

<http://jmbesubmissions.asm.org>

HOW TO SUBMIT A REVISED MANUSCRIPT TO JMBE

After your manuscript goes through the peer-review process, the Editor will issue a final decision via email. Out of the four possible decisions (Decline Submission, Resubmit for Review, Revisions Required, and Accept Submission), there are two decisions that will require you to submit a revised version of your manuscript to *JMBE*: Resubmit for Review and Revisions Required. Below are explanations of what these decisions mean and step-by-step instructions on how to upload a revised manuscript based on what decision you have received.

“Revisions Required” Decision

What this means:

The Revisions Required decision indicates that the paper is acceptable, but minor revisions are necessary. The manuscript remains “Active” in the system. The author will upload a revised manuscript*, along with a cover letter indicating the changes made. The revised manuscript will be reconsidered by the Reviewers, and a final decision will be made.

*Note: When preparing revised manuscripts, it is essential to carefully follow the instructions given in the Editor's letter. In particular, provide an annotated copy of the manuscript as well as a cover letter that addresses, point-by-point, the concerns of the Reviewers. Failure to do so will cause a delay in the review of the revised manuscript and may result in its return. Revised manuscripts must be uploaded under the “Editor Decision” section, located at the bottom on the manuscript's Review page. Revisions received more than three months after requested may be held for another review cycle, at the Editor's discretion. If a revision is not received within six months after requested, the file may be closed and archived.

How to submit:

1. Log in to your *JMBE* account. Then, select your role as author (this word will be red and hyperlinked).
2. Look through the “Active Submissions” section and click the title of the manuscript you would like to submit revisions for. You will be brought to your article's “SUMMARY” page.
3. Click the red “Add a Supplementary File” in the “Submission” section to upload your cover letter. Remember that your cover letter should indicate the changes you have made to your manuscript.

4. Then, click the “REVIEW” tab that appears at the top of the page, below the bold black manuscript ID number.
5. Scroll down to the “Editor Decision” section of the page.
6. Next to “Upload Author Version,” click the “Browse” button to locate the revised manuscript on your computer. Click the “Upload” button.
7. Finally, next to “Notify Editor,” click the email icon. Type a message to notify the Editor that you have uploaded a cover letter and a revised manuscript.

“Resubmit for Review” Decision

What this means:

The Resubmit for Review decision indicates that while the manuscript topic is engaging, there are major issues with formatting, inadequate data, or lack of assessment, among others. The manuscript will exit the system, marked as “Archived,” and the Author is requested to make extensive revisions based on Editor comments. The Author may submit a new manuscript when all reviewers’ concerns have been addressed. A new manuscript number will be assigned upon receipt of the new submission.

How to submit:

1. Log in to your *JMBE* account. Then, select your role as author (this word will be red and hyperlinked).
2. Start the submission process by selecting the “Click here” link at the bottom of the page. The submission process is broken into 5 main steps including: **Start, Upload Submission, Enter Metadata, Upload Supplementary Files, and Confirmation.**

Starting the Submission:

3. Select the section to which you would like to submit (**required**).
4. Carefully read each item in the Submission Checklist and then check the related box (**required**).
5. Carefully read and confirm your agreement to the Copyright Notice (**required**).

NOTE: *JMBE* now has a Creative Commons Attribution-Noncommercial-NoDerivatives 4.0 International license (for details, see <https://creativecommons.org/licenses/by-nc-nd/4.0/>). You must complete and return an electronic copy of the *Journal of Microbiology & Biology Education* Author Agreement (PDF) – provided at the conclusion of these instructions – to jmbe@asmusa.org in order to be published in this journal.

6. Enter any additional comments in the “Comments for the Editor” box. Examples include indicating if the manuscript is a resubmission, requesting that a specific reviewer does not vet the manuscript, and any conflicts of interest. Click “Save and continue.”

Uploading the Submission:

7. Follow the instructions to upload your manuscript file. Be sure to click “Upload” after selecting the file from your computer. Then, click “Save and continue.”

Entering the Submission's Metadata:

8. Enter the manuscript’s metadata. All fields marked with an asterisk are required. If there are multiple authors, click the “Add Author” button at the bottom of the “Author” section. Then, click “Save and continue.”

