

University College Cork
Electronic Training in Academic Publishing and Editing

Using ETAPE

Guide to using the UCC Electronic Training in Academic Publishing and Editing website



<http://ees.elsevier.com/etape/>

University College Cork

Gretta McCarthy 2012

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What is ETAPE?

The UCC Electronic Training in Academic Publishing and Editing (ETAPE) Site is an online website where articles can be uploaded for submitting to a specified journal such as The Boolean. ETAPE is a subsection of the publishing system used by Elsevier, one of the world's leading publishers (Elsevier publish around 2,000 journals and close to 20,000 books and major reference works – 2012). The website is typical of publication submission formats used worldwide. ETAPE has been specifically tailored for use by UCC students and staff but still maintains the look, feel and function of the standard Elsevier Editorial System (EES).

While the ETAPE home page still looks like the standard EES, some of the links on the home page do not work and when clicked Error 404 Not Found may appear. Also, some of the links bring you to the EES pages and may contain information that is not relevant or is quite complex for the purpose of ETAPE journals and these should be ignored.

There is an excellent automatic help feature (**Help ?**) within ETAPE and if you have any issues we recommend you use this (see Help section in this booklet) and if you cannot find the help you need on the automated system please contact the relevant **UCC** journal editor or assistant editor directly. Do not email Elsevier or contact them using the Support information shown on the home page, this is for reference only and is there to demonstrate how their typical home page looks.




Like most online systems used by publishers, ETAPE is text based with few, if any graphics. At first glance it may not appear to be user friendly; however, ETAPE will take you through the process of submission (or review) and has descriptions of the steps required on each page as you go through the process.


The home page

For help click the **Help ?** icon.


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home | main menu | submit paper | guide for authors | journal info | register | log in

Contact us  Help  
Not logged in.



UCC
Coláiste na hOllscoile Corcaigh, Éire
University College Cork, Ireland



THE BOOLEAN

University College Cork's Electronic Training in Academic Publishing and Editing Journal

Welcome to the online submission and editorial system for *University College Cork's Electronic Training in Academic Publishing and Editing Journal*.

Hints:

We strongly suggest you regularly check your spam folder for EES notifications. Update your **'Safe Senders'** list to ensure that emails from EES are not filtered into your spam folder. For information on how to do this, click [here](#).

Are you a new EES user? Please select [register](#) from the menu at the top and enter the requested information.

Are you an existing EES user for this journal? If you are already registered as an author or a reviewer, please do not register again. Select [log in](#) from the menu at the top, enter your username and password and then click the appropriate log in button. If your email or other address details change, you can update your EES account by selecting "change details" after you log in.

Are you an author and reviewer for our journal? You will be able to perform both these activities with your one EES account. Select [log in](#) from the menu at the top and enter your username and password. Then click the Author or Reviewer Login button, whichever is relevant to the work you wish to undertake.

Have you previously registered on this site but now forgotten your password? Simply click [Send Username/Password](#). Enter your first name, last name and email address and click "Send Username and Password". EES will then email you your username and password.

Do you wish to change your username or password? Simply log in to EES and select "change details".

Support information

Technical problems or questions:
For all technical queries please contact [Support](#).

Author Information

[Log in](#)
[Journal Information](#)
[Guide for Authors](#)
[Tutorial for Authors](#)
[Artwork Guidelines](#)
[Copyright Information](#)
[EES Retention Policy](#)
[Funding Bodies](#)
[Compliance](#)
[Language Services](#)
[Authors' Home](#)

Reviewer Information

[Log in](#)
[Reviewer Guidelines](#)
[Tutorial for Reviewers](#)
[Reviewers' Home](#)
[Reviewers' Update](#)

Editor Information

[Tutorial for Editors](#)
[Editors' Home](#)
[Editors' Update](#)
[Publishing Ethics](#)
[Resource Kit](#)

Support & Training Information

[Technical Problems or Questions](#)
[Questions on Submission and Reviewing Process](#)
[EES Training Tutorials](#)
[Elsevier Training Desk](#)

Carefully read the text on the home page and on each webpage as you go through the system.

Support information- if you cannot find the help you need using the **Help ?** function please contact the relevant UCC editor or editor's assistant.

