

Submitting Your Manuscript to ScholarOne Manuscripts: A Guide for MMA Journal

To submit your manuscript, you will need the following files:

- A Title page file with the names of all authors and co-authors*
- Main document file with abstract, keywords, main text and references
- MMA Journal Style file
- BibTeX style file
- Figures files in EPS format

You must use the [LaTeX template](#) to format your files. LaTeX templates are available for many of our journals, although it is best to check the **Instructions for Authors** page of the journal.

NOTE!

Author must submit article in MMA Journal Style.
Only such submissions will be reviewed.

If you are familiar with the file designations and have all of these, click [here](#) for instructions on how to submit.

Examples of the files and a brief overview of their requirements follow below.

Title page file: (designate as “file not for review” if journal is double-blind)

Include:

- Article Title
- Journal name
- The full name and details of the corresponding author
- The full names and details of all co-authors of the paper

* You will need to add all co-authors to the ScholarOne Manuscripts site when you submit your manuscript. This will ensure they get CATS accounts.

Main document file: this is your main file.

Include:

- Title
- Abstract
- Keywords
- AMS Subject Classification
- Main text
- indication of figures and tables
- references
- acknowledgements
- appendices

You can copy and paste your abstract from your main file into the abstract text box during the submission process on the site. Abstract must be without complicated formulae and citations.

Figure Files

- Figures must be saved individually as TeX/LaTeX suppl.file.
- Figures should be produced as near to the finished size as possible.
- All figures must be numbered in the order in which they appear in the paper (e.g. figure 1, figure 2). In multi-part figures, each part should be labelled (e.g. (a), (b)).
- The filename for the graphic should be descriptive of the graphic, e.g. Figure1, Figure2a
- Files should be saved **EPS** (encapsulated PostScript)

We ask you to submit your papers written in LATEX_2e and in MMA Journal style (mma.cls).

The list of references should always be in alphabetical order. We ask that you submit your references written with BibTeX and in MMA Journal bibstyle (plainmma.bst)

x.bib file is generated from main LaTeX file, but it must be submitted as separate file.

If LaTeX (or BibTeX) generates Errors (see log and blg files) then you not be able to generate correct PDF_proof file

We recommend for Authors to use the file template.tex as initial file for MMA Journal paper and the latest Style files

Submitting Your Manuscript to ScholarOne Manuscripts

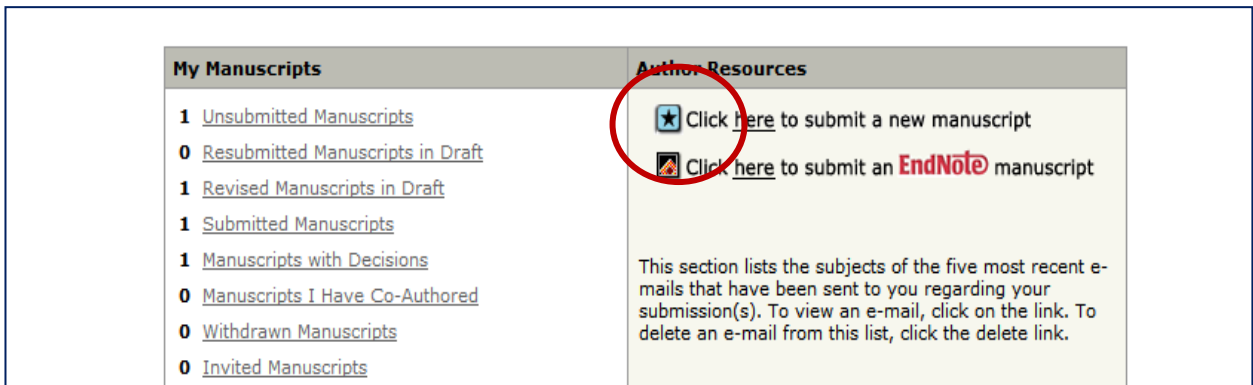
Please do not start a new submission if you have already started your submission, or you are submitting a revised manuscript. Please click below for instructions on how to:

[Continue a submission](#)

[Submit a revision](#)

If you wish to make any changes to your manuscript once it has been submitted, you will need to contact the Editorial Office for further instructions. Please do not start a new submission.

