File Naming Conventions

Object	File	Description	Naming	Example
Word Manuscript				
	Manuscript	Original Word manuscript	_ms.docx	JCB_201112345_ms.docx
	Manuscript	Freelance copyedited Word file	_tud_ace.docx	JCB_201112345_tud_ace.docx
	Metadata	Metadata XML imported into Word file	_articlemeta.xml	JCB_201112345_articlemeta.xml
	Thumbnail	Article thumbnail	_thumb.gif	JCB_201112345_thumb.gif
	Article XML	Manuscript XML	.xml	JCB_201112345.xml
	EJP Manifest File	EJP manifest file	_manifest.html	JCB_201112345_manifest.html

Figures, Schemes, and Tables				
	Figure	Figure	_Fig	JCB_201112345_Fig1.tif
	Revised Figure	Reshoot	R_Fig	JCB_201112345R_Fig1.tif
	Boxed Figure	Figure placed in a text box	_FigB	JCB_201112345_FigB1.tif
	Table	Table	_Table	JCB_201112345_Table1.doc
	Scheme	Scheme	_Scheme	JCB_201112345_Scheme1.tif
	Graphical Abstract	Image that summarizes the article	_GA	JCB_201112345_GA.tif
	Appendix Figure	Figure within an Appendix section	_FigA	JCB_201112345_FigA1.tif
	Appendix Scheme	Scheme within an Appendix section	_SchemeA	JCB_201112345_SchemeA1.tif
	Combined Figure PDF	PDF of all figures sent to copyeditor	_combfig.pdf	JCB_201112345_combfig.pdf
Supplements				
	Supplemental Figure	Supplemental figure	_FigS	JCB_201112345_FigS1.tif
	Revised Supp Figure	Reshoot	R_FigS	JCB_201112345R_FigS1.tif
	Supplemental Table	Supplemental table	_TableS	JCB_201112345_TableS1.xlsx
	Supplemental Video	Supplemental video	_V	JCB_201112345_V1.mp4
	Supplemental Data	Supplemental data	_DataS	JCB_201112345_DataS1.xls
	Source Data	Original blots. Not numbered sequentially; file number matches that of the corresponding figure	_SourceDataF#.pdf _SourceDataFS#.pdf	JCB_201112345_SourceDataF2.pdf JCB_201112345_SourceDataFS3.pdf
	Supplemental Text	Supplemental text file (should be incorporated into the main article file at copyediting)	_TextS1	JCB_201112345_TextS1.docx
Reviewer Comments	Reviewer Comments	Record of formal comments made during the article review process	_Review_History.pdf	JCB_201112345_Review_History.pdf
Proof	Proof PDF		.pdf	JCB_201112345.pdf
Issue Matter				

	Cover Figure	Cover figure	Jnl_vol_issue.covforprint.tif	JCB_209_3.covforprint.tif
	Print Cover Zip	Print cover package	Jnl_vol_issue.printcover.zip	JCB_209_3.printcover.zip
	Online Cover Zip	Online cover package	Jnl_vol_issue.covermat.zip	JCB_209_3.covermat.zip
	Print Cover PDF	Print cover file sent to author	Jnl_vol_issue.cover.pdf	JCB_209_3.cover.pdf
	Masthead Zip	Masthead package for each issue	Jnl_vol_issue.mast.zip	JCB_209_3.mast.zip
	Volume Masthead Zip	Volume masthead package	jnl_vol.volmast.zip	JCB_209.volmast.zip
	Business Masthead Zip	Business masthead package	Jnl_vol_issue.busmast.zip	JCB_209_3.busmast.zip
	TOC InDesign Zip	TOC InDesign package	jnl_vol_issue.toc.zip	JCB_209_3.toc.zip
	Binder PDF	Binder PDF	Jnl_vol_issue.toc.binder.pdf	JCB_209_3.toc.binder.pdf
	Closing Memo	Closing memo Excel file	jnl_vol_issue.closing_memo.xls	JCB_209_3.closing_memo.xls
Other MS Types		Mss that do not follow regular workflow		
	Correction	Correction package	jnl_original ms no[create dt]c_cg.zip	JCB_20111234504042013c_cg.zip
	Addendum	Addendum package	jnl_original ms no[create dt]a_cg.zip	JCB_20111234504042013a_cg.zip
	Retraction	Retraction package	jnl_original ms no[create dt]r_cg.zip	JCB_20111234504042013r_cg.zip
	Expression of Concern	EoC package	jnl_original ms no[create dt]e_cg.zip	JCB_20111234504042013e_cg.zip

Article Types and PDF Layout

Details about each article type, including the PDF layout (two versus three columns), are provided in this sheet.

Digital Object Identifiers (DOI)

All articles must be assigned a DOI.
The DOI consists of a prefix unique to each journal (JCB = 10.1083 • JEM = 10.1084 • JGP = 10.1085 • JHI = 10.70962) and the article’s unique manuscript number, using the full year and the tracking number.
A typical **JCB** DOI should appear as **10.1083/jcb.202509225**.
A typical **JEM** DOI should appear as **10.1084/jem.20250922**.
A typical **JGP** DOI should appear as **10.1085/jgp.02509225**.
A typical **JHI** DOI should appear as **10.70962/jhi.20250922**.

*** ***Triple check your DOI. It is extremely important that there are no errors!***

Objects

General

Figures must be in TIF format for research articles. Headshots can be JPEG or TIF.

