

**TECKCHECKS版**

# Submitting your Paper

Submission to a Karger Journal



## Select the journal of your choice

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



### About this Journal



## 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 address and your password.

E-mail address

a.lorenz@karger.com

Password

.....

LOG IN

> [Forgot your password?](#)

MyKarger(個人アカウント)でログインしてください。

まだアカウントを作成でない場合には、新規作成をお願いします。

## 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.

The screenshot shows the 'Update affiliation' page on the Karger submission platform. The page has a header with the Karger logo and a navigation menu. The main content area is titled 'Update affiliation' and contains a form with the following fields:

- Choose organisation \***: A text input field with a search icon and a placeholder 'Start typing to search for organisation to add...'. Below it is a dropdown menu.
- Department**: A text input field with a placeholder 'Please fill in department'.
- Salutation \***: A dropdown menu with a placeholder 'Please select'.
- Street**: A text input field with a placeholder 'Street'.
- City**: A text input field with a placeholder 'City'.
- Postal Code**: A text input field with a placeholder 'Postal Code'.
- Country \***: A dropdown menu with a placeholder 'Choose country'.
- State**: A text input field with a placeholder 'State'.

At the bottom of the form is a green 'Update' button. The footer of the page includes links for 'About', 'Privacy Notice', and 'FAQ', and the ChronosHub logo.

Kargerジャーナルに初めて投稿される場合には、左記のフォームに記入が必要です。

Organizationにご所属の機関をタイプし、下に現れるドロップダウンメニューから該当機関をご選択ください。

【例】 Karger University Hospitalのご所属だが、選択肢にKarger University Hospitalがない場合  
→Karger Universityを選んでください。

ここで、機関名を何も選択しなかった場合は、例えば実際にはAPCバウチャー適用機関のご所属であっても、適用可能とみなされず、論文アクセプト後の手続きにおいて、無料APCバウチャーを利用したオープンアクセス投稿の対応ができない場合がございます。

## 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.

thomas16 test16  
Bernese REHA Zentrum Heliogeneswendi

My profile Log out

Home  
Journal Finder

Karger

License

☐ CC-BY-NC ☐ CC-BY ☐ Transfer agreement

Publishing options

CC-BY-NC - Author's Choice

Estimated CHF  
3,000.00  
Page charges might apply. Please check Guidelines

MORE INFORMATION SUBMIT

正しい投稿先ジャーナルであるかここで確認ください。

また、Publishing optionはここで選択する必要はありません。

単に情報提供目的のページです。

## 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.

### Blood Purification

Publisher: [Karger Publishers](#) | ISSN: 0253-5068 | eISSN: 1421-9735

Subject areas: [Hematology](#), [Nephrology](#)

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

Practical information on hemodialysis, hemofiltration, peritoneal dialysis, and apheresis is featured in this journal. Recognizing the critical importance of equipment and procedures, particular emphasis has been placed on reports, drawn from a wide range of fields, describing technical advances and improvements in methodology. Papers reflect the search for cost-effective solutions which increase not only patient survival, but also patient comfort and disease improvement by prevention or correction of undesirable effects. Advances in vascular access and blood

[Read more](#)

#### Publishing options

CC-BY-NC 4.0 - Author's Choice

A limited number of vouchers for coverage of Article Processing Charges/Publication Charges for Open Access articles in this journal by a corresponding author from **Corresponding Author 所属機関** is available due to an agreement between the institution and Karger Publishers. Availability will be checked upon acceptance of the paper.

MORE INFORMATION

SUBMIT

黄色ハイライトのセンテンス内、左図『Corresponding Author所属機関』の位置に、ご投稿論文のCorresponding Authorの所属機関名が正しく英文表記されていることをご確認の上、SUBMITボタンをクリックください。

ここでもPublishing optionsを選択する必要はありません。

## Submission Process in Manuscript Manager

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

### Welcome to Manuscript Manager - Blood Purification

Please choose an option to continue.

☐ Start a new submission



## Steps in Manuscript Manager

1 Check account info, click 'Next'

2 Complete Affiliation details if anything mandatory missing (漏れがあればご記入)

3 Other contact and social media info can be entered, but is NOT mandatory, click 'Next' (特には必要なし)

4 Select manuscript type and click 'Next' (原稿タイプの選択)

1 Account and personal information

Email  
author3.karger@17@gmail.com

Alternative email  
Alternative email

Salutation/Title\*  
Dr.

