# Submitting your Paper to Karger

Submission to a Karger Journal





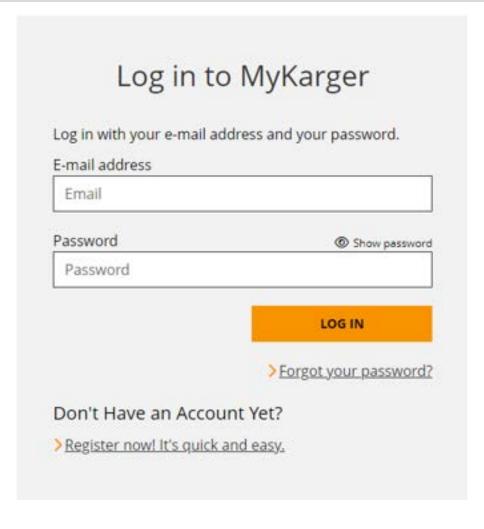
### Select the journal of your choice

Karger

Go to the journal homepage Click on 'SUBMIT MANUSCRIPT' Karger Advanced Acta Cytologica ~ Q Search... Register Login~ Search Acta Cytologica CONTENT V ABOUT V SUBMISSION RESEARCH **Acta Cytologica** Editor: Syrjanen, Kari J. (Turku) PATHOLOGY AND CELL BIOLOGY SUBMIT MANUSCRIPT The Journal of Clinical Cytology and Cytopathology About this Journal Journal Metrics

#### **MyKarger Account**

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



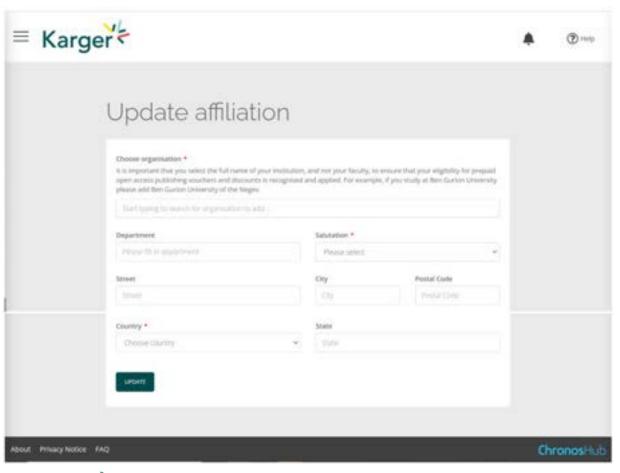
MyKarger(個人アカウント)でログインしてください。

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.



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。

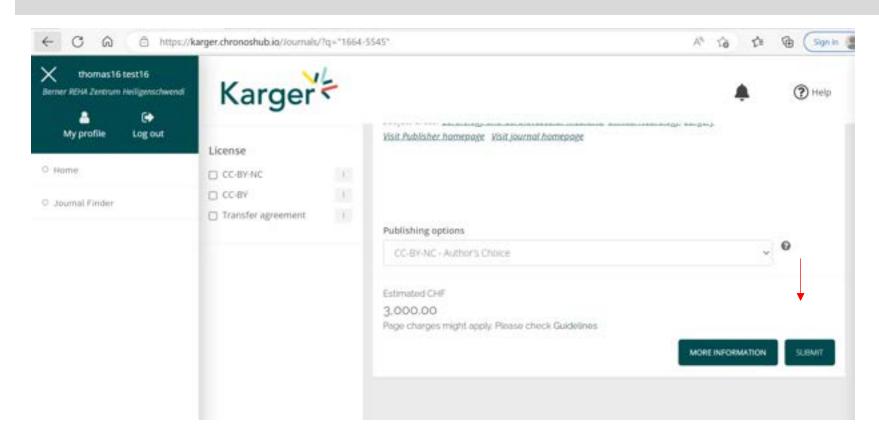
【例】 Karger University Hospitalのご所属だが、選択肢にKarger University Hospitalがない場合
→Karger Universityを選んでください。

ここで、機関名を何も選択しなかった場合は、例え 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.



