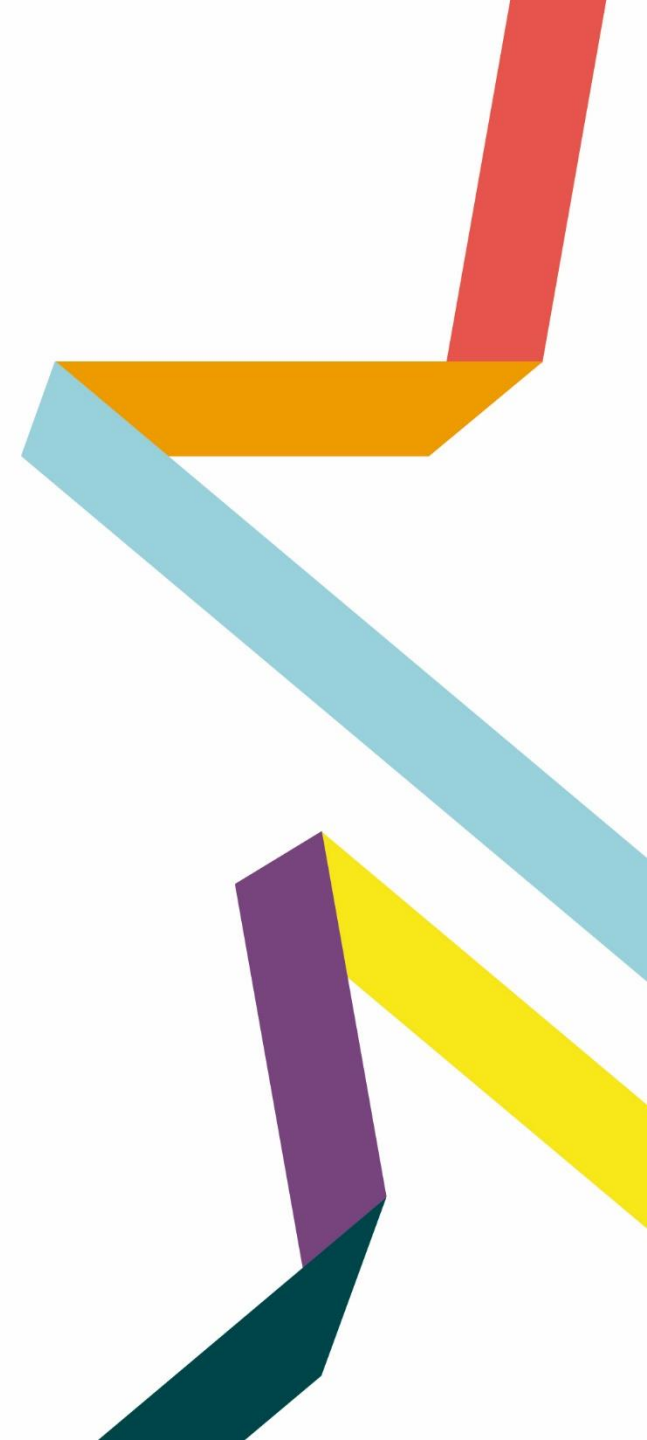


# Submitting your Paper

**Submission to a Karger Journal**

Karger



## Steps to follow:

1. **Log in** – as an Author
2. **See progress** – Author Dashboard
3. **Guidelines** – Submission guidelines 가
4. **Authors** – And Co-authors
5. **Details** – How to enter Funding and OA Agreement Information Fund ( )
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

