

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

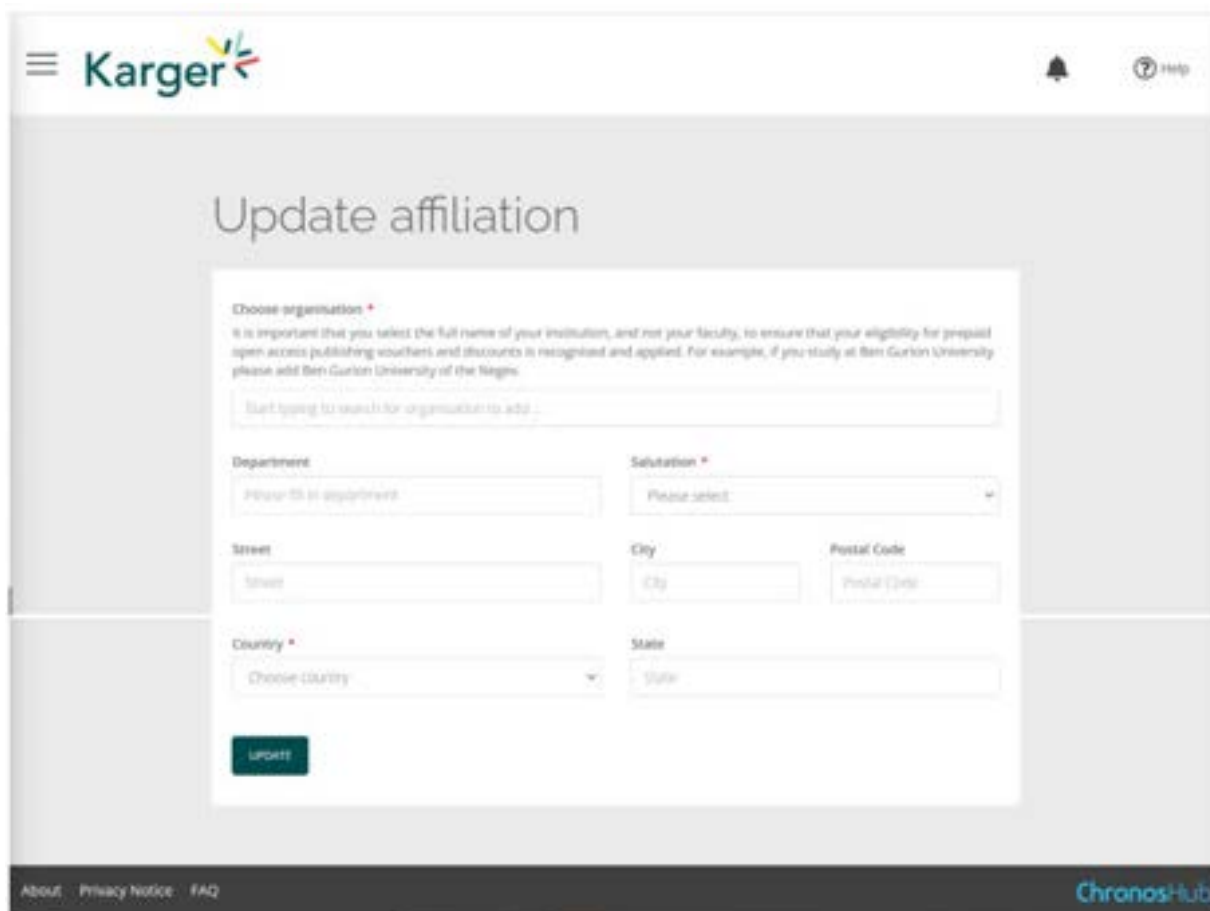
> [Forgot your password?](#)

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.

The screenshot displays the Karger submission platform interface. On the left, there is a user profile section for 'thomas16 test16' with links for 'My profile' and 'Log out'. The main content area features the Karger logo at the top. Below it, there is a 'License' section with three options: 'CC-BY-NC', 'CC-BY', and 'Transfer agreement'. A 'Publishing options' dropdown menu is set to 'CC-BY-NC - Author's Choice'. Below this, the 'Estimated CHF' is shown 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.

