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Ключевые факты и возможности сервиса

- Более 365 научных сообществ, издателей и университетских издательств
- В базу включены более 3400 научных журналов (в том числе, - Library Review, The Electronic Library, New Library World, Information Systems Research, College&Research Libraries и др. ведущие западные библиотечные издания). Причем, для каждого издания существует свой собственный интерфейс для регистрации в системе и ее использования
- Более 13 миллионов зарегистрированных пользователей и около 1.3 миллионов ежегодных загрузок научных статей
- ScholarOne Manuscripts Optima: система интеграции с EndNote и Web of Science, позволяющая объединять возможности этих сервисов (автоматическое цитирование и выстраивание взаимосвязей между статьями, кросс-платформенный поиск, мгновенная интеграция статей, созданных в любой из систем, в ScholarOne Manuscripts)
- Встроенная гибкая проверка на плагиат в научных статьях: могут быть прописаны права как для ручной, так и для автоматической проверки по ведущим базам данных научных статей
- Полностью автоматизированный отдельный функционал для каждого из участников исследовательского процесса: автора, рецензентов, издателей

Первый этап предоставления статьи

- Определяется тип предлагаемой работы и заполняются основные поля: название, краткий реферат и т.д.

To submit a new manuscript to the journal, click on the blue square:



Complete all stages to submit your manuscript:

The screenshot shows the 'Submit a Manuscript' form in the Author Center. The form is divided into several sections: 'Type, Title, & Abstract', 'Keywords', 'Authors, Institutions', 'Manuscript Type', 'Title', 'Abstract', and 'Details & Comments'. The 'Manuscript Type' section is highlighted with a red circle. It contains a dropdown menu with options: 'Select...', 'Review', 'Original Article', and 'Letter to the Editor'. The 'Title' field is marked with a purple 'req' icon and contains the text 'Submitting Your Manuscript to ScholarOne Manuscripts'. The 'Abstract' field is also marked with a purple 'req' icon and contains the text 'You can copy and paste your abstract from your main document into this text box.' A yellow callout box on the right side of the form contains the text: 'A purple "req" icon indicates all required fields. You will need to complete these fields in all stages to submit your manuscript.'

Функционал выбора предпочитаемых и не предпочитаемых рецензентов

- Автор, если это предполагается политикой журнала, может предоставить информацию о наиболее актуальных для него рецензентах

Suggesting Preferred/Non-preferred Reviewers:

Some journals allow their authors to suggest names of reviewers when submitting a paper.*

If the journal requires you to enter a minimum number of reviewers, you will see a screen with instructions when submitting.

**Please note the reviewers must be from a different institution or department than your own. The Editors do not guarantee that they will contact the reviewers you suggest.*

Save and Go Back Save and Continue

My Reviewers							
Name	Institution	Department	Phone/E-Mail	Preference	Edit	Delete	
Rebecca Reviewer	Name of Institution	Name of Department	review@test.com	Preferred			
Richard Referee	Name of Institution	Name of Department	referee@test.com	Non-Preferred			

Add A Reviewer

First (Given) Name: Rachel **Last (Family) Name:** Review **Email:** reviews@test.com

Institution: Name of Institution **Department:** Name of Department **Phone:**

Designate as Preferred Reviewer Designate as Non-Preferred Reviewer

Enter the name and email address of each reviewer. You can then indicate to the Editors if you want them to be "preferred" or "non-preferred".

Функционал загрузки файлов

- Файлы, отмеченные как «для рецензии», автоматически объединяются в единый pdf для удобства рецензентов и издателей

Uploading your Files:

Designate your files according to the file designations that you will find in the drop-down menu. These may differ according to the journal.

