

Submitting CLAS12 Papers to NIM

- The submission website for this journal is located at:

https://ees.elsevier.com/nima_proceedings/default.asp

- To ensure that all manuscripts are correctly identified for inclusion into the special issue authors must select:

VSI: The CLAS12 Spectrometer

when they reach the *Article Type* step in the submission process

- To submit articles to NIM for the CLAS12 special issue, follow the steps on the following pages

NIMA PROCEEDINGS Contact us Help ?  Username: carman@jlab.org Switch To: Author Go to: [My EES Hub](#)

[home](#) | [main menu](#) | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#)

Author Main Menu
[See your Author stats on Mendeley](#)

New Submissions

- [Submit New Manuscript](#)
- Submissions Sent Back to Author (0)
- Incomplete Submissions (0)
- Submissions Waiting for Author's Approval (0)
- [Submissions Being Processed](#) (1)

Revisions

- Submissions Needing Revision (0)
- Revisions Sent Back to Author (0)
- Incomplete Submissions Being Revised (0)
- Revisions Waiting for Author's Approval (0)
- Revisions Being Processed (0)
- Declined Revisions (0)

Completed

- Submissions with a Decision (0)

Step #1:

- Login to NIM submission page
- Click on "Submit New Manuscript"

NIMA PROCEEDINGS Contact us Help ?  Username: carman@jlab.org Switch To: Author Go to: [My EES Hub](#)

[home](#) | [main menu](#) | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#)

Link To ORCID

Please click Cancel if you do not want to retrieve your ORCID now.

For more information on ORCID, see the [ORCID website](#) or our [Support page on ORCID](#).

Link To ORCID

Our records show that you do not have an ORCID linked to your EES profile. If you wish, you may link your ORCID to your EES profile on this page. This step is optional and is not required for submission.

The Link to ORCID button will take you to the ORCID site, where you can grant permission for EES to access your ID. If you do not yet have an ORCID, you can register your ID and then link this to your EES profile.

Please click Cancel to proceed without linking ORCID to your profile.

ORCID: [Link To ORCID](#)

[Cancel](#) [Add ORCID to my profile](#)

Step #2:

- If you do not have an ORCID profile setup, click on "Cancel" to proceed



ELSEVIER

Username: carman@jlab.org

Switch To: Author

Go to: [My EES Hub](#)

New Submission

[Frequently Asked Questions](#)

Select Article Type

Enter Title

Please Select an Article Type

Selecting an Article Type is Required for Submission.

To submit your manuscript to this journal, you need to complete all submission steps and approve the PDF that the system creates. Please note that submissions that have not been completed will be removed after 90 days. [\[More\]](#)

Please select the Article Type of your manuscript from the drop-down menu. The **Guide for Authors** lists the journal's requirements. To read the **Guide for Authors**, click the link in the banner at the top of each page.

You may also view the [Tutorial for Authors](#) for help with each submission step.

Choose Article Type

None

Next



ELSEVIER

Username: carman@jlab.org

Switch To: Author

Go to: [My EES Hub](#)

New Submission

[Frequently Asked Questions](#)

Select Article Type

Enter Title

Please Select an Article Type

Selecting an Article Type is Required for Submission.

To submit your manuscript to this journal, you need to complete all submission steps and approve the PDF that the system creates. Please note that submissions that have not been completed will be removed after 90 days. [\[More\]](#)

Please select the Article Type of your manuscript from the drop-down menu. The **Guide for Authors** lists the journal's requirements. To read the **Guide for Authors**, click the link in the banner at the top of each page.

You may also view the [Tutorial for Authors](#) for help with each submission step.

Choose Article Type

- ✓ None
- VSI: ULITIMA 2018
- SI: SINGLE PHOTON
- VSI: SIPM Workshop Bari 2019
- VSI: The CLAS12 Spectrometer
- SI: RICH 2018
- SI: NIMA-SIPM
- SI: VCI 2019
- SI: PisaMeeting2018

Step #3:

- Choose article type by selecting "VSI: The CLAS12 Spectrometer" from the drop-down menu

NIMA PROCEEDINGS Contact us Help ?  Username: carman@jlab.org Switch To: Author Go to: My EES Hub

home | main menu | submit paper | guide for authors | register | change details | log out

New Submission

[Frequently Asked Questions](#)

Select Article Type
Enter Title

Please Select an Article Type

Selecting an Article Type is Required for Submission.