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。



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

#### **Transformative Agreements**

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

#### 黄色ハイライトのセンテンス Acta Cytologica Publisher: Karger Publishers | ISSN: 0001-5547 | eISSN: 1938-2650 内、左図『Corresponding Subject areas: Histology, Pathology and Forensic Medicine Author所属機関』の位置に、 Visit Publisher homepage Visit journal homepage View author guidelines ご投稿論文のCorresponding 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 Authorの所属機関名が正しく 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 英文表記されていることをご applications of scientific advances as well as their clinical correlations. Original papers, review articles, meta-analyses, 確認の上、SUBMITボタンを Read more クリックください。 Publishing options CC-BY-NC - Author's Choice ここでもPublishing optionsを 選択する必要はありません。 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

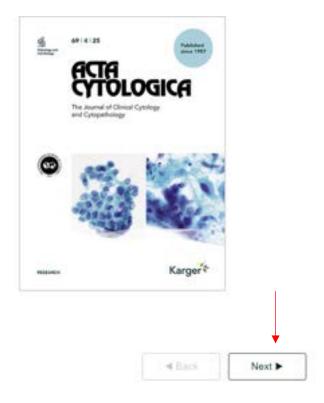


<u>Journal Finder:</u> Publishing options do not have to be selected at this point. Corresponding Authors will receive an email after article acceptance prompting them to go to ChronosHub to select the publishing option and accept the license agreement.

# **Submission Process in Manuscript Manager**

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







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

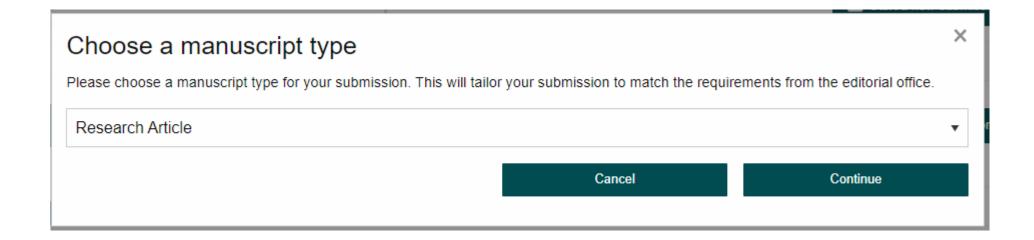
Check account info, click 2 Account and personal information 'Next' Attenuative errors Affiliation details autor@kirger+17@great.com Atternative amost Department\* Salutation/Title First name\* Universitat Leipzig Department of Oncology Complete Affiliation thomas 17 Job title City\* details if anything Middle name(s) Surrane\* Jost title Leipzig Middle name(s) test? mandatory missing(漏 Street Zip code 303030 れがあればご記入) Lepzgatianie 1 Country Statenegion State/repor 3 Telephone Fax Other contact and social Pior Telephone media info can be entered, but is NOT mandatory, click 'Next' (特には必要なし) 4 3 Choose manuscript type Select manuscript type Other contact and social media information To start your submission in Manuscript Manager please select a manuscript type from the dropdown below. and click 'Next'(原稿夕 Limedin Manuscript type? - Select a manuscript type Twitter franchis CHARGO イプの選択) Facebook Instagram Facebook. Institute in priests WeChat WhielsApp. Visional Whatshop 1990



