

# *American Journal of Clinical Hypnosis*

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Dear AJCH Authors,

I would like to formally introduce and invite all our contributors to ScholarOne Manuscripts. ScholarOne Manuscripts the system *AJCH* uses to expedite the entire manuscript submission process. ScholarOne will keep all stages of the submission process organized and manageable. It provides accountability and ease in tracking and monitoring the progress of each manuscript as it goes through the peer review process.

The *American Journal of Clinical Hypnosis* receives all manuscript submission electronically. To submit a manuscript, please follow the instructions below:

*Stephen R. Lankton*

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## **Getting Started: Login or Create Account**

1. Launch your web browser and go to the *Journal's* ScholarOne Manuscripts homepage for AJCH:

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2. If you have an existing account:

- Enter your User ID and Password and click “Log In.”
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- After clicking "Log In" you will receive an e-mail with a second-level security passcode. Enter that in the supplied field and continue.

3. If you are creating a new account:

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- 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.
- A temporary password will be provided to allow you to Log In and complete your necessary contact information and change your temporary password to a secure one of your choosing.

4. Login and select the “Author Center” tab to continue. Please note: Before beginning the submission process it is recommended that you clear your browser cache. This will insure that the website fields into which you enter information are filled by your browser quickly and will eliminate the potential problem of information failing to show on the website after it was typed in by you.

## 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. Some pages will begin with red texts indicating fields requiring answers on that current page (these are not ‘errors’ from previous pages – they are areas needing to be answered on the *current* page).
7. Click on the “Next” button on each screen to save your work and advance to the next screen.
8. If you have co-authors enter the required information and click on the small blue "+" button labeled "Add to my authors" located near the bottom-left of the screen. That will add the co-author's name under yours and you can continue the process as many times as necessary.
9. 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 of the files you wish to upload, click the “Upload” button.
  - NOTE: Your manuscript **MUST** be in APA (Version 7 Style). A format guide is provided by clicking [here](#). (Hold your ‘control’ key + clicking may be necessary). Please note it will be returned if it is not in APA style format.
  - At *minimum* you will upload at least **TWO (2) separate** files:
    1. Main document containing your name removed for blind reviewing, and,
    2. Title page, **not for review**, that contains your name.
    3. In addition, if you have tables or figures, *each* figure, table, or image (JPG, Doc, BMP, TIF) must be clearly labeled and uploaded as a separate file.
  - If you need to upload more than 3 files because you have Tables, Graphs, or Images, you will be returned to the upload page until you click on the "Next" button.
  - If you have Tables, Images, or Graphs, they **MUST** be uploaded separately from the main doc. (.jpg, .doc, .bmp, .tif, or .png, only)
10. Once you have uploaded the material, review your submission (by clicking on the review in either PDF or HTML format icons) before submitting it. If you skip this step the “submit” icon will not be active. Note the Tables or Images will appear at the bottom of the uploaded doc when seen in the preview (they will appear in the correct location when the article goes to print). Click the “Submit” button when you are done reviewing. You may stop a submission process at any phase and "Save" it and return to complete and submit later.

After submission, you will receive a confirmation via e-mail.

11. The Editor-in-Chief will inform you via e-mail once reviews and a decision has been made.