First name\*  
thomas17

Middle name(s)  
Middle name(s)

Surname\*  
test17

2 Affiliation details

Institution\*  
Universität Leipzig

Department\*  
Department of Oncology

Job title  
Job title

City\*  
Leipzig

Street\*  
Leipzigstrasse 1

Zip code  
30300

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

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



## Submission Process in Manuscript Manager

Choose a manuscript type to proceed

この画面が出れば、再度プルダウンメニューから原稿タイプをご選択ください。

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

CancelContinue

## Guidelines – Submission guidelines and Technical Checks

① Check your manuscript with AI by selecting the manuscript type and uploading the single .docx manuscript file

② Confirm you have read the Guidelines pertinent to the Journal to which you are submitting

③ Click on “Continue to next section”

The screenshot shows the 'Checking your manuscript with AI' section of the submission portal. It includes a 'Read more ...' link, a 'Select type and study design' section with a 'Manuscript type' dropdown menu, and a 'Run checks' section with a file upload area. A 'Run AI checks' button is visible. At the bottom, there is a confirmation checkbox and a 'Continue to next section' button.

Checking your manuscript with AI

Read more ...

Select type and study design

Manuscript type

- Select manuscript type

原稿タイプの選択

Run checks

Prepare and upload a single .docx file - include full manuscript text with title page and authors. Do not include figures and tables.

Choose File no file selected

テキスト原稿ファイルのアップロード

Run AI checks

This manuscript has not been checked yet

② ☒ Check this box to confirm you have checked that your manuscript is author guideline compliant before continuing with your submission.

著者ガイドラインの確認後、右下ボタンをクリック

③ Continue to next section

**Authors – And Co-authors** 手順1. 2ですべての共著者情報の入力。既にデータベースにある著者もあり。ない著者の場合、詳細情報の入力が必要です。

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 Maria Raposo Barrero contact	m.raposo_barrero@karger.com Switzerland	Corresponding Author

③ ☒ Check this box when you have completed this section.

④ Save and continue

## Details – How to enter Manuscript Information

招待論文、プロジェクトに属する論文などの選択。  
通常投稿の場合は、NONE

- 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

Word use:  
Word limit: 50

Section (required) 1

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

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

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

資金団体の助成を受けている場合はその名称、受けていなければNONE

日本の場合、通常はNONE

- 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

## Details – Pre-print ((skip))

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

Pre-printとしてすでに出版している場合。該当しなければスキップ

☐

### 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-xxxxx/vx**

Special character

## Keywords – Add custom keywords

原稿に関するキーワードをメニューから選択、また手入力で追加

- 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

## 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 全アップロード終了後チェックマーク

④ Click on “Continue to next section”

原稿ファイルをひとつずつアップロード。図表やイラストなどはリンク先のtechnical instructionsで仕様を確認

The screenshot shows the 'Manuscript documents' upload page. It includes instructions on file format (Microsoft Word .doc or .docx) and a warning to check document completeness. Below the instructions, there is a section for 'Compulsory document: Manuscript'. The 'Upload documents' section shows a file size limit of 25 Mbytes (or supported video formats up to 800 Mbytes). A green bar with 'Choose File' and 'No file chosen' is visible, with a red checkmark and the number 1. Below this is a 'Select file type' dropdown menu. At the bottom right, there is an 'Upload file' button with a red checkmark and the number 2. At the bottom left, there is a checkbox with a red checkmark and the number 3, and a 'Continue to next section' button with the number 4.



## 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 カバーレターフォーム。

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

## Declaration – And submission statement 論文投稿に関連する開示事項(申告・宣言)

- 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 warrant that you represent the work as your own and that you have secured the necessary permissions for any material that is reproduced or derived from copyrighted sources. (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

すべての共著者が同意していることを代表として申告・宣言します

## Send – Submit your manuscript 正式に投稿する前の確認事項

- 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 'Check and send' section of the submission interface. At the top, there is a navigation bar with icons for Guidelines, Authors, Details, Keywords, Documents, Reviewers, Letter, and Declaration. Below this is a 'Send' button with a checkmark icon. The main content area is titled 'Check and send' and includes a sub-header 'Check the submission details below. You can...'.