To submit your manuscript to this journal, you need to complete all submission steps and approve the PDF that the system creates. Please note that submissions that have not been completed will be removed after 90 days. [\[More\]](#)

Please select the Article Type of your manuscript from the drop-down menu. The **Guide for Authors** lists the journal's requirements. To read the **Guide for Authors**, click the link in the banner at the top of each page.

You may also view the [Tutorial for Authors](#) for help with each submission step.

Choose Article Type VSI: The CLAS12 Spectrometer

Funder Details

Please provide details of organization(s) that funded the research and prioritize the order when adding more than one organization.

No funding received

Organization name* Start typing to select an organization

Corresponding Author's Organization

Please provide details of the corresponding author's organization.

Organization name* Start typing to select an organization

Next

NIMA PROCEEDINGS Contact us Help ?  Username: carman@jlab.org Switch To: Author Go to: My EES Hub

home | main menu | submit paper | guide for authors | register | change details | log out

New Submission

[Frequently Asked Questions](#)

Select Article Type
Enter Title

Please Select an Article Type

Selecting an Article Type is Required for Submission.

To submit your manuscript to this journal, you need to complete all submission steps and approve the PDF that the system creates. Please note that submissions that have not been completed will be removed after 90 days. [\[More\]](#)

Please select the Article Type of your manuscript from the drop-down menu. The **Guide for Authors** lists the journal's requirements. To read the **Guide for Authors**, click the link in the banner at the top of each page.

You may also view the [Tutorial for Authors](#) for help with each submission step.

Choose Article Type VSI: The CLAS12 Spectrometer

Funder Details

Please provide details of organization(s) that funded the research and prioritize the order when adding more than one organization.

No funding received

Organization name* Start typing to select an organization

Organization

Grant/Contract Number
DE-AC05-06OR23177

U.S. Department of Energy [Add/Remove](#) ✖

Corresponding Author's Organization

Please provide details of the corresponding author's organization.

Organization name* Thomas Jefferson National Accelerator Facility

Next

Step #4:

- Fill in funding organization information by typing in information for *Organization Name* and *Grant/Contract Number*
- Fill in *Corresponding Author's Organization*
- Click on "Next" when done

NIMA PROCEEDINGS

Contact us 
Help ?



Username: carman@jlab.org

Switch To: Author

Go to: [My EES Hub](#)

[home](#) | [main menu](#) | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#)

New Submission

[Frequently Asked Questions](#)

Select Article Type

Enter Title

Please Enter The Full Title of Your Submission

[Insert Special Character](#)

Entering a Full Title is Required for Submission.

Please enter **only** the title of your manuscript below. Additional comments may be entered at a later step.

Full Title

The CLAS12 Central Time-of-Flight System

Previous

Next

Step #5:

- Type in Full Title of article
- Click on "Next" when done



New Submission

Frequently Asked Questions

- [Select Article Type](#)
- [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Submit Abstract](#)
- [Enter Keywords](#)
- [Select Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Attach Files](#)

Please Enter the Following

[Insert Special Character](#)

Please enter the details of all authors (other than you) who contributed to the work reported in your manuscript. After entering each author's details, click **Add Author**.

By beginning the manuscript submission process, **YOU** are automatically identified as the Corresponding Author.

. If you change the Corresponding Author, the manuscript will be removed from your account and added to the new Corresponding Author's account when you leave or complete the submission process.

Mandatory Items are marked with an asterisk *.

You can change the order of authors by using the arrow buttons next to each name.

You can designate the [First Author](#) and the [Corresponding Author](#).

Please note that only the Corresponding Author can access and approve a manuscript for submission and edit/submit revisions.

So, if you change the [Corresponding Author](#), the PDF of the manuscript will appear in their journal homepage for approval - not yours.

First Name*

Middle Initial

Last Name*

Academic Degree(s)

E-mail Address*

Please select if this is the corresponding author

Co-Authors Organization

Please provide details of the coauthor's organization or select from the previously selected organizations.

