ESCOLA ANNA NERY REVISTA DE ENFERMAGEM

Anna Nery School Journal of Nursing Escuela Anna Nery Revista de Enfermería





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Manual de Orientação para Autores ScholarOne Manuscripts

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Siga o passo a passo e seja bem-vindo(a) ao sistema de submissão online de manuscrito do ScholarOne

1. Acesse a página inicial de acesso de Escola Anna Nery Revista de Enfermagem. A URL de acesso é: <u>http://mc04.manuscriptcentral.com/ean-scielo</u>

2. Faça o seu login na area do autor (Author Center)

Esclarece que seu navegador (Internet Explorer, Chrome, Safari..) esta com o bloqueador de Pop Up ativo. Nesse caso coloque o site ScholarOneManuscript na lista de exceção do bloqueador. Caso possua alguma dúvida sobre como fazê-lo basta clicar em <u>"clik here"</u> ou procure ajuda do suporte.

We have detected that you are blocking pop-ups on your computer. Blocking all pop-ups may prevent peer-review related e-mails from popping up to be sent. To avoid any potential issues, we recommend that you add your ScholarOne Manuscripts website to your pop-up blocker exceptions list. For more information please contact ScholarOne Manuscripts Support or click <u>here</u>

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Welcome to the **Escola Anna Nery** manuscript submission site. To Log In, enter your User ID and Password into the boxes below, then click "Log In." If you are unsure about whether or not you have an account, or have forgotten your password, enter your e-mail address into the "Password Help" section below. If you do not have an account, click on the "Create Account" link above.

	New User?
	Register here
Log in here if you are already a registered user.	Resources
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	• <u>Home Page</u>
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Password Help. Enter your e-mail address to receive an e-mail with account information.	your
E-Mail Address: O Go	
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Bem vindo a página de submissão de manuscrito Escola Anna Nery. Para fazer seu Log In, entre como seu User ID(o seu endereço de email que foi cadastrado no sistem) e digite a sua senha pessoal de acesso no campo abaixo, depois clique em "Log In". Se você tem dúvidas se possui uma conta de acesso ou não,ou esqueceu sua senha, entre com seu endereço de email no campo "Password Help" da seção abaixo. Se não possui uma conta, clique "Create Account" no link acima

Se NÃO for um usuário novo do Sistema de acesso a submissão de artigo a Escola Anna Nery Revista de Enfermagem, você deve primeiro REGISTRAR-SE em *New User?*, clicando em *Register here.*

No *Register here*, proceda da seguinte forma:

Clicando sobre Register here abrirá a tela do Create An Account

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Há três telas para preenchimento no processo de criação de uma conta de acesso. Na primeira tela, entre com a informação sobre o seu nome e endereço de e-mail nos espaços abaixo. Os campos com preenchimento obrigatório estão marcados com "req". Quando finalizar o preenchimento clique em "next".

E-mail Adresses

• Os E-mails serão sempre enviados para o "Primary E-mail Address" (endereço de email primário). Se você deseja receber cópia do e-mail em um segundo endereço, por favor complete o campo com a denominação "Primary Cc E-mail Address, também.

• O "Secondary E-mail Address" e o "Secondary Cc E-mail Address" são somente para registro e os mesmos não receberão cópias de mensagem Repita o "Primary E-mail Address", no campo seguinte. O administrador do site pode usá-lo se o seu endereço de e-mails primário apresentar problemas persistente para receber mensagens.

Prossiga preenchendo os campos

Finalizado o seu cadastramento, o sistema emitirá uma senha e a enviará para o seu email cadastrado. O seu login é o seu e-mail cadastrado e a senha é a enviada para você pelo sistema ou cadastrada por você (checar)

Esqueceu sua senha?

Digitando seu endereço de e-mail no campo **"Password Help"** (ajuda com a senha) com sua senha e clicando em "GO" (IR), o sistema lhe enviará um e-mail contendo informações sobre sua conta.

Observação: Por favor, caso não visualize nenhuma mensagem em sua caixa de entrada, verifique na lista de mensagem do spam ou lixeira, pois o provedor de e-mail pode não reconhecer como uma mensagem confiável.

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3. A PÁGINA DE BOAS-VINDAS

Após o log in no sistema, você é visualizará a página de boasvindas com links para todos os centros de funções que você tem permissão nesta revista. Tipicamente, autores recebem permissão de Autor (Author Center) e caso sejam convidados para atuar como revisor de um manuscrito terá acesso também a esta área (Reviewer Center).



Bem vindo ao site da Escola Anna Nery. Para iniciar seu trabalho, por favor clique no link abaixo no *Center* adequado. Você pode retornar a esta tela para alterar o Center adequado, sempre que necessário cliquando a aba "Main Menu" na parte superior esquerda do canto da página.