Under the 'Authors' section, there is a table with columns 'Delete', 'Edit', and 'Name'. The table contains one entry: '1 Ms Marta Raposo contact'.

Below the 'Authors' section is the 'Details' section. A modal window is overlaid on the 'Details' section, titled 'Review document'. It contains the following text:

**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.  
[PDF review document] ①

2. Confirm you have checked the PDF review document.  
[Confirm reading] 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: w

You cannot submit your manuscript until all mandatory information is completed.

[Submit your manuscript] ③

# After Acceptance

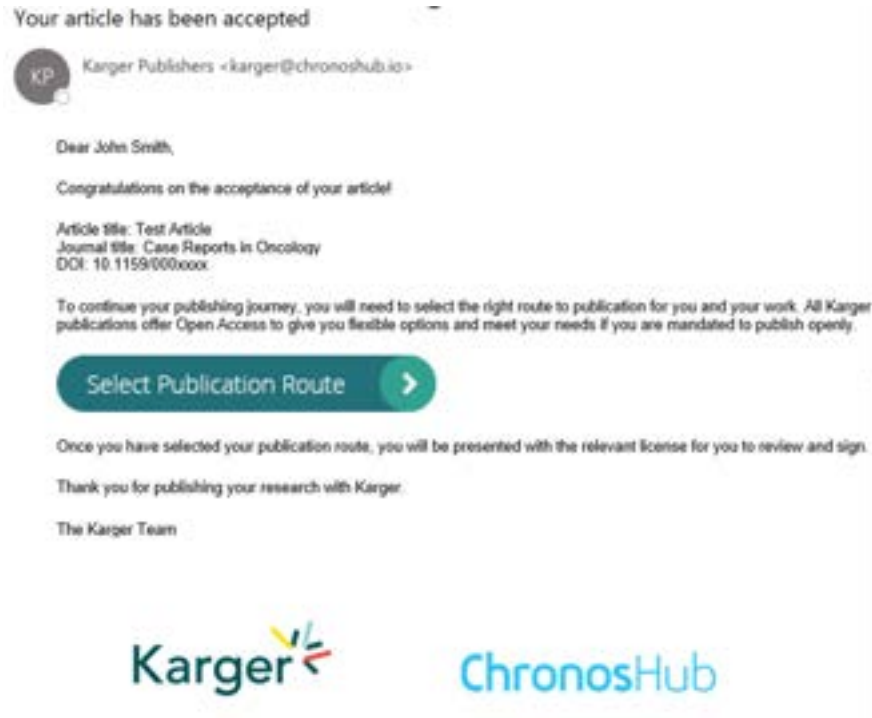
Continue the publishing journey in ChronosHub

受理後の手続きについて

## 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.

Acceptメールにある緑のボタンをクリックして、MyKargerアカウントでログイン



Dashboard

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

Submitted0

Accepted3

Published0

Archived0

Hyponatremia and Acute Kidney Injury as a Consequence of  
Malnutrition: A case report

