

Submitting an article to the Journal of Singing using ScholarOne

Creating a ScholarOne user account

It's a quick and easy process to set up your own user account, with three screens to fill out. Required fields are marked with "**(req.)**" When you are finished with one screen, click "**Next**" and continue until finished.

In your browser, navigate to the Journal of Singing [ScholarOne Manuscripts](#) site.

Click one of the two **Create An Account** links on the page.

The screenshot shows the ScholarOne Manuscripts website for the Journal of Singing. The navigation bar at the top includes links for 'Log In', 'Reset Password', and 'Create An Account', with 'Create An Account' highlighted by a red circle. Below the navigation bar, there is a 'Log In' section with fields for 'User ID' and 'Password', and a 'Log In' button. A red circle highlights the 'Create an Account' link next to the 'User ID' field. To the right of the login section, there is a 'Welcome to the submission site for Journal of Singing' message, followed by instructions to log in with a user ID and password, and a link to the 'Reset Password' screen.

1. In the 1st screen, supply the requested information: name, prefix, primary email address. You *must* enter required information in any fields marked with "**req.**" in the right margin, but we encourage you to fill in all fields that are applicable, even if they're optional. **Note that all JOS-related emails will be sent to the primary email address you supply.**

The screenshot shows the first screen of the ScholarOne account creation process. On the left, there is a list of steps: 1. E-Mail / Name, 2. Address, and 3. User ID & Password. The first step, 'E-Mail / Name', is selected. The form on the right contains the following fields: 'Prefix' (dropdown menu with 'Ms.' selected, marked 'req'), 'First (Given) Name' (text field with 'Janine' entered, marked 'req'), 'Middle Name' (text field), 'Last (Family) Name' (text field with 'Baker' entered, marked 'req'), 'Degree' (text field), 'Primary E-Mail Address' (text field with 'jbaker@xyz.edu' entered, marked 'req'), 'Primary E-Mail Address (again)' (text field with 'jbaker@xyz.edu' entered, marked 'req'), 'Primary Cc E-Mail Address' (text field), 'Secondary E-Mail Address' (text field), 'Secondary E-Mail Address (again)' (text field), and 'Secondary Cc E-Mail Address' (text field). A 'Next' button is located at the top right of the form.

2. In the second screen, please enter your desired mailing address as your primary address. If you are associated with an institution, it may be entered as your primary or secondary address, but only assign it as primary if you receive mail there. (Printed issues are mailed to corresponding authors when articles are published.)

1 E-Mail / Name
2 Address
3 User ID & Password

Previous Next

Primary Address	Secondary Address
Institution: <input type="text"/>	Institution: <input type="text"/>
Department: <input type="text"/>	Department: <input type="text"/>
Address: 3723 Blue Lake Dr. req	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
Country/Region: United States req	Country/Region: --- Select One ---
State/Province: Missouri	State/Province: --- Select One ---
City: Springfield req	City: <input type="text"/>
Postal Code: 62433 req	Postal Code: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>

Previous Next

3. In the third screen, create your password, being sure to record it for later log-in use.

Scroll down the **keyword** list, select up to 5 keywords in your areas of expertise, and click “Add.” (Keywords must be chosen from the list.) These key words will remain associated with you, and they may be used to match peer reviewers to articles within their area of expertise.

1 E-Mail / Name
2 Address
3 User ID & Password

Previous ☒ Finish

User ID / Password for this site, not ORCID

User ID: jbaker@xyz.edu req

Password: xesDiw Strong Password req

Confirm Password: xesDiw Strong Password req

Keywords

Search on this list: ☐ Case sensitive

Other	Acoustics	<input type="button" value="Clear"/>
Pedagogic Opinion	CCM	<input type="button" value="Clear"/>
Performance Practice	Cognitive Science/Psych	<input type="button" value="Clear"/>
Reviews	Collaborative Pianists	<input type="button" value="Clear"/>
Speech Language Pathology (SLP)	History of Pedagogy	<input type="button" value="Clear"/>
Technology		
Voice Medicine		
Voice Pedagogy		
Voice Research		
Voice Science		

Do you wish to be invited for peer review?

