

# CLINICAL CHEMISTRY

## International Journal of Molecular Diagnostics and Laboratory Medicine

(Revised 04/20/2006)

### Using the Online Submission and Tracking System

#### How the Submission /Tracking system works

*Clinical Chemistry* uses the Bench>Press™ (B>P) manuscript submission, tracking, review, and publishing system, developed by Stanford University Libraries' HighWire Press.

B>P is an Internet application and operates with standard browsers, although a JavaScript-enabled browser (such as **Internet Explorer**) is recommended.

**Adobe Acrobat Reader**, available free on the Internet, is required. <http://www.adobe.com/products/acrobat/readstep2.html>

B>P uses a series of pages, presented one at a time, to guide the author through the submission process. The pages are listed below:

**Manuscript Metadata**  
**Author Information**  
**File Upload Metadata**  
**Supplemental File Upload**  
**Manuscript and/or Image File Upload**  
**Submission Approval**  
**Confirmation**

Each page requires specific information so please proceed slowly and carefully, reading the helpful information found at the top and bottom of every submission page.

#### Manuscript Metadata

##### On this page you will be asked to:

List the total number of authors  
Signify whether the manuscript is a resubmission and link to the previous paper  
Enter Article Type  
Enter TOC Category  
Enter the Title  
Enter the Running Title  
List any Companion Papers  
Enter the Keywords  
Enter the Abstract (copy)  
Enter the Cover Letter (this will go to the editor)  
Enter the Response to Reviewers (if manuscript is a resubmission or revision)  
List any Suggested Reviewers

#### Author Information

##### On this page you will be asked to:

List, add or remove authors  
Signify the first author  
Signify the corresponding author

#### File Upload Metadata

##### On this page you will be asked to:

Indicate how many files you wish to upload and what kind.

**Note:** The manuscript file has already been designated and this is why tables must be included at the end of the manuscript file

Enter how many Image files - your images (uploaded separately) will be appended to your manuscript file and converted to PDF for peer review purposes.

Enter how many Supplemental Data files - These are files that normally **do not** appear with the print article (though they may accompany the final version of the paper online).

### **Supplemental File Upload**

The system offers a browse window for each file you indicated on the previous page (If you left the number at zero this page will not appear).

These are files that normally **do not** appear with the print article (though they may accompany the final version of the paper online).

### **Manuscript File Upload**

The system offers a browse window for the manuscript file and each image file you designated on the previous page.

Your images will be appended to your manuscript file and **converted to PDF for peer review**. During this conversion process, you may close your browser. You will be emailed when conversion is completed.

### **Submission Approval**

This is the page where you check each section of your upload. Please see the ‘To Proof a Manuscript’ section for step-by-step instructions.

**Repeat this re-upload process as many times as necessary until you get the files the way you want them to appear for review.**

### **Confirmation Screen**

This tells you that your manuscript has been received at the *Clinical Chemistry* editorial office.

Please see the ‘**Submitting a New Manuscript**’ section under ‘**Submission Instructions**’ for more detailed information.

### **Using Copy and Paste**

The copy and paste function is an important tool to use when entering the information from your original documents into *the Clinical Chemistry* tracking system. Please **keep a copy of your original files** and copy/paste from these files.

Open the *Clinical Chemistry* submission pages at <http://submit.clinchem.org> and open the page you wish to enter text into.

In a separate window open the text document you wish to paste FROM.

Highlight the text in the FROM file and press Control C (or use your toolbar at top and choose Edit/Copy). You can highlight by dragging the cursor over it or by clicking on the text and choosing Edit/Select all.

Put the mouse cursor in the document or text field where you wish the text to appear, click (this click is important as it **tells the system where the text should appear**).

Press Control V (or use your toolbar at top and choose Edit/Paste) and the text will paste.

Be sure and save this page when you are finished to make sure the text stays where you put it.

When you use the Cut or Copy functions, the information is stored in the computer's memory—a place called the Clipboard. Although you cannot see the information, it remains in the computer Clipboard until you use the Copy or Cut command again, at which time the information that was previously in the Clipboard is overwritten with the newer information that you just copied.

