

The system is optimized for MS Internet Explorer.

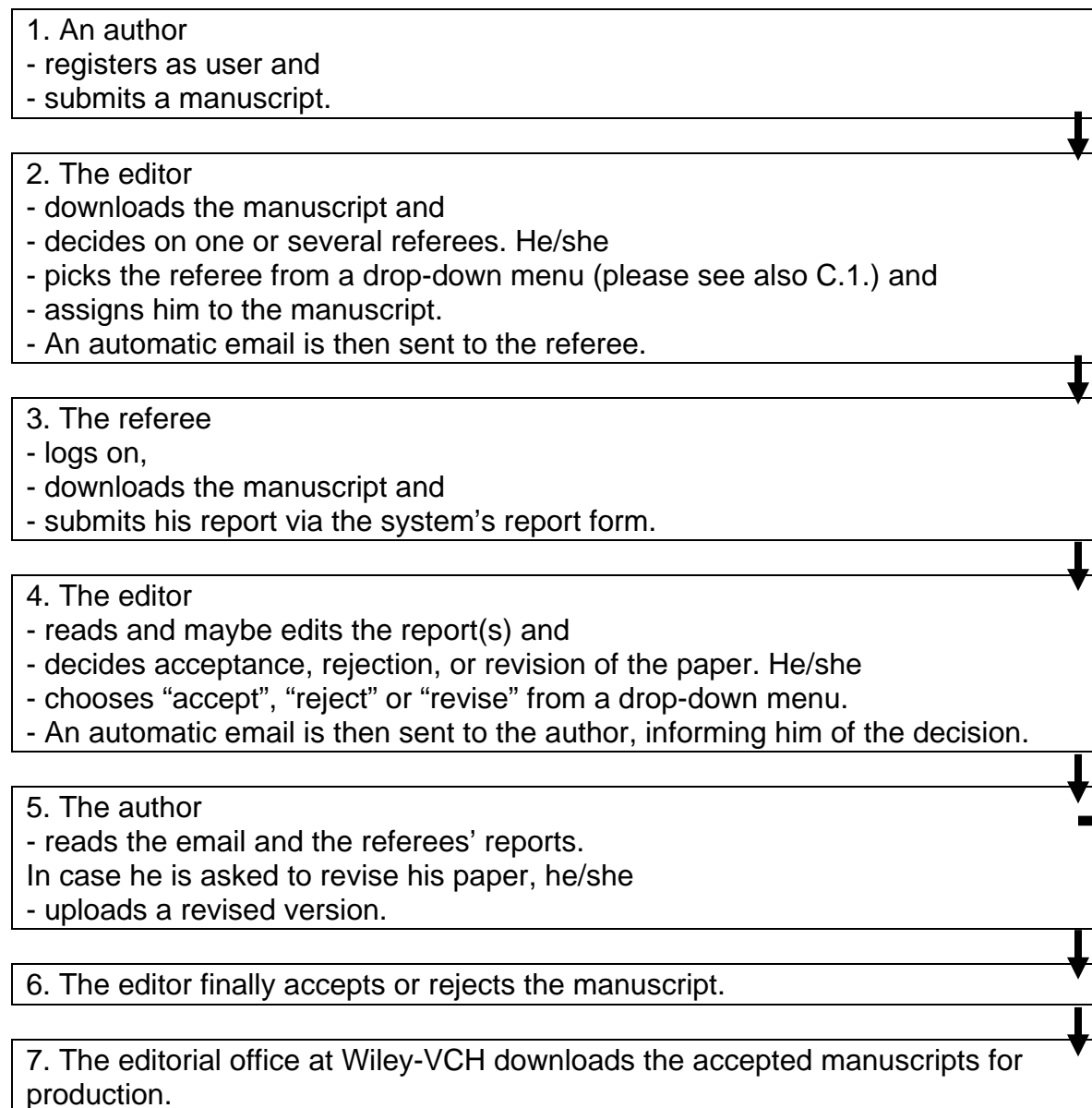
URL: [HTTP://CONFERENCES.WILEY-VCH.DE/V3/](http://conferences.wiley-vch.de/v3/)

## INSTRUCTIONS FOR ORGANIZERS

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### KNOW THE WORKFLOW

The system uses a workflow that you should follow. It is fairly simple:



**Please note:** It is important that you as the editor use the drop-down menus to communicate your decision to the authors and to assign referees. Otherwise the system will not be able to accept or record manuscript uploads and report submissions.

## INSTRUCTIONS FOR ORGANIZERS/EDITORS

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### A. CONTACTING THE AUTHORS

Authors register themselves in the system by using the "register" link on the entrance web page. We suggest that you communicate the "Instructions to authors" to all authors at the beginning of the submission period.