☐ By checking this box I confirm that I want to allow my account to be invited for peer review.

Take a look at the ScholarOne privacy notice, then you are required to check **“Yes, I have read and now acknowledge the linked privacy policies.”**

Unavailable Dates
If you are planning on being unavailable for a period of time, enter the dates in the boxes below. From: <input type="text"/> To: <input type="text"/>
Signature. The journal can choose to use the text you enter in this field in e-mail correspondence. <div>Prof. Janine Baker</div>
Privacy Acknowledgement
To ensure you are properly informed of your privacy rights while using this website, we ask that you review and acknowledge the relevant privacy policies linked below. Clarivate - ScholarOne Privacy Notice
<input checked="" type="checkbox"/> Yes, I have read and now acknowledge the linked privacy policies.
<div>Previous Finish</div>

If you wish to review your responses you may click “previous,” then when you’ve completed all required and desired fields click **“Finish”** (bottom right). Once your account has been created, you’ll be prompted to log in whenever you visit the Journal of Singing [ScholarOne Manuscripts](#) site from then on.

For editorial board members only: After your user account is created, ed board members should notify laurac@nats.org with the subject line “ED BOARD ACCOUNT CREATED” so she can add you to the editorial board group.

Pro tip for any submitting author working with co-authors

Every co-author listed in your article’s byline should be asked to create their own ScholarOne user account. If all co-authors have ScholarOne accounts, submitting authors can easily add co-authors using their email address. If co-authors do not have an account within ScholarOne Manuscripts, submitting authors will have to create user accounts for their co-authors.

BEFORE YOU UPLOAD AN ARTICLE

► Prepare your files for submission

You should assemble the following files/information before you submit your article:

- **Main document file** (in word processing format, not pdf) including abstract, main text, and references (if any). All articles should be kept anonymous for double-blind peer review *except those written by the column's Associate Editor*. (See "Should I Prepare My Article for Double-Blind Peer Review?" below.)
- **A title page** with the names of all authors and co-authors must be included for all articles *except those written by the column's Associate Editor*. (See "Must I anonymize?" below.)
- **Abstract** (Please include abstract within the article file, and also copy and paste abstract into the ScholarOne abstract field when prompted.)
- **Email addresses for every author** (All authors must provide email addresses to ensure that they're properly credited in the byline.)
- **Bio and head shot for every author** (Authors and associate editors previously published in JOS will have photo and bio on file; see Step 2 for more information.)
- **Figures/examples** as separate 300 dpi graphics in JPG, TIFF, EPS, or PDF format (Each graphic must be under 25 MBs; send download links for larger files.) Be sure to provide captions for all figures somewhere in the body of your article.
- **Tables** (in editable word processing format)
- **Video/audio files** (Each file must be under 50 MBs; send download links for larger files.)
- **Keywords** must be selected from drop-down menu during submission.

SHOULD I PREPARE MY ARTICLE FOR DOUBLE-BLIND PEER REVIEW?

For all articles that are not written by regular columnists, author details must be removed for double-blind peer review:

- Provide separate title page file with all author information
- Eliminate author information within main article, including byline and running heads. Be sure tracked comments do not reveal author name or initials.
- Do not place author photo and bio within main article file.

Regular columns that are written by that column's Associate Editor will not undergo double-blind peer review, so they *may* contain author details.

In that case, author name and information may be included in the primary article file rather than a separate title page.

