

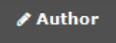
EPC Author FAQs

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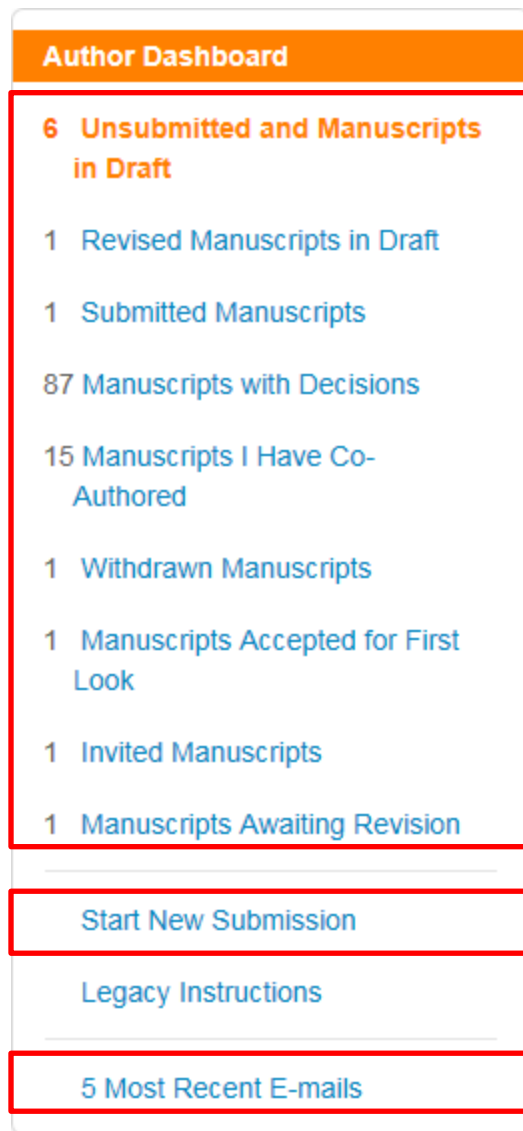
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Description of your Author Center

Your Author Center is the place in ScholarOne where you can submit reports, find previous submissions, and upload authorship forms. To access your Author Center:

- 1) Log in at <http://mc.manuscriptcentral.com/ehc>.
- 2) Click on  on the gray toolbar.

On the left side is the Author Dashboard, which will look something like this:



Author Dashboard

6 Unsubmitted and Manuscripts in Draft

- 1 Revised Manuscripts in Draft
- 1 Submitted Manuscripts

87 Manuscripts with Decisions

- 15 Manuscripts I Have Co-Authored
- 1 Withdrawn Manuscripts
- 1 Manuscripts Accepted for First Look
- 1 Invited Manuscripts
- 1 Manuscripts Awaiting Revision

Start New Submission

Legacy Instructions

5 Most Recent E-mails

1. At the top of your Dashboard are the queues. Submissions associated with you are stored in the queues (discussed more on the next page). Queues will only appear here when there is a submission in them – so for example, if none of your submissions are currently awaiting revision, “Manuscripts Awaiting Revision” won’t be visible here.

3. Here you can find the most recent emails sent to you through ScholarOne.

2. Use Start New Submission to submit original draft reports. Do NOT use it for any other type of submission, such as reviewer lists or revisions.

To the right of the queues, the contents of whichever queue is currently selected (in orange) will appear. Here you will be able to continue a submission, view a submission, submit an authorship form, etc., depending on which queue it is. For example, here is how your Author Center may look when you click on Revised Manuscripts in Draft:

Author Dashboard

1 Revised Manuscripts in Draft >

1 Submitted Manuscripts >

2 Manuscripts with Decisions >

Start New Submission >

Legacy Instructions >

5 Most Recent E-mails >

Revised Manuscripts in Draft

Click Continue to keep working on a revised draft report, final report, or revised final report. If the submission you're looking for isn't here, first try looking in Manuscripts Awaiting Revision (under Author Dashboard, to the left). If it is not there, contact the SRC at review@epc-src.org to reopen or move your revision portal.

Click [here](#) to download instructions on submitting revised draft reports and revised final reports.

Click [here](#) to download instructions on submitting final reports.

CONTINUE	ID	TITLE	CREATED	DELETE
Continue	Draft (EHC-2016-08-0034.R2)	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review View Submission	26-Aug-2016 Due on: 10-Sep-2016	Delete

...start/continue your submission

...download the submitted files as a PDF

Author Dashboard queues

Author Dashboard
6 Unsubmitted and Manuscripts in Draft
1 Revised Manuscripts in Draft
1 Submitted Manuscripts
87 Manuscripts with Decisions
15 Manuscripts I Have Co-Authored
1 Withdrawn Manuscripts
1 Manuscripts Accepted for First Look
1 Invited Manuscripts
1 Manuscripts Awaiting Revision

Each of the queues serves a specific purpose. Reports enter different queues in your Author Center depending on the type of submission (reviewer list, original draft, or revision), on whether you submitted the report or are a co-author, and on whether the report is currently under review or has received a decision. The list below outlines some of the most common actions EPCs take in ScholarOne (outside of submitting reports) and the queues involved in these actions:

- Continuing unfinished or unsubmitted reports: To continue working on a report that you have not finished submitting or that has been unsubmitted by the SRC, you can access Unsubmitted and Manuscripts in Draft (original draft reports), Revised Manuscripts in Draft (revised drafts, final reports, revised finals), or Invited Manuscripts (reviewer lists). Click on Continue Submission to keep working on your ongoing submission. You can find further information about continuing work on unfinished or unsubmitted submissions in the sections on [original drafts](#), [revisions](#), and [reviewer lists](#).
- Downloading the PDF of a submitted report: If you submitted the report and it has not yet received a decision (i.e., the current version is still under AE/TOO/reviewer review), go to Submitted Manuscripts. If you submitted the report and have received a decision letter for this version, go to Manuscripts with Decisions. If you did not submit the report but are a co-author, go to Manuscripts I Have Co-Authored, regardless of whether or not it has received a decision.

Find the title of your report (the most recent version is listed first, followed by older versions) and click on View Submission to download the PDF. See [here](#) for complete instructions.

- Submitting an authorship form: If you were the person who submitted the accepted final report, go to Manuscripts with Decisions. If you did not submit the accepted final but were a co-author, go to Manuscripts I Have Co-Authored. See [here](#) for complete instructions and a screenshot.
- Making First Look revisions: If AHRQ requested First Look revisions for a report you submitted, make your changes through Manuscripts Accepted for First Look. Detailed instructions for this task are found in the Author Instructions for First Look Revisions instructional PDF. See [here](#) for places to find this instructional guide.

A detailed description of each queue as well as the types of reports you will find and the types of actions you can take there follows.

Unsubmitted and Manuscripts in Draft

There are two reasons a report may be in this queue:

- You began an original draft report submission and decided to save it and continue later instead of submitting right away.
- The SRC Admin unsubmitted your report (e.g., it is missing a file and the SRC Admin is sending it back to you so you can upload the file) and it is an original draft report (rather than a reviewer list, revised draft, final report, or revised final). If this is the case, it will say “Returned by Admin on [date that the report was unsubmitted]” next to the Manuscript ID for this submission.

To continue working on a report in this queue, click on Continue.

Revised Manuscripts in Draft

This queue is where revisions are stored if you decide to save and continue later instead of submitting immediately, so this is the first place to look if you need to submit a revision but do not have the Manuscripts Awaiting Revision queue. Like Unsubmitted and Manuscripts in Draft, reports enter this queue for one of two reasons:

- You clicked on Manuscripts Awaiting Revision to begin a revised submission (i.e., a revised draft, final report, or revised final) and decided to save it and continue later instead of submitting right away.
- The SRC Admin unsubmitted your report (e.g., it is missing a file and the SRC Admin is sending it back to you so you can upload the file) and it is a revised report (rather than a reviewer list or original draft report). If this is the case, it will say “Returned by Admin on [date that the report was unsubmitted]” next to the Manuscript ID for this submission.

To continue working on a report in this queue, click on Continue.

Submitted Manuscripts and Manuscripts with Decisions

Submitted Manuscripts is where you will find the reports you submitted which are currently under AE/TOO/reviewer review and have not yet received a decision. Once a report you submitted receives a

decision (i.e., once you receive a decision letter from ScholarOne with the AE/TOO/reviewer comments), your report will move to Manuscripts with Decisions.

To download the PDF of a report in either of these queues, click View Submission next to the title.

Submitted Manuscripts

STATUS	ID	TITLE	CREATED	SUBMITTED
AE: Not Assigned TOO: Not Assigned ADM: Hansen-Karr, Camber	EHC-2016-08-0036	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review View Submission	18-Aug-2016	18-Aug-2016
• Under Review				

This link allows you to download the PDF of this submission.

If you submitted a report that has received final approval for publication, you will be asked to fill out and submit an authorship form. The Manuscripts with Decisions queue is where you can go to download a blank form and submit your completed form. See [here](#) for instructions.

Manuscripts I Have Co-Authored

If you did not submit a report but are listed as an author of the report in ScholarOne, you will be able to find the report in this queue regardless of whether the report is still under review or has received a decision. Reports with decisions will show the decision in the Status column.

To download the PDF of a report in this queue, click View Submission next to the title.

If you are a co-author on a final report that was approved for publication, you will be asked to fill out an authorship form for the report; this queue is where you go to download and submit that form. See [here](#) for instructions.

Withdrawn Manuscripts

Very rarely, reports are withdrawn from ScholarOne (e.g., if they are submitted using the wrong queue). You only need to use this queue if instructed to do so by the SRC Admin in order to fix a submission.

Manuscripts Accepted for First Look

If you have received an email from AHRQ requesting that you make changes to your final report in First Look, you can access your report by clicking on this queue and then on “submit updated manuscript” in the Action column. Detailed instructions for this task are found in the Author Instructions for First Look Revisions instructional PDF. See [here](#) for places to find this instructional guide.

