

It is with great enthusiasm that we would like to formally introduce and invite all our contributors to ScholarOne Manuscripts! ScholarOne Manuscripts is our new system to expedite the entire manuscript submission process. This program will keep all stages of the submission process organized and manageable. As an author, it will now be easier than ever to track and monitor the progress of your manuscript as it goes through the peer review process.

The Information Society prefers to receive all manuscript submissions electronically. To submit a manuscript, please follow the instructions below:

Getting Started

1. Launch your web browser (supported browsers include Internet Explorer 7 or higher, Netscape 7.0, 7.1, or 7.2, Safari 1.2.4, or Firefox 2 or higher) and go to **The Information Society's** ScholarOne Manuscripts homepage (<http://mc.manuscriptcentral.com/utis>).
2. Click the "Create Account" option if you are a first-time user of ScholarOne Manuscripts (please note that even if you do have an account on another site, you will still have to create an account on this site).
3. If you are creating a new account:
 - After clicking on "Create Account" enter your name and e-mail information and click "Next". Your e-mail information is very important.
 - Enter your institution and address information as prompted then click "Next."
 - Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID) and then select your area of expertise. Click "Finish" when done.
4. Log-in and select "Author Center."

Submitting Your Manuscript

5. After you have logged in, click the "Submit a Manuscript" link on the Author Center screen.
6. Enter data and answer questions as prompted
7. Click on the "Next" button on each screen to save your work and advance to the next screen.
8. You will be prompted to upload your files:
 - Click on the "Browse" button and locate the file on your computer.
 - Select the description of the file in the drop down next to the Browse button.
 - When you have selected all files you wish to upload, click the "Upload" button.
 - a. NOTE: you have a limit of 30 MB combined for all files you upload.
9. Review your submission (in both PDF and HTML formats) before sending to the Editors. Click the "Submit" button when you are done reviewing.

You may stop a submission at any phase and save it to submit later. After submission, you will receive a confirmation via e-mail. You can also log-on to ScholarOne Manuscripts any time to check the status of your manuscript. The Editors will inform you via e-mail once a decision has been made.