

Author Guide to ProDuXion Manager and to *Nature's* Production Workflow

Overview of ProDuXion Manager

Nature's accept-to-publication workflow for original research papers is coordinated via an online production-tracking system called ProDuXion Manager (PM). We use PM to send files (for example, PDF proofs or proof corrections) and correspondence to and from authors, typesetters and internally between *Nature's* editorial team.

PM works by assigning tasks to registered users (e.g. 'proof 1 to author' assigned by a production editor to an author). When a user logs on to the system they can view the assignment letter to see what tasks they have been assigned, download assignment files, and upload revisions and submit their task. Once a task is 'completed' the paper's status changes and a new task is usually assigned.

PM is straightforward to use, and files uploaded to PM are sent automatically via FTP when tasks are submitted, so users do not require specialized software. Additional guidelines are provided below, and users are welcome to contact our editorial production department at production_help@nature.com.

Author Main Menu and Action links

When you log on to PM (using a link sent via email or by entering your username and password) you will arrive at the 'Author Main Menu' screen. From here you can review all submissions you may have in production, current tasks that you have been assigned, and any submissions you have with production completed:

Production
Submissions in Production (1)

Current Task Assignments

Action	Task	Date Task Assigned	Date Task Due	Days Until Due	Manuscript Number	DOI	Article Title	Assigned By
View Assignment Letter View Instructions Assignment Files Submit Task Send E-mail	First Proof to Author	Feb 23, 2016	Feb 25, 2016	2 days	2015-08-11717CR3	10.1038/nature17149	The Past Present and Future of African Dust	Production Editor

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 (2)
Completed Production Task Assignments (5)
Submissions with Production Completed (2)

If you have been assigned a task through PM this will be listed under the 'Current Task Assignments' heading. In the columns of this grid you will see the name of the task, the date assigned and date due, and the paper's manuscript number, DOI (digital object identifier) and title.

In the very first column of the task assignment grid is a list of links under the heading 'Action'. You can collapse or expand the 'Action' links by clicking on the '+'/'-' to the left.

View Assignment Letter. This shows the email we sent assigning you the task.

View Instructions. This provides instructions on how to navigate the system.

Assignment Files. Download your files (e.g. PDF proof) from here by clicking the 'Download' button.

Send email. This allows you to choose an email to send us any queries. There are different letters depending on whether you have a general production query, or something more specific.

Submit task. This allows you to upload your corrected files by clicking on the 'Upload File' button; you can zip multiple files and upload the zip folder if preferred, Additionally you can include any comments or queries in the letter body box (these will appear in an email sent to us automatically). Once you have uploaded files and customized the email you can complete your task ('Submit Production Task').

Submissions in Production

If you have no outstanding tasks the 'Current Task Assignments' link will not be live and it will say '(0)'. You can see view your submission by clicking the 'Submissions in Production' link:

The screenshot shows the 'Submissions in Production' page in the Nature Production Manager. The page header includes the Nature logo and navigation links. The main content area shows a table of submissions. The table has the following columns: Action, Manuscript Number, DOI, Article Title, Production Status, Initial Date Submitted, and Accept Date. The table contains one submission: 'The Past Present and Future of African Dust' with a status of 'Proof with author' and an accept date of 'Jan 13, 2016'. The page also includes pagination information and a 'Send E-mail' link in the first column.

Action	Manuscript Number	DOI	Article Title	Production Status	Initial Date Submitted	Accept Date
Send E-mail	2015-08-1171CR3	10.1038/nature17149	The Past Present and Future of African Dust	Proof with author	Aug 22, 2015	Jan 13, 2016

In the columns of this grid you will see your paper's manuscript number, DOI and title, and the initial submission and accept date.

The 'Production Status' column allows you to see where your paper is in the production cycle (e.g. Subbed at typesetter, Proof with author, Proof 1 waiting to be read, Proof cycling, etc.). The 'Send email' link in the first column allows you to choose an email to send us any queries.

Production Overview

1. Preproof

Your accepted manuscript will be edited for clarity and accessibility, and subedited in line with *Nature's* house style. The edited Word doc will be sent to you via PM as an 'Author Preproof' task assignment.

Download the Word file by clicking on the 'Assignment Files' action link and review the changes made, responding briefly to all author queries (presented in square brackets). Read through the text carefully, making essential changes to the document with 'Track Changes' on in Word. Please ensure that you have coordinated your response with co-authors if necessary, and that you, as well as they, are satisfied that any changes made at this stage are final.

If you have any questions before you are ready to send us the corrections (that is, before you submit your task), please email us using the 'Send Email' action link. If the 'Assignment Files' link is missing, please email us using the 'Author: Preproof Query' letter.

When you are ready to send the file back click on the 'Submit Task' action link, upload the Word file (choose 'Corrections' as the item label), type any comments you may have in the white box and click 'Submit Production Task'.

2. PDF proof

We create a final Word document taking into consideration any comments made during the preproof stage. The print-only figures of your paper are edited into house style (Extended Data figures are not edited). These are then typeset and a PDF proof is created.

You will be assigned the task 'First proof to author', which will enable you to download the PDF and check it.

Please read the proof carefully to check that any changes agreed with *Nature* editors and subeditors have been made, and to identify any typographical errors. Respond succinctly to any queries; these are indicated by a boxed number in the margin, and presented on a separate sheet at the end of the proof. We recommend that you check the main figures carefully, as they may have been restyled and relabelled.

Any corrections that need to be made should be sent to us by uploading files to the system. We recommend that you annotate the PDF proof using the commenting functionality available in Adobe Acrobat. If you are unable to upload an annotated PDF, please list any corrections clearly by page/line number and upload this as a Word or text document.

