

# SCHOLARONE MANUSCRIPTS

## Author LaTeX File Upload Guide

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## INTRODUCTION

This guide will assist authors in preparing and uploading their submission files created with LaTeX so that they successfully convert to PDF and are easily viewed in the corresponding proof. *ScholarOne Manuscripts* does not create HTML proofs from LaTeX files.

If the journal does not convert LaTeX files to PDF, then the author can upload a PDF file generated from their LaTeX files (if a pdf file is permitted for upload) and upload their LaTeX files as supplemental files for publication.

## PREPARING YOUR FILES

Follow the checklist below to ensure that your LaTeX files will properly convert to PDF.

- ☐ Files were generated using LaTeX version 7.4.5 or earlier
- ☐ Verify your images are in any of these formats: gif, jpg, png, ps, eps, pdf
- ☐ All supplemental LaTeX files such as style sheets, reference files, and bibliographies are referenced properly in the main document. Verify that they are referenced and uploaded with exactly same name and capitalization.
- ☐ Verify your images are in single, flattened layer.
- ☐ The commands for your images in the LaTeX (.tex) main document do not begin with dots or slashes before the image name. For example, the correct command would be `"\includegraphics[xxx]{fig1.eps}"` instead of `"\includegraphics[xxx]{./fig1.eps}"`.

## UPLOADING YOUR FILES

**Tip:** A quick way to tell if the journal you are submitting to converts LaTeX files to PDF is to click on the **File Designation** menu on the **File Upload** submission step. There will be a File Designation that includes the text **TeX/LaTeX Suppl File**.

To upload your files on journals that convert LaTeX files to PDF, follow these steps:

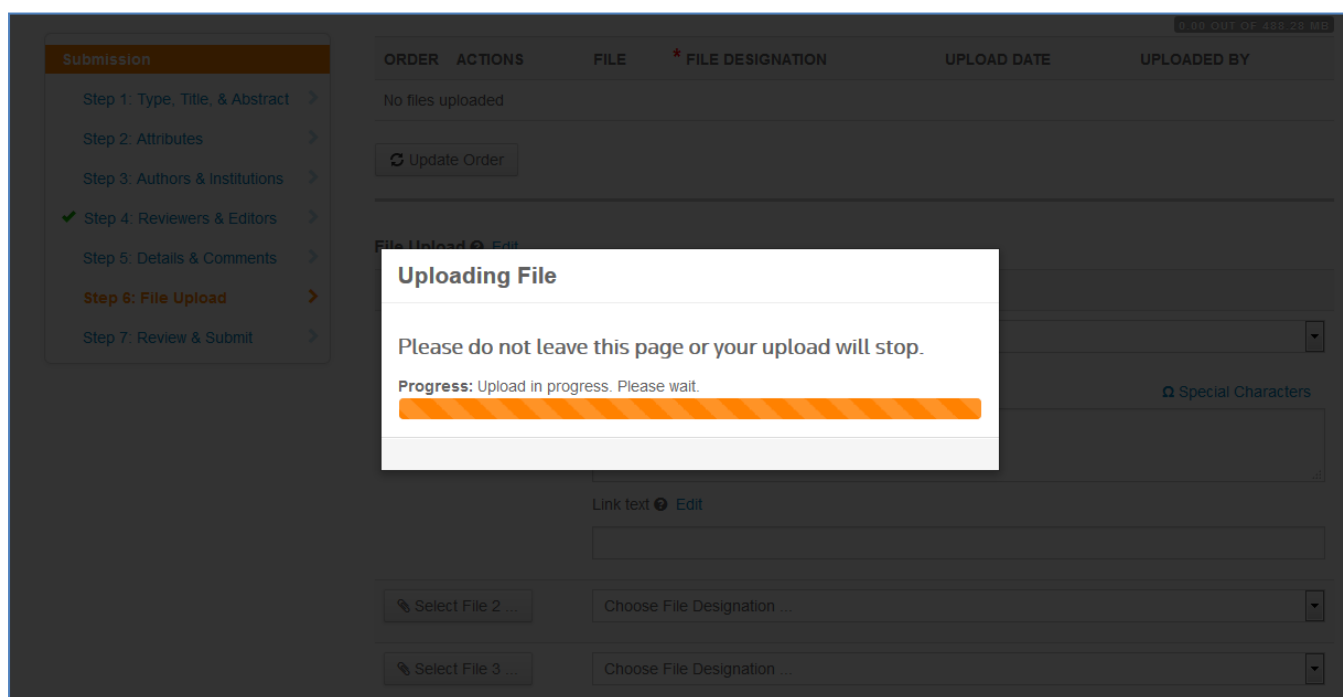
1. Proceed to the **File Upload** step of your submission.
2. Click the **Select File 1...** button under the **File Upload** section.
3. Browse for the LaTeX (.tex) main document file on your computer.
4. Select the main document-related **File Designation**.

**Note:** The journal will most likely include the best File Designation to select for your LaTeX (.tex) main document file in the Instructions on the File Upload step.

5. Click the **Select File 2...** button under the **File Upload** section.
6. Browse for one of the LaTeX Supplementary files.
7. Select the TeX/LaTeX Suppl File (or similarly named) **File Designation**.
8. Repeat Steps 6-7 for the remaining available file upload slots.

**Tip:** You can upload as many files at a single time as there are available slots. The number of slots is not the limit of the number of files you may upload to your submission.

9. Click **Upload Selected Files**.



Once the file upload has completed, you will see your files listed under the **Files** section.