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。



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, special lectures

[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 所属機関名 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。



Journal Finder: 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 Cytologica

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 (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	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"/>




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"/>	



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

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

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 number '2' and the text 'Continue to next section'.

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.

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

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

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

- 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

日本の場合、通常はNONE

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**”

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

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 interface. It includes instructions on file format (Microsoft Word .doc or .docx) and a warning to check document completeness. A section for 'Compulsory document: Manuscript' is visible. 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 present, with a red checkmark and step number 1. Below it is a 'Select file type' dropdown. At the bottom, a confirmation box with a red checkmark and step number 3 asks to confirm reading and compliance with file instructions. A green button labeled 'Continue to next section' with step number 4 is also visible. A green button labeled 'Upload file' with step number 2 is located on the right side of the page.

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". The form has a section for the "Cover Letter (required)" with a "Help for this field" link. A large text area contains the text "カバールターフォーム。" with a "1" in a blue hexagon next to it. Below the text area is a "Special character" button. To the right, it says "Word use: Word limit: 1000". At the bottom, there is a checkbox with a red checkmark and the text "By ticking this box I declare that information given in this manuscript submission is truthful and correct. (required)". A "2" in a blue hexagon is next to the checkbox. At the bottom right, there are two buttons: "Save draft" and "Save and continue", with a "3" in a blue hexagon next to the "Save and continue" button.

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 are the sole author of the manuscript and that you have 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)

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)

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' interface of the Karger submission system. At the top, a navigation bar includes icons for Guidelines, Authors, Details, Keywords, Documents, Reviewers, Letter, and Declaration. Below this is a 'Send' button with a checkmark icon. The main section is titled 'Check and send' and contains a table for 'Authors' with columns for Delete, Edit, and Name. The table lists one author: '1 Ms Marta Raposo Bar' with a 'contact' link. Below the table is a 'Details' section. A modal window titled 'Review document' is overlaid on the right, containing the following text: '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.' It lists two steps: '1. Check the PDF review document.' with a 'PDF review document' button (marked with a circled 1), and '2. Confirm you have checked the PDF review document.' with a 'Confirm reading' button (marked with a circled 2). At the bottom of the modal, it says 'If you have difficulties opening the PDF review document, please see the help topic at the bottom of the page.' Below the modal, there are sections for 'No reviewers suggested', 'Letter' (with a text input field), and a final message: 'You cannot submit your manuscript until all mandatory information is completed.' At the bottom right, there is a 'Submit your manuscript' button (marked with a circled 3).

