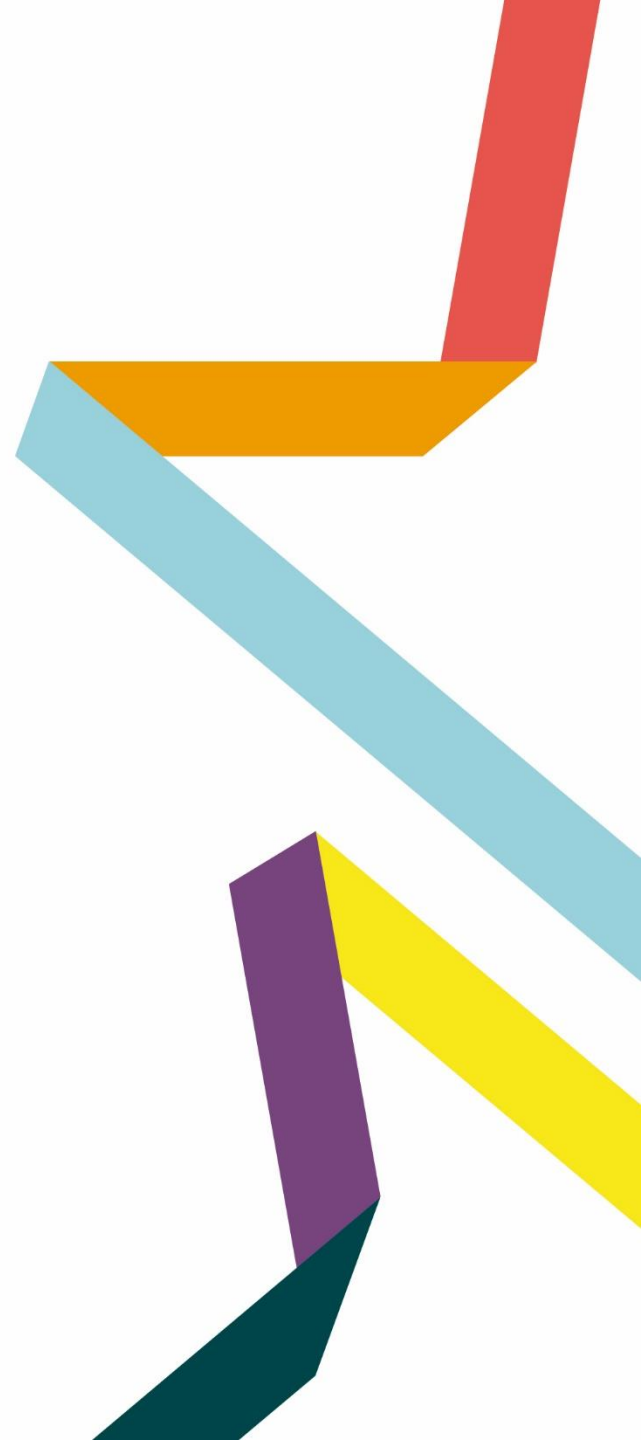
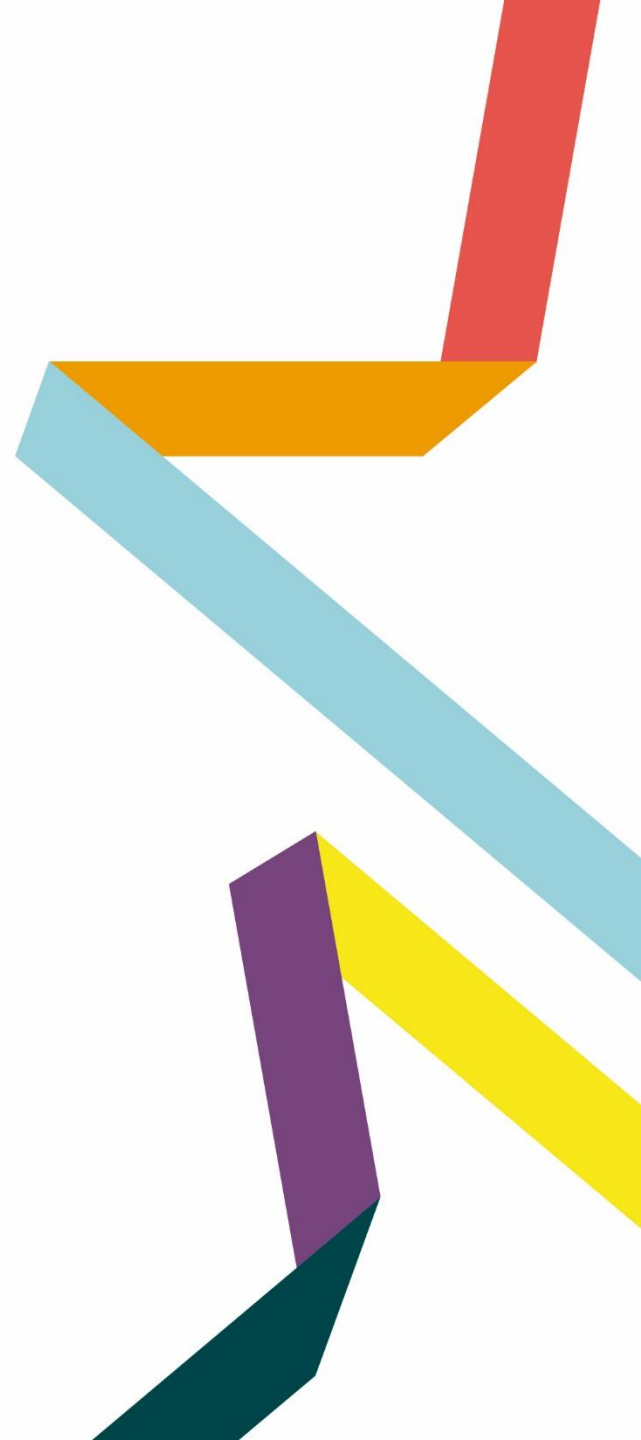


