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## Logging into Editorial Manger

To Begin please visit our submission site: <http://www.editorialmanager.com/pmrknowledgenow/>

When you are ready to submit your topic: Please login as an **Author**. Your *username* and *password* were emailed to you in your invitation to submit. If you need it reset, use either the "Login Help" link or email the Editorial Office: [knowledgenow@aapmr.org](mailto:knowledgenow@aapmr.org)

Welcome to Editorial Manager® for  
PM&R Knowledge NOW

Please Enter the Following Insert Special Character

Username:

Password:

[Send Login Details](#) [Register Now](#) [Login Help](#)

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[Instructions for Authors](#) [Instructions for Reviewers](#) [About the Journal](#) [Contact Editorial Office](#)

**First-time users:** Please click on the word "Register" in the navigation bar at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration. **NOTE:** If you received an e-mail from us with an assigned user ID and password, **DO NOT REGISTER AGAIN**. Simply use that information to login. Usernames and passwords may be changed after registration (see instructions below).

**Repeat users:** Please click the "Login" button from the menu above and proceed as appropriate.

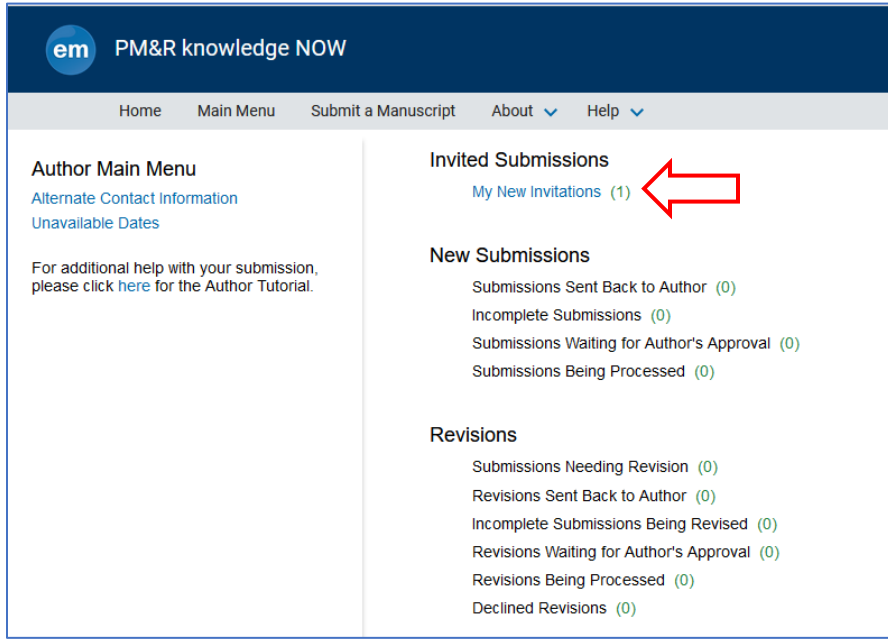
**Authors:** Please click the "Login" button from the menu above and login to the system as "Author." You may then submit your manuscript and track its progress through the system.

**Reviewers:** Please click the "Login" button from the menu above and login to the system as "Reviewer." You may then view and/or download manuscripts assigned to you for review or submit your comments to the editor and the authors.

**To change your username and/or password:** Once you are registered, you may change your contact information, username and/or password at any time. Simply log in to the system and click on "Update My Information" in the navigation bar at the top of the page.

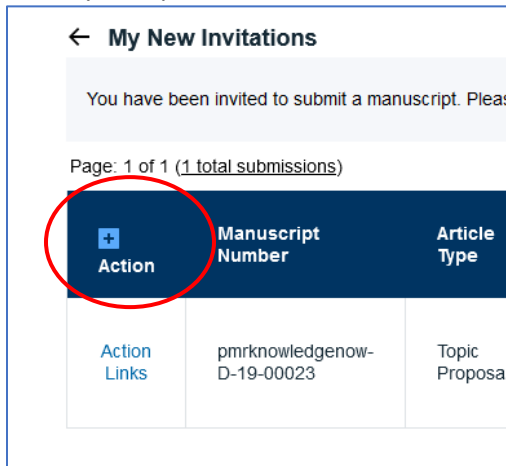
## Accepting Invitations

This is the Author Dashboard. Click on “**My New Invitations**” and Accept your invite to submit a topic.



