Author Tutorial for OPTE Editorial Manager System

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Registration/Login/Password

In order to submit a manuscript to *Optimization and Engineering*, you must first create an account. Visit the editorial manager system at https://www.opte-journal.com and click the "Register" button (Figure 1).

Figure 1: Register

Fill out the form and hit "Register". All fields are required except for the ORCID iD field (Figure 2).

Figure 2: Complete registration

Upon registration, an email will be sent to you with a link to verify your email. Then, another email will be sent to you with a link to set your password.

If you think that you already have an editorial account of any type (author, reviewer, or associate editor), please **DO NOT** register again. If you are unsure whether you already have an account, click "Forgotten password" either on the login page (Figure 3) or on the registration page (Figure 2).
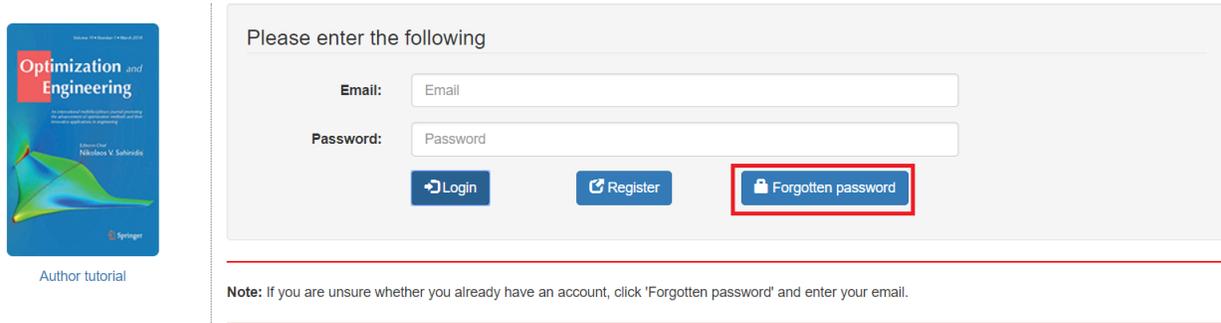

Figure 3: Login page

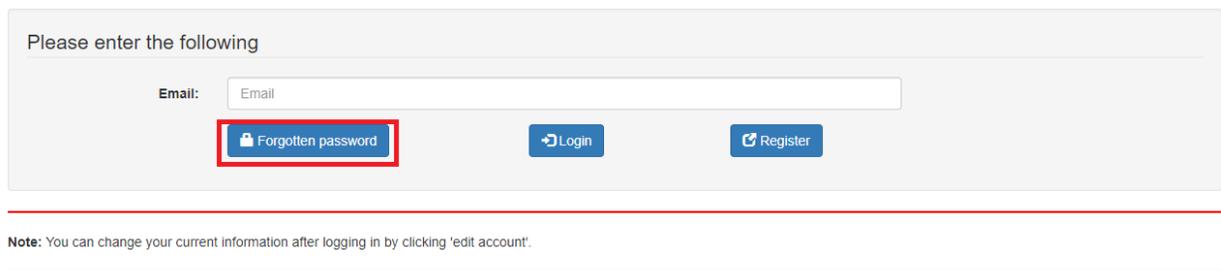Enter your email address and you will receive an email with a link to reset your password (Figure 4).
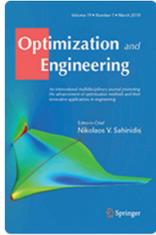

Figure 4: Forgotten password

To log in to the editorial manager system, visit the editorial manager system at http://www.opte-journal.com and click "Log in" (Figure 5).

Figure 5: Login

Enter your email address and password and press the "Log in" button (Figure 6).

