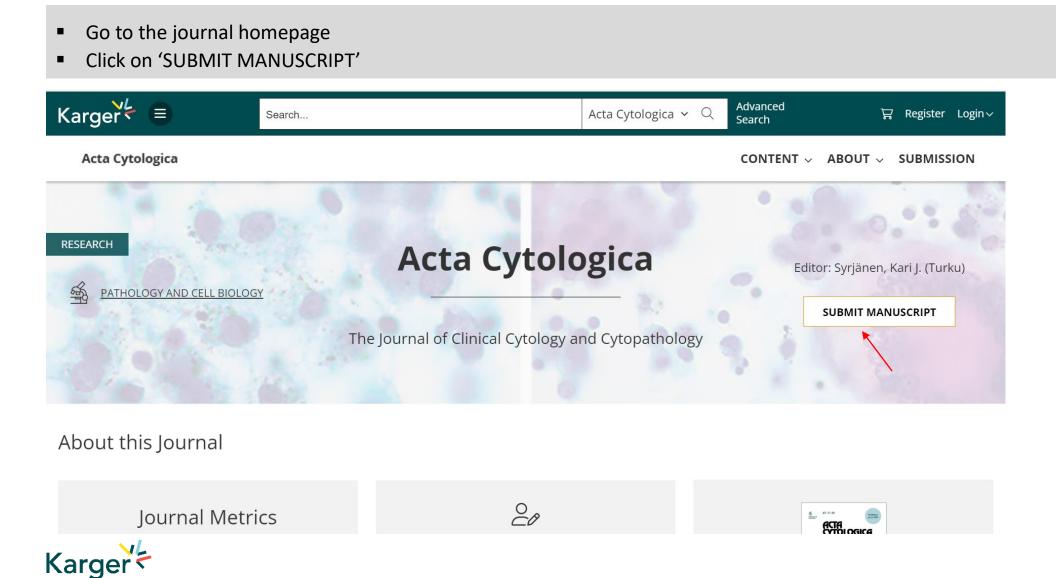
## Submitting your Paper

**Submission to a Karger Journal** 





### Select the journal of your choice



## **MyKarger Account**

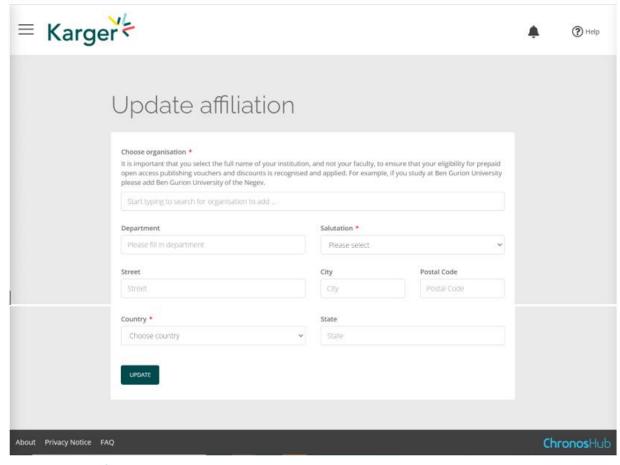
Follow the instructions using your existing MyKarger log in details or create a MyKarger account to continue

Log in to	MyKarger
Log in with your e-mail a	ddress and your password.
E-mail address	
a.lorenz@karger.com	
Password 	
	LOG IN
	LOG IN  > Forgot your password?



### Once logged in you will be forwarded to our Submission Platform powered by ChronosHub

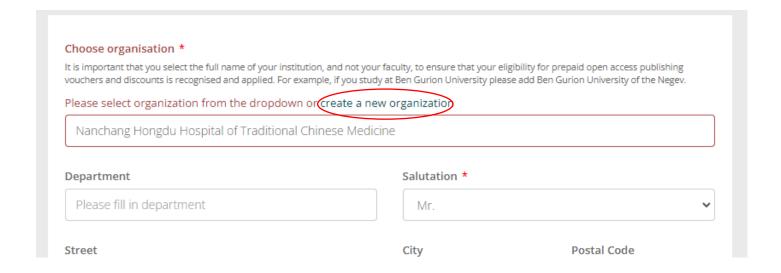
New authors to the platform will be requested to first update/complete their affiliation.





