

## Instructions for Submitting Manuscripts to MANUSCRIPT CENTRAL

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### AUTHOR DASHBOARD.

In this area is all the information about your account. This area provides you access to all previous manuscripts and any active manuscripts you may have. To access the information, please follow the instructions given. To submit a new manuscript click the link show here



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### **STEP I. TYPE, TITLE, ABSTRACT.**

**Submission Type:** Please click the little button on the right side of this box and scroll down and select the name: If it is for a Special Issue please use **SPECIAL ISSUE ARTICLE**. If not choose one of the types of submission that best suits your manuscript

**Manuscript Title:** In this box, enter the title of your manuscript.

**Abstract:** If you have an abstract, please enter it in this box. If you wish not to submit an abstract, please enter “NONE” here.

**Special Issue:** Look at the bottom of this page and note the Special Issue section and click “YES”. You will get the chance to enter the name of this special issue later.

When you have finish click the NEXT button:

### **STEP II: ATTRIBUTES.**

This is the section that you may enter any KEYWORDS. Please note if you need special characters, please click the SPECIAL CHARATERS box in the right corner. If you have no keywords to enter, please enter NONE.  
When finished, click “NEXT”

### **STEP III: AUTHORS & INSTRUCTIONS.**

Please enter your personal information here, make sure your enter information in all the boxes with the **ref** next to it..

If you wish to be the corresponding author, as denoted on the title page of the manuscript, please check the box.

If you wish to add additional authors please click the **ADD TO MY AUTHORS** box and enter their information.

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### **STEP IV: REVIEWERS.**

If you have any special persons you would recommend to review your manuscript, please follow the instructions and enter their names and information here. If you have none, click the “NEXT” button.

## **STEP V: DETAILS AND COMMENTS.**

### **Cover Letter:**

This section allows you to submit a cover letter. If you wish to download your cover letter, look for the **BROWSE** button and locate the letter on your system. After selecting the file you wish to download, look for the **“ATTACH THE COVER LETTER”** button and click it. This should download your letter and the file name should appear in the box to the right, named, **“FILES ATTACHED”**.

### **Manuscript Details – Metadata:**

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### **Special Issue Information:**

This submission is for a special issue. Please use this name:

**H I R A O**

### **Submission Information - Confirm the following:**

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### **Policy Responses - Marking a checkbox registers as an affirmative response.**

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IF you fail to check these boxes your manuscript will not be downloaded

## **STEP VI: FILE UPLOAD**

In this section, you will upload your manuscript, figures and tables. If you have separate files, you may upload them here. Remember to click the **BROWSE**, button to find your file. Also click the SELECT button on the right side and select the type of file you are downloading. The types are:

**MAIN DOCUMENT** = The web site accepts WORD, .PDF, files. If you have a TeX / LaTeX file, the web site does not accept these formats as a main document. You must submit a **.PDF or WORD** version, and upload this .pdf file with the **“MAIN DOCUMENT”** file designation. You can upload TEX or LATEX file, but it is important we have a .PDF version of your submission.

**NOTE: Web Site will not accept MICROSOFT VISTA documents**

**SUPPLEMENTAL MATERIAL** = All figures and tables that are separate from the manuscript, must be uploaded as **“Supplemental File For review”**.

**Remember to view your .pdf document to verify it downloaded properly**

## **STEP VI REVIEW AND SUBMIT**

This section allows you to review your entire submission. As you review, you should see **GREEN CHECK MARKS** to the left of each section. That means your submission has been entered correctly.

If there is a **RED X** to the left of any section, that means there is an error in that section. To correct the error, look to the right of that section and click the **EDIT** box. This will return you to the section with the error. Please look for the part of that section that has a **req** next to it. This requires some information you may have missed.

Once you get all **GREEN CHECK MARKS** you may submit your manuscript By clicking the **SUBMIT** button.

**You have now submitted your manuscript to the:  
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