SCHOLAR ONE AUTHOR QUICK GUIDE

DE GRUYTER

How to upload your corrections

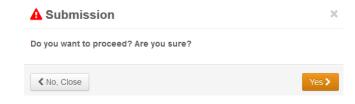1. To access your manuscript enter your *Author Dashboard* at top-level navigation "Author"

2. Upload Proof Corrections

   - Click 'Galley Proof PDF for Correction' in (▸ *Author Dashboard*), then 'check your galley proof pdf and upload corrections' under 'Action'.

   - Complete the questions in **step 1**.

   - Go to 'Click here' page or go to **step 2**: File Upload.

   - Download your typeset PDF: click on the most recent *Main Document*.

   - Make corrections (comments either electronically on the PDF or marked up by hand or separate document indicating pages/lines)

   - Upload corrections in file upload area as follows:

     o Use the second 'select file' field from top (first field is MAIN DOCUMENT – **please leave empty**).

     o Select PROOF CORRECTIONS as file designation.

   - Click 'Save & Continue' or go to **step 3**: 'Review & Submit'. Then click on 'Submit'.

   - To complete submission, please answer pop-up question with 'Yes'.

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*Edit Account: You can edit your account after login (top right, drop down menu with name).

Login problems?

*Please clear your cache and retry (password save functions in browsers may cause this).

*Use password help function: you will be sent a link to set a **new** password.

*Contact ScholarOne-Support@degruyter.com if you have technical problems.