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

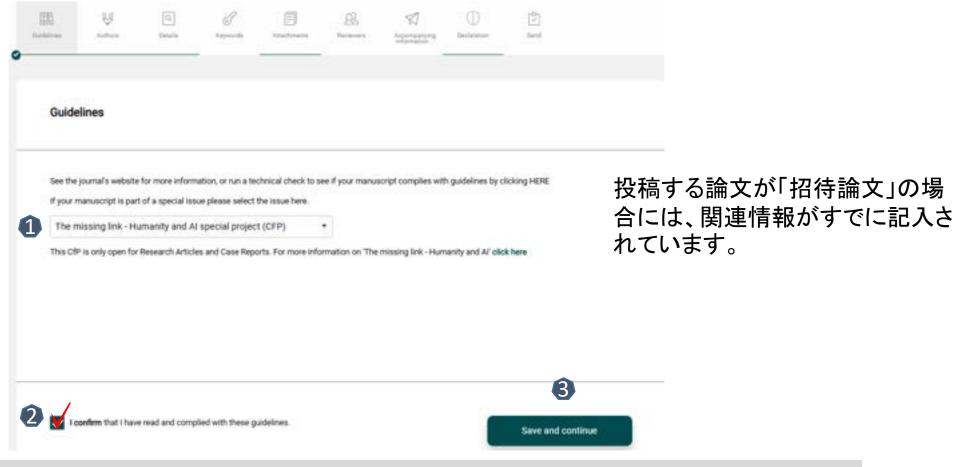
Choose a manuscript type to proceed

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。





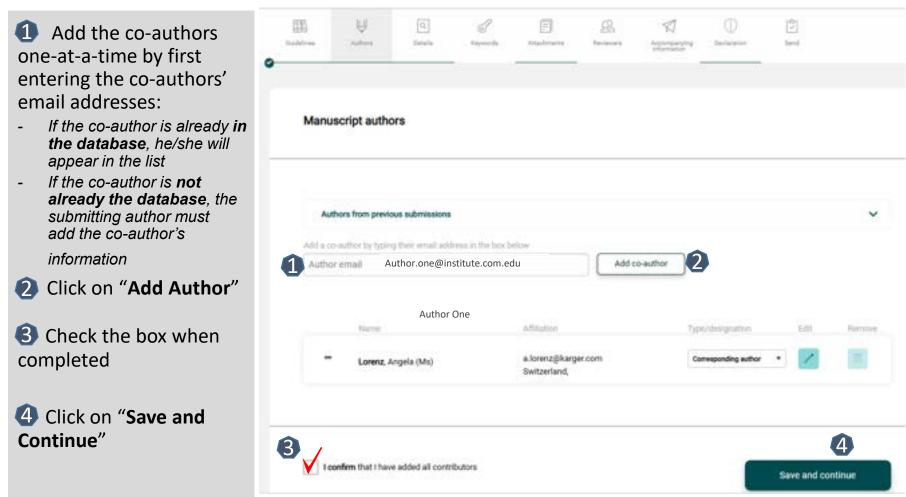
### **Guidelines** – Submission guidelines



- If the journal has an ongoing initiative, choose it from here. If you have been invited to submit this field will be pre-populated.
- Confirm you have read the Guidelines pertinent to the Journal to which you are submitting
- Click on "Save and continue"

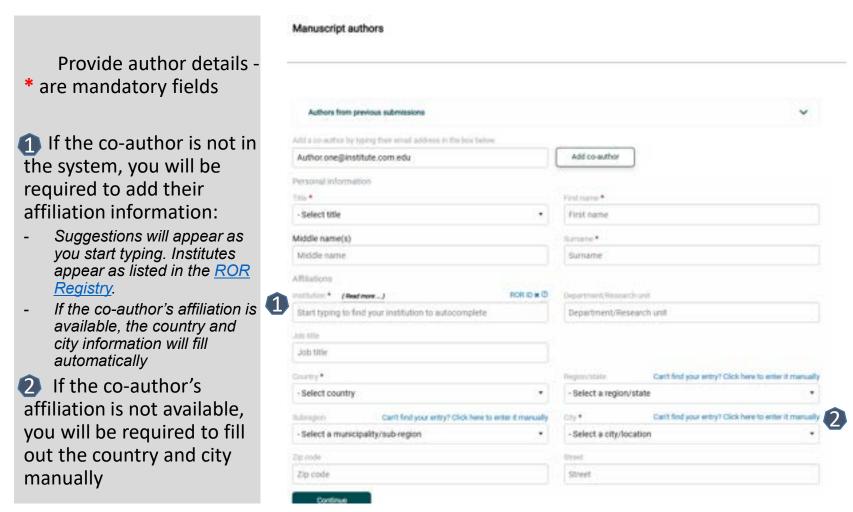


手順1.2ですべての共著者情報の入力。既にデータベースにある著者 Authors - And Co-authors もあり。ない著者の場合、詳細情報の入力が必要です。 次のページをご参照下さい。





# Authors – And Co-authors システムにない著者の場合、ここで同著者の詳細情報の入力が必要です。





#### **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

- 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
- Please check the journal's Guidelines for more information





#### **Details** – Society Memberships

- 1 Tick the Society you are associated with:
- If you are not part of a society, choose None of the above
- Please provide membership information if you chose a society

投稿先ジャーナルに連携している学会の一員である場合、ここで 当該情報の入力が必要です。

#### Society / Association memberships

Please indicate whether you are a member of one of the learned societies and professional associations listed below. \*

- O NVGIC (De Nederlandse Vereniging voor GastroIntestinale Chirurgie)
  - O None of the above

If you have selected a society/association, please provide a proof of membership in the box below (e.g. member ID/reference) or upload relevant documents (e.g. membership email confirmation) in the Documents section (choose file type "Proof of Membership").