After Acceptance

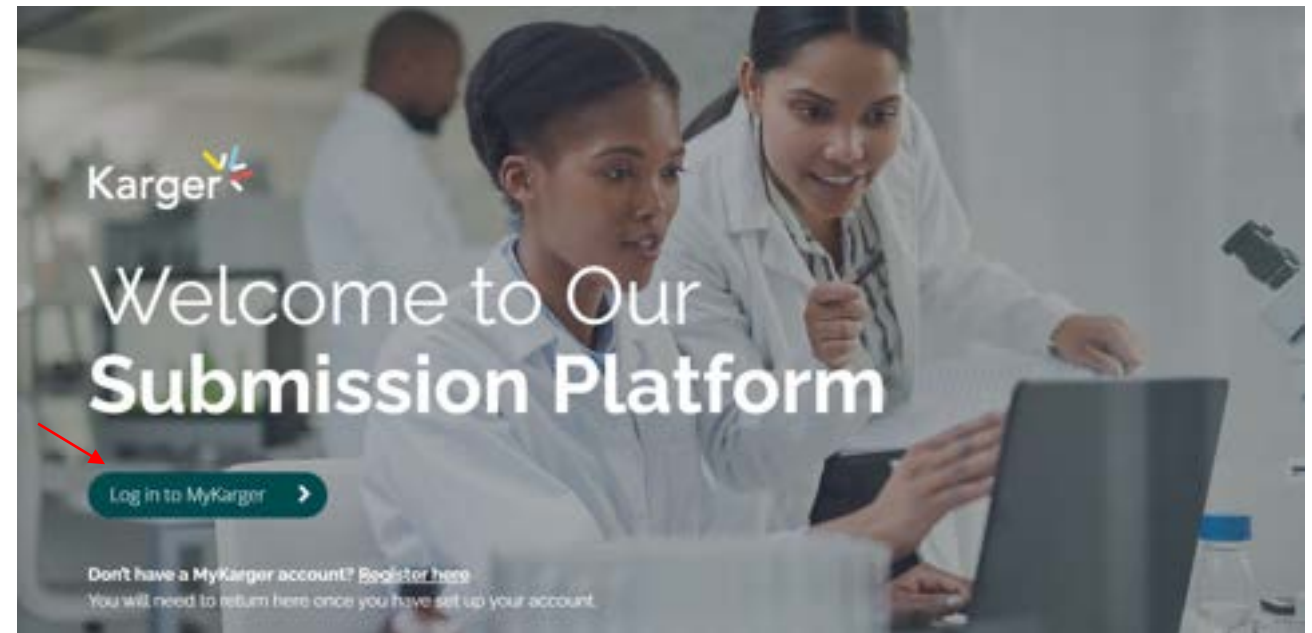
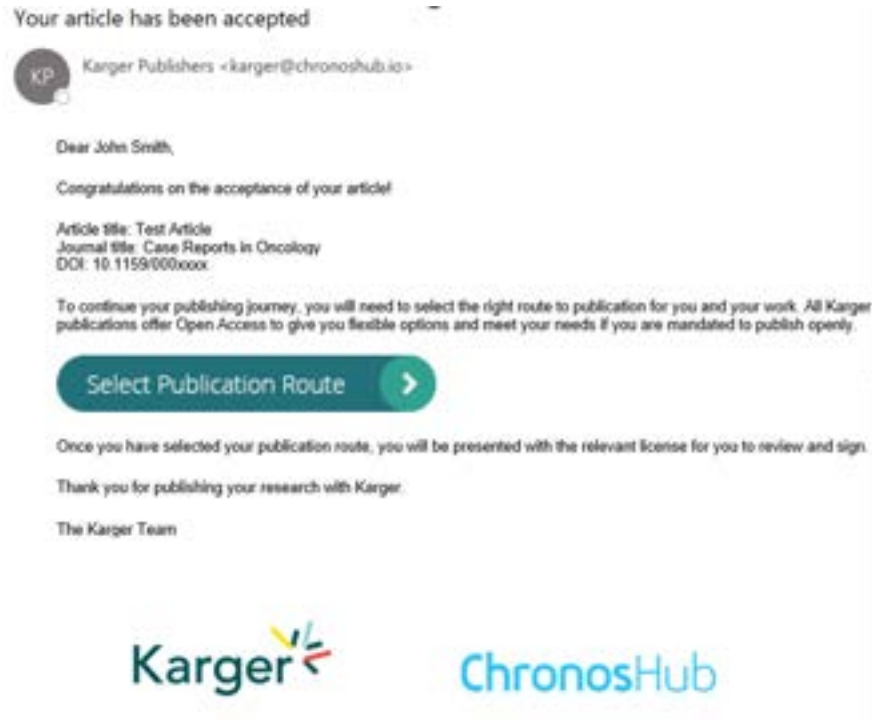
Continue the publishing journey in ChronosHub