#### Once logged in you will be forwarded to our Submission Platform powered by ChronosHub

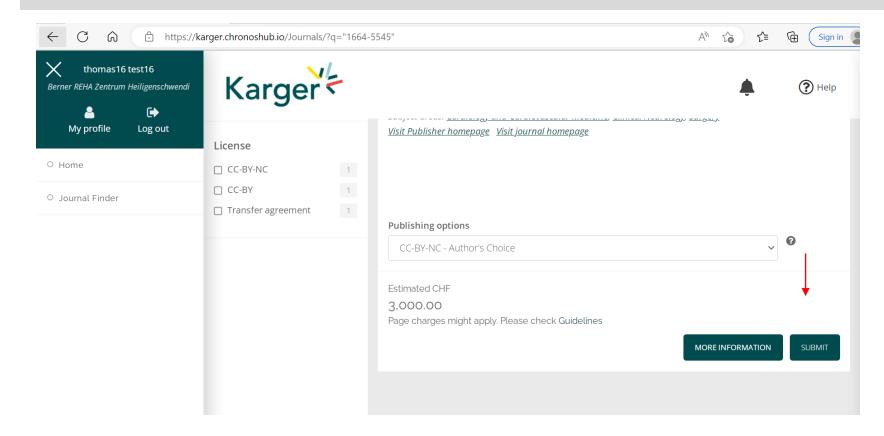
It is preferred that the affiliation is chosen from the dropdown list that appears. If it is not possible to find the institution, clicking outside of the dropdown, in the grey area of the screen, accesses the extra line that says "create a new organization" which will then appear. (Authors creating a new organization will not be linked to any existing eligibilities or discounts which are organization driven)





#### **Submission Platform powered by ChronosHub**

Check the journal selection and click on 'Submit'. You will be forwarded to Manuscript Manager to complete the submission process.

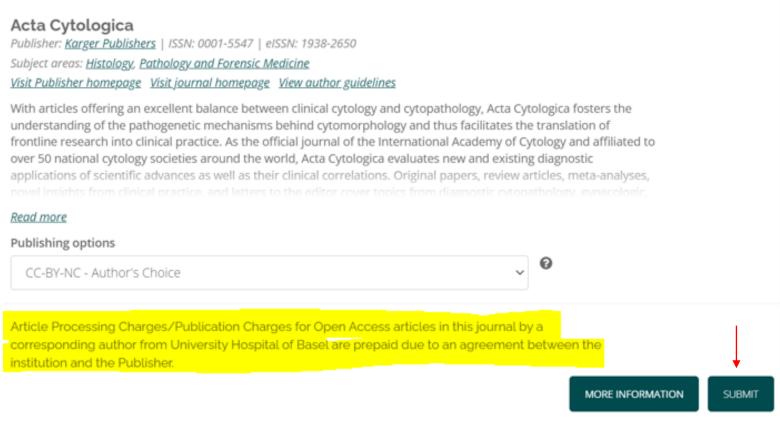




<u>Journal Finder:</u> Information on publishing options and estimated costs are displayed. Additional Page Charges might apply. Check individual journal Guidelines. Publishing options do not have to be selected at this point. Corresponding Authors will receive an email after article acceptance prompting them to go to ChronosHub to select the publishing option and accept the license agreement.

#### **Transformative Agreements**

Cost coverage or reduction for Open Access publication due to a Transformative Agreement will be displayed in the Journal Finder according to the affiliation.





<u>Journal Finder:</u> Publishing options do not have to be selected at this point. Corresponding Authors will receive an email after article acceptance prompting them to go to ChronosHub to select the publishing option and accept the license agreement.

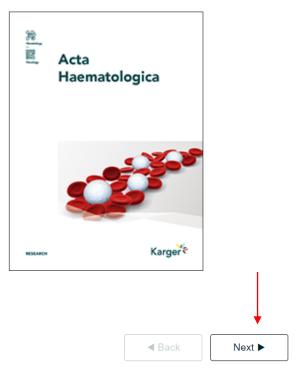
## **Submission Process in Manuscript Manager**

First click on 'Start a new submission' and then 'Next'

## Welcome to Manuscript Manager - Acta Haematologica

Please choose an option to continue.

