



## **Adding/editing a figure caption in ScholarOne**

---

Please help the reviewers by entering the Figure #, title, and legend with each of your image files in the caption box for true image files (.eps, .tiff, .jpg,) and within the file for images created in .pptx and .pdf.

**Click on the link below for guidance on each option.**

[Completing the figure caption box at initial submission](#)

[Completing the figure caption box after your manuscript has been returned to your Author Center](#)

[Adding a figure caption to your .pptx or .pdf file](#)

## Completing the figure caption box at initial submission

### Author Center

In 'Step 2: File Upload' upload your image files and choose 'Image' for each image file from the 'File Designation' list on the right.

**Submission**

- Step 1: Type, Title, & Abstract
- Step 2: File Upload**
- Step 3: Attributes
- Step 4: Authors & Institutions
- Step 5: Reviewers & Editors
- Step 6: Details & Comments
- Step 7: Review & Submit

### Step 2: File Upload

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** If you are submitting files for an accepted paper, you do not need to delete the old files. To designate the order in which your files appear, use the dropdowns in the "order" column below. View your submission by clicking on HTML or PDF; be sure to check the PDF as this is what reviewers are most likely to access. **If your images do not show in the PDF, please try uploading the images as a .pdf file.** When you are finished, click "Save and Continue." [Read More ...](#)

\* = Required Fields

**Files** [Edit](#)

ORDER	ACTIONS	FILE	* FILE DESIGNATION
	<a href="#">Update Order</a> <a href="#">Remove All Files</a>		Choose File Designation ... Cover Letter Response to Reviewers Author Change Letter Graphical Abstract manuscript text <b>Image</b> Supplementary e-Pages Supplementary Data Multimedia Supporting Document Large file not for PDF Choose File Designation ...

**File Upload** [Edit](#)

**SELECTION**

[STM linkedin.jpg](#) [Remove](#)

[Select File 2 ...](#) [Choose File Designation ...](#)

Enter your figure information (Figure #, title and legend) in the figure caption box as below.

**Submission**

- Step 1: Type, Title, & Abstract
- Step 2: File Upload**
- Step 3: Attributes
- Step 4: Authors & Institutions
- Step 5: Reviewers & Editors
- Step 6: Details & Comments
- Step 7: Review & Submit

### File Upload

**SELECTION**

[STM linkedin.jpg](#) [Remove](#)

**FILE DESIGNATION**

Image

Help the reviewers by entering the Figure #, title, and legend below. [Edit](#) [Special Characters](#)

Figure 1: Fig title. Figure legend.

[Link text](#) [Edit](#)

[Select File 2 ...](#) [Choose File Designation ...](#)

[Select File 3 ...](#) [Choose File Designation ...](#)

[Select File 4 ...](#) [Choose File Designation ...](#)

[Select File 5 ...](#) [Choose File Designation ...](#)

[Upload Selected Files](#)

If you make a mistake you can edit the figure caption box here under 'ACTIONS' in Step 2 and then save that step.

The screenshot displays a submission management interface. On the left, a 'Submission' sidebar lists seven steps: Step 1 (Type, Title, & Abstract), Step 2 (File Upload), Step 3 (Attributes), Step 4 (Authors & Institutions), Step 5 (Reviewers & Editors), Step 6 (Details & Comments), and Step 7 (Review & Submit). The main area is titled 'Files' and includes a table of uploaded files. A red box highlights the 'Edit' option in the 'ACTIONS' column for the first file. Below the table are buttons for 'Update Order' and 'Remove All Files'. At the bottom, there is a 'File Upload' section with a 'Select File' button and a 'Choose File Designation' dropdown.