Thomas Jefferson National Accelerator Facility

University of Glasgow INFN Sezione di Genova

Kyungpook National University

Organization name*

[Add Author](#)

[Previous](#) [Next](#)

Step #6:

- Enter the names and email addresses of each author on the paper - do not add the lead author - and then their Organization name. Click on "Add Author" after each author and proceed until done.
- The author information appears in the table at the bottom of the page
- Click on "Next" when done

	First Name	Middle Initial	Last Name	Academic Degree	Affiliation	E-mail Address	ORCID	
First Author Corresponding Author	Daniel	S.	Carman	Ph.D.	Thomas Jefferson National Accelerator Facility	carman@jlab.org		
	Gegham		Asryan	Ph.D.	Thomas Jefferson National Accelerator Facility	asryan@jlab.org		Remove Edit



New Submission

Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Attach Files

Please Enter Abstract

[Insert Special Character](#)

Submitting an Abstract is Required for Submission.

Enter the **Abstract** of your manuscript into the text box below.

If you edit your Abstract in the text box (for example to make it shorter), please copy and paste this version of your Abstract into your manuscript file.

The Abstract may be copied and pasted from a word processing program; however, some of the formatting will be lost.

The Central Time-of-Flight system for the large-acceptance CLAS12 spectrometer in Hall-B at the Thomas Jefferson National Accelerator Facility is described. The system consists of a hermetic barrel of 48 scintillation counters at a radius of 25-cm from the beamline. The wedge-shaped counters are 3.4-cm wide, 3.0-cm thick, and 90-cm long, and span a range of polar angles relative to the center of the nominal target location from roughly 35° to 125° . The counters reside in the 5-T field of the CLAS12 superconducting solenoid. The bars are read out via bent light guides 1-m long on the upstream end of the counters and 1.6-m long on the downstream end. The phototubes are shielded by a multi-layer dynamical magnetic shield system to reduce the local fringe fields in the range from 400-G to 1000-G down to the level of 0.2-G at the location of the photocathodes. The average effective time resolution of the counters is 80-ps.

[Previous](#) [Next](#)

Step #7:

- Cut and paste your article Abstract into the window
- Click on "Next" when done



New Submission

Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Attach Files

Please Enter Keywords

[Insert Special Character](#)

Entering one or more Keywords is Required for Submission.

Entering keywords will help Editors select appropriate referees to review your submission.

Keywords should be separated by semicolons, e.g. moulds; yeasts; pathogenesis.

NOTE Keywords should also be present within the manuscript text file for typesetting purposes.

Limit 6 Keywords

Keyword Count: 1

CLAS12, time-of-flight, plastic scintillator, particle identification

[Previous](#) [Next](#)

Step #8:

- Enter your article Keyword listings
- Click on "Next" when done

NIMA PROCEEDINGS

Contact us  Help ? 

home | main menu | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#) Username: carman@jlab.org
Switch To: Go to: [My EES Hub](#)

New Submission

[Frequently Asked Questions](#)

- [Select Article Type](#)
- [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Submit Abstract](#)
- [Enter Keywords](#)
- [Select Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Attach Files](#)

Please Select Classifications

Selecting classifications will help Editors find referees to review your submission.

Click "Select Manuscript Classifications" to open a window containing a list of the Classifications.

Selected Classifications

20 : [High Energy Physics Detectors](#)

[Select Classifications](#)

[Previous](#) [Next](#)

Step #9:

- Enter your article classifications - Click on "*Select Classifications*" for a pop-up window of choices. Use "*Select*" and "*Submit*" to make choices.
- Click on "*Next*" when done

NIMA PROCEEDINGS

Contact us  Help ? 
Username: carman@jlab.org
Switch To: Author  Go to: [My EES Hub](#)

[home](#) | [main menu](#) | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#)

New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Attach Files

Please Select Classifications

Selecting classifications will help Editors find referees to review your submission.
Click "Select Manuscript Classifications" to open a window containing a list of the Classifications.

Selected Classifications

20 : [High Energy Physics Detectors](#)

Select Classifications

Previous Next

Step #10:

- Click on "Select Classifications" to choose categories for your article. A pop-up window will appear. Click "Select" for your topics of choice and "Submit" after you are done to bring you back to the above window.
- Click on "Next" when done



Please Enter The Following

New Submission

Frequently Asked Questions

-
-
-
-
-
-
-
-
-

Additional Information is Required for Submission.

