

Submitting your Paper

Submission to a Karger Journal



Select the journal of your choice

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



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

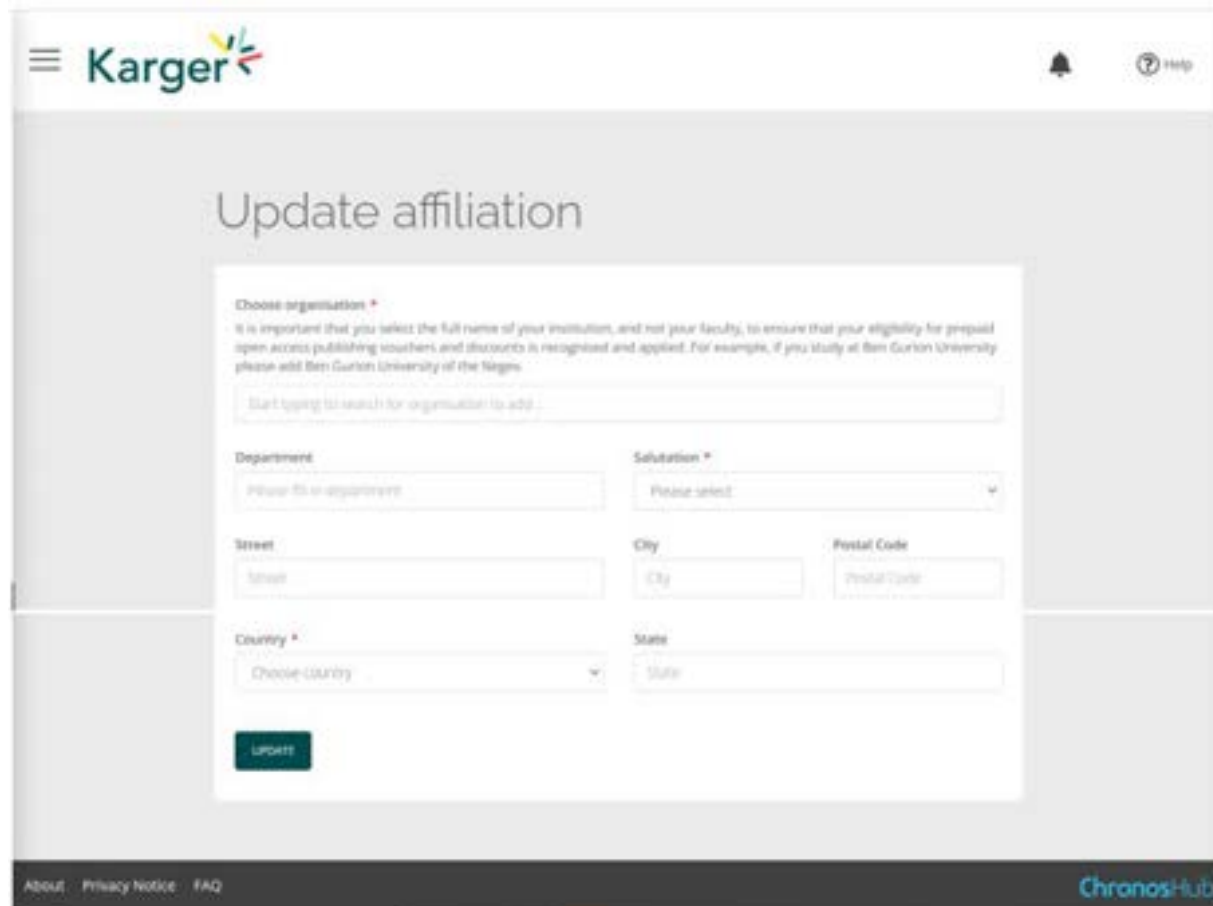
.....

LOG IN

> [Forgot your password?](#)

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 website. The page has a header with the Karger logo, a notification bell, and a help icon. The main heading is 'Update affiliation'. Below it, there is a section titled 'Choose organisation' with a red asterisk. A note explains that the full name of the institution should be selected, not the faculty, to ensure eligibility for pre-paid open access publishing vouchers and discounts. An example is given: 'Ben Gurion University of the Negev'. Below this is a search input field with the placeholder text 'Start typing to search for organisation to add...'. The form then has several fields: 'Department' (with placeholder 'Please fill in department'), 'Salutation' (with placeholder 'Please select'), 'Street' (with placeholder 'Street'), 'City' (with placeholder 'City'), 'Postal Code' (with placeholder 'Postal Code'), 'Country' (with placeholder 'Choose country'), and 'State' (with placeholder 'State'). At the bottom of the form is a green 'Update' button. The footer of the page contains links for 'About', 'Privacy Notice', and 'FAQ', and the ChronosHub logo.

Update affiliation

Choose organisation *

It is important that you select the full name of your institution, and not your faculty, to ensure that your eligibility for pre-paid open access publishing vouchers and discounts is recognised and applied. For example, if you study at Ben Gurion University please add Ben Gurion University of the Negev.

Start typing to search for organisation to add...

