

## 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).

Please enter the following

First name*:	<input type="text" value="First name"/>
Last name*:	<input type="text" value="Last name"/>
Email*:	<input type="text" value="Email"/>
Confirm Email*:	<input type="text" value="Confirm Email"/>
Affiliation*:	<input type="text" value="Affiliation"/>
ORCID iD:	<input type="text" value="ORCID"/>

You can find your ORCID [here](#) or register [here](#).

I'm not a robot 

**Note:** If you think you already have an account of any type (Author, Reviewer, or Editor), please **DO NOT register again**. If you are unsure whether you already have an account, click 'Forgotten password' and enter your email.

You can change your current information after logging in by clicking 'edit account'.

Figure 2: Complete registration

## Author Tutorial for OPTE Editorial Manager System

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).

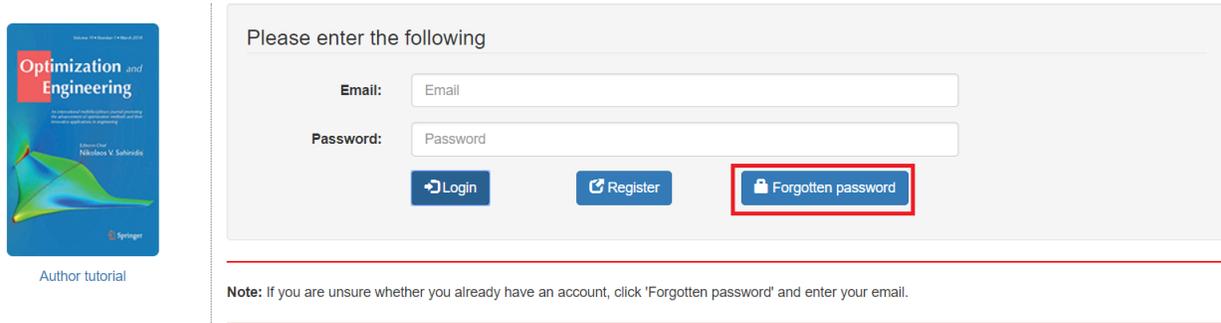


Figure 3: Login page

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

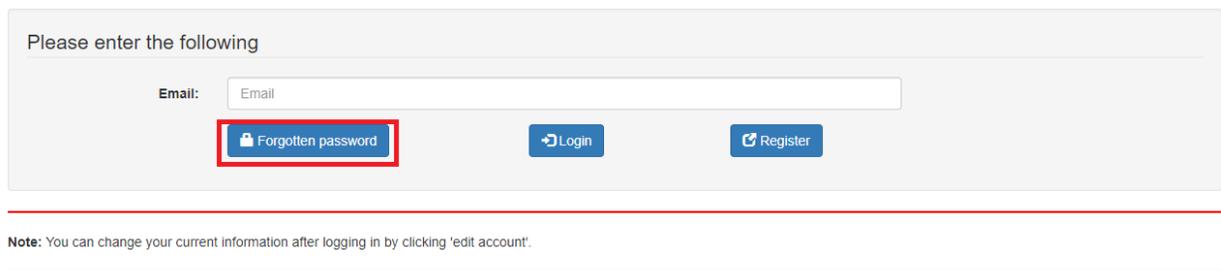


Figure 4: Forgotten password

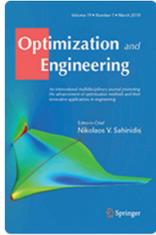
To log in to the editorial manager system, visit the editorial manager system at <http://www.opte-journal.com> and click “Log in” (Figure 5).



Figure 5: Login

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

## Author Tutorial for OPTE Editorial Manager System



Author tutorial

Please enter the following

Email:

Password:

[Login](#) [Register](#) [Forgotten password](#)

---

**Note:** If you are unsure whether you already have an account, click 'Forgotten password' and enter your email.

---

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).