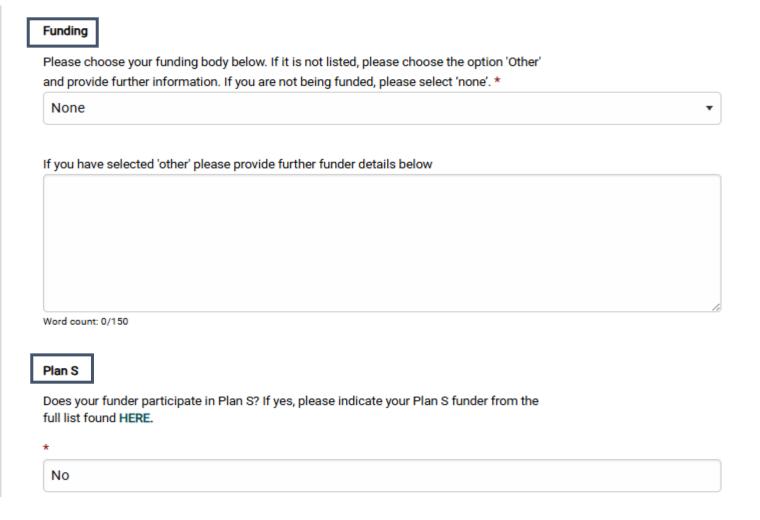


#### **Details** – Enter funding and Plan S information

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.

日本の場合、 通常はNONE  Additionally, you will also be asked to indicate your Plan S funder or state None here





#### **Details** – Voucher

You will be asked to enter a voucher number should you have one. (This will need to be added again during licensing should your paper be accepted for publication) ご所属の学会(同ジャーナルと連携関係にある学会)などから クーポンコードなどを受け取っている場合、ここで当該情報の入 力が必要です。

#### Voucher

If you have received a voucher code through your institute, or through another initiative, that enables you to publish under special conditions, please enter code here:

### **Details** – Pre-print

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

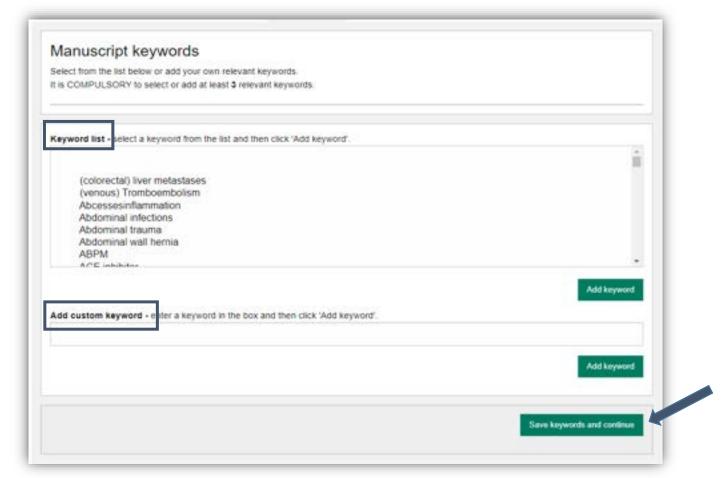
# Pre-printとしてすでに出版している場合。該当しなければスキップ

Preprint DOI	He
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	

#### **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"





#### **Documents** – Choose the files

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

① Drag and Drop all your manuscript files into this drop zone. Be sure to include the compulsory documents

Or use the "Browse" button to access your files from your desktop or server

#### **Attachments**

UPLOAD YOUR MANUSCRIPT DOCUMENTS IN THIS SECTION. PLEASE ENSURE ALL TEXTS, TABLES AND FIGURES ARE INCLUDED. YOU MUST CHECK YOUR DOCUMENT FOR COMPLETENESS IN THE LAST STEP BEFORE SUBMITTING TO ENSURE IT IS PROPERLY FORMATTED AND DISPLAYS CORRECTLY.

You are required Manuscript



Drag one or more files to this drop zone.

