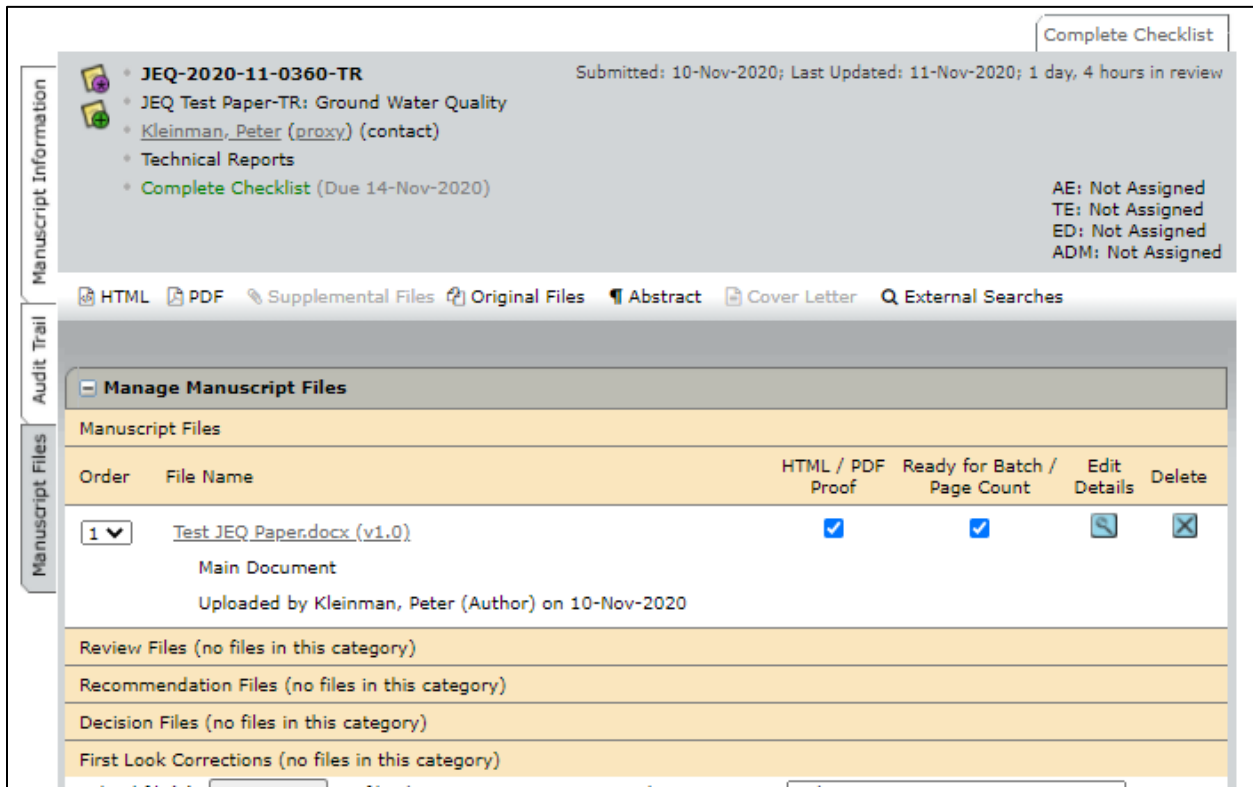


## Manuscript Files Tab

The following is an overview of the Manuscript Files Tab. Whether or not you have the ability to see the Manuscript Files Tab on any given paper will be determined by your permission levels within the system. For most journals, Editors and TEs (technical editors or their equivalent) are the only editors with access to the Manuscript Files Tab.

The Manuscript Files Tab is one of up to three tabs located on the left-hand side of the Manuscript Details page. For More information about the Manuscript Details page, please see the Navigating ScholarOne page.