The screenshot shows the Author Dashboard for PM&R knowledge NOW. The navigation bar includes Home, Main Menu, Submit a Manuscript, About, and Help. The main content area is divided into two columns. The left column contains the Author Main Menu with links for Alternate Contact Information and Unavailable Dates, and a note about additional help. The right column is titled 'Invited Submissions' and contains a link for 'My New Invitations (1)' which is highlighted with a red arrow. Below this are sections for 'New Submissions' and 'Revisions', each with several sub-categories and counts in parentheses.

Note: you may need to expand your “Action Links” (by either clicking “+” or hovering on “Action Links”) to see your options:



The screenshot shows the 'My New Invitations' page. It features a message: 'You have been invited to submit a manuscript. Please...'. Below the message is a table with the following data:

Action	Manuscript Number	Article Type
<a href="#">Action Links</a>	pmrknowledgenow-D-19-00023	Topic Proposal

From here you can:

- View your **Proposal**, which includes various FAQs and the Disclosure Form.
- View the original **Invitation Letter**
- And click **Agree to Submit**

← **My New Invitations**

You have been invited to submit a manuscript. Please Agree or Decline to submit.

Page: 1 of 1 (1 total submissions)

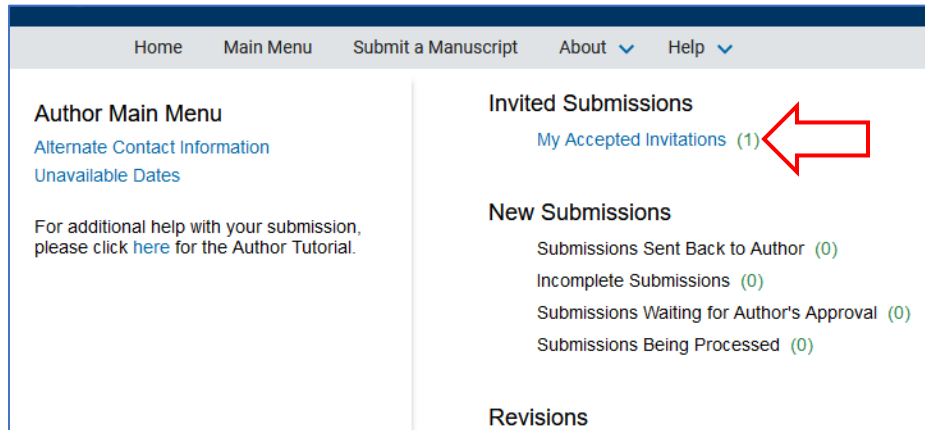
Action	Manuscript Number	Article Type	Title
<a href="#">View Proposal</a> <a href="#">View Invitation Letter</a> <a href="#">Agree to Submit</a> <a href="#">Decline to Submit</a> <a href="#">Send E-mail</a>	pmrknowledgenow-D-19-00023	Topic Proposal	

After you have **Agreed to Submit** your topic, on the Main Menu it will move to **Accepted Invitations**.

