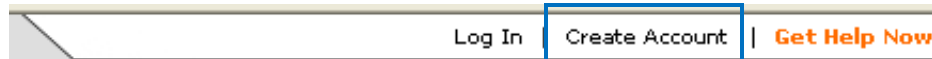




ScholarOne Manuscripts Author Guide

Getting Started



Logging In

If you have not accessed the website before you will need to create your own account. Please click on the "Create Account" link found on the top right hand corner of the screen. User Names and Passwords are case-sensitive. If you have forgotten your password or believe you have created an account previously please enter your email address in the 'Password Help' field below the log in box.

You will be sent an email with a link. Click on this link and you will be directed to a screen that will allow you to set a permanent password. In the future, if you lose your password just follow the same process.

Welcome Center

This will be the first page displayed when you log in. Click on [Author Center](#) to submit new manuscripts and check the status of previously submitted manuscripts.





Submitting a new manuscript

Author Dashboard

The Author Center is split into two sections across the screen. The left hand side is a summary of manuscripts you have submitted as submitting author, manuscripts submitted as co-author and manuscripts with decisions.

The right hand side under the heading [Author Resources](#) allows you to submit a new manuscript and will also show you the five most recent emails that have been sent to you in regards to previous submissions.

My Manuscripts	Author Resources		
<ul style="list-style-type: none"> 0 Unsubmitted Manuscripts 0 Revised Manuscripts in Draft 2 Submitted Manuscripts 2 Manuscripts with Decisions 0 Manuscripts I Have Co-Authored 0 Withdrawn Manuscripts 0 Manuscripts Accepted for First Look 0 Invited Manuscripts 	<p> Click here to submit a new manuscript</p> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p> <p>Grassland Science - Manuscript ID GRS-2011-0002.R1 [email ref: SE-8-a] Delete (27-May-2011)</p> <p>Grassland Science - Decision on Manuscript ID GRS-2011-0002 [email ref: DL-SW-2-a] Delete (27-May-2011)</p> <p>Grassland Science - Manuscript ID GRS-2011-0002 [email ref: SE-6-a] Delete (27-May-2011)</p> <p>Grassland Science - Manuscript ID GRS-2011-0001.R1 [email ref: SE-8-a] Delete (25-May-2011)</p> <p>Grassland Science - Decision on Manuscript ID GRS-2011-0001 [email ref: DL-SW-2-a] Delete (25-May-2011)</p>		
Unsubmitted Manuscripts			
Manuscript Title	Date Created	Continue Submission	Delete
You have no unsubmitted manuscripts.			
 top			

Click on the link [Click here to submit a new manuscript](#) to begin the submission process.

Seven Steps to Submission

You will see that there are seven steps to submission. There is a progress meter to the left hand side that will tell you at which step you are at (the number will be highlighted by a bright blue circle). If you successfully complete a step the number will also have a green tick next to it.

Each step has a number of questions that need to be answered. Questions with a purple **req** must be answered and you will not be able to submit your manuscript without answering the question.

Step 1

Author Center
Submit a Manuscript

Select your manuscript type. Enter your title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button.
 When you are finished, click "Save and Continue." [Read More ...](#)

Step 1 collects information on the type, title, running head and abstract of the manuscript. You can copy and paste this information from your paper into the fields. Click the 'Save and Continue' button located at the top and bottom right hand corners to proceed to the next step.

Step 2

Step 2 requires that you add keywords describing your manuscript. Please input at least three keywords. Click on the 'Save and Continue' button to proceed to the next step.

Step 3Author Center
Submit a
Manuscript

Enter your **co-authors** information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you.

VERY IMPORTANT: PLEASE ENSURE YOU HAVE UPLOADED ALL YOUR CO-AUTHORS NAMES AND DETAILS FROM THE MANUSCRIPT. After you've added all co-authors, please re-sequence the author order to match the order in which they appear on the printed manuscript cover by using the drop-down number list next to each author. Please make sure you have correctly selected the Corresponding Author, as it appears on the manuscript, by ticking the box below. When you are finished, click "Save and Continue".

