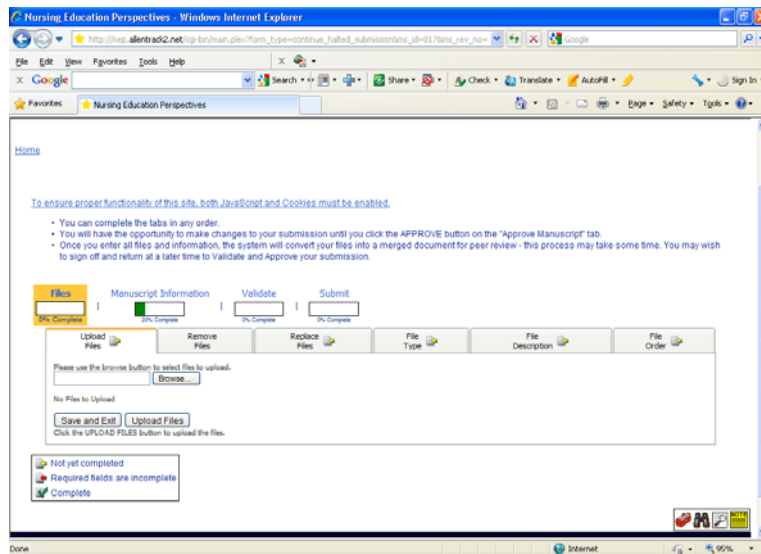


STEP-BY-STEP MANUSCRIPT SUBMISSION GUIDE

- Please be sure your manuscript files adhere to our **author guidelines**, posted online here: www.nln.org/nlnjournal/authorguidelines.htm.
 - If you wish, you may begin the submission process, then return to complete it at another time. All information will be saved automatically within our system.
 - **No files or information will be submitted until you click Approve Submission at the end of the submission process.**
-
- Before beginning submission, you must indicate the **type of manuscript** you are submitting. For details, refer to author guidelines: www.nln.org/nlnjournal/authorguidelines.htm.
 - **Original Manuscript:** for Featured Articles, Nursing Education Research, and Teaching with Technology submissions
 - **Innovation Center Manuscript:** for our Innovation Center column submissions
 - **Special issue submissions:** If you are responding to a *Nursing Education Perspectives* call for manuscripts, indicate this in the Manuscript Comment field. (See *Step 2: Manuscript Information, Detailed Information.*)
-

Step 1: Files

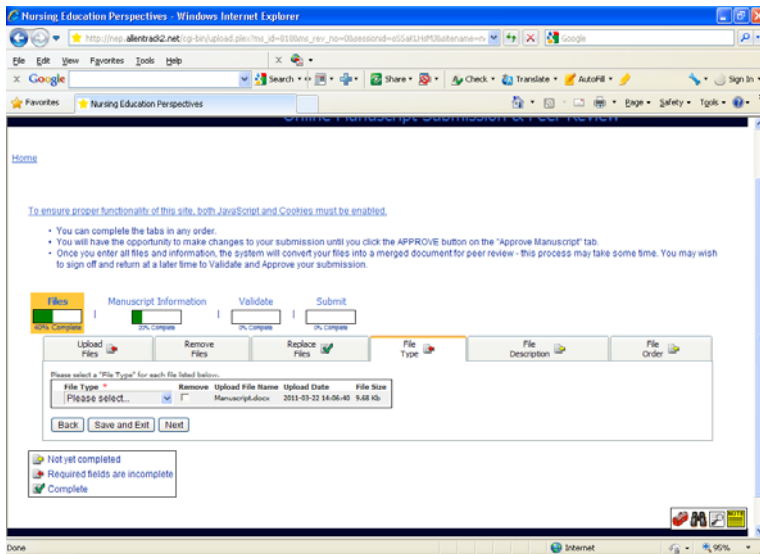
Note, you may wish to begin with Step 2: Manuscript Information, then return to Step 1: Files.



Upload files:

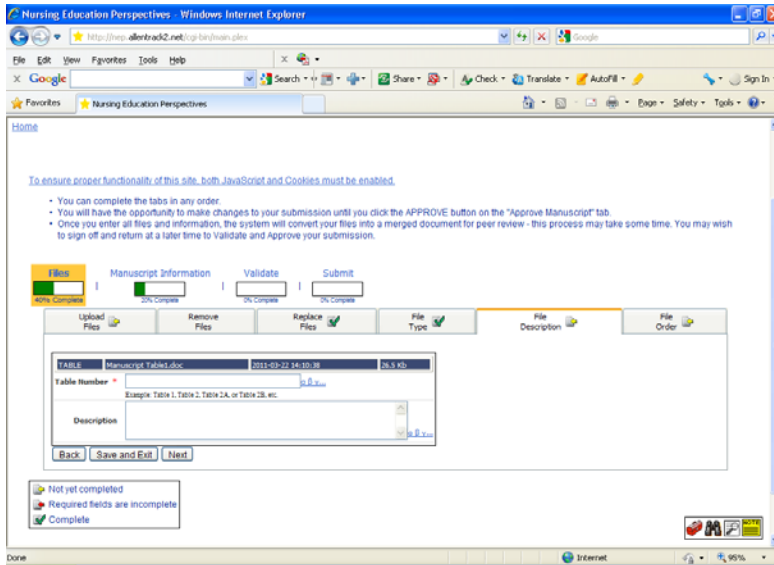
- **Browse** through file folders on your computer to select all manuscript files, one at a time. Include:
 - The manuscript itself in DOC, DOCX, TXT, or WPS