受理後の手続きについて

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

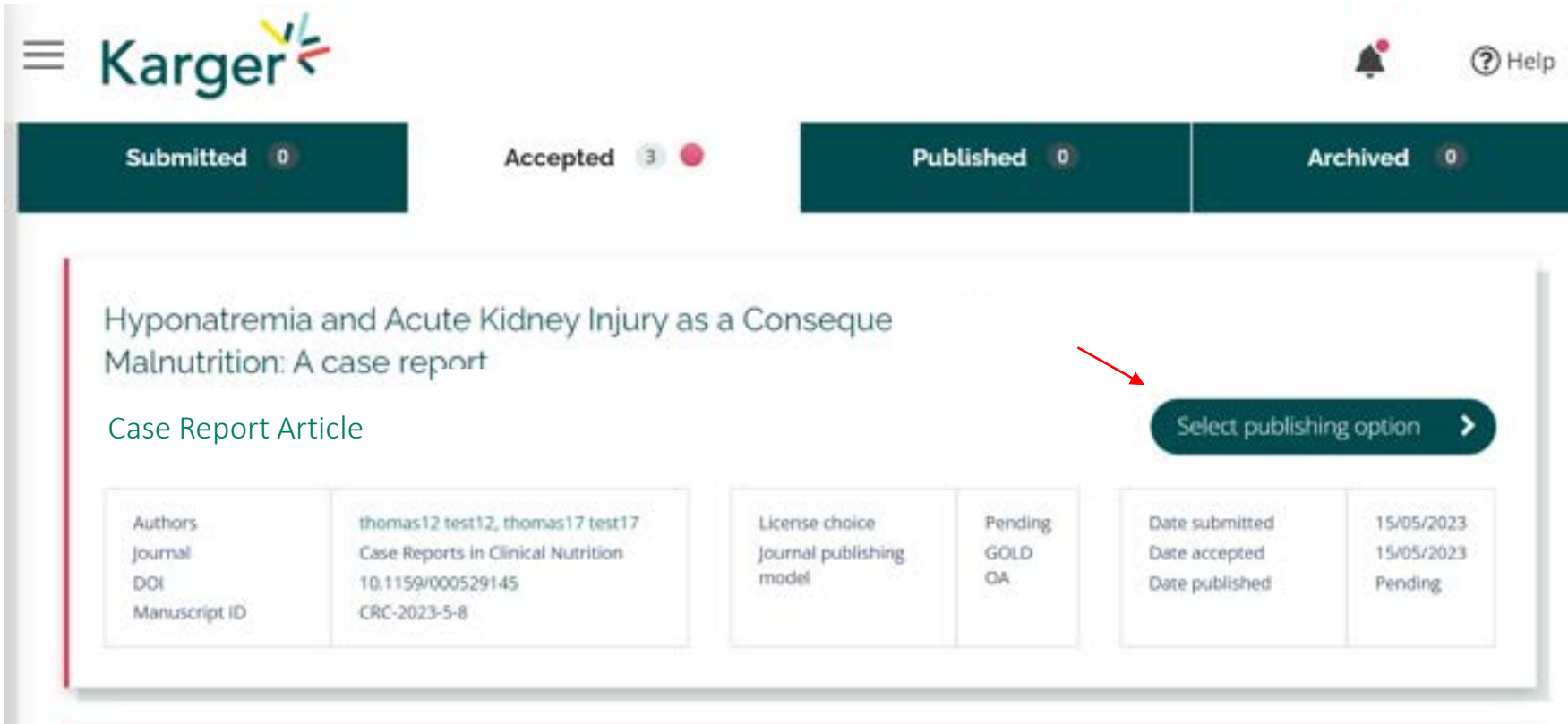
Clicking on the green button 'Select Publication Route' will open our Submission Platform.
Click on 'Log in to MyKarger' and enter your email and password.

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'.



