All the papers must be uploaded via our online system. Papers submitted by e-mail are not accepted.

Please create an online account on our web site.

After clicking on the Author link on your User Home page, you will be directed to your Author's User Home page.

When you submit a revised version of the paper after the review process, please do not create a new submission upload the revised paper on the current submission as an Authors' version.

## **Submitting an Article**

To make a submission, select the Click Here link (under Start a New Submission) to proceed to the first step of the submission process.

**Step 1** ensures that the Author understands the journal's submission rules. The Author will have to pick the appropriate section to submit to.

Step 2 allows you to upload the submission file, typically a word-processing document.

- Click Browse to open a Choose File window for locating the file on the hard drive of your computer.
- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- Once the submission is uploaded, click Save and continue.

The third step of the submission process serves to collect all relevant metadata from the author. The first section of metadata covers the authors. The submitting author will have their personal information automatically appear. Any additional information, such as Competing Interests should also be added at this time, if required.

If there are multiple authors for the submission, their information can be added using the Add Author button. You can also re-order the list of authors, make one of the authors the principal contact with the editor, and delete any authors added in error.

## **Step 4:** Uploading Supplementary Files

These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.

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## **Step 5:** Confirming the Submission

This final step provides a summary of your submission.

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