Please **respond** to the questions/statements below.

Simpler Submission offers you the option to upload your manuscript in one file and in any layout. The file can be PDF file or MS Word but all manuscript components should be included to allow referees to evaluate your manuscript. References can be in any style, as long as they are complete and consistent. Figures need to be high enough quality for refereeing. If you prefer to do so, you may still provide all or some of the source files at the initial submission. See the Guide for Authors on the top menu for more details of the journal's requirements.

Will you submit using **Simpler Submission** or **Standard Submission**?

[Instructions](#)

- Answer Required: Please select a response
- Simpler Submission
- Standard Submission

Publishing Open Access

In addition to publishing subscription content, Nuclear Inst. and Methods in Physics Research, A also publishes Open Access Articles which are free to access and reuse by both subscribers and the general public.

Authors can choose to publish Open Access. In this case a fee is payable by the author or research funder to cover the costs associated with publication. For information about funding body policies or other mandates that may apply visit www.elsevier.com/fundingbodies.

[Learn about publishing Open Access in this journal](#)

Please indicate below whether you intend to publish Open Access.

Please Note: Your publication choice will have no effect on the peer review process or acceptance of your submission. This information is only used for operational purposes to ensure your open access article has the correct author agreements and user licenses.

- Answer Required: Yes, I intend to publish Open Access and am aware a publication fee is payable after acceptance
- No, I do not intend to publish Open Access

[Select All](#) [Clear All](#)

Is this article submitted on behalf of a collaboration, and if yes, what is the collaboration name?

Character Count: 0
 Limit 50 Characters

Please confirm that you have mentioned all organizations that funded your research in the Acknowledgements section of your submission, including grant numbers where appropriate.

- Answer Required: Please select a response
- I confirm that I have mentioned all organizations that funded my research in the Acknowledgements section of my submission, including grant numbers where appropriate.

Step #11:

Enter additional information

- Choose "Standard Submission"
- Choose "Yes, I intend to publish Open Access"
- Skip Collaboration information box
- Select "I confirm that I have mentioned all organizations ..."

NIMA PROCEEDINGS

Contact us
Help ?



Username: carman@jlab.org
Switch To: Author Go to: [My EES Hub](#)

[home](#) | [main menu](#) | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#)

Please Enter Comments

[Insert Special Character](#)

Please enter any comments you would like to send to the Journal Office.

This manuscript is submitted as part of the CLAS12 Spectrometer NIM special issue.

[Previous](#) [Next](#)

New Submission

[Frequently Asked Questions](#)

Select Article Type

Enter Title

Add/Edit/Remove Authors

Submit Abstract

Enter Keywords

Select Classifications

Additional Information

Enter Comments

Attach Files

Step #12:

- Enter comments to send to the Journal Office. See window for example.



[Insert Special Character](#)

New Submission

Frequently Asked Questions

- [Select Article Type](#)
- [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Submit Abstract](#)
- [Enter Keywords](#)
- [Select Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Attach Files](#)

Please Attach Files

For each file you wish to submit, scroll down and:

1. Select the appropriate **Item** from the drop-down list. Mandatory items are marked with an asterisk (*).
2. Enter a Description in the text box.
3. Click Browse.
4. In the opened window, select the file on your computer (original source file, not a PDF) and click Open. 'File Name' is filled now.
5. Click Attach This File.

Repeat steps 1-5 to attach the next submission Item. When all Items have been attached, click Next at the bottom of the page.

NOTE: Highlights are optional for new submissions and may be included within the manuscript file. Please be advised that Highlights are **mandatory** for revised submissions. Upon revision, please submit Highlights in a separate file. Please name the file "Highlights." For more information, see [Guidelines for Submitting Highlights](#).

Simpler Submission! Manuscripts may be submitted as single Word or PDF files, in any layout, including all figures, figure legends, and references. All manuscript components should be included to allow referees to evaluate your manuscript. At revision, highlights, source files of the paper, figures, tables and figure captions will then be required to produce the final published version.