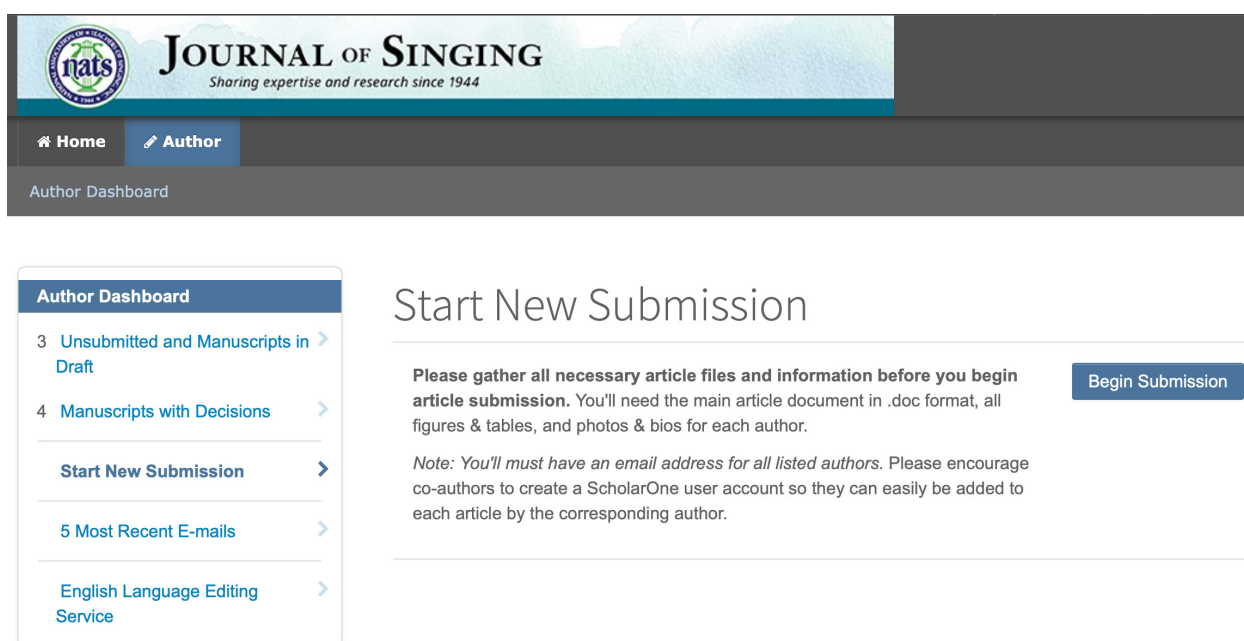
STEP-BY-STEP ARTICLE UPLOAD PROCEDURE

► Uploading Articles — Getting Started

Log into your account on the [Journal of Singing ScholarOne Manuscripts submission site](#). Follow the prompts to create an account the first time you visit the site (see “Creating a ScholarOne user account” on pages 1–3), then log in using your username and password.

Click on the **Author** tab, where you will automatically be taken to the **Start New Submission** page.

Click **Begin Submission**.



You'll be prompted to upload your main article file. Click and drag that text file (in .doc or .docx format) into the open window and click “upload.”

On the following pages, you'll be taken through the 6 steps in the upload process.

— Anything that is marked with a red asterisk (*) is a required field that must be completed before you can move on to the next step. Anything not marked with a red asterisk is optional.

— If you see a question mark in a gray circle (?), you may hover over it to see additional instructions.

► Step 1: Type, Title, & Abstract

Select your manuscript type (required)

PLEASE NOTE: The Article Type section has recently changed (as of March 2023), so please read below even if you've already used the JOS ScholarOne site.

■ **Authors should choose the article type FEATURE ARTICLE unless they are Associate Editors of specific columns.** (*Don't choose an Article Type here because it sounds relevant to your article topic.*)

■ **DEPARTMENT or REVIEW article types should only be chosen by the Associate Editors of those columns.** Thus, only the Associate Editor of the Voice Pedagogy column should ever select "Department: Voice Pedagogy," and only the Associate Editor of the Bookshelf column should ever select "Review: Bookshelf."

You must scroll down to see the full listing of article types.

* Type: ?