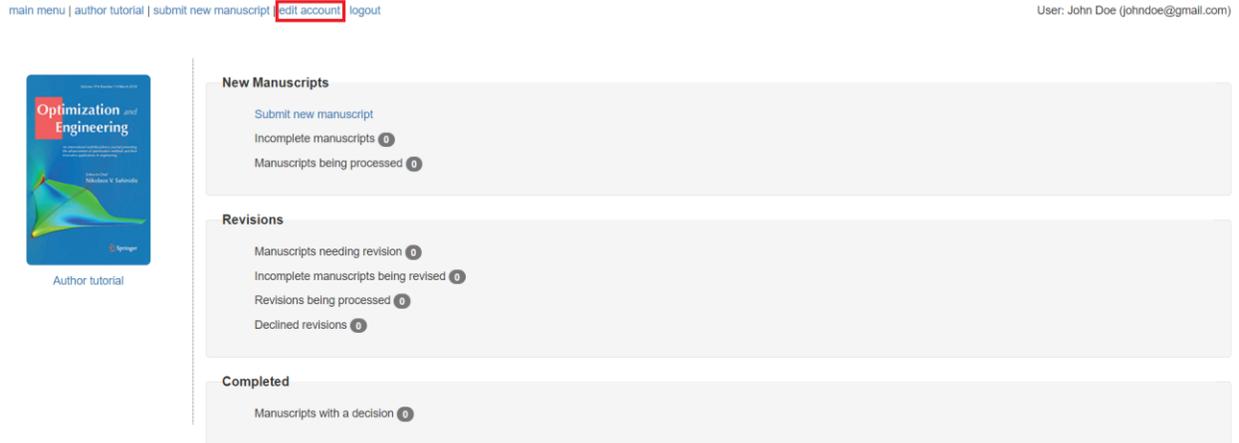


Figure 7: Edit account

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.

The screenshot shows a form titled "Please enter the following" for updating account details. The form contains several input fields with labels and current values: "First name\*" (John), "Last name\*" (Doe), "Email\*" (johndoe@gmail.com), "Confirm Email\*" (johndoe@gmail.com), "Password\*" (Password), "Confirm Password\*" (Confirm Password), "Affiliation\*" (Carnegie Mellon University), and "ORCID ID\*" (ORCID). A red box highlights the "Update account" button at the bottom left. To the right of the ORCID ID field, there is a link: "You can find your ORCID [here](#) or register [here](#)."

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).

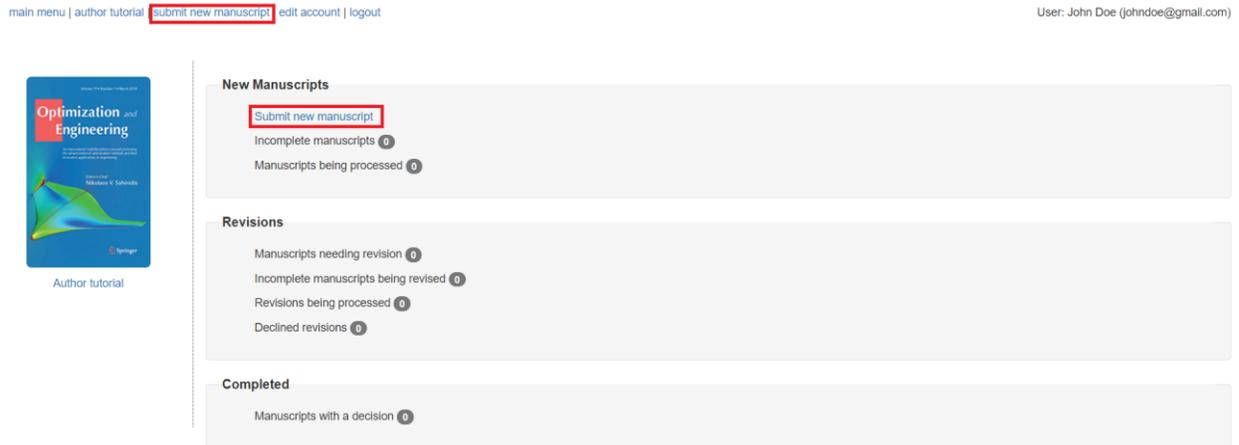


Figure 9: Submit new manuscript

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.

