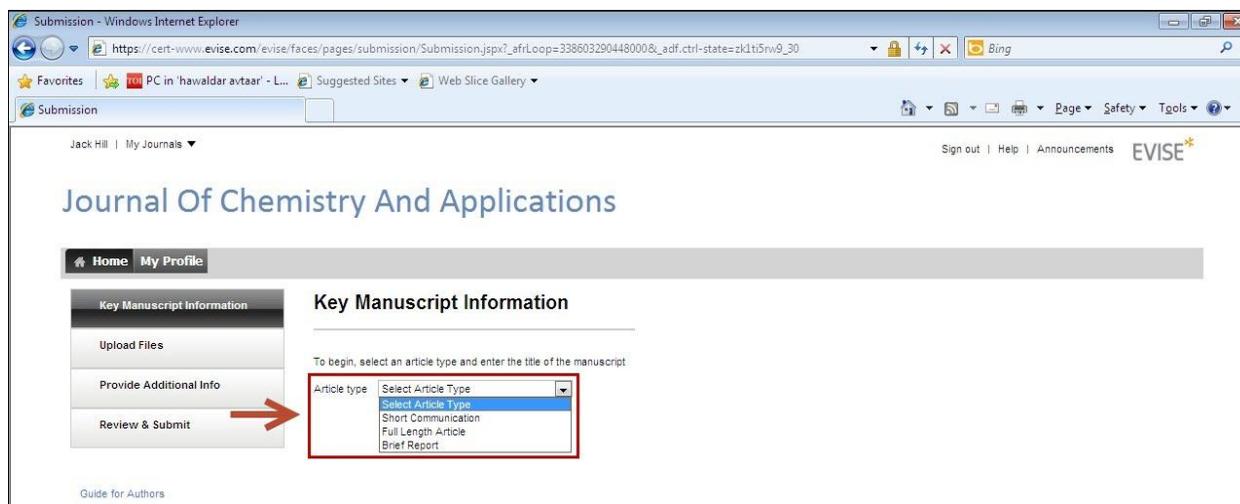
## Key Manuscript Information

### Select Article Type

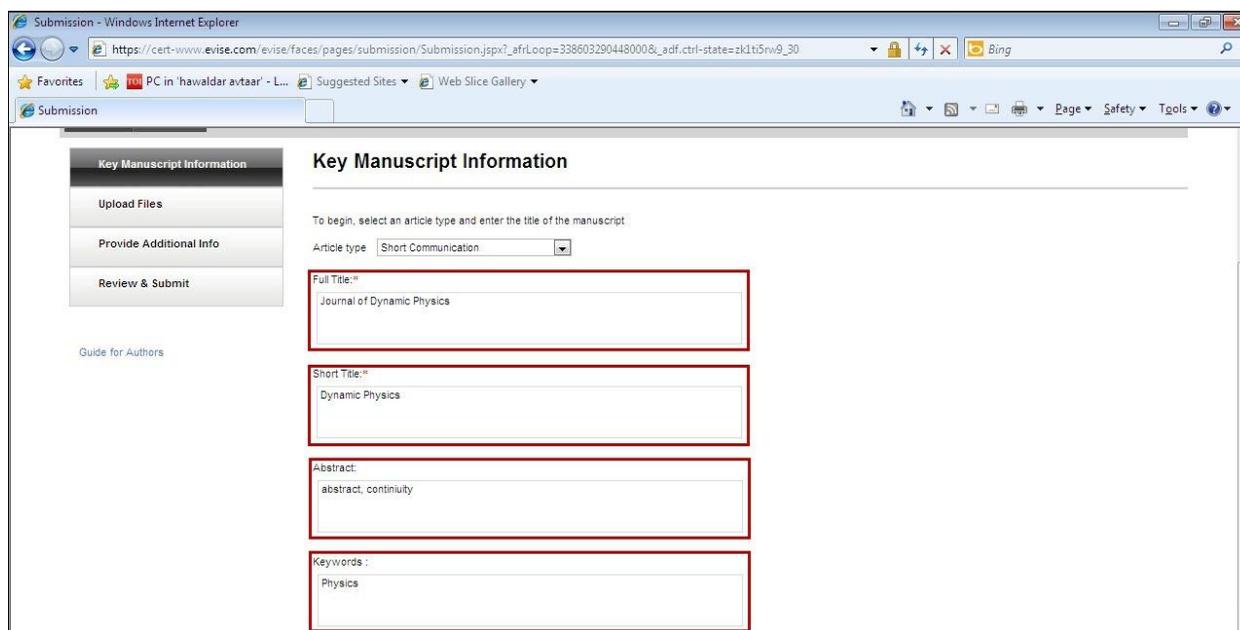
The first step in submitting your manuscript through EVISE is to indicate the type of article.

