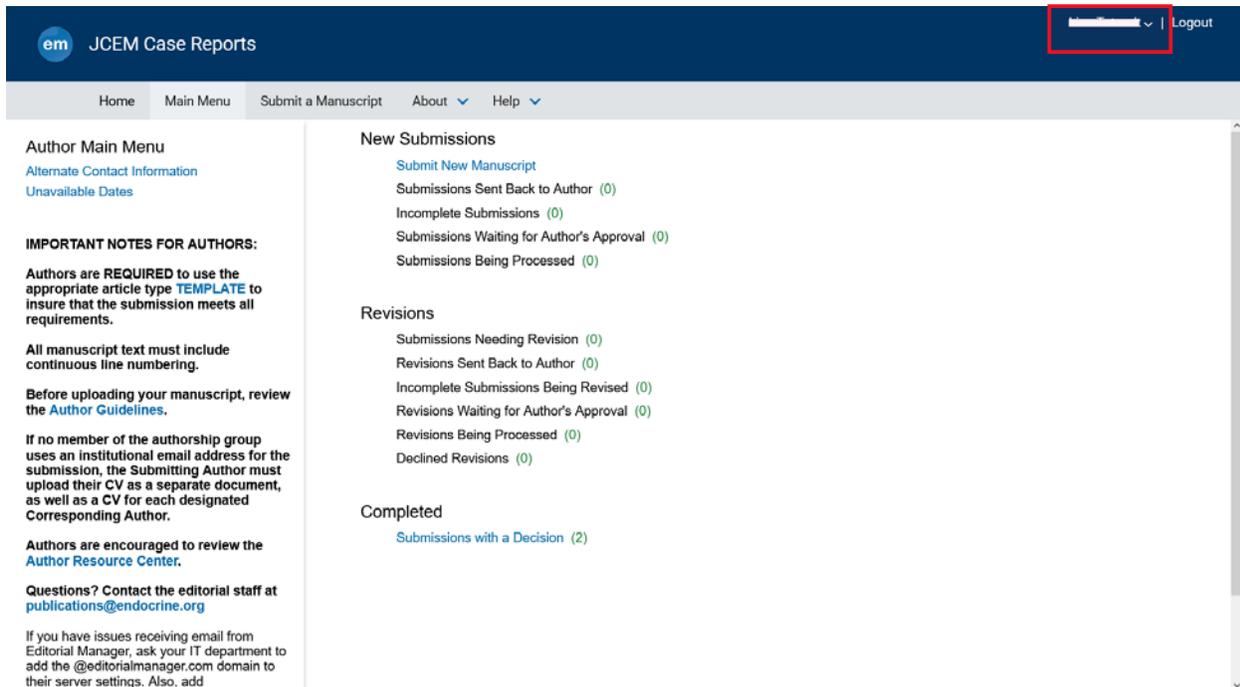
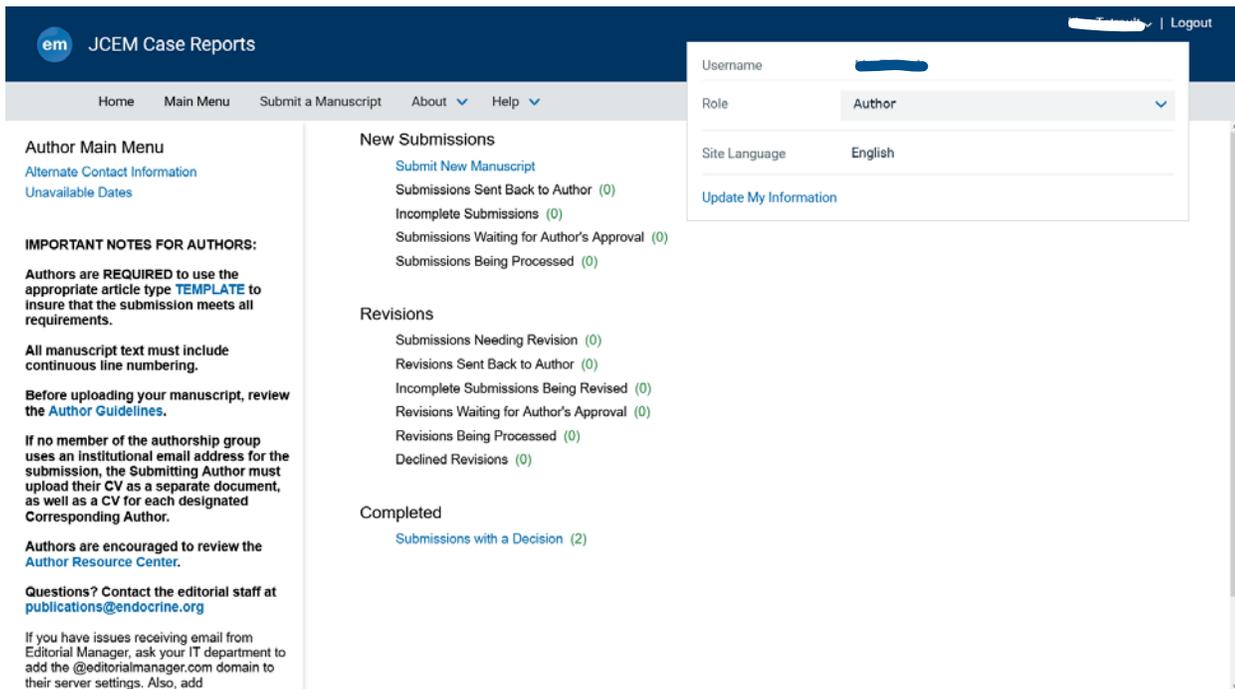


# How to Add Personal Classification Terms

1) Click on your name in the upper right corner on Editorial Manager.



