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Clinical Oral Investigations manuscript processing goes online

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Introduction

The Editor-in-Chief and the publisher, Springer, are happy to announce that as of January 2005 all manuscripts submitted to *Clinical Oral Investigations* will be exclusively handled electronically and online. Therefore, all authors are asked to submit their manuscripts online. The Editor-in-Chief, the Associate Editors, and the referees will retrieve the manuscript online. The authors will receive notification of the publication decision and reviewers' comments online, they will resubmit their manuscript online, and the final accepted paper will be forwarded to the publisher online.

Advantages

Several benefits accompany this new mode of electronic processing:

1. It will no longer be necessary to send a manuscript in quadruplicate; on the contrary, authors will be able to prepare their initial paper in the correct electronic format required for publication.
2. The length of time between manuscript submission and publication will be shortened considerably because the Editorial Office will prompt all reviewers to adhere to a fixed schedule for each review step of each paper.
3. Mailing costs for authors and the Editorial Office will be reduced, since in general all transactions will be carried out online.

Access

The new manuscript tracking system is called Manuscript Central (MC). It was developed by ScholarOne (USA) and selected by *Clinical Oral Investigations'* publisher,

Springer (Germany). *Clinical Oral Investigations* is one of several journals to be converted to the new system. Logging in to MC is simple (online, connect to <http://mc.manuscriptcentral.com/COI>).

Please check for an existing account by clicking the button "Check for existing account." If an account has already been set up for you, you will receive an e-mail indicating your user ID and password. If no account exists, please press the "Create a new account" button and follow the instructions given on screen. A new user ID and password will be e-mailed to you following your session.

Once an account has been created, you simply type in your user ID and password and log in. Authors can now begin to submit their manuscripts to the Author Center by following the instructions on screen, filling in the blanks and uploading their manuscript files. Referees may open and download manuscripts for review from the Referee Center. Help may be obtained at any time by pressing the button "Get help now" found on the upper right-hand side of the screen.

From submission to publication

Anyone authorized to read a manuscript may either do so directly on the computer monitor or by downloading the manuscript (as a pdf file) and printing it out. A pdf file may be read by using Adobe Acrobat Reader, a free utility. The new procedure, described below, does not differ substantially from our non-computerized procedure, but uses MC online features to coordinate all the steps.

Submission

The corresponding author logs into MC and submits a new manuscript online, following the instructions found on screen. All text, tables, and figures can be uploaded as separate files. They will be automatically combined into one pdf file so that reviewers will need only to view and download a single file. Text formats from most standard word processors and standard graphics formats are acceptable for online submission.

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Once the manuscript has been submitted, the author receives automatic e-mail notification, indicating the manuscript number and informing him or her that the paper has been successfully uploaded.

Review process

Newly submitted manuscripts will be passed on to the Editor-in-Chief, who designates either himself or an Associate Editor as being responsible for the manuscript. The designated Editor will choose two referees who will then score the paper. Their comments are returned to the Editor and finally passed on to the author. Depending on the decision made, the paper will be returned for revision or recommended to the Editor-in-Chief for acceptance or rejection.

If the manuscript is returned to the author for revision, the author must revise it in order to have it considered for publication again. According to the MC processing procedure, the author is required to explain in detail where and how he has taken the comments of the reviewer into account when revising his manuscript. At the same time, the authors resubmit a revised version online in the same manner as for the initial submission.

Publication

After acceptance, the separate files for the text and for each figure that were submitted by the corresponding

author to MC will be forwarded directly to the publisher. This is needed by the publisher to allow the processing of the various file types. The publisher retrieves the final manuscript from MC.

Within a few weeks of the final submission, the publisher places the proofs online (in HTML and pdf format) to be checked by the author. This is the last check prior to publication.

The manuscript is officially published online at Springer's LINK site for *Clinical Oral Investigations* with a unique DOI (Digital Object Identifier) reference number. This online publication is citable by journal title and DOI. The manuscript is also subsequently published in one of the next issues of *Clinical Oral Investigations*.

Transition between the old and new systems

During the initial transition period, manuscripts previously under review will not exist within the new online MC system. For such manuscripts, when authors are asked to make revisions, they are requested not to submit the revised manuscript online in MC, but to enter the new system only in cases of new original submissions at the beginning of 2005.

We are all very positive that this new online system will significantly improve manuscript processing and will add to the quality of the journal. If you have any questions, do not hesitate to contact us.

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