

## **Electronic submission of manuscripts to *Geophysical Journal International* via ScholarOne Manuscripts**

Electronic submission of manuscripts to *Geophysical Journal International* is now possible via the ScholarOne Manuscripts submission and tracking system. You should prepare your manuscript as a single file including all figures and tables, in PDF, Word, RTF or plain text format. The ScholarOne Manuscripts system is able to convert any of these to PDF for use by the editor and reviewers. Source files, including LaTeX files, high-resolution image files (preferably TIFF or .eps, but alternatively .gif, .jpg or .png) etc. may also be uploaded as individual files and will be used by the publisher if your paper is accepted. Uploading these files at submission may expedite the later processing of your paper.

Log in at <http://gji.manuscriptcentral.com/>. If necessary, create a new account as a corresponding author. The main page will open. Click on the button marked 'Corresponding Author Centre'.

The welcome page of the 'Corresponding Author Centre' offers the following options:

- Submit a new manuscript
- Continue with partially submitted manuscript
- Access details of a submitted manuscript

Submitting a new manuscript involves a series of eleven simple, one-step, web pages. Move from each page to the next by selecting the 'save and continue' button. Do not use your browser's 'Back' button during the process. You must complete all stages to successfully submit your manuscript, but you can save your work at any point and return there later through the 'Continue with partially submitted manuscript' option.

### **Page 1:**

Here, enter general details about your manuscript,

- whether it is a Research paper, Express Letter, Review paper or Book review (solicited book reviews only please),
- the GJI office which you wish to have handle your manuscript,
- whether the manuscript has previously been submitted to GJI,
- whether you have already completed and returned a copyright form, and
- whether your paper includes colour artwork.

### **Page 2:**

- Enter details of your institution.

### **Page 3:**

- Enter your name and email address.

### **Page 4:**

- Enter the title of the paper (a character palette is available for entry of special characters).

**Page 5:**

- Enter the abstract of the paper (again, a character palette is available for entry of special characters).

**Page 6:**

- Enter at least one but no more than ten keywords from the list provided.

**Page 7:**

- Enter the names and contact details of up to six suggested reviewers for your paper. There is no obligation to suggest reviewers.

**Page 8:**

- Enter any comments you would normally include in your cover letter.

**Page 9:**

- Check that the details you have entered are correct and select the ‘save and continue’ button to begin uploading your manuscript.

**Page 10:**

This page is for uploading your manuscript. Please submit the text, figures and tables for your manuscript in a *single* file, rather than as several individual files. You may supply a .doc, .pdf, .rtf or .ps file. All of these file types will be automatically converted to .pdf format, and the converted .pdf file will be the file evaluated during the review process. If the paper has been written in LaTeX, you may also upload your source files marked as ‘Not for Review’. The publisher will use these files if your manuscript is accepted. (LaTeX/TeX users are advised to create .ps files using dvips; if you use the GJI templates, *please enable the reviewer* option).

Image files of lower resolution or jpg format can be used for the review version of the manuscript. However, high-resolution images will be required for final publication and can be uploaded at this point, which may well save time later; please mark such files as ‘Not for review’.

There are four steps for each file to be uploaded.

1. Use the browse facility to find the file to upload from your computer.
2. In the next pull-down menu, specify whether the file is the complete manuscript or a supplementary file.
3. Designate yes or no as to whether each file is for review purposes.
4. Select the ‘Upload’ button to upload the file. A dialog window will open to record successful upload of each file.

**Page 11:**

To complete your submission, you must select the ‘View proof’ button to open a window that allows you to download a PDF version of the complete manuscript.

If all is well with the PDF file, close this window and select ‘Submit your manuscript’, which will open a window confirming successful submission and give the date, time and your manuscript reference. Print or save this message as a record of your submission. You will also receive confirmation by email.

If you find the manuscript needs further attention, use the 'Previous' button to return to the submission page and modify any files as needed.

After submission, you may track the progress of your paper on the GJI ScholarOne Manuscripts site. You should keep a note of the manuscript reference to enable you to do this. The Editorial Office will contact you as soon as a decision has been made. You may submit further manuscripts for consideration as and when you wish.