



General Instructions for Using EMSS

When using Elsevier's Manuscript Submission System (EMSS), you will need to do the following to login, complete your profile, and submit your work. (Click on each step below for detailed instructions, or scroll to the next page.)

HOW TO USE EMSS

- [1. Log in and complete your profile](#)
- [2. Read your instructions and check for any length assignments](#)
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- [4. Upload your work](#)
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1. Log in to EMSS

1. Go to the EMSS site, at <http://editorial.elsevier.com>
2. Log in according to the instructions provided to you by your Elsevier editorial contact.
3. You will be taken to the registration page. Here you must do the following:
 - Change your password in the **New Password** and **Confirm New Password** fields.
 - Double-check your first and last names.
 - Enter your phone number (required).
 - Enter your degrees (required).
 - Enter your affiliations (you can have up to four).
 - Enter your preferred mailing address (required).
 - Enter any assistant information (optional, but encouraged).
4. Save what you have entered by scrolling to the bottom of the page and clicking the **Save** button.
5. From the **Welcome** page, select your project title from the drop-down list and click **Go**.

Note: On the right side of your Profile page there are instructions for Outlook users on how to add the EMSS system email address (notify@editorial.elsevier.com) to your safe senders list. Manuscript notifications and author/editor communications via the system will be sent to your email from this address. Therefore, it is imperative that mail from this address not be sent to your spam or junk folder. Please make a point of following these quick steps as soon as you log in to ensure that you receive all communications coming from EMSS.

A NOTE ABOUT EMAIL

Many email programs have spam filters that automatically scan incoming email. To ensure that all emails regarding your project reach your inbox, **please add notify@editorial.elsevier.com to your Safe Senders list.**

If you use Outlook for your email, please follow these instructions:

1. On the Tools menu, click Options
2. On the Preferences tab, under Email, click Junk Email.
3. Click the Safe Senders or Safe Recipients tab.
4. Click Add.
5. In the textbox provided, enter notify@editorial.elsevier.com, and then click OK.

If you use a different email system and are unsure of how to add notify@editorial.elsevier.com to your safe senders list, or if you have other questions, please notify your contact at Elsevier.

2. Read Your Instructions

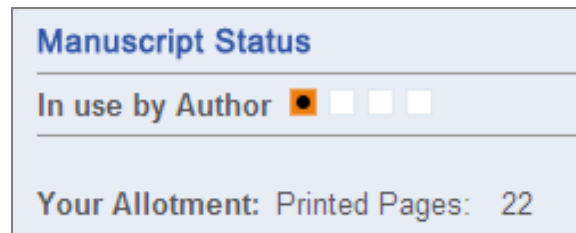
Click on the **Author Instructions** link on the gray bar at the top of the page:



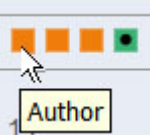
This will take you to the specific instructions made just for your project. These instructions are provided by your Elsevier editorial contact; you should contact him or her with any questions.

When you are finished reading the author instructions, click **Home** to return to the Home Page for your project.

From the Home Page, you can click on the title of your manuscript to go to the Manuscript Page. On this page you will find a **Manuscript Status** box. Look here to see **Allotments** or elements, if any, that are relevant to your particular chapter. Please be sure to create your work following any allotment guidelines you find here. An *example* of what your box may look like is shown below.

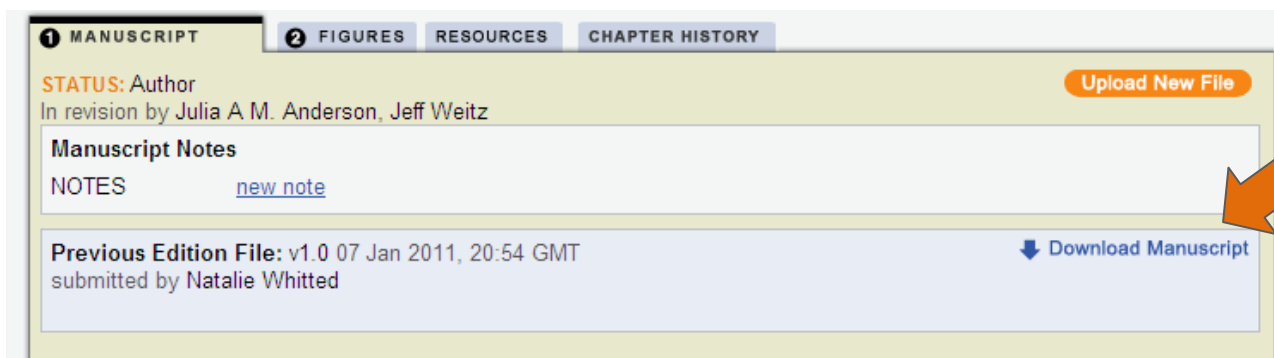


The table below defines the Manuscript status indicators:

Status Boxes	
	<p>The number of status boxes represents the number of workflow steps in the project. Mouse over each box to see the name of the workflow step.</p> <p>Black Dot - Indicates the current location of a manuscript in the workflow.</p> <p>Orange - Indicates a step the manuscript has gone to already.</p> <p>White - Indicates a step the manuscript has not passed into yet.</p> <p>Green - Indicates that the Elsevier person in that step has marked the manuscript as final.</p>

3. Download Files to Revise *(if applicable)*

From the EMSS Home Page for your project, click on the title of your manuscript to go to the Manuscript Page. Scroll down to the **MANUSCRIPT** Tab. To download files for review or revision, click on the **Download Manuscript** link. If there are multiple versions posted, the top-most file is always the most current version of the work.



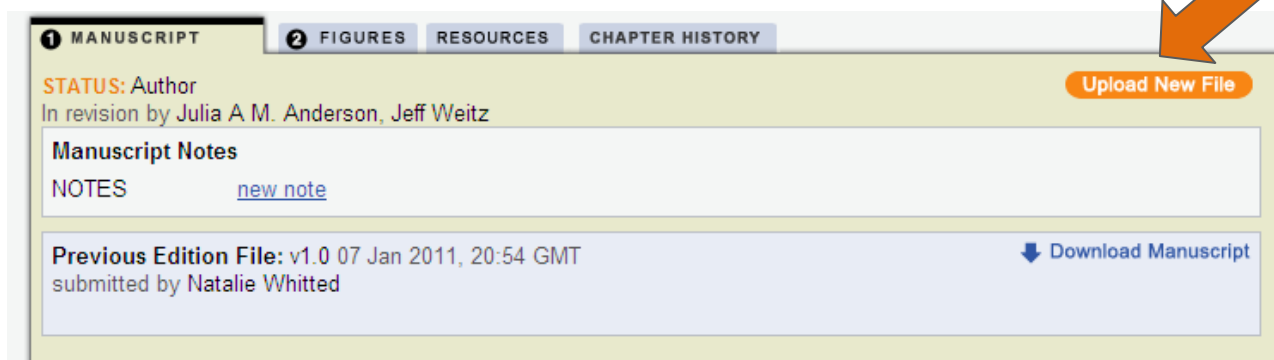
Save the file to your own computer and begin your revisions. (Note: To create a new version of the file, you must save it to your own computer and then, later, upload the revised file. The current version of your manuscript will always be at the top of all previous versions. If you are working with co-authors, only one of you should upload the revised version.)

4. Upload Your Work

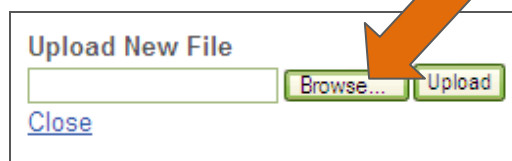
From the EMSS Home Page for your project, click on the title of your manuscript to go to your Manuscript Page.

A. Upload the Manuscript

1. Scroll down to the **MANUSCRIPT** Tab to upload your manuscript. To upload, click on the button that says **Upload New File**.



2. A box, as shown below, will open. Click the **Browse...** button.




Find the appropriate file on your own computer, click on it, and then click the **Upload** button (shown next to the **BROWSE** button above).

3. Once you upload your manuscript file, you will see a message indicating that you have successfully uploaded the file and offering two options for your next step:

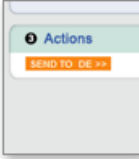
Your manuscript has been uploaded; you are ALMOST finished.

1 Next Step: Review and Update Your Figures

 If you have figures/artwork, please go to the Figures Tab to review and update your figures. You can upload new files, delete unneeded files, and renumber figures, if necessary.

