Submitting your Paper
Submission to a Karger Journal
Select the journal of your choice

- Go to the journal homepage
- Click on ‘SUBMIT MANUSCRIPT’
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
a.loronz@karger.com

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.
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.

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.
Cost coverage or reduction for Open Access publication due to a Transformative Agreement will be displayed in the Journal Finder according to the affiliation.
Submission Process in Manuscript Manager

First click on ‘Start a new submission’ and then ‘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’
Submission Process in Manuscript Manager

Choose a manuscript type to proceed
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 in 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 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-xxxx/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”
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”
**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”
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

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The Authors declare that they agree to the following:

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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)
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- 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”
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.
On your dashboard go to ‘Accepted’. Any articles requiring an action will be marked. Click on ‘Select publishing option’.
Select publishing option

If available you will be given a choice of publishing options. Click on selected option.

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