Front Matter Articles

Article types that routinely have headshots are

JCB: People & Ideas
JEM: People & Ideas, Insights
JGP: Research News

Headshots should be the first image placed in the article. Headshots are not called out in the text and should use the news image layout. The article types listed above should always use the news image layout, even if the article has multiple figures. Unlike regular figure placement, figures with news-style placement

- are not called out in the text and instead use “displaygraphics” paragraph tagging and “inlinegraphics” character tagging in the Word file
- do not have “Figure #.” in front of the figure legend
- do not have their summary sentence bolded at the beginning of the legend

Figures

Sizing Art

See the Figure Sizing Guide on the Wiki. Note whether the article type uses a two- or three-column PDF layout.

Headshots: the size of the image will be retained online—they aren’t automatically resized. Note that it is the *pixel size* that determines the display online. You may need to resample the image to maintain a good size for print and adjust the pixel size for online. See the Figure Sizing Guide and Pre-sized Images pages for details.

You are not responsible for sizing graphical abstracts.

Uncited Figures

If a figure is intended to be uncited in a research or review article, place the legend beneath the paragraph in the body text where the figure should appear in the article.

Uncited Figures Without Legends

If a figure is not cited in the text and has no legend, a link to the figure should be placed within its own paragraph tags in the XML:

```
<p><inline-graphic xlink:href="JCB_202509121_Fig11.tif"/></p>
```

Thumbnails

Thumbnail dimensions must always be set to 80 × 80 pixels (6.67 picas) at 72 dpi.

Tables

Main Article Tables

If there are multiple headings, there should be separate heading rows (do not use a hard or soft return to create multiple headings in one table cell).

Left align all columns.
Footnotes should be formatted as such—they are not part of the legend.
Table size must be indicated in the XML for PDF layout.

Supplemental Tables

Supplemental tables should be left in their original file type, whether that be Excel, Word, or PDF, and saved as separate files. They do not need to be processed or copyedited.

Graphic-based Tables

• Title, legends, and footnotes should be typed and tagged appropriately. Only the table body should be a graphic.
• Produce a TIF file of the table body (including headings) and name the file like a regular table (i.e., _Table1.tif; produce a high

quality PDF and then convert it to a TIF file).

• In the XML, the table body should be a one-cell table:

```
<table-wrap id="tbl1" position="float"><?Table Large?><label>Table 1.</label>
<caption><p>Distribution of granules per region and subject</p></caption>
        <table frame="hsides" rules="groups"><col width="100%"/>
        <thead><tr><th align="left" scope="col"/></tr></thead>
          <tbody><tr><td align="justify">
    <graphic xlink:href="JGP_202413595_Table1.tif"/>
           </td></tr></tbody>
     </table>
</table-wrap>
```

Schemes

Schemes should be TIF files.

Online Supplements

All supplemental materials need to be prepared at the same time the article is edited. Supplemental figures and video legends appear at the end of the article PDF but display inline in the HTML article. Supplemental tables, datasets, and source data are external files, and download links are available in the HTML article. Short descriptions of external supplements appear at the end of the PDF.

Citations

If a supplement will be placed within the HTML article, it must be cited, in order, in the main text. External supplements should be cited in the main text but do not need to be cited in order.

Item	**Citation**	**External or internal?**
Supplemental figure	Fig. S1, Fig. S2	Internal: placed within online article and at the end of PDF
Supplemental table	Table S1, Table S2	External: separate online file; does not appear in PDF
Video	Video 1, Video 2	Internal: placed within online article, and legend placed at the end of PDF
Datasets	Data S1, Data S2	External: separate online file; does not appear in PDF
Source data	SourceData F2, SourceDataFS4	External: separate online file; does not appear in PDF
Supplemental text	Mention in M&M “Online supp” section that supplemental text is provided in the PDF	Internal: PDF only

Supplemental figures

In the PDF, supplemental figures are placed at the end, after the reference list. They are centered on the page with their legends underneath. The one-column, side legend, and two-column size cut-offs for main figures do *not* apply. Supplemental figures and their legends must fit on the same page in the PDF. The layout system will shrink the figure as necessary to make this happen. You can make an exception if the figure will be unreadable and really needs to be max size.

Videos

Keep in mind that there is a 1-GB limit for article packages. If there are many videos, check the size of the files to make sure you’re not over the limit.

Videos must be in mp4 format.

Make sure they play.

Supplemental text

Supplemental text should be processed and copyedited.
References cited in the supplemental text should be included in the main article reference list, even if they are not cited in the main article. Remove any supplemental reference list.
Supplemental text will appear in the PDF only. There is no citation tag for supplemental text so, when referred to in the text, insert a note like "see bottom of PDF" so HTML readers know where to find it.

Datasets

Datasets and other kinds of data (like macros) should be posted online as is. Do not process or copyedit.
Each dataset should have a caption, which will be the description for the link online; e.g.,

Data S1 provides the FACS gating strategies used in this paper.

A brief description should also be provided in the supplement section at the end of the PDF to let readers know this extra file exists online; e.g.,

Data S1 is provided online as an Excel file and shows the FACS gating strategies used in this paper.

Supplemental tables

Supplemental tables can be in any format - Word, Excel, or PDF. Keep the author's format—do not convert to Word. All supplemental tables, even those in Word format, should be external files and should not be processed or copyedited.
Each supplemental table should have a caption, which will be the description for the link online; e.g.,

Table S1 lists the number of embryos analyzed for each experiment.

A brief description should also be provided in the supplement section at the end of the PDF to let readers know this extra file exists online; e.g.,

Table S1 is provided online as an Excel file and lists the number of embryos analyzed for each experiment.

Source Data

Insert a sentence at the end of the corresponding figure's legend: "Source data are available for this figure: SourceData F#."

Source data should not be cited anywhere else in the text. Do not include a description in the Materials and methods "Online supplemental materials" section.
Each source data should have a caption, which will be the description for the link online; e.g.,

SourceData F3 contains original blots for Fig. 3.
SourceData FS2 contains original blots for Fig. S2.