Department: Please fill in department

Salutation: Please select

Street: Street

City: City

Postal Code: Postal Code

Country: Choose country

State: State

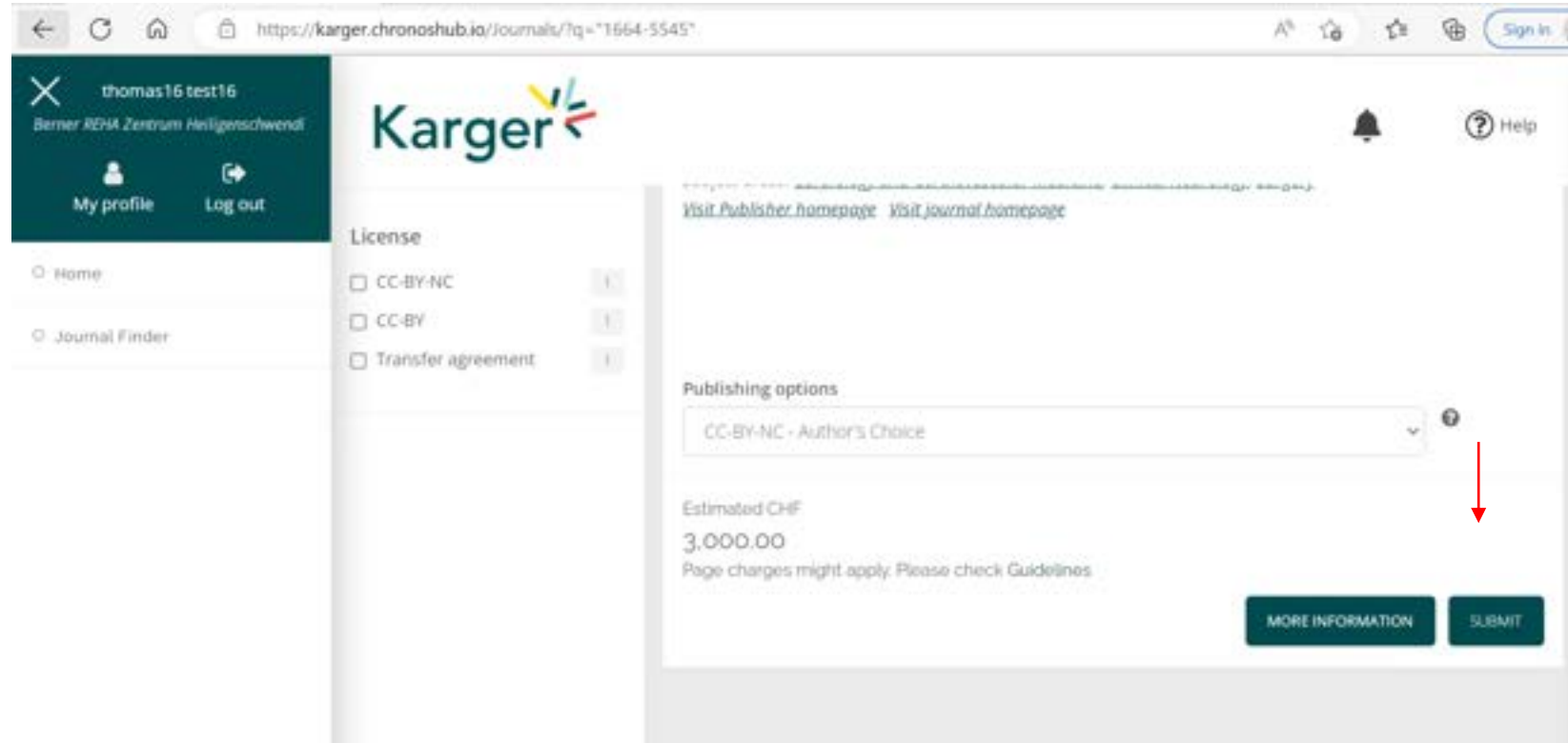
Update

About Privacy Notice FAQ

ChronosHub

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.



The screenshot shows a web browser window with the URL <https://karger.chronoshub.io/Journals/?q='1664-5545'>. The page features the Karger logo and a user profile section on the left for 'thomas16 test16' from 'Bernese REHA Zentrum Heliogeneswendi'. The main content area is titled 'License' and includes three checkboxes: 'CC-BY-NC', 'CC-BY', and 'Transfer agreement'. Below this, the 'Publishing options' section shows a dropdown menu set to 'CC-BY-NC - Author's Choice'. The 'Estimated CHF' is displayed as '3,000.00', with a note that 'Page charges might apply. Please check Guidelines'. At the bottom right, there are two buttons: 'MORE INFORMATION' and 'SUBMIT'. A red arrow points to the 'SUBMIT' button.



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.

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.

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, review lectures 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

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



◀ Back Next ▶

Steps in Manuscript Manager

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 | Alternative email |
| <input type="text" value="autor3.karger+17@gmail.com"/> | <input type="text" value="Alternative email"/> |
| Salutation/Title* | First name* |
| <input type="text" value="Dr."/> | <input type="text" value="thomas17"/> |
| Middle name(s) | Surname* |
| <input type="text" value="Middle name(s)"/> | <input type="text" value="test17"/> |



Back Next

2

Affiliation details

| | |
|--|---|
| Institution* | Department* |
| <input type="text" value="Universität Leipzig"/> | <input type="text" value="Department of Oncology"/> |
| Job title | City* |
| <input type="text" value="Job title"/> | <input type="text" value="Leipzig"/> |
| Street* | Zip code |
| <input type="text" value="Leipzigstrasse 1"/> | <input type="text" value="30300"/> |
| Country* | State/region |
| <input type="text" value="Germany"/> | <input type="text" value="State/region"/> |
| Telephone | Fax |
| <input type="text" value="Telephone"/> | <input type="text" value="Fax"/> |

