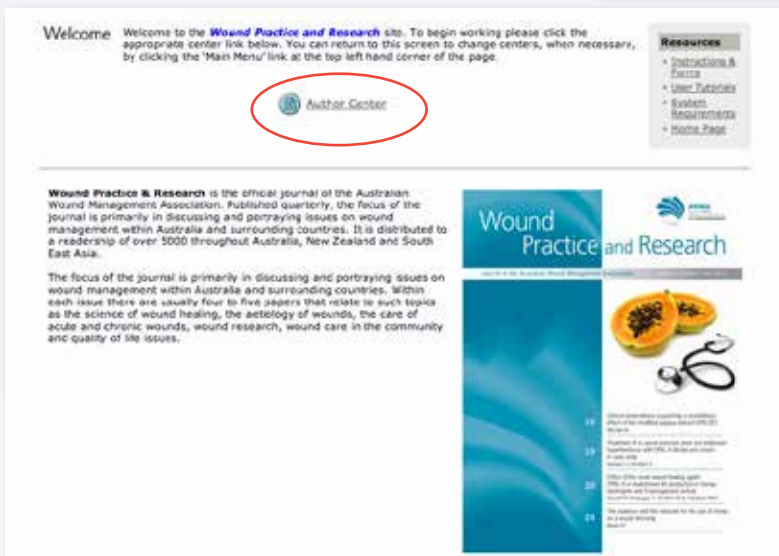


WP&R quick guide for authors to submit a manuscript in Scholar One

1. Log In screen.

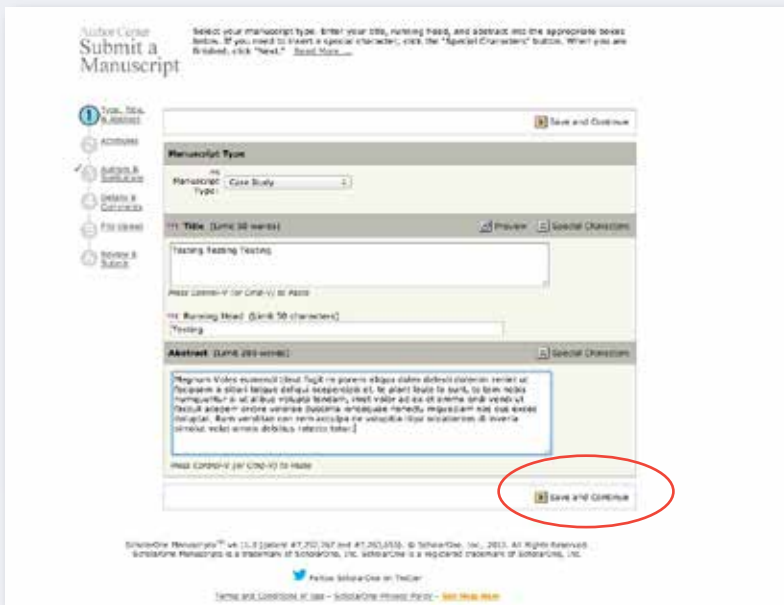


2. Author main menu.
Click on Author Centre.



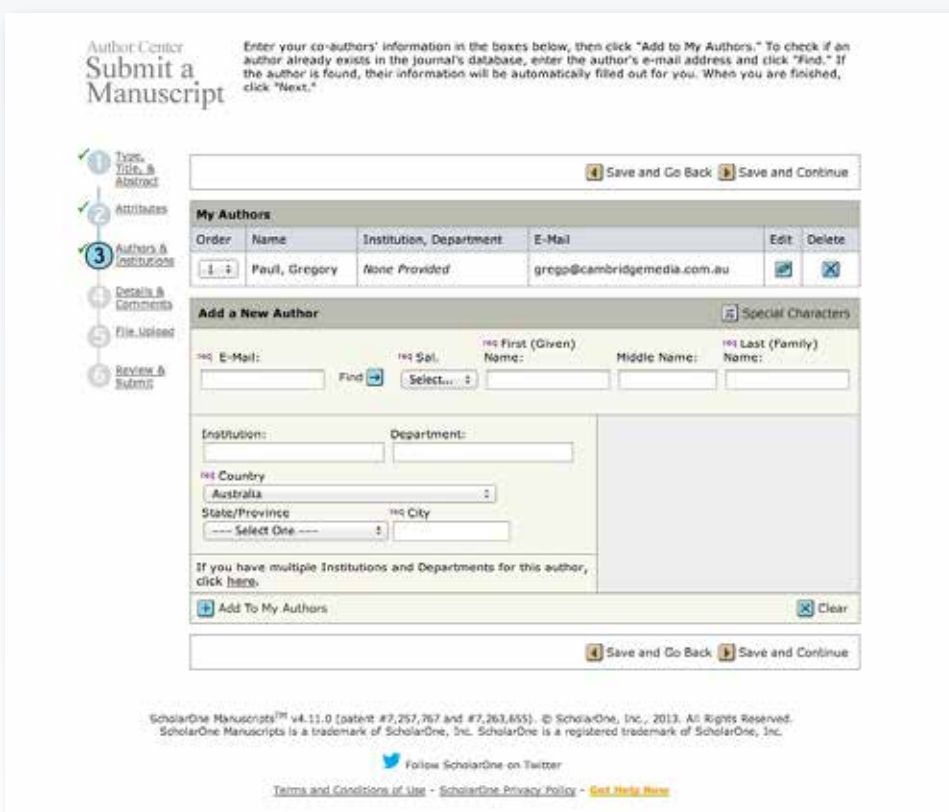
3. Click on Click here to submit...