All journals differ and each has a specific set of articles types. Check the Guide for Authors for your journal for information on article types. To locate your journal [Click Here](#).

- At the **Article Type** step, select the article type that best describes your manuscript from the drop down menu.



- Enter the title of your manuscript. You cannot submit a manuscript without a title. Some journals require a full title and a short title.
- To enter your manuscript's abstract during EVISE submission, either type it directly or copy and paste it into the textbox provided from your article.
  - The abstract text box is plain text only. If you copy and paste your abstract from a word processing document the formatting will be lost.
- Enter your chosen keywords in the text box provided. If entering more than one keyword, they should be separated by a comma, e.g. moulds, yeasts, pathogenesis.
  - Some journals may supply a list of keywords to choose from, included in the Guide for Authors.



## View/Add Co-Authors

This option allows you to view and/or add all the co-authors who have contributed to the manuscript.

### View Co-Authors

To view the Co-Authors, you can sort the columns on the following criteria:

- **Show All** – This option allows you to view all the authors who have contributed to the manuscript.
- **First Name** - This option allows you to view all the authors based on their first name.
- **Last Name** - This option allows you to view all the authors based on their last name.
- **Email ID** - This option allows you to view all the authors based on their email id.
- **Country** - This option allows you to view all the authors based on country.
- **First Author** - This option allows you to view all the first (original) author of the manuscript.
- **Mark for Deletion** – This option allows you to delete a co-author.

### Add Co-Authors

To add a Co-Author, take the following steps:

- Click the '**Add Co-Author**' button located on the top bar of the grid
- Enter the details of all Authors (other than yourself) who contributed to the work reported in your manuscript. For each Author, a first name, last name, e-mail address and country are required. Required fields are marked with an asterisk, \*.
- Click the '**Add Co-Author**' button after each author is entered, until the last co-author is listed.

Other Authors:  
Please click 'Add Co-Author' and fill in the required fields for each author

View ▾ Add Co-Author Delete Selected Co-Authors   Detach						
* Title	* First Name	* Last Name	* Email Id	* Country	First Author	Mark for Deletion
Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ▾	<input type="checkbox"/>	<input type="checkbox"/>

- Click the **'Save'** link, or the **'Save and Continue'** button at the bottom of the page to save the changes made to Co-Authors.

**Please note:** Only the Corresponding Author can access and approve a manuscript for submission and edit/submit revisions.

Other Authors do not need to be registered in EVISE

You can designate someone other than the submitting Author as the First Author of the submission by selecting them in the column 'First Author'.

## Delete Co-Authors

To delete a Co-Author, take the following steps:

- Click the **Mark for Deletion** checkbox for the selected Co-Author that you want to delete.

Other Authors:  
Please click 'Add Co-Author' and fill in the required fields for each author

View ▾	Add Co-Author	Delete Selected Co-Authors		 Detach		
* Title	* First Name	* Last Name	* Email Id	* Country	First Author	Mark for Deletion
Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Click the 'Delete Selected Co-Authors' button.
- Click the **'Save'** link, or the **'Save and Continue'** button at the bottom of the page to save the changes made to Co-Authors.

Clicking **'Detach'** allows you to enter the co-author details in a separate window.