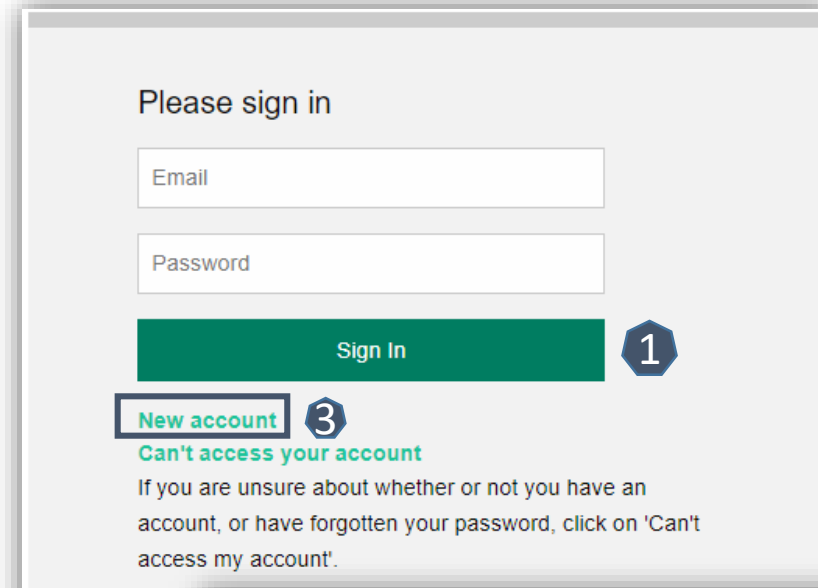
2 Click on “**Author**”

'Author'

- If you do not have an account:

3 How to create a new account

<https://manuscriptmanager.nickelled.com/author-online-submission?ngroup=link>



Please sign in

Email

Password

Sign In

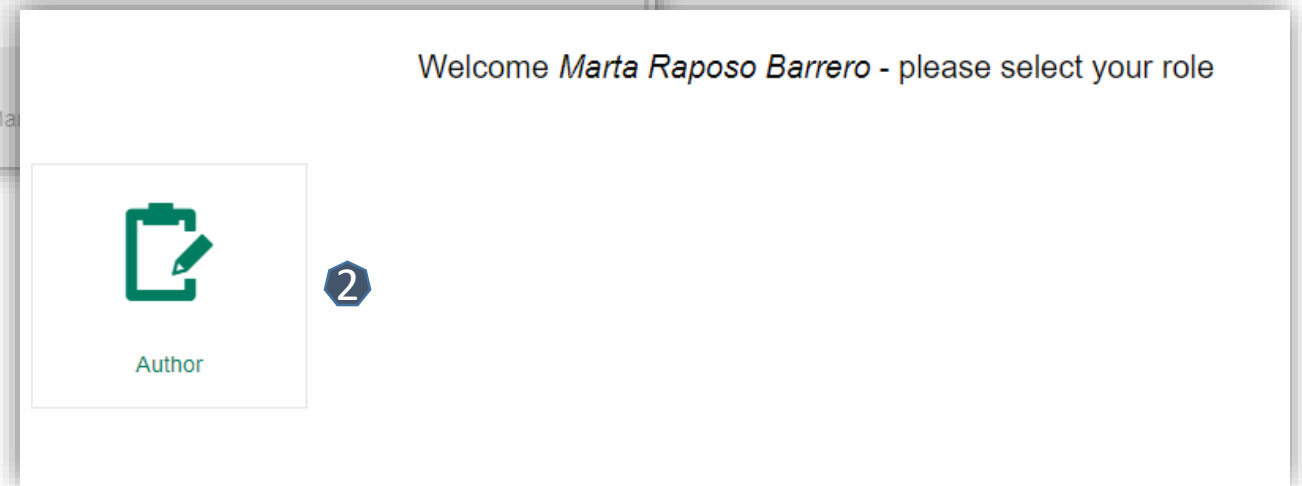
New account

Can't access your account

If you are unsure about whether or not you have an account, or have forgotten your password, click on 'Can't access my account'.

Manuscript Manager

This screenshot shows the login interface. A green box with a '1' in a hexagon highlights the 'Sign In' button. Below it, the 'New account' link is highlighted with a green box and a '3' in a hexagon, and the 'Can't access your account' link is highlighted with a green box and a '2' in a hexagon.