No need to mention source data in the supplements section at the end of the article PDF.

Thumbnails

Thumbnails must always be 80 × 80 pixels (6.67 picas) at 72 dpi.

If a commentary type of article does not contain an image, use the related article's thumbnail.

If a news article does not contain an image and does not have a related article, use the journal's logo.

Text Boxes

Preferred style: The box is not numbered and not cited in the text.

If a text box is numbered (e.g., Box 2. Steps in the Krebs Cycle), it needs a corresponding citation and float tag. Do not assign numbers to text boxes unless it's really necessary. Be consistent within the document—if you need to number even one box, number them all.

Box sizes

Single Column: the box will only span one column in a regular two-column layout

Two Column Box: the box will span the entire width of the page in a regular two-column layout

Three Column Editorial Box: the box will span the entire width of the page in an article with a three-column layout

Two Column Editorial Box: board member editorials

Citations

Text boxes do not have to be cited in the text. Do not insert a citation or query the author to provide a citation. If the author does refer to an unnumbered text box, simply style the citation as "(see text box)," with no citation link.

Figures within a Text Box
Figures that need to be placed within a text box should be named as a boxed figure (_FigB#.tif).

Placement in the Article
Typically, objects are placed after the paragraph in which they are first cited in the HTML display and as close to the first citation as possible in the PDF.

Object citations cannot be cited in a range. You must list every object in that range. Otherwise, if the first citation for Table 1 is "(Tables 1–4)," only Tables 1 and 4 will be placed, for example. You must change the citation to "(Tables 1, 2, 3, and 4)" (four separate citation tags, not one encompassing tag).

Equations

All display equations and inline equations with stacked variables (e.g., k^{ob}_{osbd}) must be formatted as proper equations, rather than as plain text. Incorporate any surrounding punctuation into the equation itself, but do not incorporate other text. If text is needed between display equations, place the text on a separate line—as its own paragraph—even if it's just a single word like "and."
In the PDF, if an equation is too wide, break it after an equals, plus, or minus sign.

Related Articles

When referring to articles in the same issue (such as in Commentaries, Reviews, Insights, etc.), style the first occurrence in the main text as "(see Smith et al. in this issue)" or something similar. In the abstract, provide the article's DOI:

"In this issue, a study (Shields et al. https://doi.org/10.1083/jcb.202503013) explores new ways …"

In the TOC blurb, leave the citation as is (do not add year or DOI).

Related article tagging must be included in the XML file so that the articles are linked together online. Tagging is only needed in one article, not in both. In the related article tagging, only the DOI part of the related article (not the whole "https://…" URL) should be used.

<related-article ext-link-type="doi" id="ra1" related-article-type="commentary-article" xlink:href="10.1083/jcb.202401154"/>

- If the manuscript you're working on refers to a commentary in the same issue, "commentary" is the type.
- If you are working on a comment or editorial and are referring to the article that is being commented on, use "commentary-article".
- If you are working on an article that has a companion paper, the type is "companion".
- If you are working on a Reply and want to link to the Letter, use the related article type "letter".
- If you are working on a Letter and need to link to the article it is about, use "letter-article".
- For corrections, retractions, expressions of concern, and addendums: when linking out to the affected article, the related types are corrected-article, retracted-article, expression-of-concern, and addended-article.

The related article MUST appear on the reference list.

For instructions on how to link articles in JPS, see the instructions here.

Accession Numbers
The record number must be provided in the article, and, whenever possible, a link out to the database record should be provided. Specific XML tagging exists for the databases listed below that will automatically create a link to the database record - no need for a URL; e.g., <ext-link ext-link-type="protein" xlink:href="NP_796026.2">NP_796026.2</ext-link>

Database	**ext-link-type**
Clinicaltrials.gov	clintri
DDBJ/EMBL/GenBank*	gen
EBI ArrayExpress	arrayexpress

EMBL-Align	emblalign
NCBI Gene	gene
Gene Expression Omnibus (GEO)	geo
NCBI Nucleotide	ntide
NCBI Protein	protein
PubChem Substance	substance
PubChem Bioassay	bioassay
PubChem Compound	compound
RefSeq**	refseq
NCBI SRA	sra
Molecular Modeling Database (NCBI Structure)	structure
NCBI Taxonomy	taxonomy
OMIM	omim
Protein Data Bank	pdb
SwissProt	sprot
UniProt	sprot

See this Wiki page for information about deposit timelines.

Consortium Members

When a consortium appears on the author list, the member names must be provided in both the article and XML. See this Wiki page for details.

Funding Data

Funding data must be listed in the article's XML for deposit in FundRef. The funder's DOI should be included, if there is one, plus any grant numbers.

To look up a DOI, use the funder registry spreadsheet or, in the address bar of your browser, enter the funder name after http://api.crossref.org/funders?query=. You'll see results such as

{
"searchedName" : "national institutes of health",
"funder-info" : [
{
"suggested" : [
{
"isRegistryName" : "true", "identifier" :
"10.13039/100000002", "country" : "United States",

“prefLabel” : “National Institutes of Health” }] }]}

Note that
a) if the organization does not have a match in the funder database, it should still be listed with any associated grant numbers;
b) you should list funders even if there is no corresponding grant number (but query for the grant number);
c) if the funder cited is part of a bigger organization and the suborganization has its own DOI, use the suborganization’s DOI (e.g., tag the National Cancer Institute with its own DOI, not with the National Institutes of Health’s DOI)
d) if the suborganization does not have a DOI, use the parent organization’s DOI; e.g., in

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there is no DOI for the Seventh Framework Program, so use the European Research Council DOI.