Case Report Article

Select publishing option

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				



## Select publishing option

OA Agreement を締結している貴施設の責任著者であれば、このページは現れません。次のページご参照。

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**

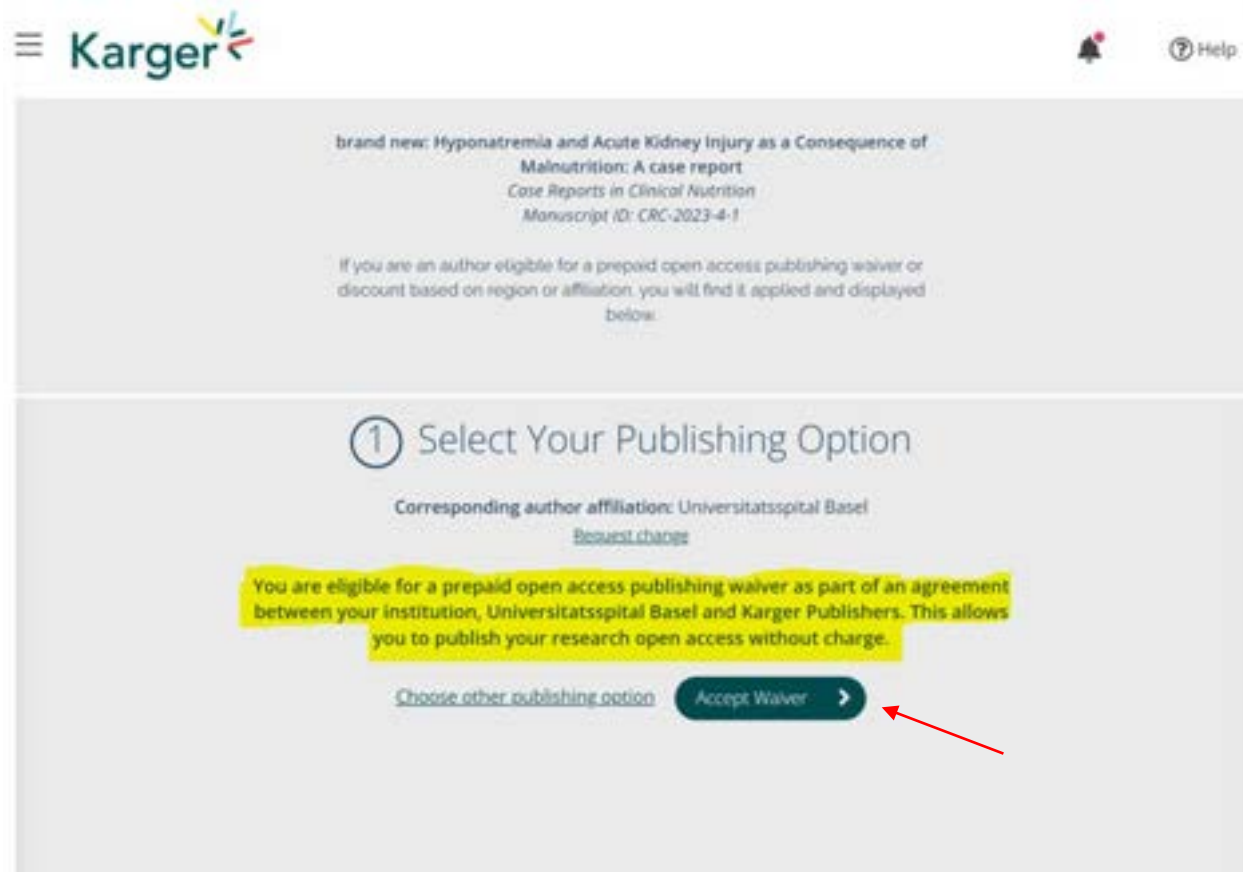
Published research is accessed by publication subscribers.

**CHF 585.00**

*Publishing charges are exclusive of VAT and local taxes*

## Select publishing option – 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.



黄色ハイライトのセンテンスをご確認の上、Accept Waiver(支払い免除)ボタンをクリック



## 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.

The image shows a two-part process for opting out of a publishing waiver on the Karger website. The left part is a screenshot of the main waiver page, and the right part is a modal window for providing a reason.

**Left Screenshot (Main Waiver Page):**

- Header: Karger logo, notification bell, and Help icon.
- Title: brand new: Hyponatremia and Acute Kidney Injury as a Consequence of Malnutrition: A case report
- Subtitle: Case Reports in Clinical Nutrition
- Manuscript ID: CRC-2023-4-1
- Text: 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.
- Section: ① Select Your Publishing Option
- Corresponding author affiliation: Universitatsspital Basel (with a [Request change](#) link)
- 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.
- Buttons: [Choose other publishing option](#) (highlighted with a yellow box and a red arrow) and [Accept Waiver](#) (with a right arrow).

