

# JOURNAL OF SINGING

## Step-by-Step Guidelines for Submission to JOS Using ScholarOne



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# PART 1. SUBMITTING AN ARTICLE TO THE *JOURNAL OF SINGING* VIA 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:

ScholarOne Manuscripts™ Instructions & Forms

**JOURNAL OF SINGING**  
Sharing expertise and research since 1944

Log In Reset Password **Create An Account**

**Log In**

User ID [Create an Account](#)

Password [Reset Password](#)

**Log In**

Welcome to the submission site for  
**Journal of Singing**

To begin, log in with your user ID and password.

If you are unsure about whether or not you have an account, or have forgotten your password, go 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.***

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

[Next](#)

**Name** [Special Characters](#)

Prefix:  **req**

First (Given) Name:  **req**

Middle Name:

Last (Family) Name:  **req**

Degree:

Primary E-Mail Address:  **req**

Primary E-Mail Address (again):  **req**

Primary Cc E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

Secondary Cc E-Mail Address:

[Click here to return to Table of Contents](#)

**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. <span>req</span>	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
Country/Region: United States <span>req</span>	Country/Region: --- Select One ---
State/Province: Missouri	State/Province: --- Select One ---
City: Springfield <span>req</span>	City: <input type="text"/>
Postal Code: 62433 <span>req</span>	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.”**

<b>Unavailable Dates</b> 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"/>
<b>Signature.</b> The journal can choose to use the text you enter in this field in e-mail correspondence. <div>Prof. Janine Baker</div>
<b>Privacy Acknowledgement</b> 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. <a href="#">Clarivate - ScholarOne Privacy Notice</a> req <input checked="" type="checkbox"/> <b>Yes, I have read and now acknowledge the linked privacy policies.</b>
<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, editorial board members should email [cindy@nats.org](mailto:cindy@nats.org) with the subject line “ED BOARD ACCOUNT CREATED” to be added to the editorial board review group.

### **Important note for submitting authors working with co-authors**

**ScholarOne requires every author to create their own individual ScholarOne user account.** Therefore, submitting authors **must** ask all their co-authors to create their own ScholarOne user account.

## Preparing to 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 "Should I prepare my article for double-blind peer review?" below.)
- **ORCID iD:** If authors have ORCID identifiers, they should supply them on the title page with the other author info. Visit [orcid.org](https://orcid.org) for more info.
- **Abstract** (Please include abstract within the article file, and also copy and paste abstract into the ScholarOne abstract field when prompted.) **DO NOT cite references within the abstract;** abstracts are intended to be a broad summary of the article.
- **Email addresses for every author** (All authors must provide email addresses to ensure that they are 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 your main article file.**
- **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?

**Are you a regular columnist for the *Journal of Singing*? If you are not, all author details must be removed from your article in preparation 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 their articles *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.

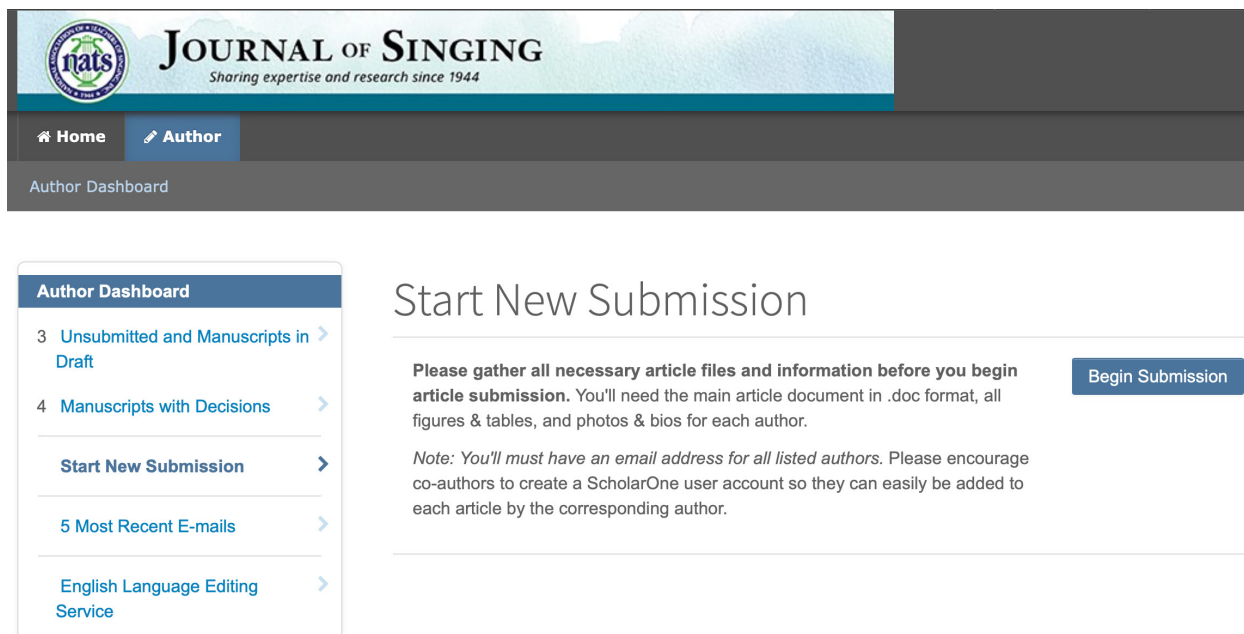
## Step-By-Step Article Upload Procedure