Plan S and Read-and-Publish Deals

a) If an article is part of a read-and-publish deal, it will be indicated in JPS with a book icon. Look at the “R&P Deal Title” field in JPS and search the R&P sheet located on the Wiki. If the article is Green, ask the author if they want to change to Gold because the cost will be covered by their institution’s deal with us. The publication fee is only covered by the R&P deal if the article is Gold. If the author does change to Gold, notify Sarah so that she does not bill the author. Follow instructions for how to change the copyright and add any necessary statement to the Acknowledgments (see below).

For Gold articles, follow the instruction listed on the R&P sheet for that institution. If a statement needs to be added, insert it at the end of the Ack funding paragraph. Add the institution to the funding data if not already included.

b) Plan S rules only apply to Green articles submitted in 2021 or later. During copyediting, a comment will be inserted if any of the institutions noted on this Wiki sheet are mentioned in the Acknowledgments section. See the Wiki for instructions.

Proof Central

Figures

If you need to replace a figure, you must indicate that in PC itself, before submitting, by making a fake annotation. (This is only so “graphics change” will be an option when you submit; it doesn’t matter what figure you choose.) If the author already did this or indicated that a figure needs to be replaced, there is no need to do anything further.

- When you submit the proof, indicate that graphics changes are needed and upload the revised figure following the steps outlined in the Workflow Narrative.

Tables

If you need to change the size of a table after generating the proof, you must edit the XML.

- The table size (Small, Large, or Turn) will be indicated right before the table label:

```
<table-wrap id="tbl1" position="float">
  <?Table Large?>
  <label>Table 1.</label>
  <caption>
    <p>Tissue-level properties of the tibia</p>
  </caption>
```

Equations

You cannot renumber equations or add letters (i.e., Eq. 5a) via the Proof Central interface. Edit the XML instead or delete and reinsert the equations using the PC interface.

Database Tags

Apply a database tag to an accession number through Insert Link/Database Link.

Funding Data

When tagged properly, funder data will display in its own Funding Data section below the abstract in PC. Authors can edit this data; always verify their changes are correct.

Funding Information

Funding Source :	National Institute of Allergy and Infectious Diseases
Funder DOI :	https://doi.org/10.13039/100000060
Award Number :	R01AI073755
	HHSN272201400018C
	HHSN272201200026C
	R01AI127828

JPS Workflow Narrative

Issue Dates

Preferred Issue Date = the date the article should appear in print; set in EJP and transmitted to JPS
Issue Date = the date the article will appear in print; set by adding an article to its print issue on the Issue build screen

When an article is imported from EJP

1. The Executive Editor/Managing Editor may have
    - entered a volume and issue number, which will represent the print issue in which the article should be published.
    - suggested the article for press coverage; this information is in the ‘Press Release’ field. The communications group will receive an email alerting them to this. The communications group will go into the article’s JPS record and choose the coverage type in the ‘Coverage Type’ field (Press release, PIO alert, or Media alert). If the article is chosen for a press release, a star icon  will appear in that article’s record (but not on the issue build screen).
2. The article will appear in the inventory and display the preferred issue information (when available) but will not be prescheduled for its issue.
3. If the manuscript has been flagged as needing preflight by in-house editors, the Preflight task will be open. If the paper has been cleared, Image Editing will be open. If the paper does not contain figures, supplemental figures, or videos, it will skip both preflight and image editing and go straight to the Copyediting step.
4. Manuscripts will appear in the inventory with one check mark when Preflight is complete and two check marks when Image Editing is complete, indicating that copyediting can begin.

How to link articles

1. Click "Advanced Manuscript Tasks" at the bottom of the Tasks tab of one of the articles you want to link.
2. Click the first item, "Link/Unlink Manuscripts".
3. Click "Search for Manuscripts" and type in the number of the article you want to link to.
4. Choose the right link type. Descriptions of the link types can be found here.
5. Click the checkbox on the left and then the Link button at the bottom.

Preflight Review

(role=Preflight Editor; file filter=Author Supplied)

1. The Preflight Editor will receive a notification from JPS; the email will include
    - article #
    - expedited info (Yes or No)
    - EJP Notes to Production
    - preferred Issue
    - preferred Batch #
    - press Interest
    - a link to the manuscript record

An HTML manifest file will also be imported from the peer review system (EJP) with manuscript information. Files will be imported into their corresponding object types as the ‘Author Supplied’ format.

2. The Preflight Editor clicks ‘Take Task’ and checks for improper digital image manipulation and/or poor image quality.
3. Preflight Editor clicks the ‘Download Files for Preflight’ link to download all author-supplied files for review, including
    - merged PDF
    - Word manuscript
    - figures

- graphical abstract
- tables
- supplemental files
- manifest file
- source data
- videos

4. Preflight Editor clicks the 'Review Files and Comment' link to
    - share comments with the editors regarding rejected figures
    - use the object status options to reject figures that need to be resupplied by the author
    - generate the preflight query to the author so the author may review the comments, look at guidelines for revising rejected figures, and upload revised figures and response comments
5. Once the author responds to the query, the Preflight Editor returns to the 'Review Files and Comment' session to review the author response files and comments.
    - Author response files can be moved into individual figure file buckets.
    - The File Note field can be used to record a brief note about the figure.
    - The 'Save As' link can be used to replace/version an existing figure file with the author's revised file.
6. Preflight Editor clicks 'Complete Task' when the process is complete.
    - An email is sent to the author telling him/her that the figures are accepted.
    - A "Ready for Copyediting" email is sent to the Production Editor and Assistant Production Editor, letting them know that the manuscript can be scheduled for an issue and assigned for copyediting.
7. This triggers the appearance of the first green check mark on the issue screen.