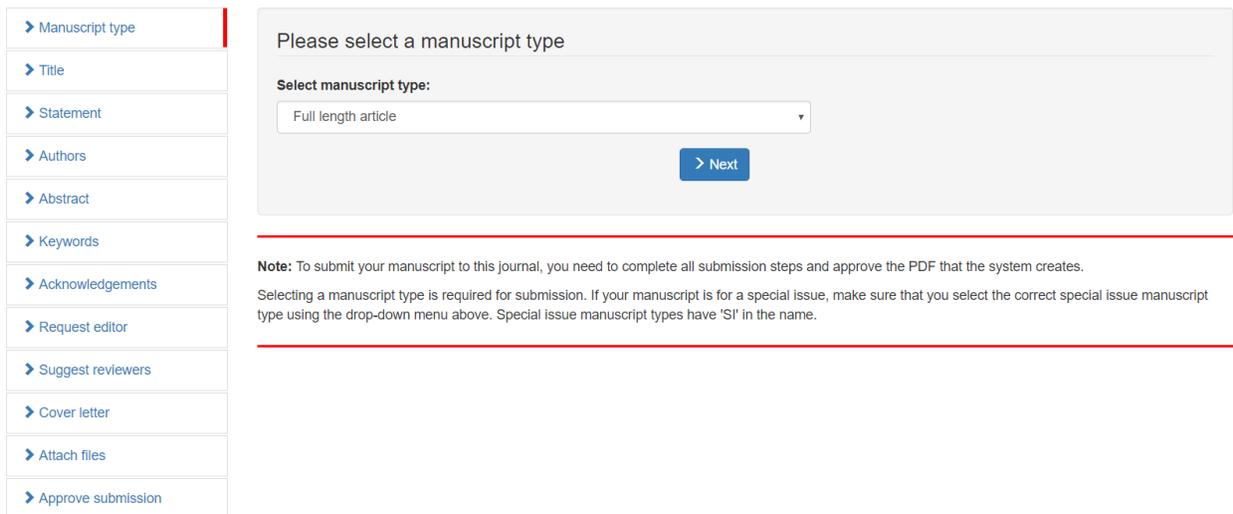


Figure 10: Select manuscript type

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

## Author Tutorial for OPTE Editorial Manager System

The screenshot displays a sidebar on the left with a list of steps: Manuscript type, Title, Statement, Authors, Abstract, Keywords, Acknowledgements, Request editor, Suggest reviewers, Cover letter, Attach files, and Approve submission. The 'Title' step is currently selected and highlighted in blue. The main content area is titled 'Please enter the title of your manuscript' and contains a text input field labeled 'Title:'. Below the input field are two buttons: '< Previous' and '> Next'. A red horizontal line is positioned below the input field. Below this line, a note reads: 'Note: Entering a full title is required for submission. Please enter only the title of your manuscript above. Maximum number of characters for title: 500'. A second red horizontal line is positioned below the note.

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).

The screenshot displays the same sidebar as Figure 11, but now the 'Statement' step is selected and highlighted in blue. The main content area is titled 'Provide two short statements about the contributions of the submission to the fields of optimization and engineering' and contains a text input field labeled 'Statement:'. Below the input field are two buttons: '< Previous' and '> Next'. A red horizontal line is positioned below the input field. Below this line, a note reads: 'Note: Entering a statement of your submission's contribution is required for submission. Please provide two short statements about the contributions of the submission to the fields of optimization and engineering. Maximum number of characters for statement: 300'. A second red horizontal line is positioned below the note.

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).

## Author Tutorial for OPTE Editorial Manager System

- > Manuscript type
- > Title
- > Statement
- > Authors
- > Abstract
- > Keywords
- > Acknowledgements
- > Request editor
- > Suggest reviewers
- > Cover letter
- > Attach files
- > Approve submission

Please enter the following for each co-author

**First name:**

**Last name:**

**Email:**

**Affiliation:**

**ORCID ID:**   
You can find the ORCID [here](#)

[Add author](#)

First name	Last name	Email	Affiliation	ORCID ID	Actions
John	Doe	john DOE@gmail.com	Carnegie Mellon University		First author Corresponding author

[< Previous](#)
[Next >](#)

**Note:** Please enter the details of all authors (other than you) who contributed to the work reported in your manuscript. After entering an author's details, click Add Author. Click edit and delete icons in the 'Actions' column of the table above to edit or delete an author, respectively. Click the up and down arrows in the 'Actions' column of the table to change the order of the authors.