10. Upload the remaining files as displayed in red with the text **[Missing]**, as listed under the main document.

**Files** [Edit](#)

0.00 OUT OF 195.31 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	<a href="#">example1.tex</a> 4 KB <b>myfigure [Missing]</b> <a href="#">Tex Processor Log</a>	Manuscript file - clean	29-Aug-2016	

Update Order View HTML proof View PDF proof

If the all the referenced files have been uploaded, you will see a green checkmark beside **Step 6: File Upload** on the **Submission** side menu and the PDF should render correctly.

The screenshot displays the ScholarOne Manuscripts submission interface. On the left is a 'Submission' sidebar with a list of steps: Step 1: Type, Title, & Abstract; Step 2: Attributes; Step 3: Authors & Institutions; Step 4: Reviewers & Editors; Step 5: Details & Comments; **Step 6: File Upload** (highlighted with a green checkmark); and Step 7: Review & Submit. The main content area is titled 'Files' and shows a table of uploaded files. The table has columns for ORDER, ACTIONS, FILE, FILE DESIGNATION, UPLOAD DATE, and UPLOADED BY. Two files are listed: 'example1.tex' (4 KB, Manuscript file - clean) and 'myfigure.eps' (8 KB, TeX/LaTeX Suppl File). Below the table are buttons for 'Update Order', 'View HTML proof', and 'View PDF proof'. A 'Tex Processor Log' link is also present. Below the table is a 'File Upload' section with five rows, each containing a 'Select File' button and a 'Choose File Designation' dropdown. At the bottom right is an 'Upload Selected Files' button.

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	example1.tex 4 KB myfigure.eps Tex Processor Log	Manuscript file - clean	29-Aug-2016	
	Select:	myfigure.eps 8 KB	TeX/LaTeX Suppl File	29-Aug-2016	

Update Order View HTML proof View PDF proof

File Upload

SELECTION	FILE DESIGNATION
Select File 1 ...	Choose File Designation ...
Select File 2 ...	Choose File Designation ...
Select File 3 ...	Choose File Designation ...
Select File 4 ...	Choose File Designation ...
Select File 5 ...	Choose File Designation ...

Upload Selected Files

- To view the **Tex Processor Log**, click the link with the same name under the main document. This will include any errors in your main document or supplemental files.
- To delete the file, click on **Remove...** under the **ACTIONS** column.
- To view your current PDF proof, click on **View PDF Proof**.

## TROUBLESHOOTING

Below are some common questions and resolutions to LaTeX file upload and conversion difficulties.

### WHY IS IT THAT AFTER I UPLOAD A NEW LATEX MAIN DOCUMENT THE FILES FAIL TO CONVERT TO PDF?

If any changes are made to the LaTeX main document after all of the supporting files have been uploaded, all files will have to be removed and re-uploaded.

### MY FILES HAVE FAILED TO CONVERT OR IT APPEARS THAT FILES ARE MISSING AND I UNABLE TO DETERMINE WHY FROM THE TEX PROCESSOR LOG. IS THERE A PLACE THAT EXPLAINS THE ERROR MESSAGES FROM THE LOG AND HOW TO RESOLVE THEM?

If you have checked LaTeX processing errors under the **Tex Processor Log** link and are unable to fully understand the error message(s), you can check for a matching error description and possible resolution on [this website](#).

### I AM UNABLE TO GET MY DVI FILE TO CONVERT WHEN IT IS UPLOADED. WHAT CAN I DO?

*ScholarOne Manuscripts* does not support DVI files. Instead, upload your TeX/LaTeX supplementary files for PDF conversion.

### A "TYPE 3 FONT ERROR" MESSAGE IS DISPLAYED WHEN I ATTEMPT TO GENERATE THE PDF PROOF. HOW DO I FIX THIS?

This error typically occurs when style sheets and/or class files are missing. The ScholarOne file converters are pre-loaded with many basic LaTeX packages, however new or specialized packages may not be included. To resolve, upload all style sheets and class files referenced in the LaTeX (.tex) main document.

### MY LATEX (.TEX) MAIN DOCUMENT SUCCESSFULLY UPLOADED BUT IT APPEARS IN RED AT THE FILE UPLOAD STEP, ALONG WITH THE ERROR MESSAGE "UNABLE TO CONVERT FILE.". HOW DO I FIX THIS?

This issue most often occurs when there is an incompatibility or other issue with the .bib file. To resolve the error, delete the uploaded .bib file, incorporate the contents of the file (copy/paste) into the LaTeX (.tex) main document, and then remove the reference in the LaTeX (.tex) main document to the separate .bib file.

### MY PDF PROOF IS TRUNCATED. WHY?

This issue most often occurs when an image in a figure file is not a flattened image. To resolve this, make a note of where the truncation occurs in the proof, which will likely be immediately prior to the reference to the affected figure file. Open the figure file in an image editor, flatten the image by removing or combining the multiple layers, and re-save it. On the **File Upload** step, delete the previous figure file and upload the new flattened version.

### WHY ARE THE SUPPLEMENTAL LATEX FIGURES SHOWING AS UPLOADED BUT THEY ARE NOTED AS MISSING?

When saving your LaTeX files, you may have subfolders on your computer for images that were not uploaded. The figure files are pointed to those subfolders in the LaTeX (.tex) main document. If you re-point the figure files(s) in the LaTeX (.tex) main document and then re-upload them, this should resolve the issue.

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