Please note that, unlike the main paper figures, Extended Data display items are not edited, so if corrections are required to these items you will need to make them to the original files and reupload revised versions with your proof corrections.

3. Publication

When we have finalized all the corrections we will schedule your paper for publication. We will notify you of the date and the embargo details as soon as the publication date is confirmed.

Nature papers are often published in advance of print on our website as part of our Advance Online Publication (AOP) programme. AOP papers are published at twice-weekly intervals and are then published in print as soon afterwards as space is available. The two versions of the paper are identical.

In addition, *Nature* publishes some papers each week via an Accelerated Article Preview (AAP) workflow. For these papers, we upload the accepted manuscript to our website as an AAP PDF, without subediting of text, figures or tables, but with some preliminary formatting. AAP papers are clearly indicated by a watermark on each page of the online PDF.

4. Contacting *Nature's* editorial production department

Please do not respond directly to any of the emails you receive through PM (that is, do not hit 'Reply') as these are **sent out from an unmonitored account**. If you need to contact us for any reason, please email: production_help@nature.com. Alternatively, you can email us at any time using the 'Send Email' action link, selecting a suitable letter for your query.

Useful Tips

Changing your password or email, and adding alternate contact details and unavailable dates

Log on to PM and in the black banner bar at the top of the window click on 'Update my Information'. This will take you to a screen where you can update fields for personal information (password, telephone, fax, email, etc.) and institutional information. Click 'Submit' to save any changes made to fields within the 'Update my Information' screen.

At the end of the 'Personal Information' section is a button labelled 'Alternate Contact Information'. This allows you to specify alternate personal information and institutional information for either yourself or a designated co-author, for example if you will be based somewhere other than your normal place of work for a set period of time.

At the end of the 'Update my Information' screen under 'Additional Information' is a button labelled 'Unavailable Dates'. You can enter the dates you will not be available and provide details for up to three alternative contacts.

Frequently Asked Questions

Will I receive a proof of my Extended Data figures and tables?

Extended Data figures and tables are online-only (appearing in the online PDF and full-text HTML version of the paper), peer-reviewed items that provide essential background to the Article or Letter but are not included in the printed version of the paper due to space constraints or being of interest only to a few specialists. A maximum of ten Extended Data display items (figures and tables) is permitted.

Extended Data figures are not edited or styled by *Nature's* art department; for this reason, authors are requested to follow *Nature* style as closely as possible when preparing these figures. Extended Data items are attached to the end of the PDF page proof. Should you need to make any changes to these you will have one opportunity to resupply them with your proof corrections.

Will I receive a proof of my Supplementary Information?

Supplementary Information is not subedited and we do not send proofs out during the production process. The only changes we make to the documents you submit are to the format: we add standard

Nature headers and footers to PDFs and occasionally reorder elements so they are presented in the correct order. Please be assured that these stylistic changes will be applied carefully and we will contact you in the event of any uncertainty. See our guide for further information.
<http://www.nature.com/nature/authors/submissions/final/supinfo.html>

If you need to make changes to your Supplementary Information so that it is consistent with any subediting changes made to your paper, you will be able to resupply revised files with your proof corrections. Alternatively, click on 'Send Email' action link and choose 'Author: Supplying new SI' and send us this email briefly explaining what changes you need to make. We will then assign you a task that will allow you to upload the revised Supplementary Information file(s).

When do you decide on the cover image?

We are always happy to receive cover image suggestions and encourage all accepted authors to send us their suggestions, although we cannot guarantee that they will be used. It is always hard to select just one from a wide variety and we have to maintain balance between subject areas from week to week.

If you have supplied cover suggestions during the review stage, please do not resupply files once your paper is accepted, as we will already have them on file. If you wish to send cover suggestions after acceptance, please send low-resolution jpegs initially (to production_help@nature.com) and we will contact you for higher-resolution images if required.

We usually decide on a cover when we finalize the content of the issue and we will notify the author whose image we select.

When will my paper be published?

There are many factors that can influence the speed of publication and we aim to reduce publication times where possible. We often schedule in advance and you are welcome to send an email through PM or to production_help@nature.com to ask if we have a tentative publication date for your paper. We will notify you as soon as we confirm the publication date

How do I order reprints or extra copies of the print issue?

Instructions for ordering reprints will be sent to you by email (entitled 'Scheduling Your Nature Paper') when we confirm the print publication date for your paper. Full guidelines are available online at <http://www.nature.com/reprints>. You can download PDF copies of the reprint form from our website, and completed forms should be sent to author-reprints@nature.com. Authors normally receive one complimentary copy of the journal, and additional copies can be ordered using the reprint form.

When does the embargo lift?

Once we have confirmed the publication date for your paper (either online as an AOP, or in print/online in the weekly issue if your paper has not already been published as an AOP) you will receive an email confirmation and our press department will contact you with the embargo dates.

What do I do if I find a mistake after publication?

Please refer to our online guide: http://www.nature.com/authors/editorial_policies/corrections.html.

When can I archive the accepted version of my paper and make it publicly accessible?

Nature has long been a supporter of self-archiving, having actively encouraged authors to do so since 2005 when the US National Institutes of Health first requested authors to make a voluntary deposit in PubMed Central.

We encourage authors of original research articles to self-archive the accepted version of their manuscript (but not the PDF proof version) in PubMed Central or other appropriate funding body's archive; their institution's repositories; and, if they wish, on their personal websites. In all cases, the manuscript can be made publicly accessible six months after publication.

Authors can opt-in to our Manuscript Deposition Service during the online submission process, in which we deposit the accepted manuscript on the author's behalf. At the present time the service is available only to authors whose funders have agreements with PubMed Central, and only to authors of original research papers (see http://www.nature.com/authors/author_services/deposition.html).