## Upload Files

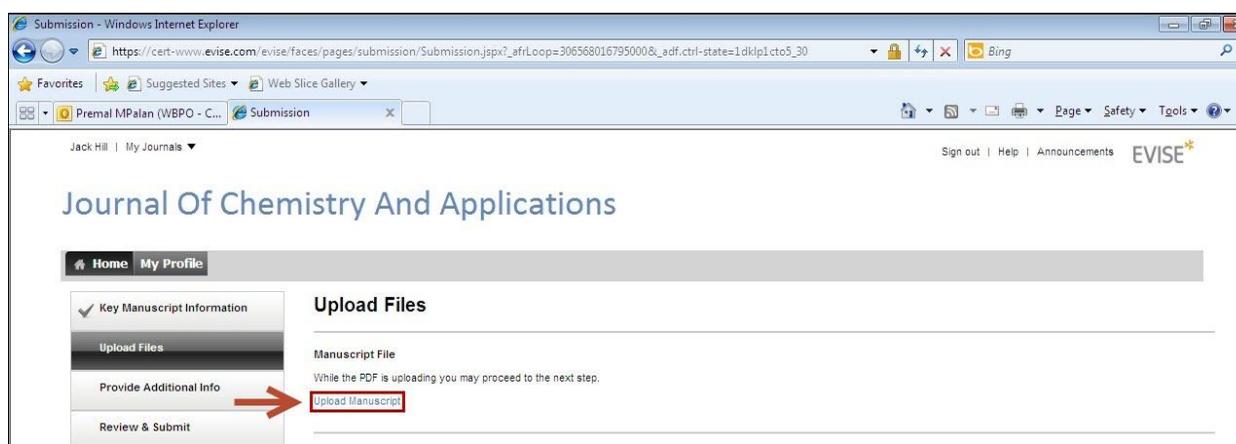
All items of your submission must be submitted online via EVISE. In select cases, the journal may allow you to submit items by traditional methods (e.g., courier service, postal mail or facsimile).

EVISE checks all uploaded files for viruses during the submission/revision/resubmission process, so only cleaned files are used in EVISE, ensuring that the security of your submission files and data is not compromised.

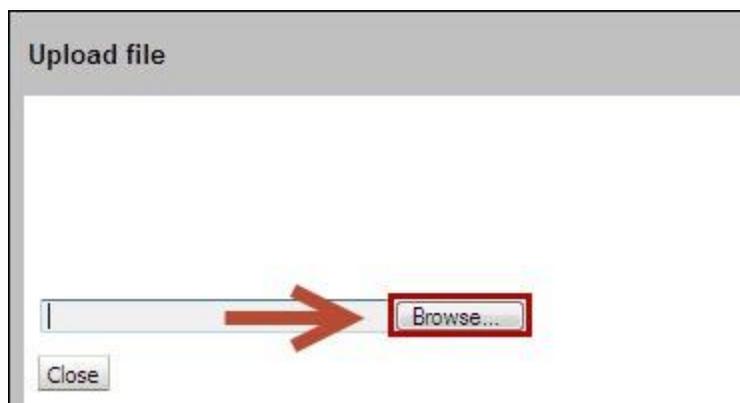
During submission of your manuscript, if any of your files are infected with a virus, you will be alerted. You can delete the affected file(s), upload a clean version and continue with the submission.

To upload your manuscript file, take the following steps:

- Click the '**Upload Manuscript**' link.



- Click the '**Browse**' button.



- In the open window, select the file from your computer. The manuscript file must be in PDF format and include all content in your article that should be reviewed (e.g. Manuscript Text, Figures, Tables, etc.)
- Click '**Close**'. The file is uploaded and is displayed in the **Manuscript File** section of the **Upload Files** page.
- The uploaded manuscript can be deleted by clicking the '**Delete**' link.
- Click the '**Save**' link, or the '**Save and Continue**' button to save the changes that are made.

## Additional Files

Some journals require more files for the manuscript (e.g. figures, tables, supplementary files, etc.) like figures and tables, which can be uploaded in the Additional Files section.

To upload additional files, take the following steps:

- Click the '**Upload Files**' link.

Jack Hill | My Journals ▼ Sign out | Help | Announcements EVISE\*

### Journal Of Chemistry And Applications

Home My Profile

- Key Manuscript Information
- Upload Files**
- Provide Additional Info
- Review & Submit

#### Upload Files

Manuscript File

While the PDF is uploading you may proceed to the next step.

