

Why won't the PDF of my submission build?

It's likely that there is some information missing. Check the different progress stages along the top of the screen – any pages highlighted with a red exclamation mark will need attention.

Why does the 'Attach Files' page have an error? /

Why have I received an error message that 'file-related information is missing'?

Check that each item has the correct 'item type' chosen from the drop down.

If you are submitting a revision, you will need to include a 'response to reviewer' document containing information about the changes you have made to your paper following peer review. This document needs to be set as 'response to reviewer', not 'text file'.

Remember:

- Files need to be under 10MB and have a file name of 64 characters or less.
- File format: the system will allow PDFs to be uploaded as a 'text file' at the initial submission stage, but not at revision – the main text of your manuscript will need to be a Word document. Similarly, Word documents cannot be categorised as 'figure' files at revision stage – these should be separate files, ideally in JPG, PDF, or TIFF format.
- Only select 'supplementary material' if this is an item that you intend to be hosted separately on our [Figshare](#) platform, rather than included within the paper.

If the 'Additional Information' page has an error

Check that all questions have been answered.

Some questions will produce further questions once you have selected an answer – for example, once you have chosen whether to publish your paper Open Access or not, a question will appear asking who owns the copyright. Ensure that you have not scrolled past one of these.

Some questions (such as the Data Availability Statement) include a drop down menu with options of 'Please select a response' and 'Please enter your text below.' Ensure that you select the option of 'please enter your text below' and then either type or copy and paste your answer into the text box.

If the 'Manuscript Data' page has an error

There will be a red triangle containing an exclamation mark next to the area which needs attention.

Remember:

- **Abstract** – Abstracts need to be 200 words or less. These can be longer in your actual paper.
- **Authors** – Editorial Manager requires certain information about **each author** on a paper. To add this, click on the pencil icon next to an author's name. Please note that we require a title, email address, institution and contributor role **even if you are the sole author**.
- If an institution is not on the [Ringgold database](#), you may receive a warning that the system could not verify it. Click OK – this will not prevent you from proceeding with the submission.
- **Funding information** – This field is mandatory. If you did not receive any funding, please tick 'funding information is not available.'

Authenticating ORCID iD as a co-author

Follow the link in the email asking you to confirm you are an author on your co-authored submission. You will see:

Home Submit a Manuscript About Help

Important Message: Site under development. Do not use for live manuscript submission.

Warning! You must submit this page to verify your contribution to the submission.

Print

Insert Special Character

Verify Contributing Authorship

If you are unable to complete your responses at this time, please click on the "Save for Later" button to save your work. To return to this page later, click on the Verify deep link in the email that you were sent regarding this submission, or save the following URL and enter it in your browser's address bar.

<http://www.editorialmanager.com/gsl-test/l.asp?i=92528&J=F6JXBGKC>

We encourage you to register with ORCID, if you have not already done so. You only need to do this once in order to associate your ORCID Profile permanently with your user record in this system.

Use the button below to go to ORCID, log into your profile there – or create one – and authorize the return of your ORCID Identifier.

ORCID ID: (None)

[Link to ORCID Record](#) [What is ORCID?](#)

Please respond to the questions/statements below and click on the "Submit to Publication" button to complete your Co-Author verification for the submission.

If you do not submit your responses, your contribution will not be confirmed. If you click on the "Save for Later" button, your contributing authorship will not be confirmed, but you can return to this page later to complete your responses.

Please confirm that you are an author of this paper

Instructions

Answer Required: Please select a response

Yes

No

Please select a response.

[Save for Later](#) [Submit to Publication](#)

Click the 'Link to ORCID Record button'. This takes you to:

Sign in

Email or 16-digit ORCID ID

example@email.com or 0000-0001-2345-6789

Password


.....


SIGN IN


[Forgot your password or ORCID ID?](#)

Don't have an ORCID ID yet? [Register now](#)

or

 **Access through your institution**

 **Sign in with Google**

 **Sign in with Facebook**

Either, fill in your ORCID details, or 'Register now' to obtain an ORCID. Then authorise your access:

The screenshot shows the ORCID 'Authorize access' interface. At the top, the ORCID logo is followed by the text 'Authorize access'. Below this, it states 'You are currently signed in as:' followed by the name 'Maxine Smith', the ORCID iD 'https://orcid.org/0000-0001-6584-0236', and a 'Sign out' link. A horizontal line separates this from the next section, which identifies the user as 'Editorial Manager' with a question mark icon. It then states 'has asked for the following access to your ORCID record:'. Below this, there is an eye icon and the text 'Read your information with visibility set to Trusted Organizations'. Two buttons are provided: a blue 'Authorize access' button and a white 'Deny access' button. At the bottom, there is explanatory text: 'If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#). You can manage access permissions for this and other Trusted Organizations in your [account settings](#).'

By clicking 'Authorise access' the ORCID window closes and takes you back to the editorial manager window:

The screenshot shows the editorial manager window. The top section contains a message: 'We encourage you to register with ORCID, if you have not already done so. You only need to do this once in order to associate your ORCID Profile permanently with your user record in this system. Use the button below to go to ORCID, log into your profile there – or create one – and authorize the return of your ORCID Identifier.' Below this, the ORCID ID '0000-0001-6584-0236' is displayed with an 'id' icon and the text 'What is ORCID? This ORCID iD has been Authenticated.' The middle section asks the user to 'Please respond to the questions/statements below and click on the "Submit to Publication" button to complete your Co-Author verification for the submission.' It also states: 'If you do not submit your responses, your contribution will not be confirmed. If you click on the "Save for Later" button, your contributing authorship will not be confirmed, but you can return to this page later to complete your responses.' The bottom section is a confirmation form with the heading 'Please confirm that you are an author of this paper'. It includes an 'Instructions' link and an 'Answer Required:' label. There are two radio button options: 'Please select a response', 'Yes' (which is selected), and 'No'. Below this is a text box with the heading 'Please confirm that you have read and agreed the text.' and another 'Answer Required:' label with radio button options: 'Please select a response', 'Yes' (selected), and 'No'. At the bottom of the form are two buttons: 'Save for Later' and 'Submit to Publication'.

Ensure questions are completed and iD logo appears next to your ORCID iD, then click 'Submit to Publication'.

Other tips

Under 'General Information', you will be asked to choose a 'Section/Category' and a 'Classification'. Both of these should be the same as the title of the volume you have been asked to submit to. Please check the invitation that you were sent for the exact title – we occasionally have books in train on similar subjects. If the incorrect Section/Category is chosen, your paper will be submitted to the wrong book.

If you log in to Editorial Manager and cannot see a link to 'My New Invitations' or 'My Accepted Invitations', please contact the Editorial Office. Our system only accepts invited submissions, and it may be that your invitation went to a different email address. Please note that you will need to accept the invitation before you are able to submit your manuscript.