Welcome *Marta Raposo Barrero* - please select your role

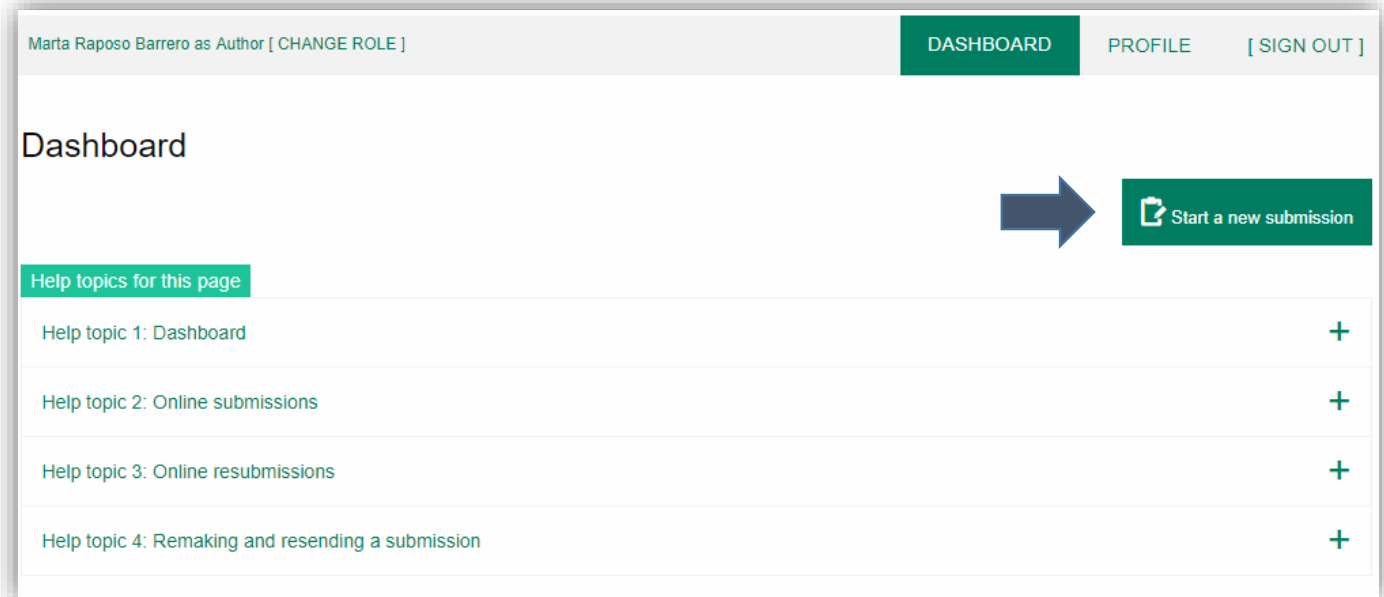
Author

This screenshot shows the role selection page. A green box with a '2' in a hexagon highlights the 'Author' role option, which is represented by a green icon of a clipboard and a pencil.

## See progress – Author Dashboard









- Click on:

**“Start a new Submission”**



## Guidelines – Submission guidelines

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 Guidelines  Authors  Details  Keywords  Documents  Reviewers  Letter  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 [Author guidelines](#) before beginning the submission process.

Please download the [Submission Statement](#). Fill in the **title** of your manuscript and provide your hand-written signatures (we cannot accept digital signatures). If it is not possible to collect all signatures on a singular document, provide individual copies for each author. Make sure to upload all three pages. The submission statement is to be provided when submitting your paper.

☒ 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**”  
, 'Continue to next section'

## Authors – And Co-authors

1.

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.

'Add Author'

3.

2 Click on “Add Author”

4.

3 Check the box when completed

4 Click on “Save and Continue”

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Guidelines Authors Details Keywords Documents Reviewers Letter Send

### 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 Marta Raposo Barrero contact	m.raposo_barrero@karger.com Switzerland	Corresponding Author

✓ Check this box when you have completed this section. 3

4 Save and continue

## Details – How to enter Manuscript Information

1. Section (가)
    -
  2.
    -
- 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*

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Guidelines Authors **Details** Keywords Documents Reviewers Letter Send

### Details

Complete the form below

Manuscript title (required) [Help for this field](#)

Special character

Running Title (required) [Help for this field](#)

Special character

Section (required) **1**

Manuscript type (required) **2**

Word use:  
Word limit: 50

Abstract (required) [Help for this field](#)

## Details – Enter funding information

Funding

\*\* Funding

Other

Funding

- 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.*

### 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



# Details – Open Access Agreements

OA

\*\* Eligible

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

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[Help for this field](#)

Eligibility Declaration (required)

- ☒ Eligible
- ☐ Opt-Out despite being eligible
- ☐ not eligible

1

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

Special character

Word limit: 100

Please ask at your institution's library or contact us [openaccess@karger.com](mailto:openaccess@karger.com) if you need assistance.

