

# **Author Submission Help Docs**

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## What is the status of my submission?

Consult [this table](#) for more information about each submission state (status) your manuscript can be in.

For further details, contact the journal's editorial office.

To find the journal editorial contact information in Research Exchange Submission, do the following:

1. Go to the **My Submissions** page.
2. Locate the submission you wish to inquire about and click **Submission overview**.

The screenshot shows the 'My Submissions' page. At the top, it says 'Lavoisier's Head' and 'Research Article'. Below that is the title 'Phlogiston and the Joy of Theoretical Chemistry'. A table shows the submission status as 'Submitted', submitted on '20 August 2024 by Marie Curie', and submission started on '20 August 2024 by Marie Curie'. To the right, there is a note: 'This submission has been reviewed by the editorial office and can be published. Further information will be provided to you by the journal editor.' At the bottom right, there is a button labeled 'Submission overview'.

3. On the next page, click **EDITORIAL CONTACT**.

The screenshot shows the 'Submission Overview' page. At the top, it says 'Lavoisier's Head'. Below that are two buttons: 'AUTHOR GUIDELINES' and 'EDITORIAL CONTACT'. A mouse cursor is pointing at the 'EDITORIAL CONTACT' button. Below the buttons is the title 'Submission Overview'.

4. You will be redirected to the journal's contact page or the journal's contact email will be displayed.

## Log in and Manage Your Account

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**Note:** The platform you're currently on may differ in how its login and profile management system works.

To log in, navigate to <https://{publisher code}.atyponrex.com>.

Research Exchange Submission uses the CONNECT login system.

- [Sign up to CONNECT](https://support.scienceconnect.io) (support.scienceconnect.io)
- [Edit your personal information](https://support.scienceconnect.io) (support.scienceconnect.io)
- [Edit your account settings and permissions](https://support.scienceconnect.io) (support.scienceconnect.io)
- [Delete your account](https://support.scienceconnect.io) (support.scienceconnect.io)
- [View and edit your sign in details](https://support.scienceconnect.io) (support.scienceconnect.io)
- [Manage your password](https://support.scienceconnect.io) (support.scienceconnect.io)

## Manage Your Profile

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**Note:** The platform you're currently on may differ in how its login and profile management system works.

1. Click your name in the upper right.
2. Click **My Profile**.

You will be redirected to your CONNECT profile page.

Refer to the [CONNECT help pages](#) for more information about managing your profile.

**Note:** Adding your ORCID iD to your CONNECT profile also adds it to your Research Exchange Submission account and vice versa. If the ORCID iD is already in use by another Research Exchange

Submission account, CONNECT will prompt you to choose which account should use the ORCID iD.

**CONNECT**

id 0000-0001-1234-5678

This ORCID ID is already linked with another profile. Please confirm to move it to your current profile.

From

 **Curie, Marie**  
mcurie@parisuniversity.com

To

 **Marie Curie**  
mcurie@example.com

Current profile

I acknowledge that this action will remove this ORCID ID from the profile it is linked with and move it to my current profile.

## Use the My Submissions Page

1. Click **My Submissions**.  
By default, all your submissions are displayed.
2. Optionally filter your submissions by **Publication**, **Submission Status**, or **Author Role**.

## Submission States (Statuses)

Submissions can have one of the states described in the table below.

For more information about any of these states, [contact the journal's editorial office](#).

State	Description
<b>Accepted</b>	The submission process has completed with an Accept decision.
<b>Accepted (Final Files)</b>	<b>Note:</b> Not applicable on all platforms. The submission process has completed with an Accept decision.
<b>Accepted, Pending Agreement</b>	<b>Note:</b> Not applicable on all platforms.

State	Description
	Your conference submission has been accepted, but you need to complete the publication agreement.
<b>Accepted, Under Review for Production</b>	<b>Note:</b> Not applicable on all platforms. The manuscript has been accepted, but additional updates may be requested.
<b>Accepted, Updates Requested</b>	<b>Note:</b> Not applicable on all platforms. The manuscript has been accepted, but additional updates are required before it can be published.
<b>Draft</b>	You have not yet submitted the manuscript.
<b>Draft Invited</b>	A draft invited submission
<b>Draft (Transferred)</b>	<b>Note:</b> Not applicable on all platforms. You have not yet submitted the manuscript.
<b>In Revision</b>	The Editor has made a decision and requested that you revise the submission.
<b>In Screening</b>	<b>Note:</b> Not applicable on all platforms. The submission is in screening.
<b>Rejected</b>	The submission process has completed with a Reject decision.
<b>Replaced</b>	The submission has been resubmitted as new by a Research Exchange Submission admin and replaced by a newer submission. The submission card includes a link at the top to the submission that replaced it.
<b>Submitted</b>	You have completed the submission steps, and the manuscript has been submitted to the journal. Once a manuscript is successfully submitted, a unique manuscript number is assigned automatically by the system. Normally, the corresponding author will be notified of the manuscript number via email.
<b>Under Review</b>	The peer review process is underway. There are several factors that influence the time taken for review, most notably availability of article referees. Peer review times vary per manuscript.
<b>Withdrawn</b>	You have withdrawn the manuscript for consideration, or an Editor has done so on your behalf.

## Manage Your ORCID iD

**Note:** The platform you're currently on may differ in how its login and profile management system works.

You can connect or unlink your ORCID iD to your Research Exchange Submission account in several ways:

- On most platforms, when logging in to Research Exchange Submission.
- If you are the co-author of a manuscript you did not submit and receive an email invitation to connect your ORCID iD.

- From the **My ORCID iD** page.
- During submission or revision, in the **Author Details** submission step, if you are submitting to a journal that collects author ORCID information.

**Note:** You can connect your ORCID iD in the **Author Details** submission step only if you are one of the authors of the manuscript.

The important things to know are that:

- Research Exchange Submission accounts are powered by the CONNECT login system.
- Your ORCID iD is associated with your Research Exchange Submission / CONNECT account overall, and not, for example, a single submission.
- You can connect your ORCID iD with a single Research Exchange Submission / CONNECT account at a time.
- Connecting or unlinking your ORCID iD to or from your Research Exchange Submission account means that you are also doing this for your CONNECT account. So if you use CONNECT with multiple publishers' submission systems, your ORCID iD will be added to or removed from those systems as well.

1. To connect your ORCID iD, do the following:

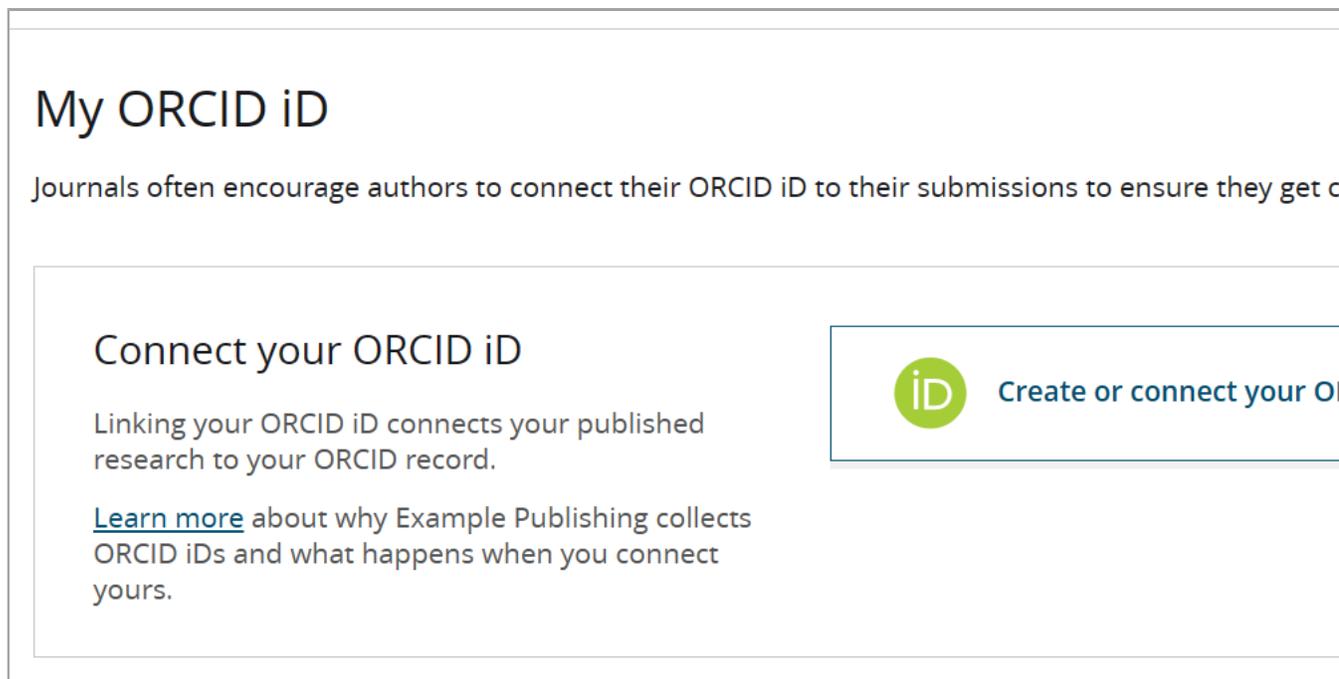
Navigate to the area in Research Exchange Submission where you can begin the process.

The required steps differ depending on the area:

- On the login screen, click **ORCID**.
- If you received an invitation email, click **Connect your ORCID iD** in the email and then, in Research Exchange Submission, on the Submission Overview page, click **Connect ORCID iD**, and then, on the **My ORCID iD** page, **Create or connect your ORCID iD**.
- To do so from the **My ORCID iD** page, click your name in the upper right, and then **My ORCID iD**.



Then click **Create or connect your ORCID iD**.



- During submission or revision, if the journal collects author ORCID information from submitting authors, the **Author Details** submission step will include a **Connect your ORCID iD** section. In this section, click **Create or connect your ORCID iD**.

You will be redirected to an ORCID login page, where you can enter your ORCID credentials or create a new ORCID iD.

If your ORCID iD is already connected with another Research Exchange Submission / CONNECT account, you will be prompted to choose which account it should be connected with moving forward.

**CONNECT**

ID 0000-0001-1234-5678

This ORCID ID is already linked with another profile. Please confirm to move it to your current profile.

From

 **Curie, Marie**  
mcurie@parisuniversity.com

To

 **Marie Curie**  
mcurie@example.com

Current profile

I acknowledge that this action will remove this ORCID ID from the profile it is linked with and move it to my current profile.

**Important:** As explained above, your choice here impacts any accounts you have on other publishers' systems.

Once you have successfully entered your ORCID credentials, you will be redirected back to the Research Exchange Submission page you were previously viewing, or trying to get to:

- If you were logging in to Research Exchange Submission, you will be redirected to the **My Submissions** page.
- If you started the process by clicking a link in an email invitation, you will be redirected to the **My ORCID iD** page.
- If you used the **My ORCID iD** page, you will be redirected back to that page.
- If you clicked a link in the **Author Details** submission step, you will return to that step.

2. To unlink your ORCID iD, do one of the following:

- From the **My ORCID iD** page, click your name in the upper right, then **My ORCID iD**, then **Unlink**.
- From the **Author Details** submission step, click **Connect your ORCID iD > Unlink**.

## View a Submission You Co-authored

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Depending on how a journal is configured, you may be able to view submissions you co-authored, but did not submit, on Research Exchange Submission.

In such cases, when the manuscript is submitted, you will receive one of two email notifications:

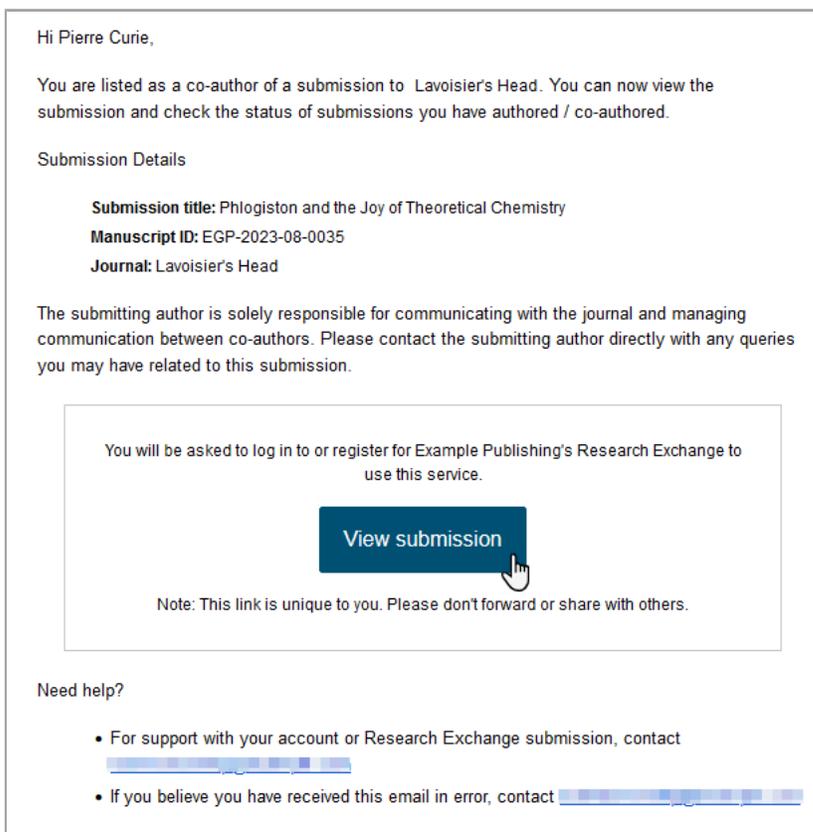
- If the journal does not collect ORCID iDs for co-authors, you will receive a notification with the subject, `Action Recommended: View your submission to {journal title}, where {journal title} is the title of the journal.`

- If the journal does collect ORCID iDs for co-authors, you will receive a notification with the subject, **Action Recommended: Connect your ORCID iD to your submission {manuscript ID}**, where {manuscript ID} is the submission's ScholarOne manuscript ID.