Further information is available

- [General Requirements >](#)
- [Guidelines for Preparing Artwork/Figures](#)
- [Guidelines for LaTeX](#)

Important: Submissions must include line numbers to facilitate the refereeing process. For latex submissions you can add line numbers by adding the following text to the standard template:

```
\documentclass[review,number,sort&compress]{elsarticle}
\usepackage{lineno}
\linenumbers.
```

To add line numbers to a Word document:

Click "File" at the menu bar and then click "Page Setup" > Click "Layout" > Click "Line numbers" > Check "Add line numbering" > Click "Ok".

Item	<input type="text" value="Figure"/>
Description	<input type="text" value="Figure"/>
File Name:	<input type="text" value="Choose File no file selected"/>
	<input type="button" value="Attach This File"/>

To attach a file from arXiv.org, enter the arXiv identifier.

arXiv Identifier:	<input type="text"/>
	<input type="button" value="Attach This File"/>

Step #13:

Welcome to the page to enter all of your source files.

- There are four file types that you will have to enter by selecting the drop-down "Item" menu: Cover Letter, Manuscript, source file, Figures
- Enter them in order. See the next slide in this presentation for an example cover letter.
- The manuscript is a pdf version of your file - it should include linenumbers
- The figures are your manuscript figures - to be entered one by one

Cover Letter example:

Dear NIM editors,

The attached manuscript is entitled "The CLAS12 Forward Time-of-Flight System" with lead author Daniel S. Carman of Jefferson Laboratory. This manuscript is intended to be part of the CLAS12 Spectrometer special NIM issue.

Sincerely,
Daniel S. Carman



You only need to change the number of the files you want to move; the other files will be renumbered automatically.

Order	Item	Description	File Name	Size	Last Modified	Actions
1	*Cover Letter	Cover Letter	cover-letter.txt	271 Bytes	Nov 30, 2019	Download Remove
2	*Manuscript	*Manuscript	ctof-nim.pdf	5.6 MB	Nov 30, 2019	Download Remove
3	LaTeX Source Files	LaTeX Source Files	ctof-nim.tex	126.9 KB	Nov 30, 2019	Download Remove
4	Figure	Figure 1	ctof_clas12.pdf	923.7 KB	Nov 30, 2019	Download Remove
5	Figure	Figure 2	ctof-design.pdf	905.8 KB	Nov 30, 2019	Download Remove
6	Figure	Figure 3	ctof-insitu.pdf	960.7 KB	Nov 30, 2019	Download Remove
7	Figure	Figure 4	tdiff_alt.pdf	8.6 KB	Nov 30, 2019	Download Remove
8	Figure	Figure 5	pthpl.pdf	56.3 KB	Nov 30, 2019	Download Remove
9	Figure	Figure 6	counter-pair.pdf	189.2 KB	Nov 30, 2019	Download Remove
10	Figure	Figure 7 top	scint-geom-a.pdf	18.7 KB	Nov 30, 2019	Download Remove
11	Figure	Figure 7 bottom	scint-geom-b.pdf	22.5 KB	Nov 30, 2019	Download Remove
12	Figure	Figure 8 left	ctof-lgu.pdf	134.9 KB	Nov 30, 2019	Download Remove
13	Figure	Figure 8 right	ctof-lgd.pdf	68.6 KB	Nov 30, 2019	Download Remove
14	Figure	Figure 9	lg-trans-setup.pdf	234.9 KB	Nov 30, 2019	Download Remove
15	Figure	Figure 10	h2431.pdf	79.7 KB	Nov 30, 2019	Download Remove
16	Figure	Figure 11	amp-circuit.pdf	19.1 KB	Nov 30, 2019	Download Remove
17	Figure	Figure 12	divider.pdf	10.2 KB	Nov 30, 2019	Download Remove
18	Figure	Figure 13	bshield.pdf	522.6 KB	Nov 30, 2019	Download Remove
19	Figure	Figure 14	opera-mod1a.pdf	147.1 KB	Nov 30, 2019	Download Remove
20	Figure	Figure 15	ctof-electronics-block.pdf	13.4 KB	Nov 30, 2019	Download Remove
21	Figure	Figure 16	res-comp19b.pdf	7.3 KB	Nov 30, 2019	Download Remove
22	Figure	Figure 17	ctof-fadc.pdf	16.7 KB	Nov 30, 2019	Download Remove
23	Figure	Figure 18	triplet-alt.pdf	3 KB	Nov 30, 2019	Download Remove
24	Figure	Figure 19	res-comp35.pdf	12.5 KB	Nov 30, 2019	Download Remove
25	Figure	Figure 20	res-dep.pdf	12.8 KB	Nov 30, 2019	Download Remove
26	Figure	Figure 21	calib-seq.pdf	16.8 KB	Nov 30, 2019	Download Remove
27	Figure	Figure 22	gmean.pdf	37.5 KB	Nov 30, 2019	Download Remove
28	Figure	Figure 23	alpha1.pdf	8.6 KB	Nov 30, 2019	Download Remove
29	Figure	Figure 24	ctof-dedx.pdf	281.3 KB	Nov 30, 2019	Download Remove
30	Figure	Figure 25	atten.pdf	10.4 KB	Nov 30, 2019	Download Remove