4. Step 1 – all fields required. Running Head is an abbreviated title. Click Save and Continue in all steps to continue submission process.

5. Step 2 – the minimum number of keywords is one, up to five allowed.



6. Step 3 – where co-authors, if any, are added. Also, you are able to edit your own details eg you may have moved to a new job and not yet updated your WP&R ScholarOne account.

Author Center
Submit a Manuscript

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Browse..." button, locate your file, and click "Attach this Cover Letter." Answer any remaining questions appropriately. When you are finished, click "Next."

1 Type, Title & Abstract
2 Attributes
3 Authors & Institutions
4 **Details & Comments**
5 File Upload
6 Review & Submit

Save and Go Back Save and Continue

Cover Letter

Notes or a letter can be entered here or a letter can be attached immediately below this rectangle. A Word document with figures and tables embedded showing preferred positioning of such can be attached also.

Attach another file containing your cover letter: **Files attached**

Choose File No file chosen

File Name Delete

Attach this Cover Letter No Files Attached

Manuscript Information

Number of Figures: 1

Number of Tables: 0

Number of Words: 1400

Previously Submitted

Has this manuscript been submitted previously to this journal?

Yes
 No

If yes, what is the manuscript ID of the previous submission?

Cover Image

Are any of the included images potential journal covers?

Yes
 No

7. Step 4 – where manuscript information and comments are included. This is also where questions are answered about conflict of interest, funding and copyright.

8. Step 5 – file submission. Make sure you choose the correct file designation from dropdown menu for each file. Once each file has been chosen, click on Upload Files. It may take a few minutes for all files to be uploaded.

Author Center
Submit a Manuscript

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Next."

Read More ...

Save and Go Back Save and Continue

My Files (Total uploaded files cannot exceed 100000K)

Order	File Name	File Designation	Date	Edit Details	Delete
No files have been uploaded.					

File Upload

Upload new files:

Choose File test title page.docx

Choose File test article.docx

Choose File test jpeg.jpg

Choose File test revised article.docx

Choose File No file chosen

File Designation: Title Page

File Designation: Main Document

File Designation: Image

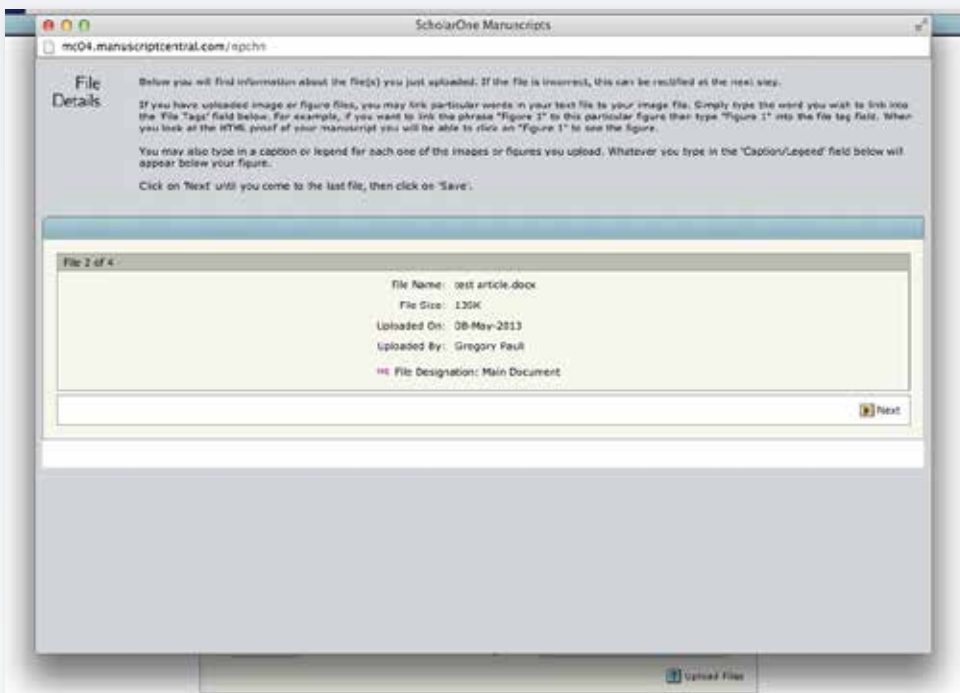
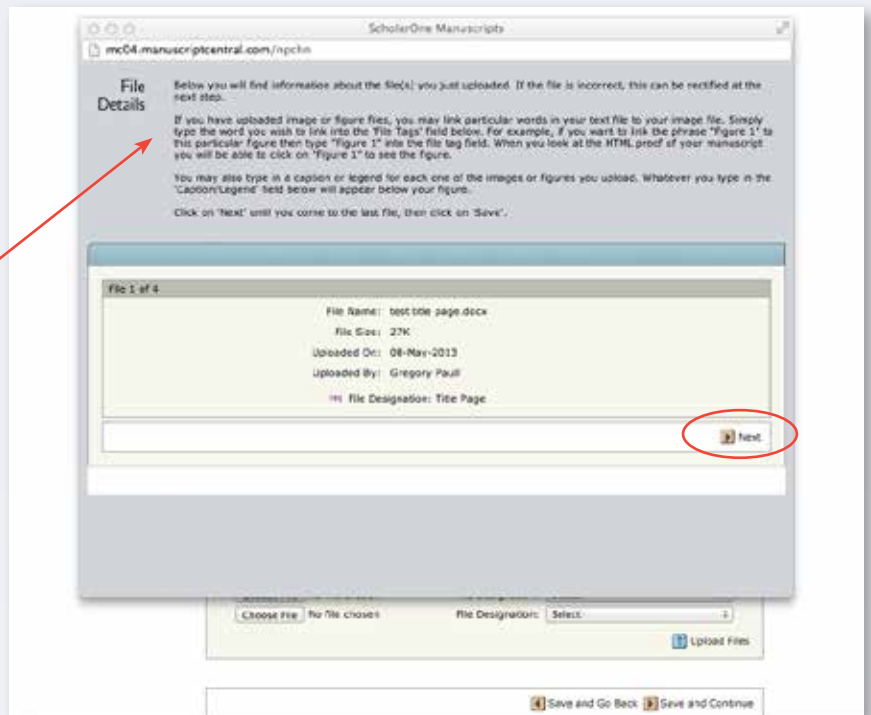
File Designation: Supplemental File NOT for Review

File Designation: Select:

Upload Files

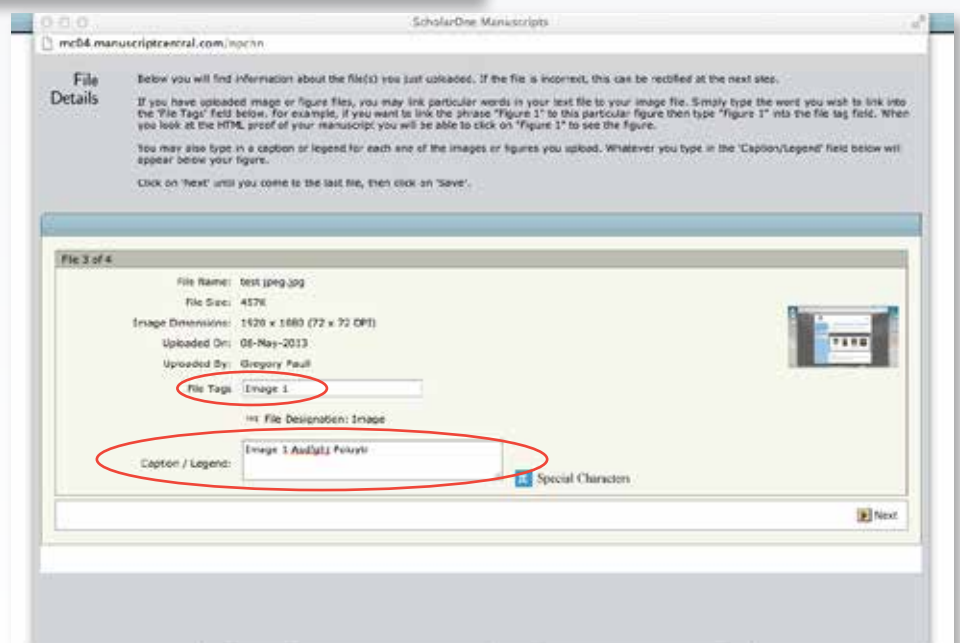
Save and Go Back Save and Continue

8.1. Confirmation screen of first file uploaded (title page). In this case, 1 of 4. Note the instructions in the grey section. Click on Next to continue.

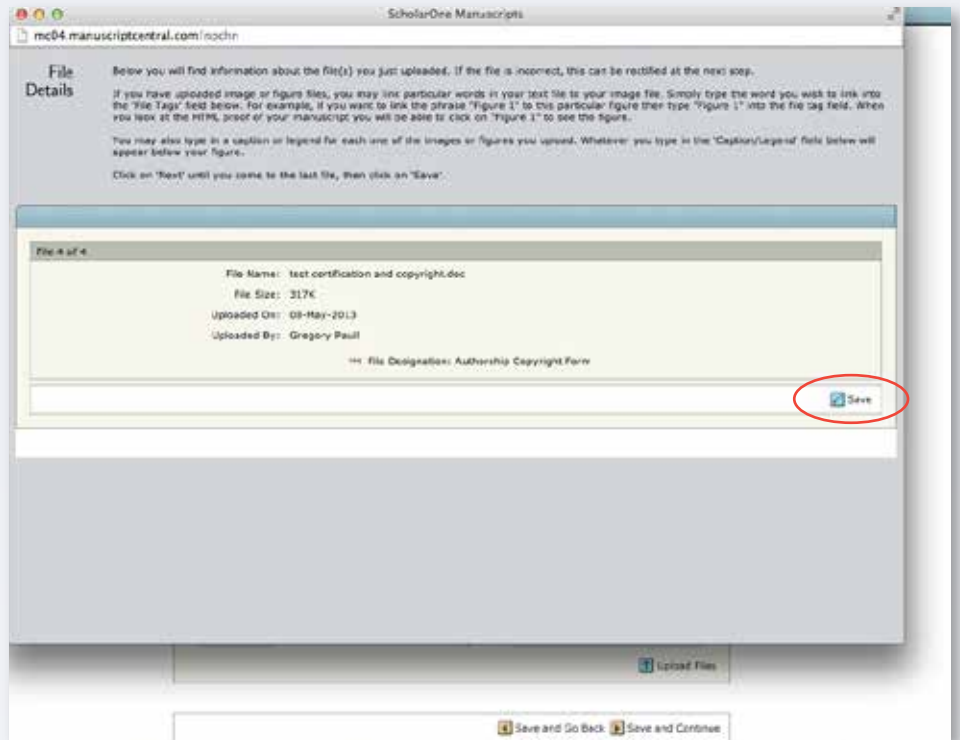


8.2. Next file (main document), click on Next to continue.

8.3. Next file, which is an image that can include a caption if required. Refer to instructions in grey. Click on Next to continue.



8.4. Last file, click Save to continue.



Author Center Submit a Manuscript

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Next."

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- 1 Type, Title & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Details & Comments
- 5 **File Upload**
- 6 Review & Submit

My Files (Total uploaded files cannot exceed 100000K)					
Order	File Name	File Designation ^{req}	Date	Edit Details	Delete
1	test_title_page.docx (28K)	Title Page	04-Jul-2013		
2	test_article.docx (136K)	Main Document	04-Jul-2013		
3	test_image.jpg (458K)	Image	04-Jul-2013		
4	test_revised_article.docx (134K)	Supplemental File NOT for Review	04-Jul-2013		

Save File Order

File Upload

Upload new files:

<input type="button" value="Choose File"/> No file chosen	File Designation: <input type="text" value="Select"/>
<input type="button" value="Choose File"/> No file chosen	File Designation: <input type="text" value="Select"/>
<input type="button" value="Choose File"/> No file chosen	File Designation: <input type="text" value="Select"/>
<input type="button" value="Choose File"/> No file chosen	File Designation: <input type="text" value="Select"/>
<input type="button" value="Choose File"/> No file chosen	File Designation: <input type="text" value="Select"/>

8.5. A summary of all uploaded files and a chance to make changes.

- 1 Type, Title, & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Details & Comments
- 5 File Upload
- 6 Review & Submit

Save and Go Back Submit

My Manuscript Information

Step 1: Type, Title, & Abstract [Edit](#)

Manuscript Type: Case Study
Title: Testing Testing Testing
Running Head: Testing
Abstract: Magnum Voles eumendi blaui fugit ra porum aliquo doles delesti dolerim reniet ut facipam a sitori tatque deliqui accepercipis et, te plant laute la sunt, to tem nobis numquamur si ut alibus volupta tendam, imet volor ad ex et omno endi vendi ut faccull accerr oriore volorae duscima lonsequae nonectu mquiscliam nos cus excess deluptat. Rum venditae con rem acculpe ne voluptia illiqui occoborem di inveria simbut volut omnis debitiur ratercto tatur.

Step 2: Attributes [Edit](#)

Keywords: Testing, Test-

Step 3: Authors & Institutions [Edit](#)

1. Paul, Gregory

Step 4: Details & Comments [Edit](#)

Cover Letter: A letter can be entered here or a file attached at the next step.

Manuscript Information	
Number of Figures:	1
Number of Tables:	0
Number of Words:	1400

Previously Submitted

Has this manuscript been submitted previously to this journal?

Yes

No

If yes, what is the manuscript ID of the previous submission?

Confirm the following:

Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere

Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.

Confirm that you have prepared a complete text minus the title page, acknowledgments, and any running headers with author names, to allow blinded review.

Conflict of Interest

Do you have any conflict of interest?

Yes

No

If so, please state:

Research Funding

Is this article based on research that was funded entirely or partially by an outside source?

Yes

No

If yes, please list the funding source(s) below:

Step 5: File Upload [Edit](#)

- test title page.docx
- test article.docx
- test jpeg.jpg
- test certification and copyright.doc

Step 6: Review & Submit

You have not viewed your PDF proof.

[HTML](#) [PDF](#) [View MedLine Format](#)

9. Step 6 – a summary of the previous five steps. The PDF proof needs to be checked (click on PDF) before final submission.

9.1. The first page of PDF proof. Close this when you are finished which takes you back to...

Yes
 No
 If yes, what is the manuscript ID of the previous submission?

Confirm the following:

I confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.

I confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.

I confirm that you have prepared a complete text minus the title page, acknowledgements, and any running headers with author names, to allow blinded review.

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Yes
 No
 If so, please state:

Research Funding

Is this article based on research that was funded entirely or partially by an outside source?

Yes
 No
 If yes, please list the funding source(s) below:

Step 5: File Upload

- test 006 page.docx
- test article.docx
- test jpeg.jpg
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Step 6: Review & Submit

HTML PDF view PDF format

Save and Go Back **Submit**

Wound Practice and Research

CAMBRIDGE PUBLISHING Wound Practice and Research

Testing whilst re-writing instructions to authors

Journal:	Wound Practice and Research
Manuscript ID:	Draft
Manuscript Type:	Case Study
Keywords:	key

9.2. the previous screen but with a tick against step 6 because the PDF proof has been viewed. Click Submit.

Submission Confirmation

Thank you for submitting your manuscript to *Neonatal, Paediatric and Child Health Nursing*.

Manuscript ID: NPCHN-2013-0006
Title: Testing Testing Testing
Authors: Paull, Gregory
Date Submitted: 08-May-2013

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Neonatal, Paediatric and Child Health Nursing – Manuscript ID NPCHN-2013-0006 – Inbox

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 To: gregp@cambridgemedica.com.au
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8 May 2013 2:07 PM

08-May-2013

Dear Mr. Paull

Your manuscript entitled "Testing Testing Testing" has been successfully submitted online and is presently being given full consideration for publication in Neonatal, Paediatric and Child Health Nursing.

Your manuscript ID is NPCHN-2013-0006.

Please mention the above manuscript ID in all future correspondence. If there are any changes to be made to your user profile eg e-mail address, institution etc, please log in to ScholarOne Manuscripts at <http://mc04.manuscriptcentral.com/npchn> and edit your user information as appropriate.

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Sincerely

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