

# Author Guide for using REALMS for Publications

## Finding Publications tasks on REALMS

Log into REALMS at <https://realms.nihr.ac.uk/>.

Your publications-related tasks will be found in your **Author portal**.

**NIHR** National Institute for Health and Care Research

Home Menu Dashboards H

My Profile New Committee Member Application

**UPDATE**  
The action items list has been moved to the action items icon below. When selecting this portal the page may take some time to load, we are currently working to improve the response time.

**Action Items**  
Access to all outstanding items for you

**Applicant Portal**  
Access to applications in progress

**Project Portal**  
Access to projects that have been approved for funding

**Author Portal**  
Access to manuscripts & publications

**Research Topic Contribution**

**Editor Portal**  
Access to manuscripts & publications

In your Author Portal there are five sections:

- **Pending Submission** will show you any manuscripts that you are due to submit for publication in the NIHR Journals Library. This will include any manuscripts that have not been found to meet the initial submission requirements. Use this to submit your manuscript and any supporting documents.
- **Revisions Required** will show you any manuscripts where you are due to submit a revised version. Use this to submit your revised manuscript and any supporting documents.
- **Submissions to External Journals** will show you any manuscripts where, as agreed in a publication plan, you will be submitting to an external journal. Use this to provides updates on progress with these submissions.

The remaining two sections give you a quick overview of the current status of your submitted Journals Library manuscripts:

- **All Submitted Manuscripts** shows a list of manuscripts you have submitted for publication in the Journals Library, which have not yet been published.
- **Published Manuscripts** shows a list of your manuscripts that have been published in the Journals Library.

## Submitting Manuscripts and Revisions

Requests for you to submit a manuscript for publication in the Journals Library will be found in the **Pending Submission** section of your Author Portal, while requests for you to submit a revised manuscript will be found in the **Revisions Required** section. To make your submission, click into the appropriate section and select the manuscript you wish to work on.

### Actions required to complete a submission

To complete submission of your manuscript or submission, you will need to take the following actions on REALMS using the submission task:

- Complete any tasks in the Items requiring attention section
- Add the title of the manuscript (if it hasn't already been entered)
- Upload your manuscript and any other material or documents
- Press the **Submit Manuscript** button

You can come back to this task as many times as you need. Please make sure you press the **Save Draft** button to save your progress.

### The submission task

The submission task allows you to access all the different elements you need to submit your manuscript or complete a revision.

The **guidance box** will confirm what type of submission you are working on, the due date for the submission and any special instructions from the Editorial Office team.

The **Items requiring attention** section will show you any tasks you need to complete alongside your submission. This can include an initial submission checklist, reviewing a proposed title, and responding to Peer Review, Editor and Editorial Office comments. See below for details on each of these tasks.

The **Submission history** will give a list of tasks that have been completed previously for this manuscript

The **Uploads** section allows you to upload the manuscript, any supplementary material and any other documents you need to provide. If there is anything you wish to draw to the attention of the Editors or Editorial Office you can use the comments box provided under each upload section.

01-SYN-NIHR123456, PHR, Professor H Whiskerson > ⓘ

Manuscript Type: Synopsis

\* Primary Contact: Martin Dixon

Status: Pending Submission

\* Corresponding Author: Henry Whiskerson

\* Final Contractual Deliverable:  Yes  No

Manuscript ID: 01-SYN-NIHR123456

\* Final Payment Held:  Yes  No

### Submit Manuscript

## Guidance box

**Due Date:** 14-11-2024

Please use the Uploads tab below to provide your manuscript and all forms and supporting documents. In addition, please review and complete the following items: *Submission Checklist, Permissions and Copyright Checklist.*

The Editorial Office would also like to pass on the following special instructions:

*Please can you provide an update on all outstanding external submissions alongside your synopsis. Thank you.*

Please submit your manuscript, documents and other items by the due date above. If you have any questions, please contact the Editorial Office at [martin.dixon@nihr.ac.uk](mailto:martin.dixon@nihr.ac.uk) test

Items requiring attention

Items requiring attention

1-2 of 2 < >

#	Subject	Activity Type	Reviewer Number	Last Modified	Status
1	01-SYN-NIHR123456 - Submission Checklist	Submission Checklist		12/11/2024 09:16AM	Author Input
2	01-SYN-NIHR123456 - Permissions and Copyright Checklist	Permissions and Copyright Checklist		12/11/2024 09:16AM	Author Input

Manuscript Title

Please enter the title as it appears on your manuscript.

\* Manuscript Description

Final synopsis

Lead Applicant

Henry Whiskerson

Award Title

A Test Award

Contracting Organisation

v

Submission History

Submission history

**Submission History**

This section shows items that you have submitted previously. To show items you have submitted in this round, please press Save Draft at the bottom of the screen.

0 of 0 < >

#	Subject	Activity Type	Last Modified	Status
No Results Found				

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Uploads

Please use the sections below to upload your manuscript and supporting documents. If there is anything you would like to draw to the attention of the Editors or Editorial Office, please use the Comments boxes as required.

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Manuscript

**Manuscript**

Please upload your manuscript in MS Word format. The manuscript, including any appendices, should be uploaded as a single document. If you are uploading a revised manuscript, please ensure that you have used tracked changes.

If you are providing any supplementary material, please use the Supplementary Material section below.