Uploading Supplementary Files:

9. The next step allows you to upload supplementary files one at a time. Supplementary files include, but are not limited to: a compiled PDF or Word document of all teacher handouts, student instructions, sample exams, and other related appendices; individual figures; individual images (JPG or GIF, with 100-150 pixels per inch [color] or 100-150 dpi [greyscale]); and any letters indicating the changes made between an original submission and the re-submission. If you have no Supplemental files, click “Save and continue” to skip to Step 12.
 - a. Select the supplemental file from your computer and be sure to click “Upload.”
 - b. You have the option to enter metadata for the supplementary file. The only required field is the title. For any figures or images, use a simple naming convention such as “Fig. 1” or “Fig. 3a.”
 - c. Scroll down to the “Supplementary Files” section and check the box next to “Present file to reviewers...” if appropriate.
 - d. Then, click “Save and continue.” You can then add more supplementary files by following the process outlined in Step 12a though 12c.
 - e. Once you are finished adding supplementary files, click “Save and continue.”

Confirming the Submission:

10. You are now in the confirmation stage. If everything is correct in the File Summary, click “Finish Submission.” You will receive an acknowledgement by email and will be able to view your submission’s progress through the editorial process by logging in to the *JMBE* website, selecting your role as “Author,” and clicking on the manuscript’s title.

Frequently Asked Questions

What if I have an existing *JMBE* account but I forgot my login credentials and Password Reset email has not come through?

- Please contact the *JMBE* production staff: jmbe@asmusa.org or 202-942-9299 and they will reset your password for you. Once you log in, be sure to update your profile with a current email address to avoid future problems. Note that your username cannot be changed.

What happens after I submit a “Revisions Required” manuscript?

- The Editor will review the cover letter and revised manuscript, and either accept the new version or ask the corresponding author for further revisions.

What happens after I submit a “Resubmit for Review” manuscript?

- The corresponding author is notified, about six weeks after the submission, of the editor’s decision: accept, revisions required, resubmit for review, or decline. For more information about what is required with each of these decisions, please see the “Peer Review Process” section of the Journal Policies tab.

What if I completed the “Resubmit for Review” submission process but when I get to the “File Summary” page, no manuscript is listed?

- You have not correctly uploaded your manuscript. Click on the “2. Upload Submission” tab and click the “Browse” button. Once you have selected your file on your computer, you will see the link to your file appear in the box next to the “Browse” button. Then, click “Upload” to import your document to the *JMBE* system. Be sure to click “Save and continue” before returning to the “5. Confirmation” tab.

What are Supplementary Files?

- Supplementary files are files that will be reviewed, and sometimes published, along with the manuscript text. There are three main types of supplementary files:
 1. **Appendices.** This includes any teacher handouts, sample exercises and exams, and student instructions belonging to the appendices. All appendices should be compiled into one PDF document and uploaded as a Supplementary file.
 2. **Graphics.** Supplementary files also include any graphics that will appear as figures within the manuscript. All graphics (either JPG or GIF, with 100-150 pixels per inch [color] or 100-150 dpi [greyscale]) should be uploaded individually with each graphic’s metadata title indicating where that graphic should fall in the manuscript (eg., Fig. 1, Fig. 3a).
 3. **Letters.** Lastly, a letter to the Editor can be uploaded as a supplementary file. If the manuscript is accepted, the letter will not be included with the supplemental materials published with the manuscript.

What should I do if I need immediate help and I cannot find the answer in this document?

- Please contact the *JMBE* production staff: jmbe@asmusa.org or 202-942-9299.



AUTHOR AGREEMENT

Manuscript ID#: _____

Manuscript Title (hereafter "Work"): _____

Author(s) [collectively the "Author"]: _____

NOTE: At the time the Work is submitted, the Corresponding Author should complete, sign, and email this Author Agreement to the *JMBE* Editorial Office at jmbe@asmusa.org.

License to Publish

In consideration of publication of the Work in *Journal of Microbiology & Biology Education* (including but not limited to text, figures, tables, artwork, abstracts, cover images, summaries, and supplemental material submitted with the Work), the Author(s) hereby grants to the American Society for Microbiology (ASM) for the full term of copyright and any extensions thereto the irrevocable nonexclusive worldwide license to

- a) publish, reproduce, distribute, transmit, display, and store the Work in all forms, now known or later developed,
- b) translate the Work into other languages, create adaptations, summaries or extracts of the Work or other derivative works based on the Work and exercise all of the rights set forth in (a) above in such translations, adaptations, summaries, extracts and derivative works, and
- c) sublicense to others on a noncommercial or commercial basis to do any or all of the above.

It is understood that the Author(s) will receive no royalty or other monetary compensation. In the event that ASM decides not to publish the Work, this license shall be terminated and all rights revert to the Author(s).

