Why won't the PDF of my submission build?

It's likely that there is some information missing. Check the different progress stages along the top of the screen – any pages highlighted with a red exclamation mark will need attention.

Why does the 'Attach Files' page have an error? /

Why have I received an error message that 'file-related information is missing'?

Check that each item has the correct 'item type' chosen from the drop down.

If you are submitting a revision, you will need to include a 'response to reviewer' document containing information about the changes you have made to your paper following peer review. This document needs to be set as 'response to reviewer', not 'text file'.

Remember:

- Files need to be under 10MB and have a file name of 64 characters or less.
- File format: the system will allow PDFs to be uploaded as a 'text file' at the initial submission stage, but not at revision – the main text of your manuscript will need to be a Word document. Similarly, Word documents cannot be categorised as 'figure' files at revision stage – these should be separate files, ideally in JPG, PDF, or TIFF format.
- Only select 'supplementary material' if this is an item that you intend to be hosted separately on our Figshare platform, rather than included within the paper.

If the 'Additional Information' page has an error

Check that all questions have been answered.

Some questions will produce further questions once you have selected an answer – for example, once you have chosen whether to publish your paper Open Access or not, a question will appear asking who owns the copyright. Ensure that you have not scrolled past one of these.

Some questions (such as the Data Availability Statement) include a drop down menu with options of 'Please select a response' and 'Please enter your text below.' Ensure that you select the option of 'please enter your text below' and then either type or copy and paste your answer into the text box.

If the 'Manuscript Data' page has an error

There will be a red triangle containing an exclamation mark next to the area which needs attention.

Remember:

- **Abstract** – Abstracts need to be 200 words or less. These can be longer in your actual paper.
- **Authors** – Editorial Manager requires certain information about **each author** on a paper. To add this, click on the pencil icon next to an author's name. Please note that we require a title, email address, institution and contributor role **even if you are the sole author**.
- If an institution is not on the Ringgold database, you may receive a warning that the system could not verify it. Click OK – this will not prevent you from proceeding with the submission.
- **Funding information** – This field is mandatory. If you did not receive any funding, please tick 'funding information is not available.'

Authenticating ORCID iD as a co-author

Follow the link in the email asking you to confirm you are an author on your co-authored submission. You will see:

Click the 'Link to ORCID Record button'. This takes you to:

Either, fill in your ORCID details, or 'Register now' to obtain an ORCID. Then authorise your access:

ORC**iD** Authorize access

You are currently signed in as:

Maxine Smith
https://orcid.org/0000-0001-6584-0236

Sign out

Editorial Manager ❓

has asked for the following access to your ORCID record:

👁 Read your information with visibility set to Trusted Organizations

Authorize access

Deny access

If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in **ORCID's privacy policy.**

You can manage access permissions for this and other Trusted Organizations in your **account settings.**

By clicking 'Authorise access' the ORCID window closes and takes you back to the editorial manager window:

We encourage you to register with ORCID, if you have not already done so. You only need to do this once in order to associate your ORCID Profile permanently with your user record in this system.

Use the button below to go to ORCID, log into your profile there – or create one – and authorize the return of your ORCID Identifier.

ORCID iD: 0000-0001-6584-0236 iD

What is ORCID? *This ORCID iD has been Authenticated.*

Please respond to the questions/statements below and click on the "Submit to Publication" button to complete your Co-Author verification for the submission.

If you do not submit your responses, your contribution will not be confirmed. If you click on the "Save for Later" button, your contributing authorship will not be confirmed, but you can return to this page later to complete your responses.

Please confirm that you are an author of this paper

Instructions
Answer Required: ○ Please select a response
                   ● Yes
                   ○ No

Please confirm that you have read and agreed the text.

Answer Required: ○ Please select a response
                   ● Yes
                   ○ No

Save for Later   Submit to Publication

Ensure questions are completed and iD logo appears next to your ORCID iD, then click 'Submit to Publication'.

Other tips

Under 'General Information', you will be asked to choose a 'Section/Category' and a 'Classification'. Both of these should be the same as the title of the volume you have been asked to submit to. Please check the invitation that you were sent for the exact title – we occasionally have books in train on similar subjects. If the incorrect Section/Category is chosen, your paper will be submitted to the wrong book.

If you log in to Editorial Manager and cannot see a link to 'My New Invitations' or 'My Accepted Invitations', please contact the Editorial Office. Our system only accepts invited submissions, and it may be that your invitation went to a different email address. Please note that you will need to accept the invitation before you are able to submit your manuscript.