The links relevant to users of ETAPE are:

Tutorial for Authors
Tutorial for Reviewers
Tutorial for Editors
Technical Problems or Questions
EES Training Tutorials

First time user - how to register

1. Open the ETAPE website <http://ees.elsevier.com/etape/>
2. Click **Register** then read the information in the column on the left under **Pre-registration Page** and the **Warning** under the text boxes.
3. Enter in the required information indicated by the asterisk into the textboxes.
4. Click **Continue >>**

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Contact us Help ?

home | main menu | submit paper | guide for authors | journal info | **register** | log in

Not logged in.

[Insert Special Character](#)

Pre-registration Page

[Guide to registering](#)

To register to use the Elsevier Editorial System, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Please only use letters **a-z** and numerals **1-9** when selecting your username.

We strongly suggest you regularly check your spam folder for EES notifications. Update your '**Safe Senders**' list to ensure that e-mails from EES are not filtered into your spam folder. For information on how to do this, click [here](#).

Please Enter The Following

First Name*

Last Name*

E-mail Address*




WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, **please DO NOT register again**. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Password?' button.

If you want to change your current information, you must login and click '**change details**' on the menu bar. For help on this, see the [Tutorial for Authors](#).

Note: As you work your way through the system you will receive a number of automatic confirmation emails. These emails will contain your log in details and will have the steps listed to guide you through the next stage of the process.

- Read the information in the column on the left under **Registration Page** then enter the required information.
- Scroll down to the bottom of the page and enter a preferred user name in the **Choose a User Name** box.
- Click **Continue >>**.

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Contact us 
Help ? 

Not logged in.

[home](#) | [main menu](#) | [submit paper](#) | [guide for authors](#) | [journal info](#) | [register](#) | [log in](#)

Registration Page

To register to use the Elsevier Editorial System, please enter the requested information. Required fields have a * next to the label.

Please note that we respect your privacy and do not disclose, rent or sell your personal information to any non-affiliated third parties without your consent, except as may be stated in our [Privacy Policy](#).

Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Personal Information

[Insert Special Character](#)

Title * (Mr., Mrs., Dr., etc.)

First Name * Joe

Middle Name

Last Name * Blogs

Degree (Ph.D., M.D., Jr., etc.)

Preferred Name (nickname)

Primary Phone (including country code)

Secondary Phone (including country code)

Secondary Phone is for ☒ Mobile ☐ Beeper ☐ Home ☐ Work ☐ Admin. Asst.

Fax Number (including country code)

E-mail Address * Joe.Blogs@umail.ucc.ie

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com)

Institution Related Information

[Insert Special Character](#)

Position

Institution


Department

Street Address

City

State or Province

Zip or Postal Code

Country * Please choose a country 

Address is for * ☒ Work ☐ Home ☐ Other

Available as a Reviewer? Yes ☐ No ☒

Choose A User Name

[Insert Special Character](#)

The username you choose must be unique within the system.
If the one you choose is already in use, you will be asked for another.

Enter preferred user name

Once you have filled in the required information, click the button below.

[Continue >>](#)

8. Confirm the information you have provided. Click <<Previous Page to make any changes, click to tick the privacy policy box then click **Continue>>**

Confirm Registration

Please confirm the following very important information:

First Name:	Joe
Last Name:	Blogs
Username:	mags123
Email Address:	Joe.Blogs@umail.ucc.ie
Country:	IRELAND

Privacy Policy
Our staff at Elsevier B.V. and its affiliated companies worldwide as well as societies whose journals we publish, if applicable, will be contacting you concerning the publishing of your article and occasionally for marketing purposes.

☐ We respect your privacy. Please tick the box if you do not wish to receive news, promotions and special offers about our products and services.

If the information is correct and you wish to complete your registration, click the 'Continue' button below.

<< Previous Page Continue >>

This completes the registration process. You will have to wait for an email from eesmail.elsevier.com which will give you your User Name and Password to enable you to log on to ETAPE.

Note: We recommend that you add the eesmail.elsevier.com domain to your "safe senders" list to ensure you receive e-mails sent to you from the online system.

