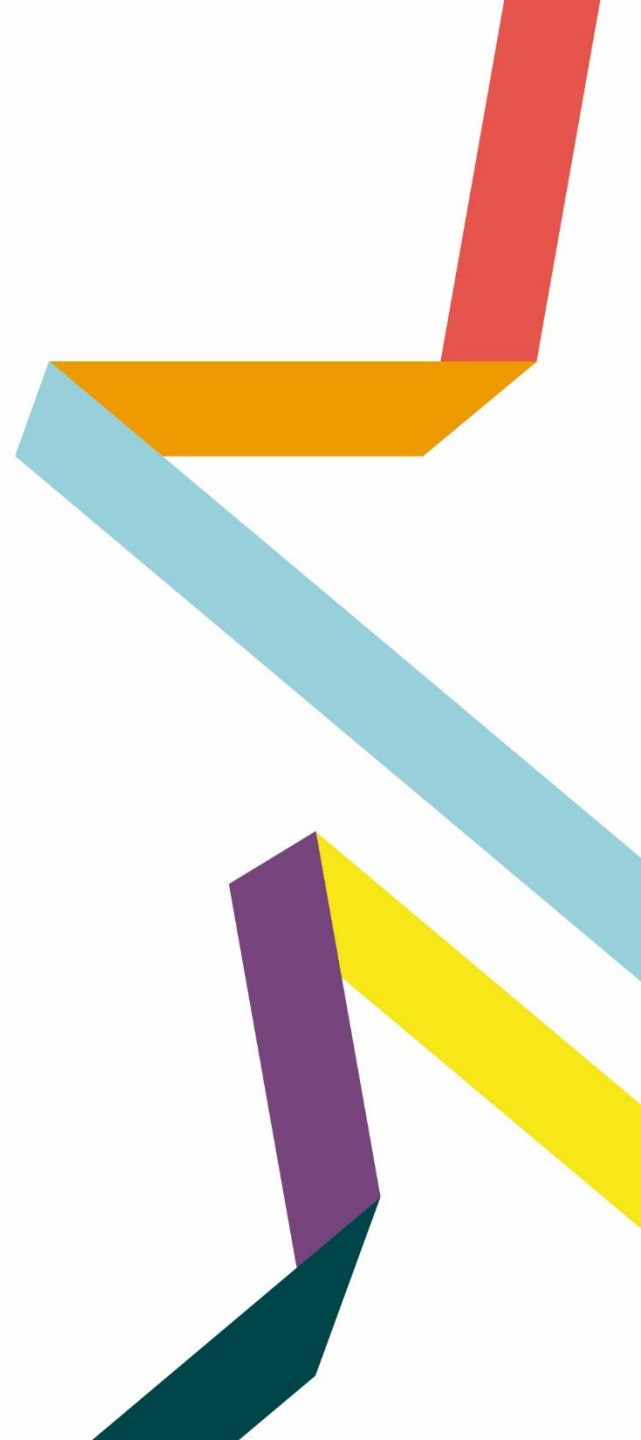


# Submitting your Paper

## Submission to a Karger Journal



## Steps to follow:

1. **Log in** – as an Author
2. **See progress** – Author Dashboard
3. **Guidelines** – Submission guidelines
4. **Authors** – And Co-authors
5. **Details** – How to enter Funding and OA Agreement Information
6. **Keywords** – Add custom keywords
7. **Documents** – Choose the files
8. **Reviewers**
9. **Letter** – Cover letter and accompanying information
10. **Send** – Submit your manuscript

## Log in – as an Author

- If you have an account:

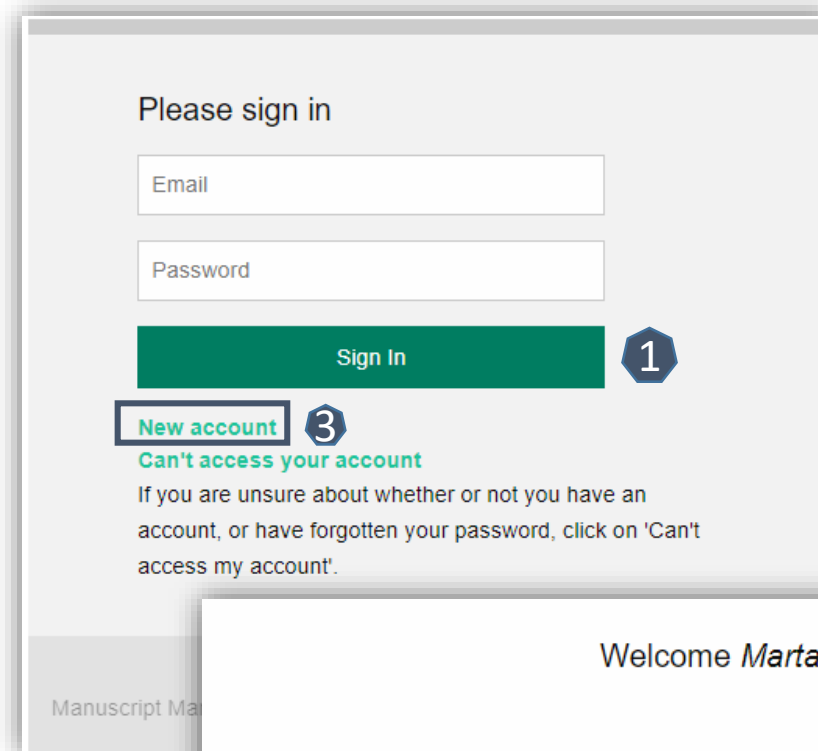
① Log in using your Email and Password

② Click on “**Author**”

- If you do not have an account:

③ How to create a new account

<https://manuscriptmanager.nickelled.com/author-online-submission?ngroup=link>



Please sign in

Email

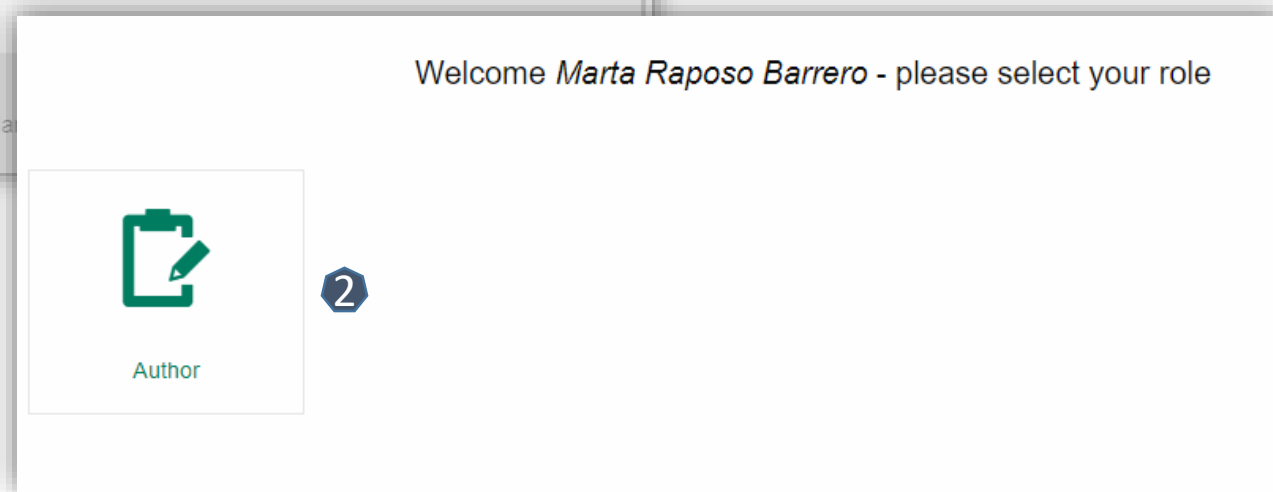
Password

Sign In ①

New account ③

Can't access your account

If you are unsure about whether or not you have an account, or have forgotten your password, click on 'Can't access my account'.