Invited Manuscripts

Reviewer list submissions that you haven’t yet submitted are found here. In this queue, you can find the reviewer lists that you need to submit, both those you’ve already started working on and those you haven’t.

Manuscripts Awaiting Revision

Revised drafts, final reports, and revised finals that you have not yet started working on are found here. If you begin a revised submission but don't submit it right away, it will move out of this queue into Revised Manuscripts in Draft.

Submitting reports

I need to submit an original draft report I was previously working on. Where can I find it?

When you click on Start New Submission to start an original draft report submission and then save it instead of submitting, it is stored in your Unsubmitted and Manuscripts in Draft queue. Under Author Dashboard, click on Unsubmitted and Manuscripts in Draft and then click on Continue to finish working on it.

I need to submit a revision (a revised draft, final report, or revised final) but do not have the Manuscripts Awaiting Revision queue. What do I do?

Do NOT click on Start New Submission to submit a revision. If you attempt to submit a revision this way, the SRC Admin will withdraw your report and you will have to redo your submission.

Try the options below to locate your portal, or contact the SRC.

Revised Manuscripts in Draft queue

There are a number of reasons your Manuscripts Awaiting Revision queue may be missing. First, you should look in the Revised Manuscripts in Draft queue under Author Dashboard in case you started the revision previously but didn't submit. If the submission appears to the right, click Continue.

Author Dashboard

- 1 Revised Manuscripts in Draft >
- 1 Submitted Manuscripts >
- 2 Manuscripts with Decisions >
- Start New Submission >
- Legacy Instructions >
- 5 Most Recent E-mails >

Revised Manuscripts in Draft

Click Continue to keep working on a revised draft report, final report, or revised final report. If the submission you're looking for isn't here, first try looking in Manuscripts Awaiting Revision (under Author Dashboard, to the left). If it is not there, contact the SRC at review@epc-src.org to reopen or move your revision portal.

Click [here](#) to download instructions on submitting revised draft reports and revised final reports.

Click [here](#) to download instructions on submitting final reports.

CONTINUE	ID	TITLE	CREATED	DELETE
Continue	Draft (EHC-2016-08-0034.R2)	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review View Submission	26-Aug-2016 Due on: 10-Sep-2016	Delete

Click on Revised Manuscripts in Draft, then click Continue if the submission appears.

Submission option expired

If you click on Revised Manuscripts in Draft and the manuscript appears at the bottom of the page but the Created column reads “Due in: Submission option expired”, this means you started your revision but did not submit it, and in the meantime your revision portal due date has passed and will need to be extended before you will be able to resubmit. Contact the SRC at review@epc-src.org for an extension.

The screenshot shows the 'Author Dashboard' on the left with a sidebar menu. The 'Revised Manuscripts in Draft' option is highlighted with a red box. The main content area is titled 'Revised Manuscripts in Draft' and contains instructions. Below the instructions is a table with columns: CONTINUE, ID, TITLE, CREATED, and DELETE. A manuscript entry is shown with the status 'Due in: Submission option expired' highlighted by a red box. An arrow points from this box to a yellow callout box that says 'Contact the SRC for an extension.'

CONTINUE	ID	TITLE	CREATED	DELETE
Continue	Draft (EHC-2016-08-0034.R2)	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review View Submission	26 Aug 2016 Due in: Submission option expired	Delete

Contact the SRC for an extension.

Not in Revised Manuscripts in Draft queue

If the manuscript you’re trying to revise does not appear at the bottom of the screen after clicking on Revised Manuscripts in Draft, or if you don’t see the Revised Manuscripts in Draft queue at all, one of the following is the case.

Submission option expired

If you had not previously started working on your revision and your revision portal due date has passed, you will be able to find your report in the Manuscripts with Decisions queue with “Revision option expired on [due date]” in the Status column. Contact the SRC at review@epc-src.org for an extension.

Still under AE/TOO/reviewer review

Your AE/TOO/reviewers have not completed their reviews yet. You will be unable to submit a revision until you have received a decision letter from ScholarOne with your AE/TOO/reviewers’ comments. To confirm that this is the case, click on the Submitted Manuscripts queue under My Manuscripts. If the report is still in peer and/or public review, it will say “Awaiting Reviewer Scores” in the Status column; if it is awaiting the AE, TOO, or SRC Admin, it will say “Under Review” in the Status column. See next page for a screenshot and for instructions on how to proceed if you think this is a mistake.

Submitted Manuscripts

STATUS	ID	TITLE	CREATED	SUBMITTED
AE: Not Assigned TOO: Not Assigned ADM: Hansen-Karr, Camber	EHC-2016-08-0036	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review View Submission	18-Aug-2016	18-Aug-2016

Under Review

Click on Submitted Manuscripts. If your report appears but says Under Review or Awaiting Reviewer Scores in the Status column, there is no portal for you to submit your revisions because the AE/TOO/reviewers are still reviewing your report.

If you have previously received the AE/TOO comments by email outside of the official ScholarOne decision letter and think that perhaps it is an oversight that the decision letter has not yet been sent, contact the SRC at review@epc-src.org.

Someone else at your EPC has submission permissions

The portal to submit is in the Author Center of someone else at your EPC. If this is the case, you may be able to find the report in your Manuscripts I Have Co-Authored queue, or the report may be missing entirely from all of your queues.

Author Dashboard	
4 Manuscripts I Have Co-Authored	>
Start New Submission	>
Legacy Instructions	>
5 Most Recent E-mails	>

Manuscripts I Have Co-Authored

All submissions which you did not personally submit but were listed as a co-author on will appear here. If you are trying to submit a revision and see the report in this queue, someone else at your EPC may have submission permissions. Contact the SRC at review@epc-src.org to ask the admin to move the portal to your Author Center.

STATUS	ID	TITLE	CREATED	SUBMITTED
AE: Not Assigned TOO: Not Assigned ADM: Not Assigned	Draft (EHC-2016-08-0034.R2)	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review View Submission	26-Aug-2016	

submission permissions.

Contact the SRC at review@epc-src.org to move the portal to your Author Center.

Other problems

If none of the above appears to be the case, contact the SRC. We will be able to figure out how to open your portal for you. Please do not use Start New Submission when submitting a revision.

I need to submit a reviewer list but am missing the Invited Manuscripts queue. What do I do?

The most likely reason that you do not have this queue is that someone else at your EPC has submission permissions. Contact the SRC at review@epc-src.org to have the portal moved to your Author Center.

What should I do if I get an error message when trying to upload a file?

Failed conversion

The most common error when uploading a file is failed conversion. The following suggestions should help to resolve the issue.

Split the file

ScholarOne has restrictions on the number of images embedded in a file (this can include both figures and tables). If you are uploading a file with more than 100 tables/figures, or if the tables and figures in your file are large, you can try splitting your file into two files and uploading each file separately.

Embed the fonts

If you are having trouble uploading a .docx file (the Office 2010 default Word file type), you should try embedding the fonts. However, this does make the file larger, so rather than always embedding the fonts, you should only do so when you are getting a “failed to convert” error message. To embed fonts:

- 1) Click on File>Save As in the top left corner of your Word document.
- 2) Select Word 97-2003 Document from the drop-down menu.
- 3) Click on Tools next to the Save button.
- 4) Select Save Options.
- 5) In the new window, check both "Embed fonts in the file" and "Do not embed common system fonts" and click OK.
- 6) Back in the Save dialog, give the file a new name and click Save.

Remove the field codes

Your file may also contain field codes that are detrimental to the smooth conversion of your file to PDF. If you find you are still unable to upload your file after embedding the fonts, you may want to remove the field codes. Not all files with field codes cause trouble in ScholarOne, so again we recommend first trying to upload your file and then only removing the field codes if the conversion fails. To remove field codes:

- 1) Open your file and select all text by pressing Ctrl+A.
- 2) Press Ctrl+Shift+F9 to remove field codes throughout the document.
- 3) Click Save As and give your file a new name. This is important because this process removes the Endnote links and other links you use throughout your file, and you will want to have a version with the field codes intact when you need to return to the document to revise it.

Connection timed out

The second most common problem is when the file takes so long to upload that eventually the system gives up. If this happens, file size may be the issue. ScholarOne allows the upload of zipped folders, which use compression to reduce file size.

To create a zipped folder, find the file on your computer (in Windows, this means opening Windows Explorer and browsing to the file). Right-click on it and select Send to>Compressed (zipped) folder. This will create a zipped folder in the same location with the same name.

Note that you can create a zipped folder containing multiple files by either selecting multiple files at once (via either the Shift or Control keys) and then right-clicking and sending them to a zipped folder together, or by dragging and dropping additional files into an existing zipped folder. Rather than putting every single one of your files into the same zipped folder, only include files of the same file designation (e.g., Main Document) in the folder, as ScholarOne will give all files in the folder the same file designation upon upload. If you like, you can upload multiple zipped folders, for example one folder with all the Main Document files in it, one with all the Supplementary Files for Review in it, etc.

In ScholarOne, you upload a zipped folder the same way you would upload a file: In File Upload, click on Select File 1, browse to the zipped folder, choose the file designation, and then click Upload Selected Files. The system will extract the file(s) from the zipped folder while uploading.

If you continue to have trouble with your files, go ahead and submit and then contact the SRC at review@epc-src.org to inform us of the difficulty. We should be able to help you get your files uploaded/converted.

How do I submit a report without having to delink the Endnote references?

Previously, EPCs were asked to delink the Endnote references in the Evidence Summary so that the ES and main body could be submitted as one document. You now have the option of keeping the Endnote references intact if you upload the ES and main body as separate files. (Note: This option is not available for TA reports, which must be delinked.)

To exercise this option, when submitting a draft report in ScholarOne, please submit the front matter and ES in a separate file from the main body:

- 1) Front matter (including table of contents) and ES¹
- 2) Report main body

The first file should contain the front matter (including the table of contents) required for the overall report, followed by the ES. The second file should include the report main body (i.e., Introduction through Abbreviations). ScholarOne will create a single PDF from these files, such that the end result that the AE and TOO see will look identical to the PDFs they are used to (first front matter, then ES, then main body).