Start a new submission





#### **Steps in Manuscript Manager**

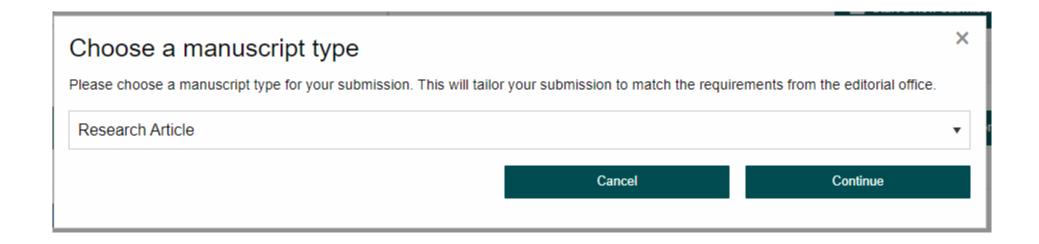
 Check account info, click Account and personal information 'Next' Alternative email Affiliation details autor3.karger+17@gmail.com Alternative email Institution' Department\* Salutation/Title First name\* Department of Oncology Universitat Leipzig Complete Affiliation thomas17 Job title City\* Middle name(s) Surname\* details if anything Leipzig Middle name(s) test17 mandatory missing Street\* Zip code 303030 Leipzigstrasse 1 Country' State/region Germany Other contact and social Telephone Fax media info can be Karger Fax Telephone entered, but is NOT mandatory, click 'Next' 3 Select manuscript type Choose manuscript type Other contact and social media information and click 'Next' To start your submission in Manuscript Manager please select a manuscript type from the dropdown below. LinkedIn Twitter - Select a manuscript type Twitter handle LinkedIn Facebook Instagram Facebook Instragram WeChat WhatsApp WeChat WhatsApp Web



### **Submission Process in Manuscript Manager**

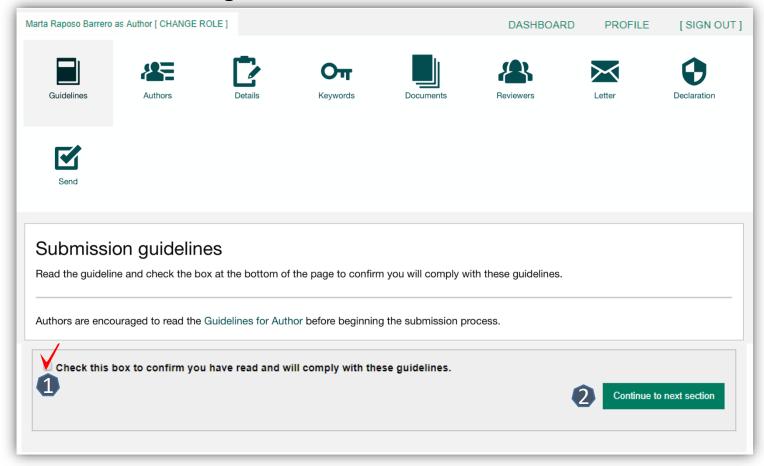
Choose a manuscript type to proceed

Please check the journal's Guidelines for more information





#### **Guidelines** – Submission guidelines

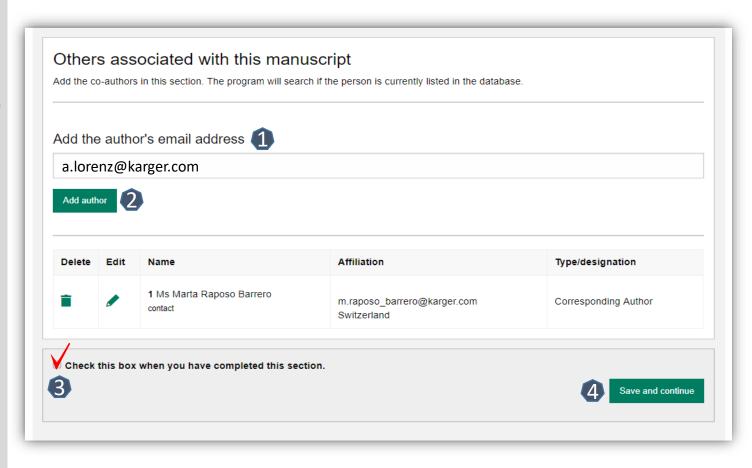


- 1 Confirm you have read the Guidelines pertinent to the Journal to which you are submitting
- Click on "Continue to next section"



