



# The International Journal of Tuberculosis and Lung Disease

## Instructions for Online Manuscript Submission

---

Go to Manuscript Central at <http://mc.manuscriptcentral.com/ijtld>

Download the Author Quick Guide from <http://mchelp.manuscriptcentral.com/tutorials/Author.pdf>

### Logging on to Manuscript Central

IF	Action to follow:	THEN
You are uncertain whether you have an account <b>OR</b> you have an account, but have forgotten your User ID or Password	Under <b>Password Help</b> , type in your e-mail address and click on “go”.	The system will send you an e-mail with your account information.
You do not have an account	Either click on <b>Create Account</b> at top right of screen, OR Click on <b>New User? Register <a href="#">here</a></b> , to right.	Fill in user contact information as marked and click on FINISH. Then click on the login link to access the system. The system will send you an e-mail with your account information.
You have any difficulties with your account	<b>Do not</b> attempt to create a new account	Contact us at <a href="mailto:ijtld@theunion.org">ijtld@theunion.org</a>
You would like to change your password	Log on to Manuscript Central using your User ID & current password. Click on <b>Edit Account</b> at top of screen. On Screen 3, click on the <b>Change Password</b> link. You will then be asked to enter your current password, then your new password twice. Click on <b>Change Password</b> when you have finished entering your information.	If you have filled in all password information and clicked on <b>Change Password</b> , the password change will take effect immediately. Be sure to note your new password for future reference.
Your e-mail address or contact information has changed	Log on to Manuscript Central with your User ID & password. Click on <b>Edit Account</b> at top of screen. Enter all new information details, then click on FINISH.	If you have clicked on FINISH after entering your changes, the system will automatically update your account.

Please **do not** attempt to create a new account each time you upload a new manuscript. Continue using the same account each time you enter Manuscript Central for both manuscript submission and review.

---

# Preparing your article for uploading on Manuscript Central

---

1 In preparing your article for uploading on Manuscript Central, please make sure that you include the following together in the same manuscript file:

**Title page containing:**

- **Title of the manuscript:** not more than 110 characters and spaces
- **Authors and affiliations:** Ensure that affiliations are clearly linked to authors
- **Conflicts of interest, author contributions and funding: clearly described;** either on the title page or in the acknowledgements
- **Corresponding author:** Full address, fax and e-mail
- **Running head:** a short title of not more than 45 characters and spaces

**Summary:** This should be placed after the title page and before the main text.

- **Key words (max 5):** These should be placed beneath the summary

**Main body:** Please respect the requirements for article lengths, i.e., 2500 words for Original Articles, 1,100 words for Letters, 600 words for Correspondence, 3,500 for Reviews and up to 1,400 words for Editorials. Articles that do not comply with the requisite length will be returned to the author.

**Acknowledgements:** Include all authors' contributions

**References:** in correct format (Vancouver), starting on a separate page

**Tables:** cited in the text and on separate pages

**Figure legends:** on a separate page

3 **Check that all tables and figures are included.**

**Tables** should be submitted as true tables (see instructions page 5) in the document. They should be placed at the end of the article, after the references. They should not contain bolding or shading.

**Figures** can be included at the end of the article, or uploaded separately as .xls, .ppt, .jpg, .gif, .rtf, .tif or .ps files.

- They will need to be provided in an editable format (Excel, PPT, Word) if the article is accepted.
- If they cannot be provided in editable format, they must be high resolution, with text in black (not grey) Arial 12 (or proportional to size), no bolding.
- Colour and half-tone figures should be at least 300 dpi (and preferably 500 dpi).

4 **Insert one line space between each section.** This makes your manuscript easier to read. 12 point font, line spacing of 1.5 or double spacing, and line numbering are also requested.

5 **Give all files to be uploaded a short name** of 15 letters maximum. File names should not include spaces, special characters, punctuation marks or symbols. Failure to do so may lead to difficulties in uploading your manuscript and prevent its conversion to pdf.