CHOICE	TYPE
<input type="radio"/>	Feature Article
<input type="radio"/>	Department: Care of the Professional Voice
<input type="radio"/>	Department: Collaborations
<input type="radio"/>	Department: Editor's Commentary
<input type="radio"/>	Department: From the President
<input type="radio"/>	Department: The Independent Teacher
<input type="radio"/>	Department: Mindful Voice
<input type="radio"/>	Department: Provenance
<input type="radio"/>	Department: Practical Voice Science
<input type="radio"/>	Department: Recent Research in Singing
<input type="radio"/>	Department: The Versatile Voice
<input type="radio"/>	Department: The Vocal Point
<input type="radio"/>	Department: Voice Pedagogy
<input type="radio"/>	Review: Bookshelf
<input type="radio"/>	Review: Listener's Gallery
<input type="radio"/>	Review: Music Reviews
<input type="radio"/>	Other

Enter your title and abstract (required)

Enter both your **Title** and **Abstract** into the appropriate boxes, preferably by copying and pasting them from your article file. If you need to insert a special character, click the “Special Characters” button.

Your title will often be automatically detected and filled in by the system.

Click **Save & Continue** when you’re finished with that step.

* Title ⓘ

Preview

Special Characters

9 OUT OF 50 WORDS

Emotion and Empathy: How Voice Can Save the Culture

* Abstract ⓘ

Write or Paste Abstract

Preview

Special Characters

228 OUT OF 300 WORDS

The author considers the neural substrates of emotion that are entwined with our ability to reason and to empathize with others. The article includes a brief history of emotion, its dismissal by both behaviorist psychology and the early cognitive scientists, and its recent elevation as a topic of serious scientific inquiry by neuroscience, particularly through the work of neuroscientists Antonio Damasio and Joseph

Save

Save & Continue >

*Please note that at any point you can always **save** your work by clicking “Save” or “Save & continue.” If you’ve saved, you can always come back later to complete your submission.*

► Step 2: File Upload

At the top of Step 2 you'll see the error "File Designation is a required field," but no worries—that's easily fixed (see below).

Files

Under the **Files** heading you'll see your main article file listed. Under the "No File Designation" alert to the right of the article name, click **Edit**, select the designation **Main Document** from the drop-down menu, then **Save Changes (required)**.

Files ⓘ

0.02 OUT OF 97.66 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	Test Feature for JOS_12-14-22_J_Jones.docx 16 KB	No File Designation Edit	21-Mar-2023	Laura Erickson

Once you've designated your main article document, you'll be able to proceed with no error alerts:

Files ⓘ

0.02 OUT OF 97.66 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	Test Feature for JOS_12-14-22_J_Jones.docx 16 KB	Main Document	21-Mar-2023	Laura Erickson

File Upload

In the **File Upload** sub-section you can upload author bios and photos, figures, examples, tables, title pages, and sound files, then choose the **File Designation** for each file via a drop-down menu. **(File Designation is a required field.)**

File Upload ⓘ

SELECTION	FILE DESIGNATION
Select File 1 ...	Choose File Designation ...
Select File 2 ...	Choose File Designation ...

Click **Select File 1**, navigate to the desired file on your computer, and click **Upload**. Choose the appropriate **File Designation** for that file from the drop-down menu at right (e.g., Title Page, Figure or Example, Table, Author Photo, etc.). You can upload files in any order you'd like.

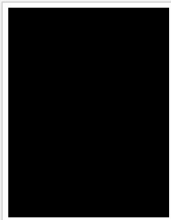
File Upload ?

SELECTION	FILE DESIGNATION
Select File 1 ...	<div> ✓ Choose File Designation ... <ul style="list-style-type: none"> Main Document Figure or Example Table Author Photo Supplemental File for Review Supplemental File NOT for Review Title Page Author Bio </div>
Select File 2 ...	
Select File 3 ...	
Select File 4 ...	

