



# FAQs for Authors Submitting a Manuscript Online

Most of the information you need is at your Author Center at the ScholarOne site.  
Always check the top of the screen first.

*I think I submitted my file, but how can I be sure?*

*I went through the process to upload a manuscript file, but the upload was unsuccessful, even though I tried twice. What should I do?*

*The website says my manuscript is “awaiting review,” but it’s the final revision and the editor said it would not be reviewed. What’s going on?*

*The title on the manuscript does not match what is in the manuscript details describing the manuscript. Is this a problem?*

*Where are attached files from reviewers?*

*How can I make a few changes to my accepted manuscript before it goes into production?*

*How can I keep my account information up to date?*

*How can I encourage editors to ask me to review?*

*May I make a suggestion?*

*I think I submitted my file, but how can I be sure?*

After all seven steps are complete, hit the “Submit” button at the bottom of the screen. With a successful submission, you’ll get a submission confirmation screen with a manuscript ID number and also an automatic e-mail. Any associated files, such as cover letters and responses to reviewers, are submitted in the same package.

When you return to your author center, go to the “My Manuscripts” list and hit the link for “Submitted Manuscripts.” The manuscript title will appear at the bottom of the screen. If you hit the “View Submission” link by the title, you’ll see the file(s) as a PDF.

If it’s under the link for “Partially Submitted Manuscripts” or “Manuscripts to be Revised,” click the “Continue Submission” button to complete the submission.

*I went through the process to upload a manuscript file, but the upload was unsuccessful, even though I*

***tried twice. What should I do?***

In Step 6, denote this as a file uploaded offline. Then you'll be able to complete the submission and get a manuscript ID number. Next, attach your MS Word file to an e-mail to admin (listed along with the manuscript). Provide your name and the manuscript ID number, which you'll see with the submission confirmation.

***The website says my manuscript is "awaiting review," but it's the final revision and the editor said it would not be reviewed. What's going on?***

Your manuscript is with an editor, who will at least review it him/herself. This message does not necessarily mean it has been sent to *outside* reviewers.

***The title on the manuscript does not match what is in the manuscript details describing the manuscript. Is this a problem?***

During manuscript submission, you put the title in a box, and that's what shows later in information about the manuscript. The title on the manuscript file is what will be used for eventual publication. You may change either or both of these titles with each revision. If the title in the Manuscript Information area is wrong enough to need changing, please contact admin.

***Where are attached files from reviewers?***

Files are "attached" to the website, not to the e-mail.

At your author center under "My Manuscripts," click on the link for "Manuscripts with Decisions." In the list that now appears at the bottom of the screen, find the manuscript. Towards the right, in the "Status" column, there's a link for "view decision letter." Click on that, and you'll see the decision letter, just as you've seen before ... except at the very bottom of this one, there's a listing of the files reviewers "attached" for you.

If you don't see any files here, it is probably because the reviewers did not attach any files, or they specified that the files they did attach were only for editors to view. If you think that you should be seeing more files, please contact the editor.

***How can I make a few changes to my accepted manuscript before it goes into production?***

It depends on the type of changes.

- A few, non-technical changes are best made at the proof stage, when you will receive an edited manuscript from the ASABE staff editor (usually within a few weeks of acceptance).
- If you have technical or substantial changes, send the changed manuscript and your explanation to the editor of your ASABE Technical Community (with cc to the ASABE staff editor), who will review it before sending it back to production.

***How can I keep my account information up to date?***

Edit your information by clicking on your name at the top right of your Welcome screen. It's vital to have

your correct e-mail(s) there. If you would like to be asked to review manuscripts, be sure to include the acronym of your ASABE Technical Community + rev (i.e., ASE rev, EOPD rev, ES rev, ESH rev, ITSC rev, MS rev, NRES rev, PAFS rev, PRS rev) in the Specialty/Areas of Expertise area, along with your particular specialties. Also list your Keywords. Please check the top of the screen for more info about becoming a reviewer.

Note that changing your info in the ASABE member database does NOT change your ScholarOne Manuscripts database. Please update both sites.

### ***How can I encourage editors to ask me to review?***

Editors use the Keywords and Specialty Areas to help find reviewers for manuscripts. If you would like to be found by this method, edit your information by clicking on your name at the top right of your Welcome screen. Include the acronym of your ASABE Technical Community + rev (i.e., ASE rev, EOPD rev, ES rev, ESH rev, ITSC rev, MS rev, NRES rev, PAFS rev, PRS rev) in the Specialty/Areas of Expertise area, along with your particular specialties. Also list several Keywords.

You could also directly contact an associate editor who works in your field, or contact the editor of your ASABE Technical Community. ASABE members will find the contact information on the members section of the ASABE website under the Publications Committee listings.

### ***May I make a suggestion?***

Please do. Click on the “Get Help Now” area at the top right, and submit your enhancement suggestion in the “Ask a Question” area. For suggestions specific to ASABE, email [mccann@asabe.org](mailto:mccann@asabe.org).