Welcome *Marta Raposo Barrero* - please select your role

Manuscript Ma

Author ②

## See progress – Author Dashboard

- Click on:

**“Start a new Submission”**

Marta Raposo Barrero as Author [ CHANGE ROLE ]

DASHBOARD PROFILE [ SIGN OUT ]

### Dashboard

Start a new submission

Help topics for this page

- Help topic 1: Dashboard +
- Help topic 2: Online submissions +
- Help topic 3: Online resubmissions +
- Help topic 4: Remaking and resending a submission +

## Guidelines – Submission guidelines

The screenshot shows a user dashboard for 'Marta Raposo Barrero as Author'. The top navigation bar includes 'DASHBOARD', 'PROFILE', and '[ SIGN OUT ]'. Below the navigation is a row of icons for 'Guidelines', 'Authors', 'Details', 'Keywords', 'Documents', 'Reviewers', 'Letter', and 'Send'. The 'Guidelines' icon is highlighted. The main content area is titled 'Submission guidelines' and contains the following text:

Read the guideline and check the box at the bottom of the page to confirm you will comply with these guidelines.

---

Authors are encouraged to read the [Author guidelines](#) before beginning the submission process.

Please download the [Submission Statement](#). Fill in the title of your manuscript and provide your hand-written signatures (we cannot accept digital signatures). If it is not possible to collect all signatures on a singular document, provide individual copies for each author. Make sure to upload all three pages. The submission statement is to be provided when submitting your paper.

At the bottom, there is a checkbox with a red checkmark and the text: **Check this box to confirm you have read and will comply with these guidelines.** A blue hexagonal icon with the number '1' is positioned to the left of the checkbox. To the right of the checkbox is a blue hexagonal icon with the number '2' and a green button labeled 'Continue to next section'.

① Confirm you have read the Guidelines pertinent to the Journal to which you are submitting.

② Click on “Continue to next section”

## Authors – And Co-authors

- 1 Add the co-authors one-at-a-time by first entering the co-authors' email addresses:
  - If the co-author is already **in the database**, he/she will appear in the list
  - If the co-author is **not already the database**, the submitting author must add the co-author's information
- 2 Click on “Add Author”
- 3 Check the box when completed
- 4 Click on “Save and Continue”

Marta Raposo Barrero as Author [ CHANGE ROLE ] DASHBOARD PROFILE [ SIGN OUT ]

Guidelines Authors Details Keywords Documents Reviewers Letter Send

### Others associated with this manuscript

Add the co-authors in this section. The program will search if the person is currently listed in the database.

Add the author's email address **1**

**Add author** **2**

Delete	Edit	Name	Affiliation	Type/designation
		1 Ms Marta Raposo Barrero contact	m.raposo_barrero@karger.com Switzerland	Corresponding Author

**3** Check this box when you have completed this section. **4** **Save and continue**

## Details – How to enter Manuscript Information

- 1 Select the appropriate **Section** of the journal for your manuscript:
  - *Open the drop-down menu and select the section most suited to your submission. This may well be None.*
- 2 Make sure to select the right **Manuscript type** by opening the drop-down menu
  - *Please check the journal's Guidelines for more information*

The screenshot shows the 'Details' page of a submission system. At the top, the user is identified as 'Marta Raposo Barrero as Author [ CHANGE ROLE ]' with links for 'DASHBOARD', 'PROFILE', and '[ SIGN OUT ]'. A navigation bar contains icons for 'Guidelines', 'Authors', 'Details' (highlighted), 'Keywords', 'Documents', 'Reviewers', 'Letter', and 'Send'. The main form area is titled 'Details' and contains the instruction 'Complete the form below'. The form fields are: 'Manuscript title (required)' with a 'Help for this field' button; 'Running Title (required)' with a 'Help for this field' button; 'Section (required)' with a dropdown menu, a 'Special character' button, and a 'Word use: Word limit: 50' label; 'Manuscript type (required)' with a dropdown menu and a 'Help for this field' button; and 'Abstract (required)' with a 'Help for this field' button. Two blue arrows point to the dropdown menus for 'Section' and 'Manuscript type'. The numbers 1 and 2 from the instructions are placed next to these dropdowns.