UPLOAD FIGURES

2 Final Step: Submit Your Contribution

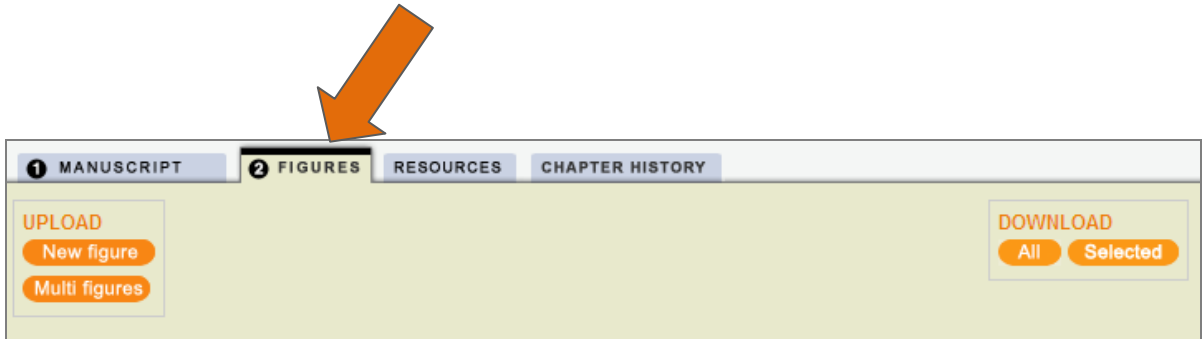
 After all of your files have been uploaded, you must click the orange "SEND TO" button (in the Actions Box, or below) to complete your submission. (Please note that once you send your contribution forward, you will not be able to upload more files unless the recipient sends it back to you.)

SUBMIT TO GUEST EDITOR

As this message notes, you are *almost* finished, but you must now upload any new or revised figure files you may have, or if you have none, submit the entire chapter to the next step. Click the **Upload Figures** button to upload artwork or the **Submit to [next step]** button to submit your chapter. Once you submit the chapter, you will no longer be able to edit or upload files unless the chapter is returned to you. If you need to make a change after sending your work, send a message to your Elsevier contact, whose email address appears at the bottom of the **Home** page and your **Manuscript** page. You can also post a note on the **Manuscript** page, copying your Elsevier contact on the message, to ask that control of the submitted files be returned to you.

B. Upload Artwork

If you have artwork to submit, go to the **FIGURES** Tab to check previous edition figures (if this applies) and to upload any new figures.



You can upload figures one at a time or multiple figures by batch upload.



If you click **New figure**, you will get a box like this:

A screenshot of a dialog box for uploading a figure. It contains the following elements: a label 'Figure Number:' followed by a text input field; a label 'File:' followed by a text input field and a 'Browse...' button; an 'Upload' button; and a 'Close' link.

Enter your figure number in the first box, then click **Browse** to find the image on your own computer. Select the image and click **Upload**.

If you click **Multi figures**, you will be taken to a new page:



Bulk Figure Upload

CHAPTER 142: HYPERCOAGULABLE STATES
PREVIOUS EDITION'S CHAPTER #: 134

XII: Hemostasis and Thrombosis | Hypercoagulable States

Overall Progress (1.4 MB)
 0%

File Progress
 0%

	CH065_Fig026b_Schneider_v1.jpg	5.7 kB Remove
	CH065_Fig012_Schneider_v1.tif	1.4 MB Remove

Click the **SELECT FILES** button to find the images on your computer. The figures you have selected will be listed in the blue box, along with each image's file size in the right-hand column. (You can upload images up to 100MB each.) When finished with your selection, click the **UPLOAD** button.

When the upload completes, you will be taken to another page where you must enter the appropriate figure numbers for your current project. When finished, click **Save**.

CH065_Fig012_Schneider_v1.tif

Fig #:

CH065_Fig026b_Schneider_v1.jpg

Fig #:

Type each figure number in these fields.

Click Save when finished.

When your manuscript page reloads, your images will first appear to be generating. If you refresh your browser, the thumbnails of your images will appear.

