

Instructions for Final Submission

This form has been sent to you because your manuscript is ready for production. To start the copyediting and proofing process please follow the steps below and submit this Final Submission Form along with your final manuscript and supporting documents using the ESTS online submissions system.

Delivery and Acceptance of the Work

In your final Word document please work through this list of steps:

1. **Reversing Anonymization**
 - Upload a final document that is no longer anonymized and save as: *Authorlastname_UA_year.docx*.
 - To do this, please re-insert all references to the author(s) in the body of the text, as well as the footnotes and bibliography.
2. **Preferred English Language Setting**
 - Proof your paper once more in your preferred English language setting e.g., British English, American English, Australian English, etc.
3. **Images and Captions**
 - All images should be provided with captions. Don't forget to add a credit line for sources and permissions. Please make sure all images are saved as .PNG or .JPG files at 300 DPI with the following names: *Authorlastname_Fig1.png*, *Authorlastname_Fig2.png*, etc.
 - Formal captions in titles are written like this:

Figure 1. A cartographic marker appears when a shape file is drawn point-to-point (Source Author's own).
4. **References**
 - At the end of the document please title your bibliography as "References."
5. **Acknowledgements**
 - Please include any acknowledgements you would like published with your writing. These should be included under a separate section heading titled "Acknowledgments" at the end of the body copy, just before your References (i.e., bibliography).
6. **Author Biographies**
 - For each author add a one sentence author biography between the "Acknowledgments" and "References" sections.
7. **Permissions**
 - Review the final submission and confirm that the work is original except for such excerpts from copyrighted works (including illustrations, tables, animations and text quotations). Collect all necessary permissions (e.g., for use of copyrighted material) relevant to your submission.
8. **Final Document Checklist**
 - Please have the following documents ready to upload to the ESTS journal management system.
 - I. Any permissions that you think are relevant to your submission e.g., permissions to use images. Save each document as: *Authorlastname_Permissionso1.docx*, *Authorlastname_Permissionso2.docx*, etc.
 - II. All images saved as either .png or .jpg files, at 300 DPI and name each file: *Authorlastname_Fig1.png*, *Authorlastname_Fig2.png*, etc.

Final Submission Form Instructions

- III. Final unanonymized (UA) submission as *Authorlastname_UA_year.docx*.
- IV. A copy of this form which includes all the information requested on page 2 as *Authornam_FinalSubmissionForm_year.docx*.

Uploading Your Documents to the ESTS Journal Content Management System

Follow the steps below to share your documents with the managing editor.

Step 1: Log-in to the ESTS journal content management system. Click on “Add discussion” in the “Copyediting” tab (Figure 1).



Figure 1: Sharing Files for Copyediting

Step 2: To upload your final submission documents (see Figure 2):

1. Check the box next to “A N Windle, Journal editor.”
2. Insert “Unanonymized Final Form and Documents” in the subject line of the email.
3. Attach all necessary documents (see Instructions under “Delivery and Acceptance of the Work”) by clicking on “Attach” and complete the uploading process.
4. Click “OK” to share final documents with the managing editor.

Final Submission Form Instructions

Add discussion [X]

Participants 1. Select "A N Windle, Journal editor" to share files with the Managing Editor

<input checked="" type="checkbox"/>	A N Windle, Journal editor
<input type="checkbox"/>	Author
<input type="checkbox"/>	Aalok Khandekar, Journal editor

Subject * 2. Title your email "Unanonymized Final Form and Documents"

Message * 3. Insert brief message here

Dear Managing Editor,

Please find uploaded the following documents:

1. Main Text: Authorlastname_UA_year.docx
2. Image Files: Fig1.png and Fig2.png
3. Other Files: Permissions01.docx, Permissions02.docx

4. Upload files by selecting "Upload File"

Attached Files [Q Search] [Upload File]

No Files

* Denotes required field

5. Click "OK" to send message once you have finished uploading all relevant files

[OK] [Cancel]

Figure 2: Submitting Final Documents

Next Steps: Mark-Up, Proofs and Approval for Publishing

- Once the above information is in place your writing will be copyedited and formatted. You will be provided with either a refined or a marked-up copy of your paper depending on the level of changes that are present in this version: *Authorlastname_ReF_yearVo1.docx* *Authorlastname_Mup_yearVo1.docx*. Please proofread the page proofs including the illustrations and captions. Make all changes using track changes and send us your copyedits within two weeks of receiving the amendments as: *Authorlastname_Mup_yearVo2.docx*. Amendments are made to the copyeditor’s version, so it is important to use track changes and comments to make amends. Authors’ approval for publishing is deemed to have been given when the first author does not respond within a week of receiving the copyedits.

Final Submission Form Instructions

- Subsequently, you as author(s) will be sent a pdf version of the proofs so as to enable them to check that the manuscript has been properly set in type and to allow the author(s) to correct any typesetter's or illustrator's errors. At this stage, no alterations or corrections may be made by the author other than for the purpose of correcting typographical errors without the Publisher's prior written consent. We will request authors to approve final proofs within one week of receiving them.
- Expect that your manuscript will go through 11 stages of copyediting:
 - o Stage 1 Manuscript moves to production. At this stage you will receive this final submission form. File name is: *authorlastname_UA_YearVo1.docx*.
 - o Stage 2 Manuscript is prepared and checked if it meets the submission criteria for copyediting. If for instance, permissions are still needed for images, or references are not in the Chicago Style, this amends will come straight back to the author to amend. File name is: *authorlastname_ReF_YearVo1.docx*.
 - o Stage 3 Manuscript is marked-up and sent to the author. The document will have undergone numerous checks including reading for sense, reading for fact, references will have been checked, styling will have been applied including inline links. File name is: *authorlastname_MuP_YearVo1.docx*.
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 - o Stage 8 Manuscript has now been stabilised and will be formatted as a PDF and an HTML file. Formatting will vary from the pdf and the html in our house style. For instance, footnotes in the pdf document will become endnotes in html. However, authors will receive proofs only in pdf format. At this stage the manuscript will be sent for coding and you will not receive any more proofs.
 - o Stage 9 Manuscript is checked by the Editorial Collective and approved by the Managing Editor and the Editor-in-Chief.
 - o Stage 10 The two files are uploaded to the content management system and the paper is added to the issue.
 - o Stage 11 The issue is approved and your writing will be individually promoted on Twitter and promoted via our newsletter and Listservs. Links will also appear on the 4S website. Please follow our Twitter account and look out for the issue sections and help us to promote all the writing as far and wide as you can.