



EDITORRESOURCES

Supporting Taylor & Francis journal editors

Central Article Tracking System (CATS)

A Guide for Journal Editors

The Central Article Tracking System (CATS) is a Taylor & Francis database used to track and progress manuscripts through the production process until publication.

As an editor of a Taylor & Francis journal, you have your own CATS account to access tools and menus which allow you to view, interact with, and report on content currently in production in real-time.

If you have any questions about CATS access or your account, please contact the CATS Help Desk at CATSHelpDesk@taylorandfrancis.com.

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The redesigned platform

In October 2019, CATS underwent a redesign, making the system more modern, intuitive, and user-friendly. The new CATS is also fully responsive, meaning you can easily navigate the system whether you're using a computer, mobile phone, or tablet.

This guide to the redesigned platform will take you through the main design changes, and explain how to access proofs, manuscripts, and issues in the new design.

If you have any questions about how to use CATS that this guide does not address, please contact us on CATSHelpDesk@taylorandfrancis.com.

What has changed?

While the basic concept of using CATS as a production platform has remained the same, we used feedback and comments from editor surveys to enhance its usability. Some highlights include:

- New, fresh design and color palette
- Improved navigation features and data visibility
- Filtering features to select and view specific content

How do I access the redesigned screens?

The redesigned screens are the default after logging in, but if you are working in the old screens and would like to see the new screens, follow the below steps.

Open the CATS website (cats.informa.com) and log in with your username and password.

In order to access the redesigned screens from the old screens, click the **Try the new design** link in the top-right corner of your account.

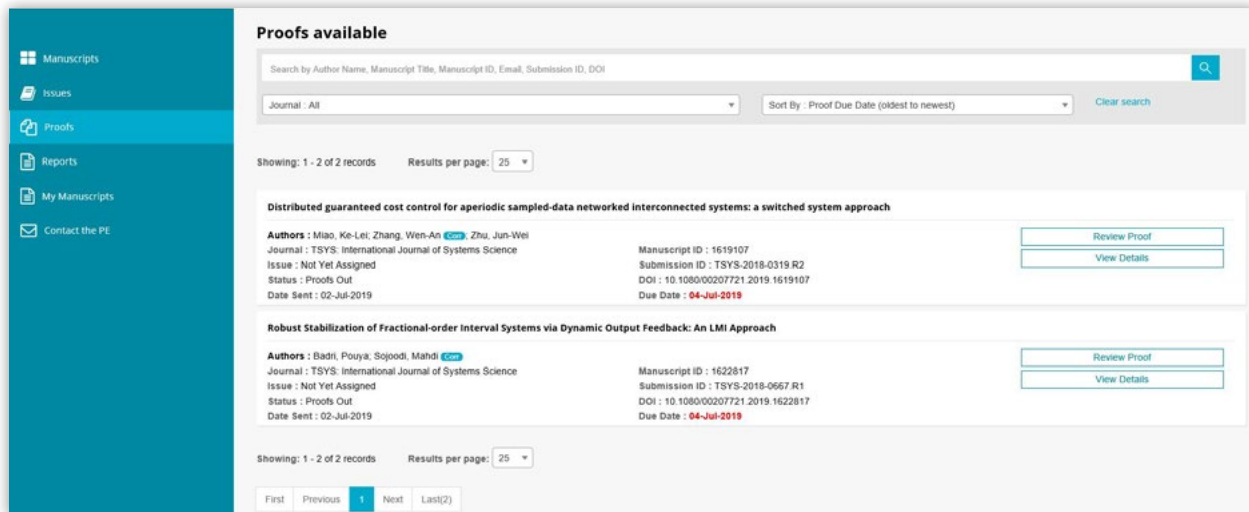


Logged in as: **Tim Woods (Academic Editor)**
[Try the new design](#) [Log off](#) [Change password](#)

If you entered your password and username but see the login screen again, CATS has not accepted your username and password combination. Try copying and pasting the username and password directly from the email you received or contact CATSHelpDesk@taylorandfrancis.com for additional support.

Proofs

After logging into your account, the first screen that you see is the **Proofs available** page.



This is where all available proofs are listed. The default is set to show 25 proofs per page, but you can adjust this depending on your preference via the **Results per page** dropdown.