**Please NOTE:** If you do not click Agree to Submit within 7 days your topic may be assigned to another author group.

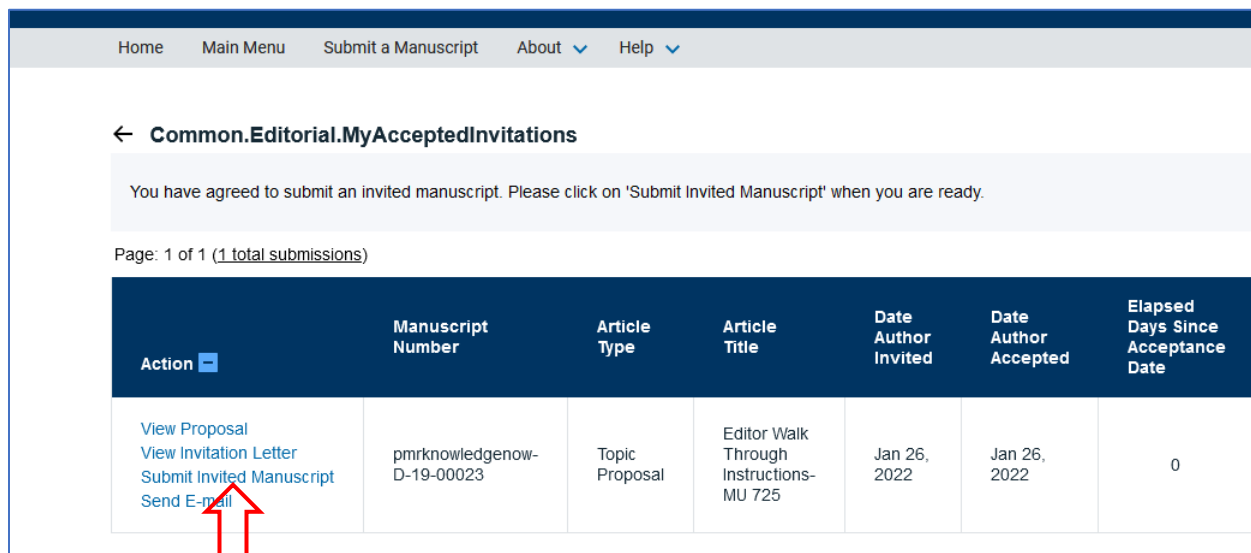
## Submitting Your Topic

Begin by clicking on the **My Accepted Invitations**.



The screenshot shows the 'Author Main Menu' with a navigation bar at the top containing 'Home', 'Main Menu', 'Submit a Manuscript', 'About', and 'Help'. The main content area is divided into two columns. The left column contains 'Author Main Menu' with links for 'Alternate Contact Information' and 'Unavailable Dates', and a note about help with submissions. The right column contains 'Invited Submissions' with a red arrow pointing to 'My Accepted Invitations (1)'. Below this are 'New Submissions' with counts for 'Submissions Sent Back to Author (0)', 'Incomplete Submissions (0)', 'Submissions Waiting for Author's Approval (0)', and 'Submissions Being Processed (0)'. At the bottom is a 'Revisions' section.

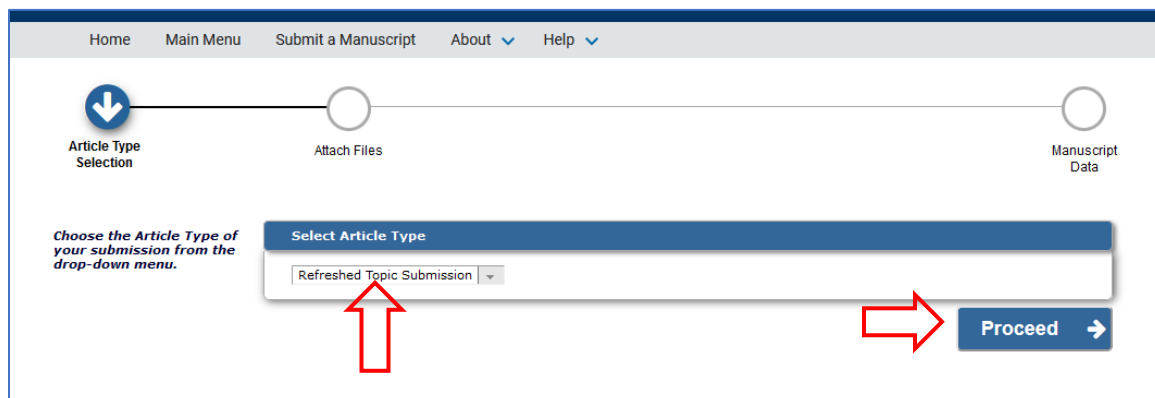
Click "**Submit Invited Manuscript**" to begin the submission process.