Submitting your Article to Karger

A guide to the process

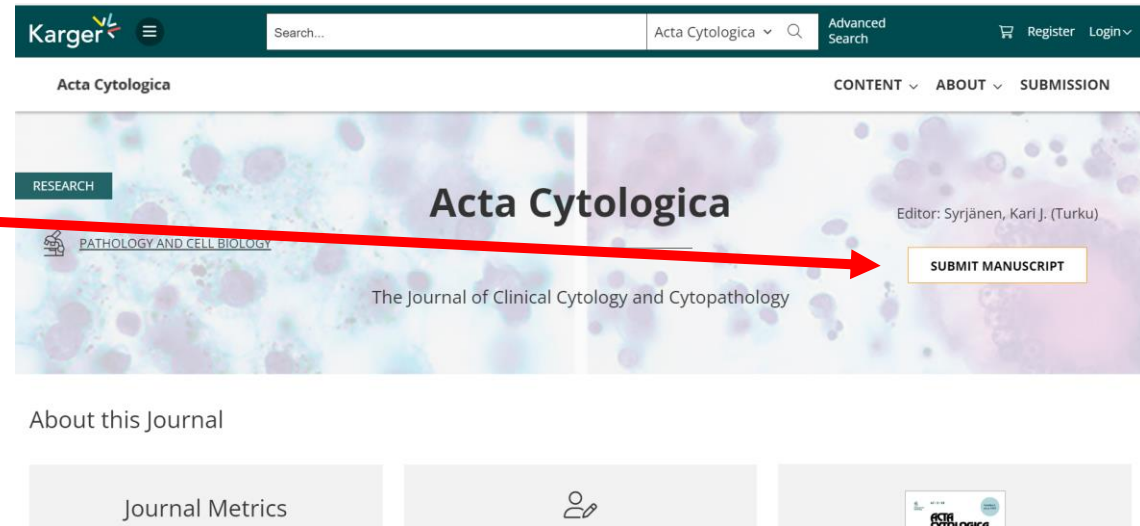


Part 1 – Initial Setup



Step 1 - Select the journal of your choice

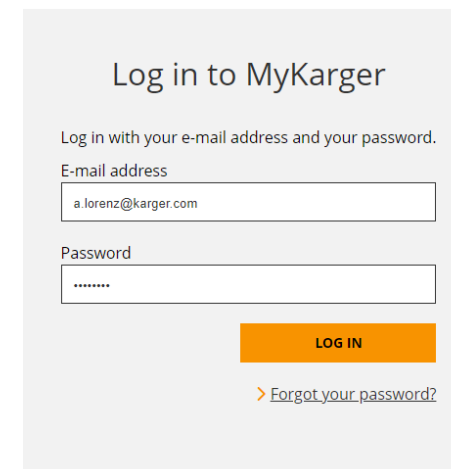
- Go to the journal homepage
- Click on 'SUBMIT MANUSCRIPT'



The screenshot shows the Karger website header with the journal name 'Acta Cytologica' and navigation links for 'CONTENT', 'ABOUT', and 'SUBMISSION'. The main banner features the journal title 'Acta Cytologica' and the subtitle 'The Journal of Clinical Cytology and Cytopathology'. A 'SUBMIT MANUSCRIPT' button is visible on the right side of the banner. Below the banner, there are sections for 'About this Journal', 'Journal Metrics', and a user profile icon.