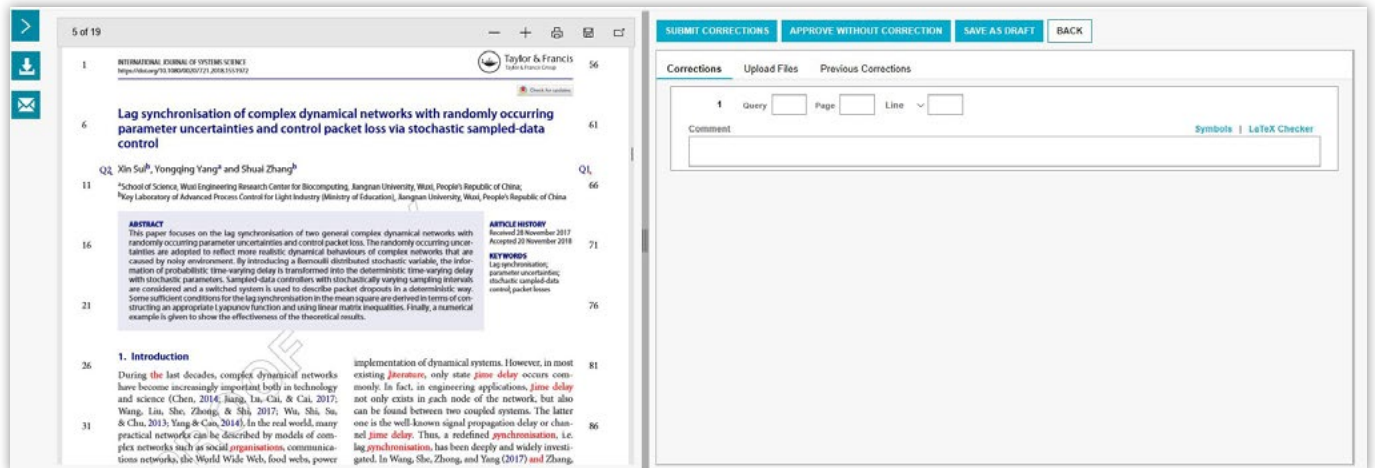
On this page you can search proofs by Author Name, Manuscript Title, Manuscript ID, Email, Submission ID, or DOI in the search box. Then click the magnifying glass icon.

On the right-hand side of each record, you can review the proof and view more details for the manuscript.

Review proofs

If you click on the **Review Proof** button, you are directed to the proofing interface with the options to view, print, email, and download the PDF proof on the left-hand side. On the right-hand side, you can submit corrections, approve the proofs without correction, save your corrections as a draft, or upload correction files.

You can adjust the size of these panes by dragging the grey middle divider in either direction.



Submit corrections

In the **Corrections** section, you can enter an unlimited number of corrections. To do so, enter a query number, a page number, and line number as well as the comment or correction. If the query, page, or line numbers are not applicable or available, leave these fields blank. Alternatively, you may specify a figure or table.

SUBMIT CORRECTIONS
APPROVE WITHOUT CORRECTION
SAVE AS DRAFT
BACK

Corrections
Upload Files
Previous Corrections

1
Query
Page
Line
Comment
Symbols | LaTeX Checker

When all corrections have been entered, press the **Submit Corrections** button to send them to the Production Editor.

After submitting your corrections, you will receive a confirmation e-mail.

To upload a correction file, go to the **Upload Files** section. The types of files that your Production Editor can accept at this stage are listed for your reference.

SUBMIT CORRECTIONS
APPROVE WITHOUT CORRECTION
SAVE AS DRAFT
BACK

Corrections
Upload Files
Previous Corrections

Files that can be uploaded include:

- Figure files to replace images in the articles. Image files must be suitable for print reproduction. Suggested formats are high-resolution .jpg, .png, .tif, and .eps.
- Printed and marked version of your page proofs, saved as a PDF file.

Please do not upload:

- Low-resolution Image files that are not suitable for print reproduction.
- New or revised versions of articles. These will not be accepted by production.

Drop files to attach, or [browse](#).

In the **Previous Corrections** section, view all previously uploaded corrections. This is useful as you can see your own corrections, if submitted, in addition to any corrections submitted by the author(s).

SUBMIT CORRECTIONS
APPROVE WITHOUT CORRECTION
SAVE AS DRAFT

BACK

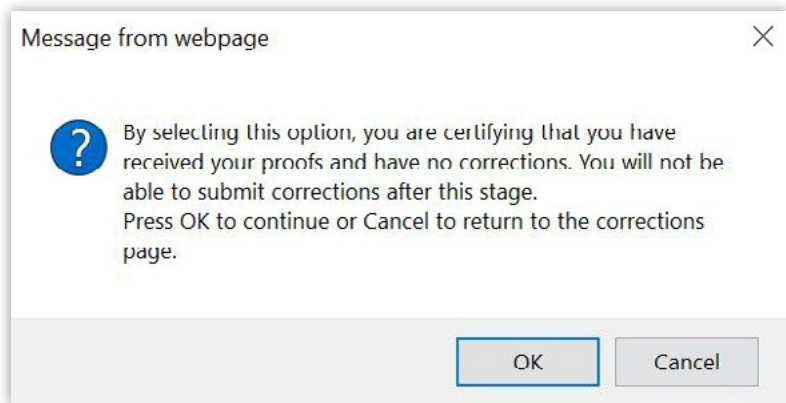
Corrections
Upload Files
Previous Corrections

Proof reviewed by Michelle Watts, submitted on 13 Feb 2012
Approved without correction.
[Download PDF](#)

Proof reviewed by Test Editor, submitted on 13 Feb 2012
0 comments. 1 files.
There are comments or files which have not yet been reviewed. ⓘ
[Download PDF](#)
Files uploaded
[corrections_666041_1380118058084_38784772.zip](#) (2.10 Mb)

Approve without correction

If you would like to approve the proof as it is, click **Approve Without Correction**. A pop-up will appear asking you to confirm, as you cannot undo this action.