*Please note: thumbnails will appear only for true image files; Word, Excel, PowerPoint, and other non-image file types will **not** display a thumbnail but will be available for viewing by clicking the **DOWNLOAD ORIGINAL** button.*

C. Edit and Download Posted Artwork

The screenshot shows a web interface for managing artwork. At the top left, there are 'UPLOAD' buttons for 'New figure' and 'Multi figures'. At the top right, there are 'DOWNLOAD' buttons for 'All' and 'Selected'. Below these is a section for 'Figure: 1' with 'Number of versions: 1'. A central area displays file details: 'version: 1.0', 'uploaded: 11 Mar 2011, 19:27 GMT', 'size: 1 MB', 'type: tif', and 'uploaded by: Julia A.M. Anderson'. A thumbnail image of mushrooms is shown. To the left of the image are buttons for 'VIEW LARGER', 'DOWNLOAD ORIGINAL', and 'VIEW MANUSCRIPT'. To the right is a 'DELETE THIS VERSION' button. Below the image is a 'NOTES' section with a 'new note' link. At the bottom, there are 'DELETE ALL FIGURES' and 'DELETE SELECTED FIGURES' buttons.

Tick this box to **Select** images for download or delete.

Click on the number to edit. You can also add letters.

Click **View Larger** to open the image larger on screen.

Click **Download Original** to save a single file to your computer.

Click **View Manuscript** to open the current manuscript file (without navigating to the Manuscript tab).

Click here to save all or just **selected** images to your own computer.

Click **'new note'** to type and post a note about this image.

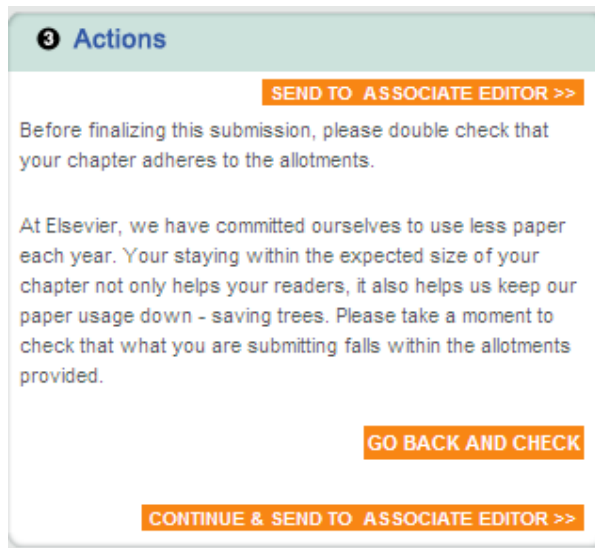
Click here to delete all (left button) or just **selected** (right button) images.

5. Submit Your Work

Once you have uploaded your manuscript file and are satisfied with your artwork (if any), scroll up to the **Actions Box** and click on the **SEND TO** button to send your work on to the next person.



You will be asked to confirm you are ready to submit your work, as, once you submit it, you will not be able to make any additional edits or upload new files.



To cancel your submission (if you had clicked the button by accident or realized you did not follow instructions), click the **GO BACK AND CHECK** button.

To complete your submission, click the **CONTINUE & SEND TO...** button. (The person you are sending to will be customized on your project and may not be the same as in the image shown at left.)

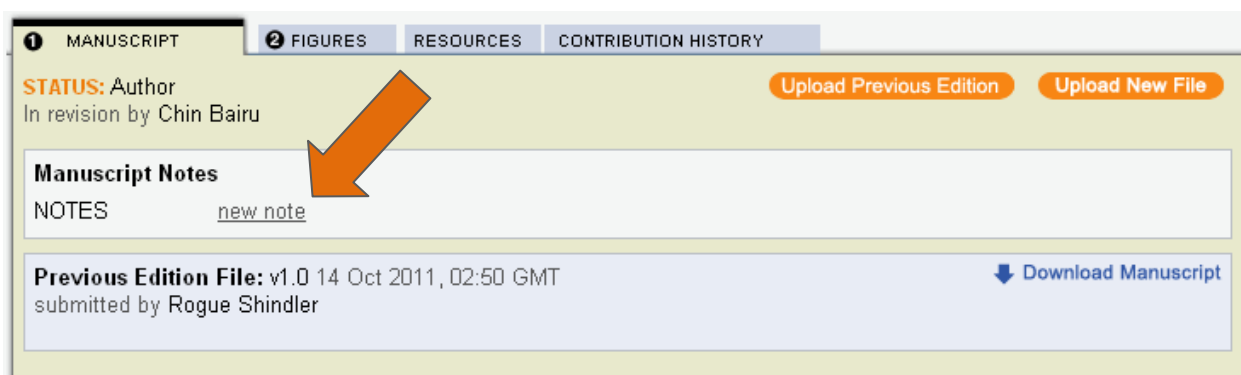
Once you have clicked the **CONTINUE...** button, you should see the next square turn orange and the black dot move from your step to the next person's step in the **Manuscript Status** box above.