### B. KEEPING TRACK OF MANUSCRIPTS AND REPORTS

- 1. Start page:** Your start page will give you an overview of manuscripts, reports and users that are in the system. You can always reach the homepage by clicking on the link at the bottom of the page.
- 2. Overview lists:** The links at the left side of the screen lead to lists of all manuscripts, reports and files in the system. **Sort alphabetically** by clicking on the column headers. **Filter** the lists by clicking on any list item. E.g., clicking on an author name will show you only manuscripts of that author. **Switch off** the filter by clicking on "filter: remove" at the top right corner of the list.
- 3. Searching:** Search users and manuscripts with the search fields at the top of the lists. Truncations are possible, e.g. you can find "Miller" as well as "Millhouse" by typing just "mill".
- 4. Downloading manuscripts:** Use the zip icon at the right side of a list item to download all versions and files of the manuscript in a ZIP file. Click on "Files" in the left-side column to see the files of all manuscripts.
- 5. Manuscript details:** Click on the manuscript title to see details like status, cover letters, files and reports.
- 6. Accept, revise or reject a manuscript:** When you have decided to accept or reject a manuscript or to ask the author to revise it, choose the corresponding option from the "status" pulldown menu on the "manuscript details" page. This will do two things:
  - An editable email will be sent to the author, informing them of your decision, or asking them to revise their manuscript. Use carefully in order to avoid confusion.
  - The system will record a correct manuscript history, informing the production staff at Wiley-VCH which manuscripts are accepted and ready for production. (We will not start production without your final okay, however.)
- 7. Create Excel lists of all manuscripts or all users.** "Data export" on the left side of the screen will open up Excel overview lists of all manuscripts and all users.

### C. ASSIGNING A REFEREE TO A MANUSCRIPT, WORKING WITH REPORTS

- 1. Registering new referees:** Every registered author can also be chosen by you to act as referee, and will be displayed in the "request report" pulldown menu. These users can use the same login name and password they gave themselves at registration. If you wish to assign a referee *who is not yet registered* in the system, you can register that person yourself by clicking on "Registration" on the system's start page, choosing a login name and a password for him.
- 2. Assigning referees to a manuscript:** Click on the manuscript title or the magnifying-glass icon to go to the manuscript details page. Select the referee(s) from the pull-down menu. Clicking on the "assign referee" button sends an editable email to the referee.

**Don't forget to notify a new referee** (=one newly registered in the system by you) of the **login name and password** you created for him. This is most conveniently done by writing the login name and password into the email text that will appear as soon as you assign a manuscript to the new referee.
- 3. Seeing reports:** The link "all reports of this manuscript" on the manuscript details page (as well as the link "Reports" at the left side of the screen) leads to a list of reports with their status (open, done, or cancelled). Clicking on the magnifying-glass symbol leads to the report.

**You must confirm a report to make it visible to the author.** Before confirming it, you can also edit it (e.g., shorten it or add editorial comments). This ensures that reports are not made visible to the authors unintentionally.
- 4. Requests for reports can be withdrawn.** This sends an automated email to the referee, telling them that their contribution is no longer requested. You can also send **reminder emails** to the referee by clicking on the corresponding button on the report page.

## INSTRUCTIONS FOR AUTHORS

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Follow these instructions to

- A. submit your manuscript(s)
- B. check the status of your submitted manuscript(s) and read reports
- C. resubmit a revised manuscript

### **A. SUBMITTING A MANUSCRIPT:**

Click on “Create manuscript” on the left side of the screen and follow the instructions.

File names: Please use only Western letters for the file name, and only lower-case letters for the format extension. Please use clear, self-explaining file names. Example: smith\_version2.doc.

Please note that after submitting a manuscript, you can no longer modify it.

### **B. CHECKING THE STATUS OF YOUR MANUSCRIPT(S)**

The link “View Details” will lead to a page with all current information on your manuscript, including reports, if there are any.

### **C. RESUBMITTING A REVISED MANUSCRIPT:**

Once you have been asked to revise your manuscript, a link “Upload file” will appear on the right side of the manuscript overview list, leading you directly to the upload page. Upload the new file(s) and click on “Submit” again.

**Please DON'T create a new manuscript** when submitting a revised version, but upload the new file(s) to the already existing manuscript.

**Please indicate in the “cover letter” text field** whether your manuscript is a new submission or a revised version.

## INSTRUCTIONS FOR REFEREES

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Follow these instructions to review a manuscript:

**Left side of the screen:** The link "Open reports" will show you the manuscripts you were asked to review.

**Icons:** The link "View files/send report" leads to the manuscript details and a text field to write your report in. Use the ZIP icon or the disk icon to download the manuscript. Please note the dates next to the files to find the latest manuscript version.

**Don't forget to click „submit report“ to send the report to the editors!**