Figure 6: Login

Edit Account Information

To edit your account details, log in to the editorial manager system at http://www.opte-journal.com and select "edit account" from the menu (Figure 7).
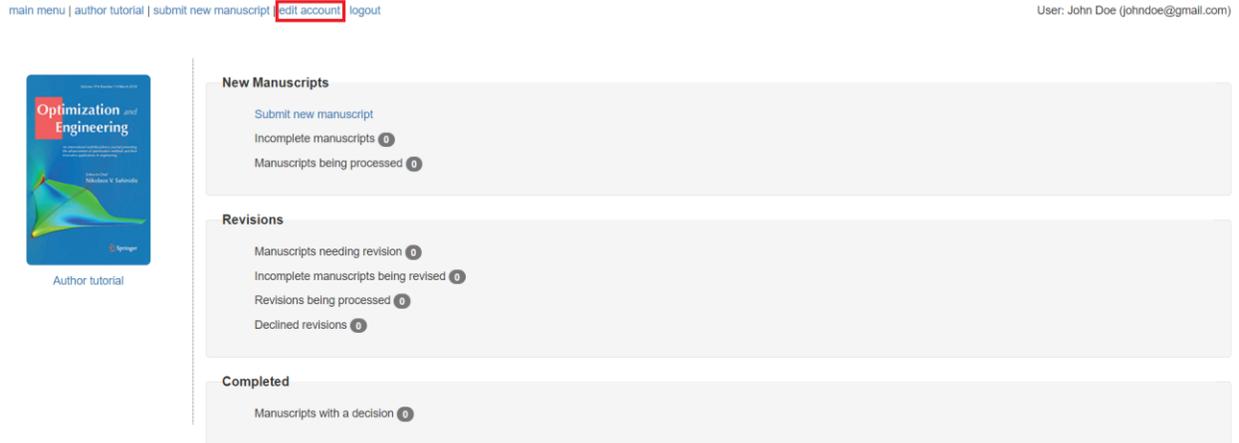

Figure 7: Edit account

On the next page, edit your account details and click "Update account" (Figure 8). All fields are required except for the ORCID iD. Note that you can also change the email address of your account.

Figure 8: Edit account

Submit New Manuscript

To submit a manuscript you must first log in to the editorial manager system at http://www.opte-journal.com and select "submit new manuscript" from either the menu or the main screen (Figure 9).
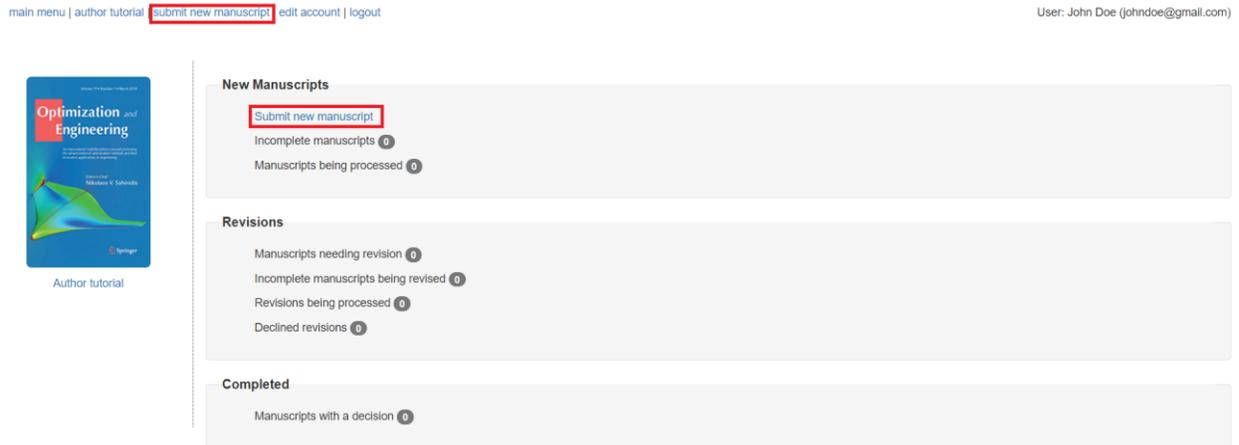