Cut and Paste and Copy and Paste are computer functions that allow you to move or copy text, images, and even Web information from one location to another location.

The Cut function removes the information from its original location, and Paste puts it in another place that you indicate with your cursor.

Using the Copy/Paste functions, you can copy information to a new location without removing it from the original location.

We recommend using the Copy function and that you keep the original files in a safe place.

Please follow the specific, step-by-step submission instructions found in the 'Submitting a New Manuscript' section found at <http://www.aacc.org/ccj/infoauth.stm> or on the upper left hand corner of each submission page. This should help you place all portions of your submission in their proper locations.

We use this particular software so that all parts of your manuscript--title page, text, tables, figure legends, images and references appear in the PDF that the reviewers will see.

By uploading everything in the right place, when the manuscript is converted to PDF, all aspects will be in their proper order in the PDF file.

By copy/pasting the abstract, cover letter, references and other requested information on the manuscript metadata page as well, we can make sure editors and staff have the information they need.

## **Submitting a New Manuscript**

[Manuscript Checklist \(See Quick Links\)](#)

**All those wishing to submit a manuscript to *Clinical Chemistry* must register with our online manuscript tracking system.**

### **Registration Instructions for *Clinical Chemistry*:**

Type or paste <http://submit.clinchem.org> into your web browser.

Click on "Create a new account" on the left side of the page.

Follow the instructions on the account creation page and fill out the form. On the form you will need to enter your primary email address, your password (anything you wish), password again (to confirm), and then a question and answer for your password hint (to be used in case you forget your password later).

Click on "complete step 1".

At this point, a verification number will be sent to you by email. It may take up to fifteen minutes to arrive.

When you have received your verification number, visit <http://submit.clinchem.org> again and log in using your email address and the password you entered in the registration form.

When prompted to do so, enter the verification number that was sent to you by email.

Upon entering this number, you will see a list of queues. One of them will be called Author Area. Click on this and you will find you have the option to submit a new paper.

## Determine a Journal Category that Describes Your Manuscript

Articles are grouped in the journal according to subject:

- Molecular Diagnostics and Genetics
- Proteomics and Protein Markers
- Molecular Diagnostics and Genetics (MDG)
- Evidence Based Laboratory Medicine and Test Utilization (TUO)
- Hemostasis and Thrombosis (HAT)
- Proteomics and Protein Markers (PPM)
- Lipids, Lipoproteins, and Cardiovascular Risk Factors (LLP)
- Drug Monitoring and Toxicology (DMT)
- Hematology (HEM)
- Endocrinology and Metabolism (END)
- Automation and Analytical Techniques (AAT)
- Laboratory Management (LMA)
- General Clinical Chemistry (GCC)
- Animal Clinical Chemistry (ANI)
- Clinical Immunology (CLI)
- Pediatric Clinical Chemistry (PED)
- Nutrition (NUT)
- Other Areas of Clinical Chemistry (OTH)
- History
- Current Issues in Laboratory Medicine
- Point-of-Care Testing
- Infectious Disease
- Informatics and Statistics

## Decide your Manuscript Type

Prospective authors should consult recent issues of the Journal to determine the appropriate category and style for their manuscripts.

## Types of Manuscripts and their Specifications

### *Articles*

Articles should consist of no more than **3500 words, not** including the words in the 250-word structured abstract or the reference list. The manuscript should have no more than six figures and/or tables.

Clinical Chemistry uses the IMRAD Organizational Structure with a Title Page and a Structured Abstract at the beginning.

The body of the paper should include: Introduction, Methods, Results and Discussion.

Acknowledgements, References, Tables, Figure Legends and Figures should appear at the end of the manuscript, in that order.

Please provide a structured abstract of 250 words or less, with separate headings of Background, Methods, Results, and Conclusions. This abstract should be included in the abstract field of the Manuscript Metadata page of your submission as well as in the text of your manuscript, after the Title Page.

### *Review Articles*

There are two formats for Review Articles - the traditional review and the mini-review.

Review Articles are usually invited, although unsolicited manuscripts in these categories are welcome. Each article should be approximately **4000 words** of text, **not** including the words in the title page, the structured abstract of 250 words, or the references, and with no more than 4 tables and/or figures and no more than **50 references**.