Proceed to **Select** and specify the **File Designation** for up to five files at a time. (If you have more than 5 files, you'll be able to upload 5 more files as many times as is needed.) Once 5 files have been selected and designated, click **Upload Selected Files** (lower right). Don't forget this last step! Assembling all the necessary files before you begin your upload makes the process much quicker and easier.

Note that you can delete a file at this stage by clicking "**xRemove**" next to the file name.

0.40 OUT OF 97.66 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	Emotion and Empathy_JOS.docx 46 KB	Main Document	24-Mar-2023	
2	Select:	Figure 1.pdf 35 KB Caption : Figure 1 (full caption in article file) Link text :	Figure or Example	24-Mar-2023	
3	Select:	Table 1.doc 102 KB	Table	24-Mar-2023	
4	Select:	Title_page.docx 13 KB	Title Page	24-Mar-2023	
5	Select:	Josephine_Jones_bio.docx 13 KB	Author Bio	24-Mar-2023	
6	Select:	Josephine_Jones_headshot.tif 202 KB , 365 x 475 px  Caption : Josephine Jones Link text :	Author Photo	24-Mar-2023	

Why are these file designations so important to ScholarOne? All feature articles and guest submissions to departments will go through **blinded (anonymized) peer review**. That means that some of the files you're uploading with each article—the title page with your byline, author photos, and author bios—will not be forwarded to the peer reviewers, and there should be no identifying info in your main article file (page header or comments).

ScholarOne will be aware which of these files should be hidden from peer reviewers to maintain anonymity as long as the proper File Designation is chosen for every item you upload. The reviewers will see your Main Document, Figures or Examples, and Tables, but they will not receive your title page, author bios, author photos, or sound files.

For more information about File Designations, see the **Step 2 Sidebar** on page 11 ("A deeper dive into file designations").

Picking up author photos from our archives

This mysterious section at the bottom of Step 2 can be ignored if you've supplied photos and bios for all authors; it's not required. But if you've published an article within the few years, we're happy to pull (or "pick up") your photo from our archives. Just type in the name of the author and we'll do the rest.

You must provide an author photo for each author listed. Upload photos above or specify below:

Pick up photos for the following authors from a previous issue (fill in author last name[s], or N/A if not applicable):

Mary Brown

Note: Associate Editors need not supply photos or photo info after their first issue of publication.

Save & Continue when finished with Step 2. If you're alerted that the step is incomplete just close that warning and correct the missing info before proceeding.

► Step 3: Attributes

Keywords may be selected from the drop-down list by clicking "Show Full List," selecting the desired keyword, and clicking "Add from List." The maximum number of keywords is 3, and they must be chosen from that list. At this time, you cannot type in a new keyword.

Keywords are not required, but they are strongly recommended, especially for articles undergoing peer review.

Save & Continue when finished with Step 3.

Step 2 Sidebar: A deeper dive into file designations

Figures and examples

All graphics except author photos should be designated as “**Figure or Example**.”

The screenshot shows the 'File Upload' section of a web interface. It has two columns: 'SELECTION' and 'FILE DESIGNATION'. In the 'SELECTION' column, there is a green button labeled 'Figure 1.pdf' with a blue 'xRemove' link next to it. Below this are three buttons labeled 'Select File 2 ...', 'Select File 3 ...', and 'Select File 4 ...'. In the 'FILE DESIGNATION' column, a dropdown menu is open, showing a list of options: 'Choose File Designation ...', 'Main Document', 'Figure or Example' (which is highlighted in blue), 'Table', 'Author Photo', 'Supplemental File for Review', 'Supplemental File NOT for Review', 'Title Page', and 'Author Bio'.

You'll see the option to fill in a caption or legend for figures. Be sure to specify the figure number in the caption field, but full caption text is not required here as long as you've included it in your article file, as is required. (The “Link text” field can be left blank.)

