# Submitting your Paper

Submission to a Karger Journal Karger 논문투고 방법 안내

Mar. 2024.



#### 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.

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.....

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Go to Karger Publishers (chronoshub.io) and click 'Register here'.

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# Karger Welcome to Our **Submission Platform** Log in to MyKarger Don't have a MyKarger account? Register here You will need to return here once you have set up your account.

#### Create a MyKarger account. Enter your email address and click on 'NEXT'



**Important:** The email address used for your MyKarger account must correspond to the email address these instructions were sent to. This is important as your specific email address has been registered for your institution in the background and will be recognized to allow access to your ChronosHub admin account.



#### Select details to your Role and click on 'CREATE ACCOUNT'

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	1 <u>E-mail</u>	
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	Speciality* 🗸	
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	agree.	
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#### Click on 'SET YOUR PASSWORD' in the email sent to your email address to validate

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Welcome to MyKarger

Dear thomas18 test18,

Your new MyKarger account has been created. You can now set your password and validate your e-mail address by clicking on this button:

SET YOUR PASSWORD

You receive this because you (or someone else) requested to setup a MyKarger account associated to this e-mail address.

If you received this by mistake, you can safely ignore it. In this case or if you do not follow the link above you will not be signed up to MyKarger.

## 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.





### 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.



## Publishing options 을 당장 선택할 필요는 없습니다. Accept 이후 결정에 대해서 안내받게 됩니다.



<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.

#### Acta Cytologica Publisher: <u>Karger Publishers</u> | ISSN: 0001-5547 | eISSN: 1938-2650 Subject areas: <u>Histology, Pathology and Forensic Medicine</u> <u>Visit Publisher homepage</u> <u>Visit journal homepage</u> <u>View author guidelines</u>

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

#### <u>Read more</u>

#### Publishing options





<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'

## Manuscript Manager 의 안내를 따라 투고 진행

Welcome to Manuscript Manager - Acta Haematologica

Please choose an option to continue.

○ Start a new submission







### **Steps in Manuscript Manager**

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1 Check account info, click 1 2 Account and personal information 'Next' Email Alternative email Affiliation details autor3.karger+17@gmail.com Alternative email Institution' Department\* Salutation/Title First name\* Department of Oncology Universitat Leipzig **2** Complete Affiliation Dr. • thomas17 Job title City\* Middle name(s) Surname\* details if anything Job title Leipzig Middle name(s) test17 mandatory missing Street\* Zip code 303030 Leipzigstrasse 1 Country' State/region Germany • State/region Other contact and social 3 Telephone Fax media info can be Karger Fax Back Next 🕨 Telephone entered, but is NOT mandatory, click 'Next' 4 3 A Select manuscript type Choose manuscript type Other contact and social media information and click 'Next' To start your submission in Manuscript Manager please select a manuscript type from the dropdown below LinkedIn Twitter Manuscript type\* - Select a manuscript type LinkedIn Twitter handle Facebook Instagram Facebook Instragram WeChat WhatsApp WeChat WhatsApp Web 개인정보 및 소속정보 입력 Web

Back

Next 🕨



## 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 tailo	r your submission to match the requir	ements from the editorial office.
Research Article		•
투고 타입 선택	Cancel	Continue



### **Guidelines** – Submission guidelines

Marta Raposo Barrero	as Author [ CHANGE	ROLE ]			DASHBOARD	PROFILE	[ SIGN OUT ]
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Guidelines	Authors	Details	Keywords	Documents	Reviewers	Letter	Declaration
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Authors are enco	ouraged to read the	Guidelines for Aut	hor before beginnin	a the submission pr	rocess.		
Check this I	oox to confirm yo	u have read and w	ill comply with the	ese guidelines.	6	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

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**"

Check the box when completed

Click on "Save and Continue" 저자정보 입력

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a.iore	mz@k			
Add auth	ior 🙎			
Delete	Edit	Name	Affiliation	Type/designation
Delete	Edit	Name	Affiliation	Type/designation
Delete	Edit	Name 1 Ms Marta Raposo Barrero contact	Affiliation m.raposo_barrero@karger.com	Corresponding Author



#### **Details** – How to enter Manuscript Information

- 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
- 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)	
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Special character	
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## **Details** – Enter funding and Plan S information ((select none))

PAR	Funding Plan S 'none'
<ul> <li>You will be asked to select your funding body or state None here</li> </ul>	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 choose the option 'other' please provide further information in this field.	If you have selected 'other' please provide further funder details below
<ul> <li>Additionally, you will also be asked to indicate your Plan S funder or state None here</li> </ul>	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



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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"





#### **Documents** – Choose the files

1 Upload one-at-atime your manuscript files. Be sure to include the compulsory documents

- Select for each file the corresponding file type

After choosing each file, click on "Upload File"

**3** Check the box when completing the section

4 Click on **"Continue** to next section"

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Compulsory document: Manuscript	
Upload documents	
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Select file type	
to confirm you have read and complied with the file instructions.	



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

• Complete the form by writing the Cover Letter

<sup>2</sup> Check the box when completing the section

Click on "Continue to next section"





#### **Declaration** – And submission statement

- 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 and submission statement

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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 m

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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)

MPORTANT: 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

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Save and continue

Save draf

#### **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

Click on "PDF review document" and check if everything is correct

Click on "Confirm reading"

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# After Acceptance

**Continue the publishing journey in ChronosHub** 승인 이후 처리과정





#### 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.

## 승인 이메일을 받고 클릭하면 ChronosHub연결

#### Your article has been accepted

Karger Publishers <karger@chronoshub.io>

Dear John Smith,

Congratulations on the acceptance of your article!

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

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



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

Thank you for publishing your research with Karger.

The Karger Team

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## Dashboard 대시보드에서 'Accepted' 메뉴에서 확인 가능

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





#### 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

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#### 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.



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#### **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

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.





### **License Agreement**

Read, accept, and confirm the License Agreement.





#### **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.





FAQ

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# **EBSCO KOREA**

## Kelly Kim kkim@ebsco.com