Upload Manuscript

Manuscript File: EWISE\_Beta\_User\_Guides\_Editor\_Role.pdf Delete

Additional files

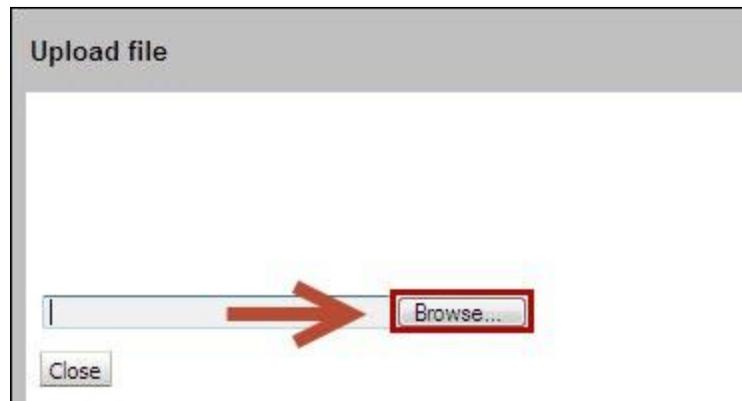
For submission, this journal requires that you upload source files for the manuscript, figures and tables. Please click the 'Upload Files' link to upload these files. You may upload these files in any order and re-order them as needed

[Upload Files](#)

File Order	File Name	File Category	Description	Status Code	Actions
No data to display.					

Previous Save **Save & Continue**

- Click the '**Browse**' button.



- In the open window, select the file(s) on your computer. You may select one file at a time or multiple files for upload, depending on the limitations of your browser.
- Click 'Close'. The file is uploaded and is displayed in the **Additional Files** section of the **Upload Files** page.
- Click the '**Save**' link, or the '**Save and Continue**' to save the changes that are made.

## Provide Additional Information

The Additional Information section allows you to provide additional information (e.g. Manuscript Category, Region of Origin, Questions, etc.) about your submission, depending on the journal's requirements.

A screenshot of a web application's 'Provide Additional Info' page. The page has a dark grey header with 'Home' and 'My Profile' links. On the left is a sidebar with a list of navigation items: 'Key Manuscript Information', 'Upload Files', 'Provide Additional Info' (highlighted), 'Response to Feedback', and 'Review & Submit'. Below the sidebar is a 'Guide for Authors' link. The main content area is titled 'Provide Additional Info' and contains two dropdown menus: 'Manuscript Category :\*' with 'Industrial' selected, and 'Region Of Origin :\*' with 'Middle East' selected. Below these is a 'Questions' section with two text input fields labeled 'Question 1' and 'Question 2'. At the bottom of the main content area are 'Previous', 'Save', and 'Save & Continue' buttons. The footer contains 'Help | Announcements | Contact Us' and copyright information: '©2013 Elsevier B.V. | Terms of Use | Privacy Policy'.

## Manuscript Category

The **Manuscript Category** list is used by the Author to indicate that his/her submission belongs to a particular Manuscript Category of the journal. This is a list that is pre-defined by the journal. Use this list to indicate which journal section you think your manuscript belongs to.

- Select the category for your paper from the drop-down list.

## Region of Origin

**Region of Origin** is used by the corresponding author to indicate the country from which the submission originates. This is typically the country of the corresponding author. Select the country for your paper from the drop-down list.

## Highlights

The **Highlights** section allows you to provide highlights for your paper if required by a journal.

- Enter the highlights in the text box provided. The maximum limit for responses is 1000 characters.

## Questions

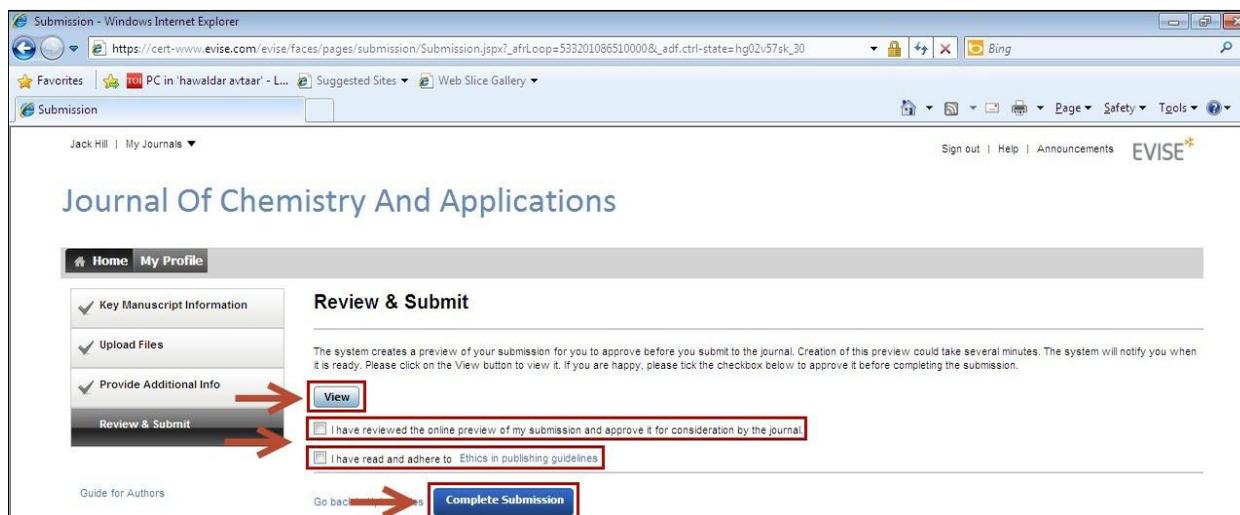
The **Questions** section allows you to view and answer questions required by a journal.