To submit a new manuscript to the journal, click on the blue square:



Complete all stages to submit your manuscript:

The screenshot shows the 'Author Center' 'Submit a Manuscript' form. The form is divided into seven stages, with the first stage 'Type, Title, & Abstract' selected. The 'Manuscript Type' dropdown menu is open, showing options: 'Review', 'Original Article', and 'Letter to the Editor'. The 'Title' field is highlighted with a purple 'req' icon. The 'Abstract' field is also highlighted with a purple 'req' icon. A yellow callout box on the right explains that a purple 'req' icon indicates all required fields and that these fields must be completed in all stages to submit the manuscript.

Author Center
Submit a Manuscript

Select your manuscript type. Enter your title 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 ...](#)

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

req Manuscript Type: Select...
Review
Original Article
Letter to the Editor

req Title (Limit 200 words) Preview Special Characters

Submitting Your Manuscript to ScholarOne Manuscripts

Press Control-V (or Cmd-V) to Paste

req Abstract (Limit 200 words) Spe

You can copy and paste your abstract from your main document into this text box.

Press Control-V (or Cmd-V) to Paste

A purple "req" icon indicates all required fields. You will need to complete these fields in all stages to submit your manuscript.

Adding Your Co-Authors:

1 Type, Title, & Abstract

2 Keywords

3 Authors & Institutions

4 Reviewers & Editors

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	Dr Andrew Author <i>Corresponding Author</i>	USA	andrew@test.demo		

Add a New Co-Author Special Characters

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

Title:

req Institution: Department:

Address 1: Address 2: Address 3: Rm/Suite:

req Country: United States

State/Province: --- Select One --- req City:

Zip / Postal Code: Phone Number:

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

Uploading your Files:

Designate your files according to the file designations that you will find in the drop-down menu. These may differ according to the journal.

1 Type, Title, & Abstract

2 Keywords

3 Authors & Institutions

4 Reviewers & Editors

5 Details & Comments

6 File Upload

7 Review & Submit

Save and Go Back Save and Continue

My Files (Uploaded files cannot exceed 3000000K)

Order	File Name	File Designation req	Date	Edit Details	Delete
1	Submitting Your Manuscript to ScholarOne Manuscripts.docx (11K)	Main Document	25-Mar-2010		
2	Sunset.jpg (70K)	Figure	25-Mar-2010		

Save File Order

File Upload

Upload new files:

C:\Documents and Settings\... Browse... File Designation: Select: Select: Figure

Browse... File Designation: **File not for review** Main Document Supplemental File Table Title Page (not for review) Author Bio

Browse... File Designation:

Save and Go Back Save and Continue

- Authors must upload the following files:
1. article.tex [Main Document];
 2. plainmma.bst [TeX/LaTeX supl.file];
 3. x.bib [TeX/LaTeX supl.file];
 4. mma.cls [TeX/LaTeX supl.file];
 5. *.eps files for illustrations [TeX/LaTeX supl.file].

Please note that any files that you designate as “file not for review” will not be pulled into the final PDF. You will have an opportunity to check this before submitting.

The Final Checklist Stage:

1 [Type, Title, & Abstract](#) Save and Go Back Submit

2 [Keywords](#)

3 [Authors & Institutions](#)

4 [Reviewers & Editors](#)

5 [Details & Comments](#)

6 [File Upload](#)

7 [Review & Submit](#)

My Manuscript Information

Step 1: Type, Title, & Abstract Edit

Manuscript Type is missing

Manuscript Type:

Title: Submitting Your Manuscript to ScholarOne Manuscripts

Abstract: You can copy and paste your abstract from your main box.

Step 2: Attributes

Keywords:

Step 3: Authors & Institutions

1. Author, Andrew

Step 4: Reviewers & Editors Edit

My Reviewers: No Reviewers Entered

The final checklist stage will flag up any information that is still required. Click on the blue pencil icon to edit any stages with a red cross.