## Voucher

2

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:

Special character

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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**.

<https://www.karger.com/OpenAccess/Funding-and-Open-Access-Agreements>

Open Access Agreements

Funders

### Open Access Agreements

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Qatar	▼
Sweden	▼
Switzerland	▼
The Netherlands	▼
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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**”

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Guidelines Authors Details **Keywords** Documents Reviewers Letter Send

### 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
- Abcessesinflammation
- 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

**4** Click on **“Continue to next section”**


The screenshot shows the 'Documents' section of a manuscript submission portal. At the top, a navigation bar includes the user's name 'Marta Raposo Barrero as Author [CHANGE ROLE]', and links for 'DASHBOARD', 'PROFILE', and '[SIGN OUT]'. Below this is a row of icons for 'Guidelines', 'Authors', 'Details', 'Keywords', 'Documents' (highlighted), 'Reviewers', 'Letter', and 'Send'. The main content area is titled 'Manuscript documents' and contains instructions on file formats (Microsoft Word .doc or .docx, Table files .doc/.docx or .xls/.xlsx, and Illustration/Figure file extensions). It also includes a warning to check document completeness before submission and a note about the Submission Statement. Below the instructions, it lists 'Compulsory document: Manuscript' and 'Compulsory document: Submission Statement'. The 'Upload documents' section shows a file size limit of 25 Mbytes (or supported video formats up to 800 Mbytes) and a 'Choose File' button. A green bar with 'No file chosen' and a red '1' is overlaid on this button. Below the file selection area, there is a 'Select file type' dropdown menu. At the bottom right, an 'Upload file' button is annotated with a red '2'. A modal box at the bottom left contains a red checkmark and the text 'Check this box to confirm you have read and complied with the file instructions.', with a red '3' next to it. To the right of this modal is a 'Continue to next section' button annotated with a red '4'.


## Reviewers


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


Marta Raposo Barrero as Author [ CHANGE ROLE ]


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### Suggest reviewers

Use this section to add reviewers who are qualified to evaluate your submission. Follow the specific guidelines for this section given in the box below.

IT IS **OPTIONAL** TO SUGGEST IMPARTIAL REVIEWERS WHO ARE RESEARCHERS IN THE FIELD AND HAVE THE EXPERTISE TO REVIEW YOUR MANUSCRIPT. Suggested Reviewers must have a recent publication record in the area of the submission and must not be from the same institution or be research collaborators of the author(s). Please suggest not more than one from your own country, all other suggested reviewers must be from various countries

Suggest a reviewer

No reviewers suggested

Continue to next section

Karger

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## 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”

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Cover letter and accompanying information

Complete the form below

Cover Letter (required)

Help for this field

1

Special character

Word use:  
Word limit: 1000

✓

By ticking this box I declare that information given in this manuscript submission is truthful and correct. (required)

2

Save draft

Save and continue

3

## Send – Submit your manuscript

가

Editorial office

가

1. PDF Review document
2. Confirm reading
3. 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**”

Marta Raposo Barrero as Author [ CHANGE ROLE ]



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Guidelines Authors Details Keywords Documents Reviewers Letter Send

### Check and send

Check the submission details below. You can submit your manuscript when all mandatory information is completed.

#### Authors

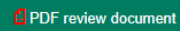
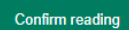
Delete	Edit	Name
		1 Ms Marta Raposo Barrero contact

#### 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.**

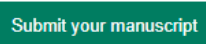
1. Check the PDF review document.  
 1
2. Confirm you have checked the PDF review document.  
 2

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 

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