Figure 9: Submit new manuscript

1) Select a manuscript type for submission (Figure 10). If your manuscript is for a special issue, make sure that you select the correct special issue manuscript type using the drop-down menu. Special issue manuscript types have the prefix "SI" in their name.
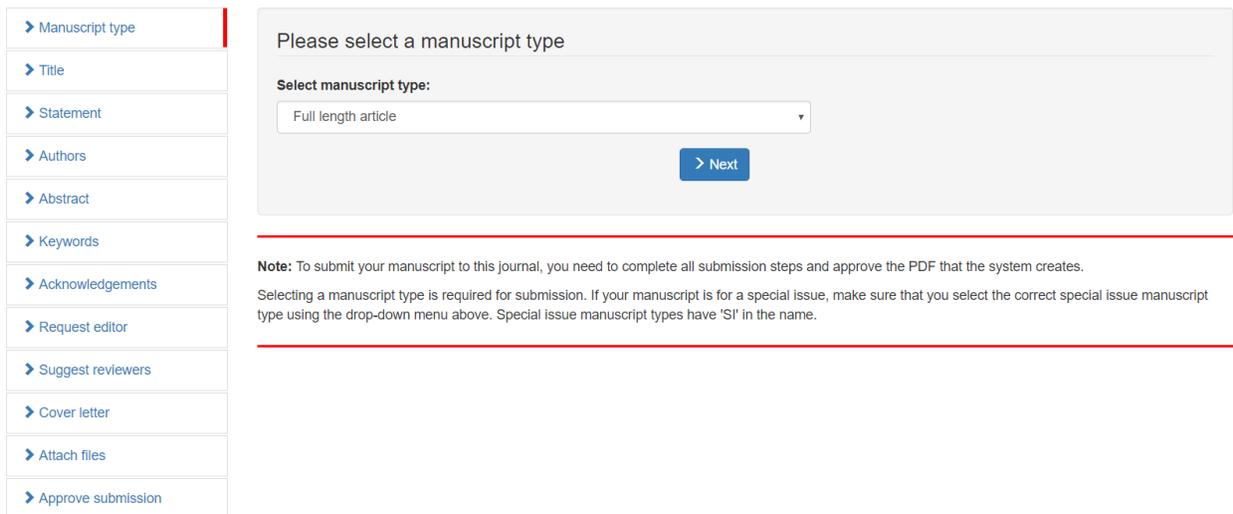

Figure 10: Select manuscript type

2) Enter the title of your manuscript (Figure 11).

Figure 11: Enter the title of the manuscript

3) Enter two short statements regarding the submission's contributions to the fields of optimization and engineering (Figure 12).

Figure 12: State the contribution of the manuscript

4) Add the co-authors of your manuscript. You should enter the details of all co-authors who contributed to the work in your manuscript. After entering the author details click "Add author" (Figure 13).

Figure 13: Add co-authors

To edit or delete an author, click the "edit" or "delete" icons in the "Actions" column of the table shown in Figure 14. To change the order of the authors, click the "up" or "down" arrows in the "Actions" column of the table. By starting the manuscript submission process, you are automatically identified as its author. The authors listed here must be identical to those on the title page of the manuscript.

Figure 14: Edit, delete, and change order of co-authors

5) Enter the abstract of your manuscript (Figure 15).

Figure 15: Enter the abstract of the manuscript

6) Enter the keywords of your manuscript (Figure 16).

Figure 16: Enter the keywords of the manuscript

7) Confirm the two statements shown in Figure 17.

Figure 17: Acknowledgements

8) Select two editors that you feel are suitable for handling your manuscript (Figure 18).

Figure 18: Select two editors

9) Recommend at least five reviewers that you think are suitable to review your manuscript (Figure 19).

Figure 19: Suggest reviewers

To edit or delete a reviewer, click the "edit" or "delete" icons in the "Actions" column of the table. To change the order of the recommended reviewers, click the "up" or "down" arrows in the "Actions" column of the table.

Figure 20: Edit, delete, and change order of reviewers

10) Either upload a PDF file of the cover letter or type it in the text box (Figure 21).

Figure 21: Enter cover letter

11) Attach your manuscript as a single PDF file (Figure 22). The uploaded file should meet the requirements of the manuscript guidelines and use the Latex or Word template provided on this page.

