

Guide to getting published



Step by step for Authors

Registering on ScholarOne Manuscripts

- To register please follow the instructions below:
- Log on to the journal's ScholarOne Manuscripts site:
<http://mc.manuscriptcentral.com/xxx>
The URL will be shown on the Author Guidelines.
- Click on the create account link at the top left or centre of screen.

A screenshot of the ScholarOne Manuscripts login page for the journal "Pigment & Resin Technology". The page has a dark header with "ScholarOne Manuscripts™" on the left and "Instructions & Forms" and "Help" on the right. Below the header is a white banner with the Emerald Publishing logo on the left and the journal title "Pigment & Resin Technology" on the right. Underneath the banner is a dark navigation bar with three buttons: "Log In" (highlighted in orange), "Reset Password", and "Create An Account". The main content area is white. On the left, there is a "Log In" section with a small image of the journal cover, a "User ID" input field, a "Password" input field with a toggle icon, a "Reset Password" link, and "Log In" and "Create An Account" buttons. To the right of the login section, there is a "Welcome to the submission site for Pigment & Resin Technology" message, followed by instructions to log in with a user ID and password, and a link to the "Reset Password" screen if the user is unsure of their account details. Below the login section is a "Resources" box with links to "User Tutorials", "Journal Home", and "Help / Site Support". The footer is dark and contains the "SCHOLARONE™" logo, the Thomson Reuters logo, and copyright information: "© Thomson Reuters | © ScholarOne, Inc., 2017. All Rights Reserved. ScholarOne Manuscripts and ScholarOne are registered trademarks of ScholarOne, Inc. ScholarOne Manuscripts Patents #7,257,767 and #7,263,655."

Follow the on-screen instructions, filling in the requested details before proceeding

Step 1: Add your salutation (e.g. Dr. Mr. Prof. etc); your first name; your last name and your email address. The CC email addresses are optional and do not need to be completed.

Create an Account

There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req."

- Please select the appropriate salutation and check it carefully as this information will be used if your paper is published.

E-mail Addresses

- E-mails will always be sent to the 'Primary E-mail Address'. If you would also like copies of the e-mails to go to a second address, please complete the 'Primary Cc E-mail Address' as well. The Primary Cc E-mail address is optional.
- 'Secondary E-mail Address' and 'Secondary Cc E-mail Address' are for the records only and will not receive correspondence generated from the system. The site administrator may use these if your primary e-mail is unable to receive messages. These fields are optional.

When you are finished, click "Next."

1 E-Mail / Name

2 Address

3 User ID & Password

Next

ORCID®

Select the appropriate option below to associate an ORCID iD to your account.

[Create an ORCID iD](#)

[Associate your existing ORCID iD](#)

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.

Name

Special Characters

Prefix:

Dr.

 req

First (Given) Name: req

Middle Name:

Last (Family) Name: req

Degree:

Primary E-Mail Address: req

Primary E-Mail Address (again): req

Primary Cc E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

Secondary Cc E-Mail Address:

Step 2: Please complete the required fields for the Primary Address. The Secondary address field is optional.

Create an Account

Enter your primary address information into the boxes below. Required fields are marked with "req." Secondary address fields are optional. When you are finished, click "Next."

1 E-Mail / Name

2 Address

3 User ID & Password

Previous

Next

Primary Address

Secondary Address

Institution: req

Department: req

Address: req

Country: United Kingdom of Great Britain and Northern Ireland req

State/Province:

City: req

Postal Code: req

Phone:

Fax:

Institution:

Department:

Address:

Country: --- Select One ---

State/Province: --- Select One ---

City:

Postal Code:

Phone:

Fax:

Previous

Next

Step 3: Create your username and password and add your areas of expertise. There may be a list to select from or you may simply type in your own.

Your username will default to your email address (but you can change this) and you have to input a password of at least 8 characters in length and containing two or more numbers

- Click 'Finish' at the bottom of the screen and your account has been created. You may then log into your account.

Create an Account

Enter your desired User ID and Password into the boxes below. You will be asked to enter your User ID and Password each time you log in. Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length (the 8 characters must contain two or more numbers). If you are planning on being unavailable for a period of time, enter the dates into the "Unavailable Dates" area. **DO NOT UPLOAD YOUR ARTICLE FILE IN THIS SECTION.** When you are finished, click "Finish."

1

E-Mail / Name

2

Address

3

User ID & Password

Previous

Finish

User ID / Password

User ID:

req

Password:

req

Confirm Password:

req

ResearcherID

Click [here](#) to register with ResearcherID.

