Manuscript Central: Frequently Asked Questions for authors

1. What are the IEE Manuscript Central URLs?

   Electronics Letters (EL) – http://mc.manuscriptcentral.com/iee/ell/
   IEE Proceedings Control Theory & Applications (CTA) - http://mc.manuscriptcentral.com/iee/cta/
   IEE Proceedings Communications (COM) - http://mc.manuscriptcentral.com/iee/com/
   IEE Proceedings Electric Power Applications (EPA) - http://mc.manuscriptcentral.com/iee/epa/
   IEE Proceedings Nanobiotechnology (NBT) http://mc.manuscriptcentral.com/iee/nbt/
   IEE Proceedings Optoelectronics (OPT) - http://mc.manuscriptcentral.com/iee/opt
   IEE Proceedings Software (SEN) – http://mc.manuscriptcentral.com/iee/SEN
   IEE Proceedings Systems Biology (SYB) - http://mc.manuscriptcentral.com/iee/syb

2. What system requirements do I need to use Manuscript Central?
   You will need internet access with Internet Explorer 5 or Netscape 6 or above. You will also need Acrobat Reader and the latest Java plug-in. Please note that the site will not work fully if you have disabled pop-up boxes and you will not be able to submit your paper.

3. How do I start using Manuscript Central?
   You will need to have an account. To set one up, go to www.iee.org/journals/submissions/ which will take you to the main IEE portal for all IEE journals. Click on ‘Create an account’ and then fill in the required information. Any details marked ‘Req.’ must be completed before the details will be accepted.
   Note: if you have previously submitted papers to the IEE or have acted as a reviewer on any of the IEE titles, an account is likely to have been created for you. If in doubt, please contact the Editorial Office, so as to avoid duplication of records (also see FAQ 5 below).
5. What if the site tells me that I already have an account under that email address?
When the sites were set up, many of the current referees’ details were loaded into the new database and accounts set up for these people. Please either go to the ‘Forgot your password’ area on the specific journal you wish to use and enter your email address, or contact the IEE Editorial Office to ask them to send you your log-in details.

6. How do I change my contact details?
Go to ‘Edit my Account’ and make the necessary changes. An email will be sent to you, confirming the new account details.

7. I want to submit a paper to an IEE journal. How do I do this?
Go to the submissions site www.iee.org/journals/submissions/ and choose the relevant journal from the drop-down menu. Enter your log-in details, go to the Author Centre and then follow the onscreen instructions.

8. Can I still submit papers by post?
No. Unfortunately, the IEE no longer accepts postal submissions for any of its journal titles.

9. How will I know that my paper has been submitted successfully?
Once a paper submission has been completed, you will be sent an email that will give details of your paper's Manuscript ID (paper number), thus confirming successful upload of your paper. You will also be able to see your paper in the list of Submitted Manuscripts together with its current status.

10. What file types can I use?
Please upload your paper as a PDF document. Please do not upload zipped files. Only three files can be uploaded at any one time. If you have more than three files, please upload three, then a further batch of three until your paper is complete. You will be given an opportunity to specify the order in which the files appear in the final PDF of the paper.

11. Can I check the uploaded version of my paper?
Before final submission you will be asked to check your paper. If anything is incorrect, (eg. characters, mathematical symbols, figures) please delete the files and load new ones. You will not be able to complete the submission until the files have been checked.

12. Why will Manuscript Central not accept my submission?
There is probably important information missing from the form. Please check that all sections marked ‘Req.’ have been completed correctly and then try again.

13. How can I check the status of my paper?
Go to your Author Centre, click on ‘Submitted manuscripts’ and it will display the status of your paper.
14. How do I contact the Editorial Office if I have a query?
Under 'paper status', there is an email link (headed EO) to the relevant person in the office to deal with your query. Alternatively, for more general queries, go to the main IEE journals page and click on the relevant journal title. This is:
http://www.iee.org/Publish/Support/Auth/authproc.cfm
for Proceedings or:

15. What do I do if I need to change the version of the paper I submitted, or any of the paper details?
Email the Editorial Office and send the new version of the paper as an attachment, together with a brief explanation of why the change is needed.

16. How will I receive the decision on my paper?
The decision on your paper will be emailed to you. An addition, the decision will be available in your Author Centre under ‘Manuscripts with Decisions’.

17. How do I submit a revised version of my paper or resubmit a declined paper?
In the ‘Manuscripts with Decisions’ section of your Author Centre, there is a link to submit a revised paper or to resubmit a paper. This will partly create the revision submission for you. Please complete the submission, making any necessary changes, then delete the files for the original submission and upload the files for the revised paper (remembering to include a covering letter, detailing ALL the changes made). The revised paper will retain the same Manuscript ID but with the addition of ‘R1’ to show that it is the first revision of that paper.

18. Can I upload a PDF version of a revised paper?
No. The files uploaded for a revised version must be the original source files in order for the paper to be typeset. Microsoft Word is currently our preferred format.

19. How do I resubmit a paper if there is no link in the Author Centre?
If this is the case, the Editor for the Journal does not consider a resubmission to be appropriate.

20. What happens if my paper is accepted for publication?
You will be sent an email telling you that the paper has been accepted and that it is now at the beginning of our production process. For Proceedings papers, you will be asked to view and check the proofs of your paper once they have been typeset.

21. What about copyright?
Copyright documents are needed for all papers before publication. The forms can be downloaded from the ‘Instructions and Forms’ tab at the top right of the screen. These must be posted, emailed or faxed back to the Editorial Office (address given on the form). This should be done as soon as possible after submission for Proceedings papers, but not until acceptance for Electronics Letters papers, at which point you will be asked to submit them by the Editorial Office.