## Details – Enter funding information

- You will be asked to select your funding body or state None here
- *If you choose the option 'other' please provide further information in this field.*

### Funding

Please choose your funding body below. If it is not listed, please choose the option 'Other' and provide further information. If you are not being funded, please select 'none'. **(required)**

If you have selected 'other' please provide further funder details below



## Details – Open Access Agreements

1 You will be asked to specify whether your institute has an Open Access Agreement with Karger. All entries will be checked and verified upon acceptance of the paper

- *For information regarding the Open Access Agreements you can follow the link in the submission field. See print screen on next slide*

2 If the agreement comes with a specific voucher, please provide details here

### Open Access Agreements

Karger has established agreements with cooperating consortia and institutions that include full or partial coverage of Article Processing Charges (APC) and/or Authors Choice™ publication fee, helping authors publish articles Open Access and comply with Open Access mandates. This means authors can publish Open Access without incurring any additional costs or with reduced APCs.

Find out [here](#) whether your Open Access APCs are covered by such an agreement.

[Help for this field](#)

Eligibility Declaration (required)

1

- Eligible
- Opt-Out despite being eligible
- not eligible

If you are eligible please enter the name of your Institute below.

Special character

Word limit: 100

Please ask at your institution's library or contact us [openaccess@karger.com](mailto:openaccess@karger.com) if you need assistance.

### Voucher

2

If you have received a voucher code through your institute, or through another initiative, that enables you to publish under special conditions, please enter code here:

Special character

# Details on Open Access Agreements on our website

- Search Gateway
- About Open Access
- Benefits
- Submit
- About Karger

## Funding and Institutional Open Access Agreements

Karger Publishers is committed to helping authors benefit from Open Access agreements and meet the requirements of the Open Access mandates of all funding bodies. Depending on the funders' and institutions' requirements, research may be published as an Open Access article (Gold Open Access) or archived in an Open Access repository such as PubMed Central (PMC) or an Institution's own repository (Green Open Access), or both.

Authors should always indicate their affiliation with an institution covered by an **Open Access agreement** and **funding** sources during submission and should include information on their grants in the Funding Sources section of their papers.

A list of institutions with Open Access agreements covering part or all of Article Processing Charges (APCs) and a list of some funders with Open Access mandates can be found below.

If you are uncertain whether your institution is covered by an agreement, or your funding body is not listed, please **contact us**.

Open Access Agreements Funders

### Open Access Agreements

Find out whether your Open Access APCs are covered by an agreement by selecting your country below.

[Read more](#)

- France
- Germany
- Japan
- Qatar
- Sweden
- Switzerland
- The Netherlands
- United Kingdom

## Keywords – Add custom keywords

- Add the custom Keywords pertinent to your manuscript one-at-a-time
  - *You can add your own or select relevant ones from the list*
- Click on “**Save keywords and Continue**”

Marta Raposo Barrero as Author [ CHANGE ROLE ] DASHBOARD PROFILE [ SIGN OUT ]

Guidelines Authors Details **Keywords** Documents Reviewers Letter Send

### Manuscript keywords

Select from the list below or add your own relevant keywords.  
It is **COMPULSORY** to select or add at least **3** relevant keywords.

**Keyword list** - select a keyword from the list and then click 'Add keyword'.

- (colorectal) liver metastases
- (venous) Tromboembolism
- Abcessesinflammation
- Abdominal infections
- Abdominal trauma
- Abdominal wall hernia
- ABPM
- ACE inhibitors

**Add keyword**

**Add custom keyword** - enter a keyword in the box and then click 'Add keyword'.

**Add keyword**

**Save keywords and continue**

## Documents – Choose the files

1 Upload one-at-a-time your manuscript files. Be sure to include the compulsory documents

- Select for each file the corresponding file type.

2 After choosing each file, click on “Upload File”

3 Check the box when completing the section

4 Click on “Continue to next section”

Marta Raposo Barrero as Author [ CHANGE ROLE ] DASHBOARD PROFILE [ SIGN OUT ]

Guidelines Authors Details Keywords Documents Reviewers Letter Send

### Manuscript documents

Your manuscript should be submitted as a Microsoft WORD .doc or .docx file.  
Table files should have either the .doc/.docx or .xls/.xlsx file extensions.  
Appropriate Illustration /Figure file extensions can be [viewed here](#)

YOU MUST CHECK YOUR DOCUMENT FOR COMPLETENESS IN THE LAST STEP BEFORE SUBMITTING TO ENSURE IT IS PROPERLY FORMATTED AND DISPLAYS CORRECTLY

Please download the [Submission Statement](#) with original (hand-written) signatures of all authors. If it is not possible to collect all signatures on a singular document, please provide individual copies for each author. Submission Statement will be collected at the beginning of the submission of a manuscript.