Review articles address a specific issue that is relevant for clinical practice and provide an evidence-based, balanced, patient-oriented review on this topic. Reviews should include a description of how the relevant evidence was identified, assessed for quality, and selected for inclusion; and discussion of controversial aspects and unresolved issues.

For the mini-review we ask that the article be limited to **less than 3500 words**, **not** including the words of the title page, the structured abstract of 250 words, or the references, with no more than 40 recent references.

The mini-reviews have been particularly popular with readers as they focus on papers from the last 4-5 years and are a concise update of the field.

Also, *Clinical Chemistry* requires a **structured abstract** for review articles. Please present your abstract with four separate headings - Background, Methods, Results, and Conclusions.

### *Editorials*

Editorials are no longer than **1500 words** and contain no more than 15 references. Please, **NO** figures or tables. Avoid insertion of unpublished data and avoid use of corporate or trade names.

Editorials are usually invited, although unsolicited manuscripts in these categories are welcome.

### *Editorial Objectives*

1. Explain the significance of an original scientific report that appears elsewhere in the Journal (the seminal manuscript) and use the report as a springboard to discuss salient aspects of the subject that the editorialist believes important
2. Get as authoritative and objective a view as possible
3. Help non-experts in a particular field interpret the article's significance
4. Explain to readers results of a study that may be inconsistent with previous studies

### *Disclosures*

Authors need to take as balanced a view as possible, and must disclose any financial connection with any devices, assays, drugs, etc that are discussed in the article and any connections with competing financial interests.

Persons with strong financial conflicts of interest may be asked to cast their view(s) as "Opinions" or to prepare one side of a "Point/Counterpoint" article.

Please email the Editorial Staff at [clinchemed@clinchem.aacc.org](mailto:clinchemed@clinchem.aacc.org) if a question of ethics or impropriety is raised in your mind.

### *Editorial Review Process*

Editorials undergo expedited peer review by the Editor and the Editorials Editor, and, at times, a consultant, usually a member of the Editorial Board.

They are accepted usually, following minor editing, and sometimes require revisions. Both processes need to be done quickly, often by phone, email, or fax. There are no guarantees, however, that the editorial will be accepted.

Because of the Journal's responsibility to our readers, the Journal will not publish an editorial that the Editor concludes fails to meet the planned objectives.

Treat the seminal manuscript sent to you for comment as a confidential document; treat it as you would a new manuscript sent for review. Do not contact the author.

### ***Perspectives***

These short manuscripts (**1500 words**) are invited personal accounts usually complementing a history paper. Please include an **unstructured abstract of no more than 200 words**.

### ***Reviews of Books, Software, and Websites***

Reviews of Books, Software, and Websites inform our readers of resources relevant to their practice. They are intended to provide an evaluation of quality, contribution to the field, and relevance to other resources.

Reviews are customarily commissioned; persons interested in writing reviews should contact the Book Reviews Editor through the Journal's editorial staff by email to [clinchemed@clinchem.aacc.org](mailto:clinchemed@clinchem.aacc.org), by telephone at 434-979-7009, or by fax at 434-979-7599.

The journal does not underwrite the opinions expressed by its reviewers and does not publish rebuttals to reviews. Authors and publishers who wish to correct what they perceive as an error of fact in a published review should contact the Journal.

### ***Technical Briefs***

Technical Briefs describe innovative clinical methodology and present it in a short communication. Technical Briefs should be **1500 words or less**, **not** including the structured abstract (250 words) or the reference list. Each brief should contain **no more** than one figure *and* one table.

Please provide a structured abstract of 250 words or less, with separate headings of Background, Methods, Results, and Conclusions. This abstract should be included in the abstract field of the Manuscript Metadata page of your submission as well as in the text of your manuscript, after the Title Page.

Technical Briefs are indexed by all the major services (e.g., MedLine), so that they will not be missed by workers in the field. They are even available in their entirety in the print journal and in *Clinical Chemistry Online*, which can be accessed around the world.