1 Type, Title, & Abstract
2 Attributes
3 **Authors & Institutions**
4 Reviewers
5 Details & Comments
6 File Upload
7 Review & Submit

Save and Go Back Save and Continue

My Co-Authors					
Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Author, Alex <i>Corresponding Author</i>	JWS, WPT Hoboken, New Jersey, United States	wiley.alex.author@wiley.com		

Add a New Co-Author Special Characters

req E-Mail: Find req Sal. req First (Given) Name: Middle Name: req Last (Family) Name:

Institution: Department:

req Country
--- Select One ---

State/Province req City

This person is the formal Corresponding Author as denoted on the title page of the manuscript

If you have multiple Institutions and Departments for this author, click [here](#).

Add To My Authors Clear

Save and Go Back Save and Continue

Step 3 is where information on each author is collected. As submitting author, your details will already be listed. To add other authors please complete the sections under [Add a New Co-Author](#). First of all, please check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. If not, please complete the sections for the first author and click on the 'Add to My Authors' button. Then add the next person until finished. Click 'Save and Continue' to move to the next step.

Step 4

Step 4 is to indicate your preferred and non-preferred reviewers, enter the reviewer's information into the text boxes below and click the appropriate designation button. **This is required.** You are required to suggest at least one preferred reviewer. Enter the reviewer's information into the text boxes below and click the appropriate designation button (preferred or non-preferred). These suggestions are for guidance only and the Editor is not bound by them. When you are finished, click "Save and Continue".

Author Center Submit a Manuscript

To indicate your preferred and non-preferred reviewers, enter the reviewer's information into the text boxes below and click the appropriate designation button.

Suggested reviewers Authors are required to suggest at least one preferred reviewer. Enter the reviewer's information into the text boxes below and click the appropriate designation button (preferred or non-preferred). These suggestions are for guidance only and the Editor is not bound by them. When you are finished, click "Save and Continue".

- ✓ 1 [Type, Title, & Abstract](#)
- ✓ 2 [Attributes](#)
- ✓ 3 [Authors & Institutions](#)
- 4** [Reviewers](#)
- ✓ 5 [Details & Comments](#)
- ✓ 6 [File Upload](#)
- 7 [Review & Submit](#)

My Reviewers (1 preferred reviewer required)						
Name	Institution	Department	Phone/E-Mail	Preference	Edit	Delete
No Reviewers Entered						

Add A Reviewer

req First (Given) Name: req Last (Family) Name: req Email:

Institution: Department: Phone:

Designate as Preferred Reviewer
 Designate as Non-Preferred Reviewer

Step 5

Step 5 contains a series of questions some of which are required questions and must be completed. You must submit a cover letter by typing in the text box provided. Please follow the Instructions for Authors for what your cover letter should contain. Just below this section, there is a series of questions all of which are required and must be answered truthfully. Please see below.

Author Center Submit a Manuscript

- **Cover letter** Enter your cover letter text into the box.
- **Manuscript Information** Type your answers in **numerical values only**.
- **Declarations** All questions must be answered. Click on the "Instructions & Forms" button in the top right of screen to view the copyright and color policy.
- When submitting a **revision** please check the answers you previously entered to ensure the answers are still accurate (e.g. has the number of manuscript pages changed?)

- ✓ 1 [Type, Title, & Abstract](#)
- ✓ 2 [Attributes](#)
- ✓ 3 [Authors & Institutions](#)
- 4 [Reviewers](#)
- 5** [Details & Comments](#)
- ✓ 6 [File Upload](#)
- 7 [Review & Submit](#)

Cover Letter

Manuscript Details - Metadata (Please use numbers only)	
Content Information	
req Number of words:	<input type="text" value="11111"/>
req Number of manuscript pages:	<input type="text" value="1"/>
req Number of tables (use 0 for none):	<input type="text" value="1"/>
Illustration Information	
req Total number of figures (use 0 for none):	<input type="text" value="1"/>
req Number of color figures (use 0 for none):	<input type="text" value="1"/>

Continue...

