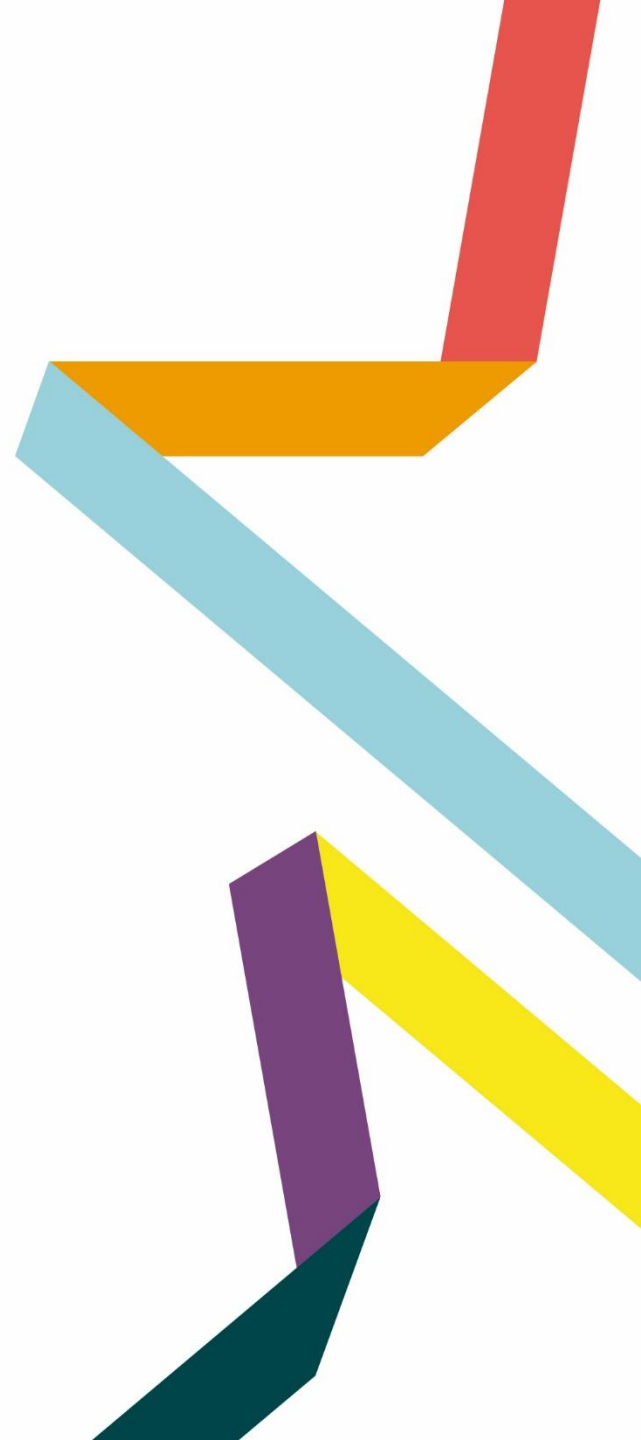


Submitting your Paper

Submission to a Karger Journal

Open access workflows from the authors' perspective

8th National Meet&Greet of Swiss Medical Librarians Tuesday, 5 September
2023 University of Bern, UniS, Schanzeneckstrasse 1



Select the journal of your choice

- Go to the journal homepage
- Click on 'SUBMIT MANUSCRIPT'

Karger

Search...

Acta Cytologica

Advanced Search

Register Login

Acta Cytologica

CONTENT ABOUT SUBMISSION

RESEARCH

PATHOLOGY AND CELL BIOLOGY

Acta Cytologica

Editor: Syrjänen, Kari J. (Turku)

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

Log in to MyKarger

Log in with your e-mail address and your password.