Step 2 – Login or create a MyKarger Account

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

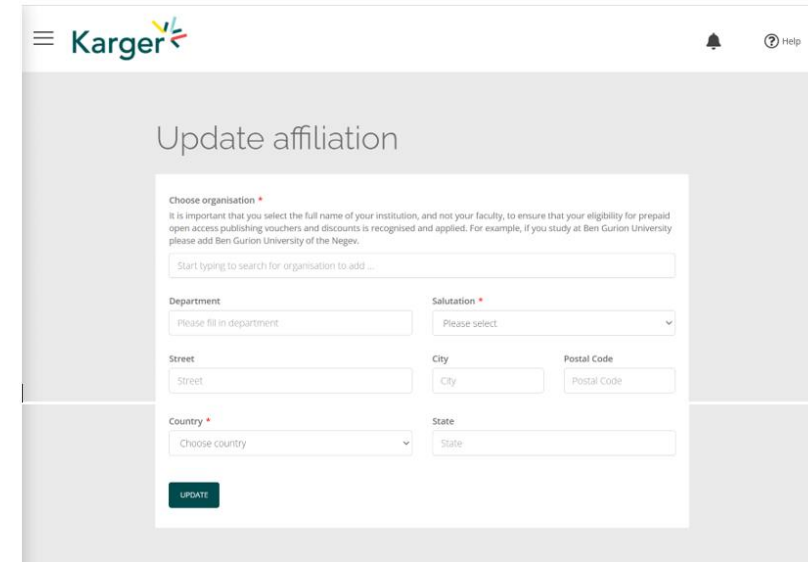


The screenshot shows a login form titled 'Log in to MyKarger'. It includes a text box for 'E-mail address' with the value 'a.lorenz@karger.com' and a text box for 'Password' with masked characters. Below the password field is an orange 'LOG IN' button and a link for '> Forgot your password?'.

Step 3 – Update you Details

- New authors to Karger will be requested to complete their affiliation, returning authors should also check and update their affiliation.

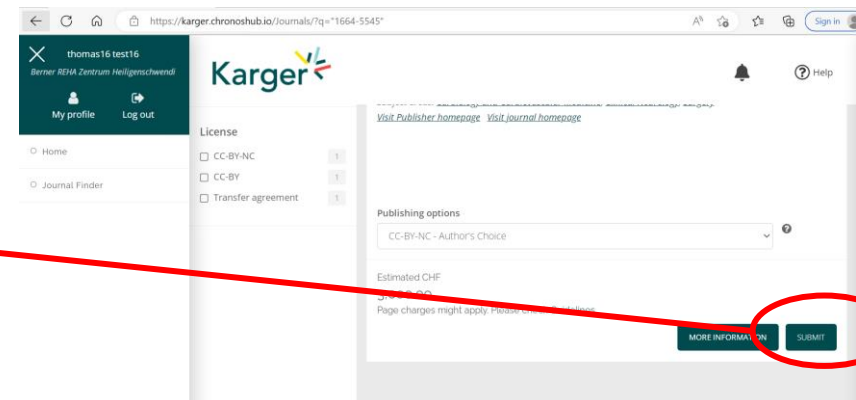
To be properly identified as being eligible for funding according to a Transformative Agreement it is important to select the correct affiliation from the dropdown list and not override it by spelling it differently.



The screenshot shows the 'Update affiliation' form on the Karger website. The form includes a search bar for 'Choose organisation', a 'Department' field, a 'Salutation' dropdown, 'Street', 'City', and 'Postal Code' fields, and 'Country' and 'State' dropdowns. An 'UPDATE' button is at the bottom left.

Step 4 – Confirm your Journal selection

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



The screenshot shows the journal selection page on the Karger website. It displays the journal title, license options (CC-BY-NC, CC-BY, Transfer agreement), publishing options (CC-BY-NC - Author's Choice), and estimated CHF. The 'SUBMIT' button is circled in red.



Journal Finder: 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.

Step 5 – Check if you’re a member of a Transformative Agreement that may cover Open Access Publication Fees

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

Acta Cytologica

Publisher: [Karger Publishers](#) | ISSN: 0001-5547 | eISSN: 1938-2650

Subject areas: [Histology](#), [Pathology and Forensic Medicine](#)

[Visit Publisher homepage](#) [Visit journal homepage](#) [View author guidelines](#)

With articles offering an excellent balance between clinical cytology and cytopathology, Acta Cytologica fosters the understanding of the pathogenetic mechanisms behind cytomorphology and thus facilitates the translation of frontline research into clinical practice. As the official journal of the International Academy of Cytology and affiliated to over 50 national cytology societies around the world, Acta Cytologica evaluates new and existing diagnostic applications of scientific advances as well as their clinical correlations. Original papers, review articles, meta-analyses, novel insights from clinical practice, and letters to the editor cover topics from diagnostic cytopathology, gynecologic

[Read more](#)