3

Other contact and social media information

| | |
|---------------------------------------|---|
| LinkedIn | Twitter |
| <input type="text" value="LinkedIn"/> | <input type="text" value="Twitter handle"/> |
| Facebook | Instagram |
| <input type="text" value="Facebook"/> | <input type="text" value="Instagram"/> |
| WeChat | WhatsApp |
| <input type="text" value="WeChat"/> | <input type="text" value="WhatsApp"/> |
| Web | |
| <input type="text" value="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*

Submission Process in Manuscript Manager

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

CancelContinue

Guidelines – Submission guidelines

The screenshot shows a user interface for a submission system. At the top, a header bar displays the user's name 'Marta Raposo Barrerò as Author' with a '[CHANGE ROLE]' link, and navigation links for 'DASHBOARD', 'PROFILE', and '[SIGN OUT]'. Below the header is a row of icons for 'Guidelines', 'Authors', 'Details', 'Keywords', 'Documents', 'Reviewers', 'Letter', and 'Declaration'. The 'Guidelines' icon is highlighted. Below this row 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.' Below this is a horizontal line and the text: 'Authors are encouraged to read the [Guidelines for Author](#) before beginning the submission process.' At the bottom of the main content area is a confirmation box with a red checkmark icon and the text: 'Check this box to confirm you have read and will comply with these guidelines.' To the left of this text is a blue hexagonal button with the number '1'. To the right is a green button with the text 'Continue to next section' and a blue hexagonal button with the number '2'.

Marta Raposo Barrerò 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

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

2 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

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

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

- 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))

- 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

☐

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

- 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**”

The screenshot shows a web form titled 'Manuscript keywords'. Below the title, there is a instruction: 'Select from the list below or add your own relevant keywords. It is COMPULSORY to select or add at least 3 relevant keywords.' The form is divided into two main sections. The first section, labeled 'Keyword list' with a blue box around the label, contains a scrollable list of medical terms: '(colorectal) liver metastases', '(venous) Tromboembolism', 'Abscessesinflammation', 'Abdominal infections', 'Abdominal trauma', 'Abdominal wall hernia', 'ABPM', and 'ACE inhibitors'. To the right of this list is a green 'Add keyword' button. The second section, labeled 'Add custom keyword' with a blue box around the label, features a text input field and a green 'Add keyword' button. At the bottom right of the form, there is a large green button labeled 'Save keywords and continue', which is pointed to by a blue arrow.

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 form titled "Manuscript documents". It contains instructions for submitting a manuscript as a Microsoft Word file and a warning to check document completeness. Below this is a section for "Compulsory document: Manuscript". The "Upload documents" section shows a file selection area with a "Choose File" button and a "No file chosen" status, marked with a blue circle 1. Below the file selection is a "Select file type" dropdown menu. At the bottom right of the main form is an "Upload file" button, marked with a blue circle 2. A smaller, semi-transparent overlay at the bottom left of the screenshot shows a confirmation box with a red checkmark and the text "Check this box to confirm you have read and complied with the file instructions.", marked with a blue circle 3. To the right of this box is a "Continue to next section" button, marked with a blue circle 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”

The screenshot shows a web form titled "Cover letter and accompanying information" with the instruction "Complete the form below".

- Annotation 1:** Points to a large text input area for the "Cover Letter (required)". A "Help for this field" link is visible in the top right corner of this area.
- Annotation 2:** Points to a checkbox with the text "By ticking this box I declare that information given in this manuscript submission is truthful and correct. (required)". A red checkmark is placed above the checkbox.
- Annotation 3:** Points to the "Save and continue" button at the bottom right of the form.

Other visible elements include a "Special character" button on the left and a "Word use: Word limit: 1000" indicator on the right.

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 warrant that your manuscript is original and has not been previously published. (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

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**”

Guidelines Authors Details Keywords Documents Reviewers Letter Declaration

Send

Check and send

Check the submission details below. You can still edit the submission details.