If you receive an email invitation to connect your ORCID iD, [follow these steps](#).

For the first case, follow the instructions below.

**1. In the email you received, click [View submission](#).**



You will be directed to the Research Exchange Submission website.

**2. Log in to the Research Exchange Submission site.**

- a) If you do not already have an account for Research Exchange Submission, you will have to create an account before you can log in.
- b) If you already have an account for Research Exchange Submission but it is associated with a different email address than the one listed for you in the manuscript, then Research Exchange Submission will prompt you to verify your email address before you can log in.  
 The email address in the manuscript will not change. The submission will be associated with your existing Research Exchange Submission account with the different email address.

- Once you have logged in, you will be directed to the **Submission Overview** page for the submission you co-authored.

Submission Overview	
Initial Submission	This submission has been sent to the editorial office and cannot be edited
Article Type	Research Article
Title	Phlogiston and the Joy of Theoretical Chemistry

The submission will also be included on your **My Submissions** page.

**Note:** As a co-author, you may find that you cannot view older submissions that you co-authored for a specific journal from the **My Submissions** page. This is because the option to view co-authored submissions from this page applies only to submissions that are made after the date a journal makes this option available.

If any of the information in the submission is incorrect, contact the submitting author. Note that if the submission is immediately accepted, there will not be a chance for the submitting author to make any updates. Alternatively, information can be updated prior to submitting a revision or resubmission.

## Start a New Submission

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- Choose the journal you want to submit to.
- Prepare your manuscript according to the journal's guidelines.
- Click the **Submit** or similarly labeled link on the journal website.

If you know the journal code, you can navigate directly to the journal's Research Exchange Submission submission page.

For example, if the journal Lavoisier's Head has the journal code LVH, then, to navigate to the journal's Research Exchange Submission submission page, use either of the following URLs:

- `https://{publisher code}.atyponrex.com/journal/lvh`
- `https://{publisher code}.atyponrex.com/submission/dashboard?journalCode=lvh`

- Log in to Research Exchange Submission.
- Click **Start submission**.
- Click **Your Progress > Article Type**.

Complete the submission steps, beginning with the [Article Type](#) step.

## Article Type

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- Select your manuscript's article type from the **What kind of manuscript are you submitting? > Article Type** dropdown.

If this is not an initial submission and the article type you selected during initial submission is no longer available, follow [these steps](#).

2. If the journal allows authors to select their preferred peer review method, then in the **Select your preferred type of peer review** section select **Single anonymized** or **Double anonymized**.

If you had previously completed this step and selected **Single anonymized** and also uploaded your manuscript file(s) in the [Upload Manuscript](#) step, and are now revisiting this step and select **Double anonymized**, Research Exchange Submission will prompt you if you want to delete your manuscript file. This is because you need to reupload your manuscript file(s) so that they do not include any author-identifying information. You will upload author-identifying information separately, in a title page file, which will be a required file.

3. Check all the boxes for the submission requirement questions.
4. Click **Confirm**.

If you cannot proceed to the next submission step after clicking Confirm, follow [these steps](#).

You will be redirected to the Progress Board page for this submission. A check mark will be displayed next to the Article Type submission step, indicating that it is complete.

Continue with the next submission step, [Upload Manuscript](#).

## Cannot Select Same Article Type as Initial Submission

You are submitting a returned (unsubmitted) manuscript, and the article type you selected during your initial submission is no longer available from the **What kind of manuscript are you submitting? > Article Type** dropdown.

### Why it happens

The journal no longer supports that article type.

### To resolve

1. Do not select any value from the dropdown.

**Important:** If you select a different article type from the dropdown, you will not be able to later select the original article type.

By not selecting a value from the dropdown, the article type from your initial submission will be retained for your new submission.

2. Continue the submission process and [answer the submission requirements questions](#).

## Cannot Proceed Past Article Type Step

When you click **Confirm** during the Article Type step, you cannot proceed to next submission step.

### No Article Type Selected

You have not selected an article type.

## What kind of manuscript are you submitting?

Article Type

▼

This journal requires that you confirm all items above in order to proceed. Please correct items above to continue or consider [a different journal](#)

Confirm

### Unanswered Submission Requirements Questions

You have not checked all the boxes for the submission requirements questions.

I confirm that all authors of this submission have understood the journal's licensing policy. Further information about the journal's license agreement(s) and Terms of Use can be found in the journal's [Author Guidelines](#).

This journal requires that you confirm all items above in order to proceed. Please correct items above to continue or consider [a different journal](#)

Confirm

### To resolve

1. Ensure you have selected an article type from the dropdown.
2. Check all the boxes for the submission requirements questions.
  - a) Alternatively, click **a different journal** to view other journals by the publisher.
3. Continue the submission and click [Confirm](#).

## Upload Manuscript

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File names of files uploaded to Research Exchange Submission should not be longer than 256 characters.

The combined size limit of all files uploaded to Research Exchange Submission is 500 MB.

If you encounter an error during file upload, including the [A virus has been found: Remove or replace this file](#) on page 23 error, delete the uploaded file, and upload a version of the file that is virus-free and within the file name length limit.

**Note:** While there is not an explicit size limit for each file, in such cases, try to upload versions of the files where each file is under 25 MB.

For submissions that will be reviewed using double-anonymized peer review, make sure to not include any author-identifying information in your main manuscript(s) files.

If you are not sure which peer review type will be used for a submission, check if **Title Page** is included under **Upload Manuscript > Required Files**. If a title page is required and the description is similar to the following, the submission will be reviewed using double-anonymized peer review:

The Title Page will not be sent to peer reviewers and should include your manuscript title, authors' names and affiliations, address for correspondence including email address, acknowledgements, and conflict of interest statement.

1. If the journal only accepts main manuscript documents in DOC or DOCX format, click **Upload** and select your main manuscript document.
2. Alternatively, if the journal also accepts main manuscript document in LaTeX format, click **Add Files** and do the following:
  - a) Select the main manuscript type, **Main Document - MS Word** or **Main Document - LaTeX**.
  - b) Click **Add Files**.
    1. If you are submitting a manuscript in DOC or DOCX format, click **Upload** and upload your main manuscript document.
    2. If you are submitting a manuscript in LaTeX format, follow [these steps](#).
  - c) Click **Confirm**.
- Important:** The manuscript type you select during initial submission persists during revision. For example, if your initial submission is in DOC or DOCX format, you cannot submit a LaTeX main document during revision.
3. Optionally, if you need to delete the manuscript file(s), click the delete icon.
4. If you are submitting a revision and do not need to upload a new version of your manuscript, check the **I have not made any updates to my main document** box. Research Exchange Submission will display information about the manuscript file(s) you uploaded during your initial submission below the checkbox.
5. If you are submitting a revision, upload a file with your author response to the decision letter in DOC, DOCX, PDF, RTF, or TXT format.
6. If the submission will be reviewed using double-anonymized peer review, click **Title Page > Upload**, and upload a title page in DOC or DOCX format.

Include the following information in the title page file:

- Title
- Author name(s)
- Author email address(es)
- Author affiliation(s)

The information listed above are the items that Research Exchange Submission can automatically extract from the title page file. However, the journal to which you are submitting may require you to include additional information in the title page file. Make sure to follow the journal's submission guidelines.

Do not include any author-identifying information in the manuscript's main document file.

7. Provide any conflict of interest (COI) information for the manuscript.
  - a) If none of the authors have a conflict of interest to disclose, check the **None of the authors have a conflict of interest to disclose** box.
  - b) Alternatively, upload a single conflict of interest statement in PDF, RTF, DOC, or DOCX format.

8. Optionally, upload any additional manuscript files, such as figures or tables.

The journal may require that you provide a label and/or description for certain files, such as figures.

9. Click **Confirm**.

You will be redirected back to the Progress Board page for the submission. Under **Your Progress**, the next step you need to take will be highlighted.

If you are submitting an initial submission, resubmitting a rejected manuscript, or resuming submission for a returned (unsubmitted) manuscript, click **Title**.

If you are submitting a revision, click the step that is highlighted under **Your Progress**. If no other steps require your attention, this will be the Final Review step.

## Upload a LaTeX Main Manuscript

Ensure that you have done the following on the [Upload Manuscript](#) step:

1. Clicked **Required Files > Main Manuscript > Add Files**.
2. Selected **Main Document - LaTeX**.
3. Clicked **Add Files**.

**Note:** When submitting the main document in LaTeX format, you must also submit a LaTeX PDF.

1. Click **Main Document - LaTeX > Upload** and upload one of the following:

- A single `.tex` file.
- A `.zip` or `.tar.gz` archive that contains multiple `.tex` files.

The screenshot shows a modal window titled 'Add Files' with a close button (X) in the top right. It contains two sections for selecting a main manuscript type:

- Main Document - LaTeX**: This section is highlighted with a red box around the accepted file types `.tex, .zip, .tar.gz`. It includes a warning icon and the text 'Required'. To the right is an 'Upload' button.
- Main Document - LaTeX PDF**: This section includes a warning icon and the text 'Required'. Below it, it states 'A LaTeX PDF is required if you provide a .tex Main Document.' To the right is an 'Upload' button.

At the bottom of the modal, there are two buttons: 'Back' (with a left arrow) and 'Confirm' (with a checkmark).

2. Click **Main Document - LaTeX PDF > Upload** and upload a single, compiled PDF output file generated from your LaTeX main document file(s).

3. If you uploaded a .zip or .tar.gz archive that contains multiple .tex files, do the following:

a) Click **Select Main File**.

[Select Main Manuscript Type](#)
> Add Files
> Select Main File ✕

[Phlogiston and the Joy of Theoretical Chemistry.zip](#)

📄
🗑️

Type of File    Main Document - LaTeX  
Size              2.4 KB

[Phlogiston and the Joy of Theoretical Chemistry.pdf](#)

📄
🗑️

Type of File    Main Document - LaTeX PDF  
Size              153.6 KB

← Back

Select Main File →

b) Select which .tex file is the main file.

[Select Main Manuscript Type](#)
> [Add Files](#)
> Select Main File ✕

Select the main manuscript file from the list of .tex files we found in your LaTeX package.

Main.tex

Methods.tex

Can't find your main file? Double-check the package you provided and try again. If you have checked your file and are still encountering this issue, [contact customer support](#) for assistance.

← Back

Confirm ✓

c) Click **Confirm**.

Once you have confirmed the main file, the popover window will close, and you will return to the **Upload Manuscript** screen.

If you encounter the No .tex files found error, follow [these steps](#).

4. Optionally, if you need to delete the LaTeX and/or PDF files after uploading them, do one of the following:
- Click the delete icon next to respective file name in the **Select Main Manuscript Type > Add Files** tab.

Select Main Manuscript Type > Add Files > Select Main File

[Phlogiston and the Joy of Theoretical Chemistry.tar.gz](#)

Type of File Main Document - LaTeX  
Size 109 B

[Phlogiston and the Joy of Theoretical Chemistry.pdf](#)

Type of File Main Document - LaTeX PDF  
Size 153.6 KB

← Back      Select Main File →

- Click the delete icon in the **Upload Manuscript > Required Files > Main Manuscript** section.

Your Main Manuscript document may be submitted without journal-specific reformatting. It may include embedded figures and tables, but should not include any supplementary materials.

You may bundle LaTeX manuscript files in a single archive including all LaTeX files, BibTeX files, figures, tables, all LaTeX classes and packages, and any other material that belongs to your main manuscript

+ Add Files

Name	Type of File	Size	
<a href="#">Phlogiston and the Joy of Theoretical Chemistry.tar.gz</a>	Main Document - LaTeX	109 B	
<a href="#">Phlogiston and the Joy of Theoretical Chemistry.pdf</a>	Main Document - LaTeX PDF	153.6 KB	

In this case both the LaTeX and PDF files will be deleted.

Continue with the Upload Manuscript step:

- If you are submitting a revision, provide your author response.
- If you are submitting a new manuscript, provide your conflict of interest information.

### No .tex files found

If Research Exchange Submission cannot locate .tex files in the uploaded .zip or .tar.gz archive, it will display the No .tex files found message on the **Select Main Manuscript Type > Add Files > Select Main File** tab.

