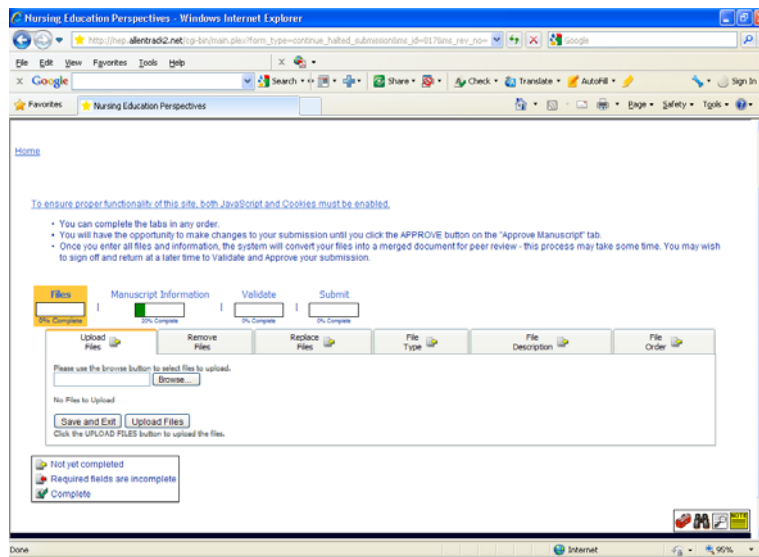


## STEP-BY-STEP SUBMISSION GUIDE FOR REVISED MANUSCRIPTS

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- Please be sure your manuscript files adhere to our **author guidelines**, posted online here: [www.nln.org/nlnjournal/authorguidelines.htm](http://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.**
  - **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.*)
- 

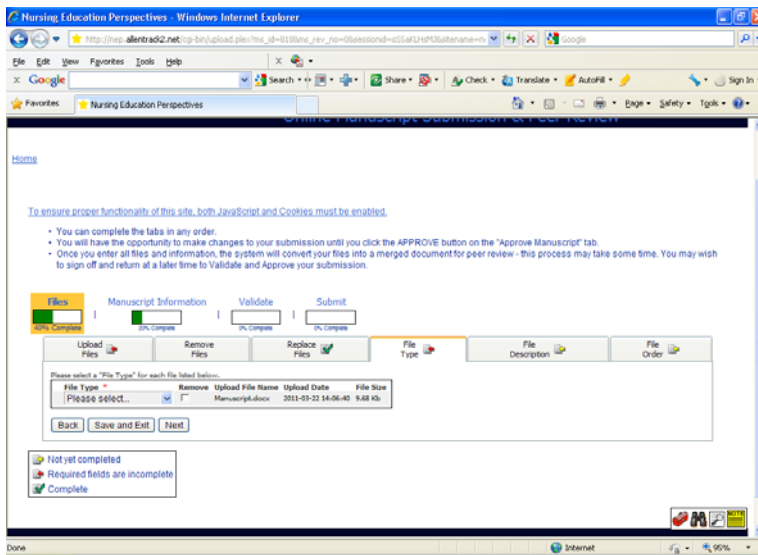
### Step 1: Files



#### Upload files:

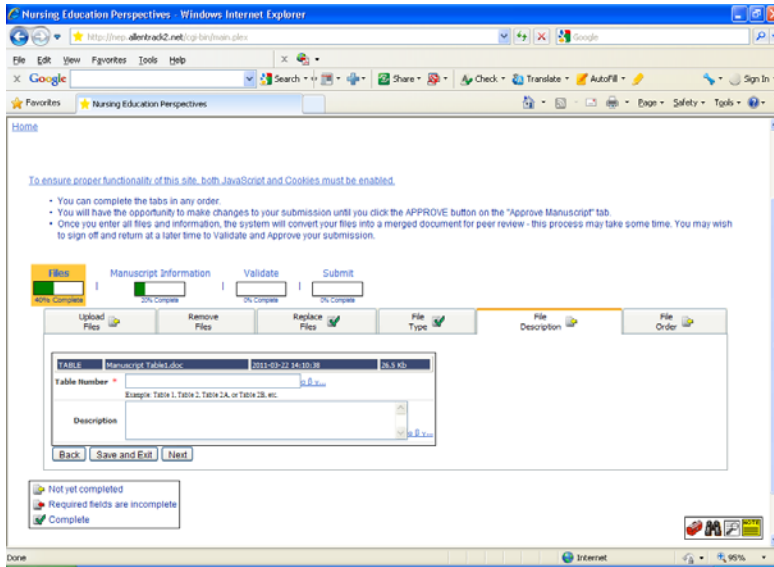
- **Browse** through file folders on your computer to select all manuscript files, one at a time. Include:
  - The revised manuscript itself in DOC, DOCX, TXT, or WPS
    - Do not include author identifiers – name or affiliation – anywhere within manuscript text, tables, or figures.
  - Any table files (*optional*) – in XLS, DOC, or DOCX
  - Any figure files (*optional*) – in TIF, EPS, PDF, or JPG
  - Response to reviewer comments – in DOC, DOCX, TXT, or WPS
    - Please address the changes you made on a point-by-point basis.