The screenshot shows the Karger dashboard with the 'Accepted' tab selected, indicating 3 articles. The article 'Hyponatremia and Acute Kidney Injury as a Consequence of Malnutrition: A case report' is listed as a 'Case Report Article'. A red arrow points to the 'Select publishing option' button. Below the article title, there are three tables displaying metadata, license choice, 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

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

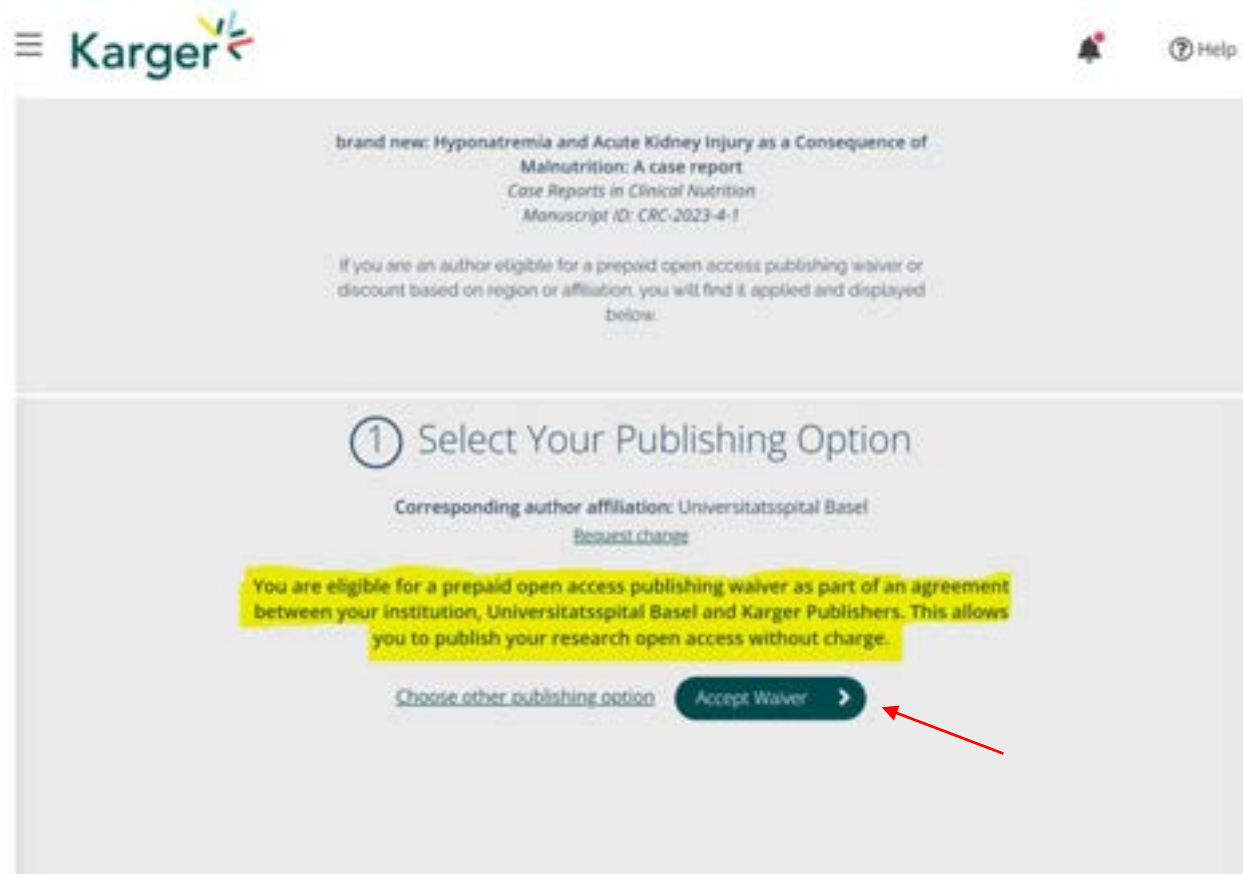
Published research is accessed by publication subscribers.

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.



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 >](#)

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 interface for Karger's publishing waiver process. The left part is a modal window titled 'Select Your Publishing Option'. It displays the article title 'brand new: Hyponatremia and Acute Kidney Injury as a Consequence of Malnutrition: A case report' and the author's affiliation 'Corresponding author affiliation: Universitatsspital Basel'. A yellow highlight 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.' Below this, there are two buttons: 'Choose other publishing option' (with a red arrow pointing to it) and 'Accept Waiver'.

