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SIMPLE STEPS FROM SUBMISSION TO PUBLICATION

1. Visit the website of your chosen journal and click on submit in the top menu. Log-in to your account1 if you are an existing user or create an account if you are new to the system.

1 Ensure you have picked your institution from the search box in the address section of your account. If your institution is not listed in the drop-down list, please contact the editorial office.

2. Upload your manuscript. Our submission pre-fill process enables auto-completion of fields using information from the paper.

3. Provide details of the article type, title and abstract.

4. Upload remaining files, including supplementary files.

5. Select subject area(s) and category from the drop-down lists and add keywords in the free text box (between three and six).

6. Add all authors2 and their institutions3 and include author contributions via CRediT.

2 Open access payment requests will go to the submitting author; if you are eligible for your institution to pay through a transformative agreement, please designate the submitting author as the ‘corresponding author.’

3 Ensure you have picked their institution from the search box. If your institution is not listed in the drop-down list, please contact the editorial office.

7. Suggest reviewers/editors with options of ‘preferred’ and/or ‘non-preferred’. Consider diversity when suggesting reviewers.

8. Add remaining details, including:
   • Cover letter and funding details
   • Ethics and competing interest statements
   • Data accessibility information

9. Indicate if your paper was commissioned by a Preprint Editor (not applicable to all journals).

10. Indicate if you wish for peer review information to be published alongside your article (not applicable to all journals).

11. Before clicking the final ‘submit’ button, you can review all completed fields and make edits where required. You will be required to check the PDF proof of your paper before you can submit.

At the bottom of this page, you will be asked for your publishing preference: open access or non-open access (there is no commitment at this stage).

12. Once your paper has been submitted, you will receive an email of confirmation and you can log into the system to track progress.

13. When a decision has been made, you will receive an email detailing the outcome, as well as editor and reviewer feedback and next steps where relevant.

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4 You will be asked to register if you have not done so already.

16. At this point you can let us know if there have been any changes since submission. You will also have the opportunity to include a media summary which is used by our Press and Social Media teams to promote your paper.

17. Our Production team will contact the corresponding author, usually within 10 – 14 days of acceptance, with the article proofs for checking. Our Press team may also get in touch to discuss media promotion for your article.

18. Your paper is published. Congratulations.

19. For Open Access Member institutions and transformative agreements, we will provide a report to institutions on at least an annual basis for library checking and verification purposes.

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