

ANNALS OF FAMILY MEDICINE



Instructions for Submitting a Manuscript

Tips:

- This is an overview of the *Annals of Family Medicine* manuscript submission process. For other manuscript information, please see the *Annals'* [Instructions for Authors](#).
- In Rapid Review, “MS” is an abbreviation for “manuscript.”
- Several e-mails will be sent to you automatically during the manuscript submission process.
- Questions? Contact the *Annals* at 216-368-0837 or AnnFamMed@case.edu.

1. Log on to Rapid Review:

-Go to the “Author information” page at <http://www.AnnFamMed.org>. Click on the link to Rapid Review. Enter your user name and password (these terms are case-sensitive). If you can’t remember your user name or password, click “Can't remember your password?”

-If you do not have an *Annals* account (as an author **or** reviewer), click “Create Author Account.”

2. Begin Submission and Upload Files:

-Click on “Submit New MS” on the menu bar near the top of the page. A status bar on the left-hand side will track your progress and provide links to individual submission pages.

-Select the journal name and manuscript type (for information about types of manuscripts, see the Instructions for Authors), and indicate if you are the corresponding author. Click “Start Submission.”

-On the **Submit a New Manuscript** page, enter the manuscript title and click “Next.”

-On the next page:

- Under **Purpose digital files are being submitted**, “Reviewing Only” is pre-selected.
- Under **Upload Files**:
 1. **Browse** and select the file(s) to be uploaded.
 2. As you select files, the file names appear under **Files selected to upload and pending transmission**. Select a category for each file:
 - *Source File* for files that are part of the manuscript e.g., text, tables, and figures.
 - *Supplemental Data* for files that are related but not part of the manuscript itself, e.g., a related manuscript. (Note: Appendices are “Source Files” not “Supplemental Data.”) Not all manuscripts will have “Supplemental Data.”
 - *Form File* if you are attaching forms required by the *Annals*.
 3. Select the **Upload Files** button.
- When files are uploaded, they will be listed in the **File Inventory** section. If necessary, you can remove or re-categorize files by checking a box and clicking “Action.”
- Click “Next.”

3. Organize and Submit Files:

-Uploaded file(s) will be listed under **Manuscript Files**.

- For each file, indicate file type (“Text,” “Graphics,” or “Mixed Text & Graphics”). Select a description from the “Description of Contents” list or type a description in the “Other” field.

- Indicate the order in which the files should appear in the manuscript by clicking the up/down arrows.
- Select “Submit Files” to convert your files to a PDF, or select “Save and Continue” to submit the files at a later time.

4. Provide Other Information:

-On the next screen:

- If relevant supplemental data are available at another location, enter the URL in the **Supplemental Data** section. (This information will be available to the editors. It will not be included in the manuscript.)
- In the **Forms** section, describe any forms you’ve uploaded in Rapid Review.
- In the **Graphics** section enter the number and types of figures in the manuscript.
- Click “Next.”

- Complete the **Author Questionnaire**. Click “Next.”

5. Provide Manuscript Information:

-On the **MS Details** screen, indicate numbers of pages, tables, figures, etc. Click “Next.”

-On the **Authors** screen, provide contact information. To add authors, select the number of additional authors from the **Add number of authors** list, or click **+Add New Author**. Click “Next.”

-On the **Cover Letter** screen, enter your letter in the Cover Letter box.

-Copy any Acknowledgements into the **Acknowledgments** box. Click “Next.”

-On the **Abstract** screen, copy the abstract into the text box. Click “Next.”

-On the **Keywords** screen, type in keywords and/or select them from the dropdown list. Click “Next.”

-Note: the acknowledgments, abstract, and keywords should be identical to those in the manuscript.

-Additional information on preparing cover letters, acknowledgments, abstracts, and key words is available in the Instructions for Authors at www.AnnFamMed.org .

6. Verify and Submit Files:

-The **Verify & Submit** screen shows a summary of your manuscript files.

- Click “Save But Do Not Submit” to complete the submission at another time. You have two weeks to finish the submission. After two weeks, it will be deleted from the system.
- To complete the submission, click “View and Approve PDF.” Click the “Click here to download” link, then open the PDF file.
- If you are satisfied with the PDF, return to the Downloading File window and select “Approve PDF.”
- If you are not satisfied with the PDF, you can return to earlier points in the process to upload new files, re-number files, etc.

-After you have approved the PDF, click “Complete Submission” on the **Verify & Submit** screen.

-A “success” message, with your manuscript number, will be displayed. (Press **Ctrl-P** then **Enter** to print the page.) Click “OK.” The submission is now complete.