

## EDITORIAL MANAGER INSTRUCTIONS FOR AUTHORS

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- The image below shows AFP's Editorial Manager home page. On the left are options to register (if you are a new user) or log in (if you are a returning user).

**NOTE: Submissions must 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.



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Welcome to the online submission and review site for  
American Family Physician

*American Family Physician* features evidence-based, authoritative clinical review articles about conditions frequently encountered by family physicians. It is a peer-reviewed journal that emphasizes diagnosis and treatment of common, important diseases. *AFP* does not publish original research.



[www.aafp.org/afp](http://www.aafp.org/afp)

- After logging in, you will be presented with the Main Menu screen.
- If you are submitting an invited paper, proceed to “Instructions for Submitting Solicited Manuscripts” on page 3. (*Helpful hints regarding the submission process are included below on page 2.*)
- If you are submitting a paper that has NOT been previously discussed with the Editor, proceed to “Instructions for Submitting Unsolicited Manuscripts” on page 19.

- Throughout the submission process, you can return to a previous page by clicking the “Back” button, or you can jump to a specific step by clicking on the sections at the top of the screen.

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No Items have yet been attached for this submission.

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**Author Main Menu**

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For help with accessing your proposal or solicit letter, click here: [Accessing Solicit and Proposal Letters](#)

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**New Submissions**

- Submit New Manuscript
- Submissions Sent Back to Author (0)
- Incomplete Submissions (1)
- Submissions Waiting for Author's Approval (0)
- Submissions Being Processed (1)

**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)

**Completed**

- Submissions with a Decision (0)

- When the page refreshes, click the “Edit Submission” link in the Action item list on the left side of the screen. You can now resume the submission process.

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**Incomplete Submissions for Author Elizabeth Jahns, BA**

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status
<a href="#">Edit Submission</a> <a href="#">View Invitation Letter</a> <a href="#">Send E-mail</a>	(Title not yet Supplied)	Aug 09, 2018	Aug 09, 2018	Incomplete

Page: 1 of 1 (1 total submissions) Display 10 results per page.

## Instructions for Submitting Solicited Manuscripts

- If you are submitting an invited paper, click “My Accepted Invitations.” Do NOT click “Submit New Manuscript.”

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**For help with accessing your proposal or solicit letter, click here:** [Accessing Solicit and Proposal Letters](#)

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**Invited Submissions**

[My Accepted Invitations \(1\)](#)

**New Submissions**

[Submit New Manuscript](#)  
[Submissions Sent Back to Author \(0\)](#)  
[Incomplete Submissions \(0\)](#)  
[Submissions Waiting for Author's Approval \(0\)](#)  
[Submissions Being Processed \(1\)](#)

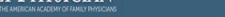
**Revisions**

[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 \(0\)](#)


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Role:  Username: elizabeth

Accepted Invitations for Elizabeth Jahns, BA

You have agreed to submit an invited manuscript. Please click on 'Submit Invited Manuscript' when you are ready.

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Action	Manuscript Number	Article Type	Article Title	Date Author Invited	Date Author Accepted	Elapsed Days Since Acceptance Date	Author Submission Due Date	Editor's Name	Keywords	Classifications
<a href="#">View Invitation Letter</a> <a href="#">Submit Invited Manuscript</a> <a href="#">Send E-mail</a>	18-0000	Solicited Review Article - SOL	Test Proposal	Aug 08, 2018	Aug 09, 2018	0		Holly Messerschmidt		

Page: 1 of 1 (1 total submissions) Display  results per page.

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- After selecting “Submit Invited Manuscript,” you will be brought to the Article Type Selection page. Here is where you will choose your article type. From the drop-down menu, select either “Solicited Review Article” (or “Proposal” if your manuscript is a previously approved proposal). Then click “Proceed.”

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

Select Article Type

Solicited Review Article

Proceed

- You are now at the Attach Files page. Here is where you will upload your submission files. To upload your files, you can either click “Browse...” and then select the file from your computer, or you can drag and drop the file from your computer onto the space that says “Drag & Drop Files Here.”

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- Use the drop-down menu to “Select Item Type.” Then upload the appropriate file. For example, if you select “Author Statement” in the drop-down menu, you will then upload your Author Statement file. You do not need to change and/or fill in the Description.

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General Information

Additional Information

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- Author Attestation
- Author Statement
- Biosketch
- Conflict of Interest Form
- ✓ Manuscript
- Manuscript Checklist

Please provide any additional items.

