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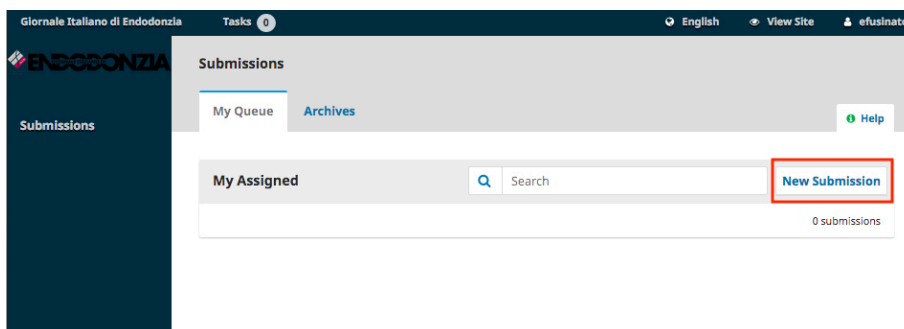
After logging into your profile (**Login** button - upper right corner of the journal homepage), access your **Dashboard**.

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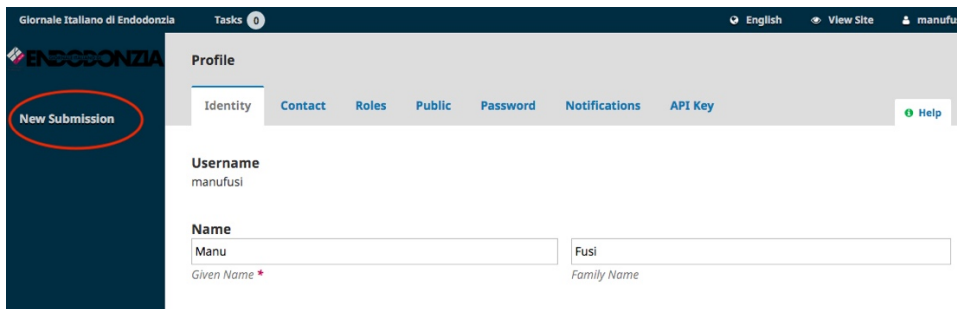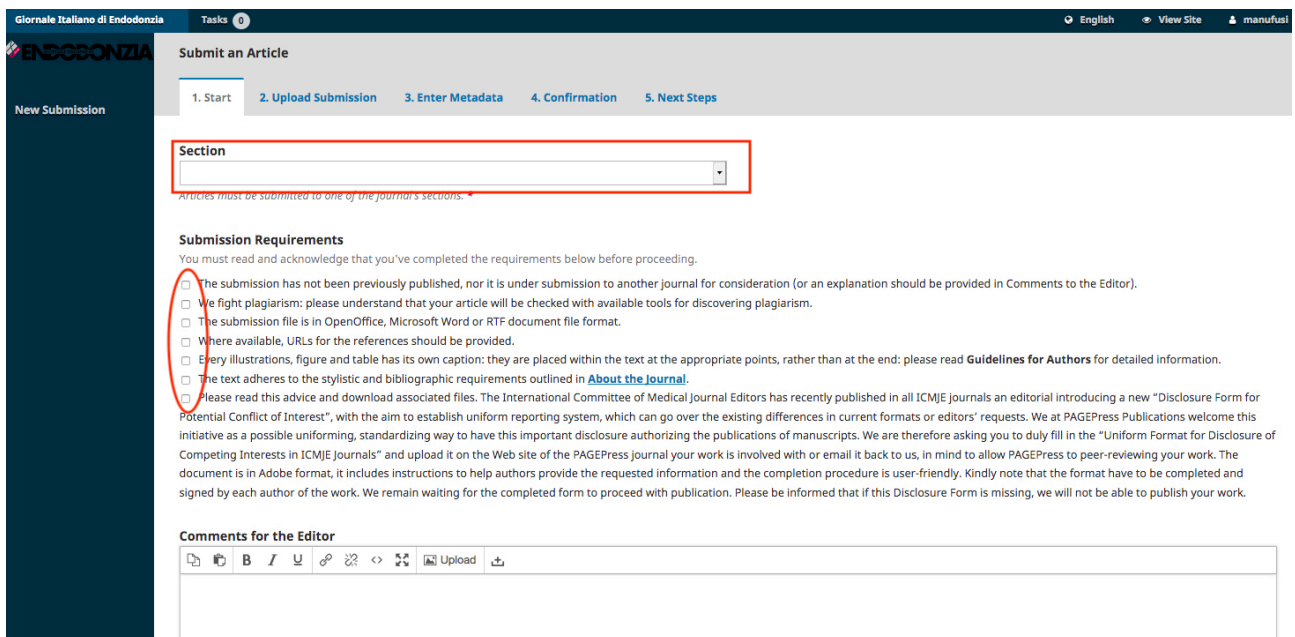