The screenshot shows a breadcrumb trail at the top: [Select Main Manuscript Type](#) > [Add Files](#) > [Select Main File](#) with a close button (X) on the right. Below the breadcrumb is a red warning icon followed by the heading **No .tex files found**. The main text reads: "We could not find a .tex file in the manuscript package you provided. Double-check the package you provided and try again." Below this is a section titled "Need help? Here are some common reasons a .tex file may not be found:" followed by a bulleted list:
 

- No files with a .tex extension in the package
- Main package is password protected
- Main .tex file sits inside of a nested package (e.g. zip file inside of a zip file)

 At the bottom of the message, it says: "If you have checked your file and are still encountering this issue, [contact customer support](#) for assistance." At the very bottom of the screenshot, there are two buttons: a blue "Back" button with a left arrow and a red "Confirm" button with a warning icon. A hand cursor is pointing at the "Back" button.

### Why it happens

The error message displays some common causes for the error, which include:

- The archive you uploaded did not include any TEX files.
- The archive you uploaded is password-protected.
- The main TEX file is not included at the root level of the archive. For example, you uploaded a ZIP archive that contains another ZIP archive, and the main TEX file is included inside the second, nested, archive.

### To resolve

1. Click **Back** to return to the **Add Files** stage.
2. From **Add Files** delete the .zip or .tar.gz archive.
3. Ensure that the contents of archive are according to the required structure, for example, that the main TEX file is at the top level of the archive.
4. Upload the corrected version of the archive.

## Which file types does Research Exchange Submission support?

The supported file formats for the main document depend on each journal's requirements. A journal will accept one or more of the following formats:

- A Microsoft Word .docx document.
- A single LaTeX .tex file.
- A ZIP or .tar.gz archive containing multiple LaTeX files, as well as BibTeX files, figures, tables, all LaTeX classes and packages, and any other material that belongs to your main manuscript.
- A PDF file.

**Note:** When uploading your main document in LaTeX format, either as a single .tex file or as a .zip or .tar.gz archive containing multiple .tex files, then you are required to upload a single, compiled PDF output file generated from your LaTeX main document file(s).

WordArt or other unusual formatting in the main document may cause errors with the document import. Try converting WordArt to plain text, or an image, as appropriate, and removing any unusual formatting, then save your document and try again.

For all document types, Research Exchange Submission does not support executable or script file formats such as EXE, BAT, JS, or VBS.

Document types that accept only certain file formats are listed below. Document types that are not listed below accept most file formats.

**Note:** If a journal specifies that you should not upload certain file types, then follow the journal's guidelines even if Research Exchange Submission permits you to upload such files.

Document Type	Supported File Types
Embedded Video	<ul style="list-style-type: none"> <li>• MP4</li> <li>• M4V</li> <li>• WMV</li> <li>• MPG</li> <li>• MPEG</li> <li>• AVI</li> <li>• MOV</li> </ul>
Embedded Audio	<ul style="list-style-type: none"> <li>• MP3</li> <li>• M4A</li> <li>• M4P</li> <li>• WMA</li> <li>• WAV</li> <li>• OGG</li> <li>• FLAC</li> </ul>
Transcription	<ul style="list-style-type: none"> <li>• DOC</li> <li>• DOCX</li> <li>• TXT</li> <li>• RTF</li> <li>• PDF</li> </ul>
Author Response	<ul style="list-style-type: none"> <li>• DOC</li> <li>• DOCX</li> <li>• PDF</li> <li>• RTF</li> </ul>

Document Type	Supported File Types
	<ul style="list-style-type: none"> <li>• TXT</li> </ul>
Supplementary Zip Bundle	<ul style="list-style-type: none"> <li>• ZIP</li> </ul>
README file <b>Note:</b> Not available on all platforms.	<ul style="list-style-type: none"> <li>• DOC</li> <li>• DOCX</li> <li>• PDF</li> <li>• RTF</li> <li>• TXT</li> </ul>

## Reorder Files

If you upload multiple files of the same file designation, for example, multiple figures, by default Research Exchange Submission lists the files in alphabetical order. However, if you want the files to be displayed in a different order than the default one, you can drag and drop the files to reorder them.

The **Reordering allowed** label is displayed for file designations that support file reordering.

**Note:** For file designations with companion files, children files cannot be reordered separately from their parent files.

Files cannot be moved from one designation to another, for example, from Figures to Tables.

1. Click the reordering icon to the left of the file name, and then drag and drop the file.

Figure

★ *Optional*

✓ Most image files

☰ Reordering allowed

You may provide figures separately if they aren't embedded in your Main Document.  
Accepted file types: Most image files

[Upload](#)

[Delete all](#)

☰ [figure1.png](#)  
Size 1.3 KB

☰ [figure2.png](#)  
Size 1.4 KB

The order of files will be altered. In the example below, the order of `figure1.png` and `figure2.png` has been changed:

Figure

★ *Optional*

✓ Most image files

☰ Reordering allowed

You may provide figures separately if they aren't embedded in your Main Document.  
Accepted file types: Most image files

[Upload](#)

[Delete all](#)

☰ [figure2.png](#)  
Size 1.4 KB

☰ [figure1.png](#)  
Size 1.3 KB



### Why it happens

The file is either infected with a virus or, in some cases, is too large.

### To resolve

1. Delete the files that Research Exchange Submission has identified as being infected with a virus.
2. Upload new versions of the files that you have scanned and know to be virus-free.

Ensure that each file is less than 25 MB in size.

If Research Exchange Submission continues to identify DOCX files as being infected, try uploading versions of the files in DOC format. If that also does not resolve the issue, contact Research Exchange Submission support.

## Title

---

Research Exchange Submission will attempt to automatically extract your manuscript's title from the manuscript main document.

1. If the automatic title selection is correct, click **Yes, this is my title**.
2. Alternatively, if the automatic title selection is not correct, click **No, let me select it**.

The **Detailed instructions** window opens. It displays an animated image showing how you can select your title.

a) Highlight the title of the manuscript.

If the title selection is not correct, click **Something is wrong with my title** and follow [these steps](#). Alternatively, if you encounter the `Title exceeds journal's limit error`, follow [these steps](#).

3. Click **Confirm title**.

You will be redirected to the next submission step, [Abstract](#).

### Something is wrong with my Title

Your manuscript title has not been correctly selected.

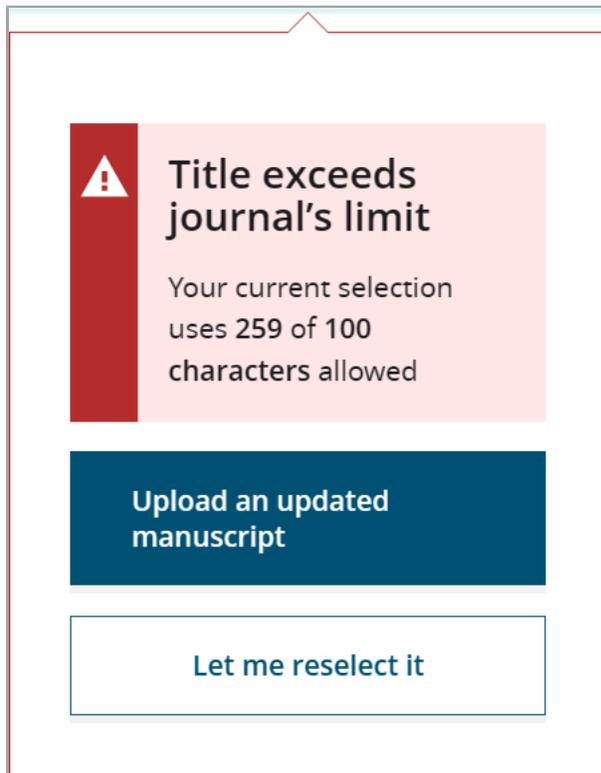
### Why it happens

Research Exchange Submission is unable to correctly parse your main manuscript document, either due to special formatting in the document such as word art, or for some other reason.

### To resolve

1. Click **Option 1: Edit and re-upload Main Document > Back to Upload Manuscript**.  
You will be redirected to the **Upload Manuscript** submission step, where you can [delete your main manuscript document](#) and upload a new one.
2. Alternatively, do the following:
  - a) In the **Option 2: Provide Title manually > Title** field, enter the correct title.
  - b) Click **Confirm Title**.  
You will be redirected to the [Abstract](#) submission step, from where you can continue your submission.
3. Or, if you want to try again to select your title from the manuscript, click **Nevermind, I'll select the Title from my Manuscript**.  
You will be redirected to the [Title](#) submission step.

## Title exceeds journal's limit



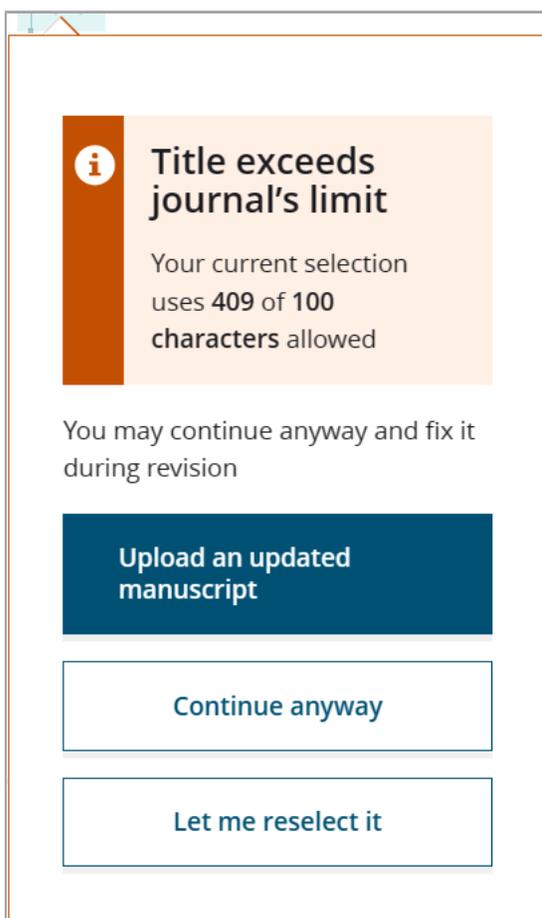
### Why it happens

The journal imposes a limit on the manuscript title length, and your title exceeds it.

### To resolve

1. Click **Upload an updated manuscript** to go back to the [Upload Manuscript](#) step, delete the main manuscript document(s), and upload a new version with a title that is inside the limit specified by the error message.
2. Alternatively, click **Let me reselect it** to continue in the [Title](#) submission step and select a shorter segment of the title.

3. If the warning message is displayed during initial submission and the **Continue anyway** option is available, you can click it to proceed to the next submission step without altering the title, but you will need to update the title to a shorter one during revision.



## Abstract

---

Research Exchange Submission will attempt to automatically extract your manuscript's abstract from the manuscript main document.

1. If the automatic abstract selection is correct, click **Yes, this is my abstract**.
2. Alternatively, if the automatic abstract selection is not correct, click **No, let me select it**.

The **Detailed instructions** window opens. It displays an animated image showing how you can select your abstract.

a) Highlight the abstract of the manuscript.

If the abstract selection is not correct, click **Something is wrong with my abstract** and follow [these steps](#).

Alternatively, if you encounter the Abstract exceeds journal's limit error, follow [these steps](#).

3. Click **Confirm abstract**.

You will be redirected to the next submission step, [Authors](#).

## Something is wrong with my Abstract

Your manuscript abstract has not been correctly selected.

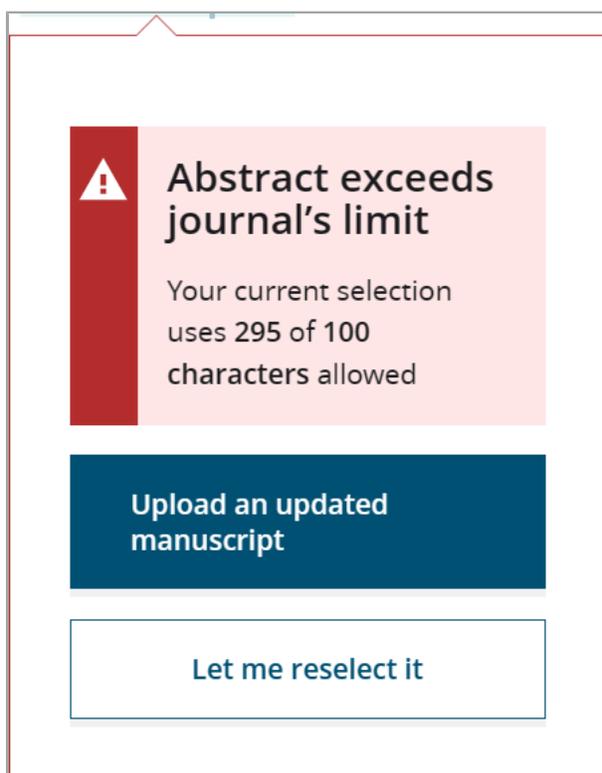
### Why it happens

Research Exchange Submission is unable to correctly parse your main manuscript document, either due to special formatting in the document such as word art, or for some other reason.

