

# ScholarOne: T&F, CUP, Emerald.

## Background

**Also known as:** Manuscript Central

**Owned By:** Clarivate Analytics

**Often used by:** Emerald Group Publishing, Taylor & Francis, Cambridge University Press.

**AAM archived until:** ~ 1-2 year after publishing. Generally, we've found this more variable per journal than others.

## Instructions for Authors

1. Find your journal submission page. Log in.
2. Click on the "author" button located on the top left side of the page. This will redirect you to the author dashboard.
3. Click on "Manuscripts with Decisions" in the sidebar
4. Click 'View Submission' under the title of the manuscript you want. A blinded PDF of your article will download.

# eJournalPress: Nature et al.

## Background

**Also known as:** EJP, Electronic Journal Press, Manuscript Tracking System.

**Owned By:** eJournal Press

**Often used by:** EJAMA Network, Palgrave Macmillan, American Physiological Society, American Association for Cancer Research, JLB, LANDES Bioscience, , AGU, SIAM, Allen Press, AAS, American Heart Association, Scrivener Publishing, PNAS.

**AAM archived until:** 2-5 years after publishing. Varies per journal.

Important Note: Nature have their own version of this known as Manuscript Tracking System. We've provided separate, more specific, instructions for them below.

## Instructions for Authors

1. Find your journal submission page. Log in.
2. Click on the post decision manuscript(s) option in the author task guide to access your manuscript(s).
3. Click the article you want to download from the list of your manuscripts you should see.

4. Download the “Merged file containing manuscript text and display items”, which should be at the top of the new page in a list of files.

## Instructions for Nature Authors

1. Go to [https://www.nature.com/authors/submit\\_manuscript.html](https://www.nature.com/authors/submit_manuscript.html) and click the journal where your research was published. Log into your account.
2. Click on the "manuscript(s)" tab.
3. A list of all your submitted manuscripts will appear. Click the red underlined link for the article you want to download.
4. Download the “Merged file containing manuscript text and display items”, which should be at the top of the new page under “Manuscript Items” in a list of files.

# Editorial Manager: Elsevier, SpringerNature.

## Background

**Other Names:** EM

**Owned By:** Elsevier

**Often used by:** Taylor & Francis, SpringerNature, Wolters Kluwer, Wiley, University of Chicago Press. [Complete list](#).

**AAM archived until:** Varies, usually up to 5 years after publishing.

## Instructions for Authors

1. Find your journal submission page. Log in.
2. Click on "submissions with a decision", in the complete tab (the others are "new submissions" and "revisions").
3. Click on "view submission" next to the article you'd like to download from the list of your submitted manuscripts.
4. If the file downloaded includes your reviewers comments, you can remove these quickly using any PDF viewer to leave just the submitted manuscript. This can then be legally archived.

# Generic

## About

The guide below contains general instructions for authors to download a copy of their accepted manuscript. Instructions and steps may vary from journal to journal, depending on the system they use but if you don't know what system your author is using these may be best. The AAM can usually be downloaded from submission systems until 2-5 years after publication.

## Instructions for Authors

1. Find your journal submission page. Log in.
2. Navigate to the paper you'd like to archive. Most journals divide your submissions in different categories, such as "new submissions" or "submitted manuscripts", "revisions" and "manuscripts with a decision" or "post decision manuscripts". Category names may vary from journal to journal.
3. Choose a version you can archive and download it. You usually *don't* want the final version in a list, as that is a publisher's version (distinctive as it'll have the publisher logo on it) which isn't possible to archive.