If you have already submitted papers to the journal, click on the **New Submission** button, displayed under "My Queue".
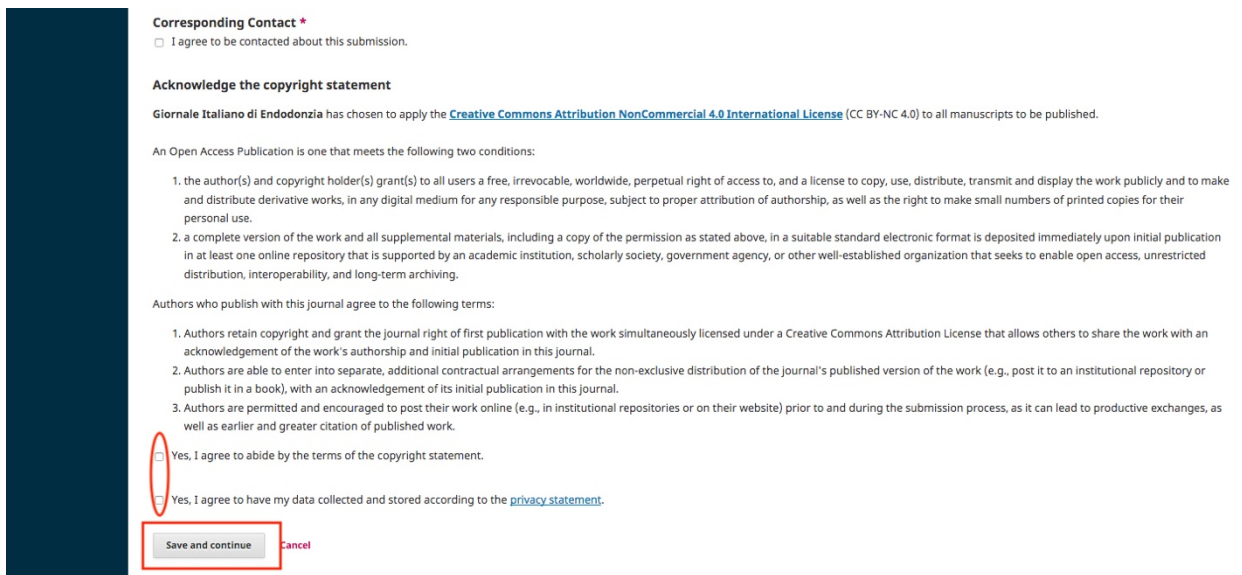
Select the appropriate **Section** (Article, Case Report, etc.) for your submission; read and agree to the statements in the **checklist** by checking each box; include your comments for the Editor (if any).

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

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.

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

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.

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.
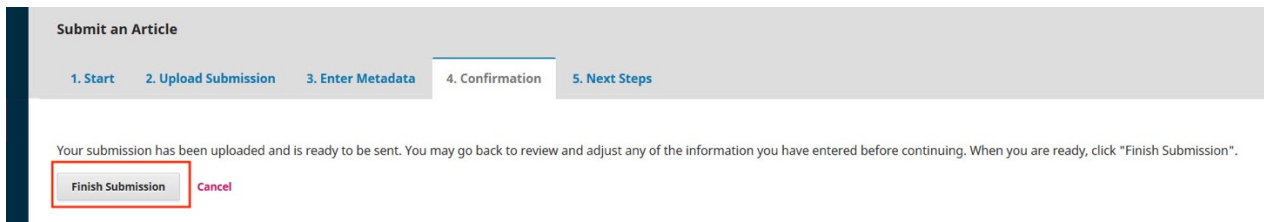
STEP 4

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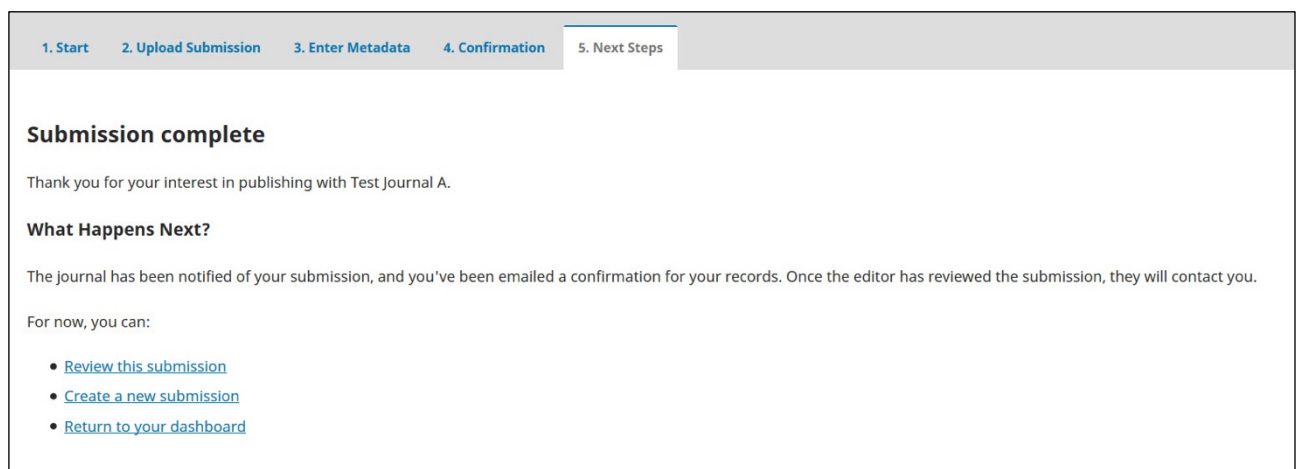

STEP 5

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