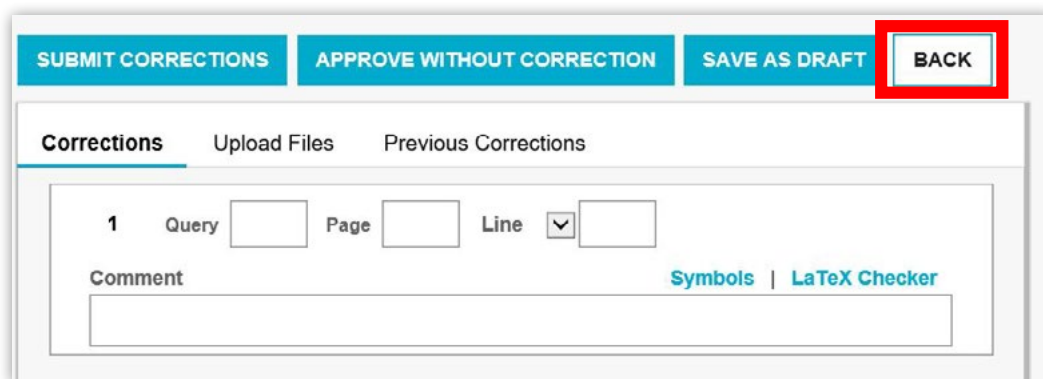
Please note that you will be unable to approve without corrections if you have entered any corrections or comments.

Save as draft

If you would like to save your corrections but are not yet ready to submit them, use the **Save As Draft** option. You can get back to this screen later and continue entering your corrections.

Then, when all corrections have been entered, click the **Submit Corrections** button to send your corrections to the Production Editor.

You can return to the **Proofs available** page at any time by clicking the **Back** button, or by using the arrow icon on the left-hand side to open the main navigation panel.



Manuscripts

The **Manuscripts** page is an overview of the manuscripts that are currently in production, manuscripts that have published but are not assigned to an issue, and manuscripts that recently published in an issue. Please note that all published manuscripts appear on our website tandfonline.com, so if you cannot find a published manuscript in your CATS account, check out Taylor & Francis Online.

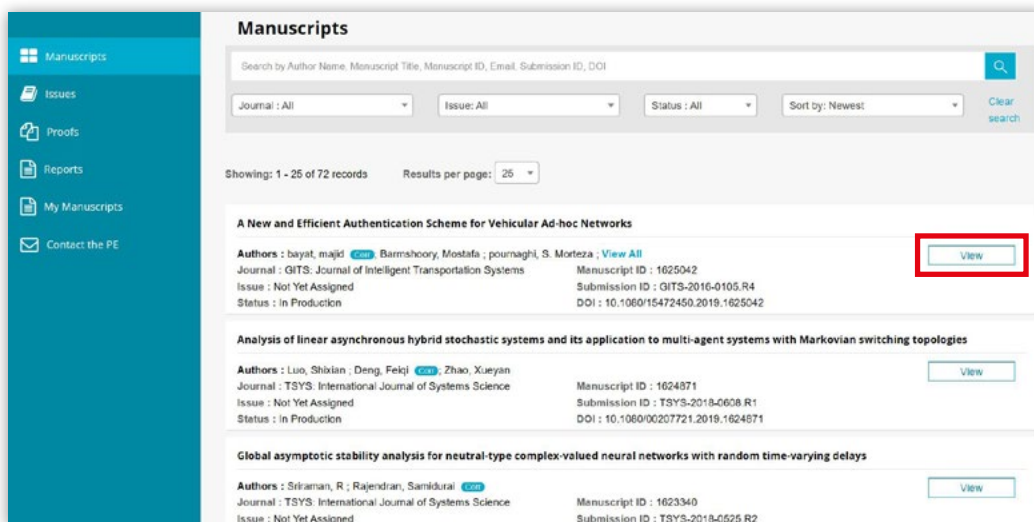
On this page, you can filter manuscripts by journal, issue, production status, and sort manuscripts chronologically, alphabetically, or by production status.

You can also use the search bar at the top of the page to easily find specific manuscripts. The search functionality still works with partial information, and you do not need to write out a manuscript title in its entirety, for example. Rather, you can type in a key word or phrase and click on the magnifying glass icon.




Each manuscript record is formatted the same. The title is bolded at the top, with an author list directly underneath. The author list shows the first three authors of a manuscript, but if you would like to see the full list, click on **View All**. The blue **Corr.** icon signals an author as corresponding.

In addition to the author list, each manuscript record lists the journal title, the issue, and production status. The top right side of each record displays the manuscript ID, which is the unique ID that Production Editors use to track the manuscript throughout production. Under the manuscript ID is the submission ID, which is the name that is assigned to the manuscript during submission or peer review. The last field each manuscript record shows is the DOI.