Select Item Type

\*Author Statement

Description

Author Statement

Delivery Method

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OR

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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.

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Manuscript	Manuscript	AFP Sample Manuscript.docx	11.5 KB	Aug 27, 2018	Download	<input type="checkbox"/>

Update File Order

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1	*Manuscript	Manuscript	AFP Sample Manuscript.docx	11.5 KB	Aug 27, 2018	Download	<input type="checkbox"/>

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5

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  - ✓ Manuscript
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Please provide any additional items.

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\*Author Statement

Description  
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1	*Manuscript	Manuscript	AFP Sample Manuscript.docx	11.5 KB	Aug 27, 2018	Download	<input type="checkbox"/>

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  Biosketch
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  Manuscript
  Manuscript Checklist

Please provide any additional items.

Select Item Type

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Description

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Change Item Type of all

Choose

files to

Choose

Change Now

Check All

Clear All

Update File Order

Remove

Check All

Clear All

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- You are now at the General Information page. Here is where you will designate yourself as either a Family Physician or a Specialty Physician. Please 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 the above information applies to NONE of the authors.

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Section/Category

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Section/Category

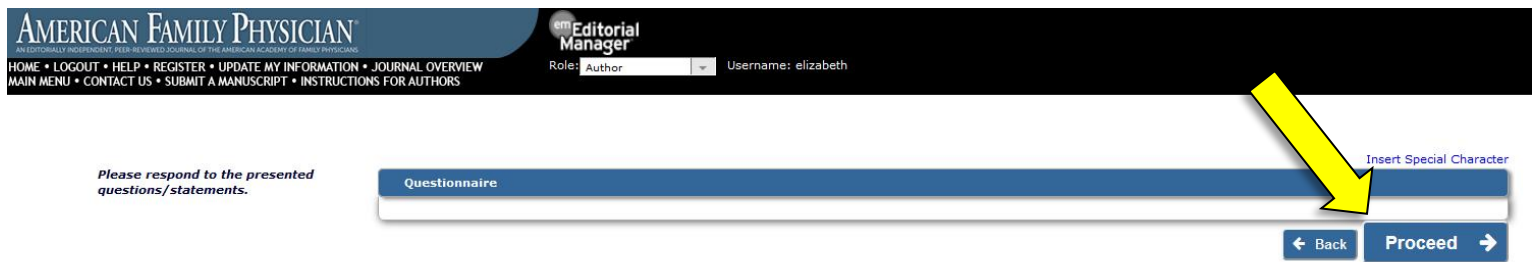
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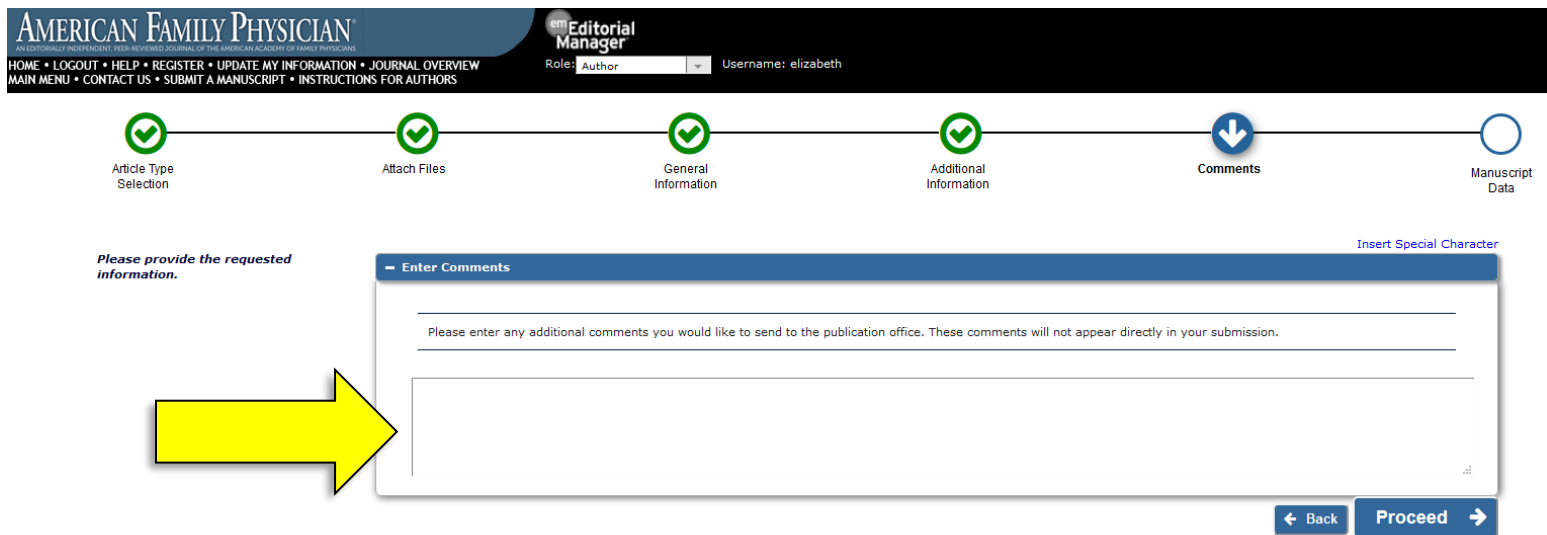
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Questionnaire