Submission Information - Confirm the following:	
req Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.	<input checked="" type="checkbox"/>
req Confirm that you have prepared your paper and files in accordance with the journal's style and format requirements.	<input checked="" type="checkbox"/>
Conflict of Interest	
req Do you or any of your co-authors have any conflict of interest?	No ▾
If yes, please state:	
<input type="text"/>	
Previously Submitted	
req Has this manuscript previously - been submitted via this submission website and received a revision decision [revised papers should be submitted as "revisions" and not as "new" papers] - been submitted outside of this website and is now being submitted after revision - been submitted to this publication and been rejected? If any of the above is true please answer "Yes".	No ▾
If yes, please state previous Manuscript ID:	
<input type="text"/>	
Copyright Transfer Agreement	
req Confirm that all authors of this submission have read and understood the journal's policy concerning transfer of copyright.	<input checked="" type="checkbox"/>
Color Charges	
req Are you willing to pay the journal's fee for color reproduction?	
<input type="radio"/> Yes	
<input checked="" type="radio"/> No	
<input type="radio"/> Not Applicable	
Please list below figures that should be printed in color (i.e. Figure 1, Figure 2, etc.). Please note that there will be a charge for figures printed in color:	
<input type="text"/>	
Please list below figures that should be printed in black and white but appear in color in the online version at no fee (i.e. Figure 1, Figure 2, etc.):	
<input type="text"/>	
Supporting Information	
req We allow submission of "Supporting Information" for online publication only. Go to http://www.blackwellpublishing.com/bauthor/suppmat.asp to access the Wiley-Blackwell guidelines for the submission of Supporting Information. If you wish to submit Supporting Information, please select the file designation "Supporting Information for review and online publication only" when uploading your files.	
Does your submission include any supporting information files for publication in the online version only?	
<input type="radio"/> Yes	
<input checked="" type="radio"/> No	
Author Agreement	
req Confirm that all authors have agreed with the content of the manuscript and the submission of the manuscript for consideration for publication.	<input checked="" type="checkbox"/>
<input type="button" value="Save and Go Back"/> <input type="button" value="Save and Continue"/>	

Once complete, please click 'Save and Continue' to proceed to the next step.

Step 6 is where you can upload your files. Please read the instructions at the top of the screen carefully. Please note that a main document is required. Choose 'browse' to search your directory for the main document. If you have more than one file to upload then you go to the second box, browse and designate the file. Once complete, you **must** click on the blue 'Upload Files' button located in the right corner. Uploaded files will appear under the section 'My Files' and ScholarOne Manuscripts would have converted them to PDF and HTML files. You can view the HTML and PDF versions here. You can upload as many files as you like in batches of five.

Click 'Save and Continue' to proceed to the last step.

Step 6

Author Center
Submit a Manuscript

THIS JOURNAL HAS A COMPLETELY DIGITAL WORKFLOW. Therefore please pay careful attention to all style and file format instructions, particularly when uploading a REVISED paper.

INITIAL and REVISED PAPER SUBMISSION

Upload as many files as needed for your manuscript in groups of five or fewer. Please specify a File Designation that best describes each file you upload. The main body of your manuscript should be designated as a Main Document. Tables must be included in the main document but on separate pages after the reference list, and not be incorporated into the main text. Figures should be uploaded as separate figure files. Click "read more" for full definitions of the available File Designations.

REVISION SUBMISSION

If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.**

FIRST LOOK

You cannot delete your files once they have been accepted for First Look. If your paper is accepted for First Look (you will be notified by the Editorial Office), and you need to supply final versions of your files please use the "edit details" button and "upload a later version" of any files you wish to update - please refer to First Look Instructions on submission screen 1.

Your files for review will be combined into a single PDF document for the peer review process. To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. If your manuscript is accepted for publication we will use the files you upload to typeset your article within a totally digital workflow.