### To resolve

1. Click **Option 1: Edit and re-upload Main Document > Back to Upload Manuscript**.  
You will be redirected to the **Upload Manuscript** submission step, where you can [delete your main manuscript document](#) and upload a new one.
2. Alternatively, do the following:
  - a) In the **Option 2: Provide Abstract manually > Abstract** field, enter the correct title.
  - b) Click **Confirm Abstract**.  
You will be redirected to the Authors submission step, from where you can continue your submission.
3. Or, if you want to try again to select your title from the manuscript, click **Nevermind, I'll select the Abstract from my Manuscript**.  
You will be redirected to the [Abstract](#) submission step.

### Abstract exceeds journal's limit



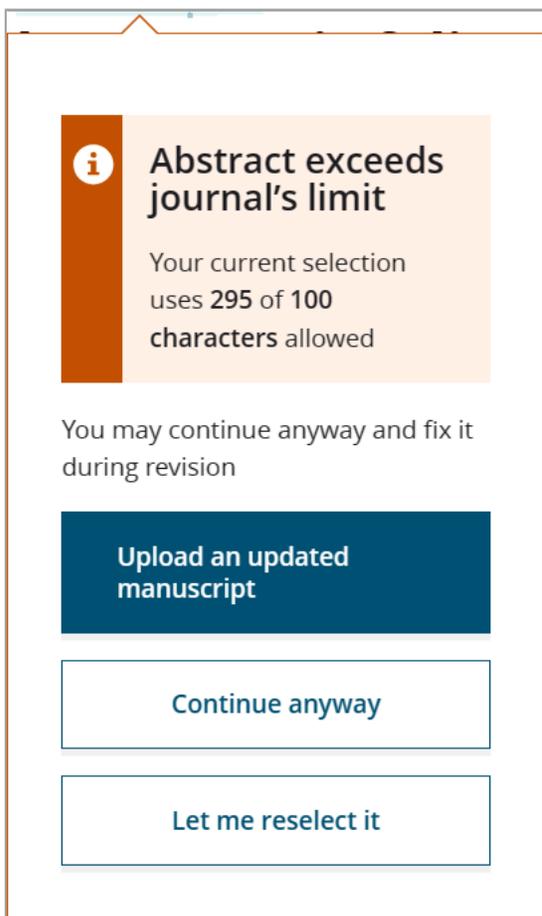
### Why it happens

The journal imposes a limit on the manuscript abstract length, and your abstract exceeds it.

### To resolve

1. Click **Upload an updated manuscript** to go back to the [Upload Manuscript](#) step, delete the main manuscript document(s), and upload a new version with an abstract that is inside the limit specified by the error message.
2. Alternatively, click **Let me reselect it** to continue in the [Abstract](#) submission step and select a shorter segment of the abstract.

3. If the warning message is displayed during initial submission and the **Continue anyway** option is available, you can click it to proceed to the next submission step without altering the abstract, but you will need to update the abstract to a shorter one during revision.



## Authors

---

Research Exchange Submission will attempt to automatically extract your manuscript's author names from the manuscript main document.

1. If the automatic author name selection is correct, click **Yes, all author(s) are correct**.
2. Alternatively, if the automatic author name selection is not correct, click **No, let me fix them**.
  - a) Click and drag to highlight each author name in the manuscript.

If the author name selection is not correct, click **Something is wrong with my authors** and follow [these steps](#).

3. Click **Confirm author(s)**.

If you encounter the `Something went wrong` error, follow [these steps](#).

You will be redirected to the next submission step, [Affiliations](#).

### Something is wrong with my Authors

The author names in your manuscript have not been correctly selected.

#### Why it happens

Research Exchange Submission is unable to correctly parse your main manuscript document, either due to special formatting in the document such as word art, or for some other reason.

## To resolve

1. Click **Option 1: Edit and re-upload Main Document > Back to Upload Manuscript**.  
You will be redirected to the **Upload Manuscript** submission step, where you can [delete your main manuscript document](#) and upload a new one.
2. Alternatively, click **Option 2: Provide Authors manually in a later step > Provide Authors later**.  
You will be redirected to the next submission step, Affiliations. You can enter the author names in a later step, Author Details.
3. Or, if you want to try again to select the author names from your manuscript, click **Nevermind, I'll select the Authors from my Manuscript**.  
You will be redirected to the [Authors](#) submission step.

## Affiliations

---

Research Exchange Submission will attempt to automatically extract the authors' affiliations from the manuscript main document.

When selecting or confirming affiliations, ensure that each affiliation includes the complete organization or institution address. At a minimum, ensure the affiliation includes the institution name and country, but a complete affiliation also includes department name and institution city. The institution postal code is optional.

If your manuscript proceeds to publication, affiliations will be published as they appear in your manuscript.

1. If the automatic affiliation selection is correct, click **Yes, all affiliations are correct**.
2. Alternatively, if the affiliation selection is not correct, click **No, let me fix them**.
  - a) Click and drag to highlight each affiliation in the manuscript.  
If the affiliation selection is not correct, click **Something is wrong with my affiliations** and follow [these steps](#).
3. Click **Confirm affiliation(s)**.
4. If you do not want to specify affiliations for any of the authors of the manuscript, do the following:
  - a) Click **Confirm no affiliation**.  
Research Exchange Submission displays the following prompt:

```
No affiliations found
If all authors are unaffiliated, check the box below.
```

- b) Check the **This manuscript has no affiliations** box.
- c) Click **Confirm no affiliation**.

When you confirm that none of the authors of the manuscript has an affiliation, Research Exchange Submission will do the following:

- In the next submission step, [Author Details](#), the **Affiliation(s)** field for each author will be automatically filled in with **No Affiliation**.
- If you also do not specify any affiliations for any author in the next, [Author Details](#), submission step, the [Match Organizations](#) on page 37 submission step will be skipped for this submission, and will not be included in the list of steps for this manuscript under **My Submissions > Your Progress**.

You will be redirected back to the Progress Board page for the submission. Under **Your Progress**, the next step you need to take will be highlighted.

To continue your submission, click [Author Details](#).

## Something is wrong with my Affiliations

The affiliations in your manuscript have not been correctly selected.

## Why it happens

Research Exchange Submission is unable to correctly parse your main manuscript document, either due to special formatting in the document such as word art, or for some other reason.

## To resolve

1. Click **Option 1: Edit and re-upload Main Document > Back to Upload Manuscript**.  
You will be redirected to the **Upload Manuscript** submission step, where you can [delete your main manuscript document](#) and upload a new one.
2. Alternatively, click **Option 2: Provide Affiliations manually in a later step > Provide Affiliations later**.  
You will be redirected to the Progress Board page for your submission, where you can choose to continue with the next submission step, [Author Details](#).
3. Or, if you want to try again to select affiliations from your manuscript, click **Nevermind, I'll select Affiliations from my Manuscript**.  
You will be redirected to the [Affiliations](#) submission step.

## Author Details

---

1. For each author name listed in the **Author List** section, do the following:
  - a) If the journal collects author honorific titles, you can specify the appropriate title for each author during initial submission.

The screenshot shows a form titled "Author List" for the author "Marie Curie". There are two main sections: "Title" and "Email". The "Title" section has a dropdown menu currently showing "Prof." with a downward arrow. A hand cursor is pointing at the bottom of the dropdown, which also shows "Prof." with an upward arrow. The "Email" section is a text input field containing the email address "mcurie@example.com".

The titles collected are used when addressing authors in email notifications regarding the submission.

**Note:** Author honorific titles are collected only during initial submission. While you can update the author titles during the revision stage in Research Exchange Submission, the updated titles will not be taken into account in subsequent email notifications.

- b) Ensure a valid email address is provided.
 

The email address cannot be longer than 128 characters.
  - c) Choose a value from the **Country/Location** dropdown.
 

You cannot select more than one country/location for each author.
  - d) Ensure that the **Primary Affiliation** or **Affiliation(s)** field is not blank.
 

For conference submissions, select a single affiliation for each presenting author. No more than one affiliation is allowed for each author.

For journal submissions, the **Affiliation(s)** field for each author is populated with the affiliations selected during the [Affiliations](#) submission step.

If the author has no affiliation, select **No Affiliation** from the dropdown.

Alternatively, you can enter new affiliations or edit the existing ones in the **Affiliation(s)** field.
2. Select which author is the **Corresponding Author**.
 

You must select one corresponding author for the manuscript. You cannot select more than one.
3. If the journal collects author contributor roles using the CRediT taxonomy, the **Author Details** step will include the **Author Contributions (CRediT)** section, and you can follow [these steps](#) to specify author contributor roles.

4. If necessary, fill out the **Submitting Agent** section as follows:
  - a) If you are an author of the manuscript but your Research Exchange Submission account email address is different than the email address you used in the manuscript, click **I'm an Author of this manuscript** and select your name from the **Author** dropdown.
  - b) If you are not an author of the manuscript, click **I'm not an Author of this manuscript** and select your **Role** from the dropdown.  
If none of the values in the **Role** dropdown accurately describe your role, select **Other...** and enter your role in the **Role** field.
5. If the journal collects ORCID information from submitting authors, the **Author Details** page includes the **Connect your ORCID iD** section, and you can follow [these steps](#) to connect your ORCID iD to your Research Exchange Submission account.
6. If you are submitting a revision or resubmission and the author list has changed since the initial submission, provide an explanation for the change in the **Authorship Changes > Explanation for authorship changes** field.

**Note:** Reversing the order of an author's first and last names in the manuscript is considered a change to the author list.

Once you submit a revision or resubmission that includes authorship changes, all the authors, past and present, as well as the journal's editorial office, will receive an email notification with the authorship change and your explanation for the change.

7. If you are submitting a conference paper, select the presenting author(s).  
If the conference allows more than one presenting author, check the box next to each presenting author's name under **Presenting Author(s)**. If the conference allows only one presenting author, click the radio button under **Presenting Author**.
  - a) For each presenting author, provide a biography that is no more than 50 words in the **Biography** field.  
The biography is required.

**8. Click Confirm.**

If you cannot proceed because Research Exchange Submission displays the `The following affiliations have not been assigned to an author message`, follow [these steps](#).

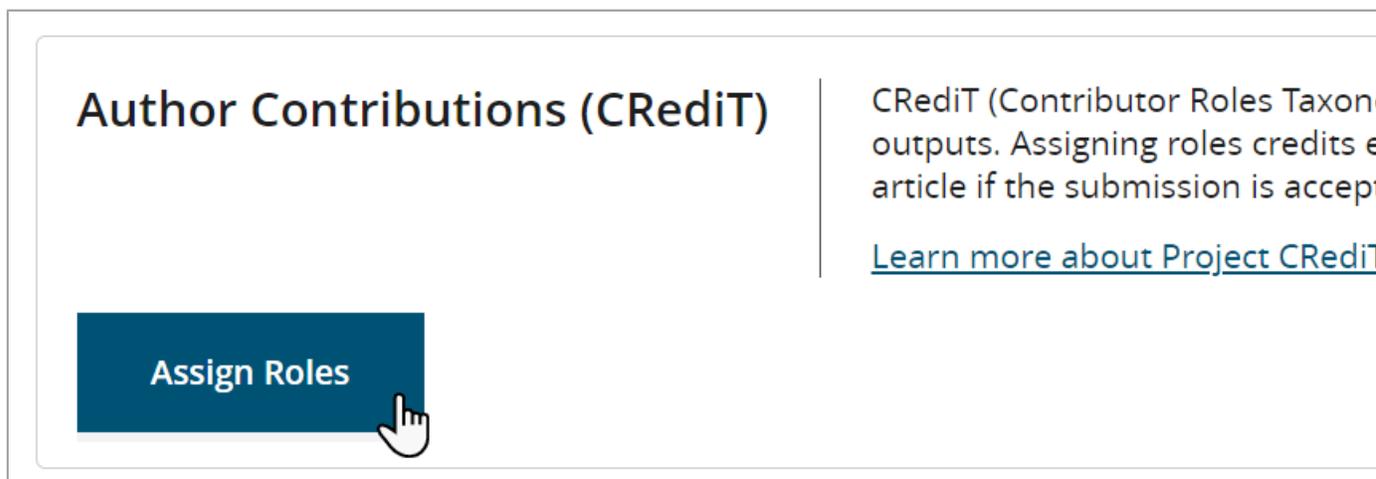
If you cannot proceed because Research Exchange Submission displays the `You must provide an explanation for changes to the author list message`, you must fill in the **Explanation for authorship changes** field before you can proceed.

You will be redirected back to the Progress Board page for the submission. Under **Your Progress**, the next step you need to take will be highlighted.

To continue with your submission, click [Match Organizations](#).

## Specify Contributor Roles Using the CRediT Taxonomy

1. Click **Assign Roles**.



The **Author Contributions (CRediT)** interface window will open.

2. Select one or more contributor roles for each author.

You must assign at least one role for each author.