Image Editing

(role=Preflight Editor; file filter=Accepted)

1. The Preflight Editor uses this task to edit the figures, create the combined figure PDF, and create thumbnails for the article and video files.
2. If the same Preflight Editor did not preflight the article, the Preflight Editor clicks the 'Download Accepted Files' link to download all 'Accepted' files.
3. The Preflight Editor edits files and then uses the 'Upload Production Files' link to upload all manuscript files under the 'Production' files category; this will include
    - Word manuscript (_ms)
    - article thumbnail (_thumb.gif)
    - combined Figure PDF (_combfig.pdf)
    - figures (_Fig#.tif)
    - graphical abstract (_GA.tif)
    - all supplemental files (figures, tables, data, videos, etc.)
4. Preflight Editor clicks 'Complete Task' when process is complete.
    - The article will move to the Copyediting stage.
    - A second green check mark will display to indicate that this step is now complete.

In Copyediting

(role=Copyediting Services; file filter=Production)

1. Once this task is initiated, the system will send the Production Editor (PE) and Assistant Production Editor (APE) a notification. This task will open as soon as the Preflight workflow step ends, but do not proceed until Image Editing is complete (another confirmation email will be sent).
2. From the Issue Build screen,
    - PE is given a link to the Task Assignment Grid that allows them to assign the copyediting task in bulk.
    - Double check marks indicate that both the Preflight and Image Editing steps are done.
3. As soon as the CE is assigned,
    - the system will send the Author Availability notification letter to the author.
    - the articlemetadata.xml file will be generated.
4. Assign the article to TNQ (Copyediting Services) for copyediting, check all files, and click Complete Task. All files are sent to TNQ for freelance copyediting:
    - Word manuscript (.docx)
    - article thumbnail (_thumb.gif)
    - Word manuscript XML (.xml)
    - figures (_Fig1.tif)
    - supplements (figure = _FigS1.tif, table = _TableS1.extension, text = _TextS1.docx, video = _V1.mp4; data = _DataS1.extension, source data = _SourceDataF1.pdf)
    - schemes (_Scheme1.tif)

- graphical abstract (_GA.tif)

5. The article will move forward to the Awaiting Proof Central Import step.

Awaiting Proof Central Import

1. This task automatically opens when the In Copyediting task is completed.
2. Once the proof files have been successfully imported, the Production Editor will receive a notification, this task will close, and the article will move to Proof Central Review.

Proof Central Review

(role=Prod Editor/Assistant Prod Editor; file filter=ProofExpress)

1. The Production Editor (PE) will receive an email notification when this task opens.
2. The file will be imported into JPS as Author Proof/PDF (file name=[journal abbrev]_[ms#].pdf).
3. Download the PDF to check the layout and click 'Link to ArticleExpress' to view the HTML article.
4. After reviewing the article and clicking Submit, indicate whether graphics or layout changes are necessary.
5. If graphics changes are needed, upload the revised files by clicking the 'Upload Revised Files' link and then click 'Graphic/XML Changes: Send revised files to Nimble' to send the files to TNQ. **Note:** The "Send" link only appears after you've indicated that graphics changes are necessary in PC and receive a confirmation email; you'll need to refresh the page. Once the "Graphics Changes" link appears, however, it will stay there until the task is completed or you submit in Proof Central with another change.
6. If layout changes are needed, upload the annotated PDF by clicking the 'Upload Revised Files' link and then click 'Layout Changes: Send revised layout changes to Nimble'.
   - Layout Notes; file name = [journal abbrev]_ [ms#]_LN.pdf

Note: The "Send" link only appears after you've indicated that layout changes are necessary in PC. After receiving the confirmation email, refresh the page. Make sure all text and graphics changes are finalized before requesting layout changes.

- You will receive a corrected PDF from TNQ within 24 hours
  Author Proof PDF; file name = [journal abbrev]_ [ms#].pdf

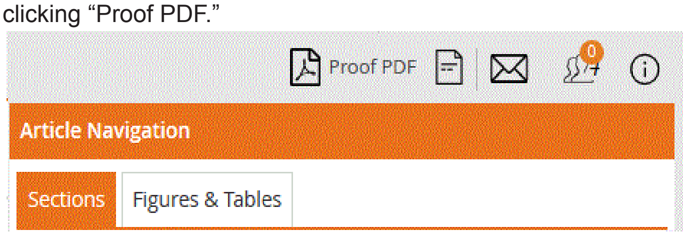
7. You **must** wait for the signal confirmation email before sending revised graphics or layout files.
8. If changes were made/requested for the proof, a new proof will be generated. Awaiting Proof Central Import will open again; follow the same steps as before.
9. When satisfied with the files, click Submit in Proof Central, indicating that no changes are needed, and the

article will automatically move to ProofExpress Author Review.

10. The author proof email will automatically be sent to the author from the person who reviewed the proof (you will not be able to edit the email), with a 'bcc to the PE/APE.

ProofExpress Author Review

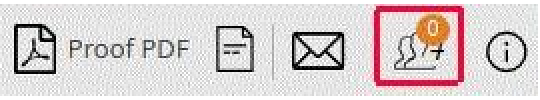
1. When no further changes are needed to the proof, the article will move to this workflow step.
2. The link in the proof email will take the author directly to Proof Central. Once there, the author has the option to download a PDF by clicking "Proof PDF."



When the author downloads the PDF, he/she is notified of the option to annotate a PDF instead of using the online interface:

The PDF of your article is below. If you prefer to submit your corrections by annotating the PDF proof, you will be redirected to the RUP PDF proofing system and will not be able to access the online proofing system again. Click here to annotate the PDF.

3. If the author edits the HTML article
   - The author may invite co-authors to review the proof via the Collaboration button.



- After submitting in Proof Central, the Production Editor will receive an email notification that the author submitted the proof.