The screenshot shows the 'Common.Editorial.MyAcceptedInvitations' page. It includes a navigation bar and a message: 'You have agreed to submit an invited manuscript. Please click on 'Submit Invited Manuscript' when you are ready.' Below the message is a table with one submission. A red arrow points to the 'Submit Invited Manuscript' link in the 'Action' column.

Action	Manuscript Number	Article Type	Article Title	Date Author Invited	Date Author Accepted	Elapsed Days Since Acceptance Date
<a href="#">View Proposal</a> <a href="#">View Invitation Letter</a> <a href="#">Submit Invited Manuscript</a> <a href="#">Send E-mail</a>	pmrknowledgenow-D-19-00023	Topic Proposal	Editor Walk Through Instructions-MU 725	Jan 26, 2022	Jan 26, 2022	0

Start by selecting your article type (new or refreshed), then click "Proceed"



The screenshot shows the 'Select Article Type' form. It features a progress bar at the top with three steps: 'Article Type Selection' (active), 'Attach Files', and 'Manuscript Data'. The form includes a dropdown menu for 'Select Article Type' with 'Refreshed Topic Submission' selected. A red arrow points to the dropdown, and another red arrow points to the 'Proceed' button.

Choose the Article Type of your submission from the drop-down menu.

Select Article Type  
Refreshed Topic Submission

Proceed →

Next you will be able to upload the required files for your Submission Type. You may simply drag and drop the files, one at a time, from your desktop into the blue box or use the **Browse** button to select the needed files.

**NOTES:**

- **Refreshed Topic Submission** requires **both** a Track Changes file (which should include all the changes made from the original file you were sent) **AND** a Clean file (which shows all changes accepted and no markup) plus copyright/disclosure forms for all authors and any supporting files (tables, figures, etc.)
- **New Topic Submission** requires only a clean file created using the template plus copyright/disclosure forms for all authors and any supporting files (tables, figures, etc.)
- All **topic files** (Clean and Track Changes) **MUST be Word files**. We will return submissions that use Pages, pdf, Google docs, etc. **Copyright/Disclosure** forms may be submitted as Word files or pdfs and **images, tables, diagrams, etc.** may be submitted as Word, jpeg, png or pdf files.

Home Main Menu Submit a Manuscript About Help

Attach Files Manuscript Data  
Insert Special Character

Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.

Browse... OR Drag & Drop Files Here

Proceed →

As you begin to drag files over, please label them per the submission type as either a New Topic, or a Refreshed Topic (Clean or w/Track Changes), and finally your Disclosure form.

If you are missing a file, you will see it noted in red instead of green. Please upload the required files and click **Proceed**.

Home Main Menu Submit a Manuscript About Help

Article Type Selection Attach Files Manuscript Data

Refreshed Topic Submission (Clean)  
Refreshed Topic (with Track Changes)  
Disclosure and Copyright Form  
**Please provide any additional items.**

Select Item Type  
\*Disclosure and Copyright Form  
Description  
Disclosure and Copyright Form  
Browse... OR Drag & Drop Files Here

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items manually if necessary.

Change Item Type of all Choose files to Choose Change Now Check All Clear All

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Refreshed Topic Submission (Clean)	Refreshed Topic Submission (Clear	TESTING Edited File - Clean.docx	26.0 KB	Jan 26, 2022	Download	<input type="checkbox"/>
2	*Refreshed Topic (with Track Changes)	Refreshed Topic (with Track Chang	TESTING Edited File - Track Changes.docx	29.1 KB	Jan 26, 2022	Download	<input type="checkbox"/>

Update File Order Remove Check All Clear All

Back Proceed

Next, enter the **TITLE** of your Topic. Editorial Manager will try to extract the title from your files. You may use that or enter the title manually. Then click “+ Authors” or “Next” button. You will see your name as the corresponding author.

Please Note: A completed [Disclosure and Copyright form](#) is required from ALL authors, or their name will not appear on the published topic online.