The screenshot shows the 'File Upload' section of the ScholarOne submission interface. On the left, a navigation menu lists steps 1 through 7, with '6 File Upload' selected. The main area displays 'My Files' with a table of uploaded files:

Order	File Name	File Designation req.	Date	Edit Details	Delete
1	Submitting Your Manuscript to ScholarOne Manuscripts.docx (11K)	Main Document	25-Mar-2010		
2	Subst1.docx (70K)	Figure	25-Mar-2010		

Below the table, there is a 'Save File Order' checkbox and buttons for 'HTML' and 'PDF'. The 'File Upload' section includes three 'Browse...' buttons and a 'File Designation' dropdown menu. The dropdown menu is open, showing options: 'Select:', 'Figure', 'File not for review.', 'Main Document', 'Supplemental File', 'Title Page (not for review)', and 'Author Bio'. The 'File not for review.' option is highlighted. A yellow callout box on the right contains the text: 'All files for review will be combined into one single PDF proof for your submission.'

You can upload as many files as required. All files for review will be combined into one single PDF proof for your submission. You can change the order they appear in the PDF proof here.

Финальный чек-лист

- Пропущенная информация автоматически подсвечивается и может быть оперативно исправлена и дополнена

1 Type, Title, & Abstract Submit

2 Keywords

3 Authors & Institutions

4 Reviewers & Editors

5 Details & Comments

6 File Upload

7 Review & Submit

My Manuscript Information

Step 1: Type, Title, & Abstract

Manuscript Type is missing

Manuscript Type:

Title: Submitting Your Manuscript to ScholarOne Manuscripts

Abstract: You can copy and paste your abstract from your main box.

Step 2: Attributes

Keywords:

Step 3: Authors & Institutions

1. Author, Andrew

Step 4: Reviewers & Editors

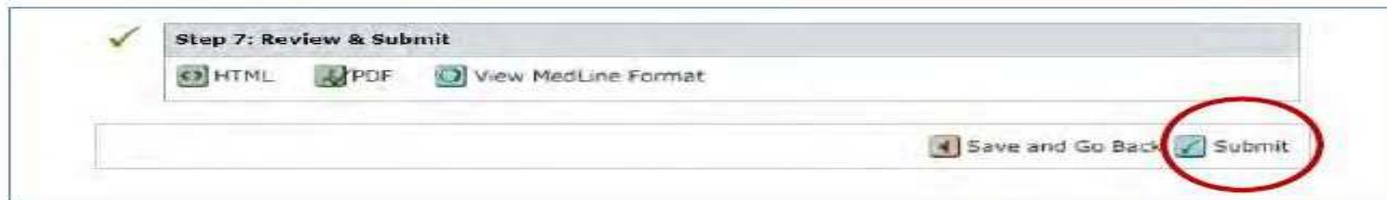
My Reviewers: No Reviewers Entered

The final checklist stage will flag up any information that is still required.

Click on the blue pencil icon to edit any stages with a red cross.

Подтверждение предоставления статьи

- После успешной загрузки статьи, система присваивает ей уникальный ID, по которому ее можно затем отслеживать



When you see the Submission Confirmation screen, your manuscript has been submitted to the journal for peer review:



Функционал продолжения незавершенного предоставления статьи

- Предоставление статьи может быть отложено и продолжено в любой момент

Continuing a submission:

If you have already started your manuscript, or the journal has sent it back so that you can make changes, it will be visible in the My Manuscripts queue on your Author Centre dashboard.



My Manuscripts

- 1 [Unsubmitted Manuscripts](#)
- 0 [Resubmitted Manuscripts in Draft](#)
- 1 [Revised Manuscripts in Draft](#)
- 1 [Submitted Manuscripts](#)
- 2 [Manuscripts with Decisions](#)
- 0 [Manuscripts I Have Co-Authored](#)
- 0 [Withdrawn Manuscripts](#)
- 0 [Invited Manuscripts](#)
- 1 [Manuscripts Awaiting Revision](#)

Author Resources

- ★ [Click here](#) to submit a new manuscript
- ★ [Click here](#) to submit a revision
- 🗑️ [Click here](#) to delete a manuscript

This section lists manuscripts that you have submitted but not yet published. You can click on the 'Continue Submission' link to proceed with your submission.

