



AAPS E-Journals Frequently Asked Questions

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What do I need to do to use the online peer review manuscript tracking system, Editorial Manager™?

If you have not registered with Editorial Manager for The AAPS Journal or AAPS PharmSciTech, you will need to do so before submitting a manuscript. Simply go to www.editorialmanager.com/aapsj (for The AAPS Journal) or www.editorialmanager.com/aapspt (for AAPS PharmSciTech) and click on “Register” under the journal title. The AAPS Journal and AAPS PharmSciTech share a common user database; registration in both journals is unnecessary.

How do I update my contact information in Editorial Manager?

You must make changes your existing profile information by clicking the “Update My Information” link on the main navigation menu after logging into Editorial Manager. You may log in at either www.editorialmanager.com/aapsj or www.editorialmanager.com/aapspt.

How do I change my password?

Although Editorial Manager automatically assigns a password to your account, you may change yours at any time using the following instructions:

Use your assigned username and password to log into Editorial Manager. Select “Update My Information” on the main navigation menu. This will place you in the user registration form that you completed to originally register.

In the field next to “Password:” you may overwrite your current password with a new password. Click the “Submit” button at the bottom of the form. The next time you log into Editorial Manager, you must use your new password.

What if I forget my password?

Editorial Manager can send you an informational email if you forget your password. Please follow the instructions below.

Click “Login” on the main navigation menu in Editorial Manager. Select “Forget Your Password?” Enter your username and email address. Click “Send Password.” You will then receive an email containing your password.

What kind of user should I log in as: Author, Reviewer, Editor, or Publisher?

You may log in to Editorial Manager as soon as you are successfully registered. Authors must choose “Author Login,” reviewers must choose “Reviewer Login,” and so forth.

Select “Login” on the main navigation menu. Enter your username and password. Next click the button that corresponds to your role within Editorial Manager. If you hit the enter key on your keyboard, you will automatically be logged in as an author. Once you are logged in properly, a menu of actions specific to your role within the system will be presented.

Who is the “corresponding author” and what are his/her responsibilities?

The corresponding author is the person who is responsible for the manuscript as it moves through the journal’s submission process. This person must be registered with Editorial Manager, as all correspondence pertaining to the manuscript will be sent to him/her via the system. The corresponding author is, by default, the author who initially uploads the manuscript into Editorial Manager. If anyone else uploads the manuscript on behalf of the corresponding author, he/she must log in with the corresponding author’s username and password.

The corresponding author is also the person responsible for making edits and submitting revisions to the manuscript. The corresponding author is the only author able to view the manuscript’s progress through Editorial Manager, and he/she is responsible for relaying details about this process to the other manuscript authors. The corresponding author is responsible for incorporating changes and representing all authors in the process.

How can I submit a paper to the AAPS e-journals?

Once you have completed your manuscript and ensured it adheres to our Author Instructions, you may submit to the AAPS e-journals at www.editorialmanager.com/aapsj (*The AAPS Journal*) or www.editorialmanager.com/aapspt (*AAPS PharmSciTech*). Access to the author instructions is located on the log-in page for each journal. If you have not registered with Editorial Manager for *The AAPS Journal* or *AAPS PharmSciTech*, you will need to register before submitting a manuscript. See also, “What do I need to do to use the new online peer review manuscript tracking system, Editorial Manager™?” item #1 for registration instructions.

What happens to my manuscript after I submit it?

After you, the corresponding author, submit your manuscript, it is assigned to an editor. The editor will evaluate the manuscript on its scientific originality and support of the content and will make a decision as to whether a manuscript will be placed into peer review.

If the manuscript is placed into peer review, the editor will invite reviewers to comment on your manuscript. Once all reviews have been completed, you will receive reviewer and editor queries and comments and you may be requested to respond to and revise your manuscript according to these queries. You will be notified whether your manuscript requires minor or major revisions.

You must always work with and make edits to your initial submission. Brand new submissions uploaded in response to revision requests will not be accepted and the AAPS Editorial Office may remove these from Editorial Manager. When you have revised your manuscript and addressed the reviewers’ and editors’ concerns, you may submit your revision. The editor will then review the revised submission and determine if further review and/or revision is necessary or if your manuscript is acceptable for publication.

When your manuscript is accepted for publication, it will enter the production process. See also “Will I receive proofs of my accepted article?” item #28 for further information on the galley proof and production process.

What happens if my manuscript is not accepted for review?

If your manuscript is rejected, you will receive editor and reviewer comments. The editor may also provide information if further action applies.

Once I submit a manuscript, how can I check the status of my submission?