Authors	Roles	
Marie Curie	<input type="checkbox"/> Conceptualization	<input type="checkbox"/> Methodology
	<input type="checkbox"/> Software	<input type="checkbox"/> Data curation
	<input type="checkbox"/> Investigation	<input type="checkbox"/> Validation
	<input type="checkbox"/> Formal analysis	<input type="checkbox"/> Supervision
	<input type="checkbox"/> Funding acquisition	<input type="checkbox"/> Visualization
	<input type="checkbox"/> Project administration	<input type="checkbox"/> Resources
	<input type="checkbox"/> Writing - original draft	<input type="checkbox"/> Writing - review & editing

The **Role Summary** section displays how many instances of each role have been assigned for all of the manuscript's authors collectively.

## Role Summary

- Conceptualization
- Software
- 2** Investigation
- Formal analysis
- Funding acquisition
- Project administration
- Writing - original draft
- 1** Methodology
- 1** Data curation
- Validation
- Supervision
- Visualization
- Resources
- Writing - review & editing

 2/2 authors are assigned



**Confirm**

3. Once you have assigned the required roles, click **Confirm** to save the configuration and exit the interface. The assigned roles will be displayed in the [Author Details](#) tab.

Roles	Authors
Conceptualization	-
Methodology	Marie Curie
Software	-
Data curation	Pierre Curie
Investigation	Marie Curie, Pierre Curie
Validation	-
Formal analysis	-
Supervision	-
Funding acquisition	-

If you need to make edits, click **Assign Roles** to re-open the **Author Contributions (CRediT)** interface. Then, return to the [Author Details](#) step to continue your submission.

### The following affiliations have not been assigned to an author

Research Exchange Submission displays the The following affiliations have not been assigned to an author message on the **Author Details** page, and you cannot proceed past this step.

## Author Details

Provide or confirm details for each author. Indicate which author is the corresponding author for the purpose of editorial and peer review. The editorial office will email each named author to confirm participation.

### Author List

Something wrong? Edit [authors](#) or [affiliations](#).

The following affiliations have not been assigned to an author:

- Paris University

### Why it happens

One or more affiliations in your manuscript that were identified during the Affiliations submission step have not been assigned to an author during the Author Details step.

### To resolve

1. Edit the **Author Details** > **Author List** > **Affiliations** field for each author to make sure that each affiliation in your manuscript is associated with at least one author.  
Once each affiliation is associated with at least one author, Research Exchange Submission will stop displaying the relevant warning messages and you can complete the [Author Details](#) submission step.
2. Alternatively, if you want to edit your affiliations, return to the [Affiliations](#) submission step.  
Editing your affiliations in Research Exchange Submission will not affect the affiliations as they will appear in the published article. If you want to remove the affiliations from your manuscript altogether, return to the [Upload Manuscript](#) step, delete your main manuscript file(s), and upload a version that includes only the affiliations you want.

## Match Organizations

---

This submission step is skipped if no affiliations are included in the manuscript main document, nor are any affiliations specified for any author during the [Author Details](#) on page 31 submission step.

If this step is included, Research Exchange Submission will display a separate card for each affiliation.

Initially, each card is marked as **Not Matched**, which means you have not yet matched the institution name as you have specified it in the manuscript main document or during a submission step with an institution name from the database of institutions that Research Exchange Submission uses.

✘ Not Matched

### University of Paris

The affiliation you provided	Choose best match
University of Paris	<input type="radio"/> THE AMERICAN UNIVERSITY OF PARIS PARIS, ÎLE-DE-FRANCE, FRANCE
	<input type="radio"/> THE AMERICAN UNIVERSITY OF PARIS LIBRARY PARIS, ÎLE-DE-FRANCE, FRANCE
	<input type="radio"/> THE AMERICAN UNIVERSITY OF PARIS BOOKSTORE PARIS, ÎLE-DE-FRANCE, FRANCE

OR

**Search for best match**

You only need to select your parent organization, you do not need to match your department or other subdivision

*Example: select University of Oxford, not University of Oxford Department of Economics*

**Find Organization**

Start typing to find your organization
Q

Research Exchange Submission will attempt to match each affiliation you provided during the [Affiliations](#) submission step with an institution listed in the [Ringgold](#) database. During this step, you can confirm if the institutions identified are correct, or, if necessary, manually associate institutions from the database with the affiliations you provided.

During this step, identifying your institution or organization is sufficient. It is not necessary to identify your specific department.

Verifying your organizations during this step does not affect any information in your manuscript or published article. The publisher will only use this information to identify any potential benefits you are eligible for based on your affiliations, such as to help you publish open access and ensure compliance with open access policies.

1. For each affiliation, do the following:
  - a) Select an option from the **Choose best match** section.  
The card title for that institution changes to **Matched**.

The screenshot shows a form titled "University of Paris" with a "Matched" status indicator. It is divided into two main sections: "The affiliation you provided" and "Choose best match".

**The affiliation you provided:** A card displays "University of Paris".

**Choose best match:** Three radio button options are listed:
 

- THE AMERICAN UNIVERSITY OF PARIS  
PARIS, ÎLE-DE-FRANCE, FRANCE
- THE AMERICAN UNIVERSITY OF PARIS LIBRARY  
PARIS, ÎLE-DE-FRANCE, FRANCE
- THE AMERICAN UNIVERSITY OF PARIS BOOKSTORE  
PARIS, ÎLE-DE-FRANCE, FRANCE

Below these options is an "OR" separator and a "Search for best match" section. This section includes a note: "You only need to select your parent organization, you do not need to match your department or other subdivision" and an example: "Example: select University of Oxford, not University of Oxford Department of Economics". A "Find Organization" field contains the text "Start typing to find your organization" and a search icon.

- b) Alternatively, if none of the options displayed in the **Choose best match** section are appropriate, type an institution name in the **Search for best match > Find Organization** field and select an institution name from the dropdown.

The screenshot shows the "Search for best match" section. It includes the same note and example as the previous screenshot. The "Find Organization" field now contains "University of Paris" and a search icon. A dropdown menu is open, showing three options:
 

- THE AMERICAN UNIVERSITY OF PARIS BOOKSTORE  
PARIS, ÎLE-DE-FRANCE, FRANCE
- THE AMERICAN UNIVERSITY OF PARIS DEPARTMENT OF COMPARATIVE LITERATURE AND ENGLISH  
PARIS, ÎLE-DE-FRANCE, FRANCE
- UNIVERSITE PARIS-SACLAY POLYTECH PARIS-SARCLAY  
ORSAY, ÎLE-DE-FRANCE, FRANCE

At the bottom of the dropdown, there is a text prompt "Can't find University of Paris?" and a button labeled "Organization is not listed".

- c) If none of the institutions listed are appropriate, click **Organization is not listed**.  
The dropdown of institution names is no longer displayed. Instead, the **Search for best match** section displays **Organization is not listed**, and the affiliation card is marked **Matched**. Research Exchange Submission records the affiliation to the institution name as you provided it.

### Search for best match

You only need to select your parent organization, you do not need to match your department or other subdivision

*Example: select **University of Oxford**, not **University of Oxford Department of Economics***

Organization is not listed ✕

- d) If you want to add an affiliation, you will need to go back to the [Upload Manuscript](#) submission step, delete your main document or title page file(s), upload a new version that includes the missing affiliation(s), and repeat the submission steps after that.

#### 2. Click **Confirm**.

You will be redirected back to the Progress Board page for the submission. Under **Your Progress**, the next step you need to take will be highlighted.

To continue with your submission, click [Additional Information](#).

## Additional Information

---

#### 1. Answer the questions asked during this submission step.

Ideally, you should answer all the questions. At a minimum, answer those that are required, otherwise you will not be able to complete your submission.

#### 2. Click **Confirm**.

If you encounter the `Something went wrong` error, follow [these steps](#).

## Why is it important to list my funders?

We ask you to select your funders from a list in order to help you comply with any funder publication mandates that may apply to you. Often, this is related to selecting a specific license or copyright type, or related to publishing open access.

## What do I do if my funder is not listed?

We ask you to select your funder from a list in order to help you comply with any funder publication mandates that may apply to you. You should type in keywords from your funder name in order to find it in the list. For example, you could type `Gates` to quickly locate the `Bill and Melinda Gates Foundation` in the list.

If you are not able to find your funder in the list, type the complete funder name into the **Select Funders** field, then choose **Use [Your Funder Name] as your funder** from the dropdown. Please note that your publisher won't be able to help you comply with any relevant funder mandates if your funder is not selected from our list of known funders.

## What is a data availability statement and why do I need one in my manuscript?

Some journals encourage data sharing wherever possible, unless this is prevented by ethical, privacy or confidentiality matters. Authors may be expected to make their data, scripts, and other artefacts used to generate the analyses presented in the paper available through a publicly available data repository. If the study includes original data, at least one author must confirm that he or she had full access to all the data in the study, and takes responsibility for the integrity of the data and the accuracy of the data analysis.

To enable readers to locate archived data, authors may be required to include a Data Accessibility section.

For more information and templates for the Data Availability statement, see the author guidelines for the journal.

If a data availability statement is not in your manuscript, you should add it and reupload your Main Document.

## What is a significance statement and why would I need one in my manuscript?

Your journal may require that your manuscript include a statement of significance or plain language summary for certain article types.

If required, include your statement in the main text of the document. Typically these statements explain the significance of the research paper written at a level that is understandable to the general public and to scientists outside your field of specialty. Consult your journal's author guidelines for specific requirements.

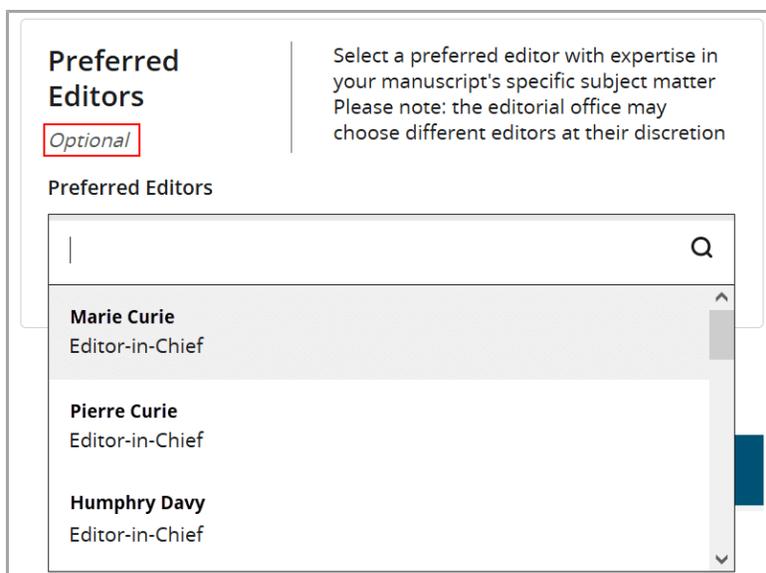
If the statement is required but is not in your manuscript, you should add it and reupload your Main Document.

## How can I specify my preferred editors?

If the journal to which you are submitting is so configured, you can select your preferred editor(s) during the **Additional Information** submission step.

Furthermore, specifying your preferred editors may be optional or required during initial submission and/or revision, as is the number of editors you are allowed or required to specify.

If the question is optional, this will be displayed underneath the question title.



**Preferred Editors**  
*Optional*

Select a preferred editor with expertise in your manuscript's specific subject matter  
Please note: the editorial office may choose different editors at their discretion

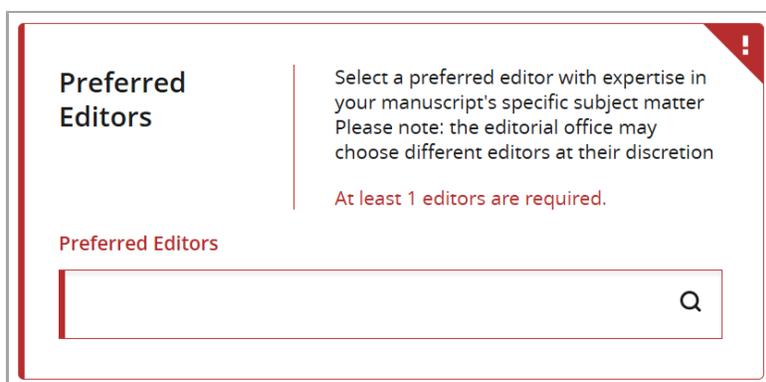
Preferred Editors

Marie Curie  
Editor-in-Chief

Pierre Curie  
Editor-in-Chief

Humphry Davy  
Editor-in-Chief

Alternatively, if the question is required, Research Exchange Submission will prompt you to fill in the required minimum number of preferred editors before you can proceed to the **Final Review** submission step.



**Preferred Editors**

Select a preferred editor with expertise in your manuscript's specific subject matter  
Please note: the editorial office may choose different editors at their discretion

At least 1 editors are required.

Preferred Editors

To specify your preferred editors, click inside the search field. A list of the available editors will be displayed underneath the field. The editors' names, roles and, where available, affiliations, are included in this list.

You can search for an editor by name, but not by role or affiliation.

The details of the editors you select are added underneath the search field. If you select the maximum allowed number of editors, the search field is no longer displayed.