### ***eLetters***

One rapid way to post a comment on a published paper is to send an eLetter to *Clinical Chemistry Online*. To do this, just go to the article at ([www.clinchem.org](http://www.clinchem.org)) and click on “**eLetters: Submit a response to this article**” To see other eletters, go to [http://www.clinchem.org/cgi/eletters?lookup=by\\_date&days=21](http://www.clinchem.org/cgi/eletters?lookup=by_date&days=21)

*Clinical Chemistry* intends publishing, within three days, most responses that contribute substantially to the topic under discussion. To avoid points that have already been made, please read other responses before posting your own.

eLetters submitted as **Text** will be formatted for you. To ensure that your response is not formatted as one long paragraph, precede new paragraphs with either a blank line or an indentation. Your exact spacing is **not** retained when submitted online as text.

eLetters submitted as **HTML** are not formatted by us. Only the formatting you provide will be used in the display of your eLetter. If you wish to include a table in your eLetter, the entire eLetter must be in HTML, the table itself must be tagged as an HTML table, and the ‘HTML’ button must be selected at the submission site.

### ***Letters to the Editor***

Letters to the Editor should be **750 words or less**, excluding the word count of the reference list, table, figure and figure legend. **Either** one figure *or* one table may be included.

### ***Reply***

Usually a Reply is requested by the editor and pertains to a specific manuscript. A Reply is generally no more than **750 words**, excluding the words in the reference list.

### ***Case Reports***

Case Reports are patient descriptions or observations that lack the systematic structure of original research. Please include an **unstructured abstract** of no more than 200 words.

### ***Case Conferences***

Case Conferences are presentation of a case description along with a detailed analysis of several specific clinical chemistry topics involved in the case. Please include an **unstructured abstract** of no more than 200 words.

### ***Opinion***

Opinion papers are short pieces that represent only the view of the authors. Opinions are usually no longer than **1500 words** and contain no more than 15 references. Please include an **unstructured abstract** of no more than 200 words.

### ***Special Reports***

Special Reports are scientific reports of original research, usually concerning health, economics, ethics, law, and health care delivery. Please include an **unstructured abstract** of no more than 200 words.

### ***Current Issues in Laboratory Medicine***

Prospective authors should consult issues of the online Journal to determine the appropriate style for this manuscript type.

### ***History***

History manuscripts should have a 150 word unstructured abstract. Prospective authors should consult issues of the online Journal to determine further style for this manuscript type.

## **Submission Instructions**

**Please print these instructions and refer to them during the upload of your manuscript.**

**Make sure your manuscript/tables and images are prepared and ready for upload. This is the most important rule for a smooth, problem-free submission.**

Our **Manuscript Preparation** section will offer assistance in properly formatting your paper. It can be found at <http://www.aacc.org/ccj/infoauth.stm> or on the upper left hand corner of each submission page.

Please follow the manuscript preparation instructions carefully.

Open your web browser and type in <http://submit.clinchem.org/>

Log in with your email address and password.

Click on Author Area and choose 'Submit a New Manuscript'.

If you are uploading a manuscript on which a **Revision Decision** has been rendered, it should not be submitted as a new paper with a new number. There is an option to 'Submit a Revision:' in your Author Area and it should be uploaded there.

**If more than thirty days have passed** since the revision decision, your paper may have closed, In this case, you must upload the revision as a new manuscript but, on the first page of metadata, you will need to enter the original manuscript number in the proper field of the 'Resubmission' area.

### **Page One - Manuscript Metadata**

Fill in each page of **Manuscript Metadata**. Items highlighted in red are mandatory but the more information provided, the better.

**Resubmissions** are manuscripts that received a ‘Request for Revision’ decision and the previous manuscript file has closed due to the passage of time (30 days). They will need to be submitted as new papers but will link to the previous paper when the number of that previous paper is entered here and the box is checked.

If you are uploading a manuscript that received a revision decision and has not closed you need to make corrections to the same paper and upload it as a revised manuscript instead of uploading it as a new paper. Instructions for doing so can be found in the revision decision letter.

The **Companion Paper** listing links papers that are submitted as part of a group of papers.

Please fill in the **Abstract** field. The abstract should be structured with each of the four sections divided by an extra line space. For manuscripts that do not have abstracts (Letters to the Editor, Editorials, or a Reply), please enter the first page of text after the title page into this Abstract field so reviewers may discern the topic of your paper.