This screenshot shows the details for the selected file 'Figure 1.pdf'. At the top, there is a green button 'Figure 1.pdf' and a blue 'xRemove' link. To the right is a dropdown menu currently set to 'Figure or Example'. Below this is a section for 'Caption / Legend:' with an 'Edit' link and a 'Special Characters' link. The caption field contains the text 'Figure 1. (See article file for full caption.)'. Below the caption is a 'Link text' field with an 'Edit' link, which is currently empty.

Author photos (new head shots)

All author photos/head shots should be designated as **Author Photo**. Please copy the author name into the caption field. You must provide an author photo for each author unless your photo has already run in a previous issue of the journal. In that case, refer to “Picking up author photos from our archives,” p. 10.

Tables

All text-only tabular material must be supplied in Word format and designated here as a **Table**, if uploaded as a separate file. It's also acceptable to include multiple tables in one document or to include tables in the main article file.

Sound files

At this time, **sound files** should be designated at this time as a “Supplemental File NOT for Review.” Any sound files larger than 25 MBs must be provided in the form of a link to a downloadable file. Sound links can be compiled in a text file or included in the body of the article file.

This screenshot shows a file designated as a sound file. There is a green button labeled 'Sound_file_1.wav' and a blue 'xRemove' link. To the right is a dropdown menu set to 'Supplemental File NOT for Review'.

► Step 4: Authors & Institutions

Submitting Agent:

There's now an Agent Question that must be answered in one of two ways **(required)**:

Option 1: Any **submitting author** who appears in the byline should select the **Author** button. (This includes Associate Editors who are writing their own column.)

Option 2: An **Associate Editor uploading a guest submission to their column** should select the **Submitting Agent** button. This new option allows Associate Editors to upload contributions to their own column even when the AE is not one of the authors.

* Agent Question ?

- | | |
|--|--|
| <input type="radio"/> Author | I, Ms. [REDACTED], am submitting this manuscript on behalf of myself and my co-authors. |
| <input checked="" type="radio"/> Submitting Agent | I, Ms. [REDACTED], am an Associate Editor of a column, not an author on this manuscript. I am submitting this manuscript on behalf of a guest author who is contributing to my column. |

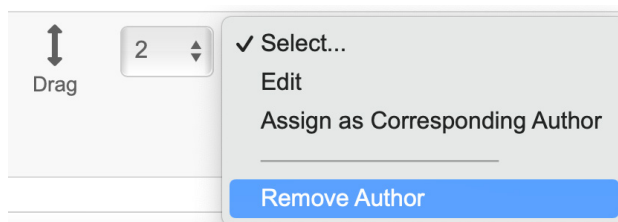
Authors:

All authors listed in the byline *must* be entered into ScholarOne with a user account, so the submitting author's job will be quicker and easier if all co-authors create their own ScholarOne accounts prior to article submission. However, submitting authors are able to create rudimentary user accounts for co-authors as long as they have email addresses for all authors.

To add an author to a submission, paste their email address in the "Add Author" email field, click "search," then click "Add Author" if the system finds that account.

If that email address is not found in ScholarOne, you'll be prompted to "create a new co-author" and set up a basic ScholarOne account for that author. Again, it's better if every co-author creates their own account so the submitting author can easily add them based on their email address.

If the system detects and adds an author who should *not* be listed, you should remove that person by selecting them, then using the Actions drop-down menu to select Remove Author.



Save & Continue when finished with Step 4.

► Step 5: Details & Comments

This page is fairly self-explanatory, so read through it and fill in or select all required fields with **red asterisks (*)**; fields that are not marked with the red asterisk are optional. Cover letters are not necessary for regular contributors, but this field is the best place to share submission information with the EIC.

You must supply the number of tables, figures, and author photos you're submitting; if there are none, enter "0". You must answer whether or not this article was previously submitted to the journal, and the answer should be "no" unless the article is going through revisions.