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

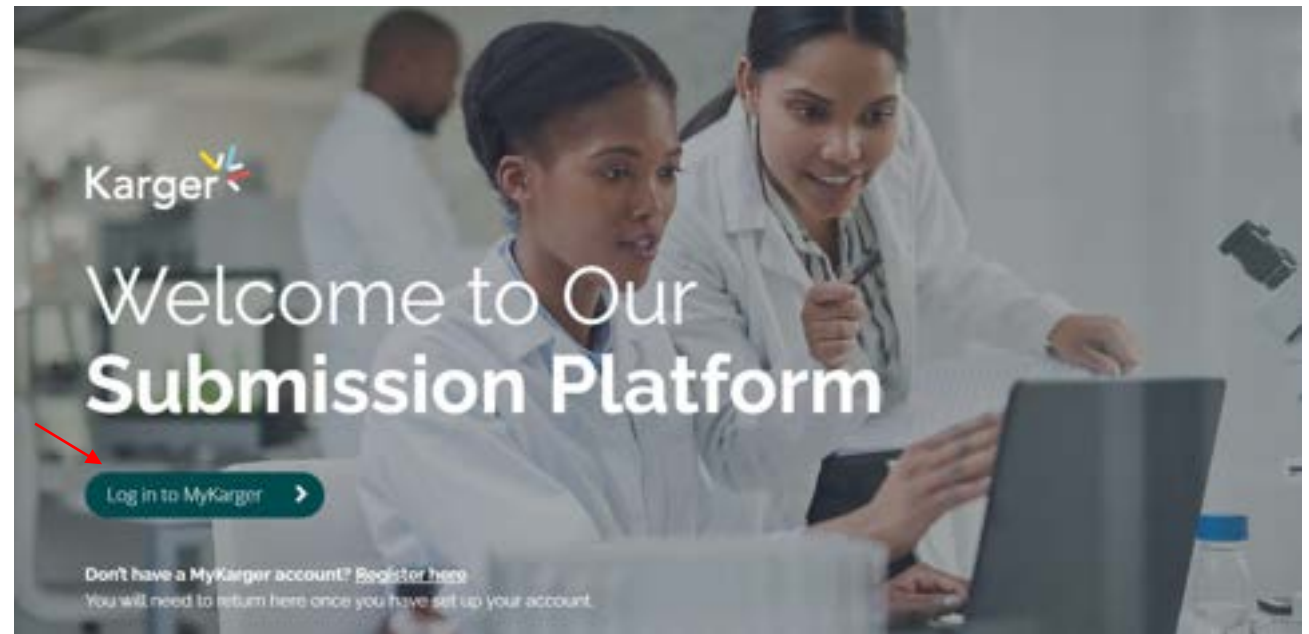
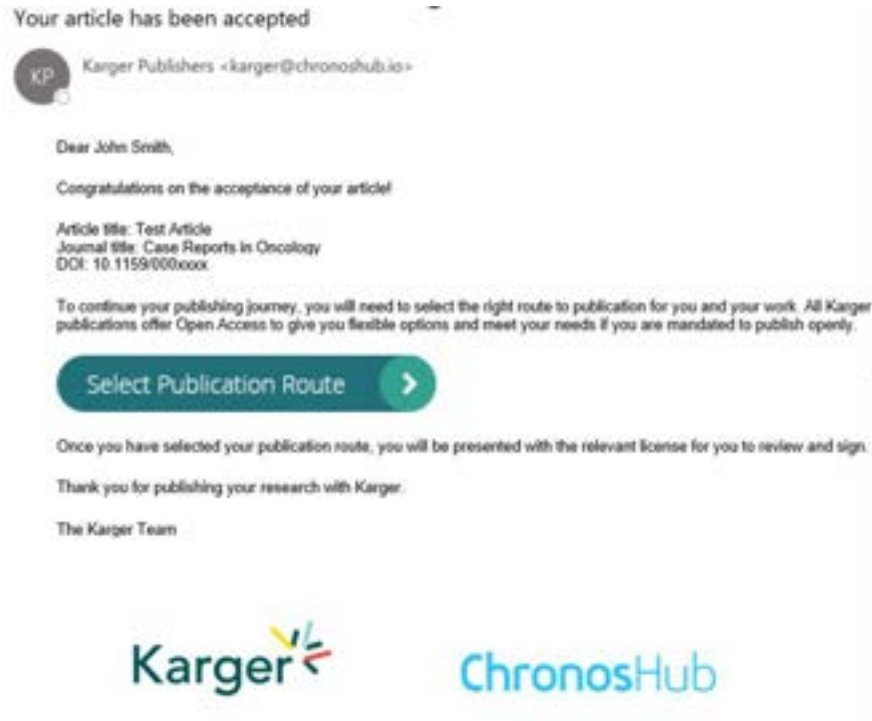
After Acceptance

Continue the publishing journey in ChronosHub



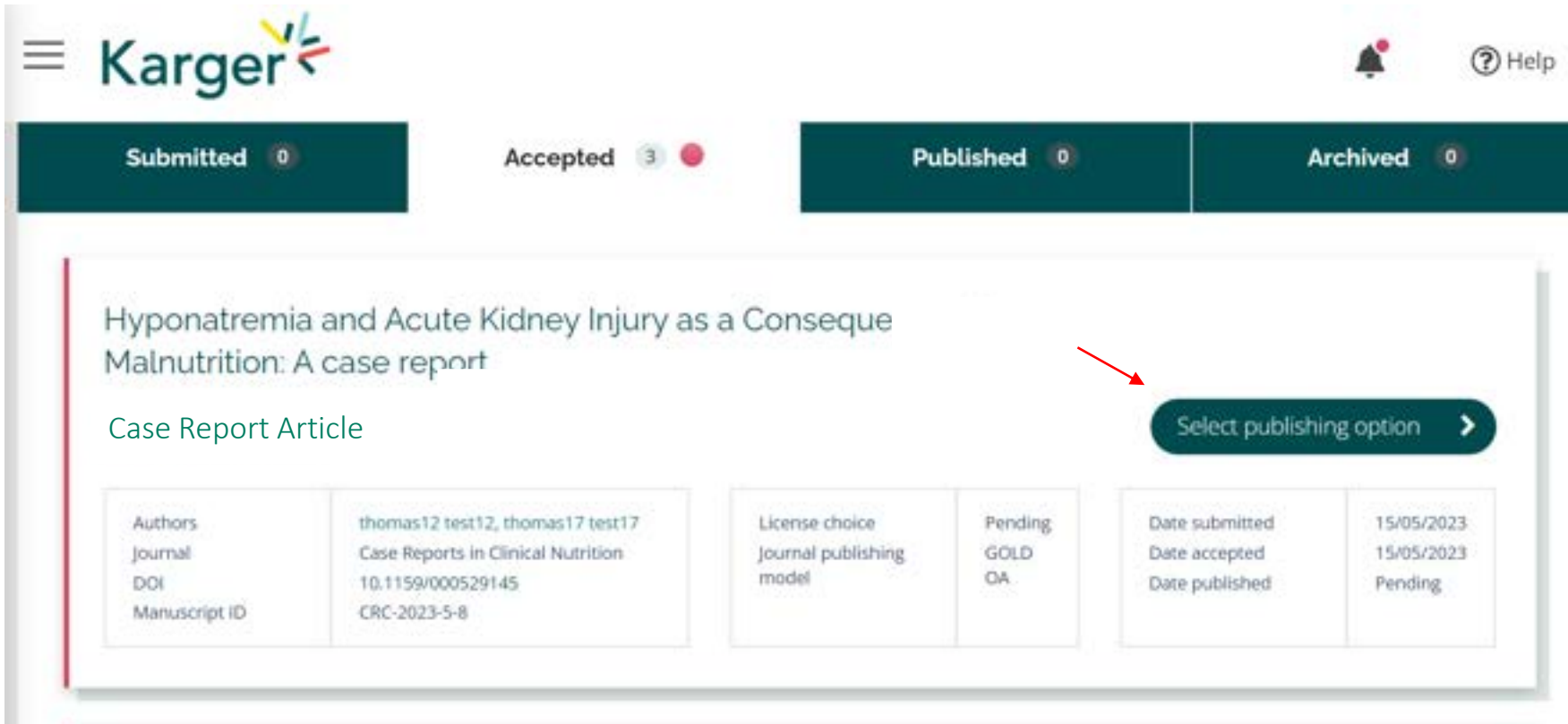
Upon acceptance of the article the Corresponding Author will receive an email