**Right Modal Window (Continue without waiver):**

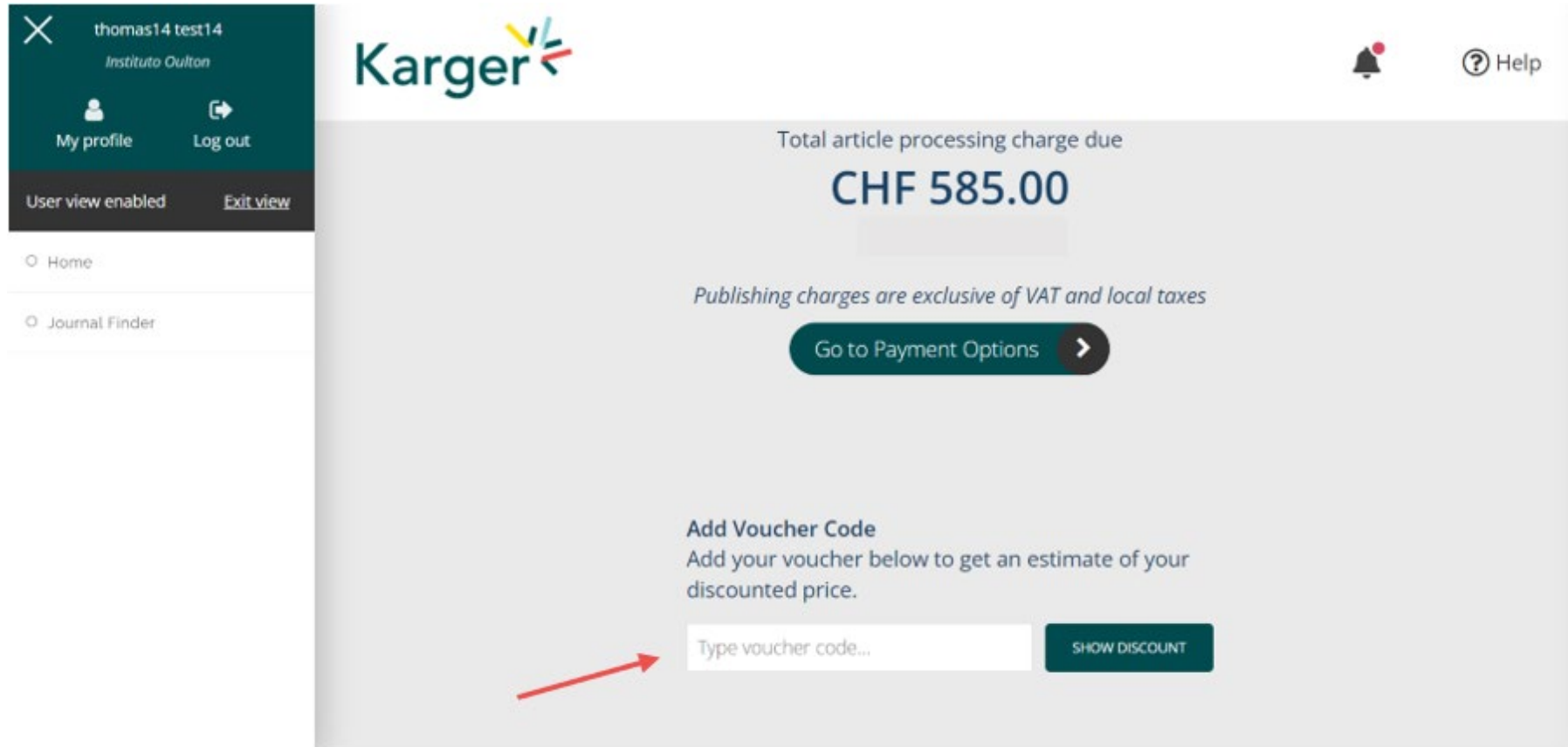
- Title: Continue without waiver
- Text: Please explain below your reason for choosing to continue without using a voucher.
- Form: A large text area labeled "Reason \*" with a red arrow pointing to it.
- Buttons: [< TAKE ME BACK](#) and [Confirm >](#) (with a red arrow pointing to it).

支払い免除オプションを放棄する場合、リンクをクリックの上、その理由を記述ください。

## Add Voucher Code

OA費用支払い免除を承認していれば、この画面は現れません。

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.