Publishing options

CC-BY-NC - Author's Choice

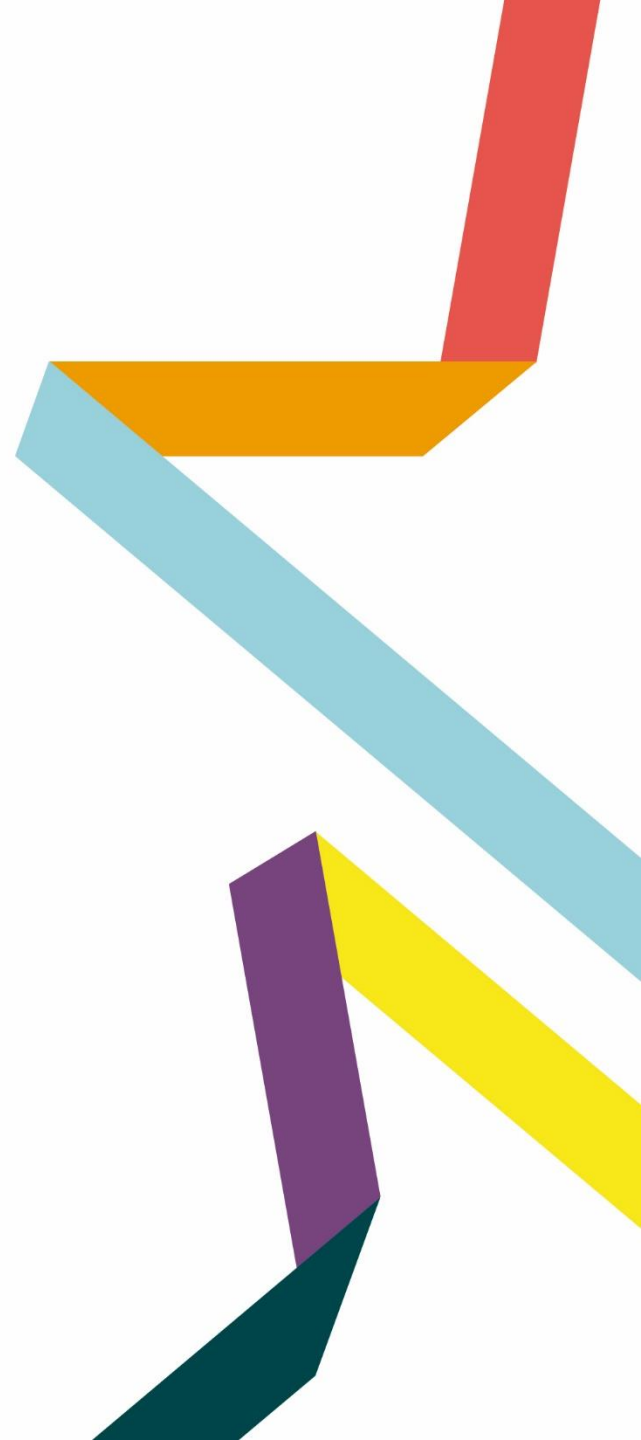


Article Processing Charges/Publication Charges for Open Access articles in this journal by a corresponding author from University Hospital of Basel are prepaid due to an agreement between the institution and the Publisher.

MORE INFORMATION

SUBMIT

Part 2 – Submission Process



Step 1 – Start Your Submission

- 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



Step 2 - Complete Key Information

- 1 Check account info, click 'Next'
- 2 Complete Affiliation details if anything mandatory missing
- 3 Other contact and social media info can be entered, but is NOT mandatory, click 'Next'
- 4 Select manuscript type and click 'Next'

1 Account and personal information

Email
autor3.karger+17@gmail.com


Alternative email
Alternative email

Salutation/Title*
Dr.

First name*
thomas17

Middle name(s)
Middle name(s)

Surname*
test17



[◀ Back](#) [Next ▶](#)

2 Affiliation details

Institution*
Universitat Leipzig

Department*
Department of Oncology

Job title
Job title

City*
Leipzig

Street*
Leipzigstrasse 1

Zip code
303030

Country*
Germany

State/region
State/region

Telephone
Telephone

Fax
Fax

3 Other contact and social media information

LinkedIn
LinkedIn

Twitter
Twitter handle


Facebook
Facebook

Instagram
Instagram

WeChat
WeChat

WhatsApp
WhatsApp

Web
Web



[◀ Back](#) [Next ▶](#)

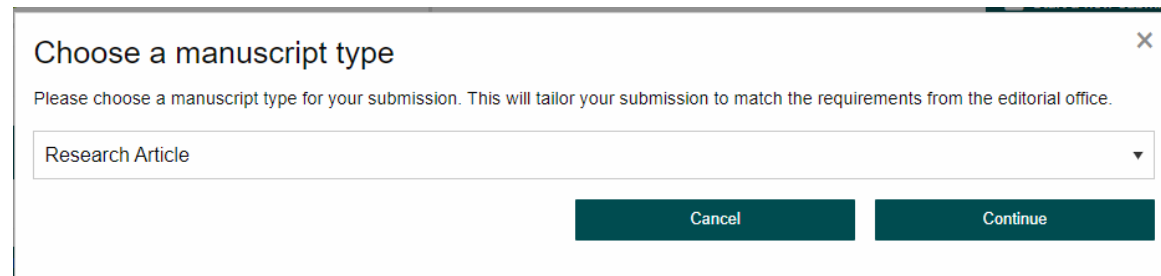
4 Choose manuscript type

To start your submission in Manuscript Manager please select a manuscript type from the dropdown below.

