

HOW TO SUBMIT A PAPER

To make a submission, you will first need to register as an **Author**.
To do so, click the **Register** link on the upper right corner of the journal homepage.

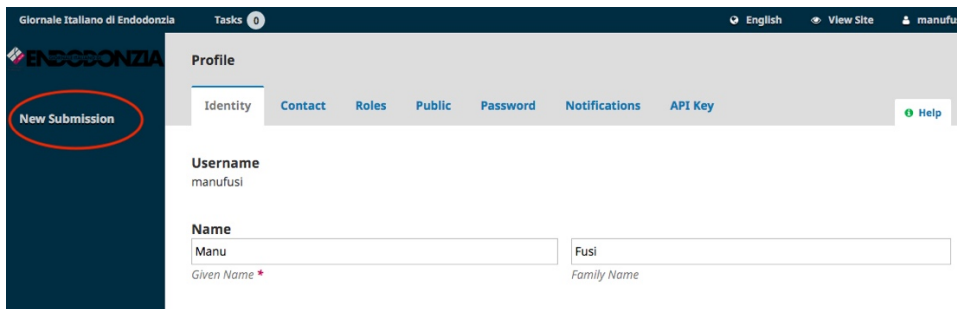


This will open a **Registration Form** to be completed with all required information. All fields with an asterisk are mandatory. Complete the form and click on the **Register** button.

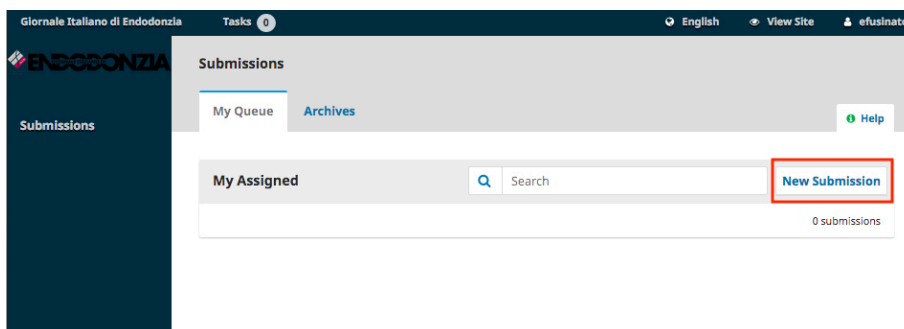
After logging into your profile (**Login** button - upper right corner of the journal homepage), access your **Dashboard**.



You can start a new submission by clicking the **New Submission** button on the left side of the screen.

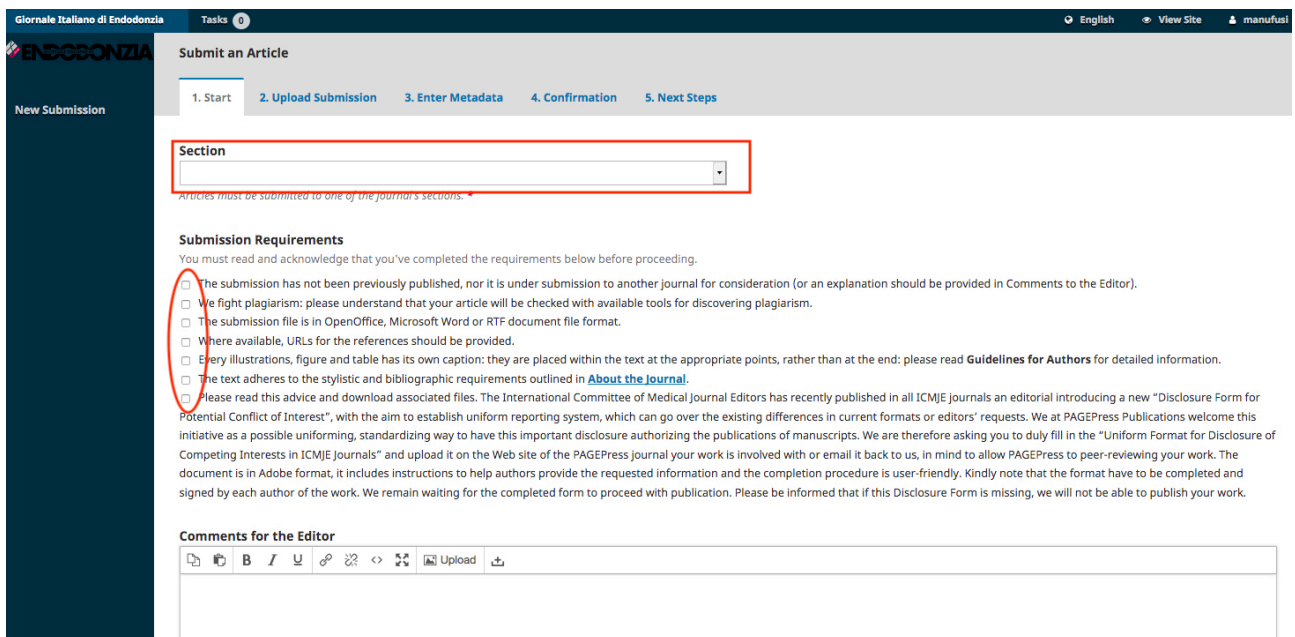


If you have already submitted papers to the journal, click on the **New Submission** button, displayed under "My Queue".