#### **Authors** – And Co-authors

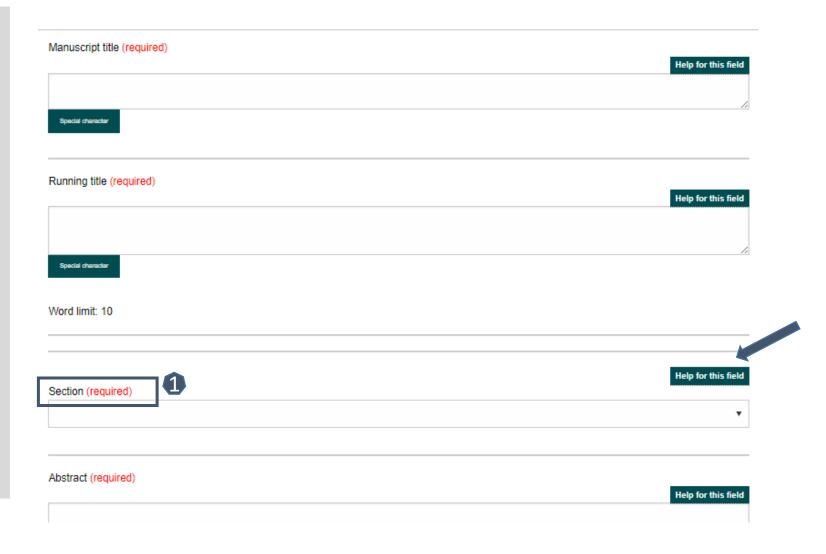
- 1 Add the co-authors one-at-a-time by first entering the co-authors' email addresses:
- If the co-author is already in the database, he/she will appear in the list
- If the co-author is not already the database, the submitting author must add the co-author's information
- Click on "Add Author"
- 3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





## **Details** – How to enter Manuscript Information

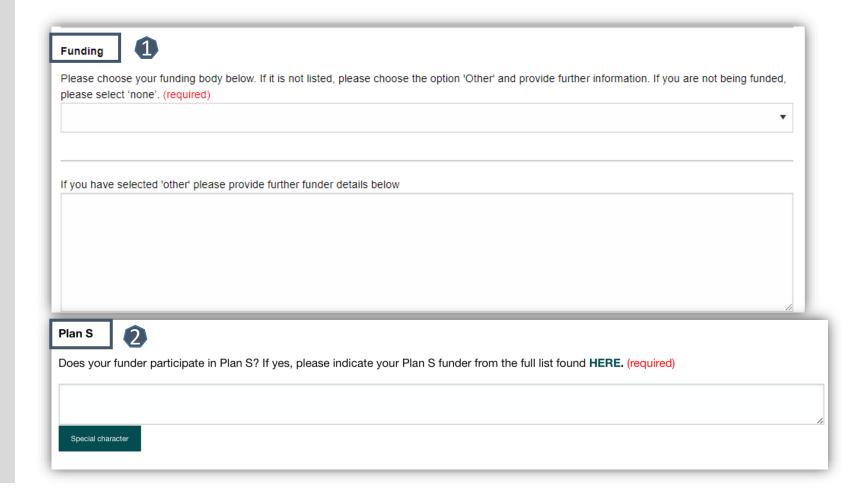
- Select the appropriateSection of the journal for your manuscript:
- Open the drop-down menu and select the section most suited to your submission. This may well be None





### **Details** – Enter funding and Plan S information ((select none))

- 1 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





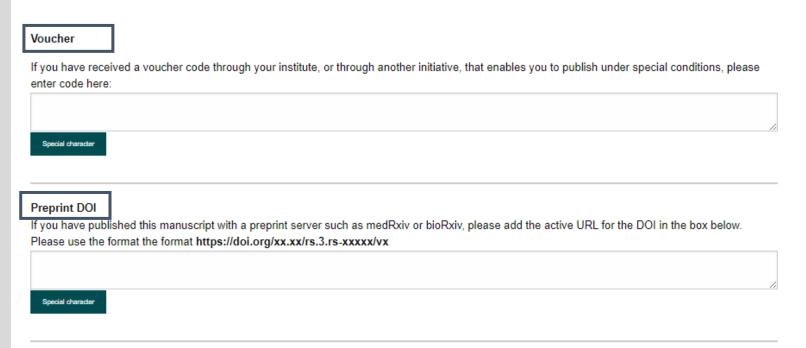
### **Details** – Call for Papers, Society Memberships

- You will be asked to indicate if you are submitting in response to a Call for Papers initiative
- 2 Society Members, in relevant journals you will be asked to indicate if you are a society member

If this manuscript is submitted in response to a Call for Papers, please select it below. If not, select "None". Please also ensure that the name of Call for Papers is included in your cover letter (required)  None		
O Short- and Long-term Real-World Outcomes of Advanced Therapies for Inflammatory Bowel Disease (IBD)		
○ Eosinophilic Oesophagitis		
O Disease Monitoring, Including Biomarkers and Advanced Imaging Modalities in Inflammatory Bowel Disease (IBD)		
Coeliac Disease and Non-Coeliac Gluten Sensitivity		
Society / Association memberships  Please indicate whether you are a member of one of the learned societies and professional associations listed below. (required)  Usual JSIBD (Japanese Society for Inflammatory Bowel Disease)  None of the above		
If you have selected a society/association, please provide a proof of membership in the box below (e.g. member ID/reference) or upload relevant documents (e.g. membership email confirmation) in the Documents section (choose file type "Proof of Membership").		
Special character		

