

Revista Latino-Americana de Enfermagem

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# Manual de cadastro de usuário no sistema ScholarOne

# Sistema ScholarOne RLAE

Endereços

<http://bit.ly/RLAE-System>

Ou

<http://mc04.manuscriptcentral.com/rlae-scielo>

mc04.manuscriptcentral.com/rlae-scielo

SciELO Revista Latino-Americana de Enfermagem

SCHOLARONE™ Manuscripts

Log In | Create Account | Get Help Now

Login

Site under configuration.

**Log In** Welcome to the *Revista Latino-Americana de Enfermagem* manuscript submission site. To Log In, enter your User ID and Password into the boxes below, then click "Log In." If you are unsure about whether or not you have an account, or have forgotten your password, enter your e-mail address into the "Password Help" section below. If you do not have an account, click on the "Create Account" link above.

**Log In** Log in here if you are already a registered user.

User ID:

Password:  Log In

**Password Help.** Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:  Go

**New User?**  
[Register here](#)

**Resources**

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- [Home Page](#)

Revista Latino - Americana de Enfermagem  
Latin American Journal of Nursing

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# Cadastro no Sistema

Para fazer o cadastro é necessário clicar em “Creat Account” ou em “Register here”

The screenshot displays the website's header with the journal title "Revista Latino-Americana de Enfermagem" and the "SCHOLARONE™ Manuscripts" logo. In the top right corner, there are three links: "Log In", "Create Account", and "Get Help Now". The "Create Account" link is circled in red. Below the header, a "Log In" section provides instructions for users and includes a login form with fields for "User ID" and "Password", and a "Log In" button. To the right of the login form, a "New User?" section contains a "Register here" link, which is also circled in red. Below this, a "Resources" section lists links for "Instructions & Forms", "User Tutorials", "System Requirements", and "Home Page".

Revista Latino-Americana de Enfermagem

SCHOLARONE™ Manuscripts


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**Log In** Log in here if you are already a registered user.

User ID:

Password:   Log In

**New User?** [Register here](#)

**Resources**

- [Instructions & Forms](#)
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- [System Requirements](#)
- [Home Page](#)

Revista Latino-Americana de Enfermagem  
Latin American Journal

# Cadastro no Sistema

Ao clicar nos locais indicados na página anterior você será redirecionado à tela de cadastro.

Os itens marcados com “req” são de preenchimento obrigatório.

O cadastro é realizado em três etapas:

- 1) E-mail/Name: [Dados pessoais](#)
- 2) Address: [Endereços pessoal e profissional](#)
- 3) User ID & Password: [endereço de e-mail como login, senha e palavras-chave do pesquisador](#)

Create an Account

**Instructions**  
[Manual in Portuguese](#)

There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

**E-mail Addresses**

- E-mails will always be sent to the 'Primary E-mail Address'. If you would also like copies of the e-mails to go to a second address, please complete the 'Primary Cc E-mail Address' as well.
- 'Secondary E-mail Address' and 'Secondary Cc E-mail Address' are for the records only and will not receive correspondence generated from the system. The site administrator may use these if your primary e-mail is unable to receive messages.

1 E-Mail / Name

2 Address

3 User ID & Password

Next

**ORCID®**

Select the appropriate option below to associate an ORCID iD to your account.

To register for a new ORCID iD, click [here](#).

To associate this account with your existing ORCID iD, click [here](#).

*Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.*

**Name** Special Characters

req  Mr.  Ms.

First (Given) Name:  req

Middle Name:

Last (Family) Name:  req

Degree:

Primary E-Mail Address:  req

Primary E-Mail Address (again):  req

Primary Cc E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

Secondary Cc E-Mail Address:

Next

# Cadastro no Sistema

## Step 1 – E-mail / Name

Deve ser preenchida com seu nome e endereços de e-mail:

**1 E-Mail / Name**

**2 Address**

**3 User ID & Password**

**ORCID®**

Select the appropriate option below to associate an ORCID iD to your account.

To register for a new ORCID iD, click [here](#).

To associate this account with your existing ORCID iD, click [here](#).

*Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.*

**Name** Special Characters

req  Mr.  Ms.

First (Given) Name:  req

Middle Name:

Last (Family) Name:  req

Degree:

Primary E-Mail Address:  req

Primary E-Mail Address (again):  req

Primary Cc E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

Secondary Cc E-Mail Address:

**ORCID®**  
Se você não possui conta ORCID®, deixe este campo em branco.

Se você já possui uma conta ORCID; clique em 'here', para vincular sua conta.

Primeiro nome  
Nome do meio  
Último nome

E-mail principal

Repetir o e-mail principal

Outros endereços de e-mail alternativos (não é necessário preencher)

**Next**

# Cadastro no Sistema

## Step 2 – Address

Deve ser preenchida com seu endereço profissional e residencial

Create an Account

Enter your primary and secondary address information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

Endereço profissional

Endereço residencial

1 E-Mail / Name

2 Address

3 User ID & Password

Primary Address	Secondary Address
Institution: <input type="text"/>	<del>Institution: <input type="text"/></del>
Department: <input type="text"/>	<del>Department: <input type="text"/></del>
Address: <input type="text"/> req	<del>Address: <input type="text"/></del>
Country: Brazil <input type="text"/> req	<del>Country: --- Select One ---</del>
State/Province: <input type="text"/>	<del>State/Province: --- Select One ---</del>
City: <input type="text"/> req	<del>City: <input type="text"/></del>
Postal Code: <input type="text"/> req	<del>Postal Code: <input type="text"/></del>
Phone: <input type="text"/>	Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>

Obs: Utilize este campo para informar seu telefone celular

Previous Next

Obs: Preencher a instituição e a unidade no mesmo campo. Exemplo: Universidade de São Paulo (USP). Escola de Enfermagem de Ribeirão Preto (EERP)

# Cadastro no Sistema

## Step 3 – User ID & Password

Defina sua senha e preencha as palavras-chave cuidadosamente, pois elas indicarão sua especialidade.