For more details on a specific manuscript, click **View** on the manuscript record.



The screenshot shows the 'Manuscripts' page interface. On the left is a sidebar with navigation links: Manuscripts, Issues, Proofs, Reports, My Manuscripts, and Contact the PE. The main content area has a search bar at the top with the text 'Search by Author Name, Manuscript Title, Manuscript ID, Email, Submission ID, DOI'. Below the search bar are filters for Journal (All), Issue (All), Status (All), and Sort by (Newest), along with a 'Clear search' button. Below the filters, it says 'Showing: 1 - 25 of 72 records' and 'Results per page: 25'. The list of manuscripts includes:

- A New and Efficient Authentication Scheme for Vehicular Ad-hoc Networks**
Authors : bayat, majid , Barmshoory, Mostafa ; pourmaghi, S. Morteza ; [View All](#)
Journal : GITS: Journal of Intelligent Transportation Systems
Issue : Not Yet Assigned
Status : In Production
Manuscript ID : 1625042
Submission ID : GITS-2016-0105.R4
DOI : 10.1060/15472450.2019.1625042
[View](#)
- Analysis of linear asynchronous hybrid stochastic systems and its application to multi-agent systems with Markovian switching topologies**
Authors : Luo, Shixian ; Deng, Feiqi , Zhao, Xueyan
Journal : TSYS: International Journal of Systems Science
Issue : Not Yet Assigned
Status : In Production
Manuscript ID : 1624871
Submission ID : TSYS-2018-0608.R1
DOI : 10.1080/00207172.2019.1624871
[View](#)
- Global asymptotic stability analysis for neutral-type complex-valued neural networks with random time-varying delays**
Authors : Srikanan, R ; Rajendran, Samidurai 
Journal : TSYS: International Journal of Systems Science
Issue : Not Yet Assigned
Manuscript ID : 1623340
Submission ID : TSYS-2018-0525.R2
[View](#)

This will bring you to the **Manuscript Details** page.

Manuscript details

On this page you can see a lot of useful information specific to each manuscript. This page displays information in five sections: Manuscript Details, Authors, Pages, Copyright/License Information, and History Dates.

You can't edit the information on this page yourself, but your Production Editor can make updates or changes on your behalf. Click on the **Contact Production** button to communicate these changes.

Manuscript Details

Title

Robust Stabilization of Fractional-order Interval Systems via Dynamic Output Feedback: An LMI Approach

Manuscript Id

1022817

Submission ID

TSYS-2018-0007-R1

DOI

10.1080/002071721.2019.1022817

Group

Type

Journal

TSYS: International Journal of Systems Science

Issue

Not Yet Assigned

Notes

Special Issue: No
Journal Selection: International Journal of Systems Science

CONTACT PRODUCTION

Authors

Badr, Fouya

Sajedi, Mahdi

+

Pages

MS Pages

TS Pages

Tables

Figures

4 col. fig

13

Start Page

End Page

☐ 4 Col. Present

☐ 4 Col. Print

4 Col. Pages (Print)

Copyright/License Information

RightsHolder Type

Name

Taylor & Francis

History Dates

Received Date

Revised Date

Accepted Date

Entered Date

26-Sep-2018

17-Apr-2019

10-May-2019

21-May-2019

Desired Post Online date

Timezone

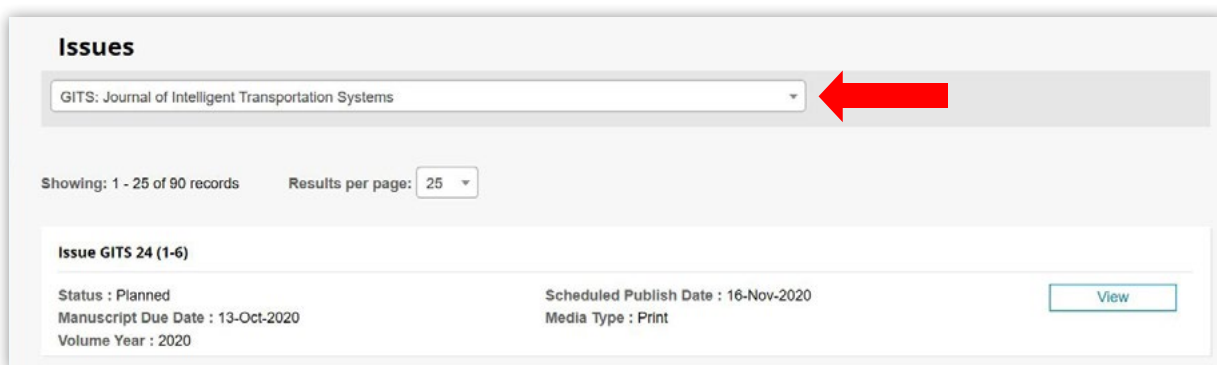
BACK

Click **Back** to return to the main Manuscripts page.

Issues

Each issue record lists the Taylor & Francis acronym with the volume and issue in bold at the top. Each issue record also lists the production status, the date manuscripts are due to production, volume year, the scheduled publish date, and the media type.