4. If the author chooses to annotate the proof, they are taken to TNQ's Proof Central page, where the author can download the PDF and upload their final file(s).
    - After choosing the annotate option, when the author clicks the proof link in the original email, it will bring him/her directly to the TNQ proof page, not to the Proof Central site.
5. The author will receive a "Proof Corrections Received" email that contains a link to the reprint order form, which is optional. The article will move to TNQ - Review Author Response.

TNQ - Review Author Response

(role=TNQ; file filter=ProofExpress & All Files)

1. When the author submits the proof, TNQ will receive a notification.
    - If the author submitted a PDF proof, a sticky note will open in JPS to indicate this.
    - A PDF of the author's tracked changes, as well as any files the author uploaded, will be located in the All Files filter under the Author Response Files category.
2. If major graphics changes are needed, they must be handled by RUP.
    - An email notification will be sent to RUP.
    - The article will move to Prepare Revisions from Author Response.
3. If graphics changes are not needed, the article will move to Revised Proof Approval.

Prepare Revisions from Author Response

(role=Prod Editor/Assistant Prod Editor; file filter=ProofExpress)

1. The task will be auto-assigned to the person who performed the Proof Central Review task.
2. To send figures to preflight, click the 'Send files back to preflight' link.
    - You will be taken to an email editing screen where you can insert instructions for the Preflight Editor.
    - A Review Revised Figures task will open for the Preflight Editor.
    - You will receive a notification when the Preflight Editor has uploaded the revised figure.
3. If you are fixing the figures yourself, upload the revised files via the 'Upload Revised Files' link.
4. Once the revised files are uploaded to JPS, click 'Send revised files to TNQ'.
5. The article will automatically complete the Revised Figures Export step and move to Revised Proof Approval.

Revised Proof Approval

(unassigned)

1. This task will automatically open when TNQ has finished reviewing the author's proof corrections. The Production Editor will receive an email notification. This indicates that TNQ is reviewing the Revised Proof.
2. The task will automatically close when TNQ completes their review.

Queue for Release

(role=Prod Editor/Assistant Prod Editor)

1. The Production Editor (PE)/Assistant PE will receive an email notification when this task opens.
2. Take the task and then click 'Complete Task' to approve the article for publication.
    - The article will appear in the Ready for Online folder.
    - For regular articles, the release signal is sent to TNQ.
    - For held articles, JPS will not send the release signal until you manually release the article in the Ready for Online folder.
3. A 'thumbs up' icon will appear on the Issue Build screen to indicate the article has been approved for publication.
4. A 'Publication Date' email is sent to all authors alerting them that the paper will be published.
5. The article will move to Awaiting Final Files.
6. Check the Ready for Online folder to make sure the article was properly released/held.

Awaiting Final Files

(unassigned)

1. This is an automatic task to import final files from TNQ.
    - The Production Editor will receive an email notifying them that the approved files have been received.
    - A "Released Zip" package containing all released files (XML, PDF, figures, supplements, etc.) will be saved in the All Files category.
2. Once imported, the title, authors, abstract, and precis (TOC blurb) metadata fields will be updated in JPS.

3. The task will close automatically.
Note: This task will not close until the article is *actually* released (i.e., JPS sends the release signal to TNQ). So, for held articles, this task will remain open until the article is manually released in the Ready for Online folder.

Ready for Online Folder

1. For articles with no coverage type and no linked papers (i.e., regular workflow), the release date should always be the current date, and the publication date should be the next business day (but note that RUP and certain TNQ holidays will be skipped).
2. Articles with coverage (press release, etc.) will be held for 5 business days after the attempted release.
3. Release types:
   - *Basic*: If the article is not linked to any other article and has no coverage type
     - The article will be released immediately
     - The release date will be filled in with today's date, and the publication date will be the next business day
     - The Publication Date email will be sent to all authors
   - *Press coverage*: If an article is marked for press coverage (press release, PIO, or media alert)
     - The article will be held
     - The article will appear in the Ready for Online folder with a projected release date set 5 business days from the current date and a projected publication date set 1 business day after that release date

Ready for Online:

All Manuscripts (3)

Journal	Edit Dates	Release	Published	Number	Title	Cover Date	Coverage Type	Release Date	Publication Date
JCB				201608075	A beacon in the cytoplasm: Tracking translation of...		Press release	October 26 2016	October 27 2016
JGP				201611669	Alkaline activation of ClC-K2 chloride channels sw...			October 19 2016	October 20 2016
JGP				201611686	TMEM16 chloride channels are two-faced			October 19 2016	October 20 2016

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Save Only | Release Only | Publish

     - You will need to manually release these articles on the release date by checking the 'Release' box and then clicking the 'Release Only' button. Only then will JPS send the release signal to Nimble.
   - *Linked articles*:
     - The link types '*General*' and '*Grouped with*' will *not* affect publication. You must choose the correct link type in order for the Ready for Online folder to work properly.
     - *Companions*: If the article is linked to a companion article (the link type 'Companion' must be used)
       - The article will not be released immediately
       - The article will appear in the Ready for Online folder with a red link icon, indicating that it is being held for its companion paper. No release or publication dates will be filled in.

Ready for Online:

All Manuscripts (3)

Journal	Edit Dates	Release	Published	Number	Title	Cover Date	Coverage Type	Release Date	Publication Date
JCB				201609084	Organization of the axon initial segment: Actin li...			October 18 2016	October 19 2016
JCB				201609086	Slip slidin' away of mitosis with CRL2Zyg11			October 18 2016	October 19 2016
JEM				20151345	Gut dysbiosis impairs recovery after spinal cord i...				