- This document is **required** for all revisions.
  - Do not include author identifiers in this document. It will be accessible to peer reviewers should we send your revision for review.
- Author cover letter (*optional*) – DOC, DOCX, TXT, or WPS
- Supplemental information (*optional*), such as Acknowledgements 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.



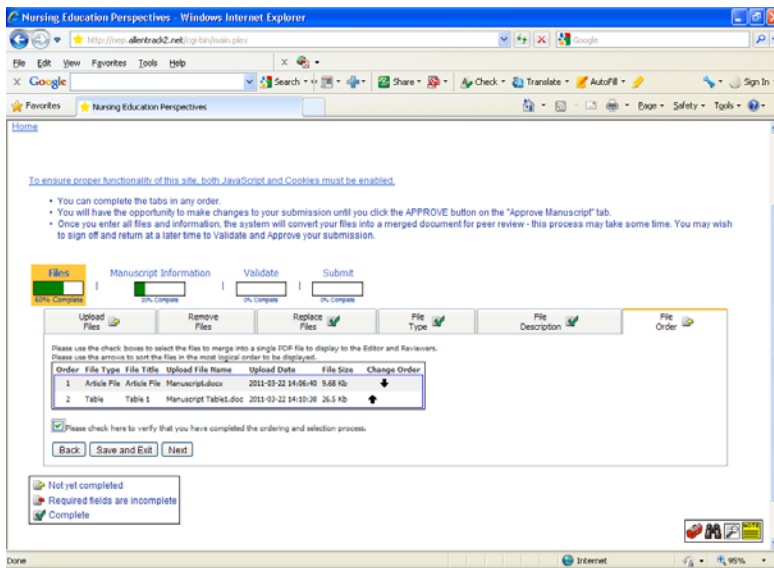
**File Type:**

- 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
  - Response to reviewer comments = Response to Reviewer
  - 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

Note, all Manuscript Information from your previous manuscript version will automatically be listed for the revision. **Please make any necessary changes.** If you have no changes to make, you may skip to Step 3: Validate.

The screenshot shows the 'Manuscript Information' step of the submission process. The interface includes a progress bar at the top with four stages: 'Files' (100% Complete), 'Manuscript Information' (100% 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 character limit of 255), 'Running Title' (with a character limit of 55), and 'Abstract' (with a word limit of 150). Each field has a 'Check Length' link below it. At the bottom of the form are 'Back', 'Save and Exit', and 'Next' buttons. A status box at the bottom left indicates 'Not yet completed', 'Required fields are incomplete', and 'Complete'.

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' step of the submission process. The progress bar at the top shows 'Files' (100% Complete), 'Manuscript Information' (100% Complete), 'Validate' (0% Complete), and 'Submit' (0% Complete). The 'Authors' tab is active, displaying a form for 'Corresponding Author' information. The form includes a question 'Are you the Corresponding Author on this Manuscript?' with 'Yes' and 'No' radio buttons. Below this are fields for 'University Name', 'Advisor Name', 'First Name', 'Middle Initial', 'Last Name', 'Email', 'Institution', 'City', 'State/Province', 'Country' (with a dropdown menu), 'Zip/Postal Code', 'Work Phone', and 'Fax'. There are 'Find Person' and 'Clear Fields' buttons for several fields. A 'Contributing Author' section is also visible, with a '2nd Author' field currently set to 'No Author Selected'. A status box at the bottom left indicates 'Not yet completed', 'Required fields are incomplete', and 'Complete'.

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.

#### 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.

**Quality of Interest**  
 Authors are responsible for recognizing and disclosing any duality of interest that could be perceived to bias their work, acknowledging all financial support and any other personal connections.  
 No, there is no duality of interest that I should disclose, having read the above statement.  
 Yes, having read the above statement, there is potential duality of interest. This has been fully detailed in my cover letter.

**Dual Publication**  
 Have the results/data/figures in the manuscript been published or are they under consideration for publication elsewhere?  
 No, the results/data/figures in the manuscript have not been published elsewhere, nor are they under consideration (from you or one of your Contributing Authors) by another publisher.  
 Yes, some portion of the results/data/figures in this manuscript have been published or are under consideration for publication elsewhere.  
 If you selected Yes, please identify results/data/figures taken from other published/pending manuscripts in the textbox below and explain why this does not constitute dual publication.  
 (Note: The existence of pending or previously published articles that use or have used any of the same results presented in the submitted manuscript does not generally preclude review and acceptance.)