When you DO submit your work, the person you send the chapter to will get an email saying the manuscript has been sent to them and is ready for their review. Once you submit the chapter, you will no longer be able to edit or upload files unless the chapter is returned to you. If you need to make a change after sending your work, send a message to your Elsevier contact, whose email address appears at the bottom of the **Home** page and your **Manuscript** page. You can also post a note on the **Manuscript** page, copying your Elsevier contact on the message, to ask that control of the submitted files be returned to you.

6. Send and Receive Notes

From the EMSS Home Page for your project, click on the title of your manuscript to go to your Manuscript Page.

To leave a note about the manuscript, scroll down to the **MANUSCRIPT** Tab and click on the 'new note' link.



MANUSCRIPT FIGURES RESOURCES CONTRIBUTION HISTORY

STATUS: Author
In revision by Chin Bairu

Upload Previous Edition Upload New File

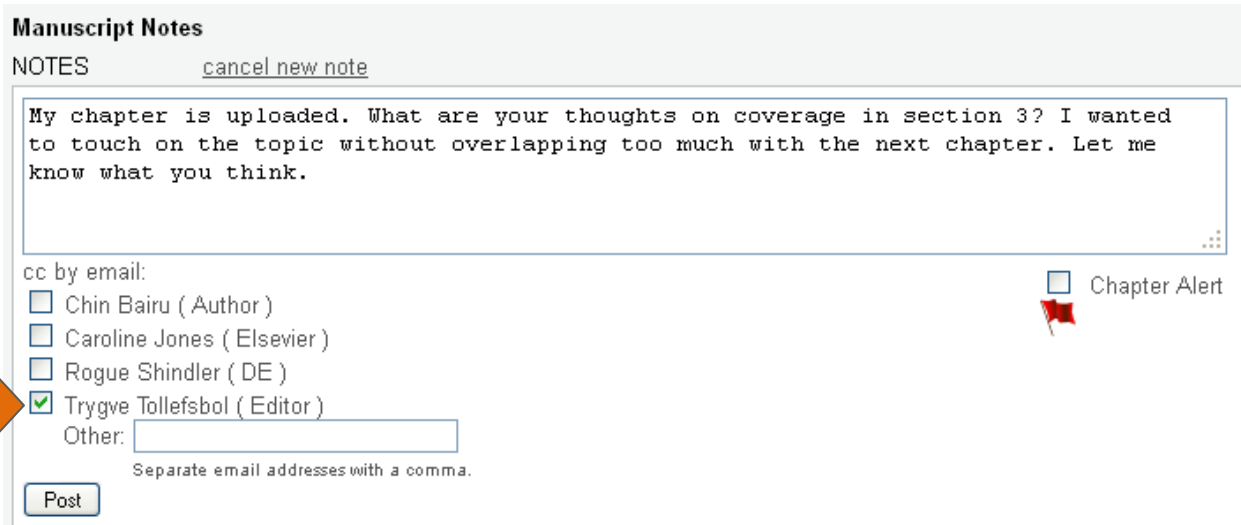
Manuscript Notes

NOTES [new note](#)

Previous Edition File: v1.0 14 Oct 2011, 02:50 GMT
submitted by Rogue Shindler

Download Manuscript

The tab will expand to a text window where you can type your note. When you have entered your text in the box provided, tick the box(es) of the recipient(s) you wish to copy by email (indicated by the arrow), then click **Post**.



Manuscript Notes

NOTES [cancel new note](#)

My chapter is uploaded. What are your thoughts on coverage in section 3? I wanted to touch on the topic without overlapping too much with the next chapter. Let me know what you think.

cc by email:

Chin Bairu (Author)

Caroline Jones (Elsevier)

Rogue Shindler (DE)

Trygve Tollefsbol (Editor)

Other:

Separate email addresses with a comma.

Chapter Alert

Post

Your message will be posted on the Manuscript Page of the chapter, and a copy of your message will be emailed to the indicated recipients.

You can also post notes on the **FIGURES** Tab by clicking on the 'new note' link under any figure.