### Preferred Editors

Preferred Editors

**Marie Curie**  
Editor-in-Chief  
Paris University

✕

Select a preferred editor with expertise in your manuscript's specific subject matter  
Please note: the editorial office may choose different editors at their discretion

### Possible Error Messages You May Encounter

If Research Exchange Submission is unable to retrieve the list of editors for the journal, it will display an error message at the top of the **Additional Information** page. If the question is optional, you will be able to proceed with your submission despite the error message. However, if the question is required, you will not be able to proceed with your submission until the journal administrators resolve the issue.

The error message displayed differs for each case.

If the question is optional, the error message is: The list of available editors could not be retrieved. Please contact the editorial office at email@email.com to inform them of this error.

If the question is required, the error message is: The list of available editors could not be retrieved. Please contact the editorial office at email@email.com to inform them of this error, so you can complete your submission.

## Final Review

---

The **Final Review** step allows you to confirm that all the information related to your submission is correct before you submit your manuscript.

If you have questions regarding your submission that aren't answered here, on the Research Exchange Submission help site, [you can contact the journal's editorial office](#).

The information collected during the previous submission steps is presented on the **Final Review** page as follows:

Final Review Section	Submission Step During Which Information Was Collected
Article Type	Article Type
Peer Review Type <b>Note:</b> If the journal does not allow submitters to select the peer review type, this section is not included on the Final Review page.	Article Type
Title	Title
Manuscript Files	Upload Manuscript
Abstract	Abstract
Authors	• Authors

Final Review Section	Submission Step During Which Information Was Collected
	<ul style="list-style-type: none"> <li>• <b>Author Details &gt; Author List</b></li> </ul>
Affiliations	<ul style="list-style-type: none"> <li>• Affiliations</li> <li>• Match Organizations</li> </ul>
Submitting Agent	<b>Author Details &gt; Submitting Agent</b>
Authorship Changes	<b>Author Details &gt; Authorship Changes &gt; Explanation for authorship changes</b>
Additional Information	Additional Information

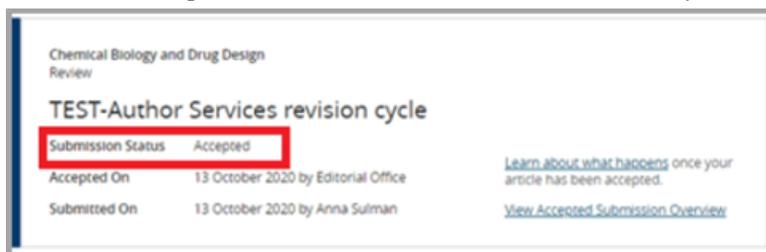
1. Review each section and, if necessary, click **Edit** to go to the corresponding submission step and make changes.
2. If the journal supports creating a reviewer PDF prior to submitting your manuscript, the **Build Reviewer PDF** option will be available, and you can follow [these steps to generate a reviewer PDF](#) for your manuscript.
3. Once you are satisfied that everything is order in order, click **Complete my submission**.  
If you are submitting a revision, click **Complete my revision**.

After you submit your manuscript, your work is sent to experts (peer reviewers) in your field of study in order to gain their insight and suggestions. Reviewers will evaluate the originality and thoroughness of your work, and whether it is a good fit for the journal you have submitted to. There are many forms of peer review, from traditional models like single-anonymized and double-anonymized review to newer models, such as open and transferable review.

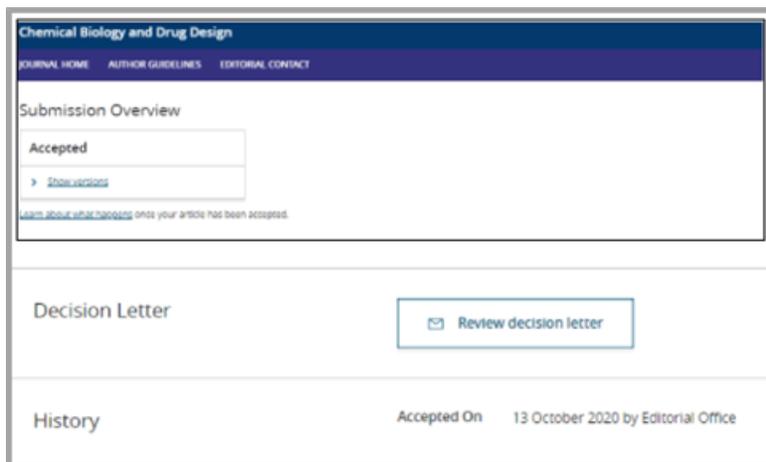
The length of the peer review process varies by journal, so check with the editors or the staff of the journal to which you are submitting to for details of the process for that particular journal.

Once a manuscript is accepted, the article appears as **Accepted** on the **My Submissions** page, with the date it was submitted and accepted.

Click **View Accepted Submission Overview** to view a summary of the submission.



Click **Show versions**, to view the different available versions of the submission. You can also click **Review decision letter** to open a read-only copy of the acceptance letter.



If your manuscript is not accepted and is not finally rejected, you can do one of the following:

- If a revision is required, [submit a revision](#).
- If your manuscript has been returned (unsubmitted), [resume its submission](#).
- If your manuscript has been rejected with the option to resubmit, [resubmit it](#).

## Create a Reviewer PDF

**Note:** The ability to create a reviewer PDF is not yet available for most journals.

EPS files are not included in the reviewer PDF.

Figure files larger than 10 MB are not included in the reviewer PDF.

1. On the **Final Review** submission step, click **Build Reviewer PDF**.

## Complete my submission

You're about to send your submission to the journal editors for review. After you complete submission, you will not be able to make changes unless your manuscript is returned by the editorial office.

### Build Reviewer PDF

The Reviewer PDF combines your manuscript and submission files into one file. This PDF is used by the editorial office and during peer review to assess your submission. You have the option to view the Reviewer PDF before it's sent to the editorial office, but it's not required to complete submission. Building the Reviewer PDF can take up to 10 minutes, depending on the number and size of your files.

[Build Reviewer PDF](#)

### Send submission

If everything looks correct above, click **Complete my submission** to send it to editorial review.

[Complete my submission ✓](#)

Only files that are intended for peer review will be compiled into the reviewer PDF.

PDF generation can take several minutes, depending on the number and size of files in the submission. A spinner is shown while the PDF is being compiled.

You are not required to build or view the reviewer PDF. You can complete your submission without creating or downloading a Research Exchange Submission-generated reviewer PDF.

2. Once the reviewer PDF has been generated, click **Download Reviewer PDF** to view the PDF.

## Complete my submission

You're about to send your submission to the journal editors for review. After you complete submission, you will not be able to make changes unless your manuscript is returned by the editorial office.

### Build Reviewer PDF

The Reviewer PDF combines your manuscript and submission files into one file. This PDF is used by the editorial office and during peer review to assess your submission. You have the option to view the Reviewer PDF before it's sent to the editorial office, but it's not required to complete submission. Building the Reviewer PDF can take up to 10 minutes, depending on the number and size of your files.

[Download Reviewer PDF](#)

Is something wrong with your Reviewer PDF? [You can edit or reorder your files in the Upload step.](#)

Do not include the Reviewer PDF with my submission

### Send submission

If everything looks correct above, click **Complete my submission** to send it to editorial review.

**Complete my submission** ✓

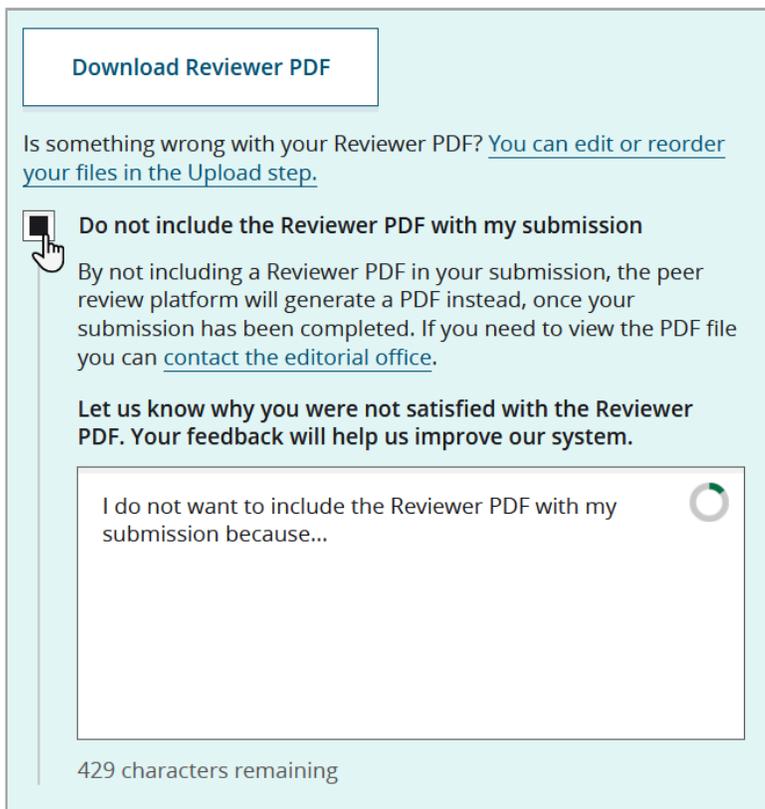
3. If you are not satisfied with the generated reviewer PDF, do one of the following:

- a) Return to the **Upload Manuscript** step and make the required changes to your manuscript files, such as reordering or replacing them.

You can repeat this process as many times as necessary.

Once you complete your changes, click **Final Review > Build Reviewer PDF** again to rebuild the PDF so that it includes your latest changes before you submit your manuscript.

- b) Click **Do not include the Reviewer PDF with my submission** to reject the reviewer PDF.



**Download Reviewer PDF**

Is something wrong with your Reviewer PDF? [You can edit or reorder your files in the Upload step.](#)

**Do not include the Reviewer PDF with my submission**

By not including a Reviewer PDF in your submission, the peer review platform will generate a PDF instead, once your submission has been completed. If you need to view the PDF file you can [contact the editorial office](#).

Let us know why you were not satisfied with the Reviewer PDF. Your feedback will help us improve our system.

I do not want to include the Reviewer PDF with my submission because...

429 characters remaining

You will be prompted to provide feedback regarding why you were not satisfied with the PDF. The Research Exchange Submission-generated reviewer PDF will not be included in the package sent to the journal. However, a PDF will still be generated by the peer review system.

If Research Exchange Submission fails to generate the reviewer PDF, follow [these steps](#).

If Research Exchange Submission is able to successfully generate the reviewer PDF, after you submit your manuscript, you can download the reviewer PDF from the manuscript's **Submission Overview** page.

You can download the reviewer PDF from this page even if you chose not to include it in the submission package.

A new reviewer PDF is generated at each submission or revision. You can download the PDF for each version of your manuscript from **Submission Overview > History**.

Once you are satisfied that everything is in order with your manuscript, [complete your submission](#).

## The Reviewer PDF could not be generated

### Why it happens

Reasons PDF generation might fail include:

- The PDF generation takes longer than 10 minutes, in which case the system will automatically time out and display an error message.
- A manuscript file type is not supported or cannot compile successfully.

### To resolve

1. Click **Try again** to try to generate the PDF again.
2. Failing that, return to the [Upload Manuscript](#) on page 14 submission step and remove any image files that are larger than 10 MB.  
You can replace the removed image files with versions that are under 10 MB in size each.
3. Alternatively, click **Complete my submission** to submit your manuscript without creating a reviewer PDF on Research Exchange Submission.  
The manuscript's **Submission Overview** page displays the message: Reviewer PDF could not be generated. However, if the platform supports it, a reviewer PDF will be created by the peer review system. You can [contact the journal's editorial office](#) to request a copy of this PDF.

### What should I do if something is wrong or missing within my manuscript?

Research Exchange Submission extracts important information from your main document to ensure that publication metadata, such as title, abstract, author names, etc., match your manuscript exactly, and that required elements, such as all author names, are present in your manuscript.

If a required element is not listed in your main document, follow the steps below to update your main document.

1. From the Progress Board, go to the **Upload Manuscript** step.
2. Locate and delete your main document.
3. Locate and open your local copy of the main document in MS Word.
4. Add or edit the missing or incorrect information and save your main document.
5. Drag the revised file into the **Upload Manuscript** step.
6. When the file upload is complete, select **Main Document** as the **Type of File**.
7. Click **Confirm**.  
The system will reprocess your updated main document and attempt to automatically extract the missing or changed information. You may be asked to return to a step to confirm that any changed information has been correctly extracted.
8. Once you are satisfied that all your submission details have been entered correctly, proceed to the **Final Review** step and click **Complete my submission** to submit your manuscript.

## Submit a Revision

---

If the journal requires that you revise your manuscript, the journal's editorial office will send you an email with their decision letter.

**Important:** Do not submit revisions through a different application such as ScholarOne.

If you encounter difficulties while submitting your revision, [contact Research Exchange Submission technical support](#).

1. If the decision letter includes a link to Research Exchange Submission, do the following:
  - a) Click the link.  
You will be redirected to Research Exchange Submission.
  - b) Log in.