**IMPORTANT:** ENSURE YOUR TITLE PAGE INCLUDES ALL AUTHORS AND THEIR AFFILIATIONS.

**Compulsory document: Manuscript**  
**Compulsory document: Submission Statement**

#### Upload documents

Maximum file size 25 Mbytes (or supported video formats mp4, Ogg, webM 800 Mbytes)

Choose File No file chosen 1

Select file type

2 Upload file

3  Check this box to confirm you have read and complied with the file instructions.

4 Continue to next section

## Reviewers

- Suggested Reviewers are often requested as a standard by the journal's portal.
- Click on **“Continue to next section”**

The screenshot shows a user interface for a journal submission portal. At the top, the user is identified as 'Marta Raposo Barrero as Author [ CHANGE ROLE ]'. Navigation links include 'DASHBOARD', 'PROFILE', and '[ SIGN OUT ]'. A horizontal menu contains icons for 'Guidelines', 'Authors', 'Details', 'Keywords', 'Documents', 'Reviewers' (which is highlighted), 'Letter', and 'Send'. The main content area is titled 'Suggest reviewers' and includes instructions: 'Use this section to add reviewers who are qualified to evaluate your submission. Follow the specific guidelines for this section given in the box below.' A grey box contains the following text: 'IT IS **OPTIONAL** TO SUGGEST IMPARTIAL REVIEWERS WHO ARE RESEARCHERS IN THE FIELD AND HAVE THE EXPERTISE TO REVIEW YOUR MANUSCRIPT. Suggested Reviewers must have a recent publication record in the area of the submission and must not be from the same institution or be research collaborators of the author(s). Please suggest not more than one from your own country, all other suggested reviewers must be from various countries'. A green button labeled 'Suggest a reviewer' is positioned to the right of this text. Below the instructions, it says 'No reviewers suggested'. At the bottom right, a green button labeled 'Continue to next section' is highlighted with a dark border.

## Letter

1 Complete the form by writing the Cover Letter

2 Check the box when completing the section

3 Click on “Continue to next section”

Marta Raposo Barrero as Author [ CHANGE ROLE ]

DASHBOARD PROFILE [ SIGN OUT ]

Guidelines Authors Details Keywords Documents Reviewers Letter Send

### Cover letter and accompanying information

Complete the form below

Cover Letter (required) [Help for this field](#)

1

Special character

Word use:  
Word limit: 1000

By ticking this box I declare that information given in this manuscript submission is truthful and correct. (required)

2

Save draft Save and continue

3

## Send – Submit your manuscript

- Review the submission information
- The author will be alerted if any information is missing
- In case you have problems submitting your manuscript, please **contact the Editorial Office** directly

1 Click on “**PDF review document**” and check if everything is correct

2 Click on “**Confirm reading**”

3 Click on “**Submit your manuscript**”

Marta Raposo Barrero as Author [CHANGE ROLE] DASHBOARD PROFILE [SIGN OUT]

Guidelines Authors Details Keywords Documents Reviewers Letter Send

### Check and send

Check the submission details below. You can submit

#### Authors

Delete	Edit	Name
		1 Ms Marta Raposo Barrero contact

#### Details

#### Review document

You MUST CHECK THE PDF REVIEW DOCUMENT as it will be presented to the reviewers before you can submit.

**IMPORTANT: ENSURE YOUR TITLE PAGE INCLUDES ALL AUTHORS AND THEIR AFFILIATIONS.**

1. Check the PDF review document.  
 1
2. Confirm you have checked the PDF review document.  
 2

If you have difficulties opening the PDF review document, please see the help topic at the bottom of the page.

No reviewers suggested

Letter  
Letter:

You cannot submit your manuscript until all mandatory information is completed. 3

