

## **Resolving Author Queries in Editorial Manager**

**Do not respond directly to the e-mail you received with the Author Query; instead, follow the procedures listed below.**

### **1) Log In**

- a) Click the link found in the query email you received to take you directly to your manuscript. Now proceed to Section 2. If the link has expired, continue to the next step to log in manually.
- b) Go to the Editorial Manager site for your journal and log in with the username and password you used when you submitted your manuscript.
- c) Be sure you are at the Author Main Menu. If you are not, change your role (using the “Role” box near the upper right corner of the screen) to “Author.”
- d) Under the heading “Production”, click the “Current Task Assignments” link
- e) If you have more than one assignment, click the link to the manuscript number listed in your e-mail.

### **2) Address Queries listed in E-mail**

- a) In the “Action” column on the left, click on the “Assignment Files” link. From here, you will be able to download any article files requiring review or revision.
- b) Manuscript Queries: If you have been asked to revise your manuscript, please download and revise the manuscript found in the Assignment Files link. You must revise this version, which has been renamed with the manuscript number. Do not use a version stored on your computer. **DO NOT SUBMIT A COMPLETELY NEW MANUSCRIPT.** If you do not update the version we have provided, the query may be reassigned to you, and your article will be delayed.
- c) Figure and Table Queries – If you have been asked to revise a figure or table, you will need to upload a new or revised version of the file. If you have been asked to rename any of these files, you should download the existing file, rename it, and re-upload it to the system. Instructions for uploading files are provided below.
- d) Missing Material – If your submission is missing an important element, like a Copyright Transfer Agreement, permissions letter, etc., you will need to upload the missing material using the instructions found below.

When you have finished with your change, you’re ready to upload the revised files to Editorial Manager.

### **3) Submit the Task (Upload Revised Material)**

Rather than uploading all your manuscript files and building a new PDF, you will upload only the revised material we requested. The steps for this are as follows:

- a) Return to the “Current Task Assignments for Production Tracking” screen, and click the “Submit Task” link on the left:

Current Task Assignments for Production Tracking

Page: 1 of 1 (1 total tasks) Display 10 results per page.

Action	Task	Date Task Assigned	Date Task Due	Days Until Due	Manuscript Number	Article Title	Assigned By
<a href="#">View Assignment Letter</a> <a href="#">View Task Details</a> <a href="#">Assignment Files</a> <a href="#">Submit Task</a>	Author Query	05/08/2007	05/15/2007	14 days overdue		Test paper for procedure writing purposes	Nancy K. Green

Page: 1 of 1 (1 total tasks) Display 10 results per page.

<< Author Main Menu

- i) This will take you to the “Submit Production Task” screen.  
b) First upload all files you are submitting in response to the query. [If you do not need to upload any files, skip to item “c”).]  
i) Click the “Upload File” button:

Submit Production Task

Production Tracking (UNITED STATES): “Test paper for procedure writing purposes”

Production Task: Author Query  
Due Date: 05/15/2007

Cancel Upload File Submit Production Task

- ii) This will lead you to the “Upload Companion Files” screen:

Upload Companion Files

Production Tracking (UNITED STATES) : “Test paper for procedure writing purposes”

[Insert Special Character](#)

**Important Note:** This page allows you to upload a new file to attach to this submission as part of the task assignment you are about to submit.

Choose an **Item**, enter a **Description**, select a file, and click **Upload This File** to include a new file in the list of Companion Files.

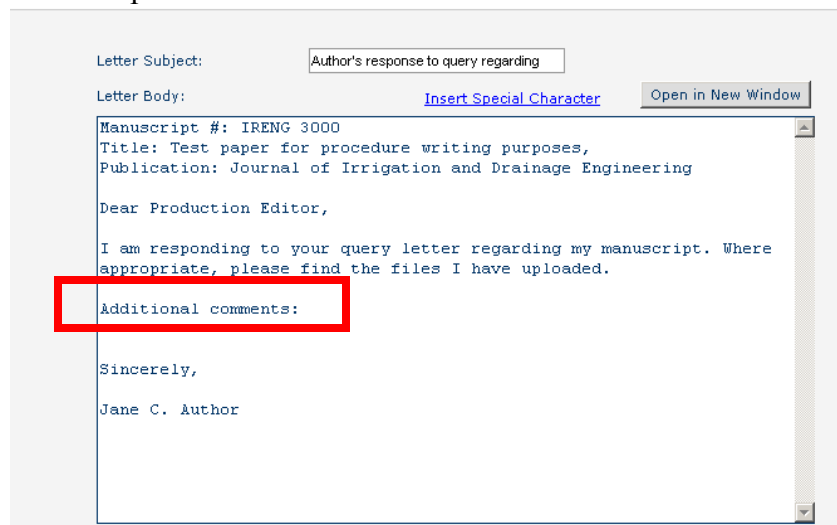
Item: Please Choose: [v]

Description: [text area]

File Name: [text box] Browse...

Cancel Upload This File

- iii) In the “Item” box, please choose the correct item type:
  - (1) For revised manuscripts, choose “Revised document from author”.
  - (2) For revised figures, choose “Revised figure from author”.
  - (3) For revised tables, choose “Revised table from author”.
  - (4) For anything else, like permission letters, CTA forms, etc., choose “Other from author”.
- iv) In the “Description” field, indicate the change that has been made to the file (you may leave this blank if necessary).
- v) Under file name, click “Browse”, and navigate to and select the appropriate file on your computer.
- vi) Back at the “Upload Companion Files” screen, click the “Upload This File” button.
- vii) Repeat this procedure for every file you need to upload in response to our queries.
- c) On the “Submit Production Task” screen, add your comments to the “Additional comments” section of the letter to Production. This letter will be sent to the Production Editor assigned to your manuscript:



Letter Subject:

Letter Body: [Insert Special Character](#) [Open in New Window](#)

Manuscript #: IRENG 3000  
Title: Test paper for procedure writing purposes,  
Publication: Journal of Irrigation and Drainage Engineering

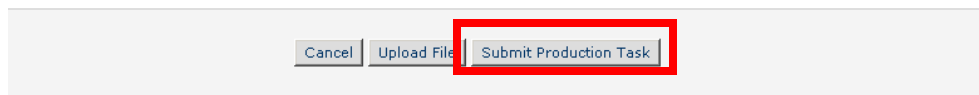
Dear Production Editor,

I am responding to your query letter regarding my manuscript. Where appropriate, please find the files I have uploaded.

**Additional comments:**

Sincerely,  
Jane C. Author

- d) Click the “Submit Production Task” button at either the top or bottom of the screen:



- e) This will take you to the Submit Task Confirmation screen:

**Submit Task Confirmation**

The letter has been sent and the Production Task Author Query is now complete. The following Companion Files have been uploaded:

Table 2.doc

[Current Task Assignments](#)  
[Main Menu](#)

- f) You may now log out using the link in the menu bar near the top of your screen.