If you have access to a digital scanner please scan and upload your signed **Copyright Transfer Agreement**. Please designate the file as "Additional File NOT for Review and NOT for publication". If you are unable to supply a scanned file now we will provide further instructions in the decision letter if your paper is accepted for publication.

When you are finished, click "Save and Continue".

[Read More ...](#)

- ✓ 1 [Type, Title, & Abstract](#)
- ✓ 2 [Attributes](#)
- ✓ 3 [Authors & Institutions](#)
- 4 [Reviewers](#)
- ✓ 5 [Details & Comments](#)
- 6 [File Upload](#)
- 7 [Review & Submit](#)

My Files (Uploaded files cannot exceed 100000K)

Order	File Name	File Designation req	Date	Edit Details	Delete
1	GRS_Author_Guidelines.doc (47K)	Main Document	27-May-2011		

Save File Order

File Upload

Upload new files:

req	<input type="text"/>	<input type="button" value="参照..."/>	Main Document
	<input type="text"/>	<input type="button" value="参照..."/>	File Designation: <input type="text"/>
	<input type="text"/>	<input type="button" value="参照..."/>	File Designation: <input type="text"/>
	<input type="text"/>	<input type="button" value="参照..."/>	File Designation: <input type="text"/>
	<input type="text"/>	<input type="button" value="参照..."/>	File Designation: <input type="text"/>

Unpack zip files - [instructions](#)
 When this option is selected, files with a .zip extension are unpacked following upload and files contained within them added to your 'My Files' list.
 The 'File Designation' selected adjacent to the zip file (above) will be applied to each of the files contained in the zip file.
 Please note that this functionality is subject to the following restrictions.
Zip File Size:
 The approximate maximum total file size accommodated will vary by your connection speed.
 - Dial-up connections will typically allow files up to 1MB in total size to be uploaded.
 - Cable/DSL home connections will typically allow files up to 4MB in total size to be uploaded.
 - Office network connections will typically allow files up to 40MB in total size to be uploaded.
 If your files are too large for your connection to accommodate, please upload them in multiple smaller groups.
Total Number of Files:
 Your zip file may contain up to 20 individual files, each up to 1.5MB in size.

Author Center Submit a Manuscript

Review the information below for correctness and make changes as needed. If you have red crosses next to a section further information is required within that section. Click the Edit button to return to that screen. You must review the manuscript proofs at the foot of this page before submission. When you have all green ticks you **MUST CLICK 'SUBMIT'** to complete your submission.

You will receive a confirmation email if the submission has been successful which include your manuscript reference number.

- ✓ 1 [Type, Title, & Abstract](#)
- ✓ 2 [Attributes](#)
- ✓ 3 [Authors & Institutions](#)
- ✓ 4 [Reviewers](#)
- 5 [Details & Comments](#)
- ✓ 6 [File Upload](#)
- 7 [Review & Submit](#)

Submit

My Manuscript Information

✓ Step 1: Type, Title, & Abstract Edit

Wiley - Manuscript type: Original Article
Title: test
Running Head: test
Abstract: test

✓ Step 2: Attributes Edit

Keywords: test

✓ Step 3: Authors & Institutions Edit

1. Hattori, Miyuki(wiley); Wiley Japan, Wiley-Blackwell

✓ Step 4: Reviewers Edit

My Reviewers: Martha Rundell , , mrundell@wiley.com (Preferred)

✗ Step 5: Details & Comments Edit

Wiley - Conflict of interest is a required field

Cover Letter: test

Manuscript Details - Metadata (Please use numbers only)

Content Information	
req Number of words:	11111
req Number of manuscript pages:	1
req Number of tables (use 0 for none):	1
Illustration Information	
req Total number of figures (use 0 for none):	1
req Number of color figures (use 0 for none):	1

Submission Information - Confirm the following:

req Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.	✓
req Confirm that you have prepared your paper and files in accordance with the journal's style and format requirements.	✓


Conflict of Interest

req Do you or any of your co-authors have any conflict of interest?	
If yes, please state:	