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'.



The screenshot shows the Karger dashboard interface. At the top, there is a navigation bar with the Karger logo, a hamburger menu, a notification bell, and a help icon. Below the navigation bar, there are four tabs: 'Submitted' (0), 'Accepted' (3), 'Published' (0), and 'Archived' (0). The 'Accepted' tab is selected, and a red dot indicates that there are 3 articles in this category. The main content area displays the details of the first article, 'Hyponatremia and Acute Kidney Injury as a Consequence of Malnutrition: A case report', which is a 'Case Report Article'. A red arrow points to the 'Select publishing option' button. Below the article title, there are three tables providing metadata, publication details, and submission dates.

| | |
|---------------|------------------------------------|
| Authors | thomas12 test12, thomas17 test17 |
| Journal | Case Reports in Clinical Nutrition |
| DOI | 10.1159/000529145 |
| Manuscript ID | CRC-2023-5-8 |

| | |
|--------------------------|---------|
| License choice | Pending |
| Journal publishing model | GOLD OA |

| | |
|----------------|------------|
| Date submitted | 15/05/2023 |
| Date accepted | 15/05/2023 |
| Date published | Pending |

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

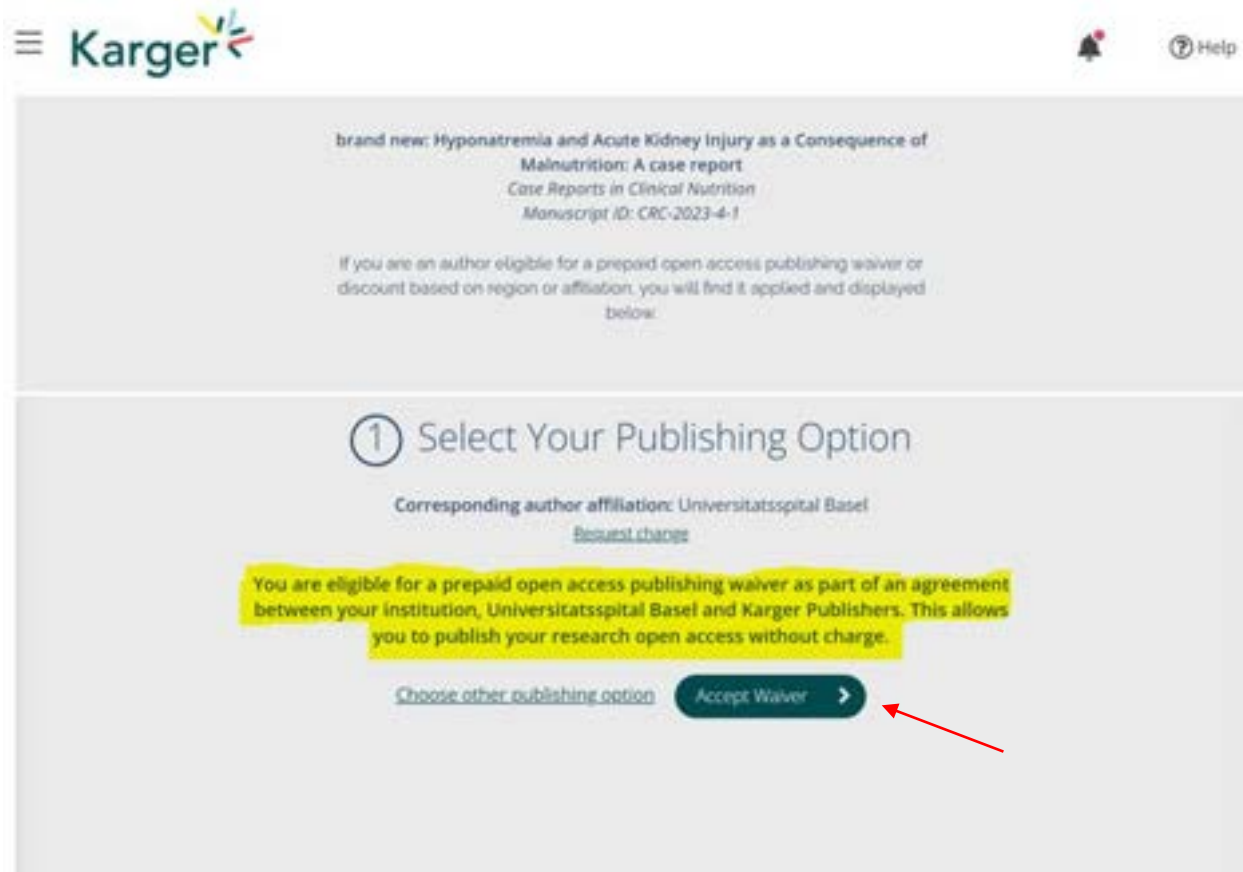
Published research is accessed by publication subscribers.