By beginning the manuscript submission process, you are automatically identified as the corresponding author.  
 The list of authors listed here must be identical to that on the title page of the manuscript.

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.

- > Manuscript type
- > Title
- > Statement
- > Authors
- > Abstract
- > Keywords
- > Acknowledgements
- > Request editor
- > Suggest reviewers
- > Cover letter
- > Attach files
- > Approve submission

Please enter the following for each co-author

**First name:**

**Last name:**

**Email:**

**Affiliation:**

**ORCID ID:**   
You can find the ORCID [here](#)

[Add author](#)

First name	Last name	Email	Affiliation	ORCID ID	Actions
John	Doe	john DOE@gmail.com	Carnegie Mellon University		First author Corresponding author
Joe	Public	joepublic@gmail.com	Columbia University		[edit] [delete] [up] [down]
John	Roe	johnroe@gmail.com	Massachusetts Institute of Technology		[edit] [delete]

[< Previous](#)
[Next >](#)

Edit co-author

Delete co-author

Change order of co-authors

**Note:** Please enter the details of all authors (other than you) who contributed to the work reported in your manuscript. After entering an author's details, click Add Author. Click edit and delete icons in the 'Actions' column of the table above to edit or delete an author, respectively. Click the up and down arrows in the 'Actions' column of the table to change the order of the authors.

By beginning the manuscript submission process, you are automatically identified as the corresponding author.  
 The list of authors listed here must be identical to that 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).

## Author Tutorial for OPTE Editorial Manager System

Manuscript type

Title

Statement

Authors

Abstract

Keywords

Acknowledgements

Request editor

Suggest reviewers

Cover letter

Attach files

Approve submission

Please enter the abstract of your manuscript

Abstract:

< Previous

Next >

**Note:** Submitting an abstract is required for submission.

Please enter the abstract of your manuscript into the text box above. The abstract here must be consistent with the abstract on the manuscript.

The abstract may be copied and pasted from a word processing program; however, some of the formatting will be lost.

Figure 15: Enter the abstract of the manuscript

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

Manuscript type

Title

Statement

Authors

Abstract

Keywords

Acknowledgements

Request editor

Suggest reviewers

Cover letter

Attach files

Approve submission

Please enter the keywords of your manuscript

Keywords:

< Previous

Next >

**Note:** Submitting keywords is required for submission.

Please enter 3 to 6 keywords in the text box above. Keywords should be separated by semicolons, e.g., optimization; mixed-integer programming; disjunctive programming.

The keywords here must be consistent with the keywords on the manuscript.

The abstract may be copied and pasted from a word processing program; however, some of the formatting will be lost.

Figure 16: Enter the keywords of the manuscript

### 7) Confirm the two statements shown in Figure 17.

## Author Tutorial for OPTE Editorial Manager System

The screenshot shows a navigation menu on the left with 13 items: Manuscript type, Title, Statement, Authors, Abstract, Keywords, Acknowledgements (highlighted with a red bar), Request editor, Suggest reviewers, Cover letter, Attach files, and Approve submission. The main content area is titled "Please respond to the statements below" and contains two confirmation questions. The first question asks to confirm that all authors are mentioned in the title section, with a radio button for "Yes". The second question asks to confirm that all funding organizations are mentioned in the acknowledgements section, also with a radio button for "Yes". At the bottom of the main area are "Previous" and "Next" buttons.

Figure 17: Acknowledgements

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

The screenshot shows the same navigation menu as Figure 17, but with "Request editor" highlighted with a red bar. The main content area is titled "Please select two editors" and contains two dropdown menus. The first is labeled "Select mathematics editor:" and has the selected value "Aemath1 Aemath1 (Carnegie Mellon University)". The second is labeled "Select engineering editor:" and has the selected value "Aeeng1 Aeeng1 (Carnegie Mellon University)". At the bottom of the main area are "Previous" and "Next" buttons.