The screenshot displays the Editorial Manager submission interface. At the top, a navigation bar includes links for Home, Main Menu, Submit a Manuscript, About, and Help. The main content area features a sidebar with a warning message: "When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details." The central form is titled "Title" and contains a "Full Title (required)" field with a character count of 27. The text "Stress Fractures of the Hip" is entered in this field. A red arrow points to the text area. Below the title field is a "+ Authors" button, also circled in red. To the right of the title field is a "Next" button, also circled in red. At the bottom of the form are three buttons: "Back", "Save & Submit Later", and "Build PDF for Approval".

## Adding/Ordering Author Names

To add additional Co-Authors, click **“+Add Another Author”** and enter information in the **red fields (first/last name and email address)** in the pop-up screen. Then click the **“Save” icon** if you are finished adding authors or **“save +” icon** to add another author. You may add as many authors as you need at this time, just be sure to include their disclosure form. Once you are finished adding authors click the **“save” icon** to close the pop-up.

Editorial Manager automatically defaults to you as the first author, If you wish to change the author order simply **click and drag the 3 horizontal lines on the left side of the author list** once all the names are entered. *This is the order we use when your topic is published*

When you are Finished, please click **“Build PDF for Approval”** Your Editorial Manager screen may blink a few times and it may take a few minutes for the PDF to build.

The screenshot displays the Editorial Manager interface. At the top, there are navigation links: Home, Main Menu, Submit a Manuscript, About, and Help. Below these are three status indicators: Article Type Selection, Attach Files, and Manuscript Data. The main content area is divided into sections: Title, Authors, and a bottom navigation bar. The Title section shows a text editor with the title "Stress Fractures of the Hip" and a character count of 27. The Authors section shows a "Current Author List" with one author, "ZZMartha ZZ", and an "Add Another Author" button. A "Add New Author" pop-up form is open, containing fields for Given/First Name, Middle Name, Family/Last Name, Academic Degree(s), Affiliation, E-mail Address, and ORCID. A red circle highlights the "Save" icon in the top left of the pop-up. A red arrow points from the "Add Another Author" button to the pop-up. Another red arrow points from the "Add Another Author" button to the "Add Another Author" button in the Authors section. A third red arrow points from the "Build PDF for Approval" button in the bottom navigation bar to the right. The bottom navigation bar also includes "Back" and "Save & Submit Later" buttons.



## Final Submission Steps

Once the PDF is built you will see all your “View/Approve” options under “Action” and you will be able to click **View Submission**. Open your PDF and make sure the files are correct and in the order you would like them to appear. Note: you **MUST click “View Submission” first or the system will not recognize your submission, even if you click “Accept” and “Approve”.**

Next click the Checkmark  **I accept** to confirm that that you have submitted your disclosures and are ready to submit.

Lastly, please click **Approve Submission** and click **OK**

**Please note:** Your Topic **Will Not be sent for review** unless you click the Approve Submission Button

The screenshot shows a web interface with a navigation bar (Home, Main Menu, Submit a Manuscript, About, Help) and a table of submissions. The table has columns for Action, Title, Date Submission Began, Status Date, and Current Status. A red arrow points to the 'Action' dropdown menu for the first submission, which includes options like 'View Submission', 'Edit Submission', 'Approve Submission', 'View Proposal', 'Correspondence', and 'Send E-mail'. Another red arrow points to the 'Approve Submission' option. A third red arrow points to the 'I accept' checkbox in the 'Current Status' column. A blue box at the top right of the table contains the text: 'Please confirm that you have uploaded a Disclosure/Conditions for Submission Form for each listed author and that your topic is correct. Click “Approve Submission” to submit your topic.'

Action	Title	Date Submission Began	Status Date	Current Status
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">View Proposal</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	Stress Fractures of the Hip	Jan 26, 2022	Jan 26, 2022	Needs Approval <input checked="" type="checkbox"/> I accept

After you have Submitted your TOPIC, please check the Status in the system. If your topic is still under “**Incomplete Submissions ( )**” then there is an item you missed. Please click there and finalize your submission.

