

- 1) Always upload your main LaTeX file first (before ANY other files) as 'Main Document'.
- 2) Then upload each file that is a part of the LaTeX file needed for processing.
- 3) Be sure to upload ALL STYLE sheets that are apart of the document.
- 4) All images must be EPS files in order for the file to properly format.
- 5) Make sure that all files related to the .tex document are uploaded as 'Tex/LaTeX suppl File'.

And here are the more detailed instructions (some of it is repeated information):

- TeX files submitted must be compatible with LaTeX2e. ScholarOne supports version 7.4.5 and earlier.
- All files that are needed to compile the TeX source correctly must be uploaded with the submission.
- The main TeX file should be uploaded first and designated as a "Main Document". All figure and style files referenced in the main TeX file should be uploaded afterwards and designated as "TeX/LaTeX suppl file".
- Please do not send master TeX files containing file call-ups (except to figures); the TeX file must be complete with all article sections and references. This includes BIB and BBL files, which cannot be processed.
- When submitting papers in TeX, figures created from TeX code must also be supplied as EPS files (PDF, JPEG, GIF or TIFs will not be converted).
- Type 3 fonts are not accepted. Vector fonts (such as Type1, truetype, opentype etc.) are preferred.

- Guidelines for document and image conversions in ScholarOne can be found in the "Get Help Now" tab.

- A list of all sty/cls files accepted by ScholarOne can be found in the "Get Help Now" tab.

- To test LaTeX files, download a free program called TeXnicCenter, which is available at: <http://sourceforge.net/projects/texniccenter/>
 - Download TeXnicCenter (about 5Mb), and then take all the manuscript files into a separate folder on your desktop.
 - In the folder, you will see (at least) one file with a "T" on it.
 - Double click that file.
 - From the TeXnicCenter menu bar, click Build.
 - Select Current File and then Build.
 - The software will run the file for you.
 - Errors will be indicated by a red circle with an X in the bottom panel.
 - With TexnicCenter, you should be able to verify your Latex doc and see whether it is working properly before you upload it.