Figure 18: Select two editors

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

## Author Tutorial for OPTE Editorial Manager System

Manuscript type  
Title  
Statement  
Authors  
Abstract  
Keywords  
Acknowledgements  
Request editor  
Suggest reviewers  
Cover letter  
Attach files  
Approve submission

Please enter the following for each reviewer

First name:

Last name:

Affiliation:

Email:

[Add reviewer](#)

First name	Last name	Affiliation	Email	Actions
No data available in table				

[< Previous](#) [Next >](#)

**Note:** Suggesting reviewers is required for submission.  
Please enter at least 5 reviewers in the table above. Enter the first name, last name, affiliation, and email of a reviewer in each line.

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.

Manuscript type  
Title  
Statement  
Authors  
Abstract  
Keywords  
Acknowledgements  
Request editor  
Suggest reviewers  
Cover letter  
Attach files  
Approve submission

Please enter the following for each reviewer

First name:

Last name:

Affiliation:

Email:

[Add reviewer](#)

First name	Last name	Affiliation	Email	Actions
Rev1	Rev1	Stanford University	rev1@gmail.com	<a href="#">edit</a> <a href="#">delete</a> <a href="#">up</a> <a href="#">down</a>
Rev2	Rev2	Harvard University	rev2@gmail.com	<a href="#">edit</a> <a href="#">delete</a> <a href="#">up</a> <a href="#">down</a>
Rev3	Rev3	University of Chicago	rev3@gmail.com	<a href="#">edit</a> <a href="#">delete</a> <a href="#">up</a> <a href="#">down</a>
Rev4	Rev4	Princeton University	rev4@gmail.com	<a href="#">edit</a> <a href="#">delete</a> <a href="#">up</a> <a href="#">down</a>
Rev5	Rev5	Cornell University	rev5@gmail.com	<a href="#">edit</a> <a href="#">delete</a> <a href="#">up</a> <a href="#">down</a>

[< Previous](#) [Next >](#)

**Note:** Suggesting reviewers is required for submission.  
Please enter at least 5 reviewers in the table above. Enter the first name, last name, affiliation, and email of a reviewer in each line.

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).

## Author Tutorial for OPTE Editorial Manager System

Manuscript type

Title

Statement

Authors

Abstract

Keywords

Acknowledgements

Request editor

Suggest reviewers

**Cover letter**

Attach files

Approve submission

Please enter a cover letter

Upload cover letter (a single pdf file):

Upload cover letter Browse

or fill out the text box:

Clear

< Previous > Next

**Note:** The cover letter is required for submission.

Please either upload a single pdf file (maximum file size of 20MB) or fill out the text box above.

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.

Manuscript type

Title

Statement

Authors

Abstract

Keywords

Acknowledgements

Request editor

Suggest reviewers

Cover letter

**Attach files**

Approve submission

Please attach file

Upload manuscript (a single PDF file):

Upload manuscript Browse

< Previous > Next

**Note:** You can upload a single pdf file. The uploaded file should meet the requirements of the [manuscript guidelines](#) and use the Latex or Word template provided in this page.

Maximum file size for the manuscript: 20MB.

Figure 22: Upload manuscript

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

## Author Tutorial for OPTE Editorial Manager System

 Yes'. At the bottom are two buttons: '< Previous' and '> Submit manuscript'." data-bbox="117 93 864 336"/>

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).