Taylor & Francis QuickStart Master 4 - Manuscript ID: TANDF-2010-0017 (30-Mar-2010) [Delete](#)

Unsubmitted Manuscripts

Manuscript Title	Date Created	Continue Submission	Delete
Submitting Your Manuscript to ScholarOne Manuscripts [View Submission]	25-Mar-2010	Continue Submission	Delete

[top](#)

Submitting a revision:

If you need to submit a revision, you can do so from your Author Centre. Please do not start a new submission. Locate your original manuscript in your Author Dashboard, and click on "Create a revision".

Внесение изменений в статью

- При необходимости, в представленную статью можно оперативно внести все необходимые изменения

My Manuscripts

- 1 Unsubmitted Manuscripts
- 0 Resubmitted Manuscripts in Draft
- 0 Revised Manuscripts in Draft
- 1 Submitted Manuscripts
- 3 Manuscripts with Decisions
- 0 Manuscripts I Have Co-Authored
- 0 Withdrawn Manuscripts
- 0 Invited Manuscripts
- 2 Manuscripts Awaiting Revision

Author Resources

- Click here to submit a new manuscript
- Click here to submit a revision**
- Click here to submit an **EndNote** manuscript

This section lists the subjects of e-mails that have been sent to you regarding submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click on the delete icon.

Taylor & Francis QuickStart
Manuscript ID TANDF-2010-0014
(30-Mar-2010)

Manuscripts with Decisions

Manuscript ID	Manuscript Title	Date Submitted	Date Decisioned	Status	Actions
TANDF-2010-0014	Submitting a Revised Manuscript [View Submission]	16-Mar-2010	16-Mar-2010	ADM: Degele, Lynn • Minor Revision (16-Mar-2010) • Due on: 05-Apr-2010 (5 days left)	Submit a revision (5 days left)

You will need to View and respond to the Decision letter on your manuscript when you submit a revision.

Submit a Revision Respond to the reviewers' comments by entering text into the text boxes provided. [Read More ...](#)

- 1 View and Respond to Decision Letter
- 2 Type Title & Abstract
- 3 Keywords

Save and Continue

Decision Letter

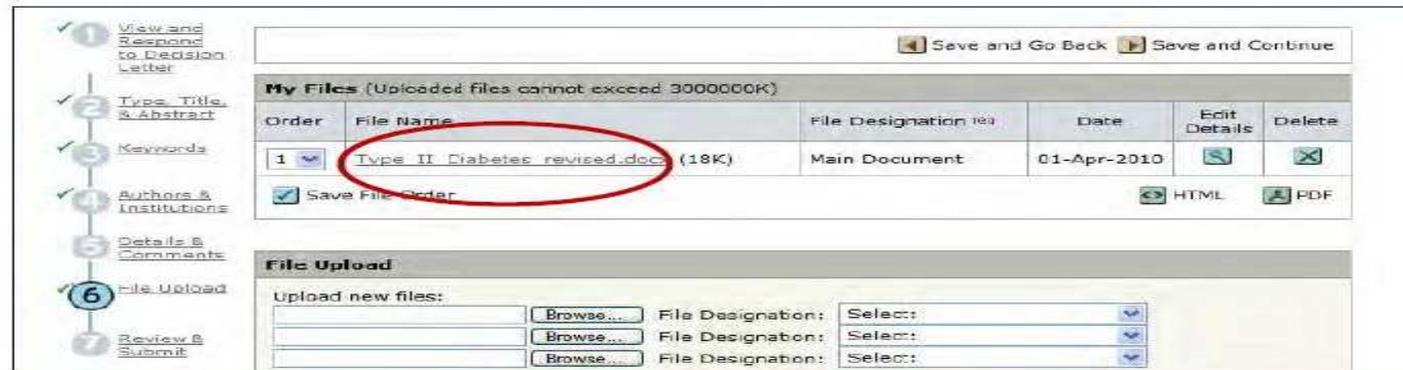
16-Mar-2010

Dear Dr. Author:

Завершение внесения изменений

- Система позволяет удалить устаревшие / измененные версии и заменить их финальным вариантом статьи

Delete your original files, and upload the new revised files at the File Upload stage:



Save and Go Back Save and Continue

My Files (Uploaded files cannot exceed 3000000K)

