

# ANNALS OF FAMILY MEDICINE



## Instructions for Submitting a Manuscript

### Tips:

- This is an overview of the *Annals of Family Medicine* manuscript submission process. Detailed instructions are provided in Rapid Review, our web-based peer review system. For other manuscript information, please see the *Annals'* [Instructions for Authors](#).
- In Rapid Review, “MS” is an abbreviation for “manuscript.”
- To move between screens in Rapid Review, click the “Next” or “Previous” buttons, or click a tabbed menu option. Your work will be saved. **Do not use your browser’s “Back” or “Forward” buttons.**
- Several e-mails will be sent to you automatically during the manuscript submission process.
- Whenever possible:
  - Avoid submitting a manuscript during the Internet “rush hour” (late afternoon and early evening).
  - Use a computer that connects to the Internet by high-speed or network connection rather than a standard phone line.
- Questions? Contact the *Annals* at 216-368-0837 or [AnnFamMed@case.edu](mailto:AnnFamMed@case.edu).

### 1. Log on to Rapid Review:

-Go to the “Author information” page of the *Annals* web site, <http://www.AnnFamMed.org>. Click on the link to Rapid Review.

-Enter your user name and password. These terms are case-sensitive.

- If you have an *Annals* Rapid Review account (author **or** reviewer account), but do not remember your user name/password, click on the left-hand link, “Can’t remember your password?”
- If you do not have an account, click on “Create Author Account” for helpful information, including an account set-up link.

### 2. Complete the Submission Form:

-After logging on, click on “Submit New MS” on the left-hand navigation bar. A status bar on the left-hand side will track your progress and provide links to individual submission pages.

-Select the journal name, indicate if you are the corresponding author, and click “Go!”

-Complete the submission form. Required fields are designated by an asterisk (\*) in Rapid Review. Steps include the following:

- Read the **Instructions** page in Rapid Review.
- Provide the **title** of the manuscript.
- Provide **details**, including number of words, pages, tables and figures.
- List all **authors** and their affiliations. (Author e-mail addresses are optional.)
- Type or paste in a **cover letter**. If applicable, type or paste in **acknowledgments**. (Acknowledgments should be included in the manuscript as well.)
- Type or paste in an **abstract**. (The abstract should be included in the manuscript as well.)
- Select 1 or more **keywords** from the drop-down list and/or type in words of your choosing.

- Answer 8 yes/no **questions**. In addition, you can download the *Annals*' Manuscript Agreement (authorship) form by clicking on "Copyright Form" after the question, "Do you need a copyright form?"

### 3. Upload MS Files:

-To upload the manuscript file(s):

- Read the directions on the "Upload Files" page.
- To upload more than one file, select the number of files and click "**Update File Count.**"
- Click "**Browse**" to locate and select a manuscript file on your computer. The file name will appear in the window in Rapid Review. To upload more than one file, repeat the process.
- Click "**Upload files.**"

-"**File Type:**" For each file uploaded, select the information that describes the file type and contents.

-If you would like to attach more files, repeat the steps (browse/attach) above.

-If you upload more than one file, **indicate the order** in which they should appear.

-"**Upload (Optional) Supplemental Data File(s):**" Use this to provide additional material only, such as a file in a format that may not be supported by Rapid Review, or a URL for a related web site.

### 4. View PDF:

-You *must* **approve your PDF conversion** before your submission is complete. To see if the conversion is ready to view, click on "Click here to refresh your browser."

-When the "View PDF" symbol appears, click on it to open the file. If you have no further changes, click "PDF Approved. Complete Submission."

-If changes are required, click "Save but don't submit." **You will have two weeks in which to complete the submission or it will be automatically deleted.** If you are unable to complete the submission within two weeks, contact the *Annals* office for assistance.

### 5. Complete Submission:

-Select an action: "Submit Manuscript ONLINE" or "Save But Don't Submit Yet."

-When the submission is complete, you will receive the message, "You have successfully submitted your manuscript via the Rapid Review system. Your Manuscript Number (MS #) is..."