4. PAINEL DE CONTROLE (DASHBOARD)

O Painel de Controle é onde você inicia o processo de submissão de seu manuscrito. Além disso, você pode rapidamente acompanhar a situação e ver os detalhes de todos os seus manuscritos no site ScholarOne Manuscripts. No painel de controle, o autor encontrará o status do manuscrito submetido, fará novas submissões, verá as submissões que foram revisadas, as submissões que deverão ser corrigidas e atualizadas e qual é o status do seu manuscrito.

Dashboard

Below you will find instructions that will assist you with navigating your Author Center. These instructions cover the various stages of submission. Be advised that any journal specific guidelines for authors can be found in the **"Instructions & Forms**" section at the top right hand corner of the site.

New Submissions

To start the submission of a new manuscript, click on the submit a new manuscript link in the "Author

To start the submission of a new manuscript, click on the submit a new manuscript link in the "Author Resources" area below.
 To continue with the submission of a new manuscript already in progress, click on the "Unsubmitted Manuscripts" queue in the "My Manuscripts" area below. Find the submission you wish to continue with and then click on the "Continue Submission" button.

Revised Submissions

To start the submission of a revised manuscript, click on the revision link in the "Author Resources" area below or click the "Manuscripts with Decisions" queue in the "My Manuscripts" area below to display a list of decided manuscripts. Find the submission you wish to start the revision process for and click on the "Create Revision" link for that manuscript.

Revision" link for that manuscript. • To **continue** with a revised manuscript that has yet to be submitted, either click on the revision link as outlined above or click on the "Revised Manuscripts in Draft" queue in the "My Manuscripts" area below. Find the submission you wish to continue with and then click on the "Continue Submission" button.

Correcting/Updating Submissions

To correct or update a submission that has been unsubmitted/returned to you by the journal, click on the "Unsubmitted Manuscripts" queue in the "My Manuscripts" area below. Find the submission you wish to correct/update and then click on the "Continue Submission" button. Be advised that if the submission that was unsubmitted /returned to you was a revision then it will be located in the "Revised Manuscripts" in Draft" queue in the "My Manuscript" area below.

What is the status of my manuscript?

To check the status of a manuscript you have submitted, click on the "Submitted Manuscripts" queue in the "My Manuscripts" area below. All manuscripts you have submitted that are <u>currently</u> being evaluated will be listed in this area. The status of the manuscript can be found under the column heading 'Status'. Note: You can click on any queue under the 'My Manuscripts' area to view all manuscripts currently in that status.

My Manuscripts	Author Resources
0 Unsubmitted and Manuscripts in Draft	Click here to submit a new manuscript
0 <u>Resubmitted Manuscripts in Draft</u>	
0 Revised Manuscripts in Draft	This section lists the subjects of the five most
0 Submitted Manuscripts	recent e-mails that have been sent to you recording your submission(s). To view an e-mail
0 Manuscripts with Decisions	click on the link. To delete an e-mail from this list,
0 Manuscripts I Have Co-Authored	click the delete link.
0 Withdrawn Manuscripts	
0 Invited Manuscripts	

Unsubmitted and Manuscripts in Draft

Manuscript ID	Manuscript Title	Date Created	Continue Submission	Delete
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"Abaixo você encontrará instruções que o ajudará com a navegação no Author Center. Estas instrucões cobrem vários estágios da submissão. Na Seção Instrução aos Autores da Revista você encontrará as informações necessárias para elaborar o seu manuscrito antes de submetê-lo ao sistema, que pode ser acessado no canto direito do site. "

Dashboard

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What is the status of my manuscript?

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Selecione a opção apropriada da seção Meus Manuscritos (My Manuscripts). Os resultados serão mostrados diretamente abaixo do painel de controle.

New Submissions

• To **start the submission** of a new manuscript, click on the submit a new manuscript link in the "Author Resources" area below.

• To **continue** with the submission of a new manuscript already in progress, click on the "Unsubmitted Manuscripts" queue in the "My Manuscripts" area below. Find the submission you wish to continue with and then click on the "Continue Submission" button.

New Submissions

- Para iniciar a submissão de um novo manuscrito, visualize a expressão "Click here to submit a new manuscript".
- Para continuar com a submissão de um novo manuscrito já iniciado, clique na expressão "Unsubmitted and Manuscripts in Draft" que faz parte da lista do "My Manuscripts". Localize a sua submissão para continuar e então clique no botão "Continue Submission".

Revised Submissions

• To **start the submission** of a revised manuscript, click on the revision link in the "Author Resources" area below or click the "Manuscripts with Decisions" queue in the "My Manuscripts" area below to display a list of decided manuscripts. Find the submission you wish to start the revision process for and click on the "Create Revision" link for that manuscript.

• To **continue** with a revised manuscript that has yet to be submitted, either click on the revision link as outlined above or click on the "Revised Manuscripts in Draft" queue in the "My Manuscripts" area below. Find the submission you wish to continue with and then click on the "Continue Submission" button.