If you are involved with more than one Taylor & Francis journal, click the dropdown at the top of the page to filter by journal.



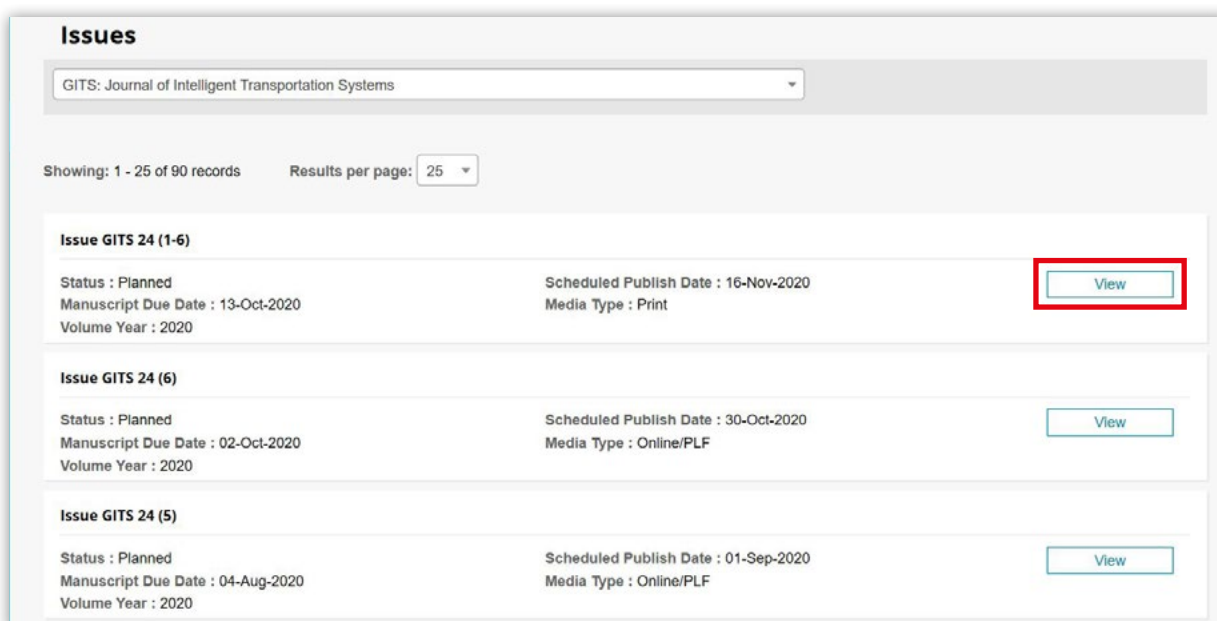
Issues

GITS: Journal of Intelligent Transportation Systems

Showing: 1 - 25 of 90 records Results per page: 25

Issue GITS 24 (1-6)		View
Status : Planned	Scheduled Publish Date : 16-Nov-2020	
Manuscript Due Date : 13-Oct-2020	Media Type : Print	
Volume Year : 2020		

For a more detailed look at each issue, click **View** to be redirected to the **Issue Details** page.



Issues

GITS: Journal of Intelligent Transportation Systems

Showing: 1 - 25 of 90 records Results per page: 25

Issue GITS 24 (1-6)		View
Status : Planned	Scheduled Publish Date : 16-Nov-2020	
Manuscript Due Date : 13-Oct-2020	Media Type : Print	
Volume Year : 2020		
Issue GITS 24 (6)		View
Status : Planned	Scheduled Publish Date : 30-Oct-2020	
Manuscript Due Date : 02-Oct-2020	Media Type : Online/PLF	
Volume Year : 2020		
Issue GITS 24 (5)		View
Status : Planned	Scheduled Publish Date : 01-Sep-2020	
Manuscript Due Date : 04-Aug-2020	Media Type : Online/PLF	
Volume Year : 2020		

Issue details

This page displays issue information in three sections: Issue Details, Schedule, and Contents. You can also contact the Production Editor from this page using the **Contact Production** button.

Issue Details

Journal

GITS

Volume Number

23

Issue/Supplement

3

Volume Year

2019

Issue Title

Media Type

Online/PLF

Linked Print Issues

23 (1-6)

CONTACT PRODUCTION

Schedule

Manuscript Due Date

07-Mar-2019

Publish Print Date

Publish Online Date

31-Mar-2019

Issue Status

Published

Contents

Number of Manuscripts

7

Total Pages

106

Budgeted Pages

108

The contents of this issue are final

Online

BACK

To expand on the issue contents in more detail, click on the blue section at the bottom that lists the media type (Online or Print).