Manuscript type*
- Select a manuscript type

Step 3 – Choose an Article Type

- Choose a manuscript type to proceed



Choose a manuscript type

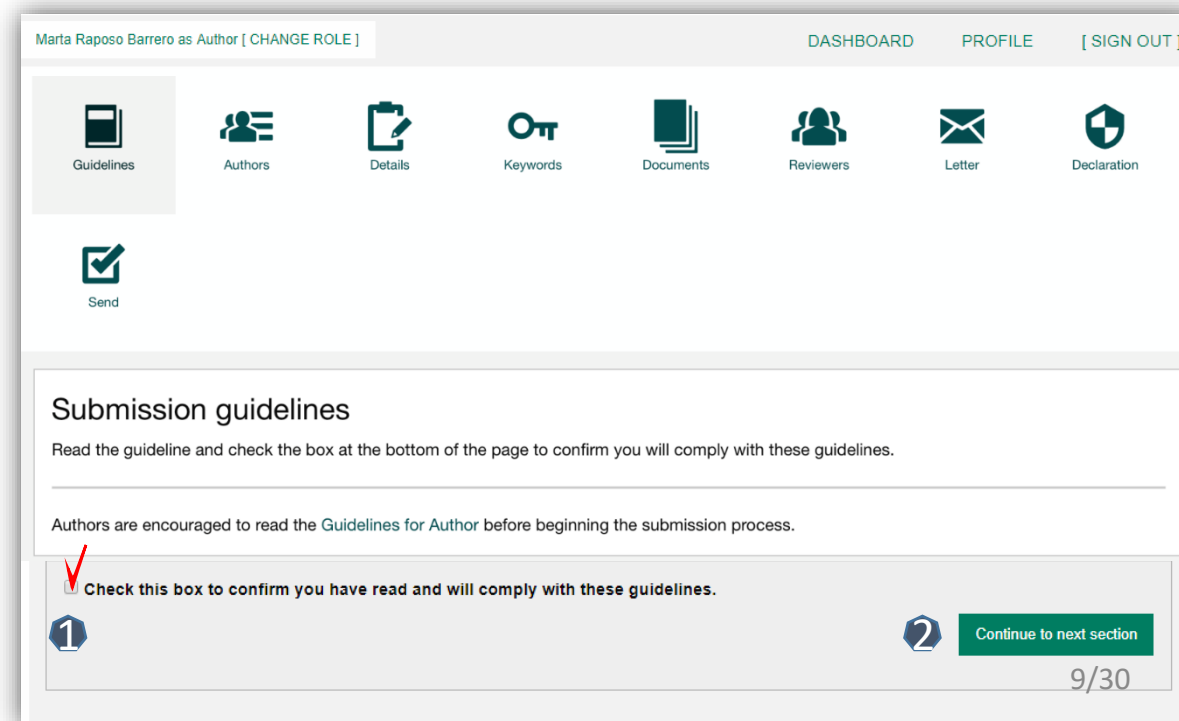
Please choose a manuscript type for your submission. This will tailor your submission to match the requirements from the editorial office.

Research Article

Cancel Continue

Step 4 – Check Submission Guidelines

- Confirm you have read the Guidelines pertinent to the Journal to which you are submitting
- Click on **“Continue to next section”**



Marta Raposo Barrero as Author [CHANGE ROLE]

DASHBOARD PROFILE [SIGN OUT]

Guidelines Authors Details Keywords Documents Reviewers Letter Declaration

Send

Submission guidelines

Read the guideline and check the box at the bottom of the page to confirm you will comply with these guidelines.

Authors are encouraged to read the [Guidelines for Author](#) before beginning the submission process.

Check this box to confirm you have read and will comply with these guidelines.

1 2 Continue to next section

9/30

Step 5 - Add Authors and Co-Authors of the article

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 Save and continue 4

Step 6 – Enter Manuscript details

- 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** [Help for this field](#)

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

Word use:
Word limit: 50

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

Step 7 – Enter Research Funding information

- Select your research funding body or state None
- If you choose the option 'other' please provide further information in this field.
- Additionally, please indicate if your funder us a Plan S member

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

Step 8 – Enter any Preprint details

- Confirm if you have deposited your article in a pre-print repository

Preprint DOI

If you have published this manuscript with a preprint server such as medRxiv or bioRxiv, please add the active URL for the DOI in the box below. Please use the format the format <https://doi.org/xx.xx/rs.3.rs-xxxx/vx>

Special character

Step 9 - Add custom keywords

- Add the custom Keywords pertinent to your manuscript
- *Please add these one at a time*
- *You can also add your own or select relevant ones from the list*

- Once all have been added, 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 inhibitor

Add keyword

Add custom keyword - enter a keyword in the box and then click 'Add keyword'.