The screenshot displays the Manuscript Files Tab interface. At the top, there is a 'Complete Checklist' button and manuscript information for 'JEQ-2020-11-0360-TR', including submission and update dates, and a status of '1 day, 4 hours in review'. Below this, a list of items includes 'JEQ Test Paper-TR: Ground Water Quality', 'Kleinman, Peter (proxy) (contact)', 'Technical Reports', and 'Complete Checklist (Due 14-Nov-2020)'. On the right, roles are listed as 'Not Assigned'. A navigation bar includes options for HTML, PDF, Supplemental Files, Original Files, Abstract, Cover Letter, and External Searches. The main section is titled 'Manage Manuscript Files' and contains a table of files.

Order	File Name	HTML / PDF Proof	Ready for Batch / Page Count	Edit Details	Delete
1	Test JEQ Paper.docx (v1.0) Main Document Uploaded by Kleinman, Peter (Author) on 10-Nov-2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Review Files (no files in this category)					
Recommendation Files (no files in this category)					
Decision Files (no files in this category)					
First Look Corrections (no files in this category)					

The Manuscript Files Tab is made up of four main sections.

### Manage Manuscript Files

The first section is where you can find all of the files related to the manuscript. Files are split into several categories, depending on the kind of file, but the main one you will need to pay attention to are the "Manuscript Files." Manuscript Files are any that are uploaded by the author during submission, such as the main document, figures, tables, or supplementary materials.

Within the manuscript files tab, you can find important information about the file, such as the name, file type (ex: main document, supplemental file, figure, etc.), who uploaded the file, and when it was uploaded. You can also change important settings related to the file.

The HTML/PDF Proof checkbox determines whether or not a file is included in the PDF or HTML proof. The PDF Proof is what reviewers see in the reviewing pane, so this is a useful feature in cases where you might want to exclude a document for review or have it reviewed outside of the system. The most common example of when you would exclude a file would be if the file is not properly displaying within the proof, such as often the case with extremely long or wide excel documents. Files can then be either directly downloaded from within the reviewer pane or, in the case of blinded journals, sent outside the system once all identifying information in the file properties is removed. Please make sure to notify your editors and reviewers of any files that need to be reviewed outside the system.

The Edit Details button lets you change the file designation, upload a new version of the document, or download older versions of the document. For more information on uploading or replacing files for the author, please see our [Uploading/Replacing Files FAQ](#) page.

Finally, the Delete button lets you remove a file. If you accidentally delete a file, there is no way to retrieve it other than to upload it again manually, so please be careful when using this feature.

Below the other file categories, you will see a section to upload new files. If you need to upload a new file, rather than swap one out, you may do so here.

First Look Corrections (no files in this category)				
Upload file(s):	Choose File	No file chosen	*	File Designation: Select: ▾
	Choose File	No file chosen	*	File Designation: Select: ▾
	Choose File	No file chosen	*	File Designation: Select: ▾
	Choose File	No file chosen	*	File Designation: Select: ▾
	Choose File	No file chosen	*	File Designation: Select: ▾
	Choose File	No file chosen	*	File Designation: Select: ▾
	Choose File	No file chosen	*	File Designation: Select: ▾
	Choose File	No file chosen	*	File Designation: Select: ▾
	Choose File	No file chosen	*	File Designation: Select: ▾
	Choose File	No file chosen	*	File Designation: Select: ▾

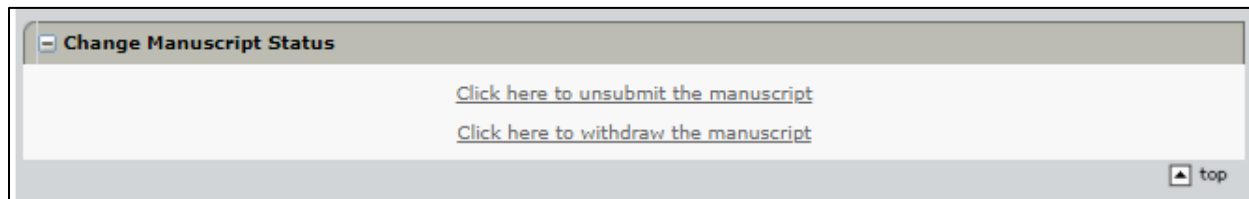
Save  [top](#)

## Change Manuscript Status

The change Manuscript Status section is restricted to Editors. From here, you can either unsubmit a manuscript or withdraw a manuscript.