Contents

Number of Manuscripts

26

Total Pages

239

Budgeted Pages

250

The contents of this issue are final

Online

Manuscript Title: Multi-target consensus circle pursuit for multi-agent systems via a distributed multi-flocking method

Authors : Poi, Huiqin; Chen, Shi; Cori; Lai, Qiang

Typeset Pages: 8

Start Page: 3741

End Page: 3748

Status: Published

Manuscript ID: 1117687

Submission ID: TSYS-2015-0509.R2

DOI: 10.1080/00207721.2015.1117687

VIEW

Manuscript Title: Integrated design of fault reconstruction and fault-tolerant control against actuator faults using learning observers

Authors : Jia, Qingxian; Cori; Chen, Wen; Zhang, Yingchun; View All

Typeset Pages: 13

Start Page: 3749

End Page: 3761

Status: Published

Manuscript ID: 1118773

Submission ID: TSYS-2014-0169.R4

DOI: 10.1080/00207721.2015.1118773

VIEW

Manuscript Title: Robust Stability Analysis and Stabilization of Uncertain Neutral Singular Systems

Authors : Wang, Jichun; Zhang, Qingling; Cori; Xiao, Dong; View All

Typeset Pages: 10

Start Page: 3762

End Page: 3771

Status: Published

Manuscript ID: 1120905

Submission ID: TSYS-2015-0166.R2

DOI: 10.1080/00207721.2015.1120905

VIEW

Clicking **View** for a specific manuscript in the issue will redirect you to the **Manuscript Details** page.

To return to the **Issue Details**, click on the hyperlinked volume and issue.

Manuscript Details

Title

Multi-target consensus circle pursuit for multi-agent systems via a distributed multi-flocking method

Manuscript Id

Submission ID

DOI

Group

1117687

TSYS-2015-0509.R2

10.1080/00207721.2015.1117687

Type

Journal

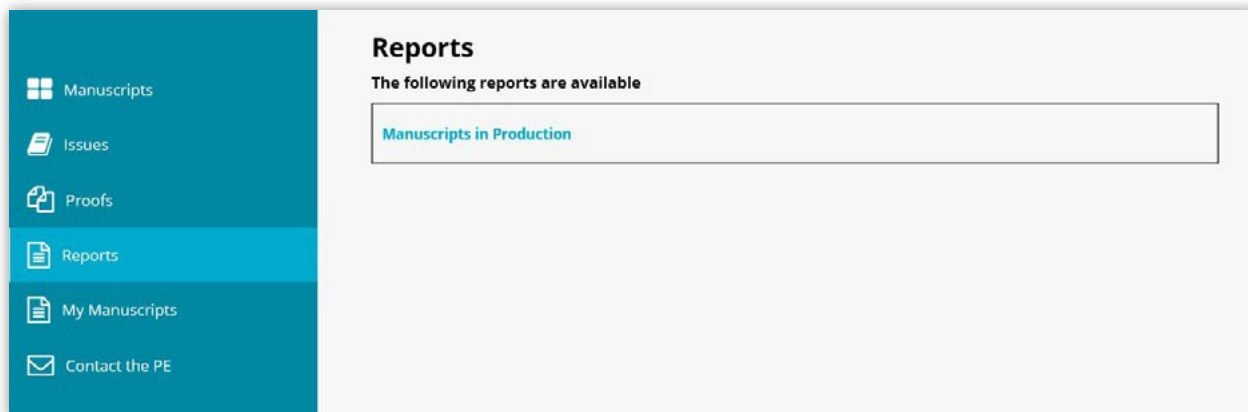
Issue

TSYS: International Journal of Systems Science

47 (16)

Reports

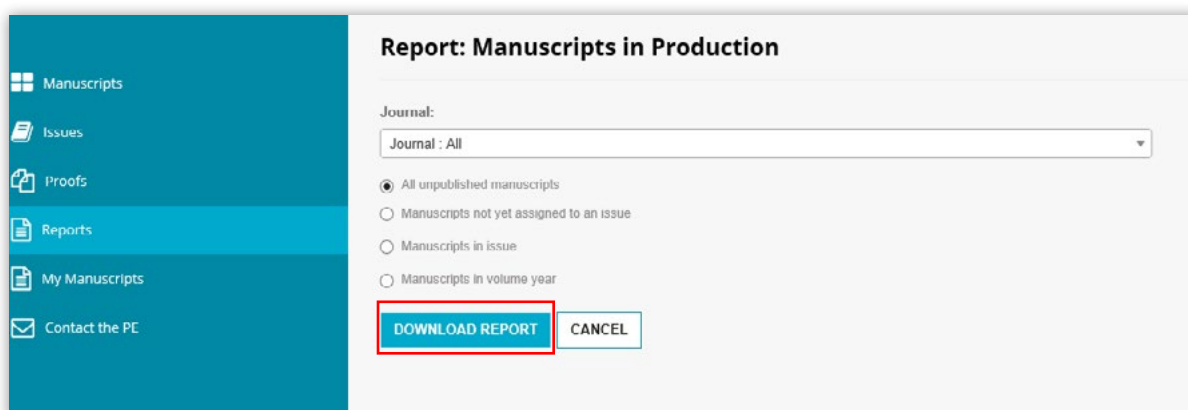
You can run a Manuscripts in Production report on your journal(s) at any time from this page. This report will generate as an Excel spreadsheet.



