ANNALS OF FAMILY MEDICINE

Instructions for Submitting a Manuscript

Tips:

- This is an overview of the *Annals of Family Medicine* manuscript submission process. For other manuscript information, please see the *Annals'* Instructions for Authors.

- A confirmation will be emailed to you when the submission process is complete.

- Questions? Contact the *Annals* at AnnFamMed@umich.edu or 734-763-7454.

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1. **Log on to eJournalPress:**

   Visit the *For Authors* page at www.AnnFamMed.org. Click on the link to eJournalPress. Enter your login name and password.

   If you can't remember your login name or password, click on *I forgot my password.* If you do not have an *Annals* account, click on *New users: please create an account.*

   Note: eJournalPress uses one account for both author and reviewer tasks.

2. **Begin Submission and Upload Files:**

   Click on *Submit Manuscript* under Author Tasks.

   Select the appropriate manuscript type (see Instructions for Authors) and select **Continue**. You will not be able to change the manuscript type later in the process.

   On the following pages, a column on the left-hand side will provide links to individual submission screens.

   At any point in the submission process you may select **Save and Exit** or **Save and Continue**.

   On the **Files** screen:
   1. **Browse** and select the file(s) to be uploaded, or drag and drop them from your desktop.
   2. As you select files, the file names appear on the screen. Click on **Upload Files**.
   3. Select the appropriate *File Type* for each item:
      - Article File: title page, abstract, main text, references. May include tables and figures.
      - Table(s), if not already included in the Article File.
      - Figure(s), if not already included in the Article File.
      - Appendix(es), if not already included in the Article File.
      - Cover Letter
      - Guideline Checklist: completed checklist associated with a reporting guideline.
      - Background File: supporting documentation that might assist the editors in evaluating the manuscript, such as a clinical trial protocol or an individual's consent to publish identifiable information.
      - Related Paper: related materials written by the authors that have been previously published, or are under consideration, or in press elsewhere.
   4. The *File Types* for Table(s), Figure(s), and Appendix(es) offer the option to add a title and description. Click on the **Save** button next to these files.

5. If you need to upload additional files, select them and click again on **Upload Files**.

6. Files are listed in the order of upload. You can edit, move, replace, or delete files as needed. A green "merge" icon appears next to the files that will be merged into a single PDF for the review process.

7. Click **Next** to convert your files to PDF and advance to the next set of screens.

3. Provide Manuscript Information:

Detailed information on preparing the cover letter, abstract, and keywords is available in the Instructions for Authors at www.AnnFamMed.org .

Click **Save and Exit** at any point to complete the submission at another time. You have two weeks to finish the submission. After two weeks, it may be deleted from the system.

1. **Title/Abstract**: copy the title and abstract into the text boxes. Enter the number of words in the abstract, and number of words in the manuscript text. Click **Next**.

2. **Author Information**: provide contact information for every author. Each author's full name, email address, institution, and country are required. Click **Add Author** to add more authors. The contributing author must type their initials in the *Contributing Author Notification* box. Click **Next**.

3. **Author Questionnaire**: answer each question and add comments if needed. Click **Next**.

4. **Cover Letter**: copy your cover letter into the text box. Click **Next**.

5. **Keywords:** copy your keywords into the boxes. Click **Next**.

4. Review Material:

The **Review Manuscript Files** screen shows a summary of your files.

1. A PDF will be generated for each uploaded file.

2. Red arrows will appear next to the PDFs which must be approved.

3. Click on the red PDF icon to view the converted file(s).

4. If you are satisfied with the PDF, select the checkbox in the *Approve* column.

5. If you are not satisfied with the PDF, click on the **edit** icon to return to the upload screen.

6. Click **Next** to continue.

The **Review Summary Info** screen displays a single page with **Manuscript Info** from your previous entries.

1. Click **Edit** to make any changes.

2. When you are satisfied with your submission, click **Next** to continue.

5. Submit Manuscript:

On the **Submit Manuscript** screen, click the **Submit Manuscript** button to complete your submission and send it to the editorial staff.

You will be redirected to **My Home Page**. A *Manuscript Approved* notification, including the assigned manuscript number, will display in red at the top of the page.

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