How to submit an article

1. Log in to <http://ees.elsevier.com/etape/> using the Username and Password emailed to you and click **Author Login**.



[Insert Special Character](#)

Please Enter the Following

Username:

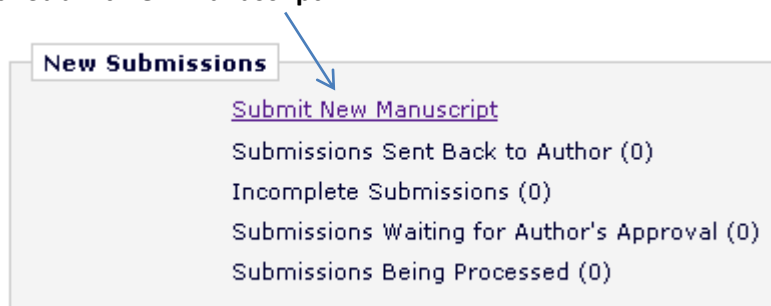
Password:

Author Login **Reviewer Login** **Editor Login** **Publisher Login**

[Send Username/Password](#) [Register Now](#) [Login Help](#)

Software Copyright © 2012 Aries Systems Corporation.

2. Click **Submit New Manuscript**



New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

Submissions Being Processed (0)

3. Follow the process guide on the left margin of the page starting by selecting the article type from the drop down menu then click **Next**.



[home](#) | [main menu](#) | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#) Role: [Author](#)

New Submission

[Frequently Asked Questions](#)

Select Article Type

Enter Title

Please Select an Article Type

Selecting an Article Type is Required for Submission.

To submit your manuscript you need to complete all submission steps and approve the PDF that the system creates.

Please choose the Article Type of your manuscript from the drop-down menu below to start the submission process.

Choose Article Type [None](#)

Next

Type in the full title of your article.

New Submission

[Frequently Asked Questions](#)

✓ **Select Article Type**

➔ **Enter Title**

[Insert Special Character](#)

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.

Please enter **only** the title of your manuscript below.

Full Title

Previous Next

4. On the next screen (Add /Edit/Remove Authors) just click **Next**.
5. On the next screen (Attach Files) Item and Description have automatically selected click the **Classic Upload Tool** tab (if not already selected).

New Submission

[Frequently Asked Questions](#)

✓ **Select Article Type**

✓ **Enter Title**

Add/Edit/Remove Authors

➔ **Attach Files**

[Insert Special Character](#)

Please Attach Files

For each item you wish to submit, scroll down and:

1. Select the appropriate **Item** from the drop-down list. Mandatory items are marked with an asterisk (*).
2. Enter a Description in the text box.
3. Click Browse.
4. In the opened window, select the file on your computer (original source file, not a PDF) and click Open. 'File Name' is filled now.
5. Click Attach This File.

Repeat steps 1-5 to attach the next submission Item. When all Items have been attached, click Next at the bottom of the page.

You are using the **Enhanced Upload Tool**.

To switch to the Classic Upload Tool, click: **Classic Upload Tool**

Item: *Boolean Manuscript

Description: Boolean Manuscript

For help on using this upload tool, please visit our [support page](#).

The Enhanced Upload Tool requires that you enable Java applets and install Java Runtime Environment (JRE) v1.5 or higher. For more information, click [here](#). Alternatively, you can switch to the Classic Upload Tool.

No **Items** have yet been attached for this submission.

Previous Next

- Click **Browse** to find your .docx file on your computer click Open.

You are using the **Classic Upload Tool**.
To switch to the Enhanced Upload Tool, click: [Enhanced Upload Tool](#)

Item: *Boolean Manuscript
Description: Boolean Manuscript
File Name: [Browse...](#)
[Attach This File](#)

- Click the **Attach This File** tab

Your file will now upload and will appear at the bottom of the screen similarly to screen shot below.

Order	Item	Description	File Name	Size	Last Modified	Actions
1	*Boolean Manuscript	Boolean Manuscript	boolean-article-v3.dotx	94.1 KB	Feb 17, 2012	Download Remove
Update File Order						Remove All

[Previous](#) [Next](#)

- Click **Next** at the bottom of the screen
- On the next screen click **Build PDF for my Approval** the system may take a few minutes before you can go to the next step. DO NOT CLICK THE BACK BUTTON.

Summary Following Attach Files

Listed below is the summary of items to be delivered online. Required Items are marked with *.

You MUST click **Build PDF for my Approval** for your submission to proceed to the next step.

	Online	Offline		Online	Offline
* Boolean Manuscript	1	0			

[Previous](#) [Build PDF for my Approval](#)

10. The following message is shown. To finish uploading your article. You must click the link to the **Submissions Waiting for Author's Approval** page and approve your submission.

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Elsevier Editorial System is taking the files you submitted and creating a PDF.