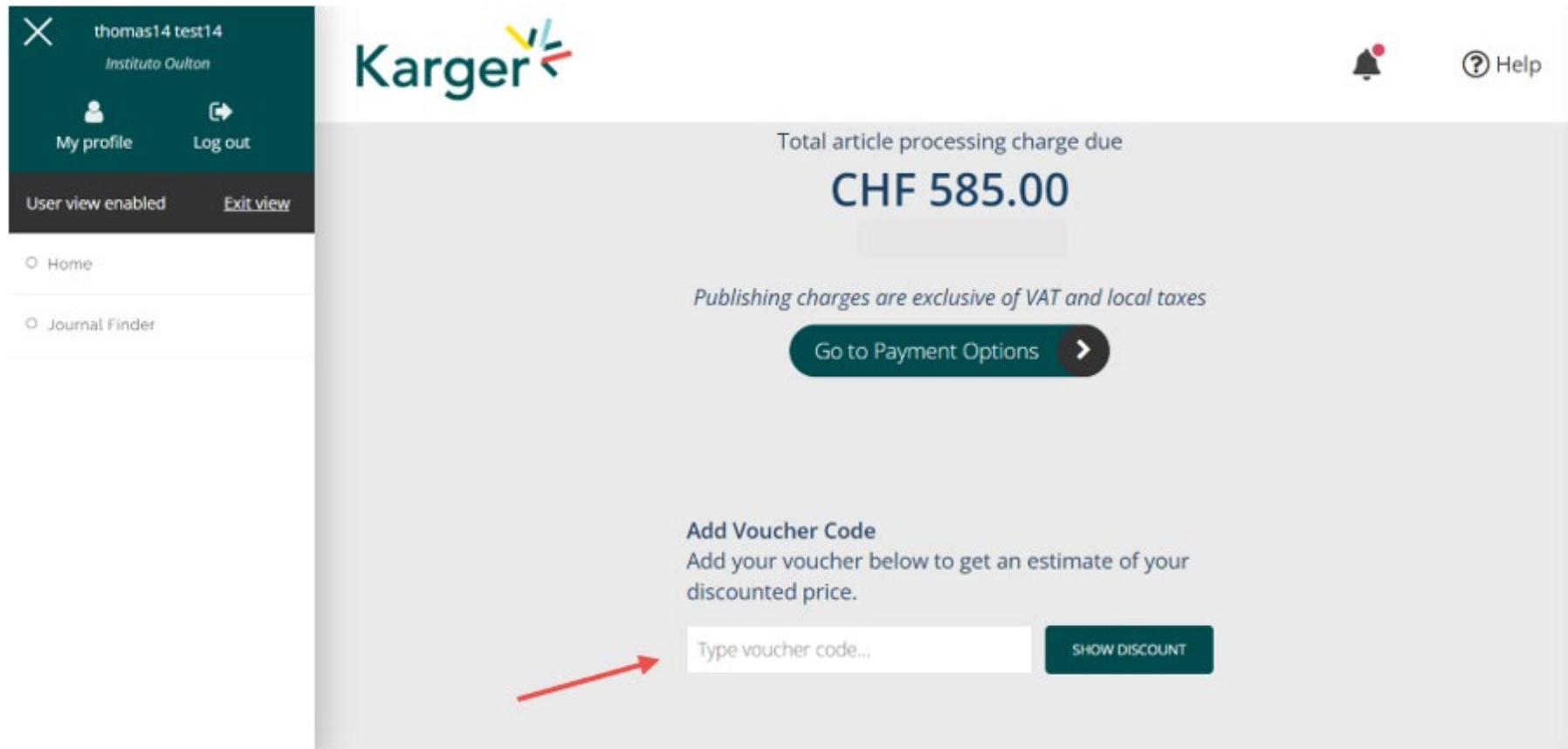
The right part is a form titled 'Continue without waiver'. It asks the user to 'Please explain below your reason for choosing to continue without using a voucher.' There is a text input field labeled 'Reason' with a red asterisk and a red arrow pointing to it. Below the input field are two buttons: '< 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.

