



Electronic Manuscript Submission and Peer Review

This month, *The Primary Care Companion* inaugurates a secure, Web-based manuscript submission and peer-review system designed to make the publishing process more rapid, more efficient, and readily accessible to authors and reviewers all over the world. This is the same system that has been used successfully for 2 years by our sister journal, *The Journal of Clinical Psychiatry*.

Our easy-to-use online system will ensure more rapid publication while increasing convenience and lowering expense to both our authors and our reviewers. Authors can now submit manuscripts electronically, from any Internet-connected computer, with any operating system and any platform, anywhere in the world, day or night. Likewise, the peer-review process will be conducted electronically. As an added convenience, our system allows authors to check the status of their manuscripts and to submit revisions electronically.

The advantages realized in lower paper and postage costs, faster transit, greater accuracy, and convenience at all stages are obvious. Access to the system is controlled by log-in and user privileges so authors can be assured that their papers are accessible only to those authorized to view them.

Submitting Manuscripts to the *Companion*

The process is simple. Go to www.psychiatrist.com/PCC, place your pointer tool on "Information," and select "Manuscript Submissions." The first time you use the system, you will register for an account. You will use your account log-in and password each time you return to the site, whether to continue an interrupted submission process, check on the status of your submitted manuscript, or revise your manuscript. Best of all, the only software required to use the system is Adobe Acrobat Reader (available free from www.adobe.com).

When you log on, you will have 2 choices: "Information for Authors" and "Submit a Paper." The author guidelines will save you time and help you make the best use of the system. Once you begin the submission process, keep an eye out for red arrows because they indicate that you need to take action on the selected task.

Your text and figure files are uploaded to our database and converted as necessary to a Web-viewable format for your review and approval. Converting most files takes from 5 to 10 minutes; occasionally, a large file, such as a complicated figure, will take longer. Conversion time also depends on the speed of your Internet connection. Although the new system does take a certain amount of your time, the overall time saved throughout the process will readily make up for any delay in uploading files. You will find that convenience is inherent to the new process. No more making multiple copies of your text and figures, packaging your manuscript, and shipping it to the *Companion's* editorial office. And no more shipping delays from our office to reviewers, whether domestic or foreign.

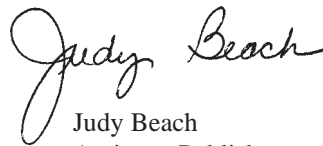
As the final step, the system will ask you to view your uploaded manuscript online and confirm that the files have converted correctly. Your manuscript will be considered officially submitted only after you select the "Approve" option. Once in our system, the manuscript is assigned a tracking number and peer reviewers are selected.

Effective immediately, this system is our sole mode of manuscript submission. Our editorial staff will continue to be available to assist you with the submission process, but we anticipate a painless transition to the new system, especially since we offer online support via help screens, e-mail, and the phone during the process.

By implementing this online system, together with our current system of PDF proof delivery and direct-to-plate electronic printing, we provide a seamless state-of-the-art process that will ensure greater speed and accuracy in scholarly publishing. We thank all of you for your willingness to work with us in making important information ever more accessible and timely.



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