Add keyword

Save keywords and continue

Step 10 – Upload Documents

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 form for uploading manuscript documents. It includes instructions on file formats (.doc, .docx, .xls, .xlsx, .fig) and a warning to check document completeness. The form has a section titled 'Upload documents' with a file selection button (1), a dropdown for file type, and an 'Upload file' button (2). Below this is a confirmation checkbox (3) and a 'Continue to next section' button (4).

Manuscript documents

Your manuscript should be submitted as a Microsoft WORD .doc or .docx file.
Table files should have either the .doc/.docx or .xls/.xlsx file extensions.
Appropriate Illustration /Figure file extensions can be [viewed here](#)

YOU MUST CHECK YOUR DOCUMENT FOR COMPLETENESS IN THE LAST STEP BEFORE SUBMITTING TO ENSURE IT IS PROPERLY FORMATTED AND DISPLAYS CORRECTLY

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.

Upload documents

Maximum file size 25 Mbytes (or supported video formats mp4, Ogg, webM 800 Mbytes)

1 Choose File No file chosen

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

Step 11 - 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 **Save and continue**

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

Step 12 - 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 screened 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)

Step 13 – 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**”

The screenshot displays the submission interface with the following elements:

- Navigation Tabs:** Guidelines (checked), Authors, Details, Keywords, Documents, Reviewers, Letter, Declaration. A 'Send' button is highlighted below.
- Check and send:** A section with the instruction "Check the submission details below. You can st...".
- Authors Table:**

Delete	Edit	Name
		1 Ms Marta Raposo Bar contact
- Review document Modal:**
 - Header: Review document
 - Text: You MUST CHECK THE PDF REVIEW DOCUMENT as it will be presented to the reviewers before you can submit.
 - Important note: IMPORTANT: ENSURE YOUR TITLE PAGE INCLUDES ALL AUTHORS AND THEIR AFFILIATIONS.
 - Step 1: Check the PDF review document. Includes a "PDF review document" button with a circled 1.
 - Step 2: Confirm you have checked the PDF review document. Includes a "Confirm reading" button with a circled 2.
 - Text: If you have difficulties opening the PDF review document, please see the help topic at the bottom of the page.
 - Text: No reviewers suggested
 - Text: Letter
 - Text: Letter:
 - Text: You cannot submit your manuscript until all mandatory information is completed.
 - Step 3: Includes a "Submit your manuscript" button with a circled 3.

Part 3 – Process after Article Acceptance

Step 1 - 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.

Your article has been accepted



Dear John Smith,

Congratulations on the acceptance of your article!

Article title: Test Article
Journal title: Case Reports in Oncology
DOI: 10.1159/000xxxx

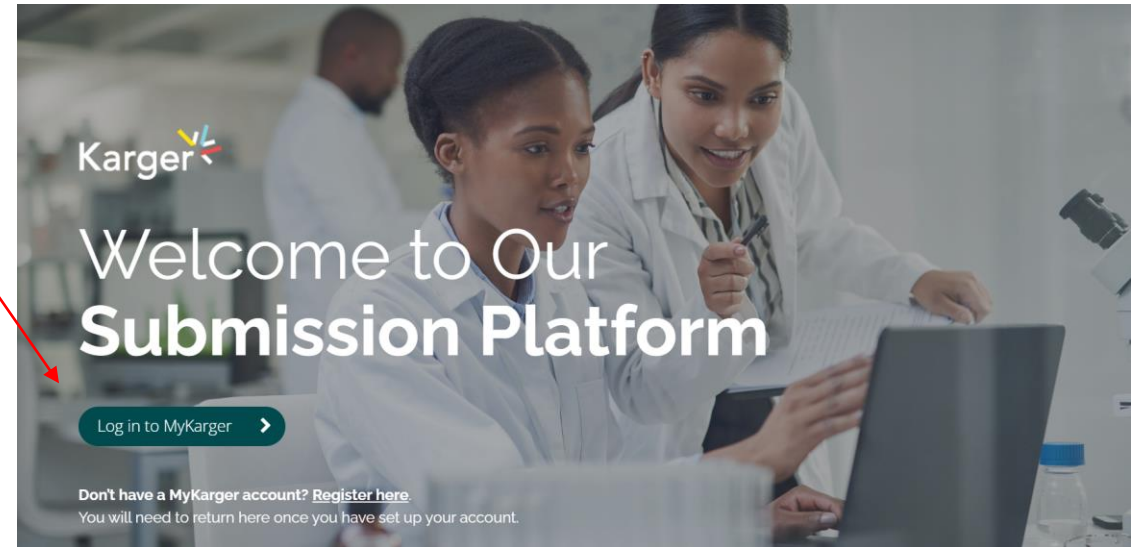
To continue your publishing journey, you will need to select the right route to publication for you and your work. All Karger publications offer Open Access to give you flexible options and meet your needs if you are mandated to publish openly.