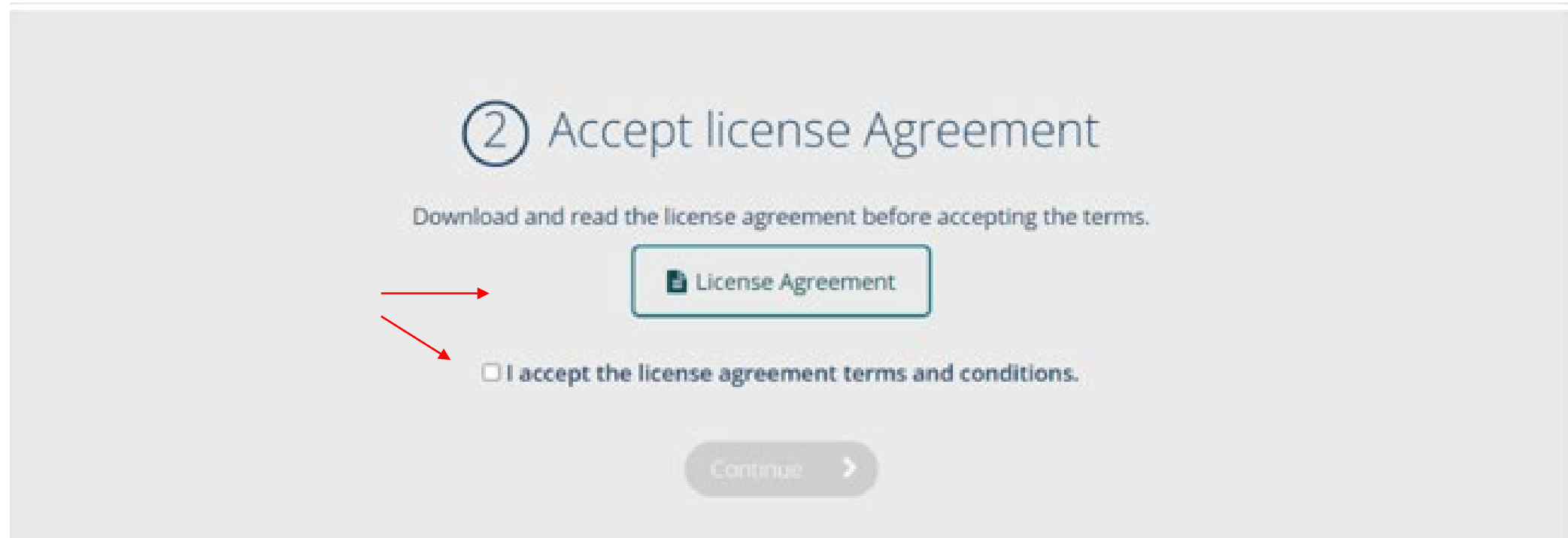


The screenshot shows the Karger user interface. On the left is a dark teal sidebar with a close button (X), the user name 'thomas14 test14' and 'Instituto Oulton', 'My profile' and 'Log out' buttons, and 'User view enabled' with an 'Exit view' link. Below this are links for 'Home' and 'Journal Finder'. The main content area has the Karger logo at the top left, a notification bell, and a 'Help' link. The central message states 'Total article processing charge due' followed by 'CHF 585.00' in large blue text. Below this is a note: 'Publishing charges are exclusive of VAT and local taxes' and a 'Go to Payment Options' button with a right arrow. Further down, the 'Add Voucher Code' section is visible, with the instruction 'Add your voucher below to get an estimate of your discounted price.' Below this instruction is a text input field with the placeholder '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." 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.