A corresponding author may view the status of any manuscript that he/she has submitted to a particular journal. The corresponding author can simply log in to Editorial Manager using his/her username and password to view the status of a manuscript. The corresponding author will also be notified by email any time the status of a manuscript changes.

May I suggest reviewers for my manuscript?

At the time of submission, the corresponding author may request up to four reviewers who are qualified in the subject of the submitted manuscript. Authors may also request the exclusion of up to four reviewers. These requests may be made during the submission process and may also be included in the cover letter submitted with the manuscript. Please include the suggested/excluded reviewer's title, full name, and affiliations as well as his/her email address. Please also include a telephone number for suggested reviewers.

Can Editorial Manager contact me at multiple email addresses?

Yes, Editorial Manager can contact you at multiple email addresses, if you provide them in your profile. When initially registering online with Editorial Manager, type the multiple email addresses in the Personal Information section using a semi-colon between each address (e.g., joe@thejournal.com; joe@yahoo.com). If you have already registered, you can add email addresses by selecting “Update My Information” on the main navigation menu.

How can I notify Editorial Manager if I am unavailable for a prolonged period of time?

Select “Update My Information” on the main navigation menu and then click on the “Alternate Contact Information” button in the Personal Information section. Not only can you enter information for an alternate contact, but you can also specify the time period for the alternate contact.

Is the order in which the authors are listed of any significance?

The AMA Manual of Style, 9th ed., makes the following assertions: Only those individuals who meet the criteria for authorship may be listed as authors. The first author has contributed the most to the manuscript, and the last author has contributed the least.

Decisions about the order of authors must be made before a manuscript is submitted and must be resolved by the authors (not the editor).

Is it necessary to select classifications for my manuscript?

You are required to select classifications for your manuscript to enable the editor to invite reviewers who have identical or similar classifications to your submission.

You will also be required to select personal classifications for yourself upon registering with Editorial Manager, or when you update your account information. Entering this information allows our editors to search for appropriately qualified reviewers for new submissions.

Are certain fonts better than others?

Although it is not required, Arial font (10 point) is preferred. It is essential, however, that you use symbol fonts for special characters, including mathematical signs and symbols, as well as Greek letters.

Some components of my manuscript are not in electronic format; what should I do with these?

Since *The AAPS Journal* and *AAPS PharmSciTech* use Editorial Manager, all manuscript components must be in electronic format, including figures. Please review the Author Instructions for additional details on figure file formats.

How do I submit the legends for my figures?

All legends must begin with a short descriptive sentence that sums up the intent and content of the data contained in the figure. The caption should be concise and consist of approximately 30 words. All captions for figures/artwork should be separated from the manuscript text and collated in a separate section called "Figure Legends;" this legend should be on a separate page at the end of the manuscript following the references list or may be included in the manuscript inventory as a separate Microsoft Word document.

If my Internet connection goes down while I'm inputting or updating a record, is the information saved?

It depends on the process on which you were working. Most data is saved in Editorial Manager instantaneously. If you are completing a form, such as a reviewer form in Editorial Manager, the data will be saved when you save or submit that form. It is wise to check that the record in Editorial Manager was updated when your connection was lost.

If I leave Editorial Manager to search the Web, do I need to log back in?

If you leave Editorial Manager without clicking "Log out" on the top of the page, you remain logged in as a user. You are able access other Web sites and then return to Editorial Manager. We do suggest that you open another browser window tab if you are frequently toggling between Editorial Manager and other Web sites; clicking the back and forward buttons may disrupt your Internet connection to Editorial Manager.

Editorial Manager will time-out after an extended period of nonuse, and you will be prompted to log back in. Since Editorial Manager is accessible from any computer with Web access, the timing-out of your session is a security measure.

What does it mean when a submission is incomplete?

If the corresponding author neglects to click the “Approve Submission” link after creating and reviewing the PDF of his/her manuscript, the submission will be classified as “Incomplete.” Incomplete submissions ARE NOT transmitted to the AAPS Editorial Office and, instead, will be moved to the author’s “Incomplete Submissions” folder under the author main menu.

If an author is asked to revise a manuscript, how does he/she submit the revisions?

Select “Main Menu.” Please review the collection of links that are broken down into categories, found under “Revisions,” which allow you to perform actions on your revised submission. Editorial Manager will guide you through the steps required to revise your manuscript.

The “**Submissions Needing Revision**” folder contains manuscripts with a “Revise” editorial decision, waiting for author action to revise.

The “**Incomplete Revisions**” folder contains revisions that are works-in-progress. Any revised manuscripts that are not yet complete and for which you have not built a PDF are also found in this folder.