[Select Publication Route](#)

Once you have selected your publication route, you will be presented with the relevant license for you to review and sign.

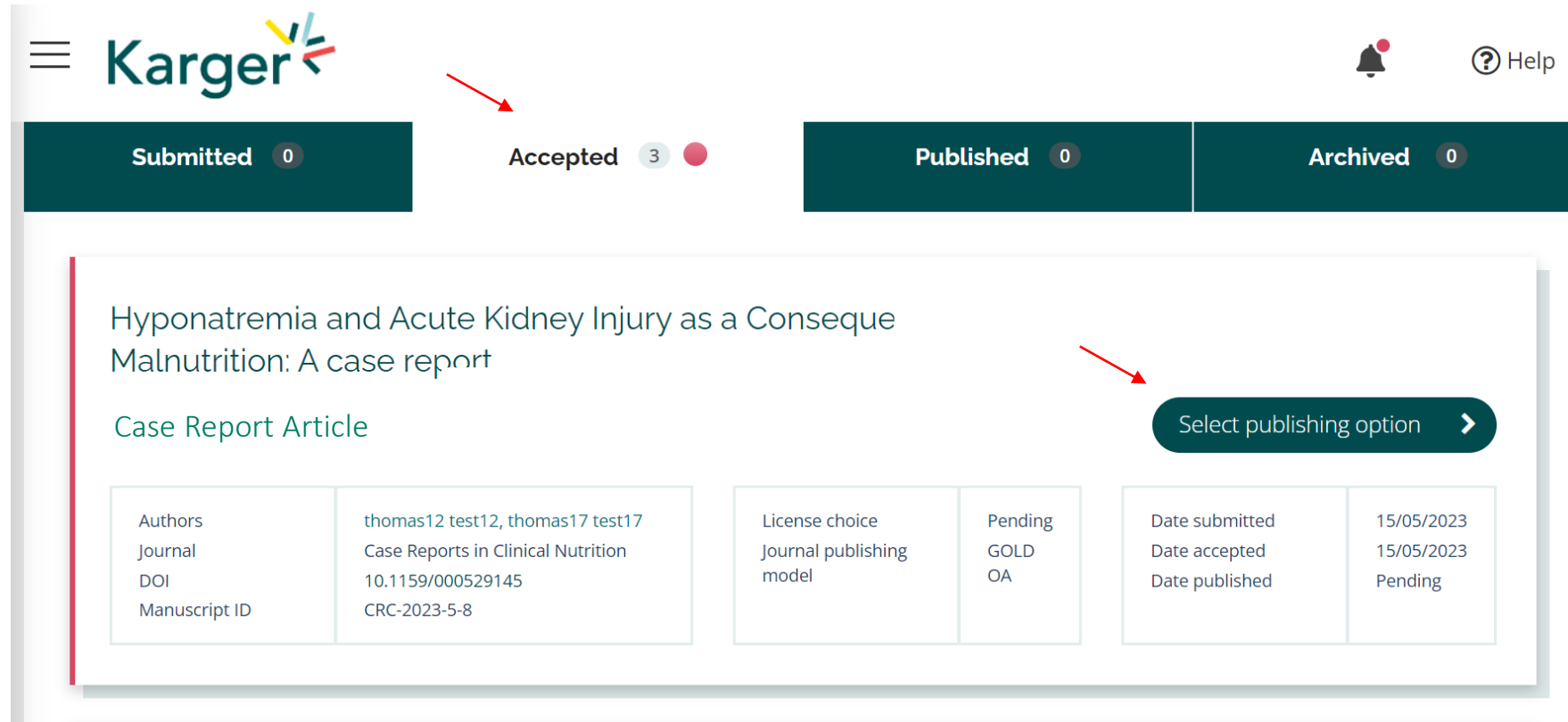
Thank you for publishing your research with Karger.