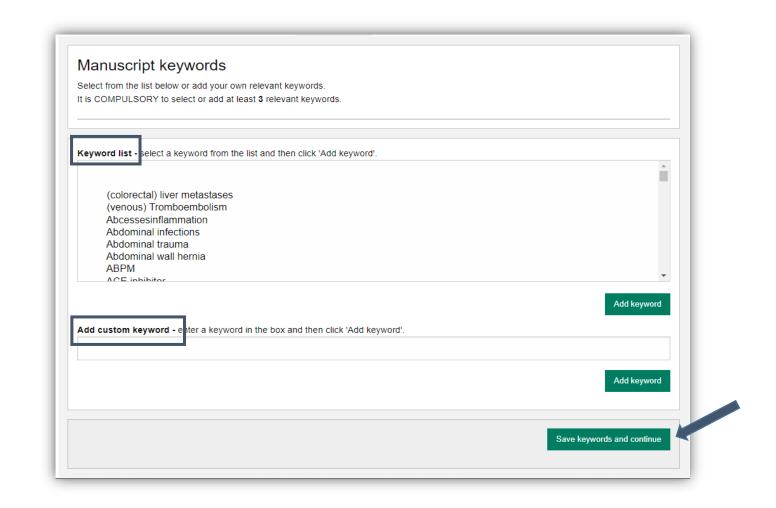
#### **Details** – Voucher, Pre-print

- Please add your voucher number if you have one (this will need to be entered again, if your paper is accepted, see slide 26)
- Please add the URL if you have previously published this manuscript with a preprint server



#### **Keywords** – Add custom keywords

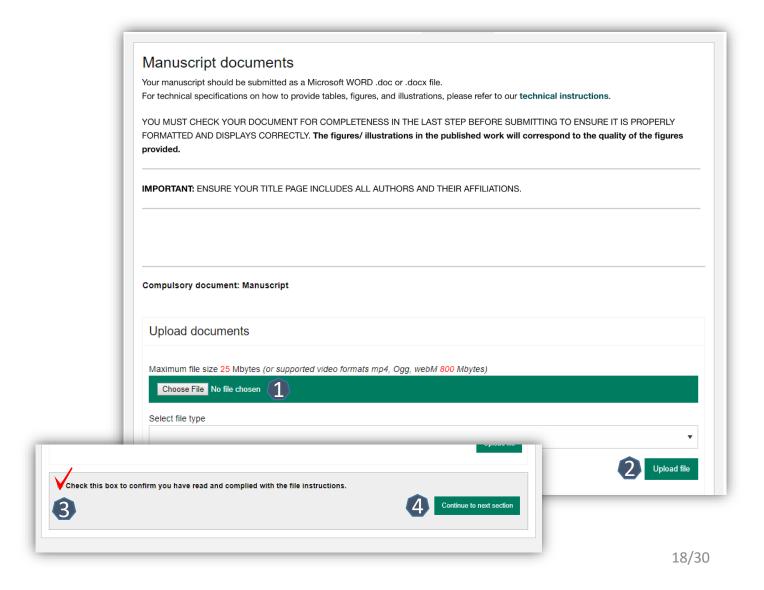
- Add the custom Keywords pertinent to your manuscript one-at-a-time
- You can add your own or select relevant ones from the list
- Click on "Save keywords and Continue"





#### **Documents** – Choose the files

- ① Upload one-at-atime your manuscript files. Be sure to include the compulsory documents
- Select for each file the corresponding file type
- After choosing each file, click on "Upload File"
- Check the box when completing the section
- 4 Click on "Continue to next section"

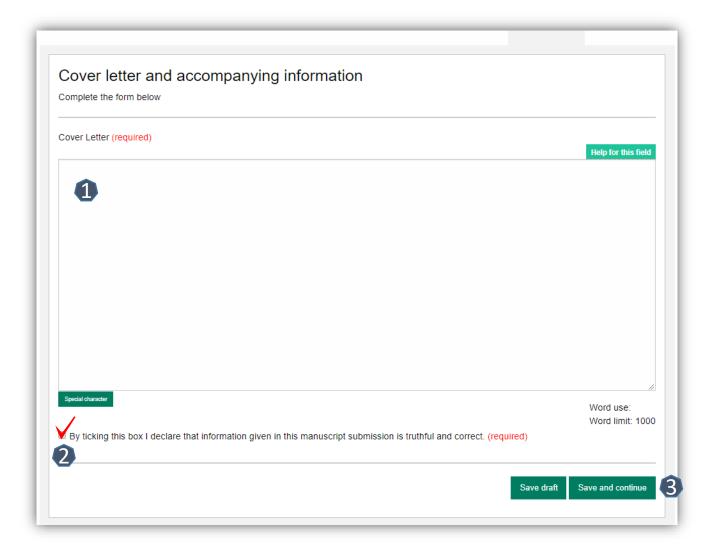




## **Letter** – Cover letter and accompanying information

- 1 Complete the form by writing the Cover Letter
- Check the box when completing the section
- Click on