Download table to Excel

Save Only | Release Only | Publish

       - When the companion is released, both articles will appear in the Ready for Online folder with a blue link icon, indicating that both articles can be published.
       - The release date (today's date) and publication date (the next business day) will be filled in for both companions.
       - The second (last) companion will automatically release.
       - You will need to manually release the first companion, the one that was held, by clicking the box in the

'Release' column and then clicking the 'Release Only' button

- *Highlight* articles: Articles like Spotlights, Insights, Research News, and Commentaries
    - Will be prevented from publishing before their linked research articles (the proper link type must be used: 'Spotlight,' 'Insight,' 'Research News,' or 'Commentary').
    - If ready before the linked research article, the highlight article will appear in the Ready for Online folder with a red link icon, indicating that it is being held for its linked paper.
        - The release and publication dates will not be set.
        - After its linked article is released, you must manually release the held highlight paper by clicking the box in the 'Release' column and then clicking the 'Release Only' button
    - If the highlight article is ready after its related article has already been released or published, the highlight will release automatically.
        - It will display with a blue link icon in the Ready for Online folder.
        - Release and publication dates will be set.
    - The research article will always auto-release after the Queue for Release task is completed.
        - It will not be held for its highlight article.
        - The article will appear in the Ready for Online folder with a blue link icon, with both the release and publication dates set.

4. To manually release an article or override an article that is being held for its companion or press coverage,
    - Fill in or change the release and publication dates, select the 'Release' checkbox, and click the 'Release Only' button.
    - This will send the final files and release signal to TNQ, indicating that Nimble should send the final files.
    - The article will remain in the folder.
5. Leave the articles in the folder until you have published the article.
6. Only then should you clear those articles out of the folder by clicking the 'Published' checkbox and then clicking the 'Published' button.
7. After an article is released (actually released, not an attempted release), a Publication Date email is sent to all authors on the paper alerting them to their online publication date.

Publishing an Article

Full details are provided on the RUP Wiki here.

1. When articles are released for publication, an approval signal is sent to TNQ, where they are packaged and posted to Silverchair. TNQ also sends article packages to PMC.
2. Each morning, the PE should check Zipline (the Silverchair production site) to see what has been delivered. Compare the Silverchair content with the Ready for Online folder to make sure everything is in sync.
3. Scan the article for major mistakes, make sure nothing looks off (e.g., equations), and make sure links like those to databases are working.
4. Once you publish the articles on Zipline, they should be cleared from the Ready for Online folder:
    - Select the 'Published' checkbox and click the 'Publish' button.
    - This will move the article out of the Ready for Online folder and officially set the publication date.
    - It is important to understand that the only function tied to checking the 'Published' box in the Ready for Online folder is to set the official publication date of the article and to remove it from the folder. Actual publication needs to be done on Zipline.

Issue Closing

Full instructions for how to create a TOC, close the issue in JPS, etc. can be found on the Wiki.

JPS Issue Tasks

Corrections, Retractions, Expressions of Concern, Addenda

To create a record for a Correction, Retraction, Expression of Concern, or Addendum:

1. Find the original article record that the correction is being published for.
2. Go to the Tasks tab, click the 'Advanced Tasks' link, and then click into 'Link/Unlink Manuscripts'.
3. Click the 'Create and Link New Article from this Article' link and on the following screen, choose the appropriate article type (correction, retraction, or addendum).
4. On the following screen, the author and title information from the original article will be pulled into the metadata fields; enter any

additional metadata into the remaining fields and then click the 'Save' button.
5. When this is done, the correction record will be created and linked to the original record.

Once the record is created, the workflow will start at the Awaiting DJS Export workflow step; to upload the zip file for the record, go to the Tasks tab and click the 'Upload InDesign Package' link.

1. Upload the zip file - Pages/SJS InDesign Package
    - Correction – [jnl]_[original ms no][create dt]c_cg.zip
    - Addendum – [jnl]_[original ms no][create dt]a_cg.zip
    - Retraction – [jnl]_[original ms no][create dt]r_cg.zip
    - Expression of Concern – [jnl]_[original ms no][create dt]e_cg.zip
2. Once the zip package is uploaded, click the 'Take Task' link to initiate the export.
3. An RP PDF will be expected back from TNQ; once the file is imported, the correction will move to the Review Revised Pages step. A series of links will be made available to allow the user to
    - 'Approve RP: Complete Task' – approve the RP with no revisions needed
    - 'Review and Approve RP': Send CX with no return RP – you don't want to see the corrected proof
    - 'Revise and Review RP': Send CX with return RP – you want to see the corrected proof
4. If you send a CX file (name the file as _cx.zip) and request an updated RP, a Review and Queue for Release task will open.
5. Click 'Complete Task' to push the article to the Ready for Online folder.
    - An email will be sent to the author notifying him/her of the publication date.
6. In the Ready for Online folder, clicking Release doesn't do anything because these article types don't actually "release" like other articles, as they are not in the regular workflow. Check off Release and Publish to move it out of the folder.

Instructions for how to handle the article and its related notice can be found on the Wiki.