### ► 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 only choose the article type FEATURE ARTICLE unless they are Associate Editors for the Journal of Singing.** (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.** For example, 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: 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. Abstracts must be 100 words or less. References/endnotes should NOT be cited within the the abstract (i.e., your abstract must not contain citation numbers).

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](#)

80 OUT OF 100 WORDS

This author considers the social responsibilities of writers that are connected with our ability to reason and to empathize with others. The article includes a brief history of emotion, its connection to both neuroscience and the arts, and the author discusses the role of emotion in the process of writing. The author argues that the use of neuroscience to understand emotion and its role in the process of writing is a significant step towards understanding the role of emotion in the process of writing.

[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:	<a href="#">Test Feature for JOS_12-14-22_J_Jones.docx</a> 16 KB	⚠ No File Designation <a href="#">Edit</a>	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:	<a href="#">Test Feature for JOS_12-14-22_J_Jones.docx</a> 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
<a href="#">Select File 1 ...</a>	Choose File Designation ...
<a href="#">Select File 2 ...</a>	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.

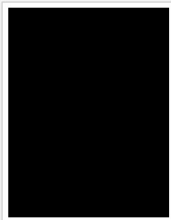
#### File Upload ?

SELECTION	FILE DESIGNATION
Select File 1 ...	<div> <div>✓ Choose File Designation ...</div> <div> Main Document  Figure or Example  Table  Author Photo  Supplemental File for Review  Supplemental File NOT for Review  Title Page  Author Bio </div> </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	

[Click here to return to Table of Contents](#)

**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, or author photos.

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

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.

**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' interface. It has two main 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 options: 'Choose File Designation ...', 'Main Document', 'Figure or Example' (highlighted in blue), 'Table', 'Author Photo', 'Supplemental File for Review', 'Supplemental File NOT for Review', 'Title Page', and 'Author Bio'. Below the columns, there is a summary bar showing 'Figure 1.pdf' with a blue 'xRemove' link, followed by a dropdown menu currently set to 'Figure or Example'.

### 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

**Sound files** should be designated as a “Supplemental File NOT for Review” if there is any chance that it would identify the author. If sound files do NOT identify the author in any way, they can be designated as “Supplemental File for Review.” Any sound files larger than 25 MBs must be provided in the form of a link to a downloadable file. Links to sound files compiled in a text file or included in the body of the article file.

The screenshot shows a portion of the 'File Upload' interface. It displays a green button labeled 'Sound\_file\_1.wav' with a blue 'xRemove' link next to it. To the right of this is a dropdown menu currently set to 'Supplemental File NOT for Review'.

## ► Step 4: Authors & Institutions

### Agent Question

Choose one option below **(required)**:

*Option 1, Author:* The **submitting author** of the article 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 option allows Associate Editors to upload contributions to their own column when the AE is not one of the authors.

#### \* Agent Question ?

- ☐ **Author** I, Ms. [REDACTED], am submitting this manuscript on behalf of myself and my co-authors.
- ☒ **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.

