Author User Guide

(revised 8 May 2024)

At any point in the submission process, you can click Save for Later. You will be emailed a link to continue your submission, or you can log in and continue your submission by clicking View next to the submission.

Submitting a Data Report:

1. From the main website (https://iodp-ojs-tamu.tdl.org/), click Submit a data report under Make a submission.
2. Log in or register to create an account.
3. After you log in, click Submit a data report under Make a submission if this is your first time using the system. Otherwise, click New Submission on the dashboard landing page.
4. **Make a Submission: Begin Submission**
    a. Read the introduction and Submission Guidelines if you have not already done so.
    b. Enter the title of your data report. Data report titles should be structured as "Data report: [and then your title]" (with no brackets). You can format the text for italics, subscript, or superscript using the formatting box.
    c. Review all Submission Checklist items and click the box to confirm your submission meets all the requirements.
    d. Click Begin Submission.
5. **Make a Submission: Details**
    a. Confirm the title of your data report is entered correctly.
    b. Enter Keywords for your data report. Press ENTER after entering each keyword.
    c. Enter the Abstract for your data report.
    d. Click Continue.
6. **Make a Submission: Upload Files**
    a. Upload files by clicking Add File or dragging and dropping the file into the upload box.
    b. For each file you upload, select what kind of file it is.
        i. For initial submission components, select Initial Submission (text, tables, and PDF figures).
        ii. If uploading supplementary information, select Supplementary Information.
    c. Add as many files as needed.
    d. When you have uploaded all files, click Continue.
7. **Make a Submission: Contributors**
    a. Add additional contributors by clicking Add Contributor.
    b. Complete the Add Contributor form and click Save.
    c. You can change the primary contact by clicking Set Primary Contact.
    d. You can change the order of contributors by clicking Order.
    e. Once you are finished adding all contributors, click Continue.
8. **Make a Submission: For the Editors**
    a. Enter any agencies which provided research funding in the Supporting Agencies box. Hit Enter after entering each agency. Leave blank if there were no Supporting Agencies.

b. **In the Comments for the Editor box, please include the following**:
   i. **Affiliations and ORCID ids (if applicable) for all authors/co-authors.**
   ii. **Names and email addresses of at least three reviewers for your manuscript.**
   iii. **The page count of the text document, number of figures, and number of tables.**
   iv. **Funder and grant ID information (if applicable).**
c. Click Continue.

9. **Make a Submission: Review and Submit**
   a. Review the information you entered before you complete your submission. You can change any details displayed here by clicking the edit button at the top of each section.
   b. Read the copyright terms for the submission and click the checkbox to agree with the copyright statement.
   c. Click Submit.
   d. Confirm submission by clicking Submit on the popup box.

Submitting a Revision and Final Files:

1. You will receive an email with the editor's decision.
2. If the decision is **Revisions Required:**
   a. Log in and click View on your submission
   b. Go to the Review tab to read [IODP] Editor Decision, the review submitted by the reviewer, and any reviewer attachments.
   c. Make the requested revisions.
   d. In the Revisions box, click Upload file.
   e. If you were asked to submit the final files in your decision email, please select Final submission text (manuscript text) and either upload the file or drag and drop into the box. For final components, please submit all files separately and in native file types.
   f. Click Continue.
   g. Change the name of the file if you'd like and click continue.
   h. To upload final figures and tables, select Add more files.
   i. Continue with adding Final submission table (table file), Final submission figure (native file format), or any other files needed, one at a time, following the same steps above.
   j. When you finish uploading all files, click Complete.
   k. **NOTE: There is no SUBMIT button. By uploading the revised files in this section, the editor is notified.**
3. If the decision is **Resubmit for Review:**
   a. Log in and click View on your submission
   b. Go to the Review tab to read [IODP] Editor Decision, the review submitted by the reviewer, and any reviewer attachments.
   c. Make the requested revisions.
   d. In the Revisions box, click Upload file.

    e. Select Revised submission (Revised text, tables, and figures) and either upload the file or drag and drop into the box.

    f. Click Continue.

    g. Change the name of the file if you'd like and click continue.

    h. To upload more files, select Add more files.

    i. When you finish uploading all files, click Complete.

    j. NOTE: There is no SUBMIT button. By uploading the revised files in this section, the editor is notified.

4. If the decision is **Accept** and you need to upload final files:

    a. Log in and click View on your submission

    b. In the Revisions box, click Upload file.

    c. If you were asked to submit the final files in your decision email, please select Final submission text (manuscript text) and either upload the file or drag and drop into the box. For final components, please submit all files separately and in native file types.

    d. Click Continue.

    e. Change the name of the file if you'd like and click continue.

    f. To upload final figures and tables, select Add more files.

    g. Continue with adding Final submission table (table file), Final submission figure (native file format), or any other files needed, one at a time, following the same steps above.

    h. When you finish uploading all files, click Complete.

    i. NOTE: There is no SUBMIT button. By uploading the revised files in this section, the editor is notified.