- Answer the question(s) in the text box provided. The maximum limit for responses is 1000 characters.
- Click the '**Save**' link, or the '**Save and Continue**' button to save any changes that are made.

## Review and Submit

The system creates a preview of your submission for your review, before it is submitted to the journal. The system notifies you on screen and by email when the preview of the manuscript is ready.

- Click the '**View**' button to generate the preview
- If the manuscript is complete and correct, check the boxes to indicate that you have reviewed the online preview, and that you agree to the terms and conditions provided by EVISE.
- Click the '**Complete Submission**' button to send your paper to the journal.

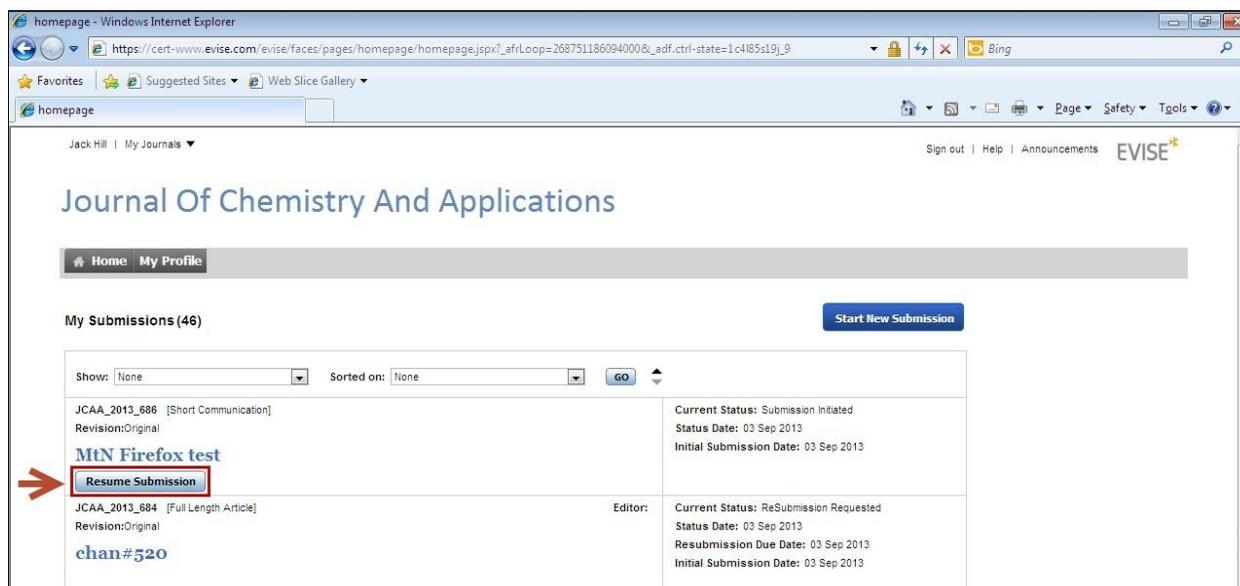


## Resume Submission

The **Resume Submission** option allows you to make modifications to the submission if you exit EVISE before completing your submission. You will return to the last saved point in the submission process.

To resume an incomplete submission:

- Click the '**Resume Submission**' button for the selected submission from your EVISE homepage.
- Make the necessary modifications and complete your submission.