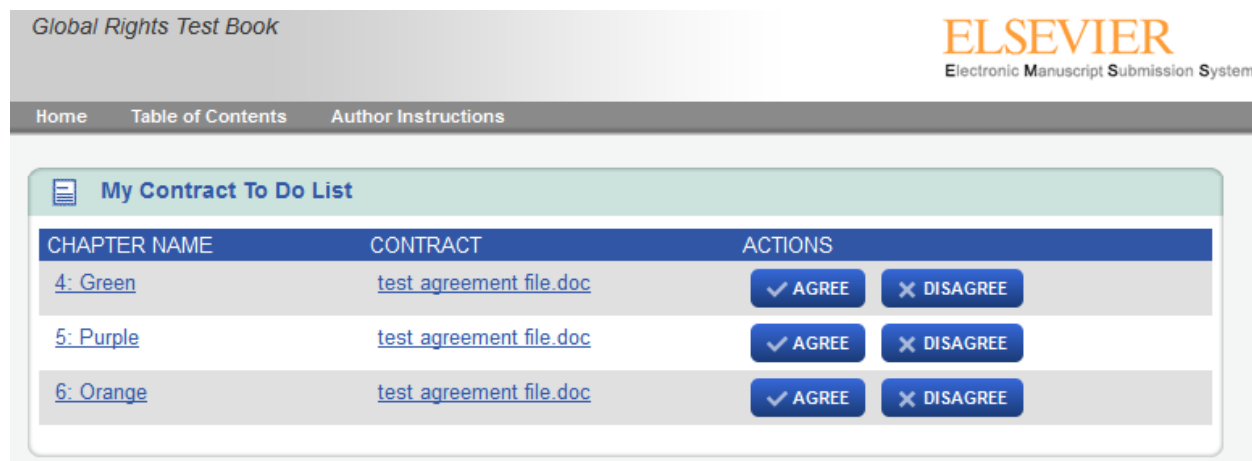
Note that posted messages sent via the EMSS system will remain in EMSS *and* be emailed to the copied recipients from notify@editorial.elsevier.com, so it is important to make sure this address is in your safe senders list [as instructed in Step 1](#).

Please also be aware that notes posted on the **MANUSCRIPT** and **FIGURES** Tabs will be visible to everyone assigned to your chapter (in any workflow step).

7. Contributor Agreements (Contracts)

Some projects using EMSS will include the ability to accept (electronically sign) your contributor agreement (s). If the project you are working on is not using this functionality, you will not see the sections depicted below in EMSS. Check with your Elsevier editorial contact to determine if contributor agreements are being handled through EMSS.

The **Contract To-Do List** appears at the top of the project **Home** page. To download and read your agreement file, click the linked file name. After reading your agreement, click the **Agree** or **Disagree** buttons to accept or decline the terms for each chapter.



CHAPTER NAME	CONTRACT	ACTIONS
4: Green	test agreement file.doc	<input type="button" value="✓ AGREE"/> <input type="button" value="✗ DISAGREE"/>
5: Purple	test agreement file.doc	<input type="button" value="✓ AGREE"/> <input type="button" value="✗ DISAGREE"/>
6: Orange	test agreement file.doc	<input type="button" value="✓ AGREE"/> <input type="button" value="✗ DISAGREE"/>

You can also download the agreement file and click to agree or disagree from the **Manuscript** page **Contracts** tab (shown below).

After you agree to a contract, you will not be able to later disagree through EMSS.

Once you select **Agree**, the chapter will disappear from the **Contract To-Do List**. You can still access the agreement file at any time by going to the **Contracts** tab on the **Manuscript** page.

Your Manuscript Page
MANUSCRIPT 5: PURPLE

Section 2 | Purple

[Go to Another Manuscript](#)

All materials for preparing your manuscript are accessible here. We ask that you review the ["Author Instructions"](#) link above and check the resources box below for supplemental files.

First, go to the [Manuscript Tab](#) ❶ below to upload new manuscripts or access previous edition manuscripts.

Then, go to the [Figures Tab](#) ❷ below to upload any new figures or to access previous edition figures.

Once you have uploaded all the elements of your chapter: Go to the [Actions Console](#) ❸ to submit your manuscript by clicking on the "Send To" button. Contact Elsevier if you have any questions or concerns.