2. If the decision letter does not include such a link, do the following:
  - a) Navigate to Research Exchange Submission.
  - b) Log in.
  - c) On the **My Submissions** page, set **Publication** to the name of the journal and **Submission Status** to **Open Submission Statuses**.
  - d) Locate the submission that requires a revision.
  - e) Click **Revise Submission**.
3. Click **Upload Manuscript** and follow [these steps](#).
4. Alternatively, click **Request an extension** underneath the due date to request an extension. Depending on how your device is configured, your email application, such as Gmail or Outlook, will launch so that you can email the journal's editorial office and request an extension. Alternatively, your device will prompt you to select which application should open the link.
5. Optionally, click **Show versions** to view the previous versions of this manuscript.

## Resume Submission of a Returned (Unsubmitted) Manuscript

---

If the journal has returned your manuscript to a draft state without issuing a decision on it, the journal's editorial office will send you a relevant email.

**Note:** Editorial emails regarding returned/unsubmitted manuscripts are not available in Research Exchange Submission.

1. If the email includes a link to Research Exchange Submission, do the following:
  - a) Click the link.  
You will be redirected to Research Exchange Submission.
  - b) Log in.
2. If the decision letter does not include such a link, do the following:
  - a) Navigate to Research Exchange Submission.
  - b) Log in.
  - c) On the **My Submissions** page, set **Publication** to the name of the journal and **Submission Status** to **Open Submission Statuses**.
  - d) Locate the manuscript.  
The manuscript will have the note, **Returned to Draft**.
  - e) Click **Resume Submission**.

Review the editorial office's email to you, and make the necessary changes to your initial submission.

## Start Resubmission of a Rejected Manuscript

---

If the journal has rejected your manuscript but allows you to resubmit a new version of it, the journal's editorial office will send you a relevant email with their decision letter.

1. If the decision letter includes a link to Research Exchange Submission, do the following:
  - a) Click the link.  
You will be redirected to Research Exchange Submission.
  - b) Log in.

2. If the decision letter does not include such a link, do the following:
  - a) Navigate to Research Exchange Submission.
  - b) Log in.
  - c) On the **My Submissions** page, set **Publication** to the name of the journal and **Submission Status** to **Rejected**.
  - d) Locate the manuscript that can be resubmitted.
3. Click **Start resubmission**.

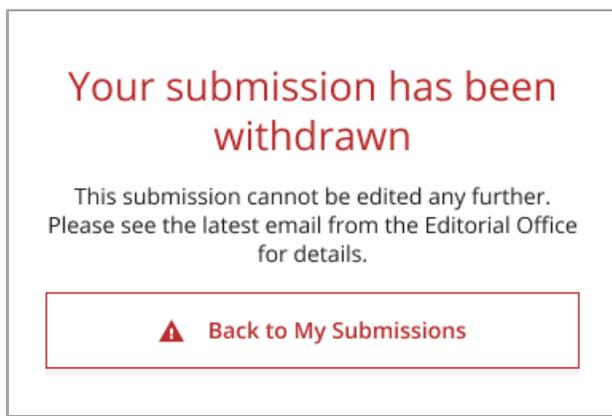
The submission's status will be updated to **Draft**.

If you encounter the `Your submission has been withdrawn` error, follow [these steps](#).

Specify your manuscript's [Article Type](#).

## Your submission has been withdrawn

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### Why it happens

You attempt to resubmit a previously rejected manuscript, but the submission has been withdrawn in the editorial system, for example, ScholarOne.

### To resolve

Coordinate with [the journal's editorial office](#) as to how you can resubmit.

For example, the editorial office may advise that you start a new submission in Research Exchange Submission, as there is no further action you can take on a manuscript that has been withdrawn in the editorial system.

## Import a Manuscript

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### About Email Notifications for Transferred Submissions

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When an administrator for your destination journal initiates the transfer of your submission, you will receive an email notification like the following, inviting you to complete the submission in Research Exchange Submission:

**Subject:** Action Required: Finish your transferred submission to Title & Journal

 Desktop

 Mobile

 Plain Text

Hi UserFirstName UserLastName,

You recently requested we transfer your submission:

Longitudinal sequencing of TCR and circulating tumor DNA reveal radiotherapeutic efficacy and prognosis in non-small cell lung cancer patients with brain metastasis

**Destination journal:** Title & Journal

**Destination reference code:** 4fef4808-5c31-4f4f-ae33-0eb2e7deb62a

Your previous manuscript files and details have all been transferred to your selected journal – be sure to review your pending submission carefully.

**To complete your transfer:**

- Carefully review the destination journal's [author guidelines](#) and ensure your submission meets the scope and requirements.
- If you received feedback on your previous submission, consider revising as appropriate
- Log in to the Author Portal using the link below.
- Review your submission files and provide a revised manuscript, cover letter, or accompanying files as necessary.
- Answer any newly required questions.

You will be asked to login or register for an account to use this service.

[Complete submission](#)

Note: This link is unique to you. Please don't forward or share with others.

Completed peer review reports from your previous submission (if any) will be shared with Title & Journal's editorial office.

Once submitted, you can track your manuscript's status using the above link.

Need more help?

- For questions regarding your transfer, contact [Journal Contact](#).
- For support with your account or the Author Portal, contact [support@examplepublishing.com](mailto:support@examplepublishing.com)
  - If you contact support, please include the destination journal reference code: 4fef4808-5c31-4f4f-ae33-0eb2e7deb62a.

By submitting a manuscript to or reviewing for this publication, your name, email address, and affiliation, and other contact details the publication might require, will be used for the regular operations of the publication, including, when necessary, sharing with the publisher and partners for production and publication. The publication and the publisher recognize the importance of protecting the personal information collected from users in the operation of these services and have practices in place to ensure that steps are taken to maintain the security, integrity, and privacy of the personal data collected and processed. You can learn more by reading our [data protection policy](#). In case you don't want to be contacted by this publication again, please send an email to [Journal Contact](#).

**Note:** You will not receive a separate email with account details as you currently do in ScholarOne.

The email includes links to contact the journal editorial office with questions regarding your transfer and to contact the publisher support team for technical support with your account or the Research Exchange Submission platform.

Once you click **Complete submission** in the email message, you will be prompted to log in to Research Exchange Submission. If you do not already have a Research Exchange Submission account, you will be prompted to create one.

**Note:** If you register for a Research Exchange Submission account using a different email address than the one you used in your original submission, a two-factor authentication process is triggered where a verification code is sent to the email address associated with the submission.

Author Portal

My Submissions



## Submission Import

### Submission Information

Journal      Testing Journal

Manuscript ID    APTEST-2022-00081

Article Title      Te\*\* \*\*\*\*\* \*\* \*\*\*\*\* \*\*\*\*\* \*\*\*\*\* \*\*\*\*\* \*\*\*\*\* \*\* \*\* \*\*\*\*\*jpt

### Send Code

To verify your ownership of this submission, we will send an authentication code to J\*\*\*\*y@m\*\*\*\*\*r.com.  
You will be asked to enter this code on the following screen.

[Send Code →](#)

Hi [redacted];

Enter this verification code to confirm ownership of the submission and [continue your transfer](#):

**587239**

[redacted] is attempting to transfer

Test Reject and resubmit without author choice This is the Title of my Manuscript

From: Site for Portal Testing

To: Testing Journal

If you did not make this request, you can ignore this message.

Need more help?

- For support with your account or the Author Portal, contact [support@examplepublishing.com](mailto:support@examplepublishing.com)
- For questions regarding your transfer, contact the [journal's editorial office](#)
- If you contact support, please include the destination journal reference code: 9ff14cef-901f-40c7-86a8-b328b329ea3d

Once you log in to Research Exchange Submission, you will be immediately directed to the Submission Progress Board of your pending submission. The manuscript files, title, and abstract will be pre-populated using the values from the previous submission and will be displayed in the Progress Board as checked, not locked. From the Progress Board, you can proceed with [completing your submission](#).

### Reminder Notifications

If you do not complete the submission upon receiving the first notification, you will receive up to three subsequent notifications according to the following schedule:

- Reminder 1: 5 days, 6 hours after the initial notification
- Reminder 2: 13 days, 12 hours after the first reminder
- Reminder 3: 25 days, 18 hours after the second reminder

**Note:** You cannot manage reminders. This means that you cannot put reminders on hold or decline offers. The draft in Research Exchange Submission does not automatically expire if you do not complete it.

## Complete a Transferred Submission

---

The process of transferring the submission must be initiated by an administrator of the journal to which you wish to transfer the submission. If this has occurred, you will have received a relevant notification email.

This page describes how to complete a submission that was rejected by one journal and is in the process of being transferred to another.

1. Confirm the pre-populated data in the draft submission.

Research Exchange Submission will pre-populate the submission draft with all the data it can collect regarding your previous, rejected, manuscript from ScholarOne.

- a) Confirm the **Article Type**.
- b) Confirm any journal-specific submission requirements.
- c) Confirm any additional information where prompted.

Steps where Research Exchange Submission is unable to automatically confirm the information without your input are highlighted in red.

**Note:** You cannot skip ahead to a later step before confirming the information in the current step.

## Testing Journal

[JOURNAL HOME](#)[AUTHOR GUIDELINES](#)[EDITORIAL CONTACT](#)**▲ We made some changes**

Our submission process has been updated since your last visit and we need you to reconfirm some steps.

Original Article

## TEST MANUSCRIPT--Papillary fibroelastoma of a mitral valve chordae – case report

**Submission Status**     Draft

**Last Modified**     1 February 2023 by Administrator   
[▶ Show this version history](#)

**Submission Started**     31 January 2023 by System

Your previous manuscript files have been transferred and your submission details have been entered.

### To complete your transfer:

1. Specify your article type
2. Confirm your manuscript details and answer any newly required questions

You may exit at any time and your work will be preserved when you return. Your submission becomes visible to the editorial office only after you complete the last step.

## Your Progress

Article

▲ Upload

✓ Title

✓ Abstract

🔒 Author

🔒 Match

🔒 Addition

🔒 Final Re

- If necessary, resolve any discrepancies between files you included in your original, rejected, submission and the file types accepted by the journal to which you are transferring the submission.

If such discrepancies occur, the **Review Transferred Files** modal is displayed. Using this modal, you can do one of the following:

- Click **Delete all unmatched files** to remove all files for which there is a discrepancy from your new submission.
- If you do not want to remove all unmatched files from your new submission, but instead want to remove only specific files, click the trashcan icon for each unmatched file you want to remove.
- Select a new file type for an unmatched file from the **Destination file type** dropdown.
- Click a file name to download the file.

a) Once you have completed your changes to unmatched files, click **Confirm**.

**Review Transferred Files**

**Unmatched files** Delete all unmatched files

These files could not be matched to a file type accepted by this journal

- For each file resolve the issue by selecting an appropriate file type or deleting the file
- You will have the opportunity to replace or add new files later

If you need help picking a file type, review the [Author Guidelines](#) for more details on which files this journal accepts

File name	Issue	Destination file type
<a href="#">...docx</a>	File type unknown	<input type="text"/> <span>▼</span> <span>🗑️</span>

**Matched files** > [Show 2 matched files](#)

**Confirm** ✓

## Delete a Draft Transferred Submission

The process of transferring the submission must be initiated by an administrator of the journal to which you wish to transfer the submission. If this has occurred, you will have received a relevant notification email.

Delete a draft transferred submission if you do not want to proceed with submitting your manuscript to the destination journal.

1. Log in to Research Exchange Submission.
2. Under My Submissions, locate the draft transferred submission you want to delete.
3. Click **Delete**.

The screenshot shows the 'Author Portal' interface. Under the 'My Submissions' section, there is a dropdown menu for 'Journal' set to 'All Journals'. Below this, a submission card is displayed for 'Testing Journal Original Article'. The title of the manuscript is 'Test Reject and resubmit without author choice This is the Title of my Manuscript'. The submission status is 'Draft'. The manuscript ID is 'APTEST-2022-00081'. The last modified date is '25 February 2023 by [user]'. The submission started on '30 January 2023 by System'. A 'Delete' button is highlighted with a red box and a hand cursor. A 'Resume Submission' button is also visible.

## Complete a Publication Agreement

**Note:** Available only on platforms that support conference submissions.

Your conference submission has been accepted, but you need to complete the publication agreement.

1. Click the link in the acceptance email you received.  
You will navigate to Research Exchange Submission.
2. [Log in](#) to Research Exchange Submission if you are not logged in already.
3. Locate your conference submission, which will have a status of Accepted, Pending Agreement, and click **Manage Submission**.
4. Click **Publication Agreement**.  
You will navigate to the publication agreement system.
5. On the publication agreement system, accept the agreement.
6. Click **Back to Submission Overview** to return to your submission's page on Research Exchange Submission, where its status is now updated to Accepted.

## Update an Accepted Submission

---

**Note:** Not applicable to all platforms.

If your manuscript has been accepted but the journal requires that you upload additional files, or make changes to existing files, the journal's editorial office will send you an email with their required updates.