You must be able to truthfully answer "yes" to all questions below:

- ☒ I confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere
- ☒ I confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.
- ☒ I confirm that I, as sole or joint proprietor of this work, give National Association of Teachers of Singing and its assignees the exclusive right to publish my article in whole or in part in the above named publication, and I recognize that all material becomes the property of the National Association of Teachers of Singing.

Blinded Review (Feature articles only): If you're an author who is not an Associate Editor, you should assume your article needs to be prepared for double-blind peer review. You must check this box to confirm here that you have followed instructions for anonymizing your files.

Blinded Review (Feature Articles Only)

- ☐ If a Feature Article, confirm that you have prepared a complete text minus the title page, acknowledgments, and any running headers with author names, to allow blinded review, and have not compromised your anonymity in any Supporting Information files or Additional Files for Review uploaded.

Pro tip: You can easily confirm that your identity has not been revealed in Step 6, when you view the pdf proof that will also be shared with peer reviewers.

*Note that if a field is required you must type in **something**. If you have no tables, for example, you must type in "0" rather than leave that field blank.*

Save & Continue when finished with Step 5, then move on to Step 6 (the final step).

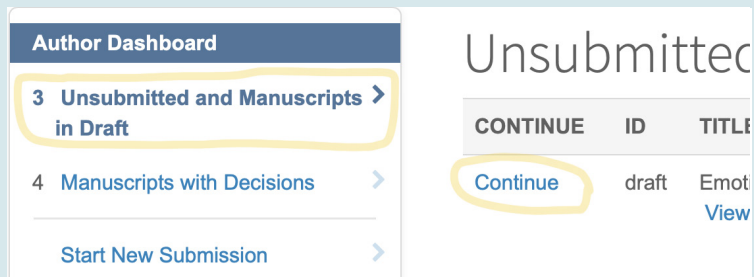
Manuscript Submission	
Step 1: Type, Title, & Abstract	➤
Step 2: File Upload	➤
Step 3: Attributes	➤
Step 4: Authors & Institutions	➤
Step 5: Details & Comments	➤
Step 6: Review & Submit	➤

*If you realize now that you have problems with some of your article files, you may **Save** and return to any of the earlier steps by clicking on that step in the **Manuscript Submission** box at the left side of your screen. Until you have submitted the article at the end of Step 6, you're able to make edits to your submission.*

Sidebar: How to complete an unfinished submission

To continue a submission that was previously started and saved but not yet submitted, log back into ScholarOne, enter the Author Dashboard by clicking “Author” in the navigation bar at top, then click “Unsubmitted and Manuscripts in Draft.” Find your article listed at right, then click the “Continue” button next

to the file name to continue working on the submission.



► Step 6: Review & Submit

This page gives you one more chance to review the information you submitted in the previous step. If anything is incorrect you can go back to that step via the Manuscript Submission menu at the left side of the page or by clicking “Previous Step” at the bottom of the page; fix the problem, then **Save** before navigating back to Step 6. You can still change anything at this point, so now is your chance to catch and fix errors or add missing elements.

Please be aware that once you click “SUBMIT” at the bottom of this page you will not be able to make further changes to your submission. Do not click **Submit** unless you know your submission is ready to send off for publication. If you need to collect one more file, it’s no problem; just save your work and come back later to complete the submission (see **Sidebar: How to complete an unfinished submission** above).

IMPORTANT NOTE: You must click the “View PDF Proof” button at the bottom of the page, or you will not be able to submit your article. This will show you the *blinded* (anonymized) pdf that will be shared with peer reviewers, minus any identifying info or photos, so feature article authors must verify that their anonymity has been maintained in this pdf proof. Note that this proof won’t show bios, photos, or title pages even if you’ve uploaded them since they would compromise anonymity.

* View Proof

You must view the PDF proof before you can submit



You can simply close the pop-up window holding your article pdf, then you’ll be returned to your submission.

Is everything ready to send? Click SUBMIT, then click Yes when you’re asked if you’re sure. That’s it!