E-mail address

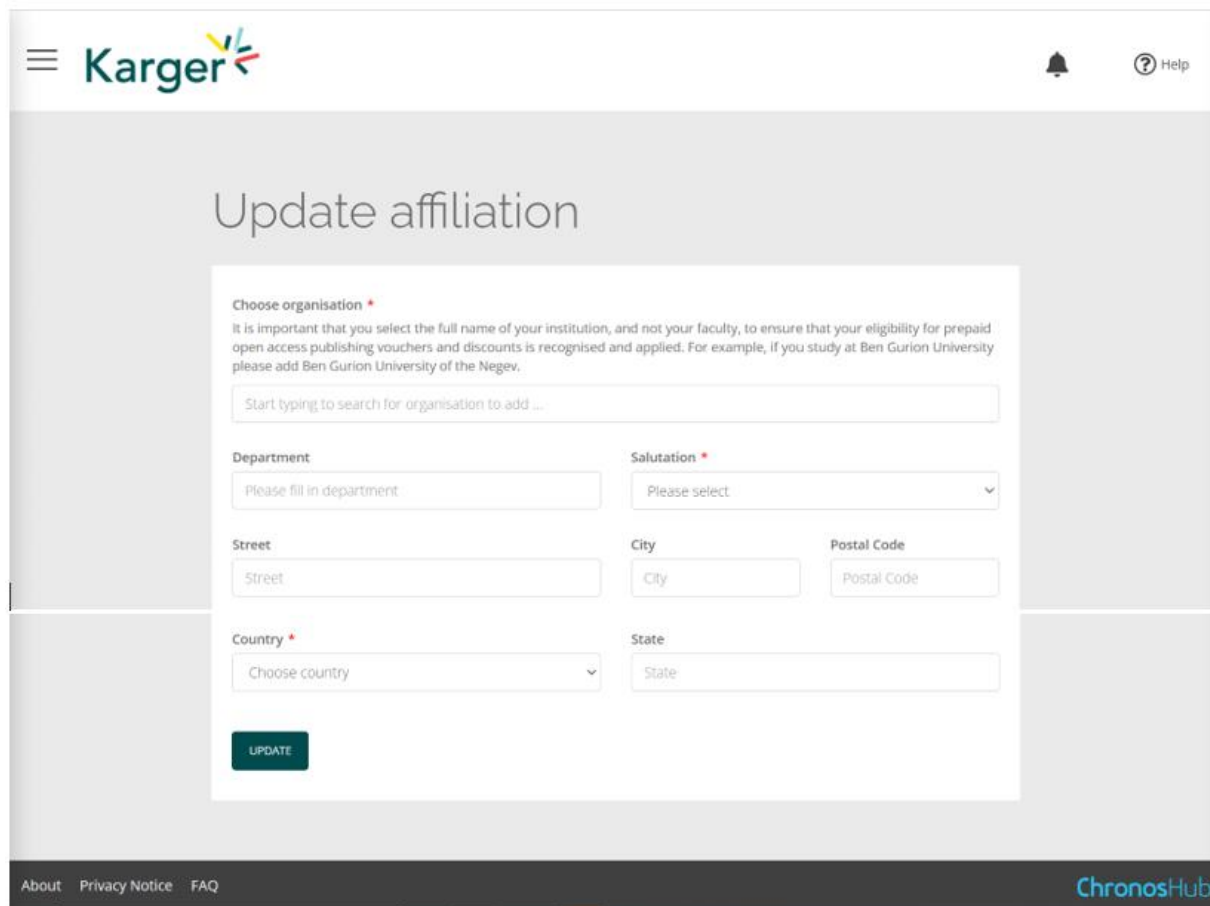
Password

LOG IN

[> Forgot your password?](#)

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.



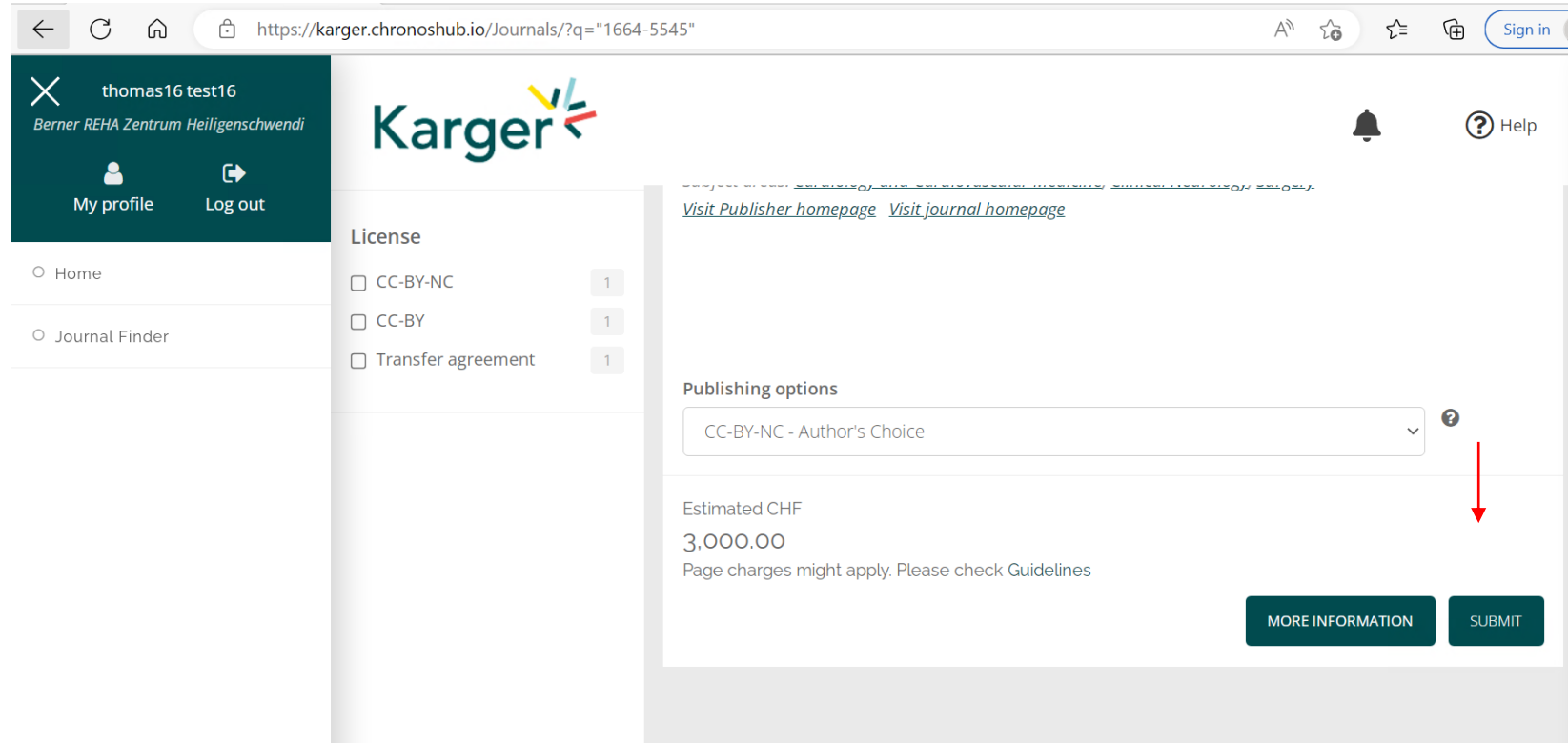
The screenshot shows the 'Update affiliation' page on the Karger submission platform. The page features the Karger logo in the top left, a notification bell, and a 'Help' icon in the top right. The main heading is 'Update affiliation'. Below this is a form with the following fields:

- Choose organisation ***: A text input field with a placeholder 'Start typing to search for organisation to add ...'. Below it is a note: 'It is important that you select the full name of your institution, and not your faculty, to ensure that your eligibility for prepaid open access publishing vouchers and discounts is recognised and applied. For example, if you study at Ben Gurion University please add Ben Gurion University of the Negev.'
- Department**: A text input field with a placeholder 'Please fill in department'.
- Salutation ***: A dropdown menu with a placeholder 'Please select'.
- Street**: A text input field with a placeholder 'Street'.
- City**: A text input field with a placeholder 'City'.
- Postal Code**: A text input field with a placeholder 'Postal Code'.
- Country ***: A dropdown menu with a placeholder 'Choose country'.
- State**: A text input field with a placeholder 'State'.

An 'UPDATE' button is located at the bottom left of the form. The footer contains links for 'About', 'Privacy Notice', and 'FAQ', along with the 'ChronosHub' logo.

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.



The screenshot shows a web browser window with the URL [https://karger.chronoshub.io/Journals/?q="1664-5545"](https://karger.chronoshub.io/Journals/?q=). The user is logged in as 'thomas16 test16' from 'Bernere REHA Zentrum Heiligenschwendi'. The interface includes a navigation menu with 'Home' and 'Journal Finder' options. The 'Journal Finder' section displays a 'License' table and 'Publishing options'.

License	Count
<input type="checkbox"/> CC-BY-NC	1
<input type="checkbox"/> CC-BY	1
<input type="checkbox"/> Transfer agreement	1

Publishing options

CC-BY-NC - Author's Choice

Estimated CHF
3,000.00
Page charges might apply. Please check Guidelines

[MORE INFORMATION](#) [SUBMIT](#)

A red arrow points to the 'SUBMIT' button.



Journal Finder: 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. 5/16

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: [Karger Publishers](#) | ISSN: 0001-5547 | eISSN: 1938-2650

Subject areas: [Histology](#), [Pathology and Forensic Medicine](#)

[Visit Publisher homepage](#) [Visit journal homepage](#) [View author guidelines](#)

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

[Read more](#)

Publishing options

CC-BY-NC - Author's Choice ?

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](#)



Journal Finder: 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'

Welcome to Manuscript Manager - Acta Haematologica

Please choose an option to continue.

Start a new submission



◀ Back Next ▶

Steps in Manuscript Manager

1 Check account info, click 'Next'

2 Complete Affiliation details if anything mandatory missing

3 Other contact and social media info can be entered, but is NOT mandatory, click 'Next'

4 Select manuscript type and click 'Next'

1 Account and personal information

Email autor3.karger+17@gmail.com	Alternative email Alternative email
Salutation/Title* Dr.	First name* thomas17
Middle name(s) Middle name(s)	Surname* test17



◀ Back Next ▶

2

Affiliation details

Institution* Universitat Leipzig	Department* Department of Oncology
Job title Job title	City* Leipzig
Street* Leipzigstrasse 1	Zip code 303030
Country* Germany	State/region State/region
Telephone Telephone	Fax Fax

3

Other contact and social media information

LinkedIn LinkedIn	Twitter Twitter handle
Facebook Facebook	Instagram Instagram
WeChat WeChat	WhatsApp WhatsApp
Web Web	



◀ Back Next ▶

4

Choose manuscript type

To start your submission in Manuscript Manager please select a manuscript type from the dropdown below.

Manuscript type*
- Select a manuscript type

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 tailor your submission to match the requirements from the editorial office.

Research Article ▾

Cancel Continue

Guidelines – Submission guidelines

The screenshot shows a user interface for a submission process. At the top, the user is identified as 'Marta Raposo Barrero as Author' with a '[CHANGE ROLE]' link. Navigation links for 'DASHBOARD', 'PROFILE', and '[SIGN OUT]' are visible. A menu of icons includes 'Guidelines', 'Authors', 'Details', 'Keywords', 'Documents', 'Reviewers', 'Letter', and 'Declaration'. A 'Send' button with a checkmark icon is also present. The main content area is titled 'Submission guidelines' and contains the text: 'Read the guideline and check the box at the bottom of the page to confirm you will comply with these guidelines.' Below this, it states: 'Authors are encouraged to read the [Guidelines for Author](#) before beginning the submission process.' At the bottom, there is a checkbox with a red checkmark above it, followed by the text 'Check this box to confirm you have read and will comply with these guidelines.' To the right of this text is a green button labeled 'Continue to next section'. A blue hexagonal icon with the number '1' is placed to the left of the checkbox, and another blue hexagonal icon with the number '2' is placed to the left of the button.