Please fill in the **Cover Letter** field. The **cover letter** is your chance to tell the editor of the journal anything that is pertinent to your submission and to identify yourself.

Do not include your cover letter in your manuscript. If you do so, it will be included in the PDF file that will be used by reviewers. This letter should be uploaded in the Manuscript Metadata section of our online submission software only, not included in the actual manuscript.

The **Response to Reviews** field should contain a point-by-point response to each of the reviewer’s specific comments on the manuscript. This is used only when you are resubmitting a paper, or submitting a revised paper, after a revision decision has been rendered.

Click Save/Continue.

#### **Page Two - Author Information Metadata**

Fill in the next page of **Author Metadata**. An email address for the corresponding author is required. Adding the email address of a second author is helpful in case the first email address fails.

Click Save/Continue.

#### **Page Three - File Upload Metadata**

Enter the number of image files and supplemental files you need to upload. **Supplemental Data files** are files for online publication only.

**You may also upload here any other file that should not appear in the print journal, such as in press reference materials, additional study data, STARD checklists, etc.**

Please specify each file’s purpose in the browse window’s label field.

Enter the number of image files you need to upload. The manuscript has already been designated as one file (Manuscript File). **Tables should be included in the Word manuscript file as they cannot be uploaded as separate Word files.**

Only **.tiff** (tagged image file format) and **.eps** (encapsulated postscript) image formats, at resolution 600 dpi, are acceptable. You may use **.ppt** (PowerPoint) files, but make sure the fonts are embedded (in PPT, choose Tools, Options, Save tab, Embed TrueType fonts and the Embed all characters button). Also include only **one** image per slide, **one** slide per file.

You will need to upload your manuscript as a Word document (or whatever software package you use).

**All figures that are to appear in print, however, must be uploaded as Image Files** in .tif, .eps or .ppt formats. Please do not upload PDF files as they do not always convert properly.

Click Save/Continue.

The system will then offer a browse button for the manuscript and for each image. Click each browse button and find the corresponding file on your computer, each in turn. When all are completed, click upload.

**Tip:** If your files are large, you may want to upload a few, click upload, wait for them to upload, add a few more and so on until all are uploaded. This often helps prevent conversion errors.

It is also helpful to compress large .tif files using **LZW** or comparable compression. This will speed the upload process. Do **not** use ZIP compression, however, because the files can't be extracted during upload.

At this point the system will ask you to close your browser and wait for an email acknowledgement that your manuscript and images have been converted into a PDF for review purposes. Please understand that larger image files take longer to convert to PDF.

When the acknowledgement email comes to the email account you registered with, you will be asked to return to your Author Area and approve all parts of the uploaded manuscript (Manuscripts Ready for you to Proof).

## To Proof a Manuscript

Open your web browser and type in <http://submit.clinchem.org>

Click on your Author Area and choose 'Ready for you to proof'.

Carefully check each section of manuscript metadata.

Click 'I Approve This Section As Is' at the end of each section.

If you need to make a change, in the Manuscript Conversion section that starts with 'View your PDF', choose 'Reupload your Manuscript and/or Image Files' (this is to generate a new PDF and HTML references page).

Remember to tell the system to generate a new HTML reference file by clicking the button.

The system will then offer a browse button for the new manuscript and each image.

Click each browse button and find the corresponding file on your computer, each in turn. When all are completed, click upload.

At this point the system will ask you to close your browser and wait for an email acknowledgement that your manuscript and images have been converted into a PDF for review purposes.

When the email comes to the email account you registered with, you will be asked to return to your Author Area and again approve all parts of the uploaded manuscript (Ready for you to Proof).

**Repeat this re-upload process as many times necessary until you get the files the way you want them to appear for review.**

Items to check thoroughly include the references html page. This reference linking to Medline is a valuable tool for both editors and reviewers, so you will need to make sure your Reference section uploaded to the *Clinical Chemistry* site correctly.

If not, our Manuscript Preparation section will offer assistance in properly formatting references. It can be found at <http://www.aacc.org/ccj/infoauth.stm> and in a link at the top of each submission page. .