- **Do not** include author identifiers – name or affiliation – anywhere within manuscript text, tables, or figures.
 - Any table files (*optional*) – in XLS, DOC, or DOCX
 - Any figure files (*optional*) – in TIF, EPS, PDF, or JPG
 - Author cover letter (*optional*) – DOC, DOCX, TXT, or WPS
 - Supplemental information (*optional*), such as Acknowledgements, Title Page, or Funding Information
- Selected files will appear listed as Files to Upload. Once all files appear in the list, click the **Upload Files** button.
- You will be directed to the File Type tab.



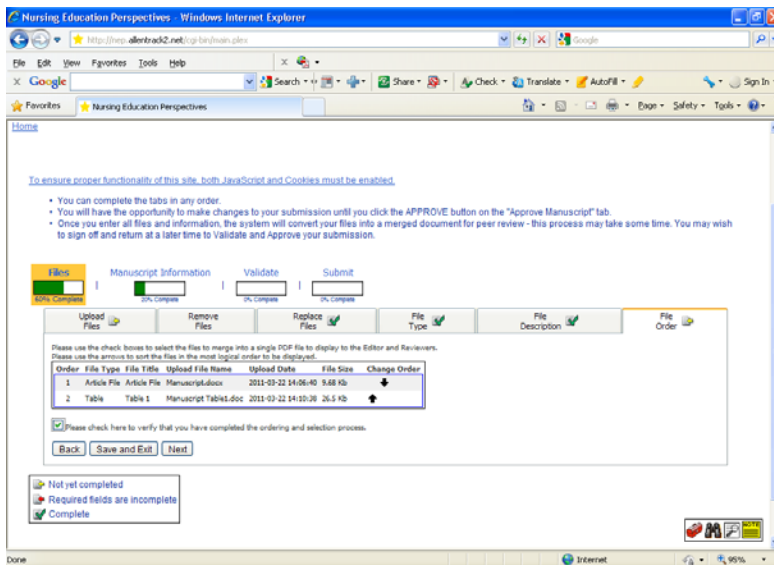
File Type:

- Use the **pull-down menus** to name each file by its File Type.
 - The manuscript itself = Article File
 - Any table files = Table
 - Any figure files = Figure
 - Author cover letter = Author Cover Letter
 - Supplemental information = Supplemental Material
- Click the **Next** button.



File Description:

- If your files do not require description, you will be directed to the File Order tab.
- For each file listed for description, enter number, name, and description, as necessary.
- Click the **Next** button.



File Order:

- Use the **black arrows** on the right to move files into the correct sequential order.
- Once files are in order as you wish them to appear in the document sent for review, **select the box** preceding the text, "Please check here to verify that you have completed the ordering and selection process."
- Click the **Next** button.

Step 2: Manuscript Information

The screenshot shows a web browser window titled "Nursing Education Perspectives - Windows Internet Explorer". The address bar shows "https://www.elsevier.com/locate/ynp". The page content includes a progress bar at the top with four sections: "Files" (0% Complete), "Manuscript Information" (20% Complete), "Validate" (0% Complete), and "Submit" (0% Complete). Below the progress bar are tabs for "Title, Abstract", "Authors", "Keywords, Categories, Special Sections", "Detailed Information", and "Author Review Suggestions". The "Title, Abstract" tab is active, showing three text input fields: "Title" (with a "Please enter a manuscript title." prompt), "Running Title" (with a "Please enter a running title." prompt and a "55 Character Limit" warning), and "Abstract" (with a "Please enter abstract text." prompt and a "100 Word Limit" warning). Each field has a "Check Length" link. At the bottom of the form are "Back", "Save and Exit", and "Next" buttons. A legend at the bottom left indicates: "Not yet completed" (green bar), "Required fields are incomplete" (yellow bar), and "Complete" (red bar).

Title, Abstract:

- Enter your **title** and **abstract** information.
- Note character limits.
 - If you make changes to your abstract to comply with character limits, please edit your manuscript file to reflect these changes.
- Click the **Next** button.