If you would rather continue submitting the front matter, ES, and main body in one file, you are welcome to do so after delinking the ES Endnote references, as usual. For example, such a draft report submission would contain the following files:

- 1) Front matter/ES (delinked)/report main body
- 2) Appendices
- 3) Alt text file
- 4) PRISMA checklist

By contrast, a draft report submission in which ES Endnote references are intact would contain the following files:

- 1) Front matter/ES (not delinked)
- 2) Report main body
- 3) Appendices
- 4) Alt text file
- 5) PRISMA checklist

¹ You may encounter difficulty with the Table of Contents when moving it to a different file. TOCs created in Word contain links to the place in the document where the content occurs; moving the TOC to a file that no longer contains that content will cause "Error! Bookmark not defined" to replace each page number in the TOC. To avoid this, when pasting the TOC in the new file, right-click where you want the TOC to appear, and then under Paste Options, choose Keep Source Formatting.

What do the different File Designations do?

The File Designations that authors are asked to use in ScholarOne are:

- Reviewer List: the reviewer list file
- Main Document: report main body, appendices, disposition of comments (and the front matter/ES file if you are submitting that separately; see [above](#))
- Supplementary File for Review: alt text file, PRISMA checklist
- Supplementary File NOT for Review: tracked changes versions of the report if you are uploading any

Only files that are designated as Main Documents show up in the PDF.² The PDF is viewable to the AE and TOO, to the reviewers if the submission is the peer review draft, and to the authors via the View Submission link in the Author Center. The AE, TOO, and reviewers are also able to see Supplementary Files for Review outside the PDF. The AE and TOO (but not the reviewers) can also see Supplementary Files NOT for Review outside the PDF.

File Designation	Visible in PDF (for TOO, AE, and authors; for reviewers for peer review draft)	Visible outside of PDF for TOO and AE	Visible outside of PDF to reviewers for peer review draft
Main Document	X		
Supplementary File for Review		X	X
Supplementary File NOT for Review		X	

² Starting in October 2017, in order to avoid overwhelming reviewers with massive PDFs that are mostly appendices, we are making the appendices available to reviewers as a separate download rather than as part of the main reviewer PDF. You should continue uploading your appendices as Main Document files; at the SRC we will ensure that the appendices appear outside of the PDF for the peer review version only.

Accessing submissions

How do I download the PDF for a report that I submitted?

First, you need to determine which queue to access. If you submitted the report and it has not yet received a decision letter (i.e., it is still under AE/TOO/peer review), go to Submitted Manuscripts. If you submitted the report and have received a decision letter for that version, go to Manuscripts with Decisions. If you did not submit the report, see [below](#) for further instructions.

Once you locate the queue it should be in, look for the title of your report. If there are multiple reports with the same title in this queue, keep in mind that the reports are listed in order of descending recency, so the most recent version of the report (by submission date) will be closest to the top of the list. See the section [below](#) for special considerations when locating the version that went to peer review.

Once you have identified the correct version of the report, click on View Submission next to the title to download the PDF.

How do I download the PDF for a report on which I was a co-author but which I did not submit?

If you did not submit a report but are listed as an author of the report in ScholarOne, you will be able to find the report in the Manuscripts I Have Co-Authored queue.

If there are multiple reports with the same title in this queue, keep in mind that the reports are listed in order of descending recency, so the most recent version of the report (by submission date) will be closest to the top of the list. For special considerations when locating the version that went to peer review, see the section [below](#).

To download the PDF of a report in this queue, click View Submission next to the title of the report.

How do I download the PDF that went to peer review?

First, determine which queue to access. If you submitted the report and you have not yet received a decision letter with peer review comments (i.e., it is still under review by the AE/TOO/reviewers), go to Submitted Manuscripts. If you submitted the report and you have received a decision letter with peer review comments, go to Manuscripts with Decisions. If you did not submit the report but are listed as an author of the report in ScholarOne, go to Manuscripts I Have Co-Authored.

Once you locate the queue it should be in, look for the title of your report. If you are in Submitted Manuscripts, there will only be one report with that title. Click on View Submission next to the title to download the PDF that was sent to reviewers.

If you are in the Manuscripts with Decisions or Manuscripts I Have Co-Authored queues, several versions may appear. The peer review draft will be identifiable by the “Revise and Resubmit-Peer Review comments attached” decision in the Status column. Once you have found the correct report and version, click on View Submission next to the title to download the PDF that went to peer review. The following example is given of a co-author looking for the peer review version.

Author Dashboard

- 3 Manuscripts I Have Co-Authored
- Start New Submission
- Legacy Instructions
- 5 Most Recent E-mails

Manuscripts I Have Co-Authored

STATUS	ID	TITLE	CREATED	SUBMITTED
AE: Redford, Rose TOO: Green, Olive ADM: Hansen-Karr, Camber • Revise and Resubmit- Peer Review comments attached (26-Aug-2016) • Due on: 26-Sep-2016	EHC-2016-08-0033.R1	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review View Submission	26-Aug-2016	26-Aug-2016
AE: Redford, Rose TOO: Green, Olive ADM: Hansen-Karr, Camber • Accept (26-Aug-2016) • Awaiting Production Checklist	EHC-2016-08-0034	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review View Submission	26-Aug-2016	26-Aug-2016

Annotations:

- 1. Two reports have the same title
- 2. This one has the "Peer Review comments attached" decision
- 3. Click View Submission

I need to upload another file for a submitted report undergoing review. How do I make changes to a report I have already submitted?

After submitting a report, sometimes authors notice a typo or would like to upload a new/updated file. To preserve version control while a report is under review, authors no longer have access to make changes to their submission after submitting. Please contact the SRC at review@epc-src.org to discuss your options, which may include the following:

- If your additions are minor and/or required (e.g., you forgot to upload your alt text file, which needs to be added to the submission), the SRC may upload the file for you.
- If your changes are major and the AE/TOO review has not yet started or is in the early stages, the SRC may send the report back to your Author Center for you to fix and submit again.
- If AE/TOO review has already been going on for some time, you may be asked to wait until the decision letter is sent and then to make your changes on the next version.

How do I download and submit the authorship form?



When a final report on which you are an author is accepted for publication, you will be asked to complete and submit an authorship form confirming that you fulfill the requirements for authorship.

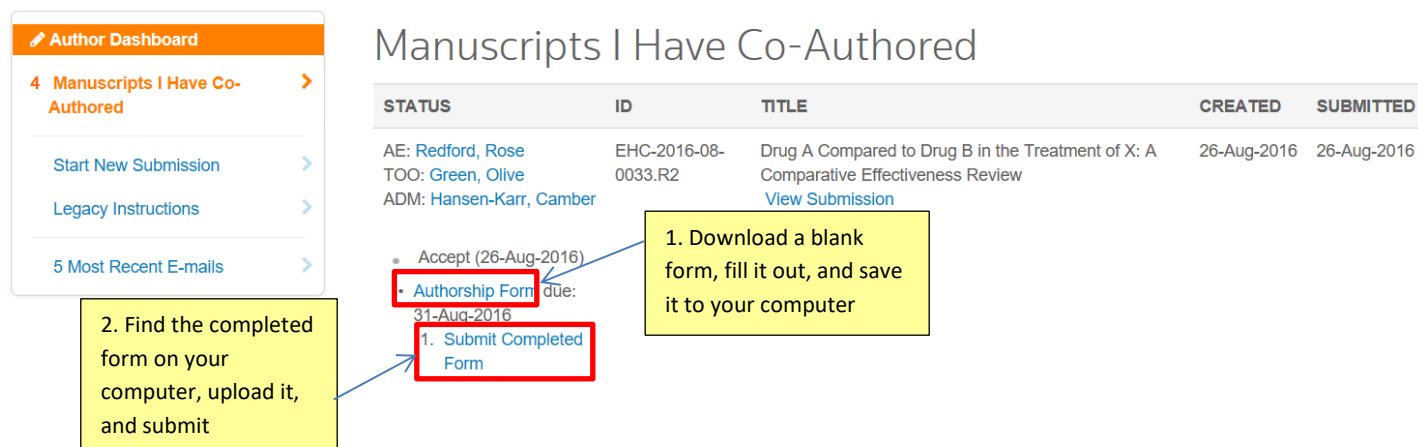
A blank form will be attached to the email you are sent once the final report is accepted. It is also made available to you in both the Resources>ScholarOne (formerly Manuscript Central) folder on the [Secure Site](#) and in your Author Center next to the accepted submission.

To find the form submission portal in your Author Center, you will first need to determine which queue the submission will be in. If you submitted the final report that was approved for publication, you should click on Manuscripts with Decisions under Author Dashboard³; if you did not submit but were a co-author on the final report that was approved for publication, go to Manuscripts I Have Co-Authored.

Once you are in the correct queue, look for the title of the report in question. There may be multiple entries with the same title; they are sorted by date submitted, with the most recent on top, so the version you want should be near the top of the list. In the Status column, you should see a link that says [Authorship Form](#); if you don't already have a blank copy of the form, click on this link to download one.

Fill out and sign the form. Please note that the following fields are required: Author Name and E-mail (your name and email address), Report Title (the title of the report), 1A (check at least one box), 1B (check at least one box), 1C (this box must be checked), Signature, and Date. If you have a digital signature, you need not print the form at all; simply sign with your digital signature and save the file to your computer. Otherwise, print the form and sign it by hand; if you have access to a scanner, you can scan the completed form into your computer.

To upload the form in ScholarOne, click on [Submit Completed Form](#). In the pop-up, click on , find the completed form on your computer, and click . If you prefer, instead of uploading the form yourself, you can email it to the SRC at review@epc-src.org and we will upload it for you.