1. If the email includes a link to Research Exchange Submission, do the following:
  - a) Click the link.  
You will be redirected to Research Exchange Submission.
  - b) Log in.
2. If the email does not include such a link, do the following:
  - a) Navigate to Research Exchange Submission.
  - b) Log in.
  - c) On the **My Submissions** page, set **Publication** to the name of the journal and **Submission Status** to **Accepted, Updates Requested**.
  - d) Locate the submission that requires updates.
  - e) Click **Update submission**.
3. Under **Your manuscript has been accepted for publication**, review the **Screening Notes:** section.  
The updates requested by the journal's editorial office are listed under this section.
4. Click **Upload Files**.  
Make the changes requested by the journal.  
You can edit files under **Editable Files**. You cannot edit files under **Locked Files**, such as your main document file.
  - a) To upload a new file, click **Upload** under the relevant section, for example, **Figures and Tables**.
  - b) To replace an existing file, click **Update file**.
  - c) To remove an existing file, click the delete icon.
5. Click **Confirm**.
6. Click **Final Review**.  
Review the information on the **Final Review** page.
  - a) If everything is in order, click **Complete my Update**.  
Alternatively, if you need to make additional changes, do the following:
    - a) Click **Back to Progress Board**.
    - b) Click **Upload Files**.
7. Optionally, click **Show versions** to view the previous versions of this manuscript.

## Update a Conference Submission

---

**Note:** Applicable only to platforms that support conference submissions.

You can update a conference submission after you initially submit it as long as the conference's initial submission deadline has not passed and the submission is in one of the following states:

- Submitted
1. [Log in](#) to Research Exchange Submission.

2. On the **My Submissions** page, [locate the conference submission](#) you want to update.

If the submission can be updated, you will see the **Manage submission** button.

Otherwise, if the submission cannot be updated, for example, because the conference initial submission deadline has passed, the **Submission overview** button is displayed instead.

3. Click **Manage submission**.

You will navigate to the **Manage submission** page for the conference submission.

4. Click **Return to draft**.

Your submission's state is updated to Draft.

From the **My Submissions** page, you can click **Resume submission** for this submission and make changes to any of the submission steps you completed during initial submission such as [Article Type](#) on page 12.

To save your updates, you must complete the [Final Review](#) on page 42 step.

## Withdraw a Manuscript

If the journal allows authors to withdraw manuscripts, [contact the journal's editorial office](#) and request that they withdraw your manuscript.

Once your manuscript is withdrawn, it will reflect as such on your Research Exchange Submission dashboard.



You will not be able to take any further action on this submission in Research Exchange Submission.

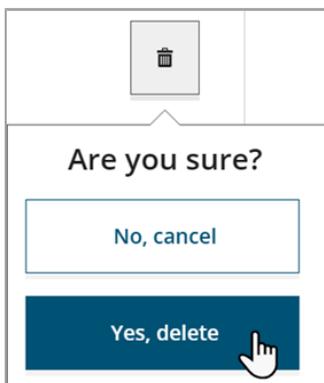
## Delete a Manuscript

In Research Exchange Submission, from your **My Submissions** page, you can only delete draft submissions, in other words, manuscripts that you have not yet submitted.

1. To do so, first click the delete icon next to the manuscript title.



2. Click **Yes, delete** to confirm.



3. Alternatively, if you want to delete a manuscript after you have submitted it through Research Exchange Submission, [contact the journal's editorial office](#). If deleting a submission is something the journal allows, it is best to let the editorial office handle this.

**Important:** Do not delete submissions made through Research Exchange Submission in an editorial system such as ScholarOne, as this will cause issues later in the submission process.

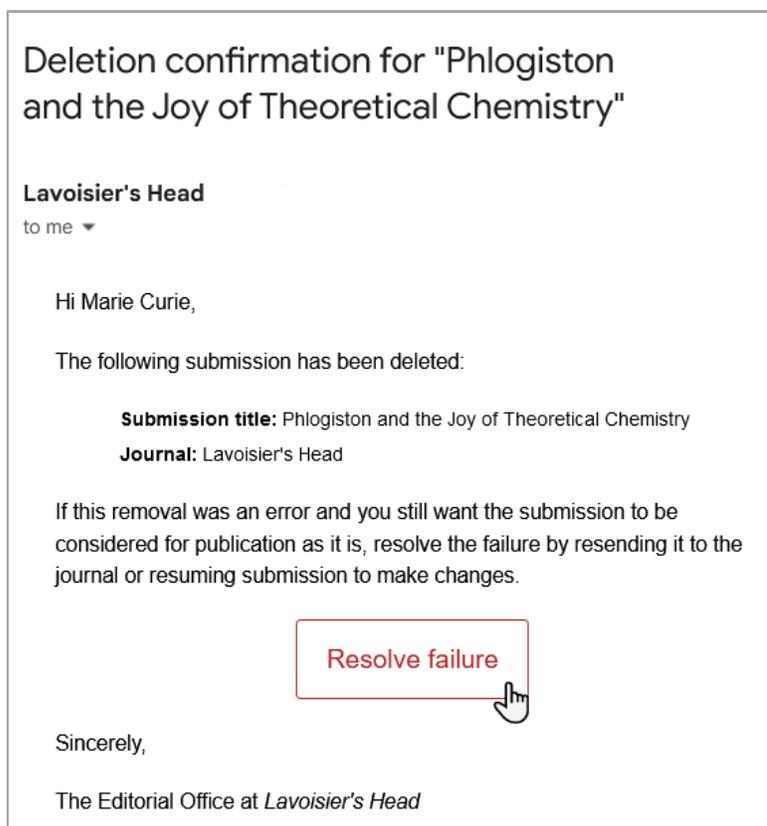
## Resolve Failure for a Deleted Manuscript

---

When, on ScholarOne, you delete a manuscript that you submitted through Research Exchange Submission, then Research Exchange Submission will send you an email notification that includes a link you can click to begin the process of resending or resubmitting the manuscript.

If you did not intend to delete the manuscript, then follow the steps on this page. Alternatively, if you deliberately deleted the manuscript, then you do not need to take any additional action.

1. Click **Resolve failure** in the email you received about the deleted manuscript.

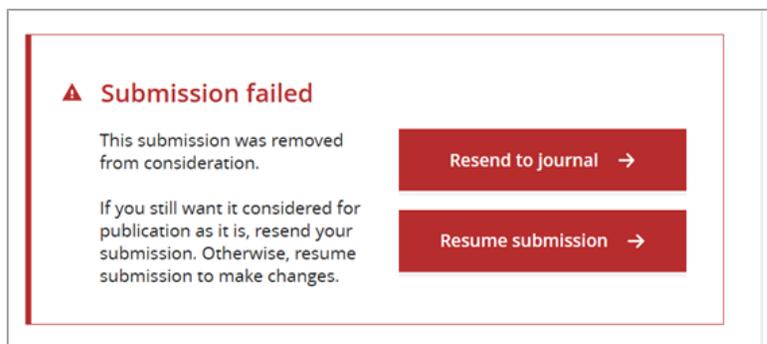


Alternatively, without clicking the link in the email, you can log in to Research Exchange Submission. The options to resend or resubmit will be displayed on your **My Submissions** page as well as on the **Submission Overview** page for the deleted manuscript.

**Note:** This email is sent only to the person who submitted the manuscript through Research Exchange Submission, and not, for example, the manuscript's co-authors. However, a **Submission failed** warning is displayed in Research Exchange Submission for co-authors on their **My Submissions** page and the **Submission Overview** page for the manuscript until the failure is resolved.

Clicking the link will open the Research Exchange Submission **Submission Overview** page for the manuscript. If you were not already logged in to Research Exchange Submission before clicking the link, Research Exchange Submission will prompt you to log in.

2. On the **Submission Overview** page for the manuscript, do one of the following:



- a) To resend the submission to the journal as it is, without making any changes, click **Resend to journal**.
- b) To make changes to the submission, click **Resume submission**.

# Troubleshoot Errors

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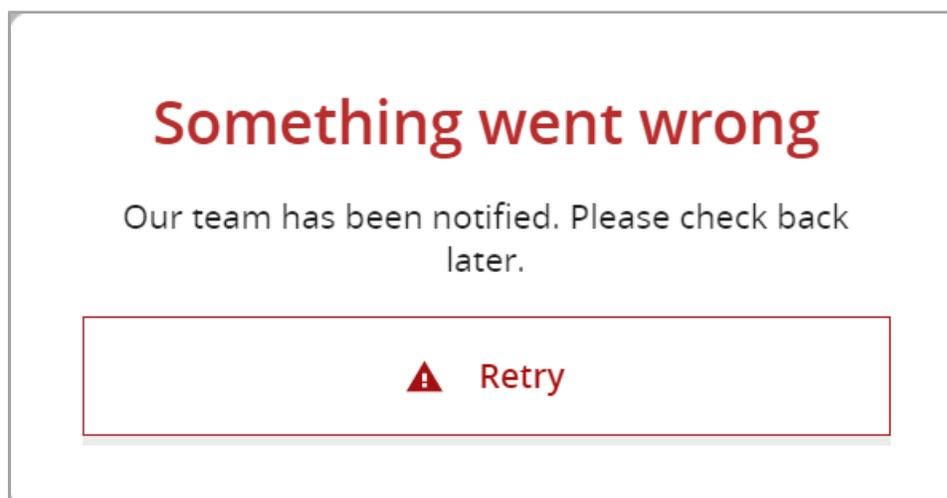
Click on an error message below to see how to resolve it.

- [Something went wrong](#) on page 63
- [We cannot accept file names larger than 256 bytes](#) on page 23
- [No .tex files found](#) on page 20
- [A virus has been found: Remove or replace this file](#) on page 23
- [Title exceeds journal's limit](#) on page 25
- [Abstract exceeds journal's limit](#) on page 27
- [The following affiliations have not been assigned to an author](#) on page 36
- [The Reviewer PDF could not be generated](#) on page 47
- [Your submission has been withdrawn](#) on page 50
- [Resolve Failure for a Deleted Manuscript](#) on page 61
- [You must provide an explanation for changes to the author list](#)
- [Unexpected error when authenticating with identity provider](#)

## Something went wrong

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Research Exchange Submission may display the `Something went wrong` error for several reasons.



### Cause 1: Same file used for both the main document and title page

For a submission that will be reviewed using double anonymized peer review, you have uploaded the same file for both the main document and title page, and Research Exchange Submission displays this error during the [Authors](#) on page 28 submission step.

#### To resolve

1. Return to the [Upload Manuscript](#) on page 14 submission step.
2. Delete the main document and title page files.
3. Upload a new version of each file.

Ensure that author-identifying information is included only in the title page and not the main document.

## Cause 2: Selected keywords or research topics are too long

When answering the Keywords or Research Topics question during the [Additional Information](#) on page 40 submission step, one or more of the keywords or research topics you entered or selected from a dropdown may be too long.

### To resolve

1. Select keywords or categories that are shorter in length.
2. Alternatively, if the question is not required to proceed with the submission and you are comfortable not providing keywords for the manuscript, you can choose to not answer this question.

### Other Causes

In some cases, it may be unclear why Research Exchange Submission displays the `Something went wrong` error. The root cause of the issue may be something unrelated to your submission, such as a temporary connection disruption.

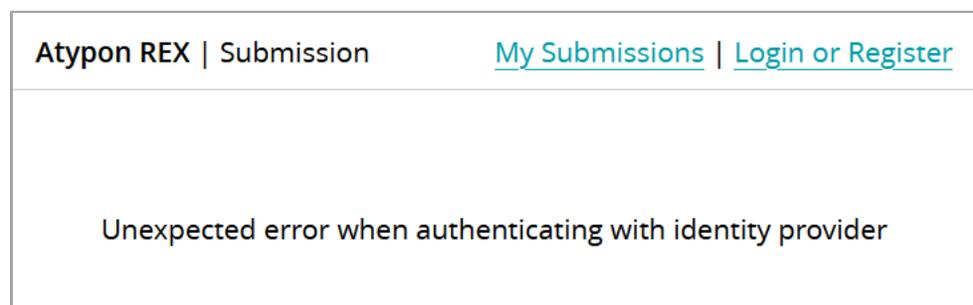
### To resolve

1. Reload the page.
2. If that does not work, retry after a few minutes.
3. If the issue still persists, try the following:
  - a) Log out of Research Exchange Submission.
  - b) Navigate to the journal's submission page.
  - c) Click **Submit** or similarly labeled link on the submission page, to return to Research Exchange Submission. The objective is to navigate to a page with a URL such as `https://{publisher code}.atyponrex.com/journal/{journal code}`, where `{journal code}` is the journal's code. For example, a journal titled Lavoisier's Head may have the journal code LVH, in which case the relevant URL will be `https://{publisher code}.atyponrex.com/journal/lvh`.
  - d) Log back in to Research Exchange Submission.
4. If performing the above steps does not resolve the issue, create a new submission.
5. If all of the above fail to resolve the issue, contact Research Exchange Submission support.

## Unexpected error when authenticating with identity provider

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When this error occurs, the message is displayed after you log in.



### To resolve

In your browser, manually go to `https://{publisher code}.atyponrex.com/submission`