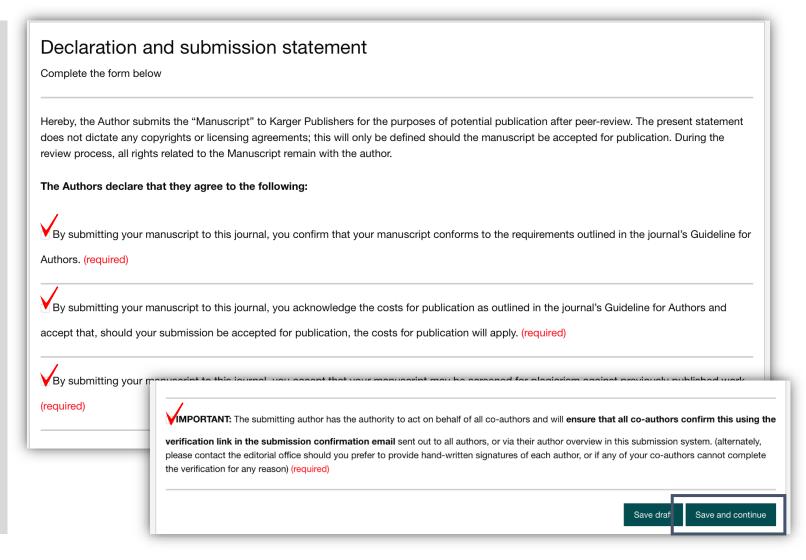
  "Continue to next section"





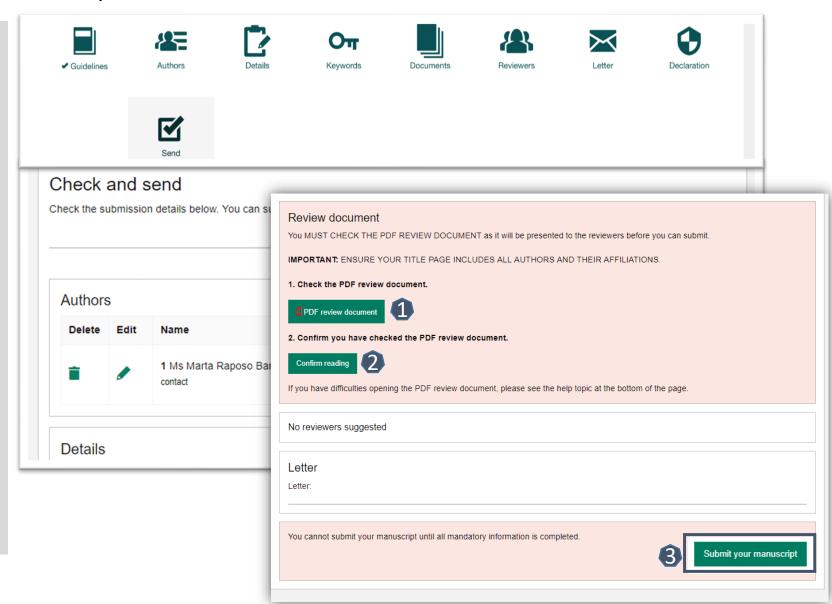
#### **Declaration** – And submission statement

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



#### **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"
- Click on "Submit your manuscript"





# After Acceptance

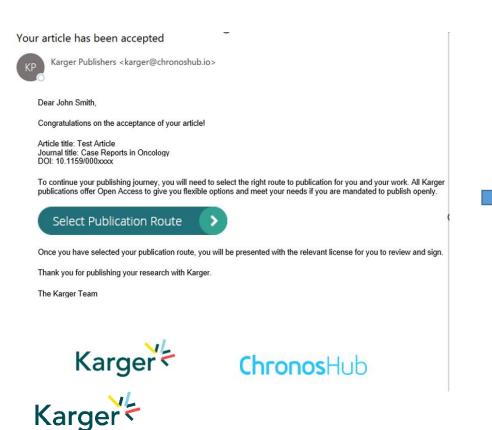
Continue the publishing journey in ChronosHub