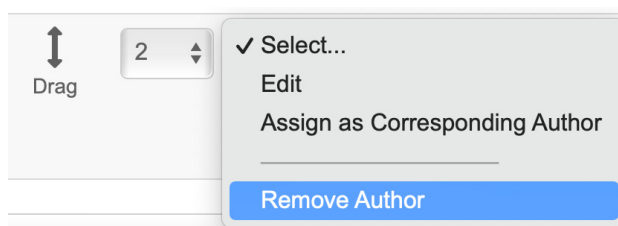
### Authors

**ScholarOne requires every author to create their own individual ScholarOne user account. Therefore, submitting authors must ask all their co-authors to create their own ScholarOne user account.**

It's easy to add an author to a submission once they've created a ScholarOne user account. Just paste their email address in the "Add Author" email field, click "search," then click "Add Author" when 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; however, **it's best if every co-author creates their own account**. If the submitting author doesn't find a co-author by email search, it's best to save your work and ask your co-author to create their S1 account before you proceed with submission.

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, if I am submitting an article based on research studies that involved interaction with human subjects, this research meets ethical guidelines and was carried out with the approval of the appropriate Institutional Review Board (IRB), and that I have included this statement in the submission.
- ☒ 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.

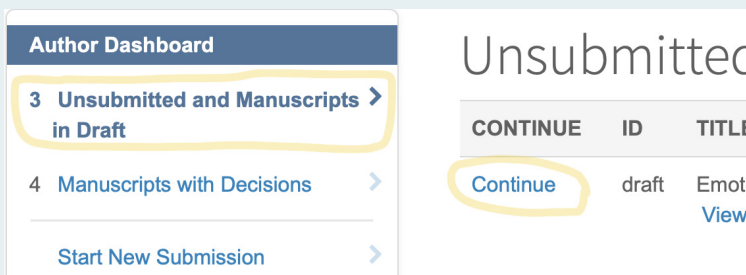
*Note that if a field is required you must type in **something**. If you have no tables, for example, you must type in "0" rather than leave that field blank.*

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

**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” and

Find your article listed at right, then click the “Continue” button next to the file name to continue working on the submission.



*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.*

## ► 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. Your submission is complete.**

## PART 2. ARTICLE UNSUBMISSION AND REVISIONS

### "Unsubmitted" Articles

If you are notified that your article has been "unsubmitted" in the ScholarOne system, that often means that you need to replace files (e.g., you may have uploaded a pdf version of your main article, but only Word or .doc format is acceptable) or upload additional files (e.g., a missing figure or an author bio). If you are a regular columnist, an unsubmission notification will always mean that you simply need to make a correction to your existing submission.

To proceed after that notification, assemble any needed files or information and log back into ScholarOne, then enter your **Author** dashboard by clicking "Author". There, you'll find your unsubmitted article under **Unsubmitted and Manuscripts in Draft**; click **Continue**.

CONTINUE	ID	TITLE	CREATED	DELETE
<a href="#">Continue</a>	Draft (JOS-2023- Returned by Admin on -2023	<a href="#">View Submission</a>	-2023	<a href="#">Delete</a>

You'll be taken back to the six steps of the **Manuscript Submission** process. If you're uploading new files, click on **Step 2: File Upload**.

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

Scroll down to the File Upload section, and there you can upload the necessary files by selecting those files (on your computer), giving them the proper **File Designation**, and clicking **Upload Selected Files**.

Before completing the submission, you'll need to navigate to **Step 6** and once again view your proof by clicking **View PDF Proof**. (Just close that PDF proof window after you're finished with it.) Please note that the ScholarOne system has created the PDF proof using your supplied Word files, but the actual Word files will be used for editing and production.

### \* View Proof

You must view the PDF proof before you can submit

[View HTML Proof](#)

[View PDF Proof](#)

[< Previous Step](#)

[Submit >](#)

Click **SUBMIT**. Your article has now been resubmitted and can continue moving through the editorial pipeline.

## EIC Decisions

After articles go through the peer review process, there are four possible outcomes: 1) the article is accepted with no revisions required; 2) the article is accepted for publication, providing the authors make minor revisions within 60 days; 3) the article is deemed to require major revisions before publication can be considered; 4) the article is rejected. **The author will receive a decision letter from the Editor in Chief via email**, including anonymous reviewer feedback comments.

If an article is **accepted**, the author need take no further action until their article nears publication, at which time they will receive and need to approve article proofs before the article is published in print and online. If an article is **rejected**, the author need take no further action.

If **minor revisions** or **major revisions** are required, the author will receive detailed instructions from the Editor in Chief included in the decision letter, via email; anonymous reviewer feedback will be included. Authors choosing to revise and resubmit must read and follow the instructions in the decision email carefully. See **The Revision Process** (below).