The “**Revisions Waiting for Author’s Approval**” folder contains all revised manuscripts for which you have built the PDF but have not yet viewed the submission and the art quality checker and approved the file for submission to Editorial Manager. This folder contains information such as the title, date submitted, status date, and current status of your manuscript.

The “**Revisions Being Processed**” folder contains revised manuscripts that are in the reviewed and/or edited process. You may check on the status of your manuscript as well as view the PDF of your submission by clicking “View Revision” in the “Actions” column.

The “**Declined Revisions**” folder stores all manuscripts that you declined to revise. If you declined in error, you are able to reinstate your revision here.

I’m trying to attach a file to my manuscript submission but it isn’t attaching. What can I do to make it work?

It is possible that your computer has insufficient memory available due to multiple applications being open. Close all applications and/or reboot your computer. Try to attach the file again running only the necessary browser application (Netscape, Internet Explorer, Mozilla, etc.) to access Editorial Manager.

What file formats does Editorial Manager accept?

The manuscript text may be submitted in PDF format for the initial submission only. All subsequent revision submissions must be in Microsoft Word. Editorial Manager also accepts figure files in the following formats: .pdf, .eps, .tiff, .bmp, .jpg, or .png. If you are using the .eps file format, you must save with “fonts included” and use the .tiff preview. Please refer to the figures section in the author instructions for additional details regarding figure file quality and formatting.

Can I do a partial submission and come back later to finish it?

Yes; once you have provided a title for your submission, you can exit the system and continue the process at another time, without saving the file. You will find an unfinished submission in your “Incomplete Submissions” folder on your main menu. The AAPS Editorial Office will not receive your manuscript until you complete and officially “review and approve” your submission.

If I make a mistake while submitting my manuscript, should I abandon it and start it over as a new submission?

No. You will always be able to delete any part of your submission that you may have entered incorrectly (e.g., a file that you may have uploaded by mistake). You must click “Remove” to delete files you do not want attached to your manuscript.

How can I contact the AAPS Editorial Office?

You may contact the journal’s editorial office by clicking “Contact Us” in the toolbar at the top of your Editorial Manager screen and composing an email.

Will I receive proofs of my accepted article?

Yes. You will receive an email from Springer Customer Support when your galley proof is available online. You will be provided a username, password, and a link to your online proof. Please review the proof and respond to all queries. You will be instructed how to approve the proof and/or submit corrections.

This proof process will be the only opportunity you will have to view and correct the manuscript prior to publication. As corresponding author you are responsible for answering all copyediting and proofing queries and relaying details about this process to all manuscript authors. When your corrections to the proof are incorporated, your article will be published online.

Do the AAPS journals use DOI designation for citations?

Yes, assigning a DOI to each cited reference ensures that a persistent link to the work is included for readers. A DOI, as stated on the CrossRef Web site (www.crossref.org), is “A unique alphanumeric string assigned to a digital object—in this case, an electronic journal article or a book chapter. In the CrossRef system, each DOI is associated with a set of basic metadata and a URL pointer to the full text, so that it uniquely identifies the content item and provides a persistent link to its location on the internet.”

Do the AAPS journals and Springer support publishing in PubMed Central for NIH Grantees?

If you choose to publish your article as open access within the Springer Open Choice program, Springer deposits the final published version of your article into PubMed Central, and it is made immediately publicly accessible. The copyright will remain with you, and the article will be published under the Creative Commons Attribution-Noncommercial License. The cost of Springer Open Choice (USD 3,000/ EUR 2,000) is—as stated on the NIH Web site—a permissible cost in your grant.

If you choose to publish your article with the traditional subscription-based model (without open access), you may notify Springer to deposit the author's accepted version of your article into PubMed Central where it will be made publicly available 12 months after publication. Within Springer's MyPublication process, we will inform you on how to notify us. Please note that we require your full NIH grant number and can only process requests with a full and properly formed grant number. An example would be: 'R01 GM012345-03'. For further information on this process please visit Springer.com open access.

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How can I order reprints?

You will be given the opportunity to order reprints during the galley proof process. For additional reprint requests after the article is published, contact the AAPS Editorial Office at permissions@aaps.org with the article information (journal title, author name, title, and article number) and quantity of reprints needed. Please note that the minimum quantity for any order is 100. AAPS will provide you with a price quote based on the number of copies ordered, artwork in the article, and where the reprints are to be shipped. Additional fees may apply for international shipping or for reprints used in commercial endeavors.

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2107 Wilson Blvd., Suite 700, Arlington, Virginia, 22201, USA

703-243-2800, Fax: 703-243-9650, aaps@aaps.org

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