Submitting your Paper

Submission to a Karger Journal
Steps to follow:

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2. See progress – Author Dashboard
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4. Authors – And Co-authors
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6. Keywords – Add custom keywords
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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
     [Link](https://manuscriptmanager.nickelled.com/author-online-submission?ngroup=link)
See progress – Author Dashboard

- Click on:
  “Start a new Submission”
Confirm you have read the Guidelines pertinent to the Journal to which you are submitting.

Click on "Continue to next section"
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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 in 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”
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.*

Make sure to select the right **Manuscript type** by opening the drop-down menu
- *Please check the journal’s Guidelines for more information*
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.
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.

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Details on Open Access Agreements on our website

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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.

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- Click on “Save keywords and Continue”
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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”
Suggested Reviewers are often requested as a standard by the journal’s portal.

Click on “Continue to next section”
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1. Complete the form by writing the Cover Letter

2. Check the box when completing the section

3. Click on “Continue to next section”
Send – Submit your manuscript

- Review the submission information
- The author will be alerted if any information is missing
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1. Click on “PDF review document” and check if everything is correct
2. Click on “Confirm reading”
3. Click on “Submit your manuscript”