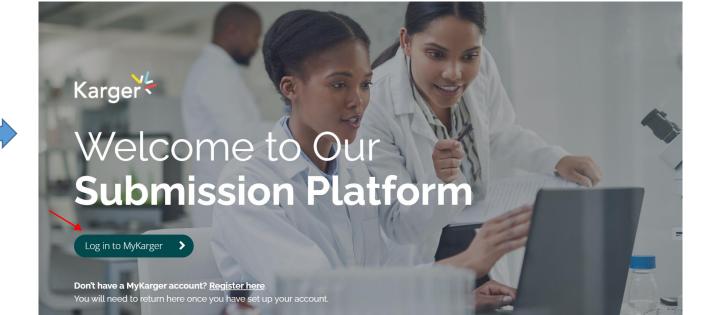




#### Upon acceptance of the article the Corresponding Autor will receive an email

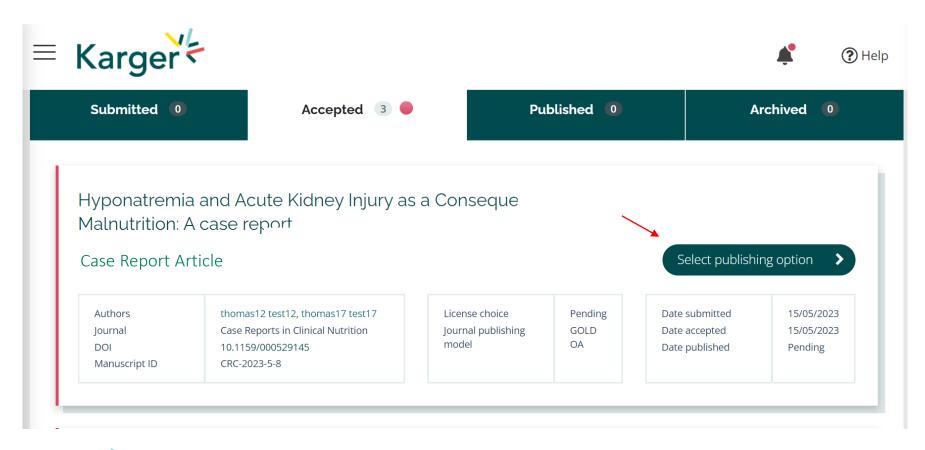
Clicking on the green button 'Select Publication Route' will open our Submission Platform. Click on 'Log in to MyKarger' and enter your email and password.





#### **Dashboard**

On your dashboard go to 'Accepted'. Any articles requiring an action will be marked. Click on 'Select publishing option'.





#### **Select publishing option**

If available, you will be given a choice of publishing options. Click on selected option.

## Select your publishing option

Corresponding author affiliation: Instituto Oulton

Request change

Please choose

#### **AUTHOR'S CHOICE - OPEN ACCESS**

Published under a CC-BY-NC licence and subject to payment of an Article Processing Charge (APC).

CHF 3,585.00

Publishing charges are exclusive of VAT and local taxes

#### SUBSCRIPTION MODEL

Published research is accessed by publication subscribers.