この領域に Drag and Drop



Or use the browse button

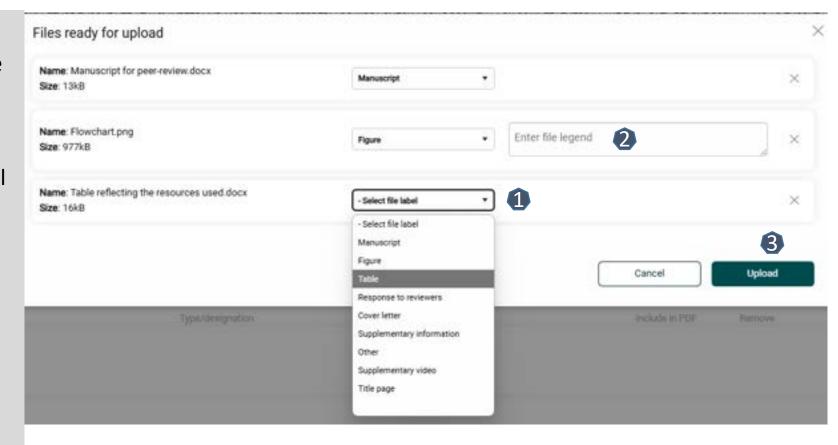
Browse ...

あるいはBrowseから 当該ファイル類にアク セス



#### **Documents** – Complete file information

- Select for each file the corresponding file type
- 2 For figures you will be asked to add the figure legend
- This information will be displayed directly under the file in the final PDF compilation
- After making selection for each file uploaded, click 'Upload?



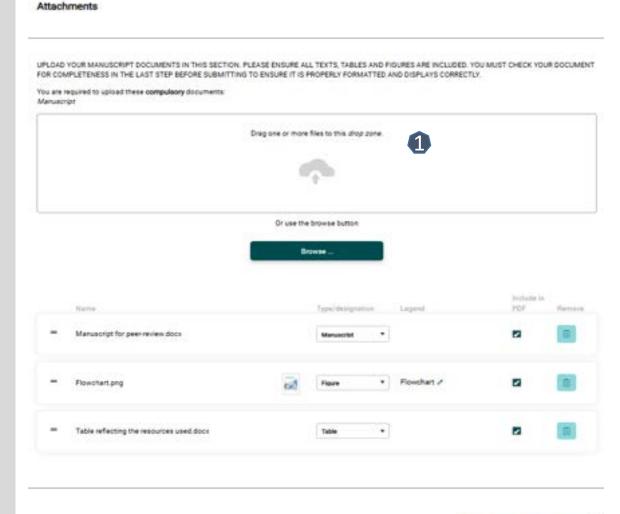


#### **Documents** – Choose the files

失念してる原稿ファイル類があればここでアップロードできます。

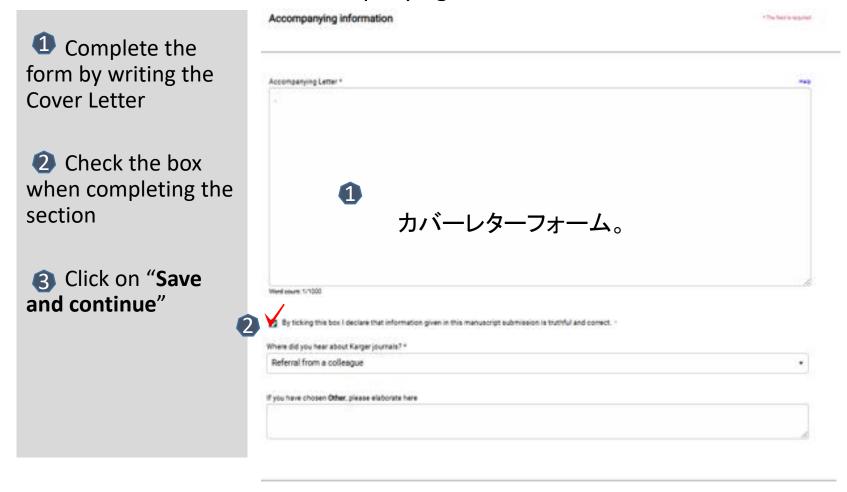
1 Drag and Drop any additional manuscript files into this drop zone if any were missed

2 Click"Save and continue" button complete this step





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





#### **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 coauthors agree, you will be able to click on "Save and continue"
- Please note that you will act on behalf of all coauthors and will ensure that all co-authors confirm

Declaration \*The field is required

Hereby, the Author submits the "Manuscript" to the journal 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.