ResearcherID is a global, multi-disciplinary scholarly research community. With a unique identifier assigned to each author in ResearcherID, you can eliminate author misidentification and view an author's citation metrics instantly. Search the registry to find collaborators, review publication lists and explore how research is used around the world. To register or learn more about ResearcherID, please visit <http://www.researcherid.com>

Areas of Expertise

Special Characters

Search on this list:

☐ Case sensitive

Absorption

Acid conditions

Acids

Additives

Adhesion

Adhesives

Aerospace Industry

Aircraft Industry

Alkyd resin

Alkyds

+ Add

req

req

req

req

Job Title

Special Characters

How many reviews are you willing to perform?

Special Characters

Unavailable Dates

If you are planning on being unavailable for a period of time, enter the dates in the boxes below.

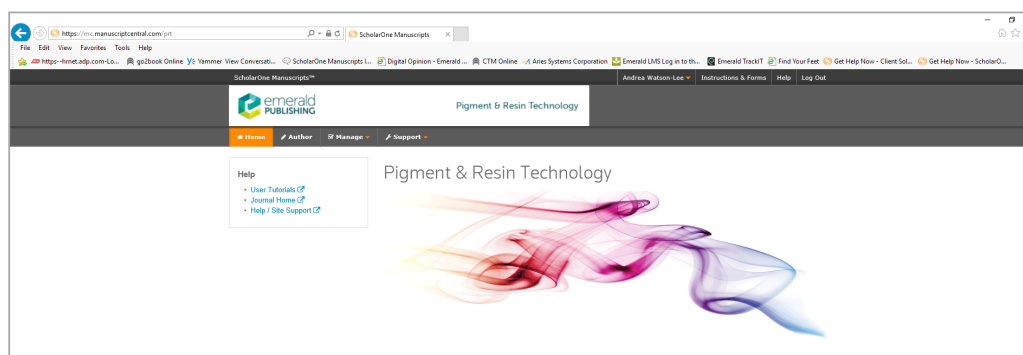
From:

To:

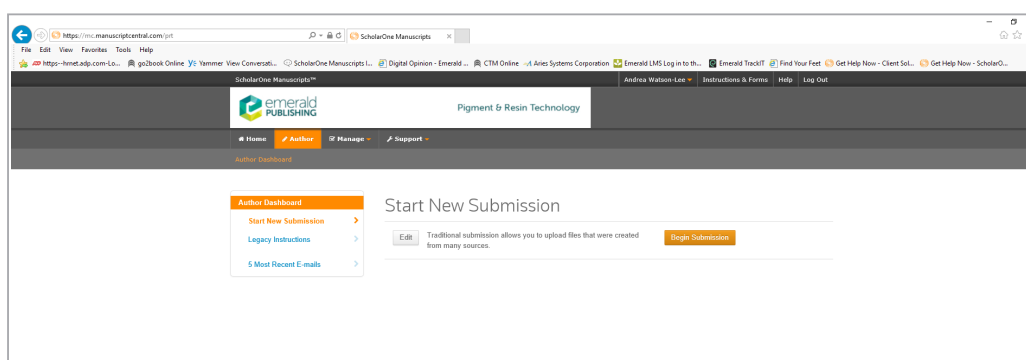
Reason for unavailability:

Submitting an article on ScholarOne Manuscripts

- Once Registered go to the ScholarOne Manuscripts log in page with your username and password. This will take you through to the journal Welcome page.
- (To consult the Author Guidelines for this journal, click on the Home Page link in the Resources column).



- Click on the Author Centre button.
- Click on the 'submit a manuscript' link which will take you through to the Manuscript Submit



- Complete all fields and browse to upload your article.
- Only one file is required - an anonymous article file. The author guidelines request that figures and tables are uploaded as separate files.
- When all required sections are completed, preview your .pdf proof.
- Submit your manuscript.

When your paper is successfully submitted you will receive an email indicating that your paper has been received together with its unique identity number. This means that the Editor, Publisher, and Reviewers will be able to process your paper in addition to you being able to track your paper at each stage of the publishing process. If you do not receive an e-mail please first check that you have entered your e-mail address correctly. If that is correct and your paper is not in 'unsubmitted manuscripts' please e-mail manuscriptcentral@emeraldinsight.com Please quote the journal you are submitting to and your article title.

Please note: If you have an account on one journal site, you will need to register if you wish to submit a paper to a different journal.

For more information

Guidance can be found on the Emerald ScholarOne Manuscripts Support Centre
<http://msc.emeraldinsight.com>

If you are unable to find the answer you are looking for please e-mail
manuscriptcentral@emeraldinsight.com for assistance.