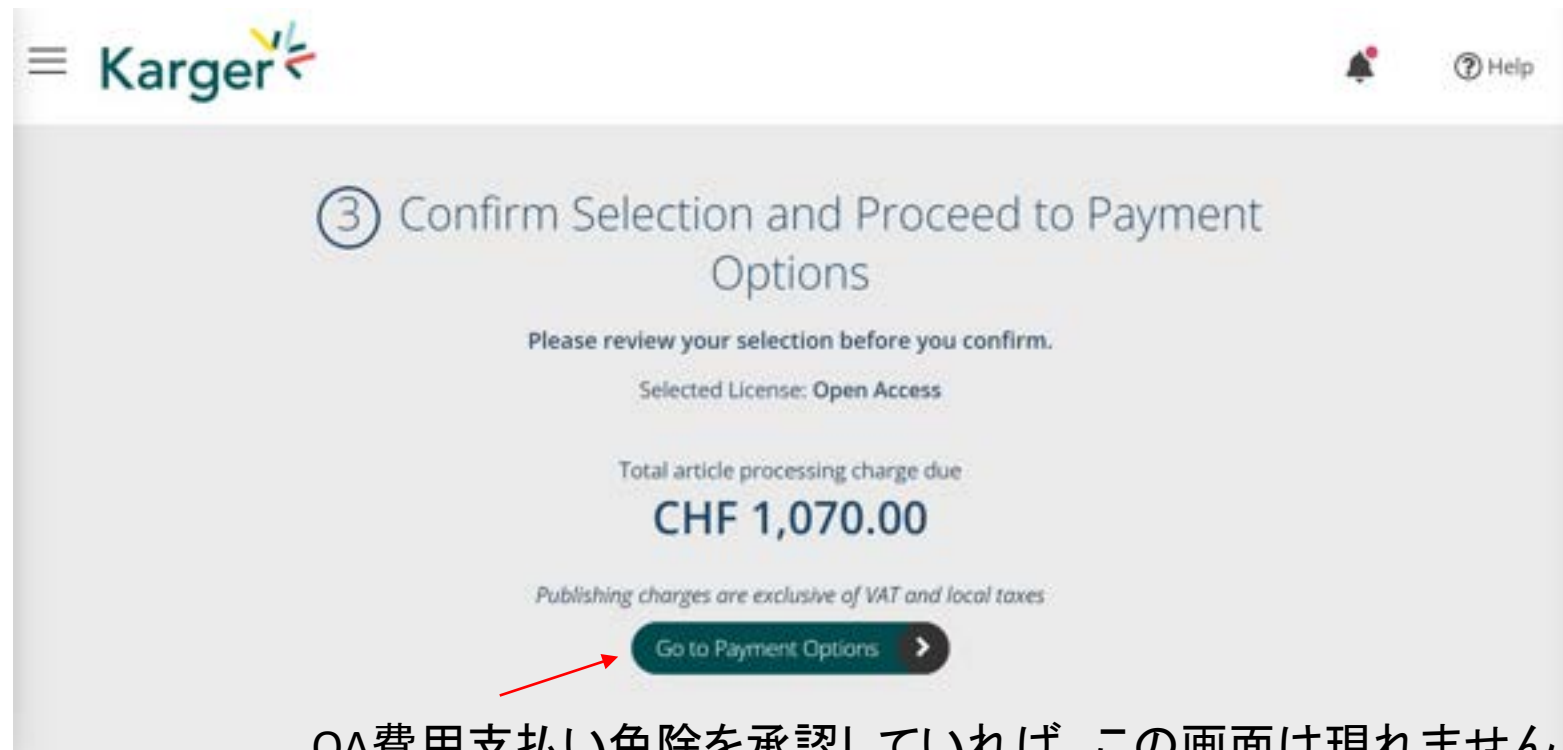
 License Agreement

☐ 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.

Help

Submitted0

Accepted3

Published0

Archived0

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				