JOURNAL of VASCULAR SURGERY
Guidelines for Initial Electronic Manuscript Submission
http://jvs.editorialmanager.com

Logging In

To login, click '**LOGIN**' on the main navigation menu at the top of the screen.

You will be brought to the Editorial Manager Log-In screen. Enter your username and password in the appropriate fields. You should then select '**Author Login**'. This will bring you to the Author Main Menu – a list of functions that you have been enabled to perform in the system. If you have not been pre-registered, you will need to click '**REGISTER**' on the main navigation menu at the top of the screen.

Submitting a manuscript

Once you have logged in to the system, you will be brought to the Author Main Menu.

Click 'Submit new Manuscript' to begin the submission process. You will be brought to the Submit New Manuscript menu. It is from this interface that you will submit all the data that comprises your manuscript – text, figures, tables, and required forms.

Enter Article Title

Enter the title of your article in the space provided. Click 'Next' when you're ready to move forward.

Select Article Type

Using the drop-down menu, select the article type that best describes your manuscript. See the 'Information for Authors' at **http://jvs.editorialmanager.com** for detailed information about article types. Then click 'Next' to proceed.

Add/Edit/Remove Authors

You may add the names of other authors who were involved in the creation of the manuscript. Only the Corresponding Author will receive any e-mail notifications from the system. You may change the person designated as the Corresponding Author, but this person must be a registered Editorial Manager user, as they will need to be contacted throughout the submission process. Other Authors do not need to be registered with the system, but may be included for the purpose of appearing in the printed version of the manuscript if it is selected for publication.

Enter Keywords for Society Papers

If your manuscript is being submitted as a part of a society meeting, you must note the society abbreviation (see below) and year in the keywords box (i.e. SCVS06). No other information should be entered in this field. Click 'Next' to proceed.

AVF: American Venous Forum
EVS: Eastern Vascular Society
MWVS: Midwestern Vascular Society
NESVS: New England Society for Vascular Surgery
SCVS: Society for Clinical Vascular Surgery
SAVS: Southern Association for Vascular Surgery
WVS: Western Vascular Society

Select Classifications

Prior to submitting a manuscript, you can download a very readable list of the Journal's classifications at **http://jvs.editorialmanager.com**. You may wish to determine which classifications are most appropriate before submitting the information electronically.

To enter classifications, click 'Select Document Classifications' to open a window containing a list of the classifications pertaining to the Journal. Click the checkbox next to those classifications that best describe the subject matter of your article. **Please do not select more than 3 classifications.** Carefully choosing classifications enables the Journal editorial staff to select the most appropriate reviewers for a manuscript. Click 'Submit' when you are done. Click 'Next' to proceed.

Enter Comments

Enter any comments that you would like to send to the editorial office. These comments do not appear in your manuscript. If the corresponding author is not the first author, the correct order of authors should be listed here. Click 'Next' to proceed.

Attach Files

All of the components of your submission should be sent via the Web using Editorial Manager. Items submitted outside the Editorial Manager system may experience lengthy delays in processing. Exceptionally large image files may be sent by express mail to the Journal office for uploading. If you believe this is necessary, please contact the Journal office by e-mail (**JVASCSURG@hitchcock.org**) for instructions. For each item, select either 'Online Web System' or 'Offline' (after communicating with the Journal office and receiving instructions) by clicking the appropriate button.

For each component of your manuscript that you submit, choose the Item (Items that are required will be marked with an asterisk ((*)), enter a Description, select the Delivery Method by which the Item will reach the Journal office, locate the file on your computer with the 'Browse' button, then click 'Attach This File' to upload the file (uploading may take several minutes for larger files). If you have saved your manuscript on your desktop or C drive of your computer you will be able to select it and attach it. You are required to attach the **Author Role, Sponsor Involvement, and Competition of Interest form**, as well as the **Reviewer Request form**. These forms are available on the JVS Editorial Manager Home page (**http//jvs.editorialmanager.com**). They should be downloaded, completed, and saved to your hard drive before you begin the submission process.

Please attach each figure as a separate file, naming these Figure 1, Figure 2, etc. Editorial Manager supports a wide range of submission formats for figures, including: TIFF, GIF, JPEG, EPS, Postscript, PICT, and PowerPoint. However, TIFF and EPS file are preferred for electronic publishing. Detailed artwork instructions and help with formatting, sizing, scanning, and file naming can be found at **http://www.elsevier.nl/homepage/sab/artwork**.

As each item from the drop-down menu is attached, you will see that a list of what you will be sending to the Editorial Office is building at the bottom of the screen.

Repeat this process until all items in your submission have been specified. You can see everything that you have attached in the list at the bottom. When all Items have been attached, click 'Next' at the bottom of the page. You will again be able to see what you are sending to the Editorial Office, and can make sure that everything you want to include is listed. A message will prompt you if you have left out any of the required components of the submission.

Next click '**Send**'. A message will appear on the screen thanking you for your submission, and an e-mail verification will be sent. Your manuscript will now be filed in the '**Submissions Waiting for Author's Approval**' in your Author Main Menu. To complete the process you'll need to make one final approval before the Editorial Office receives your submission.

If you are unable to complete the submission process, your data will not be lost. You can access your unfinished submission in the **'Incomplete Submissions'** list on your Author Main Menu.

<u>Reviewing and approving your manuscript</u>

You must approve your submission before it is sent to the Journal office and subsequently sent out for review. Click '**Submissions Waiting for Author's Approval**' to bring up a table containing all manuscripts that are waiting to be viewed and approved by you.

Once the PDF version of your manuscript has been created by the system, you will see a set of links in the Action column of the table. '**View Submission**' allows you to view the PDF version of your submission. You may choose to make alterations to your submission such as spelling corrections, description changes, extra graphics, etc. – you can do this by selecting '**Edit Submission,**' which will bring you to the same interface that you used when you initially submitted the manuscript. You can remove or add files at the Attach Files portion of the submission if you need to change anything. If you do make changes, a new PDF file for you to view and approve will be built. Once you are satisfied with your submission and are ready to send it to the Journal office, click '**Approve Submission**'.

<u>Tracking the progress of your submission</u>

Once your manuscript has been submitted to the Journal, you can track its progress by viewing your submission in the 'Submissions Being Processed' list (see below).

You will be notified by e-mail when the Journal has made a decision.

More complete instructions are available at: http://jvs.editorialmanager.com