Select a journal from the drop-down menu and the type of report you would like to run from one of the radio buttons:

- All unpublished manuscripts
- Manuscripts not yet assigned to an issue
- Manuscripts in issue
- Manuscripts in volume year

Click the **Download Report** button and you can either open the report directly from CATS or save it to your desktop.



My manuscripts

If you are authoring content for a journal that you are the editor for, your manuscripts will appear in **My Manuscripts**. You will be redirected to the author interface and have the same tools and resources as authors.

To view articles that are currently in production, click **Articles in Production**. It is here that you can complete your author publishing agreement, provide funding details, order reprints, and enter an ORCID ID.

The screenshot shows the 'Articles in Production' page. On the left is a sidebar with links: 'Articles in Production' (highlighted), 'Published Articles', 'Frequently Asked Questions', and 'Author Services'. The main content area has two tabs: 'Article Requirements' and 'Additional Actions'. Below the tabs, a message states: 'This page lists optional actions that can be taken on your article. Actions required for publication are listed in the "Article Requirements" area'. The article title is 'Lag synchronization of complex dynamical networks with randomly occurring parameter uncertainties and control packet loss via stochastic sampled-data control' (ID: 15519/2 DOI:10.1080/002071721.2018.15519/2). The journal is 'International Journal of Systems Science' and authors are 'Xin Sui, yongqing yang, Shuai Zhang & Tim Woods'. There are three main action buttons: 'Funding Details' (with a link to 'Provide Information on a Funding Source'), 'Reprints / Issues' (with a link to 'Order Reprints of your Article or Copies of the Issue in which it will appear.'), and 'Add ORCID' (with a message 'We are missing verified ORCID identifiers for one or more authors.'). At the bottom, it says 'The Production Editor for this journal is Vijayaraghavan Srinivasan. (Contact Production Editor.)'

Manuscripts that have already published appear in the **Published Articles** page.

The screenshot shows the 'Your Published Articles' page. The sidebar is the same as the previous page, but 'Published Articles' is highlighted. The main content area shows details for a published article: 'Vehicle sensor data-based transportation research: Modeling, analysis, and management' (10.1080/15472450.2019.1586335). The journal is 'Journal of Intelligent Transportation Systems', Volume: 23, Issue: 02, pages 99 - 102. It was published online on 19 Mar 2019. There are three action buttons: 'View Online', 'Contact Production Editor', and 'Order Reprints'.

You can view the manuscript on Taylor & Francis Online via **View Online**, contact the Production Editor with any questions or concerns via **Contact Production Editor**, and order issue copies via **Order Reprints**.

The **Frequently Asked Questions** page provides answers to common questions our Production Editors receive.

The screenshot shows the 'Frequently Asked Questions' page. On the left is a navigation menu with four items: 'Articles in Production', 'Published Articles', 'Frequently Asked Questions' (highlighted in yellow), and 'Author Services'. The main content area contains several sections:

- Can I find out when my paper will be published?**
Yes. Information about the expected publication date will appear below the listing of your article's title and the journal title if it is available. It will be labeled "Estimated Publication Date."
Estimated Publication date - 01 Dec 2011 (Online) , 30 Jan 2012 (Print)
If such a date is not listed for an article, you can contact the production editor to request an update. There is a link labeled "Contact Production Editor" at the bottom of every article listing.
- How do I know when article proofs are ready for review?**
The corresponding author for an article is notified via email when proofs are ready to be checked. After logging in to CATS, the author will automatically be placed in the "Articles in Production" section. Any articles with proofs ready for checking will be listed. An article with proofs ready to check will have a message prompting you to review proofs. Press the red button to the right of this message to launch the menu for reviewing proofs:
[Review Proofs](#)
- Are there specific things I must check when reviewing proofs?**
Yes. When you select "Review Proofs", you will launch a screen instructing you on the options you have for completing the proof review. On that page there will be an additional button labeled "Proofing Guidelines." Clicking it opens up information on what to check when reviewing your proofs.
[Proofing Guidelines](#)
- What happens if I miss the deadline provided for reviewing my proofs?**
Authors who miss the deadline for review of proofs are likely to receive reminders and appeals from the production editor or journal editor-in-chief. Journals that fail to receive any response to proofs from a corresponding author may choose to do any of the following:
 - Hold publication of the paper until the corresponding author can review the proofs.
 - Have the proofs reviewed and approved on the author's behalf by the journal's editors.
 - Contact any coauthors and request their review and approval of the article proofs.
- Why am I being asked for a copyright agreement?**
All articles published must have a valid copyright agreement from an article author on file. If we have not received one for your paper upon its entry into production, a message prompting you for it will appear along with a button that will launch the page with instructions for retrieving and returning the form:
[Return Copyright](#)
- Is there more information for authors available?**
Yes. Authors can click the "Author Services" link on the left-hand side of these screens to be taken to our Author Services web pages. These pages have additional information about a variety of topics, including author rights, promoting articles, and much more.

Clicking on the **Author Services** page takes you directly to our Author Services homepage in a separate web browser.