2) From the dropdown menu, select Update My Information



3) Scroll down until you get to the section Areas of Interest or Expertise and click Select Personal Classifications.

The screenshot shows the 'Areas of Interest or Expertise' section of the JCEM Case Reports website. The page header includes the 'em' logo and 'JCEM Case Reports' text, along with a user profile and 'Logout' link. A navigation bar contains links for Home, Main Menu, Submit a Manuscript, About, and Help. The main content area features a box titled 'Areas of Interest or Expertise' with instructions: 'Please indicate your areas of expertise by selecting from the pre-defined list using the "Select Personal Classifications" button. You may also add Personal Keywords using the "Edit Personal Keywords" button.' Below this, there are two sections: 'Personal Classifications \* (None Selected)' with a 'Select Personal Classifications' button, and 'Personal Keywords (None Defined)' with an 'Edit Personal Keywords' button. A red text prompt 'Select 2-15 Classifications' is visible. Below the main box is an 'Additional Information' section with an 'Unavailable Dates' button and a checkbox for 'indicates affirmative response'. A larger checkbox contains the text: 'I acknowledge that my personal information will be accessed, used and otherwise processed in accordance with the [Publisher's Data Use Privacy Policy](#) and the [Anes Privacy Policy](#).' At the bottom are 'Cancel' and 'Submit' buttons.

4) This will open a window with all of the set classification terms. You can search for specific terms, expand all to see every subcategory, or click on the + beside specific classification terms to view the subcategories.

The screenshot shows the 'Select Personal Classifications' window. The title is 'Select Personal Classifications'. The main text reads: 'Please identify your areas of interest and specialization by selecting one or more classifications from the list shown below.' Below this is a red warning: 'To save changes you must click "Submit" before you leave this window.' The window contains a search bar with a 'Search' button and a 'Clear' button. Below the search bar is a list of classification terms: Adrenal, Bone/Calcium/Parathyroid, Diabetes/Hypoglycemia/Obesity/Lipids, Endocrine Syndromes, Hypothalamic-Pituitary, Pediatric Endocrinology, Reproductive, Sexual, and Gender-Dependent Endocrinology, and Thyroid. Each term has a small square icon to its left. To the right of the list is a large empty box for 'Selected Classifications: Select 2-15 Classifications'. Below this box are 'Add->' and '<-Remove' buttons. At the bottom of the window are 'Expand All' and 'Collapse All' buttons.

5) Check the box next to the classification terms you want and click the Add button in the middle of the window.

**Select Personal Classifications**

Please identify your areas of interest and specialization by selecting one or more classifications from the list shown below.

To save changes you must click "Submit" before you leave this window.

Search:  [Matching terms display in red text]

Expand All Collapse All

Available Classifications	Selected Classifications: <i>Select 2-15 Classifications</i>
<input checked="" type="checkbox"/> Adrenocortical disorders	
<input type="checkbox"/> Adrenal medullary	
<input type="checkbox"/> Adrenal neoplasia/adrenal mass/hyperplasia	
<input checked="" type="checkbox"/> Adrenal hemorrhage	
<input type="checkbox"/> Adrenal gland infection/inflammation	
<b>Bone/Calcium/Parathyroid</b>	
<b>Diabetes/Hypoglycemia/Obesity/Lipids</b>	
<b>Endocrine Syndromes</b>	
<b>Hypothalamic-Pituitary</b>	
<b>Pediatric Endocrinology</b>	
<b>Reproductive, Sexual, and Gender-Dependent Endocrinology</b>	
<b>Thyroid</b>	

Expand All Collapse All

6) Once you have added all the classification terms, click Submit at the bottom of the window. If you would like to remove a term, check the box next to it on the Selected Classifications column and click Remove.

**Select Personal Classifications**

Please identify your areas of interest and specialization by selecting one or more classifications from the list shown below.

To save changes you must click "Submit" before you leave this window.

Search:  [Matching terms display in red text]

Expand All Collapse All

Available Classifications	Selected Classifications: <i>Select 2-15 Classifications</i>
<input type="checkbox"/> Adrenocortical disorders	<input type="checkbox"/> Adrenocortical disorders
<input type="checkbox"/> Adrenal medullary	<input checked="" type="checkbox"/> Adrenal
<input type="checkbox"/> Adrenal neoplasia/adrenal mass/hyperplasia	<input type="checkbox"/> Adrenal hemorrhage
<input type="checkbox"/> Adrenal hemorrhage	
<input type="checkbox"/> Adrenal gland infection/inflammation	
<b>Bone/Calcium/Parathyroid</b>	
<b>Diabetes/Hypoglycemia/Obesity/Lipids</b>	
<b>Endocrine Syndromes</b>	
<b>Hypothalamic-Pituitary</b>	
<b>Pediatric Endocrinology</b>	
<b>Reproductive, Sexual, and Gender-Dependent Endocrinology</b>	
<b>Thyroid</b>	

Expand All Collapse All