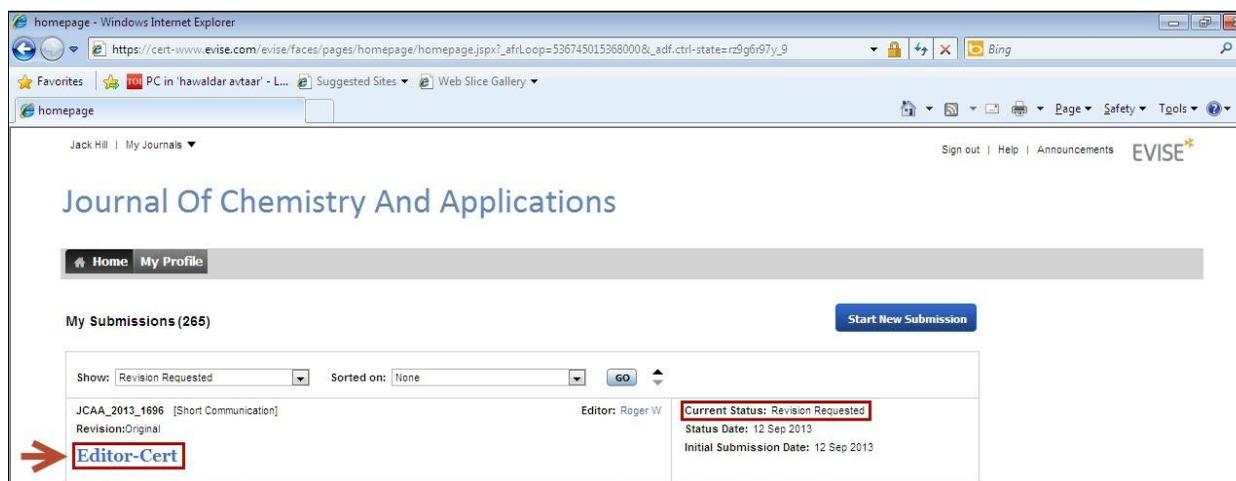


## Revision Process

When the Editor dealing with your submission chooses to ask for a revision you will be notified by e-mail.

To revise your submission, take the following steps:

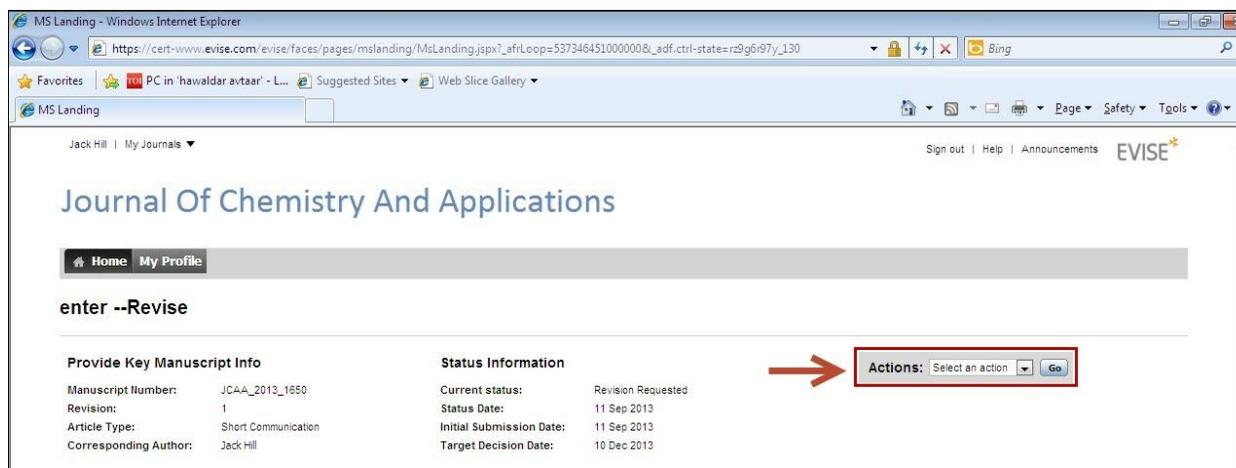
- Login to EVISE.
- From the Homepage, click the title of the manuscript to be revised.



- To agree, select '**Agree to Revise**' from the '**Actions**' drop-down list. The following message is displayed: 'Thank you for accepting to revise. Do you want to continue to revision?'
- Click the '**Continue**' button to proceed; this will take you to your submission.
- To decline, select '**Decline to Revise**' from the '**Actions**' drop-down list. The following message is displayed 'Do you want to decline to revise?'
- Click the '**Continue**' button to proceed.