For example, you need to go back to Step 5 to fill out the required field

Continue - - -

Previously Submitted	
<p>req Has this manuscript previously</p> <ul style="list-style-type: none"> - been submitted via this submission website and received a revision decision [revised papers should be submitted as "revisions" and not as "new" papers] - been submitted outside of this website and is now being submitted after revision - been submitted to this publication and been rejected? <p>If any of the above is true please answer "Yes".</p>	No
If yes, please state previous Manuscript ID:	
Copyright Transfer Agreement	
<p>req Confirm that all authors of this submission have read and understood the journal's policy concerning transfer of copyright.</p>	✓
Color Charges	
<p>req Are you willing to pay the journal's fee for color reproduction?</p>	
<input type="checkbox"/> Yes	
<input checked="" type="checkbox"/> No	
<input type="checkbox"/> Not Applicable	
Please list below figures that should be printed in color (i.e. Figure 1, Figure 2, etc.). Please note that there will be a charge for figures printed in color:	
Please list below figures that should be printed in black and white but appear in color in the online version at no fee (i.e. Figure 1, Figure 2, etc.):	
Supporting Information	
<p>req We allow submission of "Supporting Information" for online publication only. Go to http://www.blackwellpublishing.com/bauthor/suppmat.asp to access the Wiley-Blackwell guidelines for the submission of Supporting Information. If you wish to submit Supporting Information, please select the file designation "Supporting Information for review and online publication only" when uploading your files.</p>	
Does your submission include any supporting information files for publication in the online version only?	
<input type="checkbox"/> Yes	
<input checked="" type="checkbox"/> No	
Author Agreement	
<p>req Confirm that all authors have agreed with the content of the manuscript and the submission of the manuscript for consideration for publication.</p>	✓
<input checked="" type="checkbox"/> Save and Go Back <input checked="" type="checkbox"/> Submit	

✓	Step 6: File Upload	 Edit
	1. GRS_Author Guidelines.doc	
✓	Step 7: Review & Submit	
	<input checked="" type="checkbox"/> HTML <input checked="" type="checkbox"/> PDF	

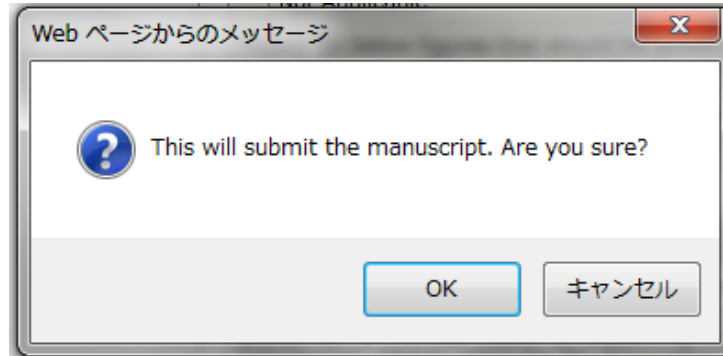
Step 7 summarises all the answers provided in the previous steps. There will be a green tick next to those sections that have been completed successfully. There will be a red cross next to those sections that have not been completed successfully including an explanation of what has not been completed.

To go to any step, you can click on the number on the progress meter or the 'Edit' button corresponding to that step number. In this case, I have not added a cover letter. This is a requirement of the system.

Once you have all green ticks next to each section, you may submit. At the bottom of the page is the following box -



Once you click submit, a pop up box will appear asking -



Click Ok and you will come to the following page -

Submission Confirmation

DO NOT USE YOUR BROWSER BACK BUTTON. TO EXIT THIS PAGE, PLEASE CLOSE YOUR BROWSER WINDOW OR CLICK ON THE RETURN TO DASHBOARD BUTTON, IF AVAILABLE.

Thank you for submitting your manuscript to *Grassland Science*.

Manuscript ID: GRS-2011-0003
Title: test
Authors: Author, Alex
Date Submitted: 13-Jun-2011

 Print  Return to Dashboard

Please take note of your manuscript number for any correspondence. An automatic acknowledgement email will also be sent to your email address.

Your submission is now complete!