The screenshot shows the Author Dashboard on the left and the Manuscripts I Have Co-Authored table on the right. Annotations include:

- 2. Find the completed form on your computer, upload it, and submit**: Points to the "1. Submit Completed Form" link in the Authorship Form section.
- 1. Download a blank form, fill it out, and save it to your computer**: Points to the "Authorship Form" link in the Authorship Form section.

STATUS	ID	TITLE	CREATED	SUBMITTED
AE: Redford, Rose TOO: Green, Olive ADM: Hansen-Karr, Camber	EHC-2016-08-0033.R2	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review View Submission	26-Aug-2016	26-Aug-2016

Annotations on the Authorship Form section:

- Accept (26-Aug-2016)
- Authorship Form due: 31-Aug-2016
- 1. Submit Completed Form

³ Unless you received First Look requests for revisions, in which case you should click on Manuscripts Accepted for First Look under Author Dashboard.

How do I email the TOO or AE from within ScholarOne?

If you are already logged in, find your report in the appropriate queue as described in the sections [above](#). You can open an email to the TOO, AE, or SRC Admin by clicking on their name. You will then be able to type your message into the body of the email, add CC contacts, attach files, etc. This email will be sent from your email address and will be stored in ScholarOne for record-keeping purposes.

Submitted Manuscripts

STATUS	ID	TITLE	CREATED	SUBMITTED
AE: Padford, Rose TOO: Green, Olive ADM: Hansen-Karr, Camber	EHC-2016-08-0035	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review View Submission	18-Aug-2016	18-Aug-2016
• Under Review				

Clicking here will open a blank email in a pop-up window

E-Mail - Internet Explorer

http://mc-impl.manuscriptcentral.com/ehc?NEXT_PAGE=EMAIL_POPUP&EMAIL_POPUP_WITH_PERSON_ID=36399576&DOCUMENT_ID=...

Edit E-Mail (EHC-2014-02-0006)

From: X

To:

CC:

BCC:

Subject:

Body: @@date to be populated upon sending@@

Dear Dr. Olive Green:

Sincerely,

Attach a file to this e-mail:

Files attached

File Name	Unattach
No Files Attached	

All f
edit

Attach files one
at a time

Send the email

Where can I find the task-specific instructions for submitting to ScholarOne?

The most up-to-date versions of the ScholarOne instructions for the author submission tasks (i.e., submitting reviewer lists, original draft reports, revised reports (drafts and finals), final reports, and First Look revisions) are found on the [Secure Site](#) in Resources>ScholarOne (formerly Manuscript Central)>EPC Author Training Materials.

You can also find links to the instructional PDFs from within ScholarOne in two different places. If you are currently on the ScholarOne site in the process of creating a submission, underneath the gray header and black navigation bar are links to all of the instructional PDFs.

The screenshot shows the ScholarOne Manuscripts™ interface. At the top, there's a header with the user name 'Camber Hansen-Karr' and links for 'Instructions & Forms', 'Help', and 'Log Out'. Below this is a navigation bar with 'Home', 'Author' (selected), 'Review', 'Manage', and 'Client Configuration Center'. The 'Author Dashboard' is visible, with a 'Submission' link highlighted.

On the left, a 'Submission' sidebar lists the following steps:

- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 3: Authors & Institutions >
- Step 4: Details & Comments >
- Step 5: File Upload >
- Step 6: Review & Submit >

The main content area is titled 'Step 1: Type, Title, & Abstract'. It includes a note: 'To view the full author instructions complete with screenshots, download the appropriate PDF:'. Below this is a list of links:

- Reviewer lists
- Original draft reports
- Revised draft reports
- Final reports
- Revised final reports
- First Look revisions

A yellow callout box points to this list with the text: 'Click on the link that corresponds to the report version you are submitting'. Below the list, the section 'TYPE, TITLE & ABSTRACT:' contains instructions and a 'Read More ...' link. A legend indicates that '*' denotes required fields.

If you are not currently creating/editing a submission, you can access the instructional PDFs by clicking on the Instructions & Forms link in the top right corner of any page.

The screenshot shows the top right corner of the ScholarOne interface. The 'Instructions & Forms' link is highlighted with a red box. A yellow callout box points to this link with the text: 'This link gives you access to all author instructional PDFs regardless of what page you are currently on'.

Why do I need to enable pop-ups for the ScholarOne site, and how do I do so?

Pop-up windows serve a number of functions in ScholarOne. All emails open as pop-ups, and pop-ups are also used during file upload and at other times.

You will not need to enable pop-ups for all sites (which is not advised and can be a security concern); you will only need to add ScholarOne to your list of exceptions:

- In Internet Explorer, this is done in Tools (the gear icon)>Internet options>Privacy>Pop-up Blocker – Settings. Type in mc.manuscriptcentral.com and click Add.
- In Firefox, click the hamburger menu (three stacked lines), then follow Options>Content>Exceptions. Add mc.manuscriptcentral.com.
- In Chrome, click the kebab menu (three stacked dots), then follow Settings>Advanced>Privacy and security – Content settings>Pop-ups – Manage exceptions. Add mc.manuscriptcentral.com.
- Safari does not have a way to enable pop-ups for some sites but not others; you either have to enable pop-ups for all sites or block them for all sites. Safari is not a recommended browser to use when accessing ScholarOne.

Once you enable pop-ups for the site the first time you visit it on a particular browser, you should not have to enable them again. However, if you use more than one browser (e.g., both Firefox and Internet Explorer), you will have to enable pop-ups for ScholarOne separately for each browser.

Task Order Officer FAQs

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Finding reports

Searching (as described [below](#)) is always an option, but for current reports and previous versions of current reports, there are more efficient options available.

How do I find a report currently submitted to ScholarOne?

TOOs are emailed when a report to which they are assigned as TOO is submitted. If you have received such an email and the decision letter for the report has not yet been sent, the report will still be accessible in the active workflows in ScholarOne. Furthermore, if you have received an email about a pending TOO task for the report, you can be confident that it is in one of your TOO queues.

Because most TOOs only have a few reports active in ScholarOne at a time, it's usually easier to enter ScholarOne and look down the workflows for reports rather than to do a search. For instance, if you know a report has been submitted and is a pre-peer review draft, it's easiest to look down your **Pre-Peer Review Draft Reports** workflow and click on the queue(s) that have active papers. In the example below, this would be the one report in the TOO Make Decision-pre peer Review queue. Queues that have active papers in them are underlined, with the number of reports currently in that queue given on the right side, and clicking on the name of the queue will take you to the list of reports.

Task Order Officer Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

- 1. Reviewer List Workflow**
 - 0 Complete Checklist
 - 0 Assign AE
 - 0 TOO Select Reviewers
 - 0 Invite Reviewers
 - 0 Assign Reviewers
 - 1 Awaiting COI Scores
 - 0 Overdue COI Scores
 - 0 TOO Approve List
 - 0 Admin Send Letter
- 2. PRE-PEER REVIEW DRAFT REPORTS**
 - 0 Assign AE
 - 0 AE Make Recommendation-pre peer Review
 - 1 TOO Make Decision-pre peer Review
 - 0 Admin Approve Decision- pre peer Review
- 3. PEER REVIEW and FINAL REPORTS**
 - 0 Complete Report Checklist
 - 0 Assign AE
 - 0 Select Reviewers
 - 0 Invite Reviewers
 - 0 Assign Reviewers
 - 0 Awaiting Reviewer Scores
 - 0 Overdue Scores
 - 1 AE Recommendation
 - 1 TOO Make Decision
 - 0 Admin Approve Decision

Annotations:

- COI are being collected for one of your reports (no action needed)** (points to 1 Awaiting COI Scores)
- You have a pending TOO task on a pre-peer review draft** (points to 1 TOO Make Decision-pre peer Review)
- You have a pending TOO task on a final report** (points to 1 TOO Make Decision)
- The AE is reviewing a final/revised final report (no action needed)** (points to 1 AE Recommendation)

If you've received an email asking you to complete a TOO task (i.e., approve COI or make a TOO decision), you can narrow it down even further:

- If there are COI forms to approve, go to [TOO Approve List](#) in the **Reviewer List** workflow.
- If a pre-peer review draft is in the AE queue and you need to do a TOO Quick Review, go to [AE Make Recommendation-pre peer Review](#) in the **Pre-Peer Review Draft Reports** workflow.
- If you need to make a TOO decision on a pre-peer review draft, go to [TOO Make Decision-pre peer Review](#) in the **Pre-Peer Review Draft Reports** workflow.
- If you need to make a TOO decision on a final report, go to [TOO Make Decision](#) in the **Peer Review and Final Reports** workflow.

How do I access an earlier version of a current report?

When reviewing a current report, it is often useful to look back at past versions, including previous decision letters, reviewer comments, author responses, and/or previously submitted files.

Because AHRQ projects go through three distinct workflows in ScholarOne (reviewer list, pre-peer review drafts, peer review and final reports), it can be difficult to navigate to previous versions, especially if the version you're looking for went through a different workflow than the current version. Accessing an earlier version will depend on what workflow the current version is in and what workflow the version you're looking for went through. Use Table 1 to determine which method, either [Version History](#) or [Companion Papers](#), to use when accessing the earlier version.

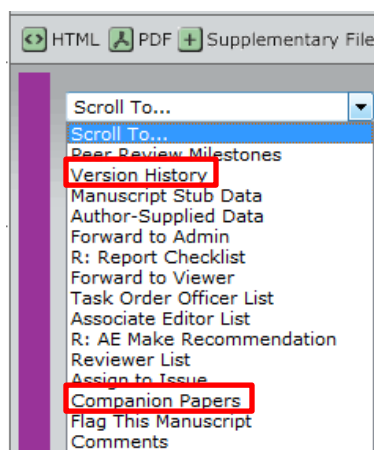
		Version you're looking for					
		Reviewer list submission	Original draft	Revised draft	Peer review draft	First final	Revised final
Current version	Reviewer list submission		Companion Papers ¹				
	Original draft	Companion Papers					
	Revised draft	Companion Papers	Version History	Version History			
	Peer review draft	Version History ²	Companion Papers				
	First final	Version History ²	Companion Papers		Version History ³		
	Revised final	Version History ²	Companion Papers		Version History ^{3,4}		

¹ If you are currently on a reviewer list submission and want to look at a pre-peer review draft but there is nothing listed in Companion Papers, the draft report has not yet been submitted to ScholarOne.