\* = Required Fields

Files [Edit](#)

0.01 OUT OF 5,859.38 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select: Select: <b>Edit</b> Remove	STM linkedIn.jpg 13 KB Caption : Figure 1: Fig title. Figure legend. Link text :	Image	23-Nov-2022	Anita Judd

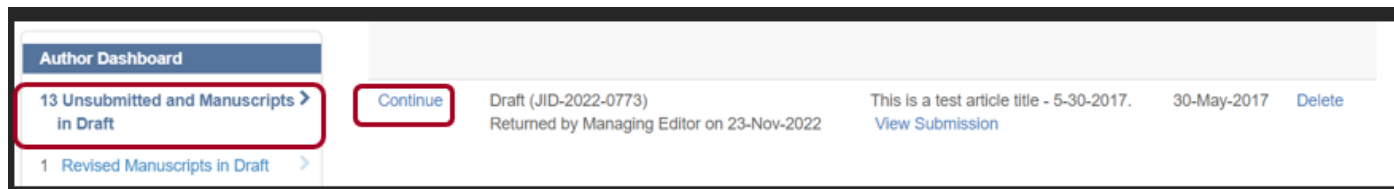
[Update Order](#) [Remove All Files](#)

File Upload [Edit](#)

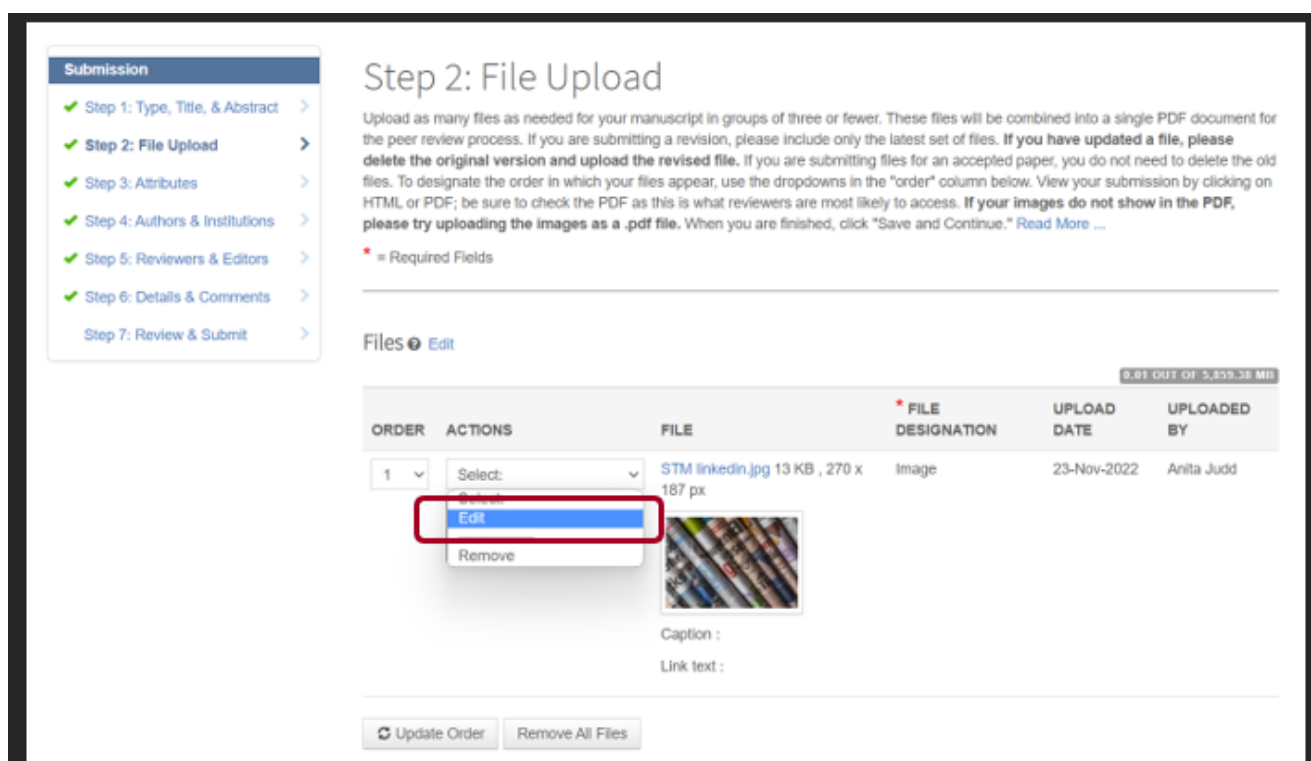
SELECTION	FILE DESIGNATION
<a href="#">Select File 1 ...</a>	<a href="#">Choose File Designation ...</a>

## Completing the figure caption box after your manuscript has been returned to your Author Center

If your manuscript has been returned to your Author Center for some changes before review, including adding figure captions, please go to your Author Center (For *JID* at <https://mc.manuscriptcentral.com/jid> and *JID Innovations* at <https://mc.manuscriptcentral.com/jidi>). Click on 'Unsubmitted and Manuscripts in Draft' and then 'Continue' to access your manuscript.



