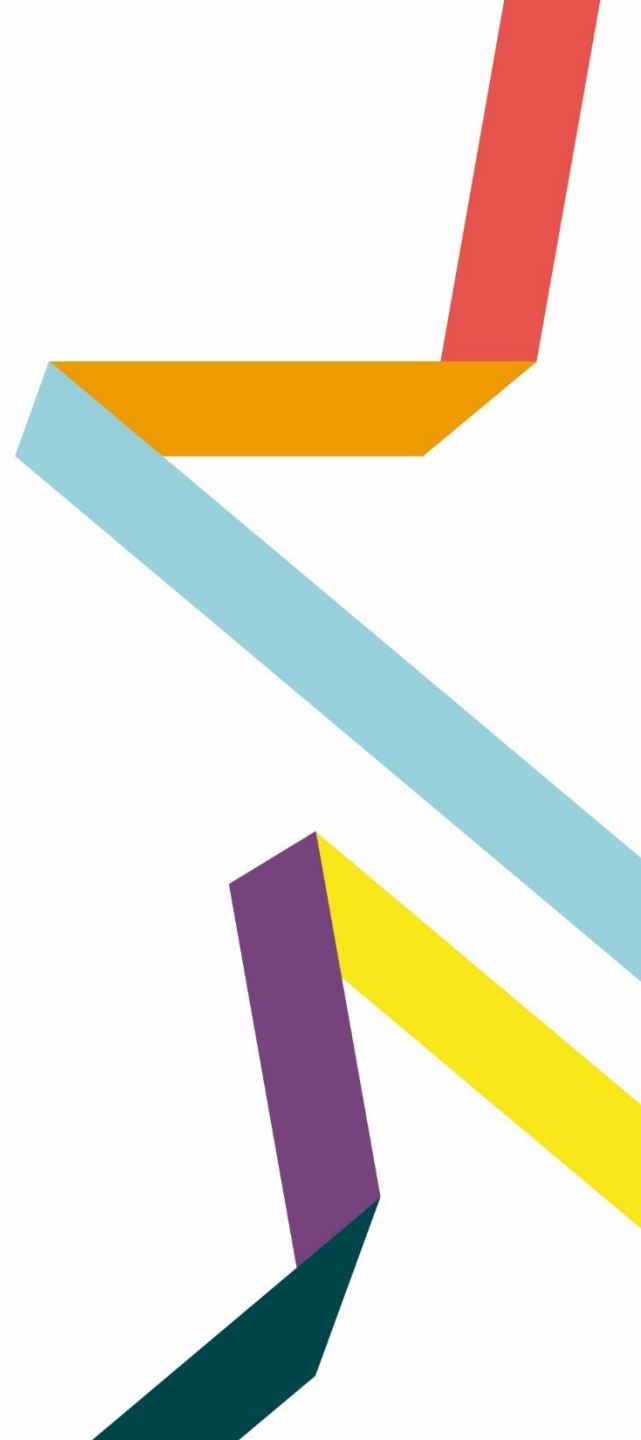


# Submitting your Paper

## 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 Manuscript, Funding, OA Agreement and Pre-print information
6. **Keywords** – Add custom keywords
7. **Documents** – Choose the files
8. **Reviewers**
9. **Letter** – Cover letter and accompanying information
10. **Declaration** – And submission statement
11. **Send** – Submit your manuscript

## 1. Log in – as an Author

- If you have an account:

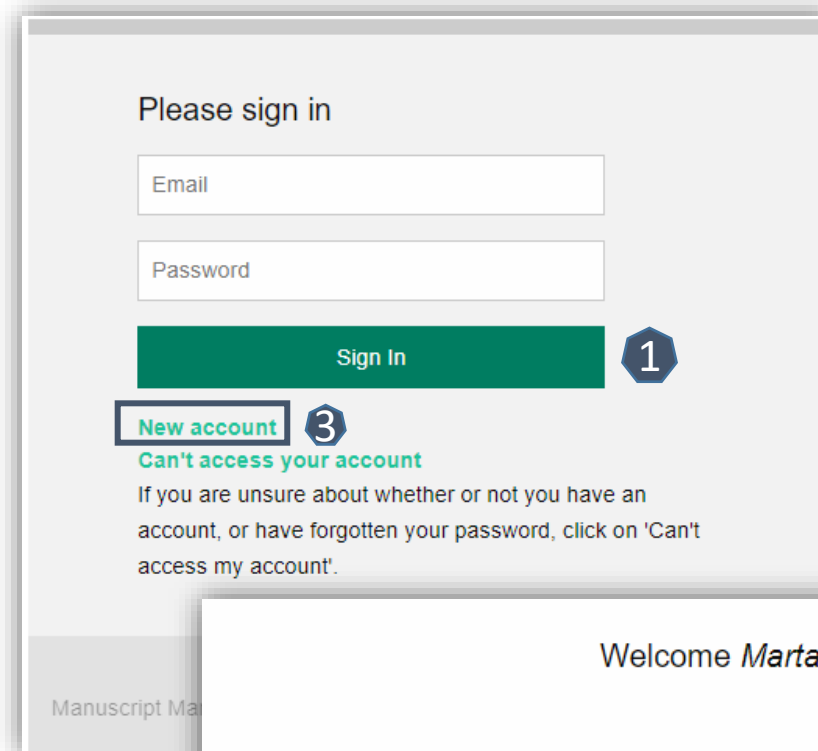
① Log in using your Email and Password

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

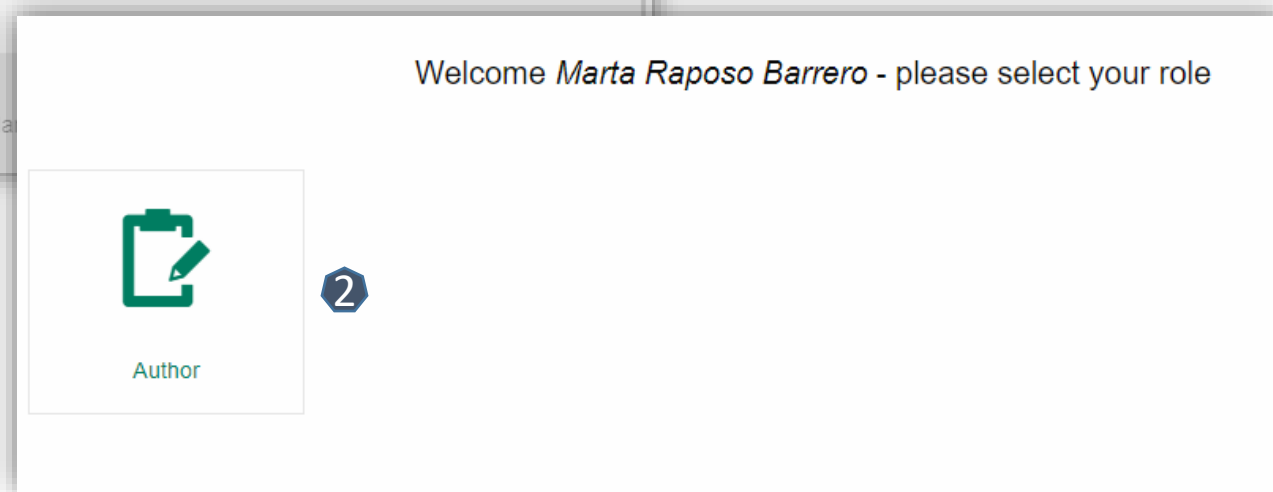
Password

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

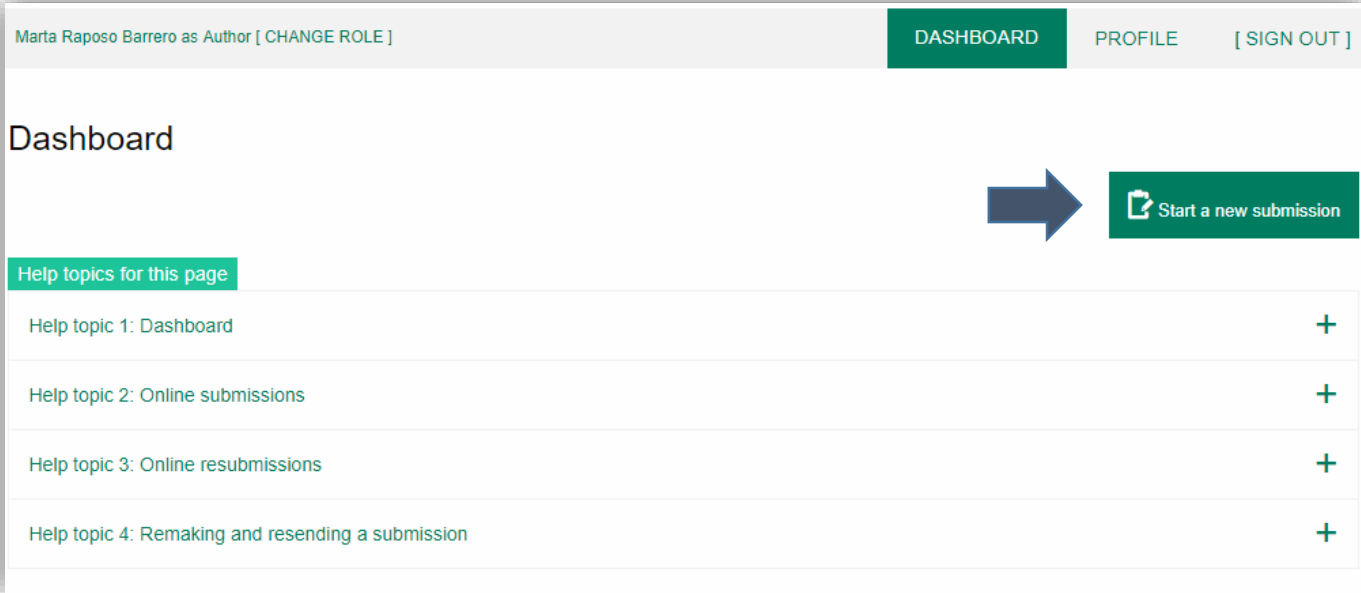
Manuscript Ma

Author ②

## 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	+

### 3. Guidelines – Submission guidelines

The screenshot shows a user interface for a submission process. At the top, the user is identified as 'Marta Raposo Barrero as Author' with a '[ CHANGE ROLE ]' link. Navigation links for 'DASHBOARD', 'PROFILE', and '[ SIGN OUT ]' are visible. A row of icons represents different sections: Guidelines (highlighted), Authors, Details, Keywords, Documents, Reviewers, Letter, and Declaration. Below this is a 'Send' button with a checkmark icon. The main content area is titled 'Submission guidelines' and contains the text: 'Read the guideline and check the box at the bottom of the page to confirm you will comply with these guidelines.' followed by a horizontal line and 'Authors are encouraged to read the [Guidelines for Author](#) before beginning the submission process.' At the bottom, there is a checkbox with a red checkmark above it, followed by the text 'Check this box to confirm you have read and will comply with these guidelines.' To the left of the checkbox is a blue hexagonal icon with the number '1'. To the right 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”

## 4. 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”

### 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

a.lorenz@karger.com

Add author

2

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

Check this box when you have completed this section.

3

4

Save and continue

## 5. 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*

### Details

Complete the form below

Manuscript title (required) [Help for this field](#)

Special character

Running Title (required) [Help for this field](#)

Special character

Section (required) **1**

Manuscript type (required) **2** [Help for this field](#)

Word use:  