Even though you uploaded your manuscript and images separately, your PDF file should include all parts of your manuscript:

- title page
- structured abstract
- manuscript body
- references
- tables
- figure legends, and
- figures.

The abstract (copy), cover letter and point-by-point response to reviewers (if a revision) should appear in the manuscript metadata windows.

Please edit or approve until all boxes are filled. Click Approve.

You are finished and will receive a confirmation email that your manuscript has been received in the *Clinical Chemistry* editorial office.

Note: All parts of the manuscript must be checked off and approved on the system before the paper will be sent to our office. Until you approve the manuscript and receive the **final** confirmation email, the *Clinical Chemistry* editorial office has **not** received your manuscript.

When manuscripts are at 'ready to proof' stage, this means that you can edit the manuscript and make any changes by re-uploading your submission.

Please understand that once an item is uploaded, it is converted into HTML language and cannot be edited online. The only way you can change something is by re-uploading the manuscript or images and allowing it to go through the conversion process again--replacing what was there before. **You can do this conversion as many times as needed.**

In the case that your references are not hyperlinked to their respective papers, please be sure that your reference format follows the format dictated by our Manuscript Preparation pages.

Books and more obscure references will not be hyperlinked. DOI numbers and access dates of websites are acceptable.

You may find that your HTML references section is empty. This can be remedied by including the heading "References" before that section in your paper so that the system recognizes them as such.

References cannot be edited directly in the manuscript; any changes must be made by re-uploading your corrected manuscript file during the proofing stage. They can, however, be edited slightly in the **HTML field**, although this will not correct the references in your manuscript.

You may insert an HTML break ( <P> ) after citations that you do not think will be linked because they do not exist in Medline or in a journal hosted by HighWire Press; for example, citations for books, papers in press, personal communications, etc.

**In press references** cited in the references list **must** be accompanied by a copy of the cited manuscript and a letter of acceptance, or a complete author proof from the publisher. These resources should be uploaded as supplemental data along with the manuscript and other print materials.

If they are not received, the manuscript will be returned to the author until these materials can be obtained. **In press reference materials are required before the review process can proceed.**

Please follow the specific, step-by-step submission instructions. This should help you place all portions of your submission in their proper locations. We use this particular software so that all parts of your manuscript -- title page, text, references, tables, figure legends, and images -- appear in the PDF that the reviewers will see.

By uploading all files in the right place, when the manuscript is converted to PDF, all aspects will be in their proper order in the PDF file. By entering the abstract and cover letter and other requested information on the manuscript metadata page as well, we can make sure editors and staff have the information they need.

When you are finished, you will receive a confirmation email that your manuscript has been received in the *Clinical Chemistry* office. You may check on the status of your manuscript at any time by logging in to your Author Area and clicking on the [Active Manuscript-Check Status] queue.

## Submitting a Revised Manuscript

Authors whose manuscripts have received a revision decision are given **30 days** to submit their revised manuscript. The corresponding author will receive only ONE email reminder during this time.

**At the end of the 30 day period, the author will be notified and the manuscript will close.**

**To submit the revised paper after such closure, authors must submit it through the ‘Submit a New Manuscript’ queue as a new paper, linking it to the previous manuscript number.** This linking is indicated on the first Manuscript Metadata page.

At this point the paper becomes a ‘Resubmission’ and will be returned to the same editor.

Please do not begin the submission of your revised manuscript until all parts of your manuscript are ready for upload.

**Please note:** If you do any work in the ‘Create a Revision When Absolutely Ready’ queue, even just opening it, the system will move your paper into the ‘Submissions/Revisions In Progress’ queue in your Author Area.

See the Manuscript Preparation section of our Information for Authors link on the upper left corner of each submission page at <http://submit.clinchem.org> for help with formatting.

Please pay special attention to our Checklist regarding requirements for submission which can be found in the ‘Checklist-Print and Check’ link at the top of each submission page at <http://submit.clinchem.org>.