To return to the Editor interface, click **Return to Editor View**.

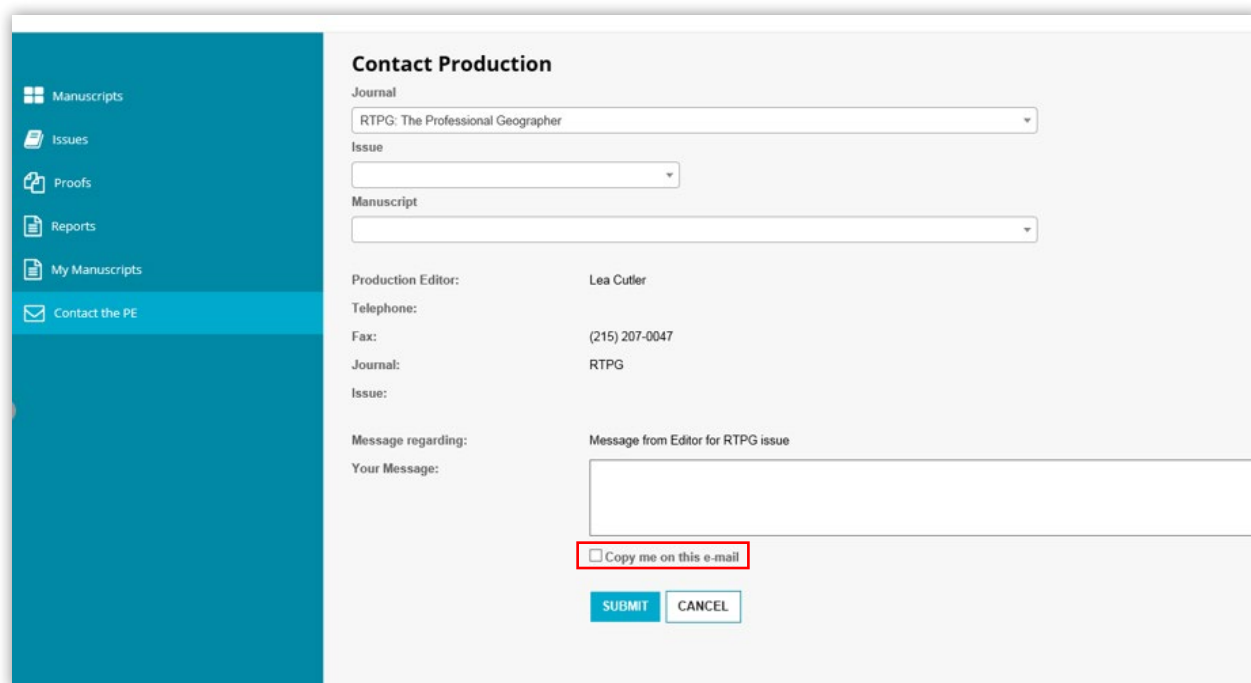
The screenshot shows the 'Central Article Tracking System' interface. At the top left is the Taylor & Francis logo. At the top right, the user's name 'Shani Mazor-Katz' is displayed next to 'Sign out' and 'Return to Editor View' (which is circled in red). Below the header is a navigation menu with four items: 'Articles in Production', 'Published Articles' (highlighted in yellow), 'Frequently Asked Questions', and 'Author Services'. The main content area displays details for an article titled 'A Regional Measure of Neighbourhood Multiple Environmental Deprivation: Relationships with Health and Health Inequalities'. It includes the journal title 'The Professional Geographer', volume and issue information, and a download link. Below the article details are three buttons: 'View Online', 'Contact Production Editor', and 'Order Reprints'. A small thumbnail image of the journal cover is also visible.

Contact production

You can contact the Production Editor with any questions, comments, or concerns you may have either by clicking **Contact the PE** in the navigation panel, or by clicking on the button labelled **Contact Production** found throughout CATS.

At the top of the **Contact Production** page, select the appropriate journal, issue, and manuscript ID, if applicable.

Enter the message of your correspondence in the box labelled **Your Message**.



The screenshot shows a web interface for contacting the production editor. On the left is a teal navigation sidebar with icons and labels for 'Manuscripts', 'Issues', 'Proofs', 'Reports', 'My Manuscripts', and 'Contact the PE' (which is highlighted). The main content area is titled 'Contact Production'. It contains three dropdown menus for 'Journal' (selected: RTPG: The Professional Geographer), 'Issue', and 'Manuscript'. Below these are contact details for the Production Editor: Lea Cutler, with telephone (215) 207-0047, fax (215) 207-0047, journal RTPG, and issue RTPG. A section titled 'Message regarding:' shows 'Message from Editor for RTPG issue'. Below this is a large text area labeled 'Your Message:'. At the bottom, there is a checkbox labeled 'Copy me on this e-mail' (highlighted with a red box), and two buttons: 'SUBMIT' and 'CANCEL'.

You can choose to be copied in on an email by ticking the box **Copy me on this e-mail**. Click **Submit** to send your correspondence directly to the Production Editor.