² The reviewer list version will be the oldest version in Version History (i.e., the one on the bottom).

³ The peer review version will be the second oldest version in Version History (i.e., the one second from the bottom). The Manuscript ID will end with "R1" and there will be a red dot next to it.





⁴ The first final report version will be the third oldest version in Version History. The Manuscript ID will end with "R2". Revised finals will end with "R3", "R4", etc.



The “Scroll To...” drop down menu underneath the gray header on the Manuscript Information tab of a manuscript record is a quick and easy way to jump to the section on the page that you need to find.

Finding versions via Version History

Make sure you are on the Manuscript Information page – if you are, the Manuscript Information tab (the top vertical tab on the left of the gray header) will be gray. If it is white, click on it to be taken to the Manuscript Information page. In the Version History section on the Manuscript Information tab (see screenshot above for jumping to this section), the version you’re looking at has a purple “you are viewing” arrow on the left side. To access an earlier version, click on the Switch Details magnifying glass on the right side (see screenshot below). The newest version is always on the top, so the current version will be first, followed by earlier versions in the order of most recent to earliest. Clicking on Switch Details will take you to that version’s Manuscript Information. To return to the current version, click on Switch Details in Version History to the right of the current version’s title.

Version History					
	Manuscript ID	Manuscript Title	Date Submitted	Decision Letter & Response	Switch Details
Newest on top	 EHC-2014-02-0007.R3	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review	25-Feb-2014		
	EHC-2014-02-0007.R2	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review	25-Feb-2014	<ul style="list-style-type: none"> view author's response view the authors response to the decision letter for EHC-2014-02-0007.R2 view decision letter view the decision letter for EHC-2014-02-0007.R2 	
	EHC-2014-02-0007.R1 ●	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review	25-Feb-2014	<ul style="list-style-type: none"> view author's response view the authors response to the decision letter for EHC-2014-02-0007.R1 ● view decision letter view the decision letter for EHC-2014-02-0007.R1 ● 	
Oldest on bottom	EHC-2014-02-0007	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review	24-Feb-2014	<ul style="list-style-type: none"> view author's response view the authors response to the decision letter for EHC-2014-02-0007 view decision letter view the decision letter for EHC-2014-02-0007 	

Finding versions via Companion Papers

On the Manuscript Information tab, scroll down to the Companion Papers section. If there are multiple reports listed here, the oldest version will be on top, followed by the other versions in ascending

recency. Click on View Details next to the title of the version you want to access. You will be taken to the Manuscript Information tab of that submission. To return to the current version, scroll down to Companion Papers and click on View Details next to the title of the current version (the one at the bottom of the list if there are multiple reports listed there).

Companion Papers					
Manuscript ID	Manuscript Title	Date Submitted	Author	Status	Delete
EHC-2014-02-0008	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review [View Submission] [View Details]	24-Feb-2014	Plum, Violet	AE: Redford, Rose (proxy) TOO: Green, Olive (proxy) ADM: Hansen-Karr, Camber PROD: Not Assigned * Provisional Accept (24-Feb-2014)	<input type="checkbox"/>
EHC-2014-02-0008.R1	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review [View Submission] [View Details]	25-Feb-2014	Plum, Violet	AE: Redford, Rose (proxy) TOO: Green, Olive (proxy) ADM: Hansen-Karr, Camber PROD: Not Assigned * Accept (25-Feb-2014)	<input type="checkbox"/>

Search for a Companion Paper

top

Oldest on top

Newest on bottom

How do I find a report in ScholarOne that is not showing up in my queues?

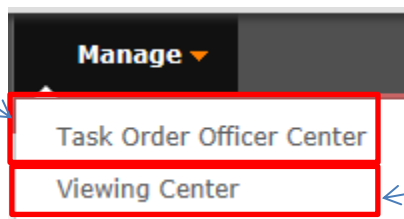
TOOs still have access to view reports even if the report is not in their queues (e.g., because it is not assigned to them, it has gone to First Look, it has received a decision and no revision has yet been submitted, it has been accepted, etc.). You can find such reports using the search functions in ScholarOne.

Which Center to use

Where you need to go to find a report in ScholarOne depends on whether or not you are the ScholarOne-assigned TOO for the report. Because ScholarOne only allows one person at a time to be assigned the TOO role for any given report, reports with more than one TOO will only have one of their TOOs officially assigned in ScholarOne. If you're not sure whether or not you are officially assigned as TOO, contact the SRC at review@epc-src.org.

When you log into ScholarOne, you are taken to your Home page, where you click on the Manage drop-down menu to select the Center through which you would like to access the system. If you are the ScholarOne-assigned TOO, you can enter your Task Order Officer Center. If you are not assigned as the TOO in ScholarOne, enter your Viewing Center. In the Viewing Center, you are able to look at all reports in the system but are not able to take action on any of them.

Click here if you are assigned as the TOO in ScholarOne



Click here if someone other than you is assigned as the TOO in ScholarOne

If you are already logged in and need to switch from one Center to another, click on the Manage link in the upper left corner of any page.

Searching functions identically in the Task Order Officer and Viewing Centers, so the following sections will apply whether you are searching for a report as a TOO or as a Viewer.

Search terms and the use of asterisks

The main difficulty when searching is determining the appropriate search term to use. If you are confident that you know the exact title or the exact spelling of someone's last name, you can use that. But it is often necessary to use a truncated version – maybe a few words out of the title or part of someone's name (this also saves typing time). Unlike smarter search engines (e.g., Google) which can guess what you meant to say or find near hits, **the S1 search will only show you exact matches**. If you misspell something, switch the order of two words in the title, use punctuation the EPC did not use in their title (e.g., an optional hyphen), etc., you will not find it. To help with this, **S1 allows you to use asterisks as wildcard operators in searching**.

If you use an asterisk at the beginning of a search term (example: *prostate cancer), it will return all results that end in the search term (this search would return reports with titles like "Treatment of Prostate Cancer" and "Diagnosis of Prostate Cancer"). If you use an asterisk after a search term (example: prostate cancer*), it will return all results that begin with the search term (this search would return reports with titles like "Prostate Cancer Treatment"). If you use an asterisk before and after a search term (example: *prostate cancer*) it will return all results that contain the search term somewhere within them (this search would return reports with titles like all of the above as well as titles like "Treatment of Prostate Cancer: A Comparative Effectiveness Review"). Because of the wide variation that can be missed without asterisks, you may want to surround the search term with asterisks in every search.

Instead of searching for manuscripts by exact title, try to find a unique string of words in the title and search for that surrounded by asterisks. This is preferable to using exact titles because titles often change between versions and you can miss out on the result you wanted otherwise. For instance, one version might be called "Transitional Care Interventions to Prevent Heart Failure Readmissions" and the next might be called "Transitional Care Interventions to Prevent Readmissions for People with Heart Failure"; searching for the first title would exclude the second version from the search results. Furthermore, *heart failure readmissions* is not going to return the current version, but *heart failure* by itself will. For this reason, try to **use the shortest search term possible** that you think might still be specific enough not to return too many results. Using a short search term instead of a complete title also saves time and reduces the chance of mistyping something.

NB: Sometimes ScholarOne search has trouble with punctuation in the search terms, so if you're looking for, e.g., a report on Crohn's disease but *crohn's* isn't returning anything, try *crohn*.

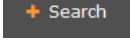
Unfortunately, for several of the search types, there is no Modify Search option if the search you ran doesn't return the results you wanted; you have to start over and do an entirely new search.

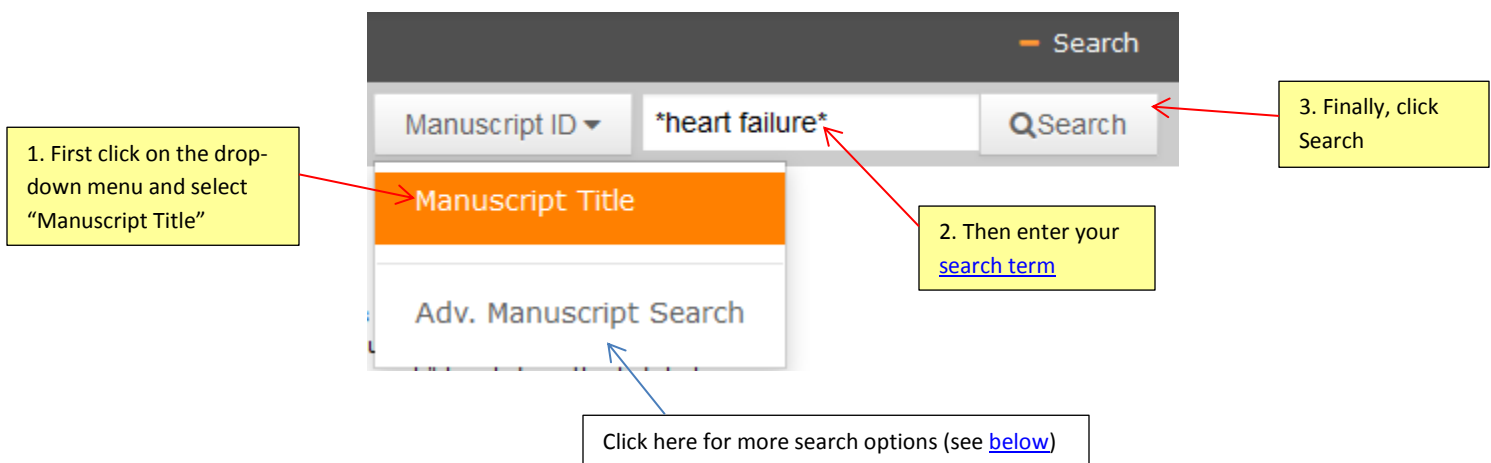
Ways to search

TOOs have a few searching options: the search bar, Quick Search, and Advanced Manuscript Search.