**Manuscript Upload**

Drop files here or [browse files](#)

Maximum file size: 2 GB | Allowed file types: DOC, DOCX

JUMP TO

- Submission History
- Manuscript
- Supplementary Material
- Order of Authors
- ICMJE Disclosure of Interests
- Reporting Guidelines Checklist
- Proof of Permission
- Additional Uploads

## Tasks to complete alongside your submission

The Items requiring your attention section will give you a list of any tasks you are required to complete before you can submit your manuscript or revision. The tasks included in this list will change depending on the stage of the editorial process.

Each of these tasks will open in a pop-up window on screen. When you have saved or submitted each task, you can return to the main submission task by closing this pop-up window using the grey X button:



### Submission Checklist

**This task replaces the Editorial Criteria Checklist.** Use this task to give information and declarations on matters relating to your submission, including Authorship. For synopses and extended articles you will also be asked to highlight your three most important research recommendations.

### Permissions and Copyright Checklist

**This task replaces the Permissions Checklist form.** Use this task to confirm the situation regarding copyright and material that has been reused or adapted from other published sources. Use the **Permissions Table** at the bottom of the task to give details of any material where permission is required for it to be used in your manuscript.

#### Permissions Table

Please click on the entry below and fill out as much information as you have available; some information will only be applicable once the submission has been accepted or published. Press the 'Update this Entry' button to confirm the information.

number	Copyright material requiring permission	Source of material	Copyright holder	Date permission granted
15	Figure 3	Whiskerson et al 2015, The Lancet	Elsevier	10/04/2024

### Editor Desk Review

A Desk Review is used if revisions may be required before the manuscript goes to Peer Review. This task will show you the Editors' assessment of your manuscript. If action is required there will be details in the **Instructions for Author** section under each question.

Once you have considered the comments and revised your manuscript appropriately, please enter a response to each of the comments in the **Author's Response to Editor** boxes provided. Once finished, press the **Submit Response** button to complete the task.

### Editorial Office Requirements

The Editorial Office team will check your manuscript against the journal requirements laid out in the Information for Authors, and any amendments required will be set out in this task.

Once you have considered the comments and revised your manuscript appropriately, please enter a response to each of the comments in the **Author's Response** boxes provided. Once finished, press the **Submit Response** button to complete the task.

### Peer Review

Your manuscript will be sent to a number of external peer reviewers. You will find each Reviewer's comments presented individually, identified as Reviewer 1, Reviewer 2 etc. Click into each set of comments and go to the **Comments for the Authors** tab.

Once you have considered the comments and revised your manuscript appropriately, please enter a response to each of the comments in the **Author Comments** boxes provided. Once finished, press the **Author Submit** button to complete the task.

### Editor Review

This task will show you the Editors' assessment of your manuscript. If action is required there will be details in the **Instructions for Author** section under each question.

Once you have considered the comments and revised your manuscript appropriately, please enter a response to each of the comments in the **Author's Response to Editor** boxes provided. Once finished, press the **Submit Response** button to complete the task.

### Review Title

The Editorial Office team will review the manuscript's title and may propose an alternative in line with the journal's requirements. Use this task to say whether or not you agree with the proposal, and to add any comments you may have. Once finished, please press the **Submit Response** button.

## Articles submitted to external journals

If your award will be reported following the threaded publication model you will have agreed a publication plan with the Publications team. If as part of that plan an article is to be submitted to an external journal, the tasks in the Submissions to External Journals section of your Author Portal will enable you to provide updates on progress.

Please note, these tasks will only be set up for articles agreed as part of your publication plan. For any articles outside of this scope you can use the output notifications in REALMS.

### Providing updates on external submissions

In the **Submissions to External Journals** section of your Author Portal you will see a list of articles that you are submitting to external journals as part of your publication plan. The date in the **Next Update Due** column of this list tells you when we would like to hear from you about each one, but if you would like to let us know about a change of status or any other progress sooner than that date you are free to do so.

#### Submissions to External Journals

Manuscript ID	Manuscript Description	Award ID	Activity	Status	Corresponding Author	Last Modified	Publications Manuscript Manager	Next Update Due
02-ART- NIHR123456	Main results paper	NIHR123456	Update on External Submission	Pending	Henry Whiskerson	14/11/2024 11:28AM		14/11/2024

To provide an update, click on the manuscript you are working on to open up the task.

If the Editorial Office team have any particular requests you will find these in the **Instructions for Author** section.

The **Submission Details** section gives details of the current submission activity. Please click on this entry and fill in or update the information. Much of the information will not be available until the article has been accepted or published, so please provide whatever information you have available. Once you have entered the information, press **Save Draft** and close the pop-up window to return to the main task.

**Sub-Task**

**Open Access Policy**  
 There should be no barriers to the re-use and dissemination of NIHR funded articles - [NIHR Open Access publication policy - for publications submitted on or after 1 June 2022](#)

Activity Type: Submission

\* Journal:

Title:

Authors:

\* Status:

Date Submitted:

Expected Publication:

Date Published:

If the article has been submitted or accepted, please use the **Uploads** section to provide that version of the manuscript.

If there is any other information you would like to provide – for example, if there has been no progress with a submission and you are still waiting to hear back from the journal – then please enter this in the **Information for the Editorial Office** box.

Once you have provided all the information necessary, complete the task by pressing **Submit Update**. This will send the task to the Editorial Office team for review. If the external article has been published we will move on to create a stub article to be included in your final issue, otherwise we will let you know when the next update is required.