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

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”

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

2

Delete	Edit	Name	Affiliation	Type/designation
<input type="checkbox"/>	<input type="checkbox"/>	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

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
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 [Help for this field](#)

Word use:
Word limit: 50

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

Details – Enter funding and Plan S information ((select 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.

- Additionally, you will also be asked to indicate your Plan S funder or state None here

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

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

Details – Pre-print ((skip))

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

Preprint DOI

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>**

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**”

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
Abscessesinflammation
Abdominal infections
Abdominal trauma
Abdominal wall hernia
ABPM
ACE inhibitor

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 a web interface for uploading manuscript documents. It includes a title 'Manuscript documents', instructions on file format (Microsoft WORD .doc or .docx), and a warning to check document completeness. Below this is a section for 'Compulsory document: Manuscript' with an 'Upload documents' area. This area contains a file size limit (25 Mbytes), a file selection button labeled 'Choose File' with a 'No file chosen' status and a callout '1', and a 'Select file type' dropdown menu. At the bottom right of the upload area is an 'Upload file' button with callout '2'. Below the upload area is a confirmation box with a checked checkbox and the text 'Check this box to confirm you have read and complied with the file instructions.', with a callout '3'. To the right of this box is a 'Continue to next section' button with callout '4'.

Letter – Cover letter and accompanying information

1 Complete the form by writing the Cover Letter

2 Check the box when completing the section

3 Click on “Continue to next section”

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

Declaration – And submission statement

- Read and complete the declaration and submission statement form
- Once you declare that you and all co-authors agree, you will be able to click on **“Save and continue”**
- *Please note that you will act on behalf of all co-authors and will ensure that all co-authors confirm*

Declaration and submission statement

Complete the form below

Hereby, the Author submits the “Manuscript” to Karger Publishers 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. *(required)*

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 manuscript to this journal, you accept that your manuscript may be assessed for plagiarism against previously published work. *(required)*

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 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)*

Save draft

Save and continue

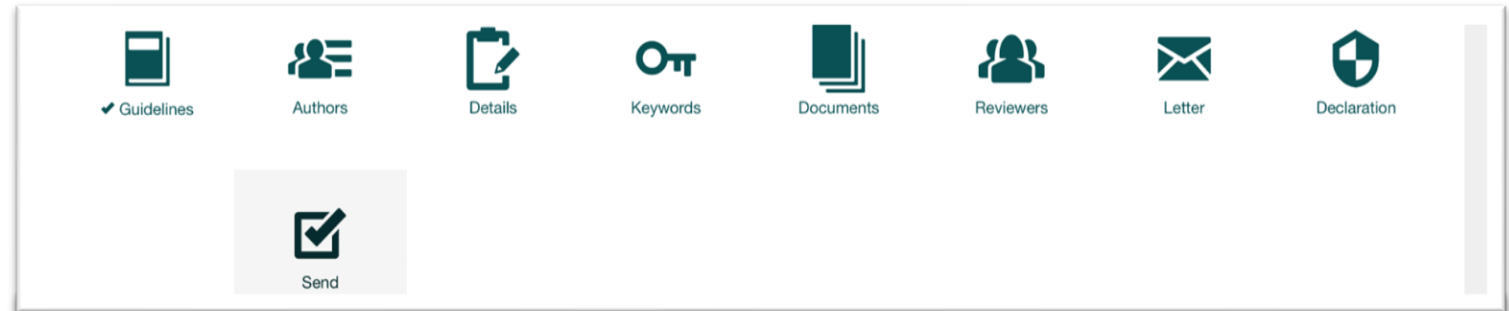
Send – Submit your manuscript

- 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**”



Check and send

Check the submission details below. You can s

Authors

Delete	Edit	Name
		1 Ms Marta Raposo Bar 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

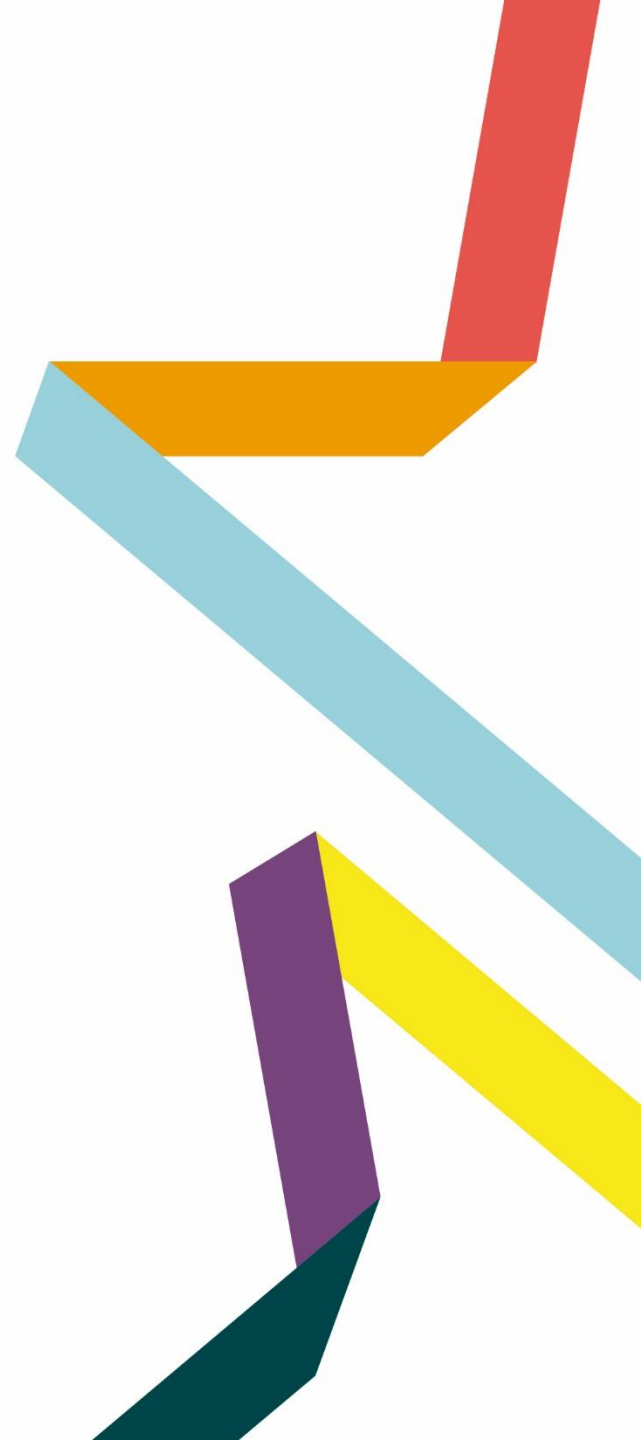
Letter:

You cannot submit your manuscript until all mandatory information is completed.

3

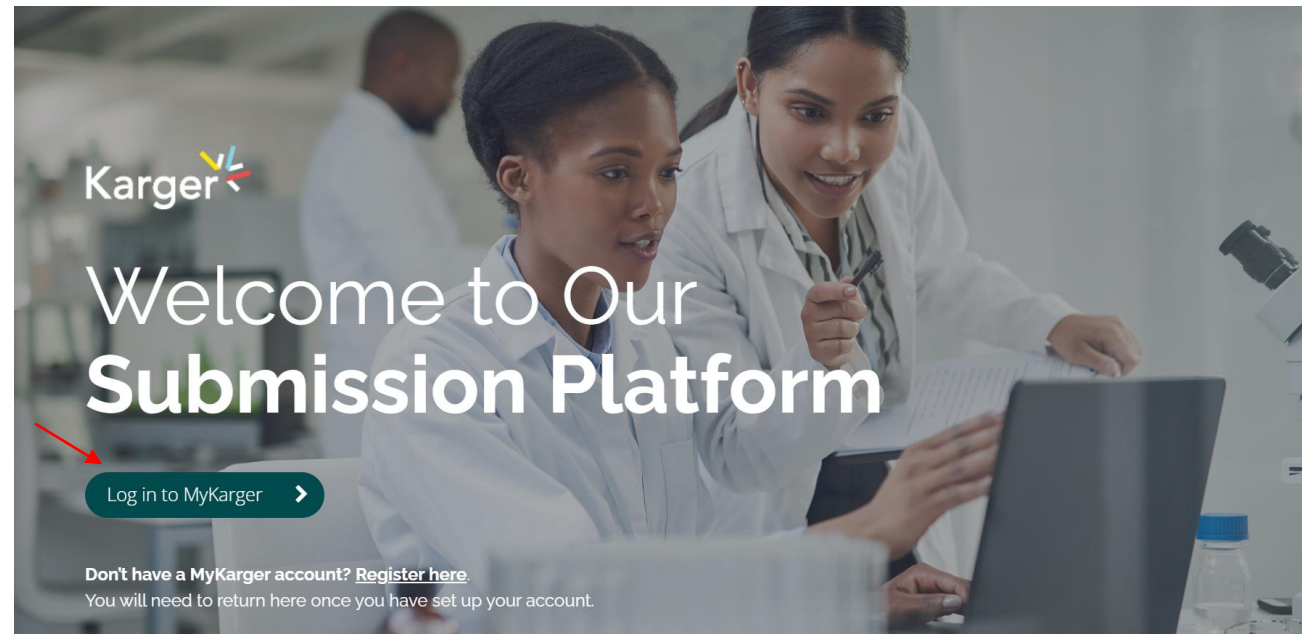
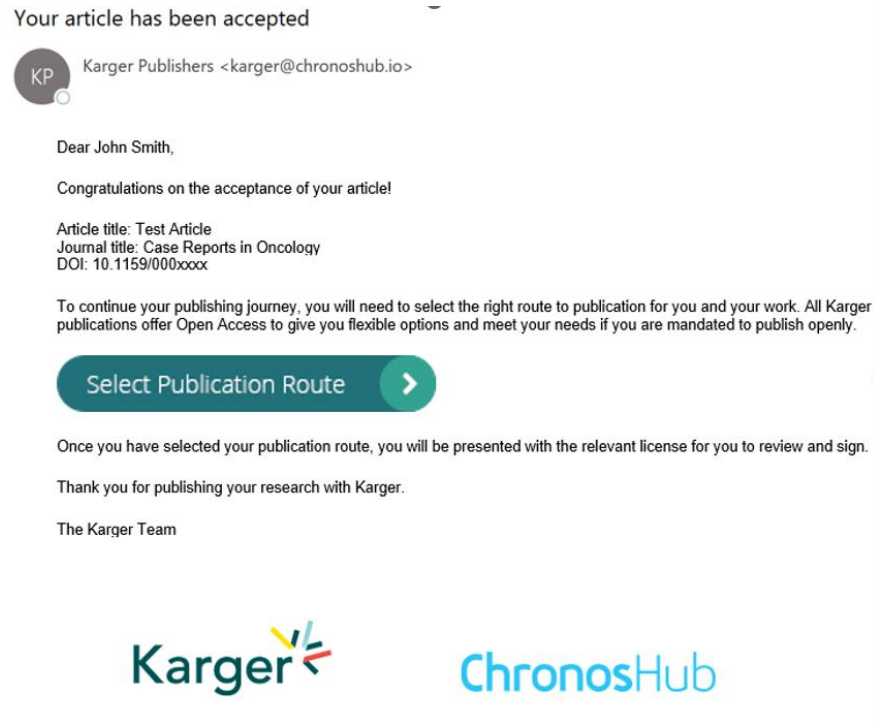
After Acceptance