Please go to the [Submissions Waiting for Author's Approval](#) page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

On the [Submissions Waiting for Author's Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

[Submissions Waiting for Author's Approval](#)
[Back to Main Menu](#)

11. Click the **Ethics in Publishing** tick box

Current Status ▲▼	Ethics in Publishing
Needs Approval	<input checked="" type="checkbox"/> I accept

Display 40 results per page

12. Under **Action** click **View Submission**. You must view the PDF of your article for accuracy and completeness before it can be Approved.

*** Action**

If you cannot see the list of actions click the + icon to the left of the word Action. To hide the list of actions click the – icon to the left of the word Action.

Action ▲▼	Title ▲▼
View Submission Edit Submission Approve Submission Remove Submission Send E-mail	Sample title

13. Click **Approve Submission**, a pop up dialogue box will asked if you are sure, click **OK** in the box if you wish to complete your submission.

This is the end of the submission process. Regularly check your emails for correspondence from eesmail.elsevier.com regarding your submission.

How to review an article

Setting up as a reviewer

1. When selected as a reviewer you will receive a Reviewer Invitation email from eesmail.elsevier.com. Click on the weblink provided in this email to access the EES login page.
2. Select **Reviewer Login**, enter your Username and Password



The screenshot shows the EES login interface. At the top right is a link [Insert Special Character](#). Below it is a box titled "Please Enter the Following" containing input fields for "Username:" and "Password:". Below these fields are four buttons: "Author Login", "Reviewer Login", "Editor Login", and "Publisher Login". An arrow from the second step of the instructions points to the "Reviewer Login" button. Below the buttons are three links: [Send Username/Password](#), [Register Now](#), and [Login Help](#). At the bottom of the box is the text "Software Copyright © 2012 Aries Systems Corporation."

Once logged in you can Switch User Role from the dropdown menu next to **Role**



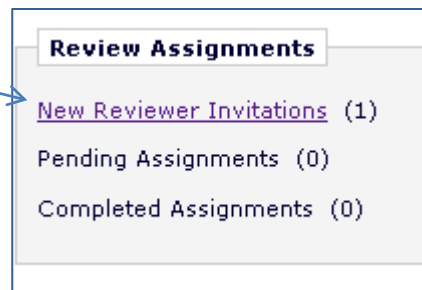
The screenshot shows a user profile section. It includes links for "Contact us" (with an envelope icon) and "Help ?". Below these is the Elsevier logo. The user's "Username: gmccarthy" is displayed. Below the username is a "Role:" label followed by a dropdown menu. The dropdown menu is open, showing two options: "Author" (which is currently selected) and "Student Editorial Board Member".

Switch User Role here.
Editorial Board Members can review articles

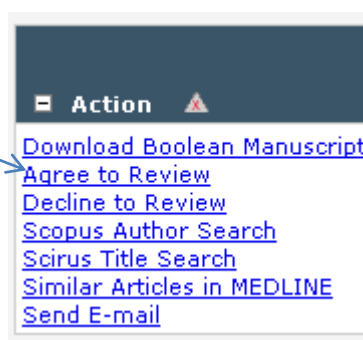
Submitting your review

Accessing the article to be reviewed

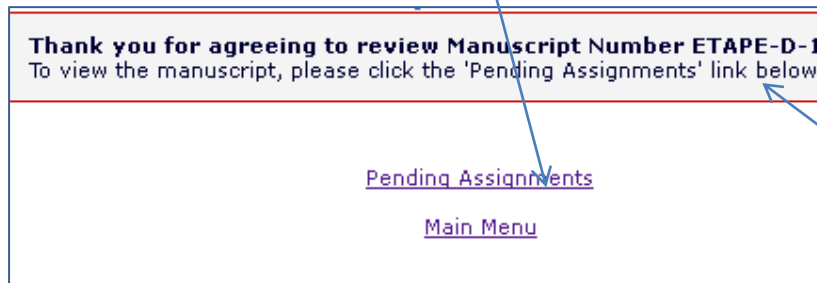
On the reviewer homepage, click into
New Review Invitations



1. Under **Action** click on **Agree to review**



2. On the next screen click **Pending Assignments**



There are onscreen instructions provided by ETAPE as you go through the process.