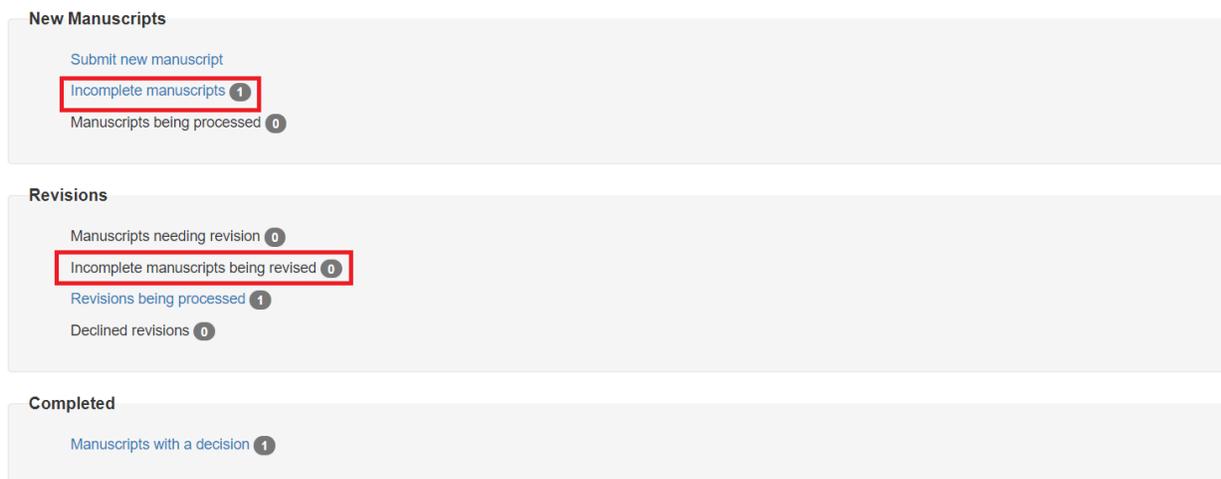


Figure 24: View incomplete manuscripts

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.

## Incomplete manuscripts

Show  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

1

**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).

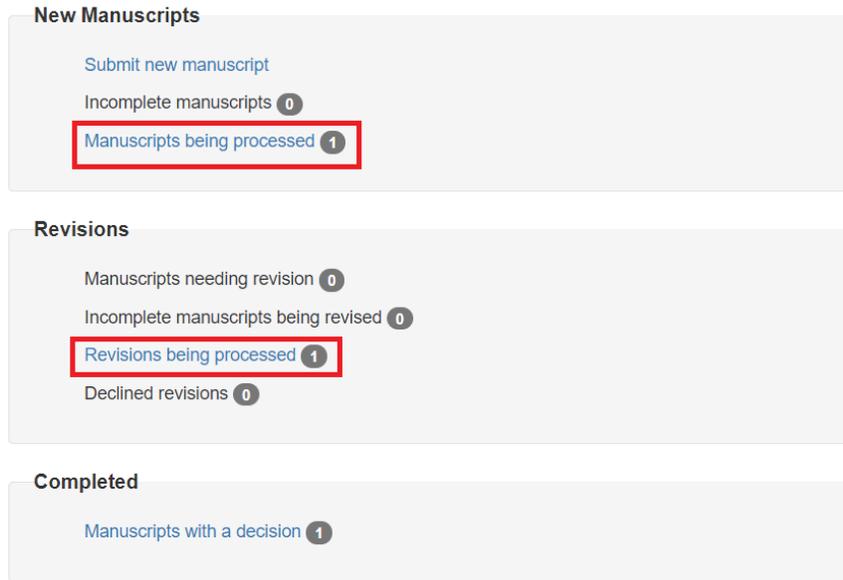


Figure 26: Manuscripts under review

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).