## The Revision Process

Authors choosing to revise and resubmit (whether they are “minor” or “major” revisions) must account for all reviewers’ comments, as outlined under the subhead **“Responding to Editorial Board Comments”** below. When the revision is complete, authors will be able to upload their revised article by following the ScholarOne link within the decision letter. Authors will keep their place in the review and publication queue if they resubmit their revised manuscript within 60 days (see directions for resubmitting below; be sure to add “\_rev1” to the revised article file name before uploading).

**NOTE:** If revisions are not received within 60 days, authors will lose their place in the queue and must start over by submitting their revised article as a **new submission**. In this case, be sure to indicate that you are submitting a revision of a previously submitted article in your cover letter and check the appropriate box during the submission process. Please note that submitting anew (for a second time) will delay the possibility of publication significantly.

## ► Responding to Editorial Board Comments

When submitting your revised manuscript within the 60-day time frame through ScholarOne, it is required that you document all changes that you made to the original manuscript, as follows:

1. In your email browser, select and copy all reviewer comments at the bottom of the decision email you'll receive from the editor in chief, beginning with the line "Editorial Board member(s)' Comments to Author." Paste all reviewer comments into a Word document file that you'll use to record your responses to all reviewer feedback. You can name the file "Responses to Reviewers." Please understand that your responses will go directly to the journal's editor in chief to assist the final editing process of your article, not individual editorial board members.
2. As you revise your article per reviewer feedback, use your "Responses to Reviewers" file to respond in writing to EACH of the comments made by the reviewer(s) by indicating how, exactly, you accounted for each editor's suggestion, even if you choose not to follow the suggested edit; in that case, authors must provide a brief reason why the suggestion was ignored.
3. Preface each response with this phrase in all CAPS: AUTHOR'S RESPONSE. Be as specific as possible in your response to each reviewer's comment. For example:

Page 3, paragraph 2, second sentence: you need a citation for Baker.

AUTHOR'S RESPONSE: Noted and fixed.

4. In order to account for numerous small errors (typos, punctuation, etc.), you may simply state once that all such errors have been corrected.

## ► Uploading Revisions

1. When you are ready to submit your revision, **copy** the contents of the "Responses to Reviewers" document you've created because you will be pasting that text into the appropriate field on ScholarOne.
2. **Open the decision email.** It will have the subject line "Journal of Singing - Decision on Manuscript ID JOS-####-####"
3. Follow the link in the body of the email that's preceded by **\*\*\* PLEASE NOTE: This is a two-step process. After clicking on the link, you will be directed to a webpage to confirm.** Click on that link. It will begin with <https://mc04.manuscriptcentral.com/natsjos>
4. You should see the message "Please Confirm Your Response" and must click **"I Confirm This Response"** to activate the revision process.

### Please Confirm Your Response

To update the site's records, you must confirm your response from the email. To change your response, click the Cancel button and choose another link from the email, if one is available.

Your Response: Revision

Cancel

I Confirm This Response►

5. You'll be taken to the first step in the revision process, **Step 1: View and Respond to Decision Letter**. Here you'll see a copy of the full decision letter from the editor in chief. Directly below that letter is a space for your responses to reviewer comments.

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## Step 1: View and Respond to Decision Letter

Respond to the reviewers' comments by entering text into the text boxes provided. [Read More ...](#)

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### Decision Letter

(+) Expand

**\* Your Response**

6. IMPORTANT: In the space beneath the **"Your Response"** subhead, paste in the *contents* of your entire "Responses to Reviewers" file, including all comments and author responses. Click **"Save and Continue."** (Note that you may also upload the Word file of your responses as a backup if you wish [optional], designating it as a "Supplemental file not for review," but you **MUST** copy your responses into this space.) If full responses are not given in the "Your Response" space, your article will not advance to a final decision for publication.
7. Proceed through **Steps 2 through 7**, following the same procedures as your initial submission. You **MUST** add the text "rev1" to the name of any revised article files, then upload the revised file(s) in the **File Upload** portion of **Step 3**. You may select and remove any outdated files, but the admin can perform that task provided that all revised files are identified with "\_rev1" text.

8. Check each step in the process to verify that all information is still complete. You must click **Save and Continue** for each step even if there are no changes, but you will need to fill in all info in **Step 6**—that info is not retained from the original submission. When asked “Has this manuscript been previously submitted to the journal?” select “**No.**”
9. At the end of **Step 7** you MUST once again view the PDF proof, then you’ll be allowed to click “**Submit,**” which completes the submission of your revised article.

If articles are accepted, they will generally be published in the order of final acceptance. See the [Guidelines for Contributors](#) for more information.