The screenshot shows the "Author Information" form in the same web browser window. The "Manuscript Information" section is now complete (20% Complete). The "Author Information" section is active, showing a "Contributing Author" form. The form includes a "Submitter" section with a "Are you the Corresponding Author on this Manuscript?" question (Yes/No radio buttons). Below this is a "Contributing Author" section with a "Please do not remove the Corresponding Author as a Contributing Author" warning and a "27 Character Limit" warning. The form fields include: "University Name" (text), "First Name" (text), "Middle Initial" (text), "Last Name" (text), "Email" (text), "Institution" (text), "City" (text), "State/Province" (text), "Country" (dropdown menu), "Zip/Postal Code" (text), "Work Phone" (text), and "Fax" (text). There are "First Person" and "Clear Fields" buttons for each text field. At the bottom, there is a "2nd Author" section with "No Author Selected" and a "3rd Author" section.

Author Information:

- Enter information for **each contributing author**.
- To add co-authors, click on **Edit/View Author Details** next to the header for Contributing Author #...

- To add more than three co-authors, click the **More Authors** button.
- Add your **initials** to the Contributing Author Notification field.
- Click the **Next** button.

The screenshot shows the 'Manuscript Information' form in the 'Keywords, Categories, Special Sections' tab. The 'Key Words' section has five input fields labeled 'Key word1' through 'Key word5'. Below this is a 'Specialties' list with a scroll bar, containing various nursing specialties such as 'Caring', 'Case Management', 'Community Health - Health Promotion/Prevention', etc. A progress bar at the top indicates 40% completion for this section. The 'Next' button is visible at the bottom.

Keywords:

- Enter at least five **keywords**.
- Select any **Specialties** from the list that apply to your manuscript. This will help in the selection of peer reviewers.
 - To select multiple items hold the Ctrl (Command) key while selecting.
- Click the **Next** button.

The screenshot shows the 'Manuscript Information' form in the 'Detailed Information' tab. It contains sections for 'Quality of Interest', 'Dual Publication', and 'Manuscript Comment'. The 'Quality of Interest' section has radio buttons for 'No' and 'Yes'. The 'Dual Publication' section has radio buttons for 'No' and 'Yes'. A progress bar at the top indicates 0% completion for this section. The 'Next' button is visible at the bottom.

Detailed Information:

- Answer the questions regarding **conflict** of interest or duality of publication.
- Enter any additional manuscript comments you wish to share with the editorial staff.
 - If you did not load a separate document, this is an appropriate place to list acknowledgements or funding.

The screenshot shows a web browser window with the URL <http://nep.alltrack2.net/cgi-bin/submit.pl>. The page is titled "Nursing Education Perspectives" and is part of a submission process. The "Author Review Suggestions" section is active, showing two tables for listing reviewers. The "Suggested Reviewers to Include" table has columns for First Name, Last Name, E-mail, and Institution. The "Suggested Reviewers to Exclude" table has columns for First Name, Last Name, E-mail, Institution, and Comments/Reason. There are "Back", "Save and Exit", and "Next" buttons at the bottom of the section. A legend indicates that the "Next" button is not yet completed.

Author Review Suggestions:

**This step is optional.*

- If you wish to list anyone you feel qualified and appropriate to review your manuscript, please list contact information here.
- Also, list anyone who should be excluded from review.
 - Note, all authors are automatically removed from review eligibility.
- Click the **Next** button.

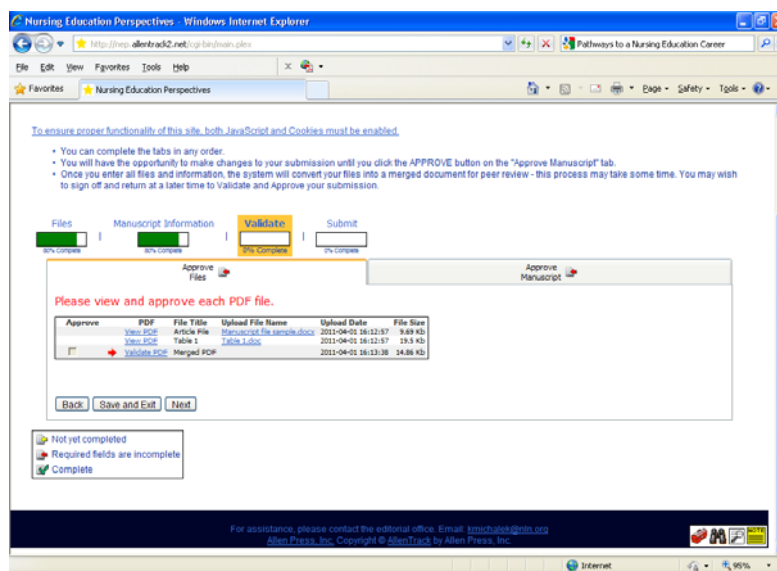
Note, if you began the submission process with Step 2, now return to Step 1: Files.

