The image below shows AFP’s Editorial Manager home page. On the left are options to register if you are a new user or login if you are a returning user.

*Please note: Submissions should be uploaded by the corresponding author. If you are submitting the manuscript on behalf of the corresponding author, you must be logged in under their name to proceed with the submission process.*
After logging in, you will be presented with your main menu screen. Select “Submit New Manuscript” to begin the submission process.

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After selecting “Submit New Manuscript,” you will need to choose your article type. From the drop-down menu, indicate whether your article is unsolicited, solicited, or an invited proposal, then click “Next.”
• On this screen you will be asked to provide both the full and short title of your manuscript. Once you have input this information, click “Next.”

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At this stage you will be asked to identify each author for your manuscript. The corresponding author’s information will already be automatically entered and visible at the bottom of the screen. You do NOT need to add the corresponding author information again. You can add additional authors by clicking on “Add Author.” When your author list is complete, click “Next.”

Please note: If you are submitting a revision and the author order or corresponding author role has changed, we ask that you please contact us to verify that the new order is approved by the Editor.
• In this section you will be asked to designate yourself as either a family physician or a physician from another specialty. For our purposes, select "Family Physician" if you or any of your co-authors is a family physician or works in a family medicine department or residency program. Please select "Specialty Physician" if none of the authors is a family physician. Click “Next” to move on to the next page.
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The “Enter Comments” page is the last step before you will be asked to upload your manuscript files. Here, provide the proposal (PRP XXX) or solicit (SOL XXX) code assigned to your manuscript (if you were given one prior to submission) or indicate if your submission is an unsolicited article. You may also enter any other additional comments about your submission in this box. Click “Next” to begin uploading your submission files.
To begin uploading your submission files, choose the respective file type from the drop-down menu next to “Item.” Please note that items with an asterisk are required. If you have already faxed your Author Statement and Conflict of Interest forms, you may select “Offline” as the Delivery Method. If you have not yet sent these forms, please download them using the blue links provided on the screen and either fax or scan and upload the completed versions. Click “Next” when you have finished uploading files.
• The next screen will show you a summary of what has been uploaded before the files are built into a single PDF. If any files appear to be missing, select “Previous” to go back and edit the submission files. If the list of files is complete, select “Build PDF for my Approval.”

• On the next screen, click on the “Submissions Needing Approval by Editor” link to be taken to a page where the submission information and files are shown.

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the Submissions Waiting for Author’s Approval page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

On the Submissions Waiting for Author’s Approval page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author’s Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button
• When the PDF has been built, a list of links will appear under the heading “Action.” If “Action Links” appears instead of the links, click on the plus sign next to the “Action” heading to expand the list. Find and click the “View Submission” link to open and review your submission. If you are satisfied with the submission, click “Approve Submission.”
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If you have any questions, you may contact the AFP Editorial Office at afpjournal@aafp.org or by phone at 913.906.6205.