You will need to view your PDF proof before you can submit your manuscript:

Step 6: File Upload Edit

1. Submitting Your Manuscript to ScholarOne Manuscripts.docx

2. Sunset.jpg

3. Submitting Your Manuscript to ScholarOne Manuscripts_anonymous.docx

Step 7: Review & Submit

You have not viewed your PDF proof

HTML PDF View MedLine Format

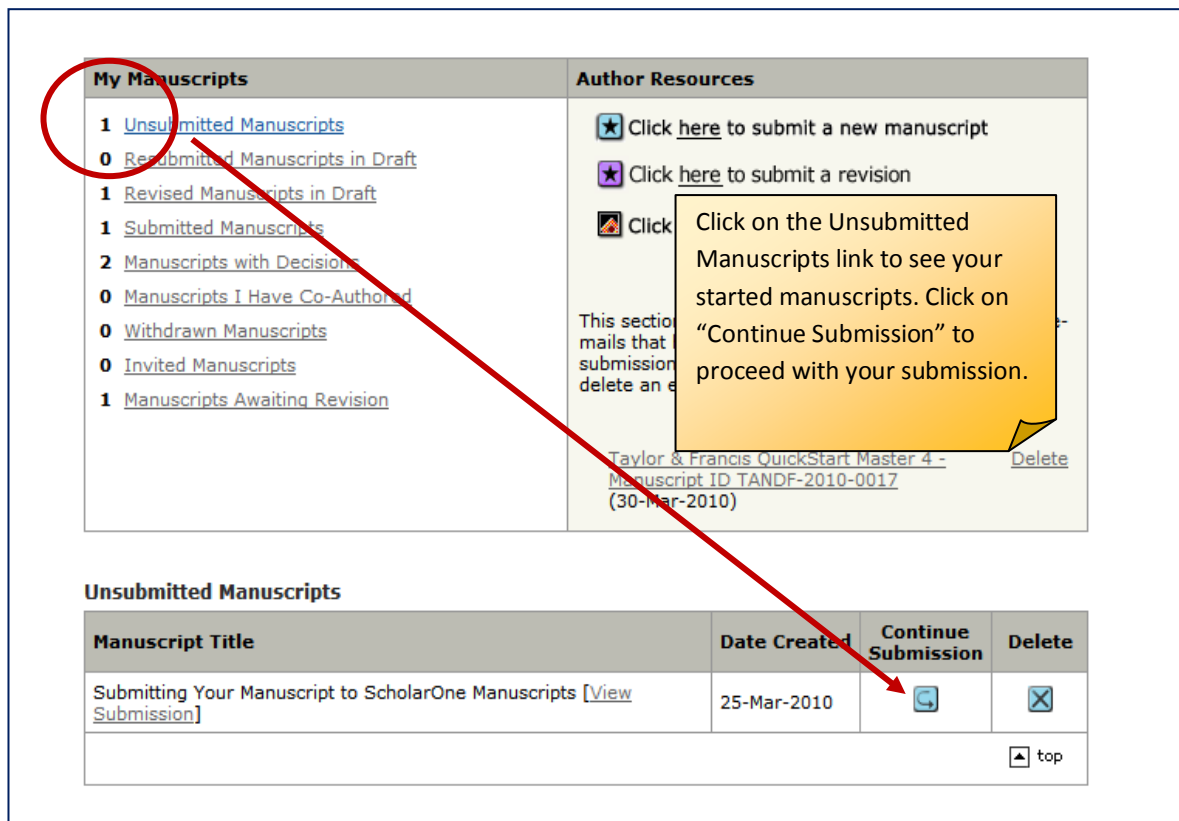
Click on the PDF icon to view your manuscript. The PDF proof is Editors and Reviewers will see your submission.

Please note the PDF proof is how the Editors and Reviewers will see your submission.

LaTeX file will be translated to PDF file.
Authors must check this this file and then submit manuscript to MMA Journal.
For errors see [\[view Tex-Processor log file\]](#) in My files Table

Continuing a submission:

If you have already started your manuscript, it will be visible in the My Manuscripts queue on your Author Centre dashboard.



