

How to Submit Your Tutorial to ATOTW via PeerTrack

To submit your tutorial to ATOTW for editorial review, please follow the instructions below. Before submitting your tutorial, please make sure that you have read and understood the instructions in the Writing Guidelines.

1. Access the Submission Site

Go to the PeerTrack/Editorial Manager site for ATOTW:

👉 <https://www.editorialmanager.com/atotw>

2. Register for an Account

If you're a first-time user:

- Click "**Register Now**".
- Click "**Continue**".
- Complete all mandatory fields in the registration form.
- After registering, you will receive an email with your **username**.

3. Log in as an Author

- Go back to the login page.
- Enter your **username** and **password**.
- Click "**Author Login**".

You are now ready to begin your submission.

Step 1: Submit Your Tutorial Outline

1. **Start a New Submission**
 - a. From the **Main Menu**, under **New Submissions**, click "**Submit New Manuscript**".
2. **Read the Guidelines**
 - a. Please read the '**Tutorial Writing Guidelines**', available on the [Authors Page](#).
3. **Select Article Type**
 - a. Choose "**Tutorial**" under Article Type.
 - b. Click "**Proceed**".
4. **Upload Your Outline**
 - a. Upload your **Manuscript Outline**. (Download the template from the Authors page. Only upload your manuscript outline once it has been approved by the editor.
 - b. The system will use this file to pre-fill data later in the process.
 - c. Click "**Proceed**".
5. **Choose Section/Category**
 - a. Select the section or category related to your topic from the dropdown menu.
 - b. Answer the questionnaire.
6. **Enter Manuscript Data**
 - a. Enter the full **title** of your tutorial.
 - b. Add **all co-authors**.

⚠ If you see a red triangle next to an author's name saying that some required information is missing:

- c. Click the red triangle.
 - d. In the **Institution** field, start typing the institution's name and select it from the list.
 - e. Click the **floppy disk icon** at the top-left corner to save.
7. **Submit or Save for Later**
 - a. Click "**Save and Submit Later**" if you're not yet ready.
 - b. Or click "**Build PDF for Approval**".
 - i. Wait a few minutes for the PDF to be created. Do not close the window.
 - ii. When **Action Links** appear, you can **view** or **edit** the PDF.
 - iii. When ready, click "**Approve Submission**".

Your outline will now be sent to the ATOTW editorial board for review.

4. Check Submission Status

At any time, you can log in to PeerTrack and check your submission's status:

- From the **Main Menu**, look under **Revisions**.
- If changes are needed, you will see a notification there.
- You will also receive an email with instructions and next steps.

Once your **outline has been approved**, you will receive another email:

- It will include the **deadline** to submit your **full tutorial**.

Step 2: Submit Your Full Tutorial

1. Log in to PeerTrack

- a. Go to <https://www.editorialmanager.com/atotw/>.
- b. Under **Revisions**, click "**Submissions Needing Revision**".
- c. In the **Actions** column, click "**Revise Submission**".

2. Upload Your Files

- a. Submit each of the following as **separate files**:
 - i. Full tutorial
 - ii. Quiz
 - iii. Cover image
 - iv. Any figures, tables, or supplemental material
- b. For each file, select the appropriate **Item Type** from the dropdown menu during upload.

Cover Image Requirements:

- c. This will appear alongside your tutorial online.
- d. Ideally, choose a figure from your tutorial.
- e. Format: **Landscape** orientation with a **4:3 ratio** (long side to short side).

3. Select Categories

- a. Select the relevant **tutorial categories and subcategories**, if applicable.

4. Complete Questionnaire

- a. Answer all questions and confirm that you've followed the ATOTW Writing Guidelines.

5. Final Steps

- a. Click "**Proceed**", then "**Build PDF for Approval**".
- b. Review the PDF carefully.
- c. When ready, click "**Approve Submission**" to send it to the editor.

As before, you may be asked to revise your submission.

All communications will be sent by email, and you can always track progress by logging into PeerTrack.

You will be notified by email once your tutorial has been **accepted for publication**. When the final proof is ready, it will also be sent to you for your **approval** before publication.