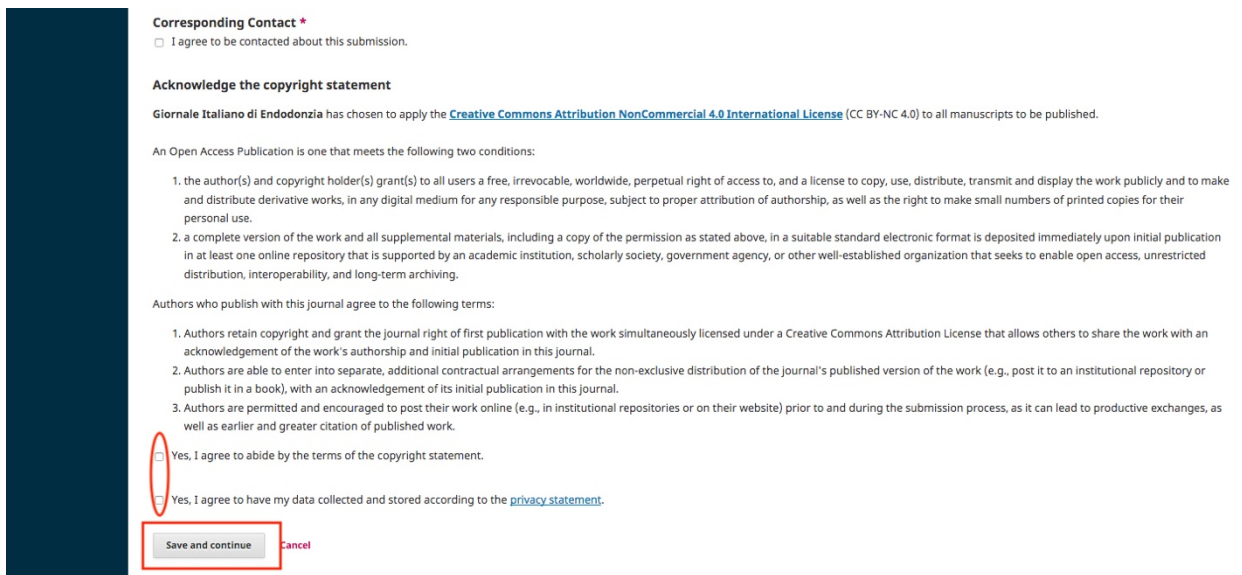


STEP 1

Select the appropriate **Section** (Article, Case Report, etc.) for your submission; read and agree to the statements in the **checklist** by checking each box; include your comments for the Editor (if any).



Acknowledge the Copyright statement, then click the **Save and Continue** button (bottom of the page).



STEP 2

On Step 2, a window will open allowing you to upload your submission file(s).

Select the **Article Component** (to let the system know whether the file is the body of the manuscript, an image, a data set, etc) and upload your first file (click on **Upload File**). Click the **Continue** button once the file uploads.

The screenshot shows the 'Upload Submission File' window with a blue header and a close button (X). Below the header is a progress bar with three steps: '1. Upload File' (active), '2. Review Details', and '3. Confirm'. The main area has a dropdown menu labeled 'Article Component *' with 'Article Text' selected. Below this is a dashed box with the text 'Drag and drop a file here to begin upload' and an 'Upload File' button. At the bottom, there is a 'Continue' button and a 'Cancel' button.

After uploading the file, you will be asked to review its name. Use the **Edit** link to make any changes. Click the **Continue** button.

The screenshot shows the 'Upload Submission File' window with the progress bar now at '2. Review Details'. The file name 'efusinato, screenshot_1063.jpg' is displayed, followed by an 'Edit' link with a pencil icon. Below the file name, it shows 'jpg' and '89KB'. At the bottom, there is a 'Continue' button and a 'Cancel' button.

Then, you have the option to repeat the process to upload additional files (e.g., figures/tables/cover letter etc). Once you have finished uploading ALL of your files, click **Complete**.

The screenshot shows the 'Upload Submission File' window with the progress bar now at '3. Confirm'. Below the progress bar, there is a 'File Added' section with a button labeled 'Add Another File'. To the left of this button, there is text that says 'Add another file OR Complete the procedure' with arrows pointing to the 'Add Another File' button and the 'Complete' button. At the bottom, there is a 'Complete' button and a 'Cancel' button.