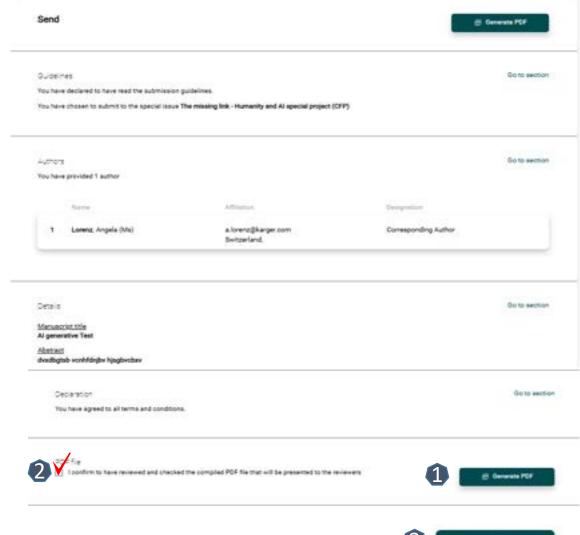
The Authors declare that they agree to the following:

- 💋 By submitting your manuscript to this journal, you confirm that your manuscript conforms to the requirements outlined in the journal's Guideline for Authors.
- 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.
- By submitting your manuscript to this journal, you accept that your manuscript may be screened for plagiarism against previously published work.
- 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 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) \*

Save and continue

# 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 "Generate PDF" and check if everything is correct
- 2 Click on "I confirm to have reviewed...."
- Click on "Submit"







# How to Check your Status

While your paper is in peer-review

査読状況の確認

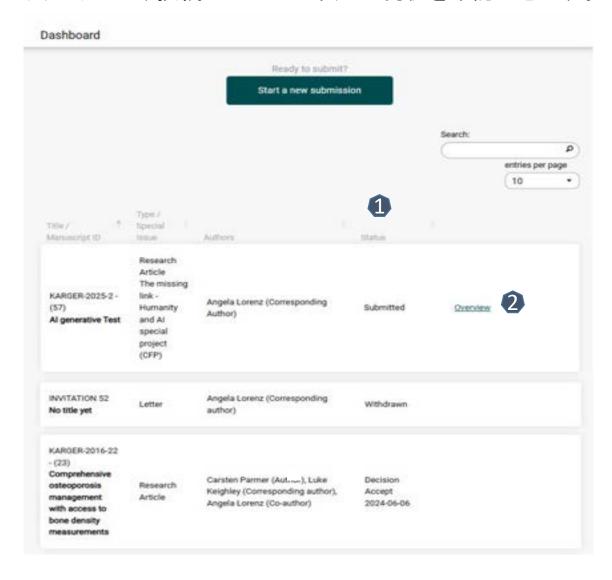




#### **Check status**

- Use the link in the
   Manuscript
   submission
   confirmation email,
   you received after
   submission, to go
   back to the platform
   to check on the status
   of your manuscript
- Under Status you will see the status of your manuscript.
- Click on "Overview" to see all submission details for manuscript currently in the peer-review process

論文投稿完了後に届くManuscript submission confirmationメール中にあるリンクから、投稿システムへ戻って現状を確認できます。





# 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.

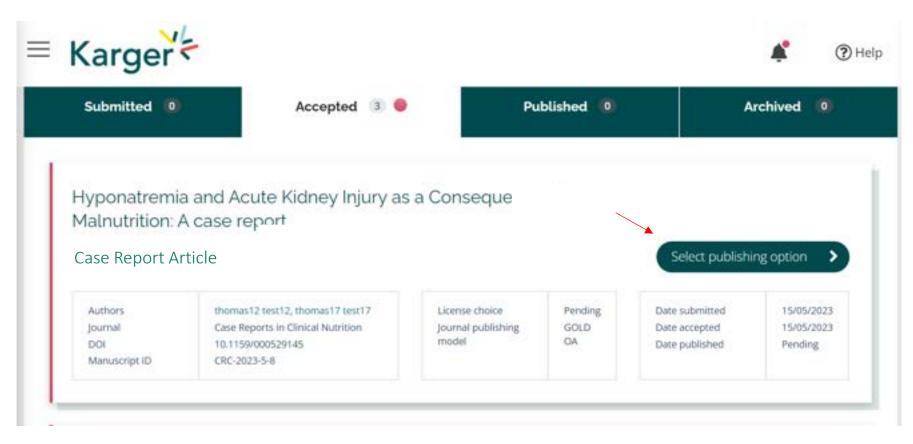
Your article has been accepted Carger Publishers < karger@chronoshub.io> Dear John Smith. Congratulations on the acceptance of your article! Article Stie: Test Article Journal title: Case Reports in Oncology DOI: 10.1159/000xxxx To continue your publishing journey, you will need to select the right route 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 Kerger. The Karper Team Karger ChronosHub Karger

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'.