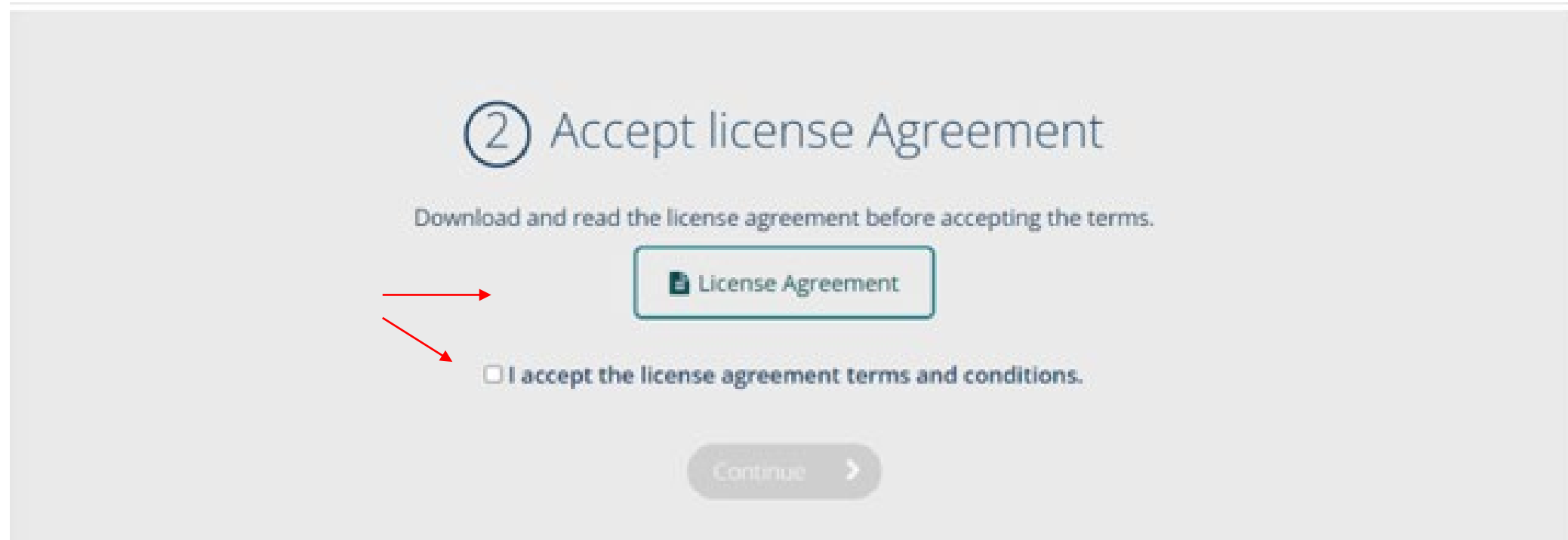


The screenshot displays the Karger website interface for article processing charges. The top navigation bar includes the Karger logo, a user profile section for 'thomas14 test14' from 'Instituto Oulton' with links for 'My profile' and 'Log out', and a 'Help' link. The main content area shows the 'Total article processing charge due' as 'CHF 585.00'. Below this, a note states 'Publishing charges are exclusive of VAT and local taxes', followed by a 'Go to Payment Options' button. The 'Add Voucher Code' section prompts the user to 'Add your voucher below to get an estimate of your discounted price.' It features a text input field labeled 'Type voucher code...' and a 'SHOW DISCOUNT' button. A red arrow points to the input field.

## License Agreement

ライセンスアグリーメントをご確認の上、ご承認ください。


Read, accept, and confirm the License Agreement.



The screenshot shows a step titled "② Accept license Agreement". Below the title, it says "Download and read the license agreement before accepting the terms." There is a button labeled "License Agreement" with a document icon. Two red arrows point from the left towards this button and the checkbox below it. The checkbox is labeled "I accept the license agreement terms and conditions." and is currently unchecked. At the bottom, there is a "Continue" button with a right arrow.

② Accept license Agreement

Download and read the license agreement before accepting the terms.