The Karger Team



Step 2 – Article Dashboard

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



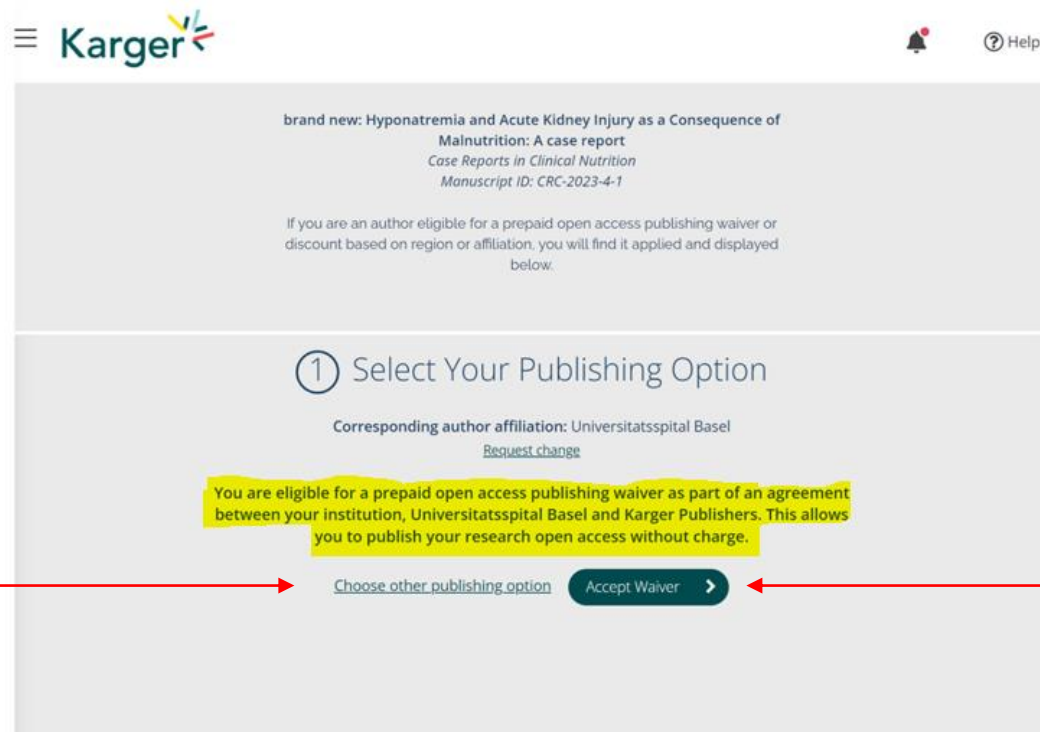
The screenshot shows the Karger Article Dashboard. At the top left is the Karger logo. To its right are a notification bell icon and a 'Help' icon. Below the logo is a navigation bar with four tabs: 'Submitted' (0), 'Accepted' (3), 'Published' (0), and 'Archived' (0). A red arrow points to the 'Accepted' tab. Below the navigation bar is a card for an article titled 'Hyponatremia and Acute Kidney Injury as a Consequence of Malnutrition: A case report'. The card includes the text 'Case Report Article' and a 'Select publishing option' button with a right-pointing arrow. A red arrow points to this button. Below the article title is a table with metadata.

Authors	thomas12 test12, thomas17 test17	License choice	Pending	Date submitted	15/05/2023
Journal	Case Reports in Clinical Nutrition	Journal publishing model	GOLD OA	Date accepted	15/05/2023
DOI	10.1159/000529145			Date published	Pending
Manuscript ID	CRC-2023-5-8				

Step 3 - Choose publishing option – 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.

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.



The screenshot shows the Karger website interface. At the top left is the Karger logo. In the top right corner, there are a notification bell icon and a 'Help' icon. The main content area displays the title of a manuscript: 'brand new: Hyponatremia and Acute Kidney Injury as a Consequence of Malnutrition: A case report' from 'Case Reports in Clinical Nutrition', with Manuscript ID: CRC-2023-4-1. Below this, a message states: 'If you are an author eligible for a prepaid open access publishing waiver or discount based on region or affiliation, you will find it applied and displayed below.' The main heading is '1 Select Your Publishing Option'. Underneath, it shows 'Corresponding author affiliation: Universitatsspital Basel' with a 'Request change' link. A yellow highlighted box contains the text: 'You are eligible for a prepaid open access publishing waiver as part of an agreement between your institution, Universitatsspital Basel and Karger Publishers. This allows you to publish your research open access without charge.' At the bottom, there are two buttons: 'Choose other publishing option' and 'Accept Waiver'.

Continue without waiver

Please explain below your reason for choosing to continue without using a voucher.

Reason *

< TAKE ME BACK

Confirm >

Step 4 - Confirm Article License Agreement

Read and Accept the License Agreement
Click **Continue** to progress.

The article will now go to production.

② Accept license Agreement

Download and read the license agreement before accepting the terms.

[License Agreement](#)

I accept the license agreement terms and conditions.

[Continue](#)

Karger

Submitted Accepted Published Archived

Case Report Article

No action required
Article sent to production

[View article](#)

Authors	thomas12 test12, thomas17 test17	License choice	Pending	Date submitted	15/05/2023
Journal	Case Reports in Clinical Nutrition	Journal publishing model	GOLD OA	Date accepted	15/05/2023
DOI	10.1159/000528140			Date published	Pending
Manuscript ID	CRC-2023-5-8				

The process is now complete

Thank you for choosing to publish with Karger