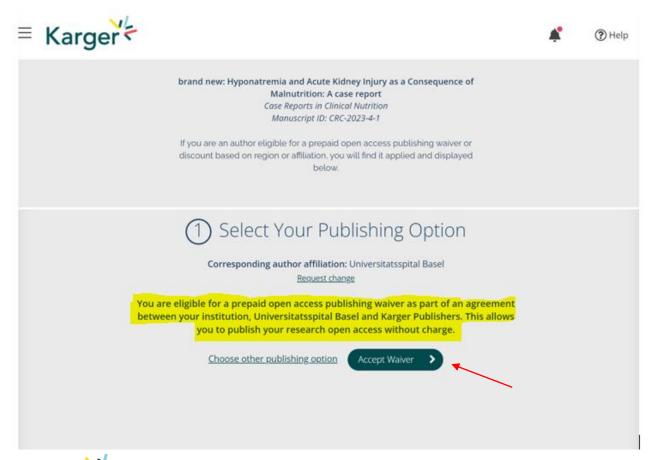
CHF 585.00

Publishing charges are exclusive of VAT and local taxes



#### Select publishing option if presented with institutional waiver – Transformative Agreement

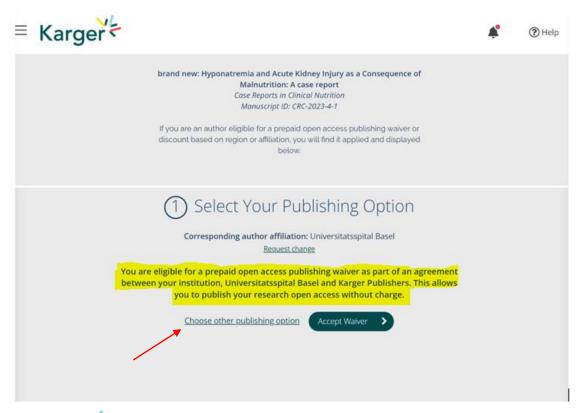
Eligibility for Open Access publication cost coverage or reduction due a Transformative Agreement will be displayed if applicable. Click on 'Accept Waiver' to publish without or with reduced costs.

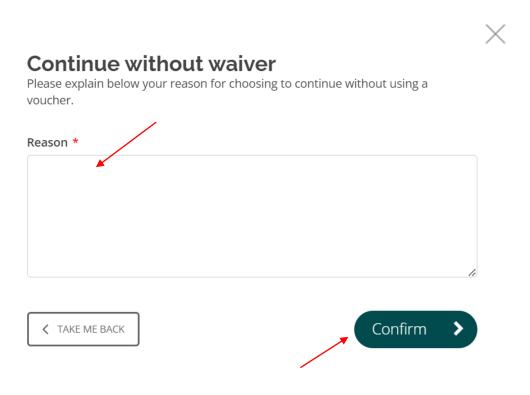




#### **Opt out despite being eligible – Transformative Agreement**

You can choose to opt out and continue without a waiver by clicking on 'Choose other publishing option'. You will then be asked to give a reason and confirm.

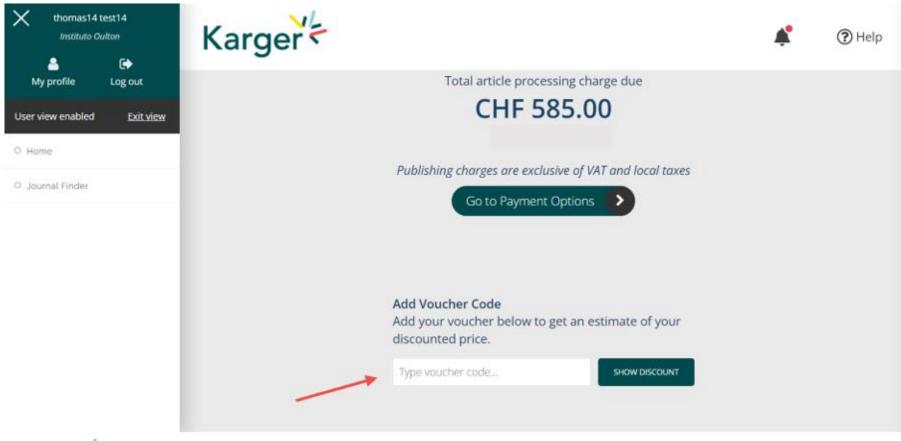






#### **Add Voucher Code**

If you have received a voucher code through your institute, or through another initiative, that grants you a discount on publishing costs, enter code here.





### **License Agreement**

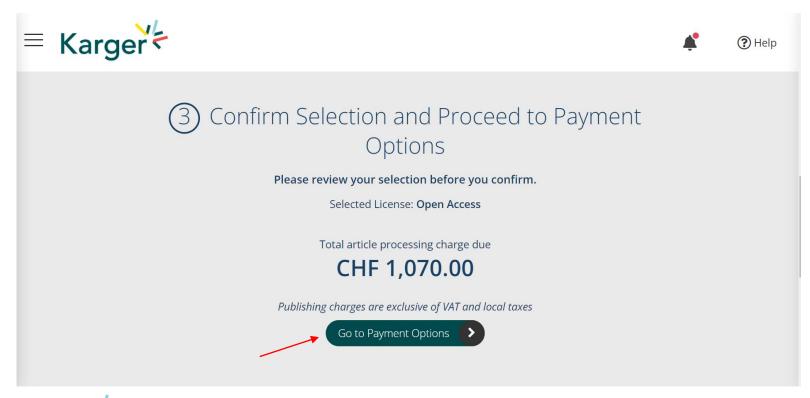
Read, accept, and confirm the License Agreement.





### **Payment – publication charges**

If publication charges apply these will be displayed. Click on 'Go to Payment Options'. You can select to pay by credit card or invoice or forward the invoice to a third party (e.g. your institute) to pay.





#### **Payment received – article production**

As soon as payment is received your article will be sent to production. No further action is required.