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Full Title (required) ✓

Limit 10 words

Word Count: 6

AFP Sample Manuscript: Diagnosis and Treatment

Short Title ✓

Limit 5 words

Word Count: 2

AFP Manuscript

Next

Abstract

Authors

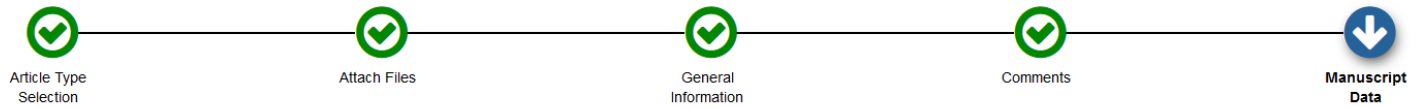
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Title

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Limit 10 words  
Word Count: 6

AFP Sample Manuscript: Diagnosis and Treatment

Short Title ✓  
Limit 5 words  
Word Count: 2

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↓ Next

+ Abstract

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**Title**

**Full Title** (required) ✓  
Limit 10 words Word Count: 6  
AFP Sample Manuscript: Diagnosis and Treatment

**Short Title** ✓  
Limit 5 words Word Count: 2  
AFP Manuscript

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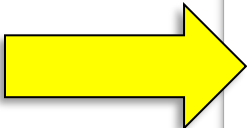
**Abstract**

**Abstract** (required) \*  
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Title

Full Title (required) ✓

Limit 10 words

Word Count: 6

AFP Sample Manuscript: Diagnosis and Treatment

Short Title ✓

Limit 5 words

Word Count: 2

AFP Manuscript

Next

Abstract

Abstract (required) ✓

Limit 250 words

Word Count: 4

AFP Sample Manuscript Abstract

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- Here is where you will identify each author of your manuscript. The corresponding author's information will be automatically entered and visible at the bottom of the screen. Do NOT add the corresponding author information again. If your manuscript has additional authors, please add them by clicking "Add Another Author." It is helpful (but not required) if email addresses are provided for all authors.

NOTE: If you are submitting a revision and the author order or corresponding author role has changed, please contact us to verify that the new order is approved by the Editor.

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Role: Author

Username: elizabeth

Next

Abstract

Abstract (required) \*  
Limit 250 words

Next

Authors

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Current Author List

Mrs. Elizabeth Jahns, BA [Corresponding Author] [First Author] [You]

AAFP

Add Another Author

Add Another Author

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**Abstract**

**Abstract** (required) ✓  
Limit 250 words Word Count: 4

AFP Sample Manuscript Abstract

↓ Next

**Authors**

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

**Current Author List** + Add Another Author

✎ Mrs. Elizabeth Jahns, BA [Corresponding Author] [First Author] [You]  
AAFP

+ Add Another Author

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Submissions Waiting for Approval by Author Elizabeth Jahns, BA

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The 'Edit Submission' link allows you to alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.  
The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status
View Submission Edit Submission Approve Submission Send E-mail	AFP Sample Manuscript: Diagnosis and Treatment	Aug 09, 2018	Aug 09, 2018	Needs Approval

Page: 1 of 1 (1 total submissions) Display 10 results per page.



- Under the Action links, click “View Submission.”

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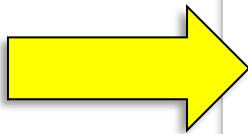
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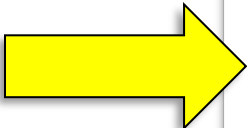
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