**Please Note:** Your original submission details are retained in EES. Update any information as needed (such as Title, Co-Authors, Keywords, etc.)

If you decline to revise the manuscript, the manuscript is removed from your Homepage.



- In the **Response to Feedback** page, you can provide a response to the comments given by the Reviewers and the Editor in the text box provided.
- Click the '**Save and Continue**' button to proceed.
- On the **Review and Submit** page:
  - Click the '**View**' button to generate the preview
  - If the manuscript is complete and correct, check the boxes to indicate that you have reviewed the online preview, and that you agree to the terms and conditions provided by EVISE.
  - Click the '**Complete Submission**' button to send your paper to the journal.

## Resubmission

The Editor or Journal Manager may choose to send back a submission to the Author for technical or editorial corrections. An email is sent to you requesting a resubmission. After a submission is sent back, take the following steps:

- Locate the submission with the status 'Resubmission Requested'
- Click the title to access the submission.
- Click the '**View Feedback**' button to view annotations and comments from the journal.
- After reviewing the feedback, you can either agree or decline to resubmit the manuscript.
  - To agree, select '**Agree to Resubmit**' from the '**Actions**' drop-down list. The following message is displayed: 'Thank you for agreeing to resubmit. Do you want to start your resubmission now?'
  - Click the '**Continue**' button to proceed.
  - To decline, select '**Decline to Resubmit**' from the '**Actions**' drop-down list. The following message is displayed 'Please confirm that you do not wish to resubmit'

- Click the '**Continue**' button to proceed.
- If you agree to resubmit your original submission details are retained in EES. Update any information as needed (such as Title, Co-Authors, Keywords, etc.)
- In **the Response to Feedback** page, you can provide a response to the comments given by the Editor(s).

- Click the '**Save and Continue**' button to proceed.
- On the Review and Submit page:
  - Click the '**View**' button to generate the preview
  - If the manuscript is complete and correct, check the boxes to indicate that you have reviewed the online preview, and that you agree to the terms and conditions provided by EVISE.
  - Click the '**Complete Submission**' button to send your paper to the journal.

## Track Submission Status

Once your manuscript has been submitted to the journal, you can track its progress on your EVISE Homepage

If there are no submissions in process, nothing will be displayed on this page.

If there are any submissions in process, the Homepage displays:

- A list of active submissions
- The manuscript title as a clickable link that allows you to view the manuscript details
- Information related to the manuscript, including current status, type of submission, Contact details of the editor who handled the respective submissions, Current Status, Status date, Initial date of submission.

## Compose New Message

The Compose New Message section allows you send a message to the Editor and/or Service Manager regarding your manuscript.

- Click the '**Compose New Message**' button. The Compose Message screen is displayed, where you can compose the message to the Editor and/or Service Manager and provide details about the manuscript.
- Click the '**Send Mail**' button to send your communication.

The screenshot displays a web application interface for manuscript management. A 'Compose Message' dialog box is open in the foreground, showing the following details:

- From:** Roger W
- To:** eviseauthorone@yahoo.com
- Subject:** JCAA\_2013\_5685

The text editor contains the following content:

Automation Testing  
Journal of Chemistry And Applications  
Kind Regards,

At the bottom of the dialog box, there is a 'Send Mail' button. In the background, the main interface shows 'Provide Key Manuscript Info' and 'Status Information' sections. The 'Provide Key Manuscript Info' section includes:

- Manuscript Number:** JCAA\_2013\_5685
- Revision:** Original
- Article Type:** Full Length Article
- Corresponding Author:** Author One

The 'Status Information' section includes:

- Current status:** With Editor
- Status Date:** 18 Sep 2013
- Initial Submission Date:** 18 Sep 2013
- Target Decision Date:** 17 Dec 2013

Below these sections, there are navigation buttons: 'View Manuscript', 'Provide Feedback', 'View Author Response', and 'Select Reviewer'. A table of revisions is also visible:

Revision	Subject
Original	Invitation to review manuscript JCAA_2013_5685 for journal Journ
Original	Invitation to review manuscript JCAA_2013_5685 for journal Journ
Original	New submission JCAA_2013_5685 assigned to you
Original	Author One has agreed to resubmit submission JCAA_2013_5685

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