Create an Account

Enter your desired User ID and Password into the boxes below. You will be asked to enter your User ID and Password each time you log in. Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length. If you are planning on being unavailable for a period of time, enter the dates into the "Unavailable Dates" area. When you are finished, click "Finish."

1 E-Mail / Name  
2 Address  
3 User ID & Password

Previous Finish

**User ID / Password**

User ID:  req  
Password:  req  
Confirm Password:  req

**Area of Expertise**

Search on this list:  Case sensitive Search

Nursing	<input type="text"/>	<input type="button" value="Clear"/>
.....Adolescent Health Nursing	<input type="text"/>	<input type="button" value="Clear"/>
.....Adult Health Nursing	<input type="text"/>	<input type="button" value="Clear"/>
.....Advanced Practice Nursing	<input type="text"/>	<input type="button" value="Clear"/>
.....Child Health Nursing / Pediatric Nursing	<input type="text"/>	<input type="button" value="Clear"/>
.....Clinical Nursing	<input type="text"/>	<input type="button" value="Clear"/>
.....Community Health Nursing	<input type="text"/>	<input type="button" value="Clear"/>
.....Drug and Alcohol Nursing	<input type="text"/>	<input type="button" value="Clear"/>
.....Emergency Nursing	<input type="text"/>	<input type="button" value="Clear"/>
.....Evidence-Based Nursing	<input type="text"/>	<input type="button" value="Clear"/>

**Select the research type that you work with**

Search on this list:  Case sensitive Search

Qualitative Research	<input type="text"/>	<input type="button" value="Clear"/>
Quantitative Research	<input type="text"/>	<input type="button" value="Clear"/>
Does not apply	<input type="text"/>	<input type="button" value="Clear"/>

[Acesse o Glossário de palavras-chave](#)

Obs: senha de 8 caracteres sendo pelo menos dois numéricos

Sua área de especialidade: Mínimo 1 e máximo 6 palavras-chave

Escolha a(s) área(s) em que você atua e clique em **Add** para incluí-la(s).  
Se sua área não estiver na lista, selecione *Other* e digite-a (em inglês)

Tipo(s) de pesquisa(s) que você desenvolve

Escolha o(s) tipo(s) de pesquisa(s) que você atua e clique em **Add** para incluí-la(s).

# Cadastro no Sistema

## Step 3 – User ID & Password

The screenshot shows a registration form with several sections. Red arrows point from text boxes on the right to specific elements in the form. A red circle highlights the 'Add' button in the research design list. At the bottom, a red circle highlights the 'Finish' button.

**Select the research design/procedure of your expertise** ← Special Characters

Search on this list:   Case sensitive

- Action Research
- Case Study
- Case-Control Study
- Cohort Study
- Critical Study/Historical Materialism
- Critical-Narrative Review
- Cross-sectional Study
- Documentary Study
- Ecological Study
- Epidemiological Study

←

req

req

req

req

req

req

req

req

req

**Keywords in English** ← Special Characters

req

req

req

req

req

**Unavailable Dates** ←

If you are planning on being unavailable for a period of time, enter the dates in the boxes below.

From:   To:

**Signature.** ← ~~the journal can choose to use the text you enter in this field in e-mail correspondence.~~

Delineamento/Procedimento de pesquisa de sua especialidade: Mínimo 1 e máximo 10

Escolha o delineamento/procedimento de pesquisa e clique em **Add** para incluí-lo.  
Se ele não estiver na lista, selecione *Other* e digite-o (em inglês)

Assuntos com os quais você trabalha: Mínimo 1 e máximo 6. Um por linha

Se você for ficar indisponível por algum período (férias, por exemplo), defina neste campo os períodos. Preenchimento não obrigatório.

Digite sua assinatura utilizada em rodapés de mensagens de e-mail. Ela será carregada automaticamente nas mensagens que você enviar para a revista por meio do sistema online. Preenchimento não obrigatório.




# Cadastro no Sistema

Após finalizar o cadastro será apresentada a mensagem confirmando que o cadastro foi concluído com sucesso.

Create an Account

You have successfully created an account. You may now [log in](#).

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Ao clicar em *log in* você será redirecionado ao Main Menu (Menu principal).

# Cadastro no Sistema


O Main Menu, será apresentado toda vez que você logar no sistema. Para enviar um artigo e/ou consultar um artigo já submetido é necessário entrar na *Author Center*.

Main Menu

Site under configuration.

Welcome

Welcome to the **Revista Latino-Americana de Enfermagem** site. To begin working please click the appropriate center link below. You can return to this screen to change centers, when necessary, by clicking the 'Main Menu' link at the top left hand corner of the page.


 [Author Center](#)

**Resources**

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- [Home Page](#)

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