The search bar

The search bar (located in the upper right corner of any page once you have entered either your TOO or Viewer Center) allows you to search for manuscripts by either title or manuscript ID. Unlike Quick Search and the advanced search options, you can only search on one criterion at a time (e.g., either ID or title, not both).

The search bar will be collapsed by default. To expand it, click on  in the upper right corner of any page. Type your search term into the search field, then select the appropriate criterion from the drop-down menu and click Search. (NB: The default is Manuscript ID, so if you enter the title or some portion of the title as your search term and forget to change the drop-down selection, it will return no results even if that title exists. **You must select “Manuscript Title” from the drop-down menu before clicking Search if you are searching by title rather than manuscript ID.**) This option is handy because unlike Quick Search, it exists on every page, not just the dashboard.



Quick Search

Quick Search (located on the right side of the TOO and Viewer Dashboards) allows you to search for manuscripts by title, manuscript ID, and/or author (either by last name or first name but not both). (NB: We don't currently assign attributes to manuscripts, so you should ignore the last two fields.) If you tried searching for a manuscript using the search bar but it returned too many results, Quick Search is a good way to refine your search (e.g., by searching on both the title and the author name simultaneously).

In the example pictured below, I was searching for the latest version of the Grading SOE chapter of the Guide. First I searched on only the title and used the search term “*strength of evidence*”, but this did not return the result I was looking for (because the phrasing in the title of that version turns out to be “Grading the Strength of a Body of Evidence” – note that the phrase “a body of” comes in between “strength of” and “evidence”). In my second attempt, I simplified the title search term, but to prevent my search from returning an unmanageable number of results, I restricted my search to only those papers on which Nancy Berkman was an author. This search ended up returning 16 results, of which the one I was looking for was the top result returned.

Quick Search - [Show Advanced Search](#)

You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."

Saved Search: Edit

Manuscript ID:

Title:

Author's First (Given) or Last (Family) name:

* PRACTICE AREA: ☒ Pick

* METHODOLOGY: ☒ Pick

Search

Use this link for more search options (see [below](#))

Use only first OR last name, never both at once

Enter [search terms](#)

Ignore these two fields

Advanced Manuscript Search

If you're on the Dashboard, you can access Advanced Manuscript Search via the “Show Advanced Search” link at the top of the Quick Search section (see [screenshot](#)). Advanced Manuscript Search is also available via “Adv. Manuscript Search” in the search bar drop-down menu (see [screenshot](#)). You will be taken to another page with a wider variety of search options to choose from/combine than Quick Search offers (including AE name, date range of submission or decision, and manuscript type). This is a nice way to get a list of all manuscripts that fit one or more criteria.

How can I tell which version (e.g., original draft report, revised draft, final report, etc.) of a report I'm looking at?

You can determine the version of a report by consulting the Version line in the gray manuscript header at the top of the page whenever you are looking at a report in ScholarOne (this feature was added in July 2013 and should be accurate for all reports since then; if you are looking at an older report, it might be missing).

This field will contain one of the following:

- Reviewer list: This is used for the reviewer list submission, which is in play during reviewer recruitment and COI collection.
- Draft report – first version: This is used for the original draft report.
- Draft report – revision: This is used for any pre-peer review revision.
- Peer review version: This is the version that peer reviewers see.
- Final report: This is used for the first final report.
- Final report – revision: This is used for any revised final report.

TOO Make Decision

EHC-2014-02-0007.R3 *Invited* Submitted: 25-Feb-2014; Last Updated: 25-Feb-2014; 0 days, 0 hours in review

Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review

Hunter, Kelly (contact); Brown, Sienna

Systematic Review

Draft due date: 2/28/2014

EPC: Test

Version: Final report - revision

TOO Make Decision (Due 02-Mar-2014)

vol:Final, iss:Report

AE: [Redford, Rose](#)
TOO: [Green, Olive](#)
ADM: [Hansen-Karr, Camber](#)
PROD: Not Assigned

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches Author's Response

Where can I find the instructions for individual TOO ScholarOne tasks?

The most up-to-date versions of the ScholarOne instructions for the TOO tasks (approving COI, making pre-peer review TOO decisions, and making final report TOO decisions) are found on the [Secure Site](#), in Resources>ScholarOne (formerly Manuscript Central)>TOO Training Materials.

You can also find links to the instructional PDFs from within ScholarOne if you are currently on the ScholarOne page where you can approve COI/make a decision. At the top of these pages, above the gray manuscript header, are links to all three of the instructional PDFs.

Click on the relevant link to access the full TOO instructions for the current task.

Click on the link corresponding to the current TOO task to download the instructional PDF

- TOO Approve COI Forms: [TOO Instructions for Approving COI 2017-12-27.pdf](#)
- TOO Make Decision-pre peer Review: [TOO Pre-Peer Review Decision Instructions 2017-12-27.pdf](#)
- TOO Make Decision (final reports): [TOO Final Report Decisions 2017-12-27.pdf](#)

Make Decision

♦ EHC-2017-08-0028.R2

Submitted: 19-Dec-2017; Last Updated: 19-Dec-2017; 8 days, 0 hours in review

Why do I need to enable pop-ups for the ScholarOne site, and how do I do so?

Pop-up windows serve a number of functions in ScholarOne. Most importantly, all emails open as pop-ups, so you will only be able to create and edit decision letters if your pop-ups are enabled for the site. Pop-ups are also used during file upload and when viewing user account details, among other times.

You will not need to enable pop-ups for all sites (which is not advised and can be a security concern); you will only need to add ScholarOne to your list of exceptions:

- In Internet Explorer, this is done in Tools (the gear icon)>Internet options>Privacy>Pop-up Blocker – Settings. Type in mc.manuscriptcentral.com and click Add.
- In Firefox, click on the hamburger menu (three horizontal lines in the top right corner), then click on Privacy & Security. Scroll down to Permissions and click on “Exceptions...” next to Block pop-up windows. Add mc.manuscriptcentral.com.
- In Chrome, click the Chrome menu (three horizontal dots), then follow Settings>Advanced>Privacy and security – Content settings>Pop-ups – Manage exceptions. Add mc.manuscriptcentral.com.
- Safari does not have a way to enable pop-ups for some sites but not others; you either have to enable pop-ups for all sites or block them for all sites. Safari is not a recommended browser to use when accessing ScholarOne.

Once you enable pop-ups for the site the first time you visit it on a particular browser, you should not have to enable them again. However, if you use more than one browser (e.g., Firefox and Internet Explorer), you will have to enable pop-ups for ScholarOne separately in each browser.

Associate Editor FAQs

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How can I tell when there is a task for me to complete?

Any time there is a task in ScholarOne for you to complete, you will receive an email (the initial notification email as well as the reminder emails all contain the phrase “AE Recommendation” in the subject line).¹ However, because emails sometimes get lost or sent to spam, you can also enter ScholarOne to see all your pending tasks in one place.

Reports to which you are assigned are organized on your AE Dashboard in workflows and queues.¹ There are three workflows: one for reviewer lists, one for pre-peer review drafts, and one for peer review drafts and final reports. Each workflow contains a number of queues; a queue is a list of reports which are all awaiting the same task. Underlined queues are those which currently contain reports; non-underlined queues are empty at the present time.

AEs only need to complete tasks in the queues which begin with the word “AE”: AE Make Recommendation-pre peer Review in the Pre-Peer Review Draft Reports workflow and AE Make Recommendation in the Peer Review and Final Reports workflow.¹ If either of these queues is underlined, you have at least one pending task. If other queues are underlined, they are not your concern.

1. Reviewer List Workflow

- 0 TOO Select Reviewers
- 0 Invite Reviewers
- 0 Assign Reviewers
- 0 Awaiting COI Scores
- 0 Overdue COI Scores
- 0 TOO Approve List
- 1 Admin Send Letter

2. PRE-PEER REVIEW DRAFT REPORTS

- 1 AE Make Recommendation-pre peer Review
- 0 TOO Make Decision-pre peer Review
- 0 Admin Approve Decision- pre peer Review

3. PEER REVIEW and FINAL REPORTS

- 0 Select Reviewers
- 0 Invite Reviewers
- 0 Assign Reviewers
- 0 Awaiting Reviewer Scores
- 0 Overdue Scores
- 0 AE Recommendation
- 0 TOO Make Decision
- 0 Admin Approve Decision

There is a report in this queue, but since it is not an AE queue, you do not need to do anything.

There is a pre-peer review draft awaiting your recommendation.

There are currently no final reports for which you need to take action.

¹ This does not apply to peer review drafts; see the next section for information about how AEs interact with peer review drafts.

What is expected of me for the peer review draft?

As of November 2015, AEs are no longer asked to review and summarize the comments of all peer and public reviewers for the peer review draft. Starting in February 2016, AEs will now either a) review the pre-peer review draft in the normal fashion and not review the peer review draft at all or b) if they did not review the pre-peer review draft, they will review the peer review draft as a peer reviewer.

If you did not review the pre-peer review draft, you will be added to the reviewer list as a peer reviewer when the report is ready to go to peer review. You will receive an email with the subject "AHRQ Report for Peer Review: [report title]" when peer review has started. This will contain a link that will take you directly to a page in ScholarOne where you can download the report and fill out the review form. You will also receive reminders as the four weeks of peer review progress: two weeks before the due date for comments, one week before the due date, and on the due date.

Please read the report and complete a review within four weeks. Your comments may be included in the disposition of comments posted publicly on AHRQ's website.

How can I tell which version (e.g., original draft report, revised draft, final report, etc.) of a report I'm looking at?

You can determine the version of a report by consulting the Version line in the gray manuscript header at the top of the page whenever you are looking at a report in ScholarOne (this feature was added in July 2013 and should be accurate for all reports since then).