# **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。32ページをご参照ください。

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

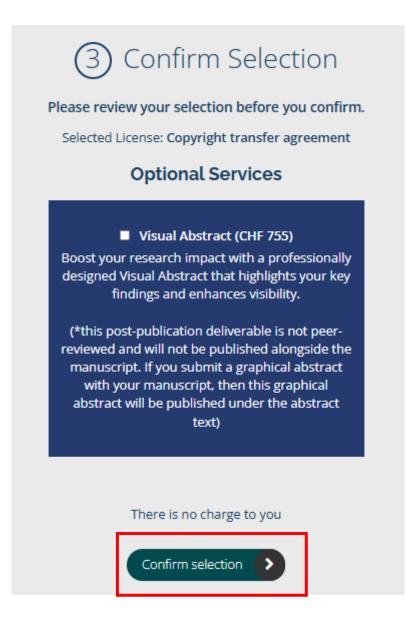
Publishing charges are exclusive of VAT and local taxes



#### **Confirm Selection**

You will be presented with the option to include a Visual Abstract (optional, additional cost) before confirming selection.

Click on **Confirm selection**.

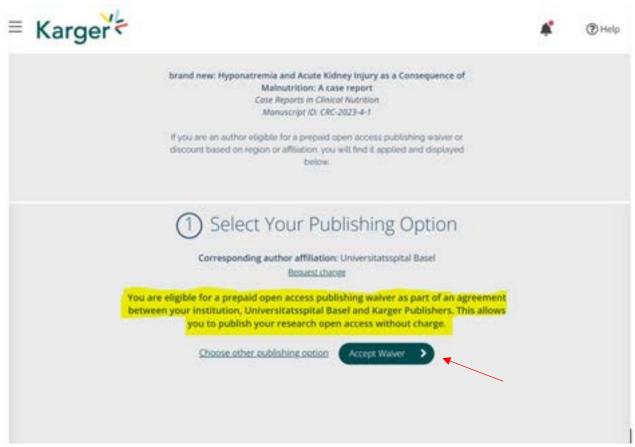


Visual Abstract (CHF 755)オプションあり。 選択しなければチャージされません。



#### **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.

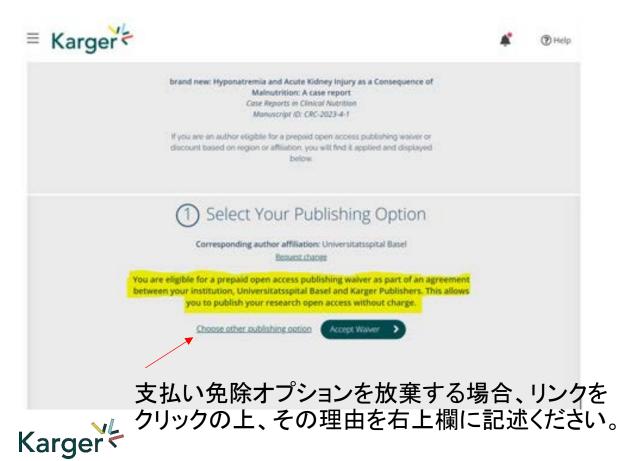


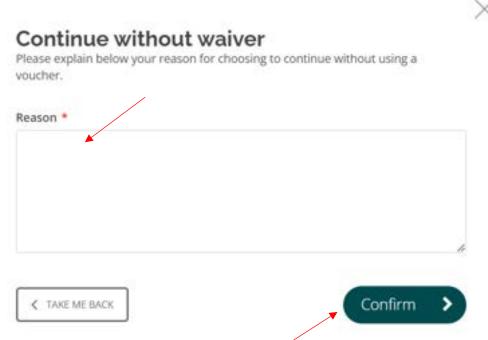
黄色ハイライトのセンテンスをご確認の上、 Accept Waiver(支払い免除)ボタンをクリッ ク



