Submitting your Paper
Submission to a Karger Journal
Steps to follow:

1. Log in – as an Author
2. See progress – Author Dashboard
3. Guidelines – Submission guidelines
4. Authors – And Co-authors
5. Details – How to enter Funding and OA Agreement Information
6. Keywords – Add custom keywords
7. Documents – Choose the files
8. Reviewers
9. Letter – Cover letter and accompanying information
10. Send – Submit your manuscript
Log in – as an Author

- If you have an account:
  1. Log in using your Email and Password
  2. Click on “Author”

- If you do not have an account:
  3. How to create a new account
     [link to create a new account]

Welcome [Author's Name] - please select your role
See progress – Author Dashboard

- Click on:
  “Start a new Submission”
Confirm you have read the Guidelines pertinent to the Journal to which you are submitting.

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”
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 – Enter funding information

- 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.
Details – Open Access Agreements

1. You will be asked to specify whether your institute has an Open Access Agreement with Karger. All entries will be checked and verified upon acceptance of the paper.

   - For information regarding the Open Access Agreements you can follow the link in the submission field. See print screen on next slide.

2. If the agreement comes with a specific voucher, please provide details here.

   - Eligibility Declaration (required)
     - Eligible
     - Opt-Out despite being eligible
     - not eligible

   - If you are eligible please enter the name of your institute below.

   - Word limit: 100

   - Please ask at your institution’s library or contact us openaccess@karger.com if you need assistance.

   - 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 on Open Access Agreements on our website

Funding and Institutional Open Access Agreements

Karger Publishers is committed to helping authors benefit from Open Access agreements and meet the requirements of the Open Access mandates of all funding bodies. Depending on the funders’ and institutions’ requirements, research may be published as an Open Access article (Gold Open Access) or archived in an Open Access repository such as PubMed Central (PMC) or an institution’s own repository (Green Open Access), or both.

Authors should always indicate their affiliation with an institution covered by an Open Access agreement and funding sources during submission and should include information on their grants in the Funding Sources section of their papers.

A list of institutions with Open Access agreements covering part or all of Article Processing Charges (APCs) and a list of some funders with Open Access mandates can be found below. If you are uncertain whether your institution is covered by an agreement, or your funding body is not listed, please contact us.

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Find out whether your Open Access APCs are covered by an agreement by selecting your country below.

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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-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”
Reviewers

- Suggested Reviewers are often requested as a standard by the journal’s portal.
- Click on “Continue to next section”
Letter

1. Complete the form by writing the Cover Letter

2. Check the box when completing the section

3. Click on “Continue to next section”
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”