You can edit your figure information as below.



In the edit box please enter your figure caption information.

### Edit File Details X

Edit File: STM linkedin.jpg  
Details: 13 KB, 270 x 187 px

Designation: Image

<b>Help the reviewers by entering the Figure #, title, and legend below.</b> [Edit](#) [Special Characters](#)

Figure 1: Figure title. Figure legend.


Link text [Edit](#)

[Cancel](#) [Save Changes](#)

Your figure caption will show as below.

Files [Edit](#) 2.01 OUT OF 5,859.38 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
<input type="checkbox"/>	Select	STM linkedin.jpg 13 KB , 270 x 187 px	Image	23-Nov-2022	Anita Judd



Caption : Figure 1: Figure title.  
Figure legend.

Link text :

[Update Order](#) [Remove All Files](#)

After you have made all of your required updates please view your PDF Proof at the bottom of 'Step 7: Review & Submit'. Your figure caption should display in the PDF Proof now (see 2<sup>nd</sup> image below), if you are happy with this please 'Submit' your manuscript again.

I will pay page charges (\$150/page, inclusive of color), should the manuscript be accepted for publication.

If the submission contains supplemental files, I will pay the associated fees should the manuscript be accepted for publication (\$40/e-appended page; \$125/file).

Has this submission been posted to a preprint server?

Yes

No

If so, please provide a link to the preprint

\* Word count; excluding abstract, references and figure legends: 1000

Number of figures:

Number of tables:

Number of supplemental figures:

Number of supplemental tables:

Is the corresponding author and/or senior author of this submission a Member of the Society of Investigative Dermatology?  
For more information about membership, please visit <http://www.sidnet.org/membership>

Is the corresponding author and/or senior author of this submission a Member of the European Society for Dermatological Research?  
For more information about membership, please visit <http://www.esdr.org/about-esdr/join-esdr>

---

\* View Proof

You must view either the HTML or PDF proof before you can submit

View HTML Proof View PDF Proof View MedLine Proof

< Previous Step Submit >



Figure 1: Figure title. Figure legend.

95x65mm (72 x 72 DPI)

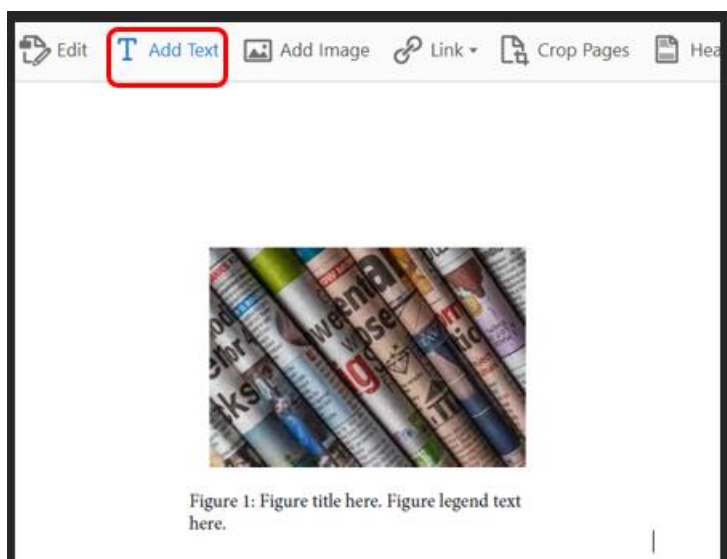
## Adding a figure caption to your .pptx or .pdf file

**Powerpoint files** – add a text box below the image and save as a complete image before submitting your image files.



Figure 1: Figure title here. Figure legend text here.

**PDF files** – ‘Add Text’ below the image and save as a complete image before submitting your image files.



Please contact the Editorial Office (*JID* at [jidoffice@sidnet.org](mailto:jidoffice@sidnet.org) or *JID Innovations* at [innovationoffice@sidnet.org](mailto:innovationoffice@sidnet.org)) for assistance.