Continue the publishing journey in ChronosHub



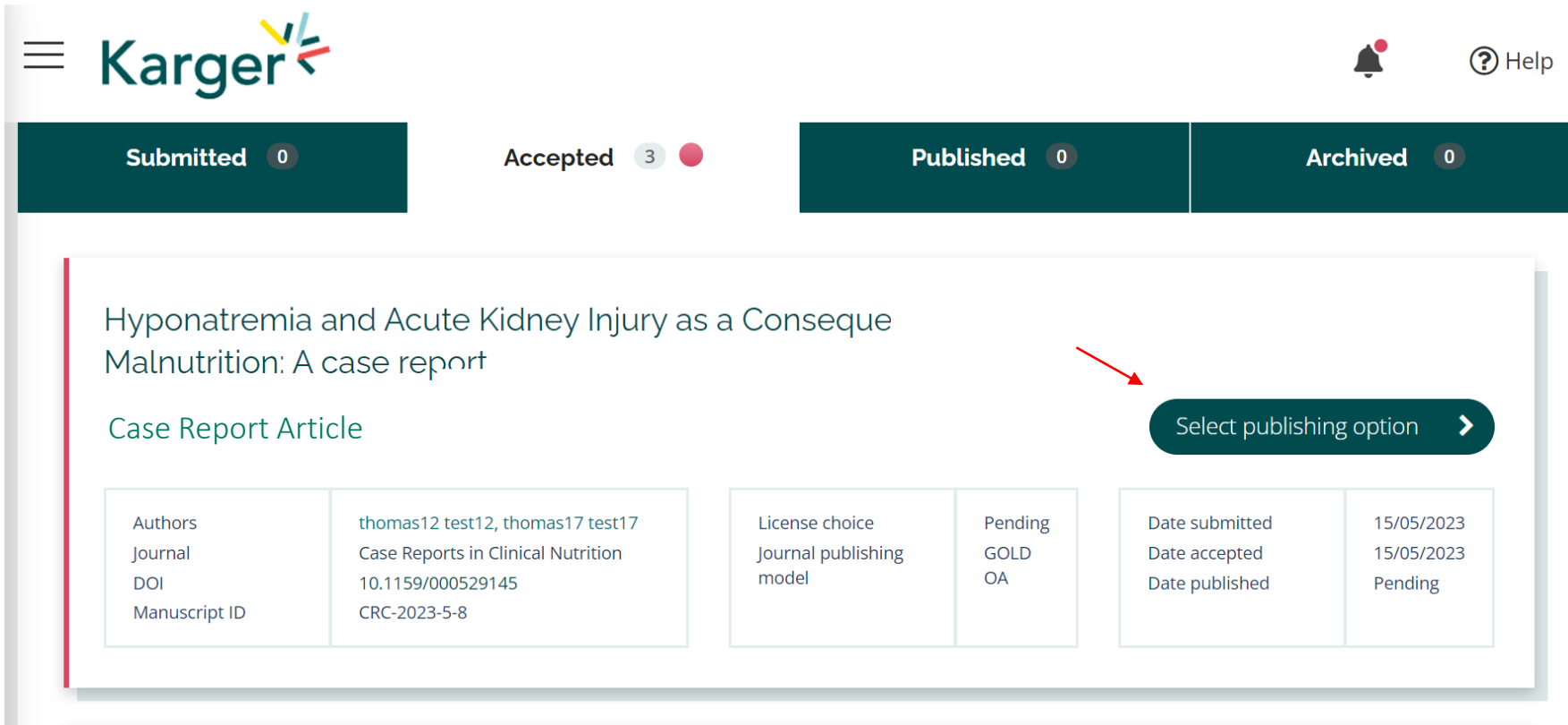
Upon acceptance of the article the Corresponding Author will receive an email

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.