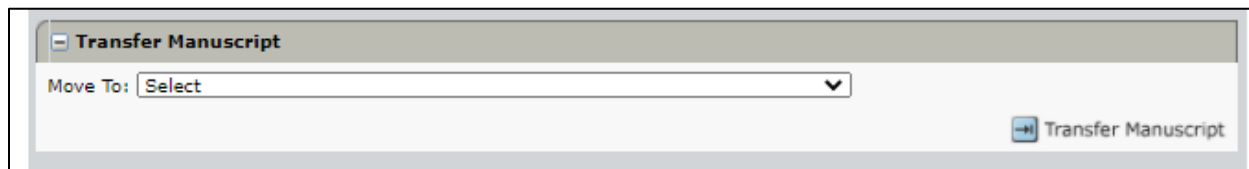
Unsubmitting a manuscript returns it to the author for changes, at which point the paper can return to review with the same manuscript id. This can be done at any time except when the paper is with the author, in in draft form or for revisions. For more information, please see our [Unsubmitting a Manuscript FAQ](#) page.

Withdrawing a manuscript removes it completely from peer review. Withdrawn papers cannot be re-submitted under the same manuscript id. If the author wishes to return the paper to review, they will need to resubmit it as a new manuscript. This cannot be undone and is usually only done by author request. For more information, please see our [Withdrawing a Manuscript FAQ](#) page.



## Transfer a Manuscript

Manuscripts can be transferred at any time using this section. However, it is recommended that all transfers be done at decision stages instead as transferring manuscripts this way will not send the appropriate notification emails. For more information on transfers, please see our [Transfers](#) page. If you need assistance getting a manuscript transferred when it is not currently at the decision stage, please contact [manuscripts@sciencesocieties.org](mailto:manuscripts@sciencesocieties.org) for assistance. Be sure to include the manuscript id and any relevant information regarding the paper's circumstances.



## Notes

If you would like to enter something into the official ScholarOne record that is not an email, you may do so using the notes section. Notes can be accessed from the audit trail, manuscript files tab, or the manuscript information tab.

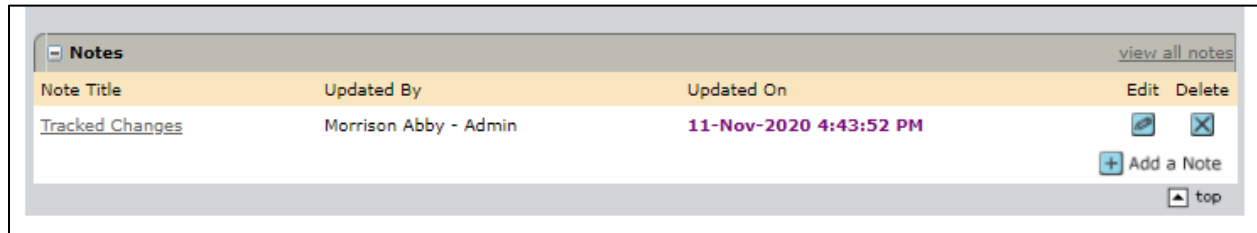
Common examples of notes include:



- Tracked changes or response to reviewer documents for new submissions (typically entered by admins on submission)
- Additional documentation for or about the manuscript

To add a new note, click the “Add a Note” button. Give the note a title, fill in the comments field as desired, and attach any relevant documents. To add multiple documents, just make sure to hit “attach” between files. When the note is complete, hit “Save.”

To view a note, simply click the note's name in the list. You may also delete or edit it from this section by using the appropriate buttons.

If a paper has a note, you will see a yellow paper icon with a purple star on it at the top of the manuscript details.



Note Title	Updated By	Updated On	Edit	Delete
<a href="#">Tracked Changes</a>	Morrison Abby - Admin	11-Nov-2020 4:43:52 PM		

[+ Add a Note](#)  
[▲ top](#)