Figure 22: Upload manuscript

12) Review and submit your submission (Figure 23) or return to the previous steps to edit the submission.

Figure 23: Approve submission

If you exit the submission process without approving the final submission, you can resume the submission process by selecting the "Incomplete manuscripts" option (for a new manuscript) or the "Incomplete manuscripts being revised" option (for a revised manuscript) located on the homepage (Figure 24).
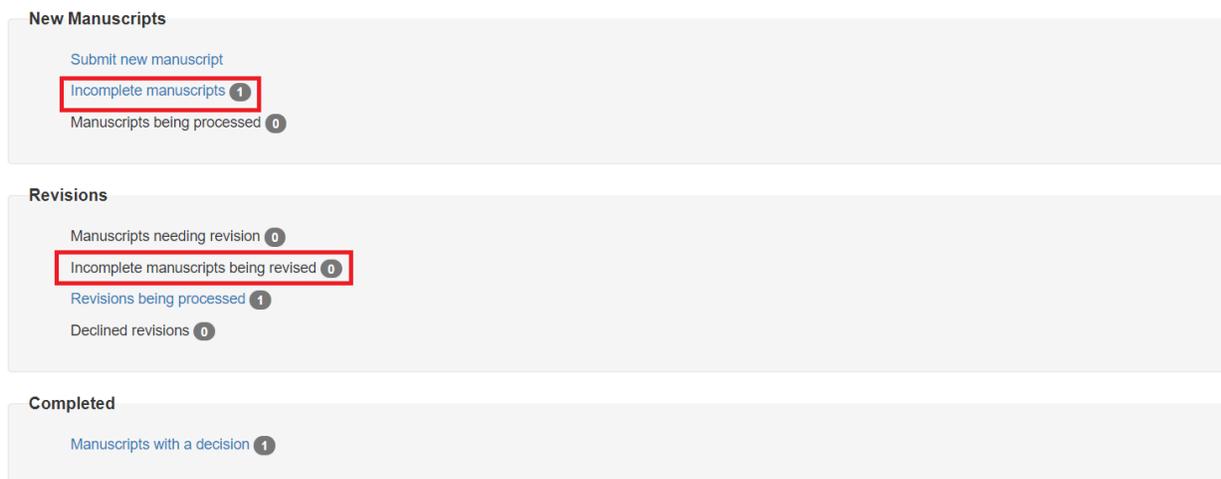
Figure 24: View incomplete manuscripts

To resume the submission process or withdraw the manuscript, click the "edit" or "delete" icons in the "Actions" column of the table (Figure 25). To email the editor-in-chief, click the "email" icon in the "Actions" column of the table.

Author Tutorial for OPTE Editorial Manager System

Incomplete manuscripts

Show 10 ▾ entries   Search: [   ]

Manuscript number	Title	Date submission began	Status	Actions
OPTE-2017-8	Sample paper	December 19, 2017	Incomplete	✎ ✗ ✉

Showing 1 to 1 of 1 entries

Previous **1** Next

Edit submission

Delete submission

Send email to editor

Figure 25: Incomplete manuscripts

Track Manuscript Status

After submitting a manuscript, you can track its review process by selecting "Manuscripts being processed" (for a new manuscript) or "Revisions being processed" (for a revised manuscript) located on the homepage (Figure 26).
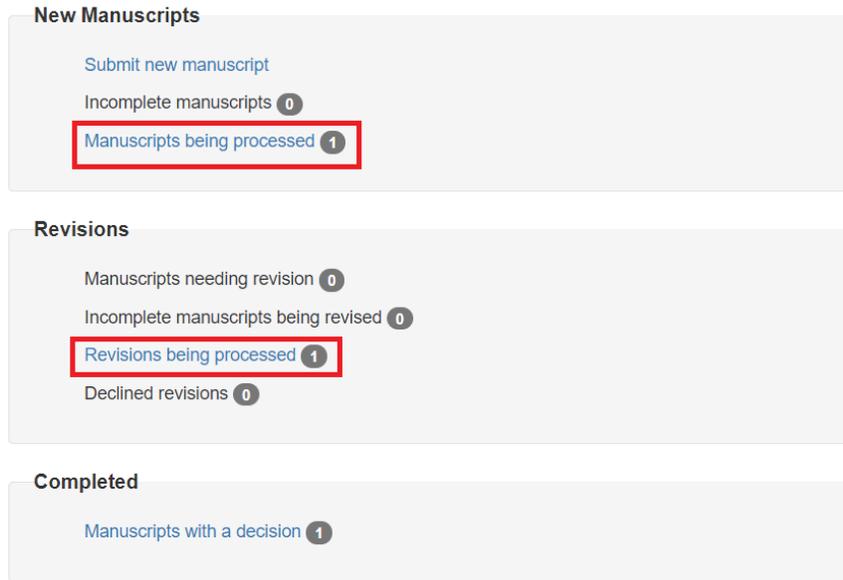
Figure 26: Manuscripts under review