This field will contain one of the following:

- Reviewer list: This is used for the reviewer list submission, which is in play during reviewer recruitment and COI collection.
- Draft report – first version: This is used for the original draft report.
- Draft report – revision: This is used for any pre-peer review revision.
- Peer review version: This is the version that peer reviewers see.
- Final report: This is used for the first final report.
- Final report – revision: This is used for any revised final report.

The screenshot shows the ScholarOne manuscript header for EHC-2014-04-0011. The header is divided into two main sections: 'Manuscript Information' and 'Audit Trail'. The 'Manuscript Information' section contains the following details:

- EHC-2014-04-0011** (Submitted: 09-Apr-2014; Last Updated: 09-Apr-2014; 0 days, 0 hours in review)
- Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review
- Hunter, Kelly (contact); Brown, Sienna
- Systematic Review
- Draft due date: 4/9/2014
- EPC: Sample
- Version: Draft report - first version** (highlighted with a red box)
- AE Recommendation (Due 23-Apr-2014)

The 'Audit Trail' section on the right contains the following information:

- AE: Redford, Rose
- TOO: Green, Olive
- ADM: Hansen-Karr, Camber
- PROD: Not Assigned

At the bottom of the header, there is a navigation bar with icons for HTML, PDF, Supplementary Files, Original Files, Abstract, Cover Letter, and External Searches.

Finding reports

How do I access an earlier version of a current report?

When reviewing a current report, it is often useful to look back at past versions, including previous decision letters, reviewer comments, author responses, and/or previously submitted files.

Because AHRQ projects go through three distinct workflows in ScholarOne (reviewer list, pre-peer review drafts, peer review and final reports), it can be difficult to navigate to previous versions, especially if the version you're looking for went through a different workflow than the current version. Accessing an earlier version will depend on what workflow the current version is in and what workflow the version you're looking for went through. Use Table 1 to determine which method, either [Version History](#) or [Companion Papers](#), to use when accessing the earlier version.

Table 1.

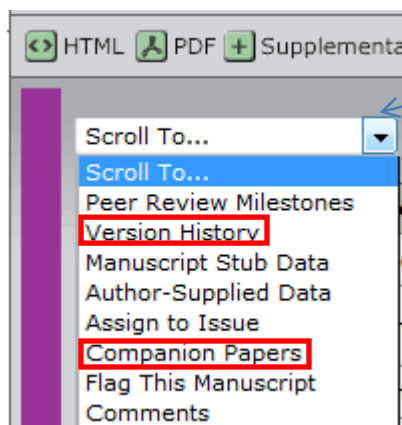
		Version you're looking for					
		Reviewer list submission	Original draft	Revised draft	Peer review draft	First final	Revised final
Current version	Reviewer list submission		Companion Papers ²				
	Original draft	Companion Papers					
	Revised draft	Companion Papers	Version History	Version History			
	Peer review draft	Version History ³	Companion Papers				
	First final	Version History ³	Companion Papers		Version History ⁴		
	Revised final	Version History ³	Companion Papers		Version History ^{4,5}		

² If you are currently on a reviewer list submission and trying to look at a pre-peer review draft but there is nothing listed in Companion Papers, the draft report has not yet been submitted to ScholarOne.

³ The reviewer list version will be the oldest version in Version History (i.e., the one on the bottom).

⁴ The peer review version will be the second oldest version in Version History (i.e., the one second from the bottom). The Manuscript ID will end with "R1" and there will be a red dot next to it.

⁵ The first final report version will be the third oldest version in Version History. The Manuscript ID will end with "R2". Revised finals will end with "R3", "R4", etc.



The "Scroll To..." drop down menu underneath the gray header on the Manuscript Information tab of a manuscript record is a quick and easy way to jump to the section on the page that you need to find.

Finding versions via Version History

Make sure you are on the Manuscript Information page – if you are, the Manuscript Information tab (the top vertical tab on the left of the gray header) will be gray. If it is white, click on it to be taken to the Manuscript Information page. In the Version History section on the Manuscript Information tab (see screenshot above for jumping to this section), the version you're looking at has a purple "you are viewing" arrow on the left side. To access an earlier version, click on the Switch Details magnifying glass on the right side (see screenshot below). The newest version is always on the top, so the current version will be first, followed by earlier versions in the order of most recent to earliest. Clicking on Switch Details will take you to that version's Manuscript Information. To return to the current version, click on Switch Details in Version History to the right of the current version's title.

Version History					
	Manuscript ID	Manuscript Title	Date Submitted	Decision Letter & Response	Switch Details
Newest on top	you are viewing EHC-2014-02-0007.R3	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review	25-Feb-2014		
	EHC-2014-02-0007.R2	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review	25-Feb-2014	<ul style="list-style-type: none"> view author's response view the authors response to the decision letter for EHC-2014-02-0007.R2 view decision letter view the decision letter for EHC-2014-02-0007.R2 	
	EHC-2014-02-0007.R1 ●	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review	25-Feb-2014	<ul style="list-style-type: none"> view author's response view the authors response to the decision letter for EHC-2014-02-0007.R1 ● view decision letter view the decision letter for EHC-2014-02-0007.R1 ● 	
Oldest on bottom	EHC-2014-02-0007	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review	24-Feb-2014	<ul style="list-style-type: none"> view author's response view the authors response to the decision letter for EHC-2014-02-0007 view decision letter view the decision letter for EHC-2014-02-0007 	

Click on one of these to go to the manuscript record for one of these versions

Finding versions via Companion Papers

On the Manuscript Information tab, scroll down to the Companion Papers section. If there are multiple reports listed here, the oldest version will be on top, followed by the other versions in ascending

recency. Click on View Details next to the title of the version you want to access. You will be taken to the Manuscript Information tab of that submission. To return to the current version, scroll down to Companion Papers and click on View Details next to the title of the current version (the one at the bottom of the list if there are multiple reports listed there).

Companion Papers					
Manuscript ID	Manuscript Title	Date Submitted	Author	Status	Delete
Type					
EHC-2014-02-0008	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review [View Submission] [View Details]	24-Feb-2014	Plum, Violet	AE: Redford, Rose (proxy) TOO: Green, Olive (proxy) ADM: Hansen-Karr, Camber PROD: Not Assigned * Provisional Accept (24-Feb-2014)	<input type="checkbox"/>
Systematic Review					
EHC-2014-02-0008.R1	Drug A Compared to Drug B in the Treatment of X: A Comparative Effectiveness Review [View Submission] [View Details]	25-Feb-2014	Plum, Violet	AE: Redford, Rose (proxy) TOO: Green, Olive (proxy) ADM: Hansen-Karr, Camber PROD: Not Assigned * Accept (25-Feb-2014)	<input type="checkbox"/>
Systematic Review					

Search for a Companion Paper

top

How do I find a report not currently in my AE queues?

At times you may wish to access a report for which you are assigned as the AE but do not currently need to take action on. If this is the case, the report will not be in your AE queues, and you will have to locate it by other means.

If the report is currently under review in ScholarOne awaiting SRC, TOO, and/or reviewer action, you should be able to find it on your AE Dashboard in one of the non-AE queues. You can also search for the report.

If the report is not currently under review, you should be able to find it via a search. This can happen if:

- It is in between versions (i.e., a decision letter has been sent for the most recent version, and the EPC is now working on a revision but has not yet submitted it).
- It has been accepted.
- The original draft report has not yet been submitted. In this case, you should be able to view the reviewer list if it has been submitted.

You will not be able to find reports for which you are not assigned as the AE.

Searching is described on the following pages.

Search terms and the use of asterisks

The main difficulty when searching is determining the appropriate search term to use. If you are confident that you know the exact title or the exact spelling of an author's last name, you can use that. But it is often necessary to use a truncated version – maybe a few words out of the title or part of someone's name (this also saves typing time). Unlike smarter search engines (e.g., Google) which can guess what you meant to say or find near hits, **the S1 search will only show you exact matches**. If you misspell something, switch the order of two words in the title, use punctuation the EPC did not use in their title (e.g., an optional hyphen), etc., you will not find it. To help with this, **S1 allows you to use asterisks as wildcard operators in searching**.

If you use an asterisk at the beginning of a search term (example: *prostate cancer), it will return all results that end in the search term (this search would return reports with titles like "Treatment of Prostate Cancer" and "Diagnosis of Prostate Cancer"). If you use an asterisk after a search term (example: prostate cancer*), it will return all results that begin with the search term (this search would return reports with titles like "Prostate Cancer Treatment"). If you use an asterisk before and after a search term (example: *prostate cancer*) it will return all results that contain the search term somewhere within them (this search would return reports with titles like all of the above as well as titles like "Treatment of Prostate Cancer: A Comparative Effectiveness Review"). Because of the wide variation that can be missed without asterisks, you may want to surround the search term with asterisks in every search.

Instead of searching for manuscripts by exact title, try to find a unique string of words in the title and search for that surrounded by asterisks. This is preferable to using exact titles because titles often change between versions and you can miss out on the result you wanted otherwise. For instance, one version might be called "Transitional Care Interventions to Prevent Heart Failure Readmissions" and the next might be called "Transitional Care Interventions to Prevent Readmissions for People with Heart Failure"; searching for the first title would exclude the second version from the search results. Furthermore, *heart failure readmissions* is not going to return the current version, but *heart failure* by itself will. For this reason, try to **use the shortest search term possible** that you think might still be specific enough not to return too many results. Using a short search term instead of a complete title also saves time and reduces the chance of mistyping something.

NB: Sometimes ScholarOne search has trouble with punctuation in the search terms, so if you're looking for, e.g., a report on Crohn's disease but *crohn's* isn't returning anything, try *crohn*.


Depending on the search mechanism you use, there may not be a Modify Search option if the search you ran doesn't return the results you wanted; you may have to start over and do an entirely new search.