**Manuscript Comment**  
 Feel free to provide additional manuscript comments below.  
 Acknow\edgements...

Back Save and Exit Next

#### 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.

**Suggested Reviewers to Include**  
 Please list the names of 5 experts who are knowledgeable in your area and could give an unbiased review of your work. Please do not list colleagues who are close associates, collaborators, or family members.

#	First Name *	Last Name *	E-mail *	Institution
#1				
#2				
#3				
#4				

**Suggested Reviewers to Exclude**  
 Please list the names of any experts in your area who cannot give an unbiased review of your work.

#	First Name *	Last Name *	E-mail *	Institution	Comments/Reason *
#1					
#2					

Back Save and Exit Next

Not yet completed  
 Required fields are incomplete  
 Complete

For assistance, please contact the editorial office. Email: [jmcshute@johns.edu](mailto:jmcshute@johns.edu)  
 Allen Press, Inc. Copyright © 2007-2008 by Allen Press, Inc.

#### Author Review Suggestions:

*\*This step is optional.*

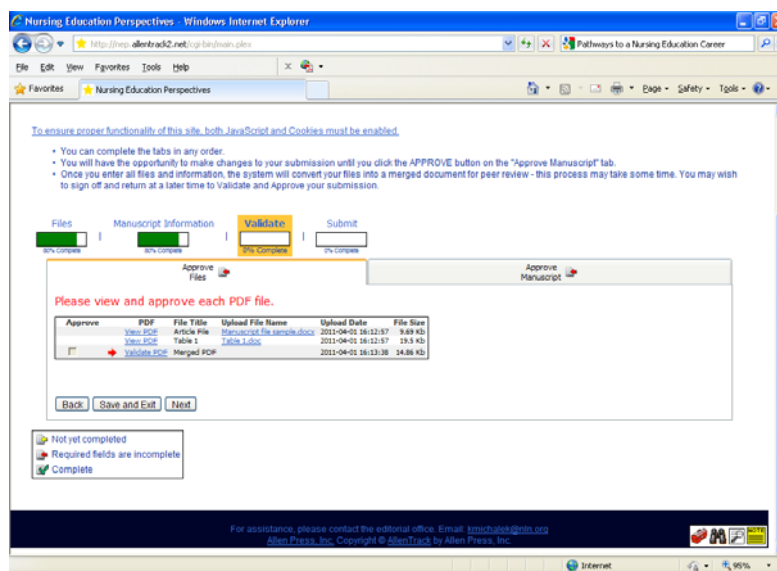
- If you wish to list anyone you feel qualified and appropriate to review your manuscript, please list contact information here.
- Also, list anyone who should be excluded from review.
  - Note, all authors are automatically removed from review eligibility.
- Click the **Next** button.

### 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.

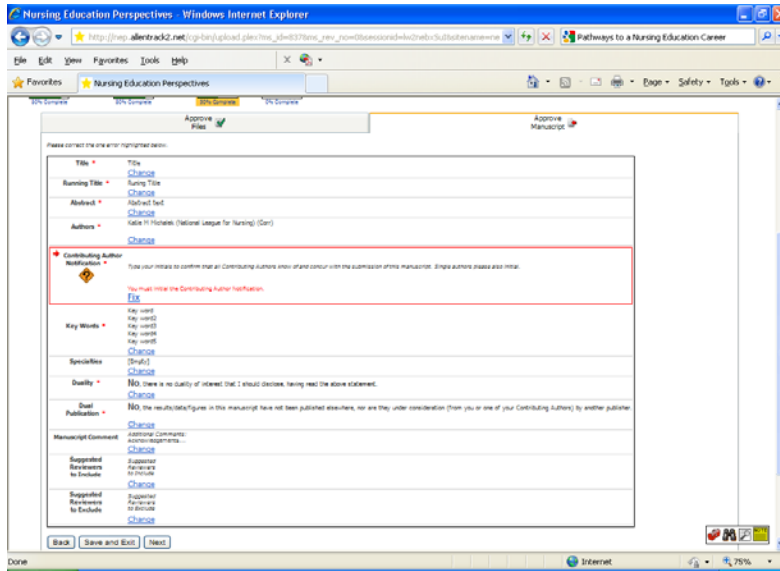
- If your Merged PDF is Not Yet Converted when you open this window, periodically refresh the page. To do so, **click** on the “Check for completion of file conversion” link at the base of the file list.
- It is preferred that you **do not** attempt to Upload PDF.

*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 revised 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.