On this page, you can view the status of your manuscript ("With editor" or "Under review"), view your submission, or email the editor (Figure 27).

Figure 27: Manuscripts being processed

Submit Revised Manuscript

When a decision or recommendation is made for one of your manuscripts, you will receive an email with the decision letter and any available reviews. You can also see the decision letter and the reviews by selecting "Manuscripts needing revision" on your homepage (Figure 28).
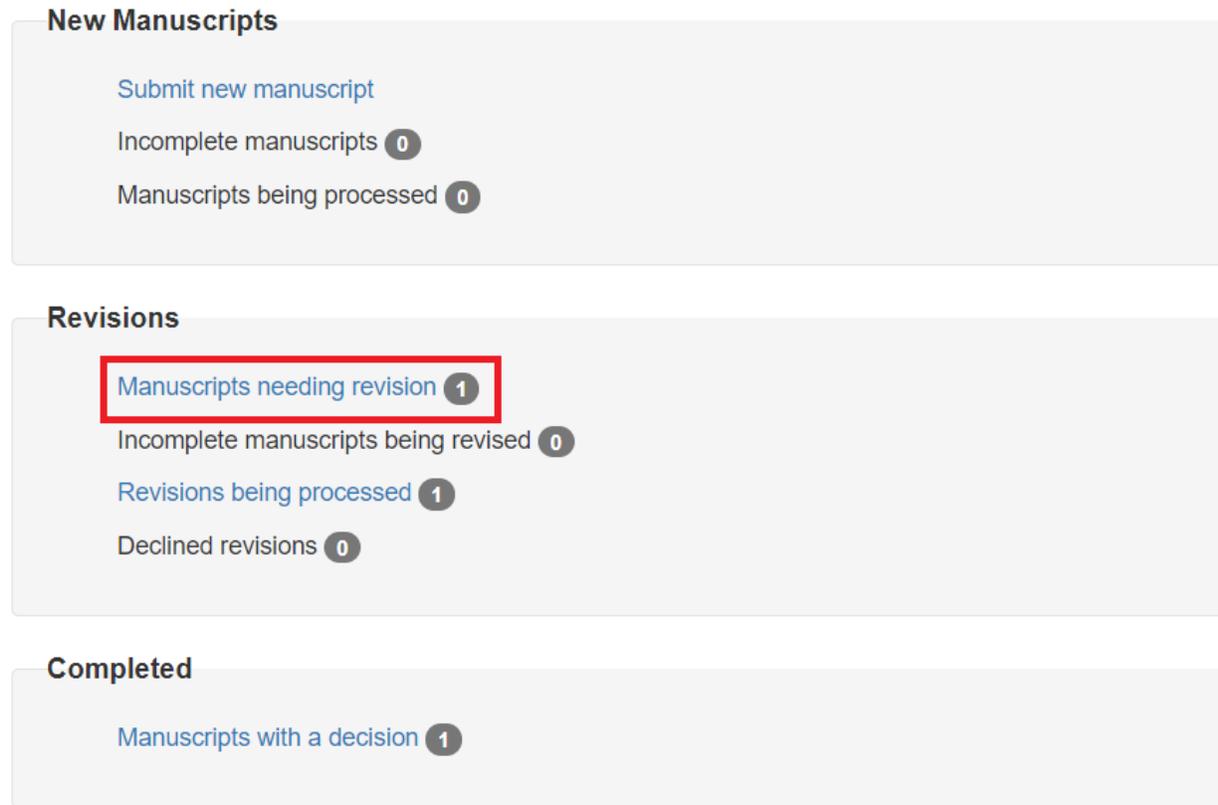
Figure 28: View manuscripts needing revision