Dashboard

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



The screenshot shows the Karger dashboard interface. At the top left is the Karger logo. To the right are a notification bell icon and a 'Help' link. Below the logo is a navigation bar with four tabs: 'Submitted' (0), 'Accepted' (3), 'Published' (0), and 'Archived' (0). The 'Accepted' tab is active. The main content area displays an article titled 'Hyponatremia and Acute Kidney Injury as a Consequence of Malnutrition: A case report', categorized as a 'Case Report Article'. A red arrow points to a dark green button labeled 'Select publishing option' with a right-pointing chevron. Below the article title are four metadata boxes:

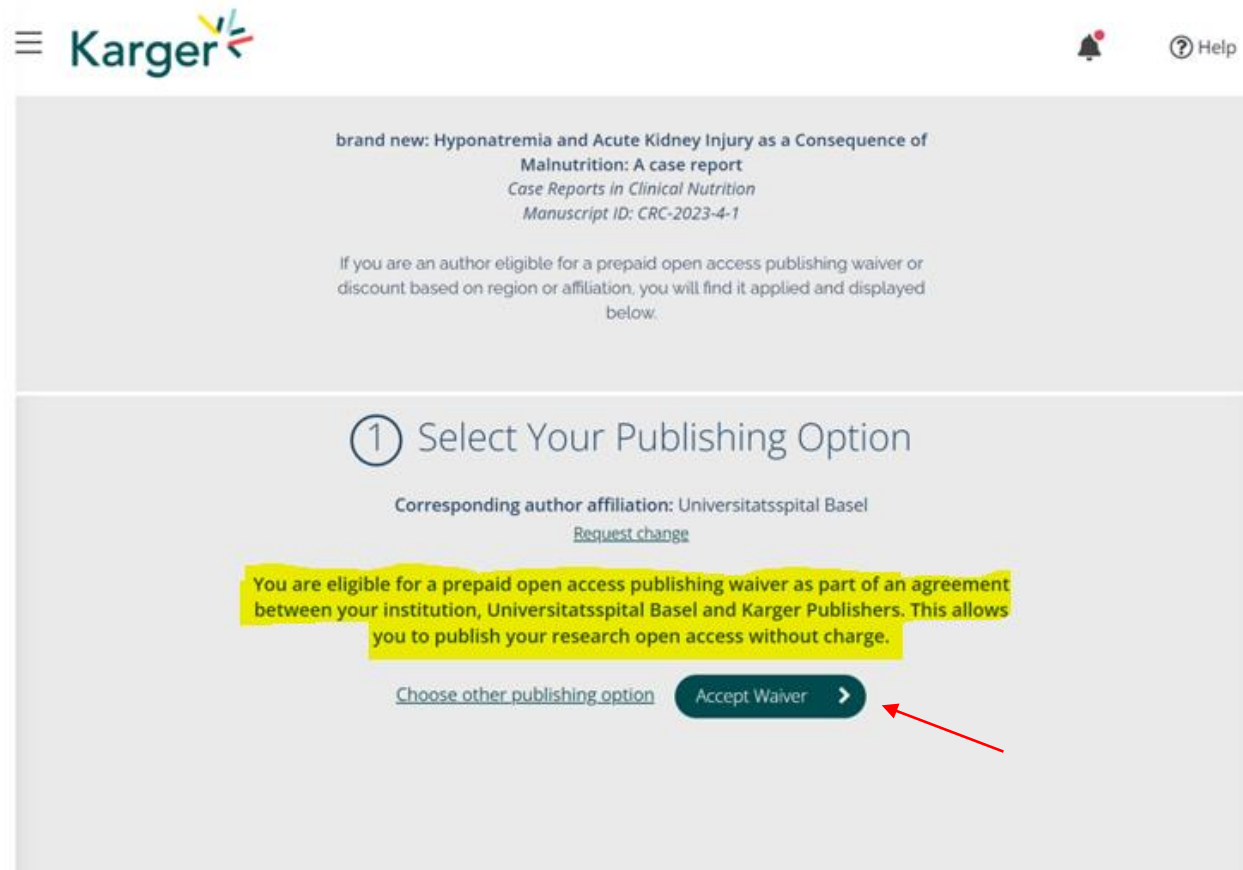
Authors	thomas12 test12, thomas17 test17	License choice	Pending
Journal	Case Reports in Clinical Nutrition	Journal publishing model	GOLD OA
DOI	10.1159/000529145		
Manuscript ID	CRC-2023-5-8		

On the right side of the article details, there is a table with dates:

Date submitted	15/05/2023
Date accepted	15/05/2023
Date published	Pending

Select publishing option – Transformative Agreement

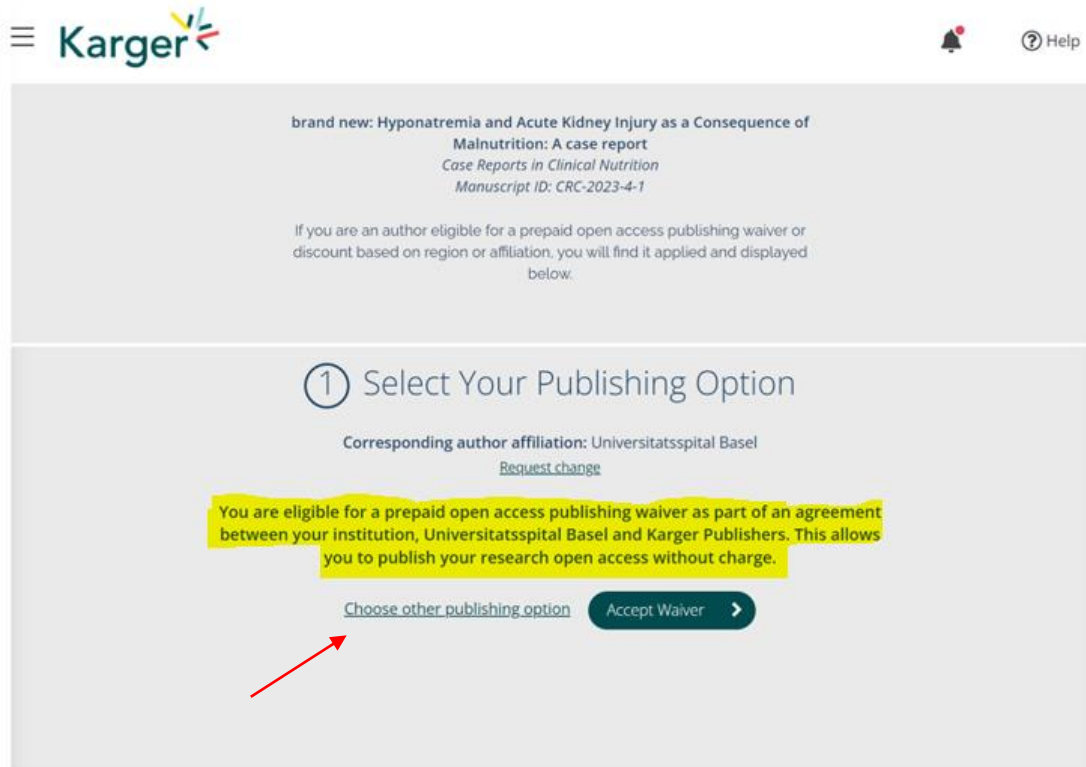
Eligibility for Open Access publication cost coverage or reduction due a Transformative Agreement will be displayed if applicable. Click on 'Accept Waiver' to publish without or with reduced costs.



The screenshot shows the Karger website interface. At the top left is the Karger logo. At the top right are a notification bell icon and a 'Help' icon. The main content area is divided into two sections. The top section is a grey box containing the following text: 'brand new: Hyponatremia and Acute Kidney Injury as a Consequence of Malnutrition: A case report', 'Case Reports in Clinical Nutrition', and 'Manuscript ID: CRC-2023-4-1'. Below this is a paragraph: 'If you are an author eligible for a prepaid open access publishing waiver or discount based on region or affiliation, you will find it applied and displayed below.' The bottom section is a white box with the heading '① Select Your Publishing Option'. Below the heading, it says 'Corresponding author affiliation: Universitatsspital Basel' with a 'Request change' link. A yellow highlight covers the text: 'You are eligible for a prepaid open access publishing waiver as part of an agreement between your institution, Universitatsspital Basel and Karger Publishers. This allows you to publish your research open access without charge.' At the bottom of this section are two options: 'Choose other publishing option' (a link) and 'Accept Waiver' (a dark green button with a right-pointing arrow). A red arrow points to the 'Accept Waiver' button.

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.



brand new: Hyponatremia and Acute Kidney Injury as a Consequence of Malnutrition: A case report
Case Reports in Clinical Nutrition
Manuscript ID: CRC-2023-4-1

If you are an author eligible for a prepaid open access publishing waiver or discount based on region or affiliation, you will find it applied and displayed below.

① Select Your Publishing Option

Corresponding author affiliation: Universitatsspital Basel
[Request change](#)

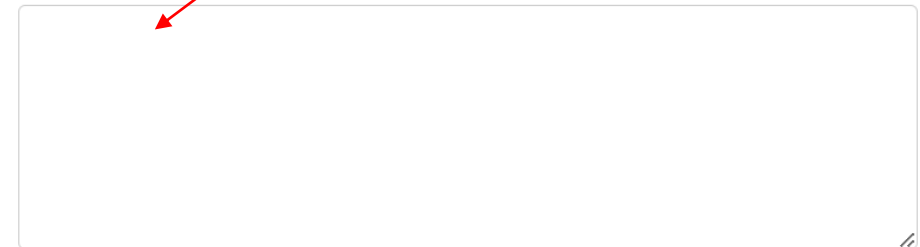
You are eligible for a prepaid open access publishing waiver as part of an agreement between your institution, Universitatsspital Basel and Karger Publishers. This allows you to publish your research open access without charge.

[Choose other publishing option](#) [Accept Waiver >](#)

Continue without waiver

Please explain below your reason for choosing to continue without using a voucher.

Reason *



< TAKE ME BACK

Confirm >

License Agreement

Read, accept, and confirm the License Agreement.

The screenshot shows a software installation window with the following elements:

- Step Indicator:** A circled number '2' followed by the text 'Accept license Agreement'.
- Instruction:** 'Download and read the license agreement before accepting the terms.'
- License Agreement Link:** A button with a document icon and the text 'License Agreement'. Two red arrows point to this button from the left.
- Acceptance Checkbox:** An unchecked checkbox followed by the text 'I accept the license agreement terms and conditions.' A red arrow points to this checkbox from the left.
- Continue Button:** A grey button with the text 'Continue' and a right-pointing arrow.

Author1 Karger
Florida Atlantic University

Karger

My profile Log out

Home

Journal Finder

AUTHOR'S CHOICE - OPEN ACCESS
CHF 0.00
PUBLISHING CHARGES ARE EXCLUSIVE OF VAT AND LOCAL TAXES

[Choose other publishing option](#)

② Accept Licence Agreement

Download and read the license agreement before accepting the terms.

[License Agreement](#)

I accept the license agreement terms and conditions.

[Continue](#)

Thank you for your attention!
For questions please contact:

Gregor Bangert

g.bangert@karger.com

m: 0041 76 501 61 32