### Manuscripts being processed

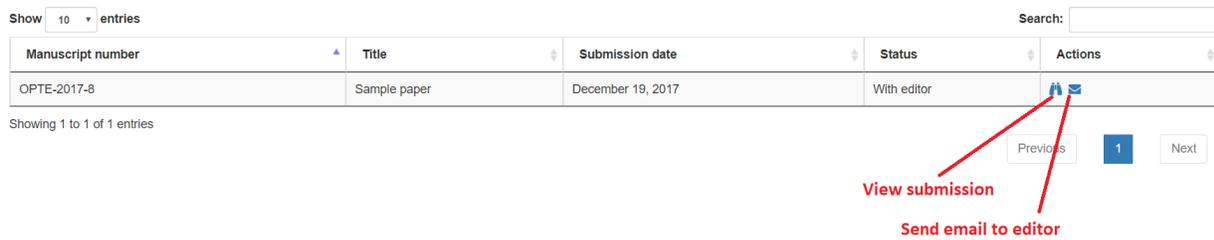


Figure 27: Manuscripts being processed

## 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).

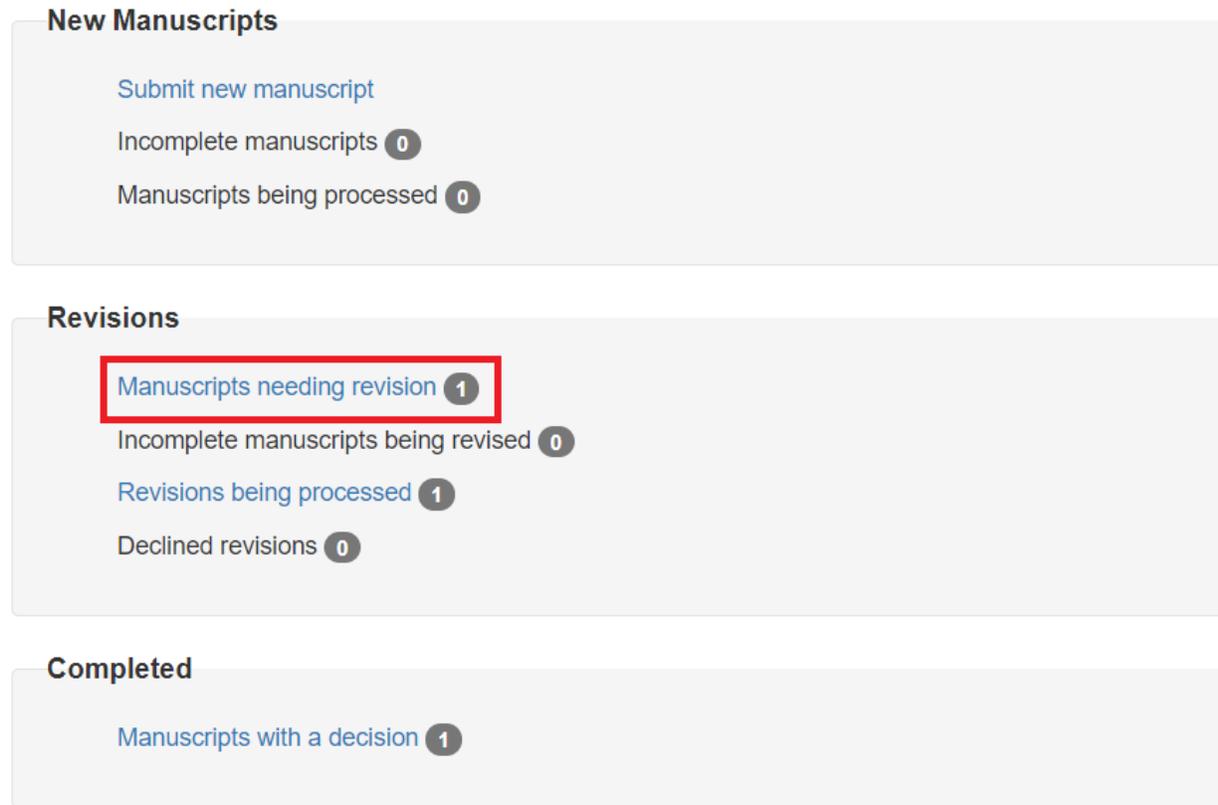


Figure 28: View manuscripts needing revision

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

Showing 1 to 1 of 1 entries

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.

The image shows a web interface for the OPTE Editorial Manager System. On the left is a vertical sidebar menu with blue buttons for navigation: Manuscript type, Title, Statement, Authors, Abstract, Keywords, Acknowledgements, Request editor, Suggest reviewers, Cover letter, Attach files (highlighted with a red bar), and Approve submission. The main content area on the right is titled "Please attach revised manuscript and the response to reviewers file". It contains four upload sections, each with a "Browse" button: "Upload manuscript (a single PDF file):" with a PDF icon and the text "Manuscript"; "Upload marked manuscript that shows changes for every revision (a single pdf file):"; "Upload source files (latex or word as a single zip file):"; and "Upload response to reviewers file (a single pdf file):". Below these is a section "and/or fill out the text box:" with a "Clear" button and an empty text input field.

