AUTHOR’S GUIDELINES FOR MANUSCRIPT SUBMISSION

Registration and Login Details

Registration
1. All first time users are required to Register within the system.
2. Once you are registered, you will receive an e-mail with your user name & password, which enables you to access the system.
3. Registering should be completed in less than 5 minutes.
4. For registration follow these instructions.

Procedure
1. To register yourself, click on the highlighted box “Registration”.

2. After clicking on registration “Account Center-Member Registration” form will be opened.
3. You are requested to fill all the fields.
4. It is necessary to fill the (*) fields.
Now click on the “Register” and register yourself with “Mansucript Submission.”
Logging In Details
1. Now you have your username & password (received by email), you can access the system.
2. Go to the Journal homepage & click on Login at the top of the screen.
3. Enter in your username & password and log in into the “Manuscript Submission”.

THE AUTHOR DASHBOARD
The Author Dashboard is where you will create and manage your submissions. The left menu lists the available options. When you first log on, you will see the option to Start New Submission. Later, you will see additional queues which indicate your manuscripts progress through the submission process or actions you may need to perform.
Start a Submission
To begin the submission process, select New Submission.

Important Note:
1. Journal-required fields are denoted by a red asterisk.
2. Journals may vary the requirements based on manuscript type.
3. Always follow journal instructions carefully when submitting manuscripts.
4. The steps for submitting a manuscript are listed on the left of the screen.
1. Complete the Type Title & Abstract screen.

Type: Select from available manuscript types. Types are determined by the journal and may vary. Selecting a type determines what information you are required to enter throughout the submission process. Once saved, you cannot change the type.

Title: Enter a manuscript title.

Abstract: Enter the abstract.

2. Now Click Save and Continue.

STEP 2 - ATTRIBUTES

1. Attributes or keywords are often required for manuscript submission.

2. Some journals have a list of keywords for you to choose from, others allow authors to enter their own keywords, and some sites
allow for both options.
3. After entering key words, click on Add to enter your key words.

4. Now Click Save and Continue.

**STEP 3 - AUTHORS & INSTITUTIONS**
1. Enter or confirm your institution information and add any co-authors and their information.
2. The journal may have limits set on the number of co-authors you can enter and the number of institutions per author.
3. If you want to reorder the authors click on order and change the sequence.
4. To add a co-author, enter their email address below and click “Search”.
5. Click “Add Author” if an account is found or proceed to create a new co-author account if the email address is not found.

6. Click Save and Continue.

**STEP 4 - REVIEWERS**

1. Some journals allow or require you to add Preferred and/or Opposed Reviewers for your manuscript.
2. To indicate your recommended and/or opposed reviewers, enter the reviewers information into the text boxes below and click the appropriate designated button. Recommended reviewers should be experts in their fields and should be able to provide an objective assessment of the manuscript.
3. Please be aware of any conflicts of interest when recommending reviewers. Examples of conflicts of interest include (but are not limited to) the below:
   - The reviewer should have no prior knowledge of your submission.
   - The reviewer should not have recently collaborated with any of the authors.
   - Reviewer nominees from the same institution as any of the authors are not permitted.
4. When entering information for your recommended and/or opposed reviewers please ensure that you provide a valid institutional email address for each individual. Please note that the Editors are not obligated to invite any recommended/opposed reviewers.
5. Click Save and Continue.

**STEP 5 - DETAILS & COMMENTS**
1. This page is journal-specific and may include an area for a cover letter, as well as any other required submission information.
2. Enter or paste your cover letter text into the “Cover Letter” box below. If you would like to attach a file containing your cover letter, click the “Browse...” button, locate your file, and click “Attach this Cover Letter”. Answer any remaining questions appropriately.
Cover Letter

Write Cover Letter

Total word count: 0 words. Words left: 250
Upload Cover Letter (Allowed type: PDF, DOC, DOCX)
Choose File: No file chosen
Upload file if you want to replace existing file

Funding

* Is there funding to report for this submission?
  - Yes
  - No
  If yes, please state:

Manuscript Information

* Number of Figures:

* Number of Tables:

* Number of Words:

* Has this manuscript been submitted previously to this journal?
  - Yes
  - No
  If yes, what is the manuscript ID of the previous submission?

Confirm the Following:

- Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.
- Confirm that you have checked the manuscript submission guidelines and complied with any specific policy requirements specified.

References Cited:

- All references cited in text are present in the reference list and vice versa.
- All references cited in text and present in the reference list are styled as per journal style.
3. When finished with the Details & Comments page, click Save and Continue.
4. Click Save and Continue.

**STEP 6 - FILE UPLOAD**
1. In this step you will upload all of your manuscript files.
2. In the File Upload section, click the Author profile to upload authors information.
3. In the File Upload section, click the Main button. Browse for your main document file.
4. Click the Upload Selected Files button.
5. Once the files have been uploaded, they display in the Files section at the top of the screen.
6. You may remove a file by clicking Remove.
7. Click Save and Continue.

**STEP 7 - REVIEW & SUBMIT**
1. Review the information below for correctness and make changes as needed.
2. After reviewing you MUST CLICK ‘SUBMIT’ to complete your submission.

**Some Tips for Authors**
1. Once you have submitted your manuscript, then you can trace the progress of your manuscript by logging in any time.