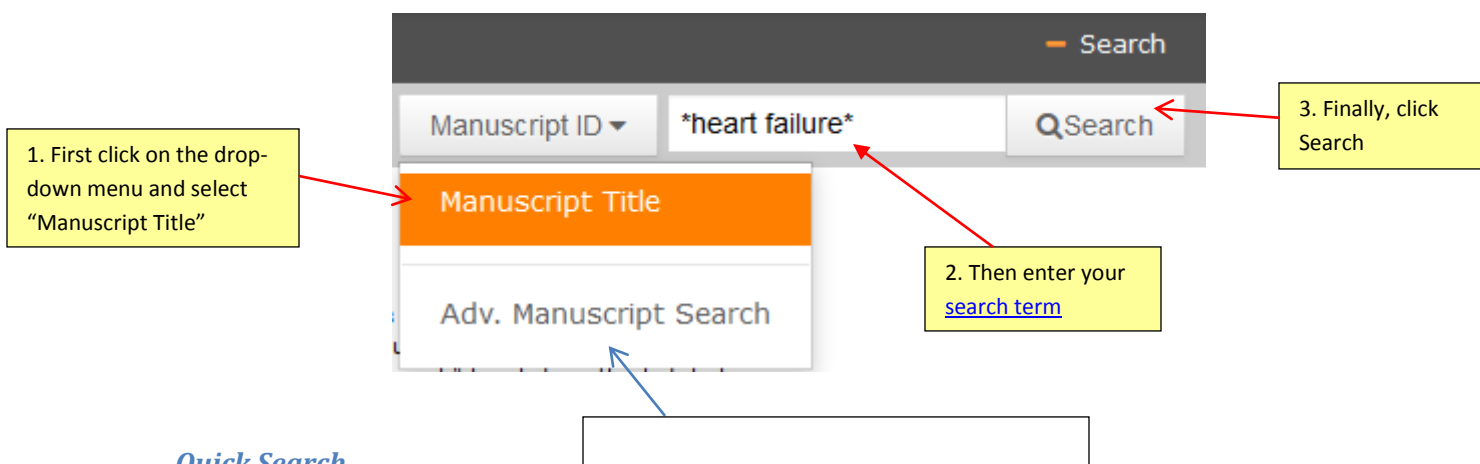
Ways to search

AEs have a few searching options: the search bar, Quick Search, and Advanced Manuscript Search.

The search bar

The search bar (located in the upper right corner of any page once you have entered your AE Center) allows you to search for manuscripts by either title or manuscript ID. Unlike Quick Search and Advanced Manuscript Search, you can only search on one criterion at a time (e.g., either ID or title, not both).

The search bar will be collapsed by default. To expand it, click on  Search in the upper right corner of any page. Type your search term into the search field, then select the appropriate criterion from the drop-down menu and click Search. (NB: The default is Manuscript ID, so if you enter the title or some portion of the title as your search term and forget to change the drop-down selection, it will return no results even if that title exists. **You must select “Manuscript Title” from the drop-down menu before clicking Search if you are searching by title rather than manuscript ID.**) This option is handy because unlike Quick Search, it exists on every page, not just the dashboard.



Quick Search

Quick Search (located on the right side of the AE Dashboard) allows you to search for manuscripts by title, manuscript ID, and/or author (either by last name or first name but not both). (NB: We don't currently assign attributes to manuscripts, so you should ignore the last two fields.) If you tried searching for a manuscript using the search bar but it returned too many results, Quick Search is a good way to refine your search (e.g., by searching on both the title and the author name simultaneously).

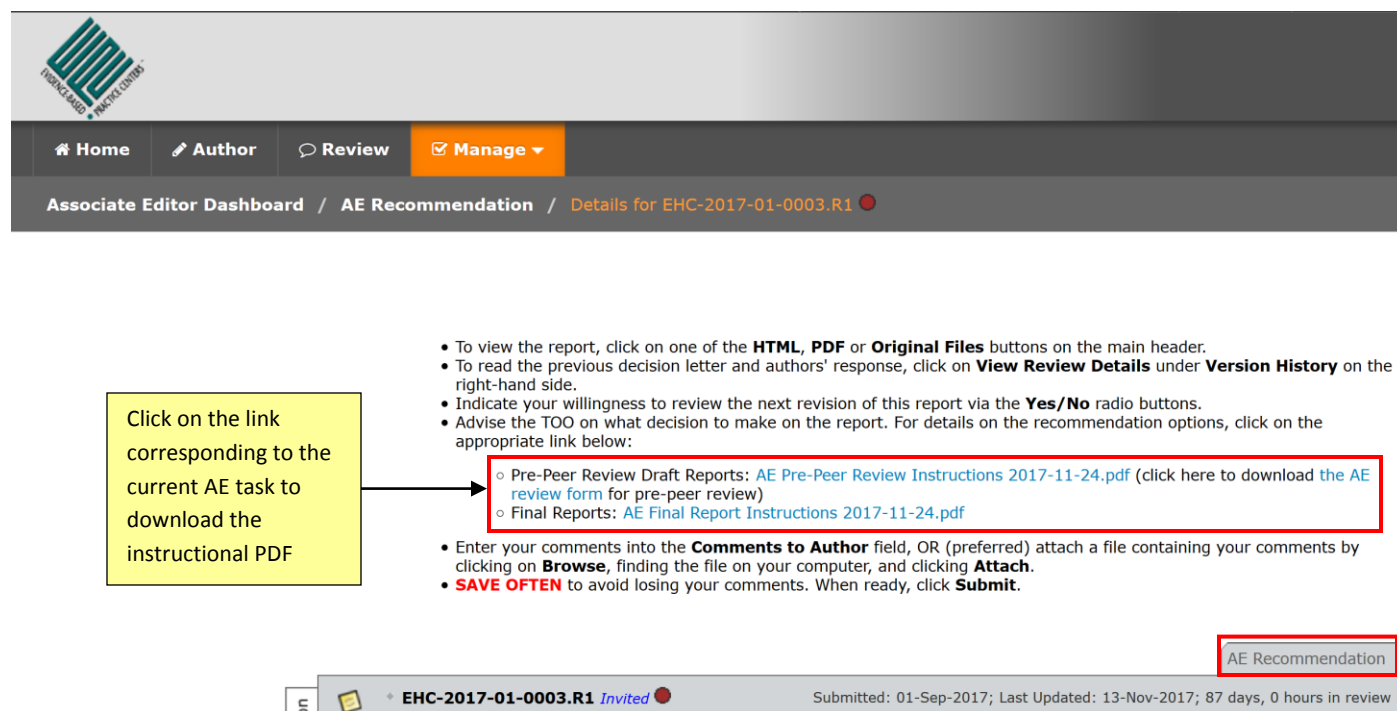
Advanced Manuscript Search

If you're on the Dashboard, you can access Advanced Manuscript Search via the "Show Advanced Search" link at the top of the Quick Search section. Advanced Manuscript Search is also available via "Adv. Manuscript Search" in the search bar drop-down menu (see [screenshot](#)). You will be taken to another page with a wider variety of search options to choose from/combine than Quick Search offers (including TOO name, date range of submission or decision, and manuscript type). This is a nice way to get a list of all manuscripts that fit one or more criteria.

Where can I find the instructions for individual AE ScholarOne tasks?

The most up-to-date versions of the ScholarOne instructions for the AE tasks (i.e., making recommendations on pre-peer review drafts and final reports), as well as the AE Review Form and the EPC Associate Editor Guide for reviewing pre-peer review drafts, are found on the [Secure Site](#) in Resources>ScholarOne (formerly Manuscript Central)>AE Training Materials.

You can also find links to the instructional PDFs from within ScholarOne if you are currently on the AE Recommendation tab of a manuscript record (that is, the page where you can enter your comments). At the top of this page, underneath the black navigation bar and above the gray manuscript record header, are links to both of the instructional PDFs as well as the AE Review Form.



Click on the link corresponding to the current AE task to download the instructional PDF

- To view the report, click on one of the **HTML**, **PDF** or **Original Files** buttons on the main header.
- To read the previous decision letter and authors' response, click on **View Review Details** under **Version History** on the right-hand side.
- Indicate your willingness to review the next revision of this report via the **Yes/No** radio buttons.
- Advise the TOO on what decision to make on the report. For details on the recommendation options, click on the appropriate link below:
 - Pre-Peer Review Draft Reports: [AE Pre-Peer Review Instructions 2017-11-24.pdf](#) (click here to download the [AE review form](#) for pre-peer review)
 - Final Reports: [AE Final Report Instructions 2017-11-24.pdf](#)
- Enter your comments into the **Comments to Author** field, OR (preferred) attach a file containing your comments by clicking on **Browse**, finding the file on your computer, and clicking **Attach**.
- **SAVE OFTEN** to avoid losing your comments. When ready, click **Submit**.

AE Recommendation

• EHC-2017-01-0003.R1 *Invited* Submitted: 01-Sep-2017; Last Updated: 13-Nov-2017; 87 days, 0 hours in review

Why do I need to enable pop-ups for the ScholarOne site, and how do I do so?

Pop-up windows serve a number of functions in ScholarOne. All emails open as pop-ups, and pop-ups are also used during file upload and when viewing reviewer comments, among other times.

You will not need to enable pop-ups for all sites (which is not advised and can be a security concern); you will only need to add ScholarOne to your list of exceptions:

- In Internet Explorer, this is done in Tools (the gear icon)>Internet options>Privacy>Pop-up Blocker – Settings. Type in mc.manuscriptcentral.com and click Add.
- In Firefox, click the orange Firefox button, then follow Options>Content>Exceptions. Add mc.manuscriptcentral.com.
- In Chrome, click the Chrome menu (three horizontal dots), then follow Settings>Advanced>Privacy and security – Content settings>Pop-ups – Manage exceptions. Add mc.manuscriptcentral.com.
- Safari does not have a way to enable pop-ups for some sites but not others; you either have to enable pop-ups for all sites or block them for all sites. Safari is not a recommended browser to use when accessing ScholarOne.

Once you enable pop-ups for the site the first time you visit it on a particular browser, you should not have to enable them again. However, if you use more than one browser (e.g., Firefox and Internet Explorer), you will have to enable pop-ups for ScholarOne separately in each browser.