Summary Following Attach Files

New Submission

Frequently Asked Questions

- [Select Article Type](#)
- [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Submit Abstract](#)
- [Enter Keywords](#)
- [Select Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Attach Files](#)

Listed below is the summary of items you have uploaded. Required items are marked with *.

You MUST click **Build PDF for my Approval** for your submission to proceed to the next step.

For help with approving your PDF, see our [online support site](#). When you have approved your PDF, your submission will be sent to the journal. For more information about what to expect when you have approved your submission, please see the [submission-to-publication lifecycle](#).

	Online	Offline		Online	Offline
* Cover Letter	1	0	Detailed Response to Reviewers	0	0
Research Highlights	0	0	* Manuscript	1	0
Figure	37	0	Table	0	0
Video	0	0	Video Still	0	0
e-component	0	0	LaTeX Source Files	1	0

[Previous](#) [Build PDF for my Approval](#)

- As you enter the files they appear in the table at the bottom of the screen.
- When you are done, you can adjust the order and update the description
- Click "Next" at the bottom of the page when you are done. The above Summary appears for review

Step #14:

- Click "Build PDF for my Approval" to proceed

NIMA PROCEEDINGS

Contact us Help ?

Username: carman@jlab.org
Switch To: Author Go to: [My EES Hub](#)

[home](#) | [main menu](#) | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#)

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Elsevier Editorial System is taking the files you submitted and creating a PDF.

Please go to the [Submissions Waiting for Author's Approval](#) page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

On the [Submissions Waiting for Author's Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must log to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

[Submissions Waiting for Author's Approval](#)
[Back to Main Menu](#)

After clicking on "Build PDF for my Approval", the following window pops-up - do not click the *Back* button on your browser.

Step #15:

- Open a new browser tab selecting the URL for "Submissions Waiting for Author's Approval" - this will bring up the window below.
- If the Current Status says "Building PDF", wait a bit and then reload the page. When you see "Needs Approval", go to the *Action Links* drop-down and select "View Submission". If it looks good, select "Approve Submission". If it does not look good or if something is missing, select "Edit Submission".

Submissions Waiting for Approval by Author Daniel S. Carman, Ph.D.

1. Click **View Submissions** to see the PDF version of your submission. You must view the PDF before you can approve the submission and send it to the journal office. The submission will open in Adobe Reader (please refer to Adobe for more information).
2. **Plagiarism** is globally recognized as a serious academic offence. Please read and adhere to the guidelines for [Ethics in Publishing](#). Please accept these guidelines (by ticking the box in the last column) before you approve your PDF.
3. Click **Approve Submission** in the Action column of this table to indicate to the Editor/Editorial Office of the journal that you have checked the PDF version of your manuscript and are satisfied with the contents.

For further help with this submission step, please visit our [online support site](#).

If you have any problems, e.g. opening the PDF or file conversion errors in the PDF, please visit our [Troubleshooting page](#).

Other options:
The **"Edit Submission"** link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.
The **"Remove Submission"** link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display results per page.

Action	Title	Date Submission Began	Status Date	Current Status	Ethics in Publishing
View Submission Edit Submission Approve Submission Remove Submission Send E-mail	The CLAS12 Central Time-of-Flight System	Nov 30, 2019	Nov 30, 2019	Needs Approval	<input type="checkbox"/> I accept

Page: 1 of 1 (1 total submissions) Display results per page.

[<< Author Main Menu](#)

You should use the free [Adobe Acrobat Reader 6](#) or later for best PDF Viewing results.