Revised Submissions

- Para iniciar a submissão de um manuscrito revisado, clique no link revisão na área de recursos do autor (*"Author Resources"*) abaixo, ou clique em *"Manuscripts with Decisions"* na lista do *"My Manuscripts"*. Localize sua submissão para iniciar o processo de revisão e clique no link *"Create Revision"* daquele manuscrito.
- Para continuar com um manuscrito revisado mas que você não completou o processo de revisão (revisão em andamento), pode-se clicar tanto no link revisão acima descrito, como no link "Revised Manuscripts in Draft" na lista de "My Manuscripts". Localize a submissão que você deseja continuar e então clique no botão "Continue Submission".

Correcting/Updating Submissions

• To **correct or update a submission** that has been unsubmitted/returned to you by the journal, click on the "Unsubmitted Manuscripts" queue in the "My Manuscripts" area below. Find the submission you wish to correct/update and then click on the "Continue Submission" button. Be advised that if the submission that was unsubmitted /returned to you was a revision then it will be located in the "Revised Manuscripts in Draft" queue in the "My Manuscript" area below.

Correcting/Updating Submissions

Para **corregir ou atualizar uma submissão** que não foi submetida/ retorno para você pela Revista, clique em "Unsubmitted Manuscripts" na lista de "My Manuscripts". Encontre a submissão que você deseja corrigir/atualizar e então clique em "Continue Submission". Esteja ciente de que a submissão que não não foi submetida/retornou para você era uma revisão, então sera localizada em "Revised Manuscripts in Draft" da lista constante na area de "My Manuscript".

What is the status of my manuscript?

• To **check the status** of a manuscript you have submitted, click on the "Submitted Manuscripts" queue in the "My Manuscripts" area below. All manuscripts you have submitted that are <u>currently</u> being evaluated will be listed in this area. The status of the manuscript can be found under the column heading 'Status'. Note: You can click on any queue under the 'My Manuscripts' area to view all manuscripts currently in that status.



What's the status of my manuscript?

Para verificar o **status** de um manuscrito submetido, clique na lista do "Submitted Manuscripts" em "My Manuscripts". Todos os manuscritos submetidos que encontram-se em fase de avaliação sera listado nesta area. O status do manuscrito pode ser encontrado na coluna denominada 'Status'.

Observação: Você pode clicar em qualquer parte listada na área de 'My Manuscripts' para visualizar os manuscritos naquele status.

My Manuscripts	Author Resources
0 Unsubmitted and Manuscripts in Draft	Click <u>here</u> to submit a new manuscript
0 Resubmitted Manuscripts in Draft	
0 Revised Manuscripts in Draft	This section lists the subjects of the five most
0 Submitted Manuscripts	recent e-mails that have been sent to you regarding your submission(s). To view an e-mail
0 Manuscripts with Decisions	click on the link. To delete an e-mail from this list,
0 Manuscripts I Have Co-Authored	click the delete link.
0 Withdrawn Manuscripts	
0 Invited Manuscripts	

Unsubmitted and Manuscripts in Draft

Manuscript ID	Manuscript Title	Date Created Continue Submission		Delete
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- **0** <u>Unsubmitted and Manuscripts in Draft</u> = <u>Manuscritos não submetidos e rascunhos</u>
- **O** <u>Resubmitted Manuscripts in Draft</u> = <u>Manuscritos resubmetidos e rascunhos</u>
- **O** <u>Revised Manuscripts in Draft</u> = <u>Manuscritos revisados e rascunhos</u>
- **O** <u>Submitted Manuscripts</u> = <u>Manuscritos submetidos</u>
- **0** <u>Manuscripts with Decisions</u> = <u>Manuscritos com Decisões</u>
- **O** <u>Manuscripts I Have Co-Authored</u> = Manuscritos que tenho co-autoria
- **O** <u>Withdrawn Manuscripts</u> = Manuscritos retirados
- **O** <u>Invited Manuscripts</u> = Autor convidado

Em "Author Resources", você lerá:

Esta seção lista os assuntos dos cinco e-maisl mais que recentes que foram enviados para você sobre sua submissão(ões). Para ver um e-mail clique no link. Para deletar um e-mail desta lista clique no link delete.

Em AUTHOR CENTER Submit a Manuscript, você lerá:

Selecione o tipo de manuscrito. Entre com o título e o resumo (no idioma original em que o manuscrito foi redigido) no campo adequado abaixo. Se você precisar inserir um caracter especial, clique no botão "Special Characters". Entre com o nome da agência de financiamento associado ao manuscrito no final da página. Se as agências de financiamento do manuscrito não estiverem incluídas na lista, prossiga para a próxima página do processo de submissão. Quando terminar, clique em "Next."

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