6 **See pages 4–5 for instructions on uploading your manuscript and completing the submission process.**

## Preparing a revised manuscript

---

To prepare the revised version of your manuscript, review steps 1–6 above, then follow these steps:

1. Add R1 to the end of the title if you are submitting the first revised version, R2 for the second revised version, etc.)
2. **Highlight all new text in red.** This makes changes clear to the editor and reviewers.
3. **Do not use the track changes feature to indicate which items have been deleted from the revised version.** This can be confusing to read. There is no need to indicate deleted text, only new text.
4. **Enter your author responses to the reviewers and editor BEFORE you upload your manuscript file.** To submit your responses, follow these steps:
  - I. Log in to your Author Center in Manuscript Central.
  - II. Click on **“Manuscripts with Decisions”**, then **“Create a Revision”**. A draft of your revision will be moved to **“Revised Manuscripts in Draft”**.
  - III. Scroll down to the bottom of the decision letter that was sent out for the previous version of your article.
  - IV. Fill in the box **“Response to Decision Letter”** with your point-by-point response to the reviewers’ and editor’s comments.
  - V. Click on **“Save and continue”**.
  - VI. You can, if necessary, edit the manuscript and author details.
  - VII. To upload your revised manuscript files, at step 6 click on **“File upload”**. **Delete all previous files – these are stored on the system with the previous submission. If they are not deleted the editor may not be able to access the revision.**
5. **See pages 4–5 for instructions on completing the submission process.**

## File formats

---

**Text files** should be uploaded as .doc/.docx files. They will be converted automatically to .pdf and html formats for reviewing.

**Tables** should be inserted into the Word document in table format. They can be uploaded as separate image files in .xls, .jpg, .gif, .tif or .eps formats, but in the event of acceptance you will be requested to provide them in Word.

**Figures** may be inserted into the text document or uploaded as separate images file in .pdf, .jpg, .ppt, .xls, .gif, .tif or .eps formats. In the event of acceptance you will be requested to provide them in an editable format (in Powerpoint, Word or Excel) or in high resolution graphic format.

## Submission

---

1. **Log on to MC** and select **Author**
2. Click on **Start New Submission**, then **Begin Submission**
3. Complete all steps, following all instructions given on the screen.

## File upload

---

4. Click on the **“Browse”** button and locate the document you wish to upload. Up to five files can be uploaded at a time.
5. **Select the designation of the files from the pull-down menu:**
  - Main Body** refers to the manuscript text
  - Low-res image**
  - High-res image**
  - Multimedia** (not accepted at present)
  - Supporting document** - e.g., supporting data, companion article
  - Supplementary files for review** – data for the Editor and reviewers that are to be included as online supplementary material
  - Supplementary files not for review** – these are files for the Editor or Editorial Office that are not for the reviewers
6. **Click on Upload files to upload your files:** When the upload of each file is completed, you can click on **Edit details** to provide a description of the document.
  - For your Main Document, you can type **“Article Text”** or **“Main Document”**.
  - For your figures, you can add tags, such as **“Figure 1”** or **“Fig. 1”**.
  - For any other supporting documents, please indicate clearly what the document is and its format (MS Excel, MS PowerPoint, etc.).
7. **You can reorder the files after upload by clicking on the drop down buttons in the Order column, then on “Save file order”.**

## Completing manuscript submission

---

Once you have uploaded your original or revised manuscript, please follow these steps:

1. If you have uploaded several different drafts of your manuscript in which changes have been made, **ensure that only one file for the main body of your manuscript and for each image is available under File upload. [All files generated from earlier drafts under “File upload” should be deleted to avoid confusion for the editor. These are already saved elsewhere on the site.](#)**
2. **If there are no more changes to be made after uploading your manuscript, click on SAVE AND CONTINUE. You will be required to check the pdf version of your paper.**
3. **Proof your manuscript and images carefully before submitting:**
  - Images sometimes appear smaller than the originals when uploaded and viewed on Internet. Check to make sure that they are legible when viewed in the browser. If not, you may need to upload a larger version.
  - Check your tables to make sure all data are presented in the proper order and format.