On this page (Figure 29), you can view your submission, decision letter, and the reviews (Figure 30). You can also revise your submission, withdraw your manuscript, or email the editor-in-chief.

Manuscripts needing revision

Show [10 ▼] entries   Search: [   ]

Manuscript number ▲	Title	Date submission finalized	Decision date	Revision due date	Actions
OPTE-2017-8	Sample paper	December 19, 2017	December 20, 2017	December 29, 2017	🏦 👁 ✎ ✕ ✉

Showing 1 to 1 of 1 entries

Previous [1] Next

View submission

View decision letter

Revise submission

Withdraw manuscript

Send email to Editor-in-Chief

Figure 29: Manuscripts needing revision

Dear Dr. John Doe,

We have received the reports from our advisors on your manuscript titled "Sample paper", which you submitted to Optimization and Engineering.

Based on the feedback we received, I feel that your manuscript can be reconsidered for publication should you be prepared to incorporate major revisions. When preparing your revised manuscript, please carefully consider the reviewer comments attached, and submit an itemized list of responses and actions taken to address these comments.

In order to submit your revised manuscript, please access the editorial manager site for our journal at https://www.opte-journal.com

Your username is: johndoe@gmail.com

If you have forgotten your password, simply click on the 'Forgotten Password' link at https://www.opte-journal.com/index.php?page=login

We look forward to receiving your revised manuscript by 2018-02-22.

Respectfully,
Nick Sahinidis
John E. Swearingen Professor at Carnegie Mellon University
Editor-in-Chief Optimization and Engineering
http://archimedes.cheme.cmu.edu/
http://www.springer.com/mathematics/journal/11081

Editor comments (if available):

---- Editor 1 review ----

Sample comments
Download review

---- Editor 2 review ----

Sample comments
Download review

---- Reviewer 1 review ----

Figure 30: Decision letter

The submission process for a revised manuscript is the same as that described on page 6 of this tutorial (**Submit New Manuscript**). For the eleventh step, however, you should upload your revised manuscript (in a single PDF file), the marked manuscript that shows changes for every revision (in a single PDF file), the source files (latex or word as a single ZIP file), and upload (in a single PDF file and/or by filling out the text box) a response to the reviewer's file (Figure 31). The uploaded file should meet the requirements of the manuscript guidelines and use the Latex or Word template provided on this page.

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Figure 31: Attach revised manuscript, marked manuscript, source files, and the response to reviewers file

In the eleventh step, you should also fill out your contact information for proofreading and communication and manuscript details (Figure 32).

Contact information for proofreading and communication

Postal address:

Postal address

Telephone:

Telephone

Fax:

Fax

Manuscript comprises

Number of pages:

Number of pages

Number of tables:

Number of tables

Number of figures:

Number of figures

Number of B&W photos:

0

Number of colour photos:

0

< Previous   > Next

Figure 32: Contact information for proofreading and communication and manuscript details

Should you exit the submission process without approving the final submission, you can always resume the submission process by going to the homepage and selecting "Incomplete manuscripts being revised" (Figure 33).

Figure 33: View incomplete manuscripts being revised

On this page, click the "edit" or "delete" icons in the "Actions" column of the table (Figure 34) in order to resume the submission process or withdraw the manuscript. You can also click the email icon in the "Actions" column of the table to email the editor-in-chief.