If your topic was submitted successfully, you will find the topic under “**Submissions Being Processed ( )**”

The screenshot shows the 'Author Main Menu' with a list of submission and revision counts. A red arrow points to 'Incomplete Submissions (0)' and a green arrow points to 'Submissions Being Processed (1)'. The menu items are: Alternate Contact Information, Unavailable Dates, For additional help with your submission, please click here for the Author Tutorial, New Submissions (Submissions Sent Back to Author (0), Incomplete Submissions (0), Submissions Waiting for Author's Approval (0), Submissions Being Processed (1)), and Revisions (Submissions Needing Revision (0), Revisions Sent Back to Author (0), Incomplete Submissions Being Revised (0), Revisions Waiting for Author's Approval (0), Revisions Being Processed (0), Declined Revisions (0)).

Your topic is now submitted. The Corresponding (Lead) Author will receive an email with the decision letter and reviewer comments in ~ 6 weeks.

## Submission Revisions AFTER Peer Review

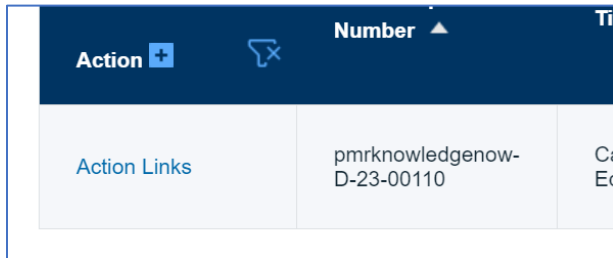
Once the Editors have completed their review you will receive an email from the Editorial Board Leader with comments. If they ask you to revise the topic the message will include comments on the requested revisions and/or an attachment, usually a copy of your submission with notes on it.

Once you have completed your revisions you will follow the same submission steps as outlined above, with a few key differences.

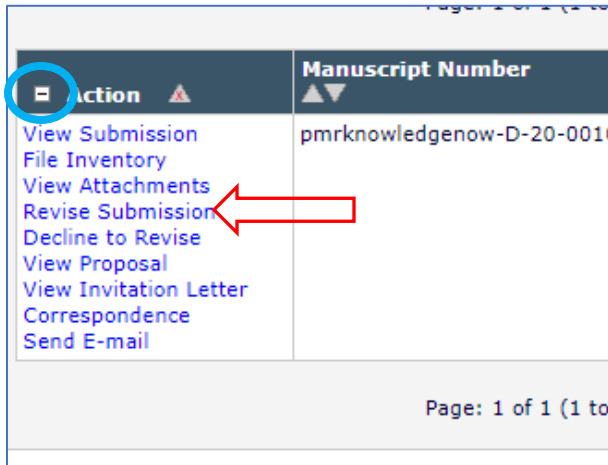
From the main menu select “Submissions Needing Revision” from the “Revisions” box:



Select **“Revise Submission”** followed by OK (Note-you may need to select the *plus (+) sign* next to *“Action”* to expand the menu:

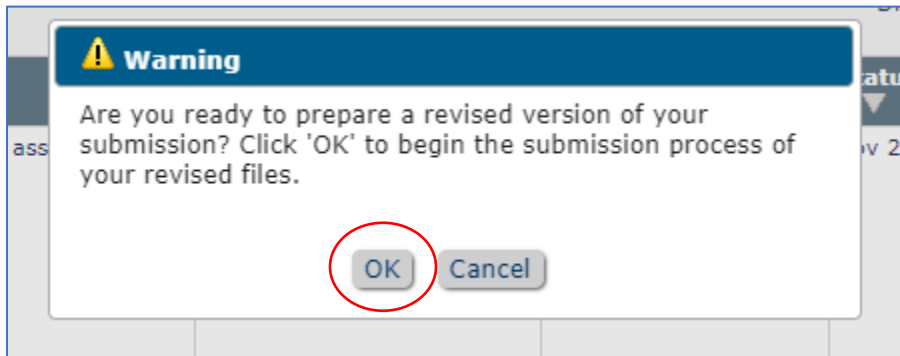


Action +	Number	Title
Action Links	pmrknowledgenow-D-23-00110	Ca Ed



Action	Manuscript Number
<ul style="list-style-type: none"><li>View Submission</li><li>File Inventory</li><li>View Attachments</li><li>Revise Submission</li><li>Decline to Revise</li><li>View Proposal</li><li>View Invitation Letter</li><li>Correspondence</li><li>Send E-mail</li></ul>	pmrknowledgenow-D-20-0010

Page: 1 of 1 (1 to




**Warning**

Are you ready to prepare a revised version of your submission? Click 'OK' to begin the submission process of your revised files.