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:**

**Telephone:**

**Fax:**

Manuscript comprises

**Number of pages:**

**Number of tables:**

**Number of figures:**

**Number of B&W photos:**

**Number of colour photos:**

[< 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).

### New Manuscripts

[Submit new manuscript](#)

Incomplete manuscripts **0**

Manuscripts being processed **0**

### Revisions

Manuscripts needing revision **0**

**Incomplete manuscripts being revised **1****

Revisions being processed **1**

Declined revisions **0**

### Completed

Manuscripts with a decision **1**

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.

### Incomplete manuscripts being revised

Show  entries

Search:

Manuscript number	Title	Initial submission date	Decision date	Date revision began	Revision due date	Actions
OPTE-2017-8	Sample paper	December 19, 2017	December 20, 2017	December 20, 2017	January 01, 1970	  

Showing 1 to 1 of 1 entries

Previous **1** Next

**Edit submission**

**Withdraw manuscript**

**Send email to 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).

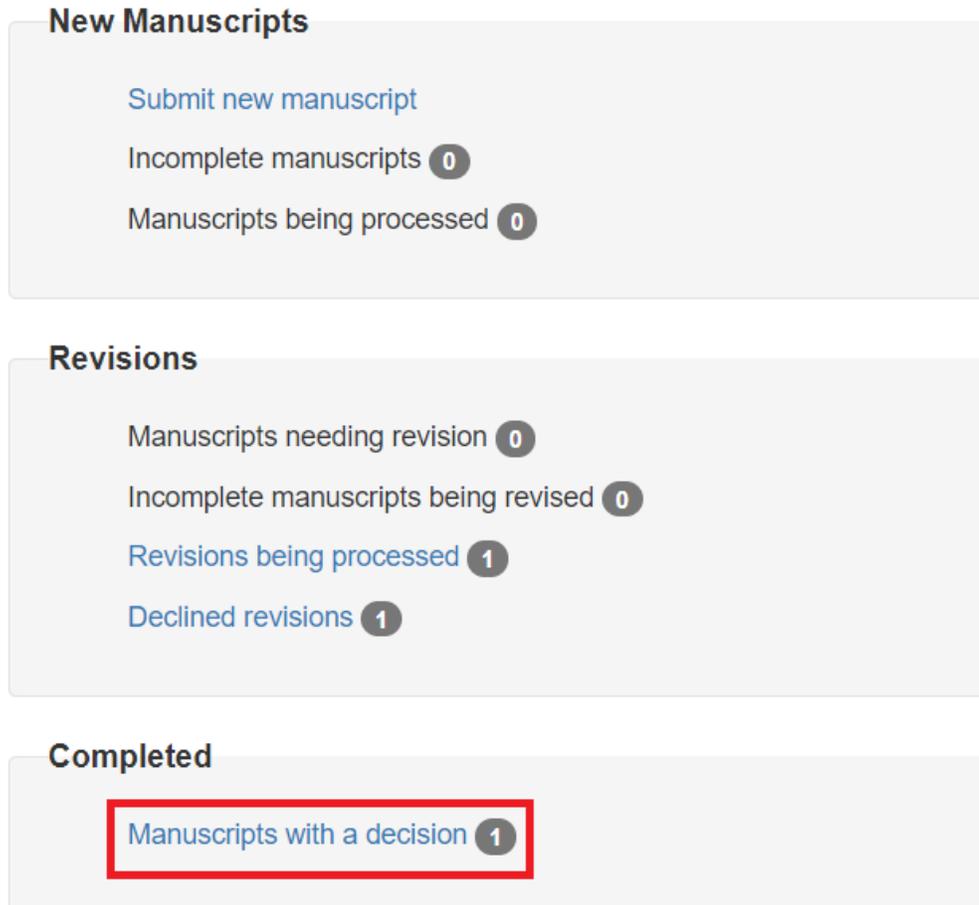


Figure 35: View manuscripts with a decision

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