Order	File Name	File Designation <small>req.</small>	Date	Edit Details	Delete
1	Type II Diabetes revised.doc (18K)	Main Document	01-Apr-2010		

Save File Order

File Upload

Upload new files:

<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	<input type="text"/>	<input type="button" value="Select:"/>
<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	<input type="text"/>	<input type="button" value="Select:"/>
<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	<input type="text"/>	<input type="button" value="Select:"/>

If you have submitted your revised manuscript correctly, it will have the same manuscript ID number as your original manuscript, with .R1 appended to it e.g. TANDF-2010-0014.R1

Функционал для рецензента

- Рецензенту достаточно ответить на автоматически сгенерированные вопросы о качестве статьи

Review
Manuscript

- Click the "PDF" button to view the paper.
- Be sure to read the reviewer instructions on the "Instructions" tab.
- Navigate to the "Score Sheet" tab to access the reviewer form. Be sure to click "Save" at the bottom of the scoresheet to retain your work in the system.
- To submit your review, click the "Submit" button at the bottom of the score sheet.

[Instructions](#) | [Details](#) | [Score Sheet](#)

Title: [REDACTED] Status: EO: Shah, Sapna

Manuscript ID: [REDACTED]

Authors: [REDACTED]

Manuscript Type: Research Paper

Date Submitted: 17-Aug-2011 (Last Updated: 07-Oct-2011)

Total Time in Review: 76 days, 6 hours

[PDF](#) [Abstract](#)

IET Research Journals Reviewer Report Form

Please indicate your ability to review this paper (%)	<input type="text"/>	
req Please rate the paper by choosing a category from the following list	[Select... ▼]	
Is the subject matter suitable for publication in this journal? (if NO, please suggest alternative journals in the Comments to Editor section below)	<input type="radio"/> Yes	<input type="radio"/> No
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Are the references adequate? (Please use Comments to Author section to suggest further references)	<input type="radio"/> Yes	<input type="radio"/> No
Should the paper be shortened? (If YES, please make any suggestions in the Comments to Author section)	<input type="radio"/> Yes	<input type="radio"/> No
Please evaluate the technical content of the paper with respect to its theory and engineering application:		
Theory	[Select... ▼]	
Engineering application	[Select... ▼]	

Presentation

Has the author demonstrated the value of the work?	<input type="radio"/> Yes	<input type="radio"/> No
Is the manuscript organised to show clearly what has been done?	<input type="radio"/> Yes	<input type="radio"/> No
Is the use of English clear and unambiguous?	<input type="radio"/> Yes	<input type="radio"/> No

В дополнение, рецензент может также оставить конфиденциальные заметки для редактора и для автора статьи

If you know of any colleagues who would be interested in becoming a referee for IET Research Journals, please enter their contact details below:

Comments to the Editor are for the Editor only and will not be passed on to the author. Please use the 'Comments to Author' box for any comments that can be passed to the author.

Please use the Comments to Editor and/or Author to give guidance on revision or reasons for rejection. Alternatively you may upload your comments in a file.

Please ensure that the Comments to Author can be passed onto the author(s) without identifying you or your organisation. Apart from basic technical content, you may wish to give advice on the order of presentation, ways to shorten the paper, the adequacy of references etc.

Recommendation

<input type="radio"/>	Accept
<input type="radio"/>	Accept subject to minor revisions
<input type="radio"/>	Accept subject to major revisions
<input type="radio"/>	Decline with encouragement to resubmit a substantially revised paper
<input type="radio"/>	Decline

Would you be willing to review a revision of this manuscript?

<input type="radio"/>	Yes
<input type="radio"/>	No

Comments

Confidential Comments to the Editor:

Comments to the Author:

Attach a File

Files attached

- No files have been uploaded.

ScholarOne Manuscripts, EndNote и Web of Science образуют единое пространство для максимального обеспечения процессов научной коммуникации

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7. *essential Hypertension*. *Stroke*, 2003. **34**: p. 1203-06. [Web of Science](#)
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Imported and validated manuscript references are automatically linked into *Web of Science* for one-click viewing.

Уважаемые коллеги, спасибо Вам за внимание!

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