Step 3: Validate

Your files will now be converted into a single PDF file for review purposes. Please be patient as this may take some time.

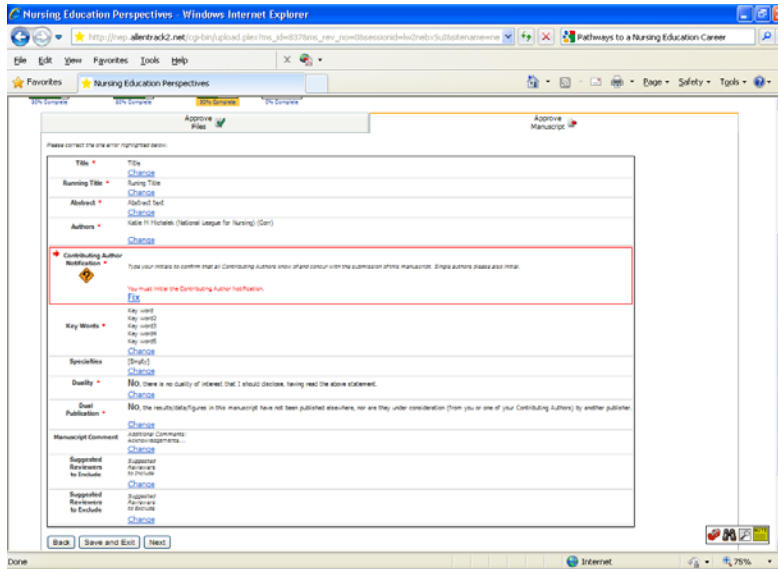
- If your Merged PDF is Not Yet Converted when you open this window, periodically refresh the page. To do so, **click** on the “Check for completion of file conversion” link at the base of the file list.
- It is preferred that you **do not** attempt to Upload PDF.

*Note, if your files do not convert within 5 minutes, it is recommended that you return at a later time to validate and submit. All information entered will be saved within the system, but will not be submitted. To return to your submission, **log on** to AllenTrack then click on the link for your **Pending manuscript** listed under Author Tasks.*



Approve Files:

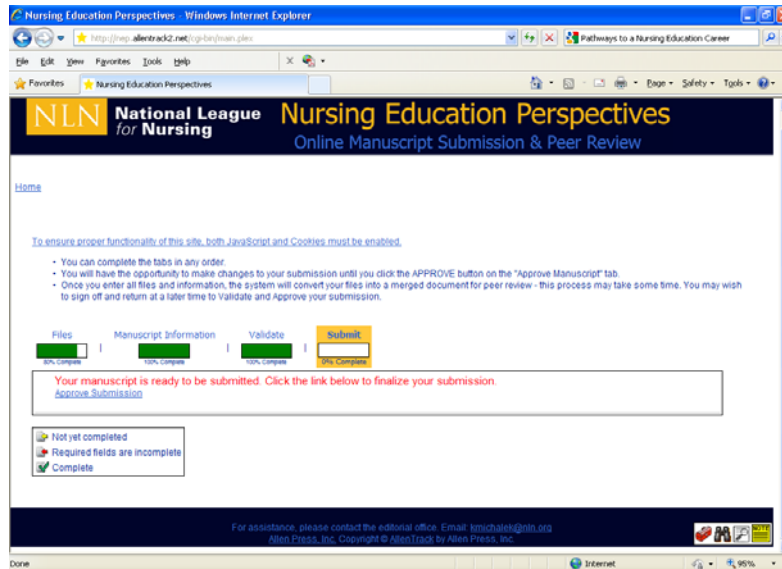
- When it becomes available, click on the **Validate PDF link**, preceding the File Title “Merged PDF.”
- Your merged manuscript file will open in a separate window. **View** the merged document. Make sure all items appear correctly and in order, as this file will be used for review.
- Return to the Validate/Approve Files window and select the **Approve checkbox** preceding the Merged PDF file. You must open and view the file before you will be allowed to check the box.
- Click the **Next** button.



Approve Manuscript:

- The information you previously added will be displayed for your final **review and approval**.
- If you have left any required field or step incomplete, you will be directed to return to that section and correct it. These incomplete items are indicated by red arrows and instructional text.
- If all information is correct and complete, click the **Next** button.

Step 4: Submit



- Click the **Approve Submission** link.
- Your manuscript will be sent to the editorial office for initial quality check. Once it has passed this check, you will receive confirmation via email.
 - If your manuscript does not adhere to author guidelines, you will receive an email detailing the required changes.
- You may check on the status of your submission at any time by logging on to your AllenTrack homepage. You will find a link to your Live manuscript under Author Tasks.