My Manuscripts

- 1 [Unsubmitted Manuscripts](#)
- 0 [Resubmitted Manuscripts in Draft](#)
- 1 [Revised Manuscripts in Draft](#)
- 1 [Submitted Manuscripts](#)
- 2 [Manuscripts with Decisions](#)
- 0 [Manuscripts I Have Co-Authored](#)
- 0 [Withdrawn Manuscripts](#)
- 0 [Invited Manuscripts](#)
- 1 [Manuscripts Awaiting Revision](#)

Author Resources

- ★ [Click here](#) to submit a new manuscript
- ★ [Click here](#) to submit a revision
- 🔍 [Click](#) on the Unsubmitted Manuscripts link to see your started manuscripts. Click on "Continue Submission" to proceed with your submission.

This section contains mails that you have submitted. You can delete an email.

Taylor & Francis QuickStart Master 4 - Manuscript ID TANDF-2010-0017 (30-Mar-2010) [Delete](#)

Unsubmitted Manuscripts

Manuscript Title	Date Created	Continue Submission	Delete
Submitting Your Manuscript to ScholarOne Manuscripts [View Submission]	25-Mar-2010	↻	✕

[▲ top](#)

Submitting a revision:

If you need to submit a revision, you can do so from your Author Centre. Please do not start a new submission. Locate your original manuscript in your Author Dashboard, and click on "Create a revision".

My Manuscripts

- 1 [Unsubmitted Manuscripts](#)
- 0 [Resubmitted Manuscripts in Draft](#)
- 0 [Revised Manuscripts in Draft](#)
- 1 [Submitted Manuscripts](#)
- 3 [Manuscripts with Decisions](#)
- 0 [Manuscripts I Have Co-Authored](#)
- 0 [Withdrawn Manuscripts](#)
- 0 [Invited Manuscripts](#)
- 2 [Manuscripts Awaiting Revision](#)

Author Resources

- ★ [Click here](#) to submit a new manuscript
- ★ [Click here](#) to submit a revision
- ★ [Click here](#) to submit an **EndNote** manuscript

This section lists the subjects of 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 on the trash icon.

[Taylor & Francis QuickStart](#)
Manuscript ID TANDF-2010-0014
(30-Mar-2010)

Click on the purple star icon to see any manuscripts to be revised.

You can see how many days are left to submit the revision.

You will need to View and respond to the Decision letter on your manuscript when you submit a revision.

Submit a Revision

Respond to the reviewers' comments by entering text into the text boxes provided. [Read More ...](#)

1 [View and Respond to Decision Letter](#)

2 [Type, Title, & Abstract](#)

3 [Keywords](#)

[Save and Continue](#)

Decision Letter

16-Mar-2010

Dear Dr Author:

Enter your response to the reviewer(s)' comments into the text box:

Reviewer(s)' Comments to Author:

Reviewer: 1
Comments to the Author
A fine piece of work.

Editor's Comments to Author:

Respond to these comments

req Response to Decision Letter

[Save and Continue](#)

You can copy and paste your response to the reviewer(s)' comments into the text box.

Delete your original files, and upload the new revised files at the File Upload stage:

1 View and Respond to Decision Letter

2 Type, Title, & Abstract

3 Keywords

4 Authors & Institutions

5 Details & Comments

6 File Upload

7 Review & Submit

Save and Go Back Save and Continue

My Files (Uploaded files cannot exceed 3000000K)

Order	File Name	File Designation ^{req}	Date	Edit Details	Delete
1	Type II Diabetes revised.doc (18K)	Main Document	01-Apr-2010		

Save File Order HTML PDF

File Upload

Upload new files:

<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	Select: <input type="text"/>
<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	Select: <input type="text"/>
<input type="text"/>	<input type="button" value="Browse..."/>	File Designation:	Select: <input type="text"/>

If you have submitted your revised manuscript correctly, it will have the same manuscript ID number as your original manuscript, with .R1 appended to it e.g. TANDF-2010-0014.R1