**Important:** When uploading the revised version, please be sure to include in the ‘Response to Reviews’ Metadata field a point-by-point list of all changes made, or your rebuttal, in response to each of the reviewer suggestions. **Failure to do so will delay review of your manuscript.**

Remember, figures must be uploaded separately as Image files in .eps or .tif format files at 600 DPI resolution. Alternatively you may use PowerPoint files with embedded fonts and one image per slide, one slide per file.

Please do not upload your figures embedded in the Word document.

Source files should be uploaded separately:

Manuscript (with Tables included) as a Word file  
Figures as .eps, .tif or .ppt files  
Supplemental Data as PDF, Word, Excel, and most other graphic format files

## Revision Instructions

Open your web browser and type in <http://submit.clinchem.org/> Log in with your email address and password.

Click on Author Area and choose ‘Submit a Revision.’ Click on this and you should find your manuscript there.

Fill in or check the page of manuscript metadata. Items highlighted in red are mandatory but the more information, the better. Click Save/Continue.

Fill in or check the next page of author metadata. Click Save/Continue.

Enter the correct number of image files you need to upload. The manuscript has already been designated as one file.

Only .eps and .tif image formats, resolution 600 dpi, are acceptable. You may use PowerPoint (ppt) files if the fonts are embedded and there is only one image per slide, one slide per file.

You will need to upload your manuscript (with Tables) as a Word document (or whatever software package you use). All figures, however, must be uploaded as Image files in .eps, .tif or .ppt formats.

Please do not upload PDF files, except for Supplemental Data.

Click Save/Continue.

The system will then offer a browse button for the manuscript and each image. Click each browse button and find the corresponding file on your computer, each in turn. When all are completed, click upload (if files are large, you may upload them one at a time)..

At this point the system will ask you to close your browser and wait for an email acknowledgment that your revised manuscript and images have been converted into a PDF for review purposes. When the email comes to the email account you registered with, you will be asked to return to your Author Area and approve all parts of the uploaded manuscript (Manuscripts Ready for you to Proof).

Items to check thoroughly include the PDF file and the references html page. This reference linking to Medline is a valuable tool for both editors and reviewers, so you will need to make sure your Reference section uploaded to the *Clinical Chemistry* site correctly. If not, our Information for Authors page will offer assistance in properly formatting references. It can be found at <http://www.aacc.org/ccj/infoauth.stm> .

Even though you uploaded your manuscript and images separately, your PDF file should include all parts of your manuscript: your title page, your structured abstract, your manuscript body, references, tables, figure legends, and figures.

The abstract and cover letter and response to reviewers should appear in the manuscript metadata windows.

**You may still edit your paper at this stage but if edited, it will have to go through another conversion process** and will appear in the Manuscripts Ready for you to Proof queue again.

You can repeat this process **as many times as you** like until you are satisfied your submission is the way you wish it to be.

Please edit as many times as necessary or approve until all boxes are filled. Click Approve.

You are finished and will receive a confirmation email that your revised manuscript has been received in the *Clinical Chemistry* editorial office.

## Submitting a Reply

Usually a Reply is requested by the editor and pertains to a specific manuscript. Often it is a manufacturer's response.

A Reply is generally no more than **750 words**, excluding the words in the reference list.

On the first submission page, there are two things you'll need to do to indicate your manuscript is a reply to this paper:

- 1) Choose "Reply" as the article type, and
- 2) Check both boxes next to the "Companion Papers" heading, being sure to include the Clinical Chemistry manuscript ID number sent to you as the manuscript to which your reply should be linked.

Aside from these requirements, your Reply can be submitted as a normal manuscript:

Fill in the rest of the page of manuscript metadata. Items highlighted in red are mandatory but the more information, the better. Click Save/Continue.

Fill in the next page of author metadata. Click Save/Continue.

Enter the number of image files you need to upload (if any). The manuscript has already been designated as one file. It is rare for a Reply to include an image or a table.

For Images: Only .eps and .tif image formats, resolution 600 dpi, are acceptable. You may use PowerPoint (.ppt) files if the fonts are embedded and there is only one image per slide, one slide per file. You will need to upload your manuscript as a Word document. Please do not upload PDF files.

Click Save/Continue.

The system will then offer a browse button for the manuscript and image. Click each browse button and find the corresponding file on your computer, each in turn. When completed, click upload.

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