OK Cancel

Follow the original instructions when you submitted the first version. If your original submission was a **New Topic** you will need to follow the instructions for a **Refreshed Submission** (you will need a Clean and Track Changes file along with any supporting files not originally included-see [Notes for details](#)).


Editorial Manager allows you the option to carry forward the files from your original submission when you create your master pdf after the peer review comments. **Please uncheck the TOPIC files (clean/track changes) so you DO NOT include them (all copyright/disclosure and unchanged image/figure/ table files should remain:**



Article Type Selection



Attach Files



Manuscript Data

*The files associated with the prior revision of your submission appear below. A check mark in the box indicates that the file will be carried forward to the next revision. Any files that you wish to modify should be unchecked.*

Item	Description	File Name	Size	Last Modified	Include in Revision	Character
Refreshed Topic Submission (Clean)	Refreshed Topic Submission (Clean)	Age-Associated Changes and Biology of Aging-clean.docx	61.1 KB	Apr 14, 2023	<input type="checkbox"/>	Download
Refreshed Topic (with Track Changes)	Refreshed Topic Submission (tracked changes)	Age-Associated Changes and Biology of Aging-tracked.docx	76.7 KB	Apr 14, 2023	<input type="checkbox"/>	Download
Disclosure and Copyright Form	Friedlander Author	Author Disclose-Copyright Friedlander.docx	42.6 KB	Apr 14, 2023	<input checked="" type="checkbox"/>	Download
Disclosure and Copyright Form	Senthilkumar Author	Author Disclosure form 1- Senthilkumar.docx	35.8 KB	Apr 14, 2023	<input checked="" type="checkbox"/>	Download
Refreshed Topic Submission (Clean)	Soumya Author	Completed Author Disclose-Copyright Soumya.docx	36.3 KB	Apr 14, 2023	<input checked="" type="checkbox"/>	Download

← Back
Proceed →

When you uncheck the original submission files and upload your new files (following the same steps as before) it looks like this, depending on the number of disclosure/copyright forms you have:

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Disclosure and Copyright Form		Dr. Nickles Author Disclose-Copyright (1jln) signe d.pdf	575.0 KB	Mar 27, 2020	Download	<input type="checkbox"/>
2	*Disclosure and Copyright Form	Refreshed Topic Submission (Clean)	Dr. Salims Author Disclose-Copyright (1).docx	39.0 KB	Mar 27, 2020	Download	<input type="checkbox"/>
3	*Disclosure and Copyright Form	Refreshed Topic Submission (Clean)	Poduris Author Disclose-Copyright.pdf	503.5 KB	Mar 27, 2020	Download	<input type="checkbox"/>
4	*Revised Topic Submission (clean)	Revised Topic Submission (clean)	Multiple Sclerosis - clean, 5-14-20.docx	29.3 KB	May 14, 2020	Download	<input type="checkbox"/>
5	*Revised Topic (with Track Changes)	Revised Topic (with Track Changes)	Multiple Sclerosis - track changes, 5-14-20.docx	49.3 KB	May 14, 2020	Download	<input type="checkbox"/>

Update File Order Remove  
Check All Clear All

You should always keep the disclosures, just remove the original clean and track changes files.

One other tip to help, your initial submission is listed as a **NEW** or **REFRESHED** Topic Submission. Subsequent files after peer review are denoted as **REVISED** Topic Submissions.

Again, the Corresponding (Lead) Author will receive an email with the decision letter and reviewer comments once peer review is complete.

Please contact [knowledgeNOW@aapmr.org](mailto:knowledgeNOW@aapmr.org) with any questions.