Manuscript Status

In use by Author

❸ Actions

[SEND TO EDITOR >>](#)

[Show Help](#) ⓘ

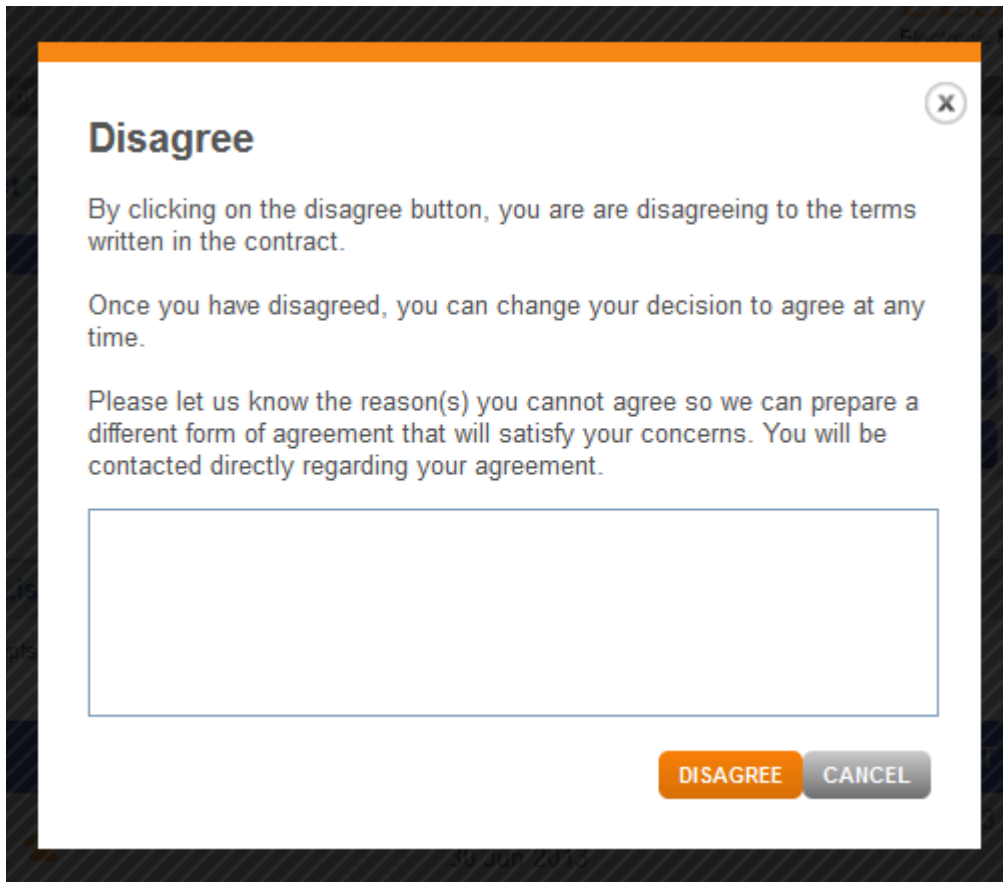
❶ MANUSCRIPT ❷ FIGURES RESOURCES CONTRIBUTION HISTORY **CONTRACTS**

[VIEW YOUR OTHER AGREEMENTS](#)

CONTRACT	AUTHOR	STATUS	ACTIONS
	Author, Janice	Not yet responded	
test agreement file.doc	Author, Alberta	Responded May 6, 2013	<input checked="" type="button" value="AGREED"/> <input type="button" value="DISAGREE"/>
	Editor, Edna	Responded	

You will see "Responded" or "Not yet responded" status for each of your co-authors.

If you click **Disagree**, you must enter a reason for disagreeing with the contract. The reason you enter will be sent to the person at Elsevier handling contributor agreements so that s/he may work with you to provide a contract with which you are able to agree.



You can change your response from **Agree** to **Disagree** in EMSS at any time. Contracts to which you have disagreed will continue to appear in the **Contract To-Do List** on the project's **Home** page, as well as on the **Contracts** tab on the **Manuscript** page.

My Contract To Do List		
CHAPTER NAME	CONTRACT	ACTIONS
4: Green	test agreement file.doc	<input checked="" type="button" value="✓ AGREE"/> <input checked="" type="button" value="✗ DISAGREED"/>
5: Purple	test agreement file.doc	<input checked="" type="button" value="✓ AGREE"/> <input type="button" value="✗ DISAGREE"/>
6: Orange	test agreement file.doc	<input checked="" type="button" value="✓ AGREE"/> <input type="button" value="✗ DISAGREE"/>

8. Additional Help

If you would like more online self-help information about EMSS, please click on the **Help** link at the top or bottom of the EMSS screen on any page. You will be taken to a support site with helpful Frequently Asked Questions about using EMSS, as well as some brief interactive tutorials.