- For revised manuscripts, ensure all changes are noted in **red font**.
4. **If no changes need to be made in your manuscript (including image files), click on REVIEW AND SUBMIT to complete the submission process.** The system will let you know if any elements are missing from required fields. Until you click on the **Submit** button, you are free to return to Manuscript Central at a later time and make changes in your draft. **NB:** if you do not complete the submission process immediately, when you return to the system, you will find the paper under “**Unsubmitted manuscripts**” for new submissions, or “**Revised Manuscripts in Draft**” for revisions. Click on “Continue Submission”.
  5. **You will receive written confirmation by e-mail** that your submission is complete. If you do not receive this message, you may have forgotten to click on the **Submit** button after uploading and checking your manuscript files. Return to the article, then click on **Submit** to officially submit your manuscript to the editorial office.

**Note: The submission process is not complete until you click on SUBMIT to send your article to the Editorial Office for review.**

6. **Electronic copyright form.** Once your submission has been checked, you will be requested to log on again to submit an electronic copyright form. Please do this promptly, as the article will not be sent for review until this part of the process is complete. In the event of acceptance, ALL authors will be required to complete the form online. Once this has been complete by all authors, the article will be prepared for publication. No article can be published until all forms have been received.

## Preparing true tables in Word

---

Do not create tables using tabs and spaces. Editing and sharing of files can cause information to move around.

### To create a true table in Word:

1. At the end of the manuscript in Word (after the references), type **Table 1** followed by the title of the table, then hit return twice.
2. Select **Insert Table**.
3. You will be asked to choose the number of columns and lines you need in the table. (Column widths can be changed later).
4. Fill in the text and data in each column.

### To convert text into a true table in Word:

1. In your Word manuscript, select the text to be converted into a table.
2. Select **Insert Table → Convert → Text into Table**.
3. Fill in the information requested (e.g., no of columns, para or tabulations as separators, etc).
4. Click on **OK**.
5. Verify that all information is correctly placed.

**Note:** Tables uploaded within the manuscript should be placed at the end of the article, after the references.

## Guidelines for all users

---

- **When uploading figures, please ensure they are clearly legible.** Text and numbers in a figure should be in Arial font and proportional to the figure so that if it is reduced to fit the data will still be legible.
- **PDF files are readable with Adobe Acrobat Reader, available for download free of charge from the main login screen of Manuscript Central.**

## Guidelines for Macintosh users

---

In addition to using simple, short file names when saving your documents, you must type the extension at the end of the file name you choose. The file extensions are as follows:

**.doc** - Microsoft Word documents.

**.rtf** - Rich Text Format

**.jpg** - Joint Photographic Group format (known on an Apple as JPEG)

**.gif** - Graphic Interchange Format

**.tif** - Tagged Image File format (known on an Apple as TIFF). Please do NOT include the second "F" in your extension.

**.ppt** - PowerPoint presentation

**.xls** - Microsoft Excel spreadsheet

**.pdf** - Portable Document Format

**.eps** - Encapsulated PostScript

**.mov** (or **.qt**) - QuickTime movie

To view your manuscript for review, you need Adobe Acrobat Reader, which you can download and install free of charge from the login screen of Manuscript Central. There are seven Macintosh computer formats to choose from. If you are not sure which one to use, you may want to ask your system administrator before downloading.

---

### The International Journal of Tuberculosis and Lung

#### Disease

International Union Against Tuberculosis and Lung  
Disease (The Union)

68, boulevard Saint-Michel  
75006 Paris FRANCE

Tel: (+33) 1 44 32 03 60

Fax: (+33) 1 43 29 90 83

e-mail: [ijtd@theunion.org](mailto:ijtd@theunion.org)

url: [www.theunion.org](http://www.theunion.org)

website: <http://mc.manuscriptcentral.com/ijtd>

Full-text version: [www.ingentaconnect.com](http://www.ingentaconnect.com)