

Making Changes to a Manuscript

There are many reasons that an author might request a change to a manuscript. Below, we will attempt to lay out the different procedures for the most common.

The following requests are already outlined on other pages.

- Replacing or uploading files
- Changing user account information

The following requests should be sent directly to manuscripts@sciencesocieties.org.

- Removing an author
- Changing author order
- Changing the submitting or corresponding author
- Making minor changes to author supplied information, such as choosing Open Access, altering the article or special section type, or a minor update to core ideas.
- Needing to “uncheck” supplemental files on a revision of a paper. For more information on this problem, please see our Supplemental Files Troubleshooting page.
- Submitting a new file for plagiarism checking

For the above requests, please make sure to include the following information:

- The manuscript id
- The exact change needed
- Any other relevant background information, questions, or files

Please be as specific as possible and make sure that the email exchange is free of anything that might cause confusion, such as multiple manuscript ids, an unclear subject line, or unnecessary files.

If the author needs to make other minor changes that are not mentioned above, it may be appropriate to unsubmit the manuscript to return to the author for changes. For more information, please see our Unsubmitting a Manuscript page.

If the author needs to make major changes that would significantly change the manuscript or its conclusions, it may be appropriate to withdraw the manuscript to remove it from peer review until the author can submit it as a new submission. For more information, please see our Withdrawing a Manuscript page.

If you are not sure how the change should be handled, please email manuscripts@sciencesocieties.org.