Understanding the Author Center Dashboard

Author Center Overview

When you log in and click the Author Center link, the Dashboard page opens. This is where you submit your manuscripts. Also, at a glance, you can track the status and view details of all your manuscripts in the journal’s Manuscript Central site.

My Manuscripts Section

The My Manuscripts section of the dashboard is where the number and status of your manuscripts is listed. Clicking a numbered link displays details at the bottom of the page.

Note: Keep in mind that each journal can configure the Author Center differently. The status categories and groupings of your Author Center may be different than the example.
Unsubmitted Manuscripts

These are new manuscripts you have begun but have not yet been submitted. To continue a submission, click and you will be brought back to the point you left off in the submission process. To remove the manuscript, click .

Resubmitted Manuscripts in Draft

This category is for all manuscripts that you have begun to resubmit but that are still in draft.

Revised Manuscripts in Draft

This category shows all manuscripts you have begun revising but that are still in draft.

Submitted Manuscripts:
This category shows all manuscripts you have submitted but that are still waiting on a decision from the journal.

**Manuscripts with Decisions**

This category shows all manuscripts that have been decided on by the journal. To view the decision letter, click the link in the Status column. A popup window displays the letter. Depending on the decision type and workflow, you may take follow-up actions on your manuscript such as create a revision/resubmission, appeal the decision, or upload files for publication.

If you have already created a revision, resubmission or appeal for a manuscript, the Actions column provides a record of those actions as well as the new manuscript ID (if applicable). The Actions column also displays the number of days left to submit your revision, resubmission, or appeal.

<table>
<thead>
<tr>
<th>Manuscript ID</th>
<th>Title</th>
<th>Date Submitted</th>
<th>Date Decisioned</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRK1-0006</td>
<td>Title - Test Article - 1/19/2005 0:55</td>
<td>14-Jan-2005</td>
<td>21-Jan-2005</td>
<td>ADM: King, Kitty&lt;br&gt;Accept Scheduled for archiving in 25 days view decision letter</td>
<td>a revision has been started (WRK1-0001/#1)</td>
</tr>
<tr>
<td>WRK1-0010</td>
<td>Title - Test Article - 1/20/2005 7:36</td>
<td>20-Jan-2005</td>
<td>21-Jan-2005</td>
<td>Minor Revision&lt;br&gt;a revision exists view decision letter</td>
<td>create a resubmission (27 days left)</td>
</tr>
<tr>
<td>WRK1-0015</td>
<td>Title - Test Article - 1/24/2005 8:24</td>
<td>24-Jan-2005</td>
<td>18-Feb-2005</td>
<td>Immediate Reject &amp; Resubmit&lt;br&gt;due on 20-Mar-2005 (27 days left) view decision letter</td>
<td></td>
</tr>
</tbody>
</table>

**Manuscripts I Have Co-Authored**

This category shows a summary of all of the manuscripts in which you are listed as a co-author. If the submitting author selects your email address when submitting their manuscript, your dashboard is updated to include the manuscript. You can check the status and view a proof of the manuscript by clicking the title link. You cannot edit these manuscripts.
Manuscripts in Appeal

This category shows a summary of manuscripts in which you have appealed a decision. This list shows the manuscript ID, title (linked to proof), date created, date submitted, and status of the appeal.

Withdrawn Manuscripts

This category displays a list of all manuscripts that you have submitted, but have been withdrawn by the journal office. The list shows the manuscript ID, title (linked to proof), date created, date submitted, and the status of the manuscript.

Note: Withdrawn manuscripts cannot be resubmitted.

Invited Manuscripts

If you have been assigned an MRW (Master Reference Works) or Invited Manuscript to complete and submit, the manuscripts are listed here. This list displays the topic title, manuscript title, editor, due date, a link to the submission template, and the option to continue the submission.

The submission process is identical to any other submission, except that some fields may be read-only. To begin the process, click 🖐️.

Author Resources

The Author Resources section of the dashboard is where you begin the process of submitting a manuscript. It also displays links to the 5 most recent emails sent to you from the Manuscript Central site.

Click the linked subject line to view an email.