

Uploading Articles to Scholar One

These instructions are specific to independent, unsolicited manuscripts. If you have already discussed your manuscript with an editor, please contact them directly, as there will be minor differences for Step 1 that are specific to your article.

Each author will need to fill out the ICMJE Disclosure Form, `coi_disclosure.docx`, as part of the process. The corresponding author will need to upload these forms as part of Step 2.

Corresponding authors will start at this link:

<https://mc.manuscriptcentral.com/jlme>

If they do not have an account, they will need to create one.

Once they are in the system, they will need to click on the "Author" button in the menu. This will bring up a dashboard.

Authors should click "Start New Submission."

At the next screen, they should click the Begin Submission button.

Author Dashboard

1 Unsubmitted and Manuscripts in Draft

1 Manuscripts with Decisions

Start New Submission

5 Most Recent E-mails

Start New Submission

Need [help?](#)

Prior to submitting a manuscript to this journal, please note that it is important that your institution is correct. Changes made to your user account after submission will not carry through to submitted manuscripts. Please use the drop down arrow by your name at the top of this page to make any changes to your user account. We recommend that all users register for an ORCID profile and link their ORCID to their ScholarOne account. Registration is fast and free.

Please refer to the [Author Instructions](#) before you start your submission. If you wish to publish Open Access, please find out more about our [OA policies](#), and [APC waivers and discounts](#).

Begin Submission

Step 1

Under "Article" type, independent authors should choose "Independent Articles." Letter writers should choose "Letter to the Editor." Once they do, the page will refresh to display additional options. This is normal.

Step 1: Type, Title, & Abstract

* = Required Fields

* Type:

<input type="radio"/>	Columns: Reviews in Medical Ethics
<input type="radio"/>	Columns: Teaching Health Law
<input type="radio"/>	Columns: The Ethical Health Lawyer
<input type="radio"/>	Commentary
<input type="radio"/>	Independent Articles
<input type="radio"/>	Introduction
<input type="radio"/>	Letter from the Editor
<input type="radio"/>	Letter to the Editor
<input type="radio"/>	Symposium Articles

Save

Save & Continue >

The authors will then input their title and abstract. Under “Special Issue,” please select “N/A.”

Then click "Save and Continue."

Step 2

In Step 2, authors upload their article file. Scroll down to the “File Upload” area to upload the file. Once it is uploaded it will appear under the “Files” subhead.

If the authors have separate graphics for figures, the files should be added here. **Note that all figures must be submitted as individual files in camera-ready format.**

- Within the manuscript, there should be a notation as to where the figure should be placed. (Tables can be incorporated in the document itself.)
- Camera-ready artwork means:
 - The image should be high-contrast so it renders well in black and white (our print edition does not support color images)
 - The image should be at least 1200 pixels across in order to print properly.

Corresponding authors should also upload an **ICMJE Disclosure Form** (coi_disclosure.docx) for each author at this time. If they encounter any problems uploading it, they can email it to publications@aslme.org with a note of the article title and number.

Step 2: File Upload

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. To designate the order in which your files appear, use the dropdowns in the "order" column below. If you are submitting a **revision**, please include only the latest set of files. **There is no need to re-upload the original files again.**

* = Required Fields

Files 

0.00 OUT OF 58.59 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					
<input type="button" value="Update Order"/>		<input type="button" value="Remove All Files"/>			

File Upload

SELECTION	FILE DESIGNATION
<input type="button" value="Select File 1 ..."/>	* Main Document

Step 3

At Step 3, corresponding authors will need to input at least one keyword. *We strongly* recommend five keywords in order to make your article more findable. Once they have done so, they should click "Save and Continue."

Step 3: Attributes

* = Required Fields

* Keywords

Ω Special Characters

+ Add

REQUIRED 1. MAX 5.

KEYWORDS

◀ Previous Step

Save Save & Continue ▶

Step 4

On Step 4, their author information will be automatically populated. If they have co-authors, they will need to enter them on this page under the subhead “Add Author.”

Once they have input all the authors, they will need to tick multiple checkboxes to confirm that they are who they say they are and that all of the co-authors have agreed to participate. Then click Save and Continue.

Corresponding Author

PLEASE READ CAREFULLY. The specific responsibilities of the [Corresponding Author](#) include:

- Handling original, re-submitted, and revised manuscripts up to acceptance. Manuscript correction and proofreading;
- Agreeing to and signing the licensing agreement on behalf of all authors and/or arranging for any third-party copyright owners' signature;
- Arranging for payment of an APC (article processing charge) where one is required. The primary institution of the Corresponding Author is used to determine eligibility for discounted or waived APCs under [Open Access Agreements](#);
- Acting on behalf of all authors in responding to queries from all sources post publication, including questions relating to publishing ethics, integrity, reuse of content, and availability of supplementary material, data, sources, resources, etc.

Please therefore confirm the following:

- * The Corresponding Author has been identified correctly. Any change in authorship (including order and designations) requires the written agreement of all authors. After a manuscript has been published, any authorship changes will be accompanied by a relevant notice (correction, retraction, expression of concern).
- * The email address for the Corresponding Author is correct as displayed in the 'Author' section of the 'Selected Authors' list above. The licensing agreement will be sent to their primary email address in the event of acceptance.
- * The institution details for the Corresponding Author are correct as displayed in the 'Institution' section of the 'Selected Authors' list above. Their primary institution as denoted by '1.' will be used to determine Open Access Agreement eligibility in the event of acceptance. Institutions should represent the institution(s) at which the research presented was conducted and/or supported and/or approved. For non-research content, institutions should represent their current institution. If an author has more than one institution, they can be listed on the Title Page of your manuscript.
- * All authors are present in the 'Selected Authors' list above and have agreed to this submission. Their account details are up-to-date and have been entered correctly.

Failure to provide complete and accurate data will likely result in a delay in the publication of your manuscript.

[← Previous Step](#)

[Save](#)

[Save & Continue >](#)

Step 5

Step 5 asks for potential peer reviewers. Please provide the names and contact information of at least two experts (preferably more) in your field that would be well-suited to peer review your article.

Step 6

Almost there! In Step 6, please provide the following:

- Add a cover letter directed to the editors.
- Under Funding, authors should fill out information appropriate to their situation.
- Under Manuscript Information, they will need to note the number of figures, tables and words in their article.

- Finally, authors will need to confirm a number of facts, including that they have completed and uploaded the ICMJE Disclosure Form.

Once these steps are completed, authors should click “Save and Continue” to finish the process.

Step 7

If the corresponding author has omitted any required information, it will be flagged in red here. They will need to click the “Edit” button in order to add the required information.

* Verify Step Information

✘ Step 1: Type, Title, & Abstract Edit

⚠ Please attend to the following:

- Title is missing.
- Abstract text is required.
- Special Issue is a required field

FIELD	RESPONSE
Manuscript Type	Symposium Articles
Title	INCOMPLETE
Abstract	INCOMPLETE
INCOMPLETE	
Special Issue	
* Are you submitting to a Special Issue? If so, please select a title. If not, please select "N/A":	

If nothing is flagged in red, congratulations! Scroll to the bottom and click “Submit.” Now you’re done!