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## **CHEST Manuscript Central Instructions**

**Authors should have read the [CHEST POLICIES](#) while writing the manuscript.**

**Authors should have read and followed the [Manuscript Preparation guidelines](#) for preparing the manuscript for submission.**

### **Getting Started With Online Manuscript Submission**

Launch your Web browser (Internet Explorer 5.X or higher or Netscape 7.0, 7.1, and 7.2, Firefox 1.0.4, or Safari 1.2.4), and go to the *CHEST* Manuscript Central home page (<http://mc.manuscriptcentral.com/CHEST>).

Log-in or click the "Create Account" option if you are a first-time user of *CHEST* Manuscript Central.

If you are creating a new account: After clicking on "Create Account," enter your name and e-mail information and click "Next." **Your e-mail information is very important.**

Enter your institution and address information as prompted, then click "Next."

Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID) and then select your area of expertise from the menu provided. Click "Finish" when done.

Log-in and select "Author Center."

### **What You Will Need**

You may begin submission and complete all steps at one sitting or return to complete the process at a later time. You will need the following materials to complete the process; you may want to be sure that you have them available before you start.

**Text.** Word processing file(s) for uploading to the system (Microsoft Word preferred).

- \* Authors may submit a single word processing file with all material except figures.
- \* Authors may elect to submit each table as a separate file but are not required to do so.
- \* Please submit figure legends as part of the word processing file.
- \* Please add page numbers and use the Page Setup option in your word processing program to add line numbers continuously throughout the document.
- \* Please do not submit pdf files for manuscript text or figures.

**Figures.** You must submit a separate graphics file for each figure (figures with multiple parts should be submitted as a single graphics file). Digital files that are acceptable for production (see below) must be provided for all illustrations at the submission stage. You can learn more about graphic files at the Cadmus Press Web site at <http://cpc.cadmus.com/da>. We strongly recommend that authors check the acceptability of their digital images for production by running their files through Cadmus Press Rapid Inspector, a tool provided at the following URL: <http://rapidinspector.cadmus.com/zcb>. Rapid Inspector is a Web-based application that allows authors to identify problems that may cause the file to fail at any point during the production process. If you have questions, please do not hesitate to contact *CHEST* at [editor@chestnet.org](mailto:editor@chestnet.org).

- \* Acceptable file formats for graphics files are .tiff, .jpg, and PowerPoint (.ppt). Make sure you read through the Cadmus instructions for the right settings. To see the applications that will create these formats, go to the Cadmus digital art Web site.

Acceptable resolutions are:

1200 dpi for line art (eg, graphs, drawings, etc. that have no gray tones).

300 dpi for black and white and color photographs with no labeling.

600 dpi for combination figures (photographs with labeling).

Color should be submitted as CMYK. (See the Cadmus digital art Web site for explanations and instructions.) See below for color charges.

Figures should be submitted at actual size that they are to be published (3, 4.75, or 6.5 inches) and cropped close to the image.

Please do not submit compressed (zipped) files to *CHEST* Manuscript Central. They will not properly convert.

Please do not submit legends as part of the figure file.

**Web only/supplementary material.** *CHEST* online can accept supplementary (Web component) material. This material must be peer reviewed. Please include any such files with the manuscript. Be sure to note in your cover letter that Web-only material is included. Please contact the *CHEST* Editorial Office for acceptable formats of Web-only material.

**Coauthor information.** Authors must submit a list of any other authors, their institutions, and their e-mail addresses. For this purpose, please review *CHEST*'s definition of "author" contained in the "[CHEST Policies](#)" section. Any change in authorship occurring after submission must be approved in writing by all authors of a manuscript.

**Reviewer preference information.** *CHEST* encourages authors to submit the names of preferred and nonpreferred reviewers. Please provide the e-mail addresses for any such individuals.

**Cover materials.** Manuscript Central provides a form field for submitting cover comments to the Editor in Chief, but cover letters or other material can also be submitted as attachments. Authors should have all cover material ready before submitting.

### **Submitting Your Manuscript**

Note: Please read the [Manuscript Preparation instructions](#) carefully before you begin the submission process.

After you have logged in, click the "Submit a Manuscript" link in the menu bar.

Enter data and answer questions as prompted. Below are some additional guidelines for specific steps in the process.

### **Manuscript Type vs Section**

The choices are Editorial, Manuscript, Supplement, and Correspondence. In most cases, select "Manuscript"; *CHEST* will determine for which section it is appropriate. You may indicate your preference for a particular section in your cover letter to the Editor in Chief.

### **Word Counts and Reference Counts**

Authors must limit the number of words and references contained in their manuscripts. Table 1 lists the maximum length requirements for all submissions. The Editorial Office may return manuscripts without review if authors do not abide by these/this requirement/s.

### **Title**

At the Title, Abstract, and other places in the system, you can key in or cut and paste the information. Special characters and formatting such as superscripts and subscripts can be applied by using the Special Characters palette in Manuscript Central.

### **Abstract**

Abstract is a required field in Manuscript Central. If you are submitting an Editorial, Letter, or paper for a section that does not need an Abstract, please add "N/A" in the Abstract field. Otherwise, **all other article types are required to have a structured abstract** (See "Abstract" under [Manuscript Preparation](#)).

### **Key Words**

For each paper, you will be asked to select at least three key words from a defined list. **Note: these key words are generic terms that will aid in the selection of the reviewers; they are not meant to be the key words from your manuscript.** You must select a minimum of three terms from this list by clicking on the term and clicking on the "Add" button. If the term does not immediately appear, try clicking in the form field; any terms you have selected should appear.

### **Uploading Files**

Click on the "Next" button on each screen to save your work and advance to the next screen.

You will be prompted to upload your files:

Click on the "Browse" button and locate the file on your computer.

Select the description of the file in the drop down next to the Browse button.

When you have selected all files you wish to upload, click the "Upload" button.

The system will create a single file from all files uploaded. The combined file will be created in the order in which files were uploaded.

NOTE: you have a limit of 100 MB combined for all files you upload.

### **Proofing Manuscripts**

*CHEST* Manuscript Central will create both an html version and a pdf version of each manuscript. The system requires that authors proof both versions. You should check to ensure that all elements appear, that tables are complete, that figure resolution is acceptable, and that any special characters and math have successfully converted to html and pdf.

**html.** In the html version, you will be provided with an opportunity to label each figure [and table(s) if you uploaded separately] and provide a legend for the figure(s) [and table(s) if separate]. These are in addition to the legends that will accompany the text for the pdf version. They will provide hyperlinks to each mention to aid reviewers. The html version will allow reviewers to zoom in on figures to view material in detail. The html version will also create hyperlinks to PubMed/MEDLINE so that reviewers can check references. This html version of the proof allows you to verify references that are available in PubMed.

**pdf.** The pdf version of the manuscript will duplicate the word processing version (with page and line numbering) for reviewers who choose to review the paper in this format. For the pdf version of the manuscript, Manuscript Central will create a cover sheet. You will need to go to the second page to see the first page of your manuscript.

**What to do if you have to stop your submission.** You may stop a submission at the end of any screen and save it to complete and submit later (do not leave a field uncompleted; for security reasons, the system will log users out after about an hour if work is left unattended, in which case you might lose data on any screen that is not yet complete).

After submission, you will receive a confirmation via e-mail. You can also log onto Manuscript Central any time to check the status of your manuscript. The editors will inform you via e-mail once a decision has been made.