 License Agreement

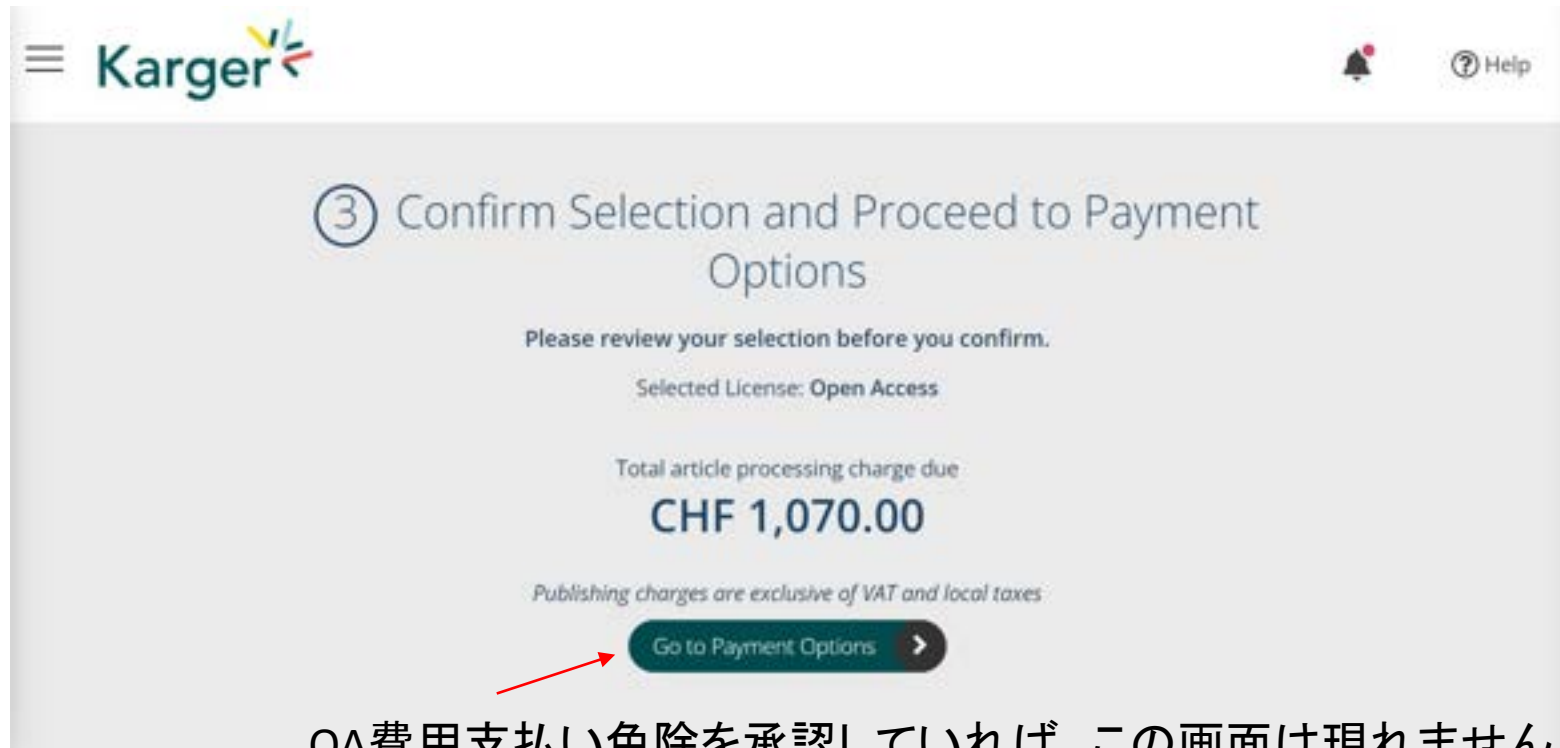
☐ I accept the license agreement terms and conditions.

