System Requirements

Supported Browsers
This Manuscript Central web site has been optimized for Microsoft Internet Explorer 5.0 and Netscape 7.0 and above. ScholarOne is currently working to make Manuscript Central compatible with Safari.

Notice: This is only a brief instruction for Reviewer, please check the detail at the site of “Help” (http://mchelp.manuscriptcentral.com/gethelpnow/documentation.htm). If you want to get the Chinese edition of this guide, please check the website of WJTCM (www.wjtcn.org).
1 Journal Instructions for Authors

Before beginning the submission process, you will want to review the journal-specific instructions and requirements for submitting a manuscript to the journal. This information is accessible from the “Instructions & Forms” link in the top right side of the screen.

2 Account management

To login to Manuscript Central, open your web browser, go to the Journal URL, and input your User ID & Password (shown below). Click on the “Log In” button. If you do not have a User ID and Password, you will need to create a new account by clicking on the “Create An Account” link.
2.1 Creating an Account

In the upper left hand side of your screen, click on the “Create An Account” link to set up your user account. Follow the steps/screens noted the left side of the screen to fill out your information. All items marked with a “req” are required.

**Step 1: E-Mail/Name.**

**Step 2: Address.**
Step 3: User ID & Password.
Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length.

Once you have clicked the “Finish” button you will receive a notice that you have successfully created your account and can click on the “log in” link to enter the site.

2.2 Change User ID/Password & Account Information

Log in to your account, you can click on the “User ID” link in the right side of the menu bar, in the pull-down menu, you can change your User ID, Password, or other account information.
2.3 Forgot Password

If you have forgotten your password, you can get it back from the “Password help” in the Logon Screen. Enter your email address. Click the “Go” link and an email will be sent to you with your User ID and Password.

3 The Manuscript Submission Process

Once you have logged into Manuscript Central, you will be shown to the Welcome Page. From this screen, you need to click on the “Author Center”.

3.1 The Author Center Dashboard

To submit a manuscript, click on the “Click here to submit a new manuscript” link. It will take you to the first screen of the submission process.

3.2 THE MANUSCRIPT SUBMISSION PROCESS

There are seven steps:

1. Title, Abstract, Keywords
2. Attributes
3. Authors & Institutions
4. Reviewers & Editors
5. Details & Comments
6. File Upload
7. Review & Submit
Step 1: TYPE, TITLE, & ABSTRACT.
Enter your Manuscript Type, Title and Abstract in the appropriate fields. You may copy and paste your Title and Abstract directly from your word document.

Note: If you have special characters (e.g., $\pi$, $\infty$, ...) or special formatting that need to be included in your title or abstract, you can use the “special characters” link to insert the special character codes.

Step 2: ATTRIBUTES & KEYWORDS
Attributes, or Keywords as often required for manuscript submission. Some journals will have a list of keywords for you to choose from as in the example below, and others will allow authors to enter their own key words.

Step 3: AUTHORS & INSTITUTIONS.

Enter or confirm your name and institution information and add any co-authors and their information. The journal may have limits set on the number of co-authors you can enter and the number of institutions per author.
Step 4: REVIEWERS & EDITORS.

Some journals allow you or require you to add Preferred and/or Non-Preferred Reviewers and/or Editors for your manuscript.

Step 5: DETAILS & COMMENTS.

This page is journal-specific and may include an area for a cover letter, as well as any other required submission information.
Step 6: FILE UPLOAD.

In this step you will upload all of your manuscript files.
Step 7: REVIEW & SUBMIT.

This is a final review step before submitting your manuscript. All sections must display the green checkmark before you can submit to complete the submission process.

You should see a green ✔ next to each item you have completed correctly. Where you see a red ✗, you will need to go back and complete those items. Most Journals will ask that you view both the HTML and the PDF version of your manuscript before...
you are able to click on the “Submit” link and complete the submission process. You will receive a successful submission confirmation along with your manuscript number after you click the submit button.

4 Submitting Revisions

To start your revision, you will need to log back into your Author Center and find the Manuscripts with Decisions queue. Selecting this queue will bring up the paper at the bottom of the screen with an Action of create a revision. Click on the action to submit your revised paper.

NOTE: If you do not see the link, your time has expired to create a revision and you will need to contact the journal office for an extension. Once the extension is granted, the link will reappear.

The first step in creating a revision is to respond to the decision letter. After you
have responded to the Decision Letter, simply follow the steps you took with your original submission.

NOTE: When you get to the File Upload page, be sure to delete any original files that you do not want to submit with your revision. If you do not delete these files they will become a part of the Revision submission PDF.

5 HELP DOCUMENTATION

Online training documentation is available through the Get Help Now link at the top right of all journal site pages and through the Resources section on the Log In and Welcome pages.

Contact Us

If you have any other problems, please contact us:

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