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

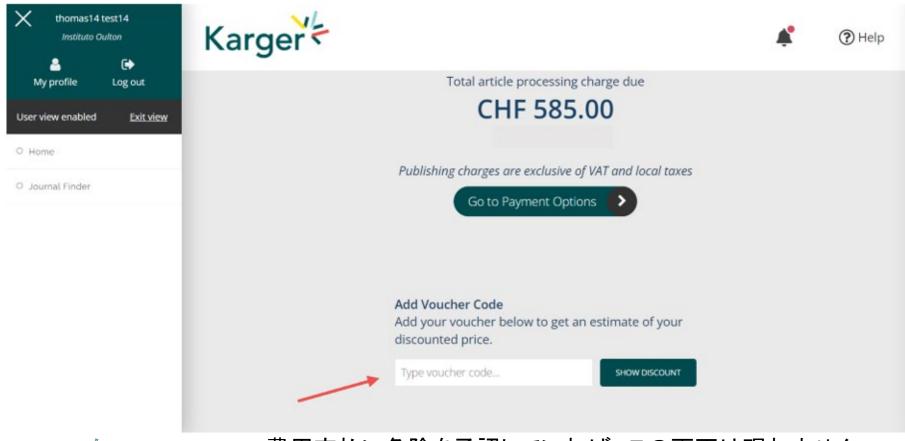
You can choose to opt out and continue without a waiver by clicking on 'Choose other publishing option'. You will then be asked to give a reason and confirm.





#### 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.



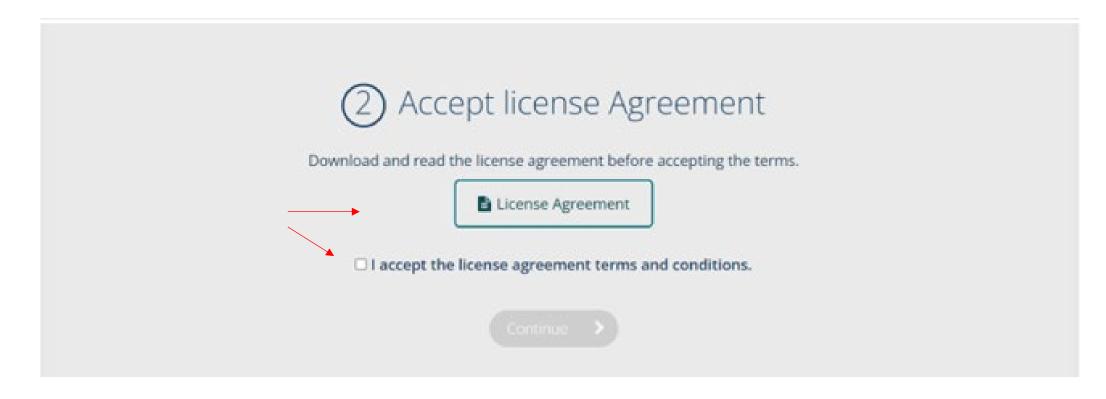


OA費用支払い免除を承認していれば、この画面は現れません。

#### **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。

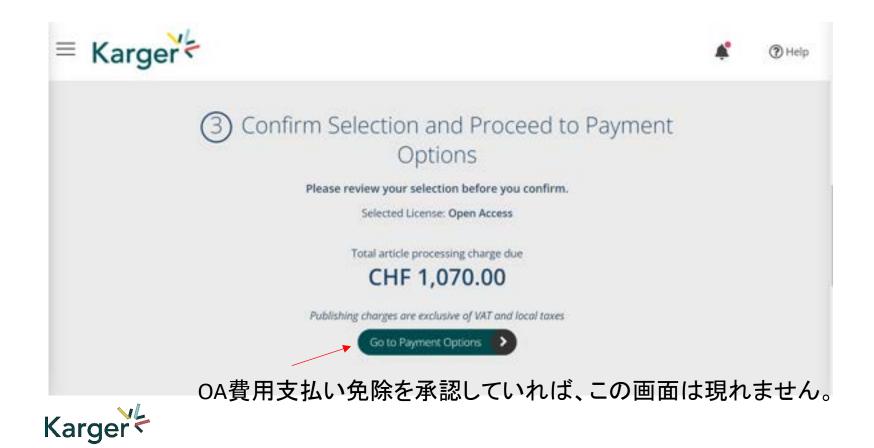
Read, accept, and confirm the License Agreement.





## 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.



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

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