Figure 34: Incomplete manuscripts being revised

View Manuscript Decision

When a final decision is reached for one of your manuscripts (accept/reject), an email will be sent to you with the decision letter and any available reviews. You can view the decision letter and the reviews by selecting "Manuscripts with a decision" on your homepage (Figure 35).
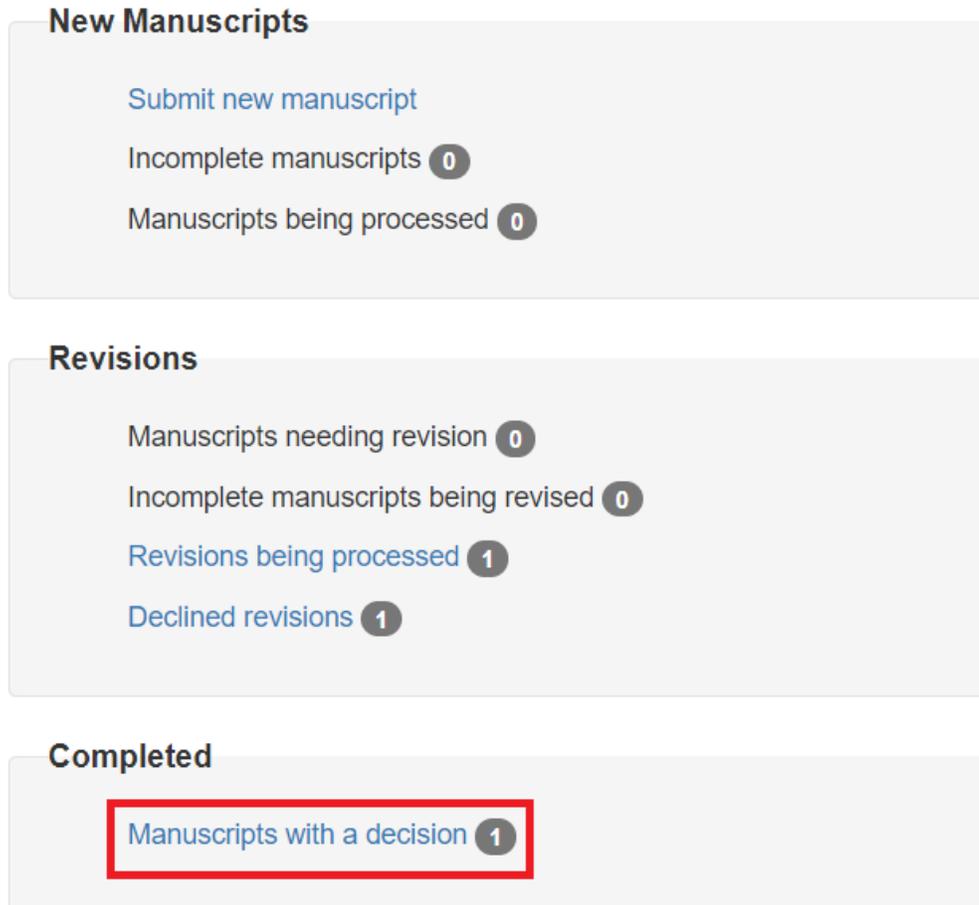

Figure 35: View manuscripts with a decision

On this page (Figure 36), you can view your manuscript, the decision letter, and the reviews (Figure 37) or send an email to the editor.

Manuscripts with a decision

Show 10 ▾ entries   Search: [   ]

Manuscript number	Title	Decision date	Decision	Actions
OPTE-2017-4	Paper 4	December 13, 2017	Accepted	🔍 👁 ✉

Showing 1 to 1 of 1 entries

Previous | **1** | Next

View submission

View decision letter

Send email to Editor-in-Chief

Figure 36: Manuscripts with a decision

Dear Dr. John Doe,

After careful consideration, I am pleased to accept your manuscript titled "Sample abstract" (OPTE-2018-2) for publication in Optimization and Engineering.

Many thanks for your contributions to the journal.

Respectfully,
Nick Sahinidis
John E. Swearingen Professor at Carnegie Mellon University
Editor-in-Chief Optimization and Engineering
http://archimedes.cheme.cmu.edu/
http://www.springer.com/mathematics/journal/11081

Figure 37: Decision letter