CHF 585.00

Publishing charges are exclusive of VAT and local taxes

Select publishing option – 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.



brand new: Hyponatremia and Acute Kidney Injury as a Consequence of
Malnutrition: A case report
Case Reports in Clinical Nutrition
Manuscript ID: CRC-2023-4-1

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.

① Select Your Publishing Option

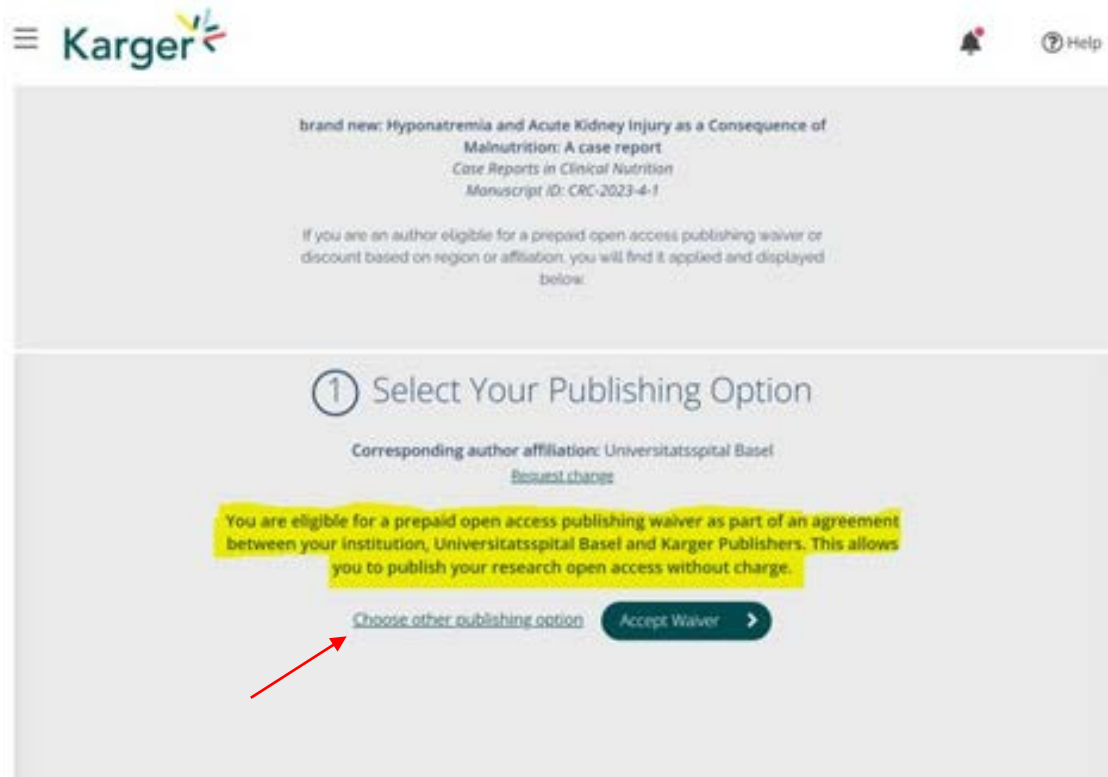
Corresponding author affiliation: Universitatsspital Basel
[Request change](#)

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.

[Choose other publishing option](#) [Accept Waiver >](#)

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.



Karger

brand new: Hyponatremia and Acute Kidney Injury as a Consequence of Malnutrition: A case report
Case Reports in Clinical Nutrition
Manuscript ID: CRC-2023-4-1

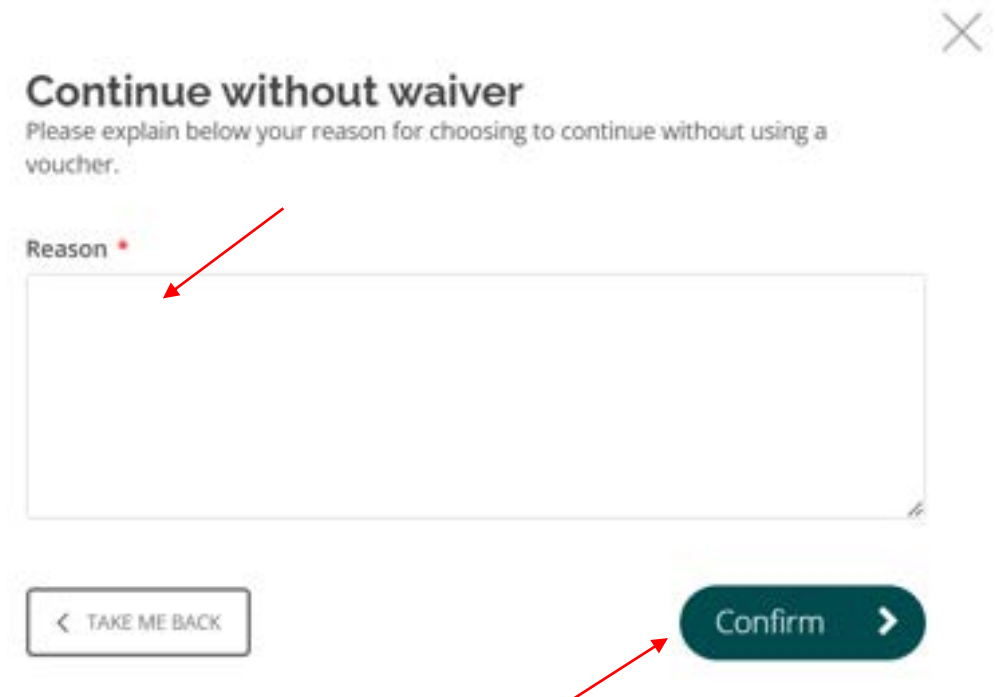
If you are an author eligible for a prepaid open access publishing waiver or discount based on region or affiliation, you will find it applied and displayed below:

① Select Your Publishing Option

Corresponding author affiliation: Universitatsspital Basel
[Request change](#)

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.

[Choose other publishing option](#) [Accept Waiver >](#)



Continue without waiver

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

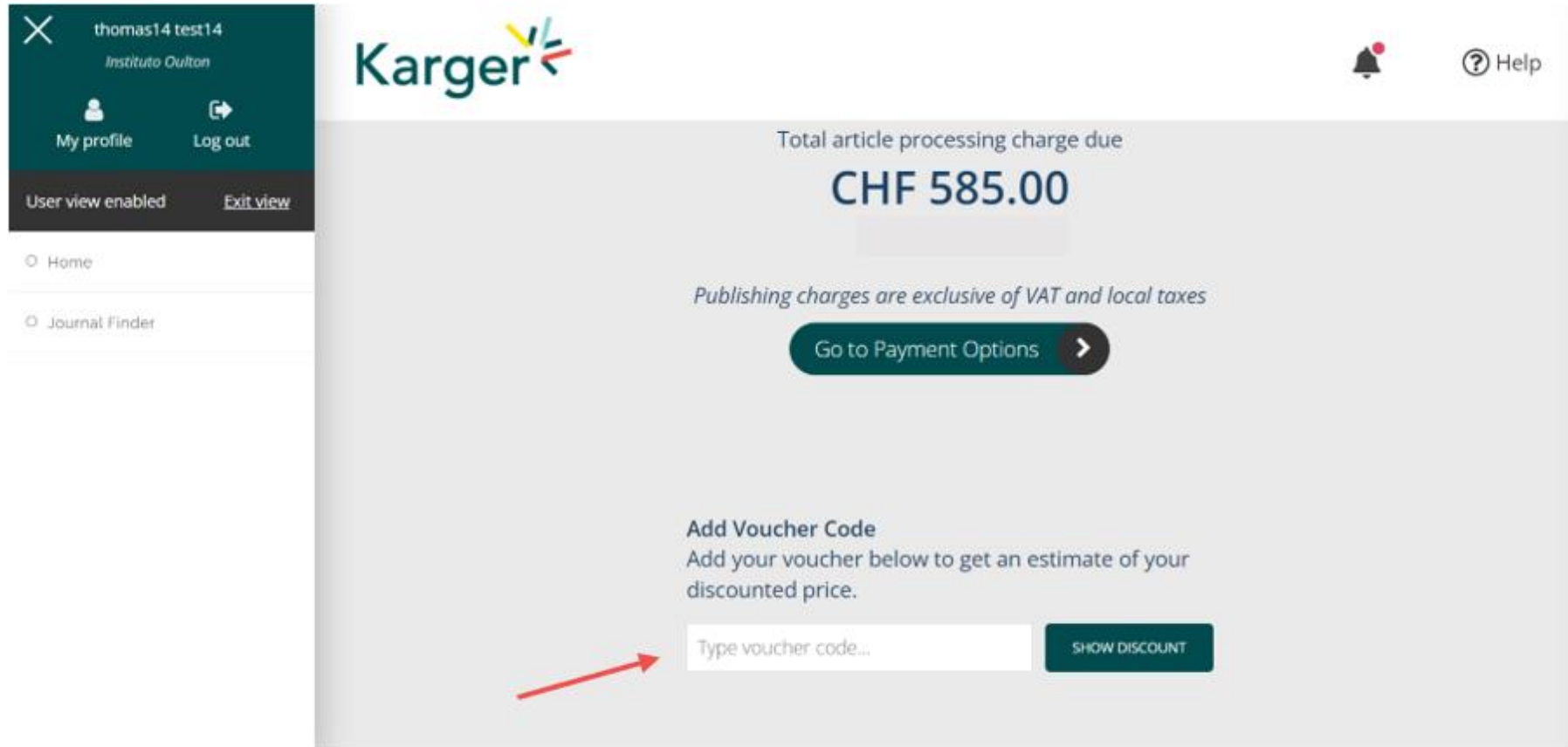
Reason *

< TAKE ME BACK

[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.



The screenshot shows the Karger website interface. On the left is a dark teal sidebar with a close button (X), the user name 'thomas14 test14' and 'Instituto Oulton', icons for 'My profile' and 'Log out', and links for 'User view enabled' and 'Exit view'. Below this are links for 'Home' and 'Journal Finder'. The main content area has the Karger logo at the top left, a notification bell and 'Help' link at the top right, and the text 'Total article processing charge due CHF 585.00'. Below this is a note 'Publishing charges are exclusive of VAT and local taxes' and a 'Go to Payment Options' button. The 'Add Voucher Code' section is at the bottom, with instructions to 'Add your voucher below to get an estimate of your discounted price.' and a text input field labeled 'Type voucher code...'. A red arrow points to this input field. To the right of the input field is a 'SHOW DISCOUNT' button.

thomas14 test14
Instituto Oulton

My profile Log out

User view enabled Exit view

Home

Journal Finder

Karger

Total article processing charge due
CHF 585.00

Publishing charges are exclusive of VAT and local taxes

Go to Payment Options

Add Voucher Code
Add your voucher below to get an estimate of your discounted price.