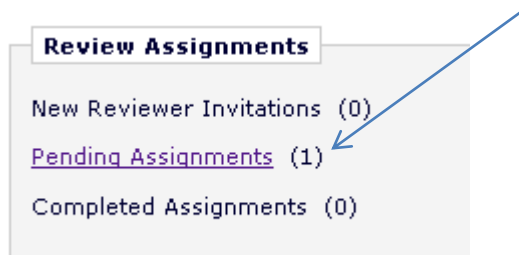
3. Under **Action** on the next screen click **View Submission** this will open a PDF of the article to be reviewed.



4. To review the document you can either:
 - a. Place comments and edits directly into this PDF and upload this to ETAPE as your review.
 - b. List your comments using the line numbers provided in the article.
 - c. Print off the article and write directly onto the document, scan and upload this to ETAPE as your review.

Uploading your review comments and/or reviewed article

1. Log in and click **Pending Assignments**



2. Under **Action** select **Submit Recommendation**



3. On the next screen type in your comments to the Author and/or confidential comments to the Editor and/or upload a PDF or scan of the reviewed article.

How to upload a scan or PDF of a reviewed article

- a. Click Upload Reviewer **Attachments** tab
- b. Type in a description and Browse for the reviewed document saved on your computer
- c. Click **Attach this File**
- d. Click **Proceed with Recommendation**

Description: [Insert Special Character](#)

File Name:

No files are attached.

- When satisfied with your comments select a recommendation from the dropdown list then click the **Proceed** tab on the right.

Note: you do not need to include an Overall Manuscript Rating

Reviewer Recommendation and Comments for Manuscript Number ETAPE-D-12-00049

Sample Document

Original Submission
Joe Blog (Reviewer 1)

Recommendation

For your convenience, and to take advantage of word processing features (e.g., spell-check, bullets, numbering), we suggest you use your regular word processing program (e.g., Microsoft Word, WordPerfect) when typing your review. You should then **Copy and Paste** your comments into the boxes provided. Click the **Save & Submit Later** button to save your comments and continue working.

Reviewer Blind Comments to Author

[Insert Special Character](#) [Open in New Window](#)

Reviewer Confidential Comments to Editor

[Insert Special Character](#) [Open in New Window](#)

- On the next screen click Submit **Review To Journal Office** followed by **Ok**.

Overall Manuscript Rating (1-100):

This completes the submission of a review and you will shortly receive a confirmation email thanking you for the review.

What to do if you been asked to revise your article

The vast majority of articles will need some revision before being finally accepted for publication. Reviewers and editors will submit their decision about your article on ETAPE and you will then receive an email notification from ETAPE about this decision. If your article is accepted then there is nothing further you need do. If your article needs minor or major changes, the decision email to you will included instructions on how to access the decision comments and any annotated manuscripts uploaded by any reviewer or editor.

To find uploaded reviewed annotated manuscripts

1. Go to: <http://ees.elsevier.com/etape/>
2. Enter your login details
3. Click **Author Login** This takes you to the **Author Main Menu**.
4. Click **Submissions Needing Revision**
5. Click on **Action Links** and then click on **View review attachments**
6. Download the file that has been reviewed and annotated

Submitting revised articles

1. Using your original manuscript source files, edit and revise your submission according to the Reviewers' and Editor's comments.
2. When you have completed your revisions, log in to ETAPE and click **Submissions Needing Revision**.
3. Click the link under the **View Decision** column to view the Editor's decision letter.
4. Click **Revise Submission** to begin uploading your revised manuscript.
5. Click **OK** in the following pop-up window to confirm that you are ready to submit your revised files.
6. Your original submission details are retained in EES. Update any information as needed (such as title, Authors, keywords, etc.) following the steps shown in Submitting a Manuscript.
7. You have the option to enter your comments in a Respond to Reviewers section. If needed, you may view the original Editor and Reviewer comments by clicking on the View Decision Letter link. A new window will open showing the decision letter. You may copy and paste from the letter into the text box and enter your response(s) accordingly.
8. Once you reach the **Attach Files** step, you will have the option to include files from your original submission. Check the boxes next to each item that you wish to keep as part of your revised submission. Untick the box next to any files that you do not wish to retain as part of the revised submission, once you click next you will then be taken to the step where you can upload your new files.
9. You may be required to upload a Marked Revision or Revision with Tracked Changes as part of your revised paper. This is a copy of the revised paper with your edits and changes highlighted.
10. After uploading the revised items, **build a new PDF** and **approve it** to submit the revision to the journal office.