Continue >

## Payment – publication charges

OA費用支払い免除を承認していれば、この画面は現れません。

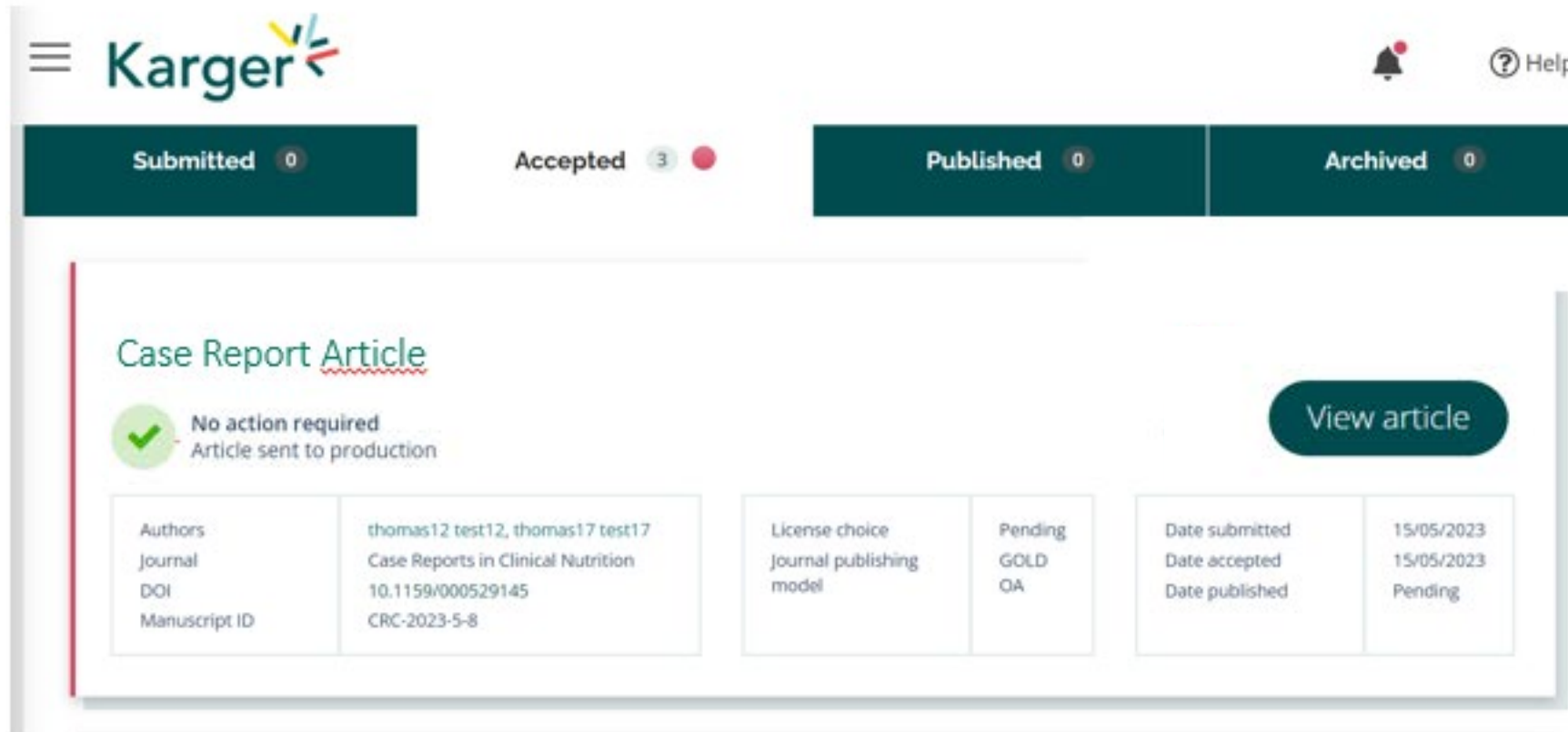
If publication charges apply these will be displayed. Click on 'Go to Payment Options'.  
You can select to pay by credit card or invoice or forward the invoice to a third party (e.g. your institute) to pay.



OA費用支払い免除を承認していれば、この画面は現れません。

## Payment received – article production 受理原稿の出版制作フェーズへの移行の通知


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



The dashboard shows the article's progress through the publication process. It includes a header with the Karger logo, a navigation bar with status tabs (Submitted, Accepted, Published, Archived), and a main content area for the 'Case Report Article'. A green checkmark indicates that no action is required as the article has been sent to production. A 'View article' button is available. Below this, a table provides details about the article, including authors, journal, DOI, manuscript ID, license choice, and submission dates.

**Submitted** 0 **Accepted** 3 **Published** 0 **Archived** 0

**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	10.1159/000529145			Date published	Pending
Manuscript ID	CRC-2023-5-8				