Author's Representations and Warranties

The Author signing below (the "Corresponding Author") represents and warrants a) that the Work is original and will not contain matter that is libelous or injurious or in violation of any right of privacy or any other personal or proprietary right of any third party b) that, to the extent any third party materials have been used, the Author has secured written permission to use those materials, and c) that the Corresponding Author has full power and authority to grant the rights hereunder. The Corresponding Author further represents and warrants that he or she has been authorized by any and all coauthors to act on their behalf

for this purpose, and that he or she is a joint author of the Work or has been authorized by the copyright owner to enter into this Author Agreement. If the Work is a work made for hire and an Author(s)'s employer owns the copyright, this license to publish must be signed by that Author(s) and an authorized representative of the employer. The Corresponding Author further represents and warrants that all coauthors have contributed significantly to the content and preparation of the Work and that they have seen and approved the content, authorship and order of author representation. It is the responsibility of the Corresponding Author to review subsequent revisions of the Work with all coauthors.

The Corresponding Author and all coauthors agree to indemnify and hold harmless ASM, its successors, assigns, employees, officers, directors, and agents, from and against any claims, actions or causes of action, damages, injuries, penalties, fines, assessments, attorney fees, or other cost or expense which arise out of any claim against ASM regarding any third party rights that ASM is alleged to violate if such alleged violation resulted from ASM's use of the Work or a breach by an Author(s) of any representation or warranty contained in this Author Agreement.

Prior Publication: The Corresponding Author represents and warrants that all coauthors agree that the Work and the substance of its content have not been previously published in print or online including but not limited to:

- journal
- book
- report
- symposium proceedings
- company textbook, supplemental materials, white paper, or website
- funder's website

The Corresponding Author further represents and warrants that the Work is not currently under consideration for publication elsewhere. If accepted for publication by *Journal of Microbiology & Biology Education*, it will not be submitted elsewhere.

Competing Financial Interests: The Corresponding Author confirms that all coauthors have disclosed any interest that may constitute a conflict of interest regarding the Work, including but not limited to commercial affiliations, stock or equity interests, and patent-licensing arrangements.

Permission: The Corresponding Author is responsible for obtaining written permission for the use of any material in the Work that may be under copyright to others. Unpublished material that is provided by others and included in the Work must be accompanied by a signed permission letter from the provider of such information. The Corresponding Author warrants that copies of all such permissions have been submitted with the Work.

Government Employees: ASM understands that works authored solely by U.S. Government employees within the scope of their employment are not subject to U.S. copyright, and the license provision of this Author Agreement does not apply to any U.S. Government employee who authored or coauthored Work(s) as a part of his or her employment. If the Work was created pursuant to a U.S. Government contract under which the U.S. Government has publication rights, then the above license is made subject to those contract rights. All other nonconflicting provisions of this Author Agreement apply to U.S. Government employees

and contractors. If any Author(s) fall into this category, the Corresponding Author is responsible for listing their names in the “Comments to the Editor” section during the submission process.

Author’s Retention of Rights

Ownership of copyright in the Work remains with the Author(s). The Author(s) and ASM agree that in addition to any rights under copyright retained by the Author(s), the Author(s) retains the right to

- a) reproduce, to distribute, to publicly perform, and to publicly display the Work in any medium;
- b) prepare derivative works from the Work; and
- c) authorize others to make use of the Work

provided that proper credit is given to the original *Journal of Microbiology & Biology Education* publication. For example, the Author(s) may make and distribute copies of the Work in the course of teaching and research and may post the Work on personal or institutional Web sites and in other open-access digital repositories.

ASM agrees to give the Author(s) appropriate credit in all ASM reproductions, copies, and publications of the Work. While *Journal of Microbiology & Biology Education* users will be asked to give such credit, ASM will have no control over such uses. ASM therefore makes no representations concerning the usage, including any credits, of works by *Journal of Microbiology & Biology Education* users and disclaims any liability stemming from such usage.

All right, title and interest in *Journal of Microbiology & Biology Education* as a collective work shall remain with ASM. Nothing in this Author Agreement shall give Author(s) any proprietary rights in *Journal of Microbiology & Biology Education* other than in the Work.

Open Access Publication

If accepted for publication, the Work will be made freely available to the public on ASM’s *Journal of Microbiology & Biology Education* website. ASM will submit the Work to PubMed Central and PubMed Central’s Open Access subset for release to the public upon publication. ASM will grant the public the nonexclusive right to copy, distribute, or display the published Work under a Creative Commons Attribution-Noncommercial-NoDerivatives 4.0 International license (for details, see <https://creativecommons.org/licenses/by-nc-nd/4.0/> and <https://creativecommons.org/licenses/by-nc-nd/4.0/legalcode>).

AGREED TO BY AUTHOR:

Corresponding Author: _____

Date: _____

Signature: _____

If your employer claims copyright, this form must also be signed by a person authorized to sign for and on behalf of your organization as confirmation that your employer agrees to the terms of this Author Agreement.

Employer: _____

Date: _____

Signature (on behalf of employer): _____

Name: _____

Title: _____