Word limit: 50

Abstract (required) [Help for this field](#)

## 5. Details – Enter funding and Plan S 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.*

- Additionally, you will also be asked to indicate your Plan S funder or state None here

### 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

### Plan S

Does your funder participate in Plan S? If yes, please indicate your Plan S funder from the full list found [HERE](#). **(required)**

Special character



## 5. 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*

- If the agreement **2** 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

## 5. Details on Open Access Agreements on our website



### 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	▼

## 5. Details – Pre-print

- You will be asked to indicate whether you have previously published this manuscript with a preprint server

**Pre-print**

If you have previously published this manuscript with a preprint server such as arXiv, MedRxiv or bioRxiv, please provide the allocated DOI number in this field.

[Help for this field](#)

Special character

## 6. 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**”

### 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  
Abscessesinflammation  
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**

## 7. 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”

The screenshot shows a web interface for uploading manuscript documents. It includes a title 'Manuscript documents', instructions on file format (Microsoft WORD .doc or .docx), and a warning to check document completeness. Below this is a section for 'Compulsory document: Manuscript' with an 'Upload documents' area. This area has a file size limit of 25 Mbytes and a 'Choose File' button. A callout '1' points to the 'Choose File' button. Below the button is a 'Select file type' dropdown menu. A callout '2' points to an 'Upload file' button. At the bottom, there is a confirmation box with a checked checkbox and a 'Continue to next section' button. A callout '3' points to the checkbox, and a callout '4' points to the 'Continue to next section' button.