TOC

1. Executive editor (EE) sets article order via the Issue Build screen; when complete, EE sends PE notification that the article order has been set.
2. As the PE finalizes each RP, the PE edits the page total if necessary either via the Issue Build screen or through Edit Metadata.
3. PE uses Issue Build screen to calculate pagination for issue; system will automatically account for blank pages that are needed and include blank page counts in the overall totals.
4. PE adds cover ads:
    - Insert Cover Ads by using the 'Placeholder' option above the inventory and dragging the Cover Ads into the issue.
    - No workflow will be associated with Cover Ads; these will be placeholder records.
5. PE generates a file listing of articles, authors, and page numbers using the 'Generate TOC' link at the top of the issue build screen, saving as an RTF file; PE will use this file to drop into an InDesign template and create a paginated, complete TOC.
6. PE creates the Closing Memo by clicking the 'Generate Closing Memo' link from the Issue Build screen.
7. PE clicks the 'Build Issue XML' link to generate the issue manifest file.
8. PE will start the workflow for exporting the TOC InDesign file, Closing Memo spreadsheet, and issue metadata file to TNQ by
    - Going into the Issue Build screen and clicking on the TOC placeholder record within that issue
    - Clicking 'Edit Metadata' from the content display screen, unchecking the 'Placeholder' check box, and clicking the Save button
9. To upload the TOC zip file (jnl_xxx_x.toc.zip), go to the Tasks tab and click the 'Upload TOC Files' link. The TOC zip file should include
    - Closing Memo file – jnl_xxx_x.closing_memo.xls
    - Issue manifest file - meta_issue_jnl_xxx_x.xml)
10. The next step that will be initiated will be an import step to await the delivery of the Binder PDF
    - Called 'Binder PDF', located under the Issue Matter object type
    - The file naming convention will be 'jnl_xxx_x.toc.binder.pdf'
11. Once the Binder PDF has been successfully imported, the PE will receive a notification; a final 'Review Binder PDF for approval' step will open to allow the PE to send a marked-up copy of the Binder PDF to TNQ for revisions or approve the Binder PDF.
12. Once the binder has been approved, TNQ will receive a notification.

Issue Masthead

1. Go into the Issue Build screen to find the desired issue.
2. Click into the desired issue tab, and click on the masthead placeholder record within that issue.
3. Click 'Edit Metadata' from the content display screen, uncheck the 'Placeholder' check box, and click the 'Save' button.
4. To upload and export the files to TNQ, go into the 'Tasks' tab for the masthead record and click 'Upload Masthead Files' to upload the zip file containing the InDesign package and PDF.
    - The file name will be jnl_xxx_x.mast.zip.

5. When done uploading files, click 'Take Task' to initiate the export.
6. The task will auto-complete as soon as files are successfully exported to TNQ; TNQ will receive a notification when the files have been deposited on the FTP server.
7. The workflow will end once the files have successfully exported.

Volume Masthead

1. Go to the Issue Build screen to find the desired issue.
2. Click the 'Placeholders' link at the top of the inventory.
3. Drag and drop the placeholder type record called 'Issue Matter – Volume Masthead' into the desired location for that issue.
4. Click on the masthead placeholder record that you just created.
5. Click 'Edit Metadata' from the content display screen, uncheck the 'Placeholder' check box, and click the 'Save' button.
6. To upload and export the files to TNQ, go into the 'Tasks' tab for the masthead record and click 'Upload Masthead Files' to upload the zip package, which will include the PDF file.
    - The file name will be jnl_xxx.volmast.zip.
7. When done uploading files, click 'Take Task' to initiate the export.
8. The task will auto-complete as soon as files are successfully exported to TNQ; TNQ will receive a notification when the files have been deposited on the FTP server.
9. The workflow will end once the files have successfully exported.

Business Masthead

1. Go to the Issue Build screen to find the desired issue.
2. Click the 'Placeholders' link at the top of the inventory.
3. Drag and drop the placeholder type record called 'Issue Matter – Business Masthead' into the desired location for that issue.
4. Click on the masthead placeholder record that you just created.
5. Click 'Edit Metadata' from the content display screen, uncheck the 'Placeholder' check box, and click the 'Save' button.
6. To upload and export the files to TNQ, go into the 'Tasks' tab for the masthead record and click 'Upload Masthead Files' to upload the zip file.
    - The file should be named jnl_xxx_x.busmast.zip.
7. When done uploading the file, click 'Take Task' to initiate the export.
8. The task will auto-complete as soon as files are successfully exported to TNQ; TNQ will receive a notification when the files have been deposited on the FTP server.
9. The workflow will end once the files have successfully exported.

Cover

1. Go into the Issue Build screen to find the desired issue.
2. Click into the desired issue tab, and click on the cover placeholder record within that issue.
3. Click 'Edit Metadata' from the content display screen, uncheck the 'Placeholder' check box, and click the 'Save' button.
4. To upload and export the files to TNQ, go into the 'Tasks' tab for the cover record.
5. Click 'Upload Cover Files' to upload the following:
    - Issue Matter/Cover Figure – just for reference; will not be exported to TNQ; file name of jnl_xxx_x.covforprint.tif
    - Cover/Print Cover Zip – will be exported to TNQ; file name of jnl_xxx_x.printcover.zip
    - Cover/Online Cover Zip – will be exported to TNQ; file name of jnl_xxx_x.covermat.zip
6. When done uploading files, click 'Take Task' to initiate the export; task will auto-complete as soon as files are successfully exported to TNQ.
7. The next step that will initiate is the 'Review cover for approval' task.
8. If revised cover files need to be sent to TNQ,
    - Click 'Take Task' (if not already assigned) and use the 'Upload Revised Cover Files' link to upload revised files.
    - Click 'Send revisions to SJS' to trigger the export of the revised files.
    - When the files have been successfully exported, TNQ will receive a notification.
9. Once the cover has been approved, click 'Complete Task'; TNQ will receive a notification to let them know that the cover has now been finalized.

Closing the Issue Online

1. TNQ posts an issue metadata package named jxx_vol_issue.zip that contains all of the issue assets: TOC and editorial board pdfs, cover image, and issue metadata XML file.

- The articles will be reordered on the issue TOC page according to the XML (this happens automatically; no need to publish the metadata file on Zipline).

2. The status of the issue remains "In Progress" until you close it.
    - In Zipline, choose Catalog/Journals.
    - Make sure all of the articles are accounted for in the list.
    - Click "Close Issue" to change the status of the issue to "Current Issue" and move it to the journal home page.