Type voucher code...

SHOW DISCOUNT

License Agreement

Read, accept, and confirm the License Agreement.



The screenshot shows a software installation window with a light gray background. At the top, there is a large heading '② Accept license Agreement'. Below this heading, a smaller line of text reads 'Download and read the license agreement before accepting the terms.' In the center of the window, there is a button with a document icon and the text 'License Agreement'. Below this button, there is a checkbox followed by the text 'I accept the license agreement terms and conditions.' At the bottom center, there is a 'Continue' button with a right-pointing arrow. Two red arrows are drawn on the left side of the window: one points to the 'License Agreement' button, and the other points to the checkbox.

② Accept license Agreement

Download and read the license agreement before accepting the terms.

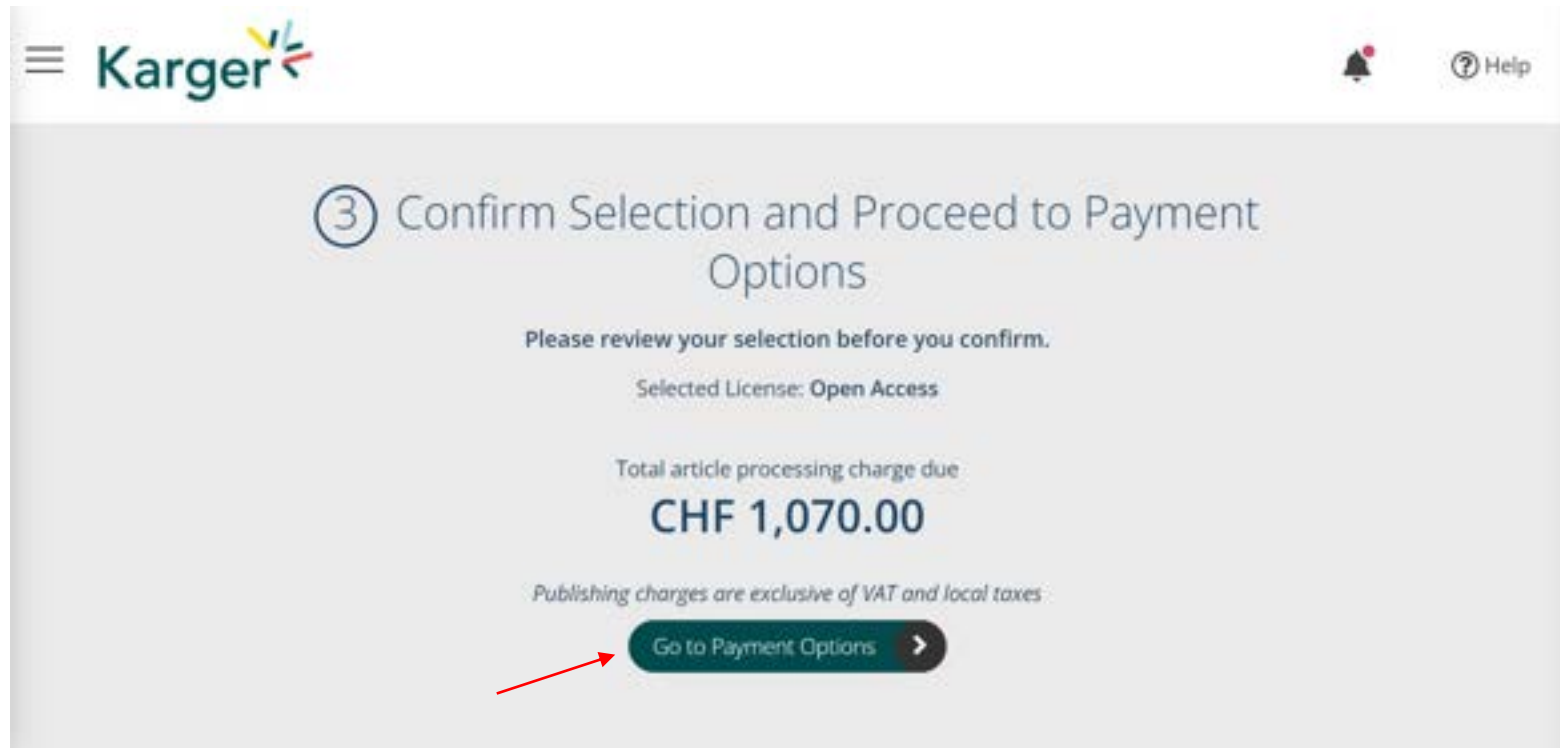
 License Agreement

☐ I accept the license agreement terms and conditions.

Continue >

Payment – publication charges

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.

Submitted0

Accepted3

Published0

Archived0

Case Report Article

No action required
Article sent to production

Authors

Journal

DOI

Manuscript ID

thomas12 test12, thomas17 test17

Case Reports in Clinical Nutrition

10.1159/000529145

CRC-2023-5-8

License choice

Journal publishing model

Pending

GOLD
QA

Date submitted

Date accepted

Date published

15/05/2023

15/05/2023

Pending

View article