Manuscript documents

Your manuscript should be submitted as a Microsoft WORD .doc or .docx file.  
For technical specifications on how to provide tables, figures, and illustrations, please refer to our [technical instructions](#).

YOU MUST CHECK YOUR DOCUMENT FOR COMPLETENESS IN THE LAST STEP BEFORE SUBMITTING TO ENSURE IT IS PROPERLY FORMATTED AND DISPLAYS CORRECTLY. **The figures/ illustrations in the published work will correspond to the quality of the figures provided.**

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

Compulsory document: Manuscript

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

## 8. Reviewers

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

### Suggest reviewers

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.

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

Suggest a reviewer

No reviewers suggested

Continue to next section

## 9. Letter – Cover letter and accompanying information

1 Complete the form by writing the Cover Letter

2 Check the box when completing the section

3 Click on “Continue to next section”

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

## 10. Declaration – And submission statement

- Read and complete the declaration and submission statement form
- Once you declare that you and all co-authors agree, you will be able to click on “**Save and continue**”
- *Please note that you will act on behalf of all co-authors and will ensure that all co-authors confirm*

### Declaration and submission statement

Complete the form below

Hereby, the Author submits the “Manuscript” to Karger Publishers for the purposes of potential publication after peer-review. The present statement does not dictate any copyrights or licensing agreements; this will only be defined should the manuscript be accepted for publication. During the review process, all rights related to the Manuscript remain with the author.

**The Authors declare that they agree to the following:**

By submitting your manuscript to this journal, you confirm that your manuscript conforms to the requirements outlined in the journal’s Guideline for Authors. *(required)*

By submitting your manuscript to this journal, you acknowledge the costs for publication as outlined in the journal’s Guideline for Authors and accept that, should your submission be accepted for publication, the costs for publication will apply. *(required)*

By submitting your manuscript to this journal, you accept that your manuscript may be assessed for plagiarism against previously published work. *(required)*

**IMPORTANT:** The submitting author has the authority to act on behalf of all co-authors and will **ensure that all co-authors confirm this using the verification link in the submission confirmation email** sent out to all authors, or via their author overview in this submission system. (alternately, please contact the editorial office should you prefer to provide hand-written signatures of each author, or if any of your co-authors cannot complete the verification for any reason) *(required)*

Save draft

Save and continue



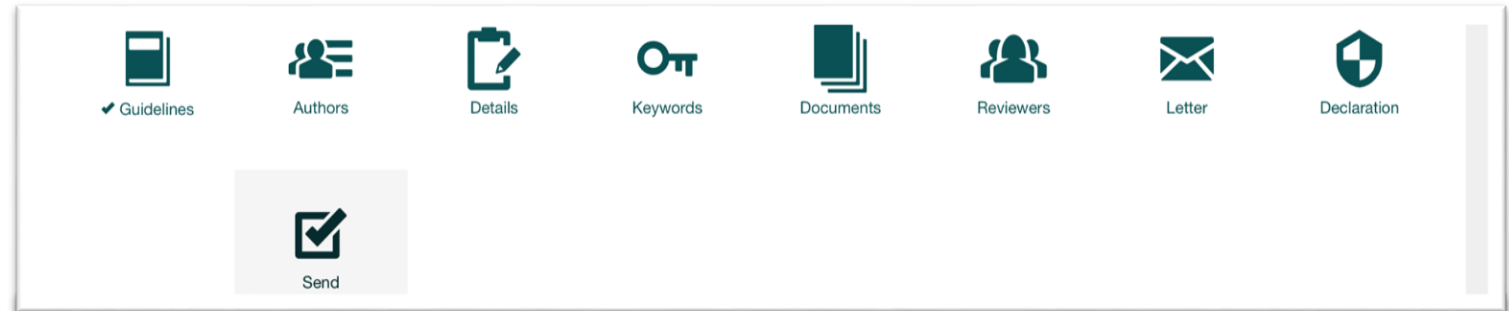
## 11. Send – Submit your manuscript

- 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**”



### Check and send

Check the submission details below. You can s

#### Authors

Delete	Edit	Name
		1 Ms Marta Raposo Bar 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