You will be redirected to a summary page, where you will find all the files you uploaded; click **Save and Continue** to move to Step 3.

1. Start
2. Upload Submission
3. Enter Metadata
4. Confirmation
5. Next Steps

Submission Files
Search
Upload File

156-1 efusinato, screenshot_1063.jpg July 17, 2019 Article Text

Save and continue Cancel

STEP 3

On **Step 3**, you will be asked to provide some information on your submission: title, abstract, contributors and keywords are compulsory fields.

Once this phase is completed, click **Save and Continue** to move forward.

Submit an Article
1. Start
2. Upload Submission
3. Enter Metadata
4. Confirmation
5. Next Steps

Prefix
Title *
Examples: A, The

Subtitle

Abstract *

List of Contributors
Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
Emanuela Fusinato	emanuela.fusinato@pagepress.org	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Keywords *

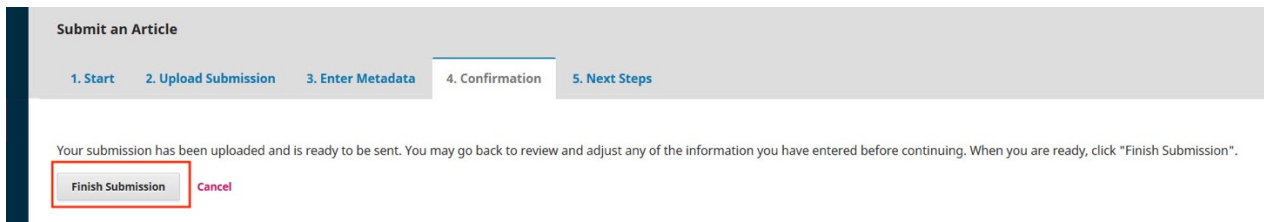
Supporting Agencies

References

Save and continue Cancel

STEP 4

On Step 4, you will be asked to confirm that you are happy with your submission. Click **Finish Submission**.

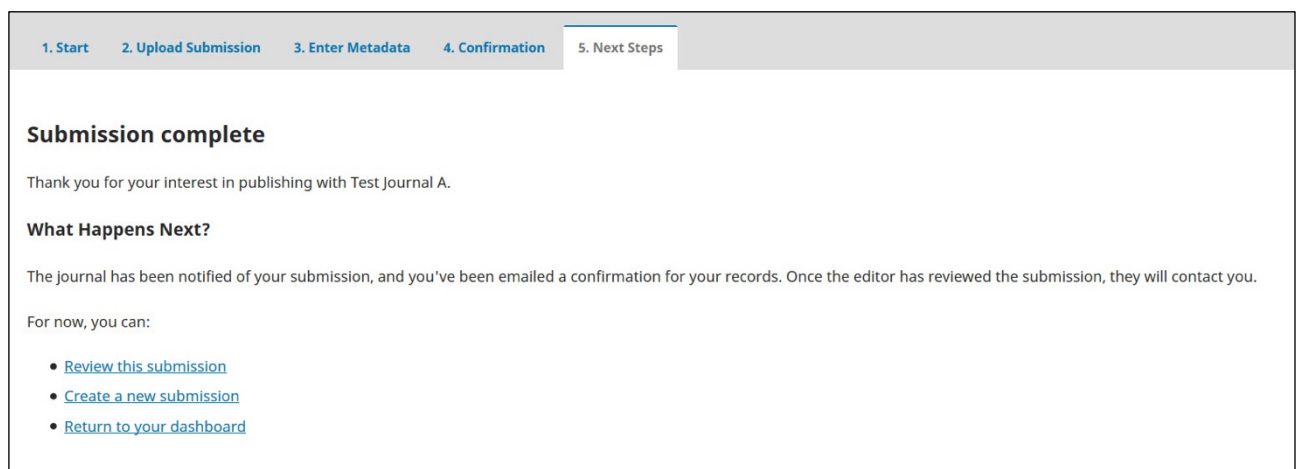


The screenshot shows a web interface titled "Submit an Article". At the top, there is a progress bar with five steps: "1. Start", "2. Upload Submission", "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". Step 4 is currently active. Below the progress bar, a message states: "Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click 'Finish Submission'". At the bottom of the form, there are two buttons: "Finish Submission" (highlighted with a red border) and "Cancel".

STEP 5

The procedure is complete and the editor has been notified of your submission. At this point, you can follow the links to:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)



The screenshot shows a web interface titled "Submission complete". At the top, there is a progress bar with five steps: "1. Start", "2. Upload Submission", "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". Step 5 is currently active. Below the progress bar, the text "Submission complete" is displayed. A message follows: "Thank you for your interest in publishing with Test Journal A." Below this, the heading "What Happens Next?" is shown, followed by the text: "The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you." At the bottom, the text "For now, you can:" is followed by a list of three links: "[Review this submission](#)", "[Create a new submission](#)", and "[Return to your dashboard](#)".