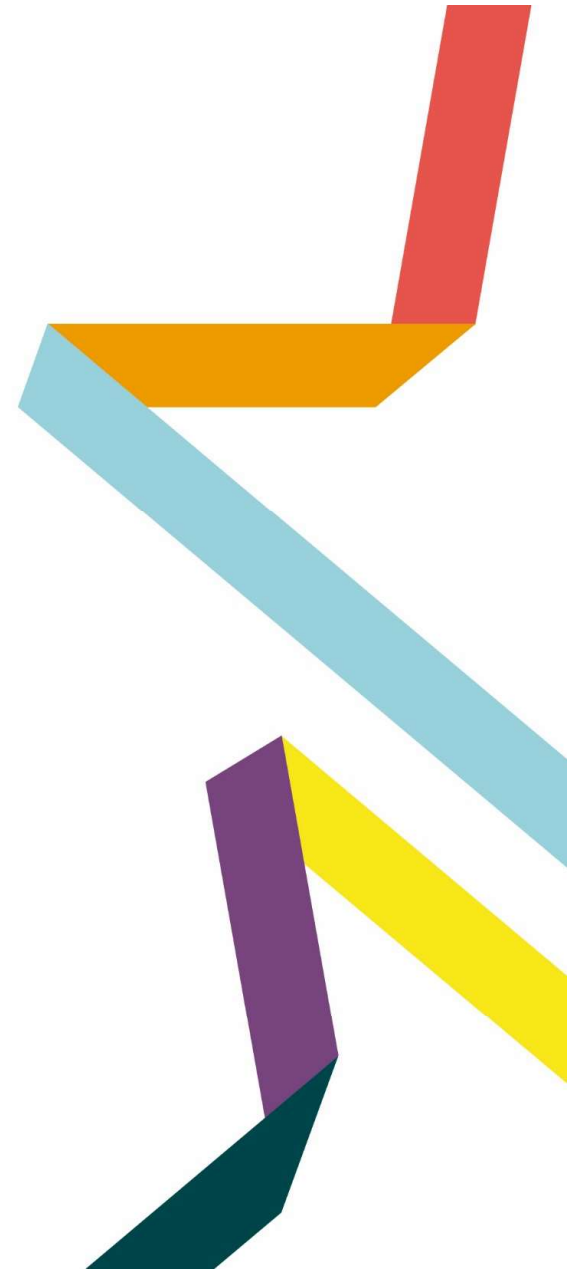


# Submitting your Paper

Submission to a Karger Journal



## 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**

The Journal of Clinical Cytology and Cytopathology

Editor: Syrjänen, Kari J. (Turku)

**SUBMIT MANUSCRIPT**

### 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

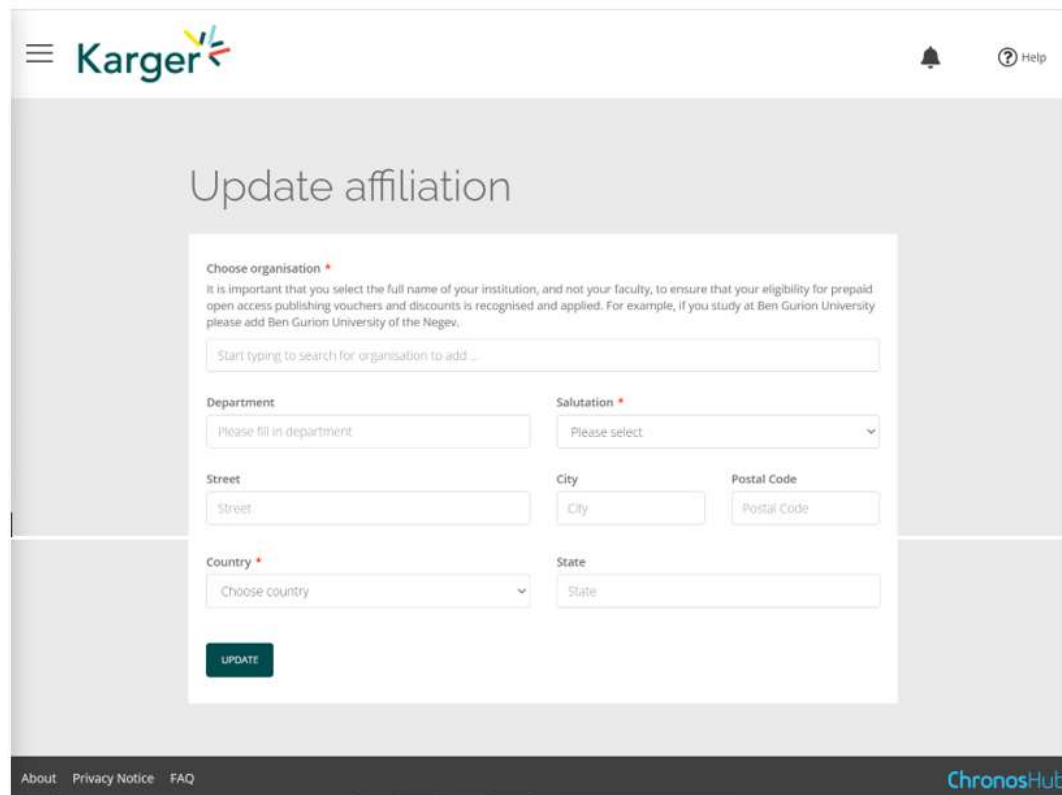
Password

**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 corner, a notification bell icon, 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 of the page includes links for 'About', 'Privacy Notice', and 'FAQ', and 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 the Karger submission platform interface. The user is logged in as 'thomas16 test16' from 'Berner REHA Zentrum Heiligenschwendi'. The navigation menu includes 'My profile' and 'Log out'. The 'Journal Finder' section is active, displaying the Karger logo and a 'License' section with three options: 'CC-BY-NC' (1), 'CC-BY' (1), and 'Transfer agreement' (1). The 'Publishing options' section shows a dropdown menu set to 'CC-BY-NC - Author's Choice'. Below this, the 'Estimated CHF' is displayed as '3,000.00', with a note that 'Page charges might apply. Please check Guidelines'. A red arrow points to the 'SUBMIT' button. The interface also includes links for 'Visit Publisher homepage' and 'Visit journal homepage', and buttons for 'MORE INFORMATION' and 'SUBMIT'.



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, small reviews from clinical practice, and letters to the editor cover topics from diagnostic cytopathology, morphology

[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.

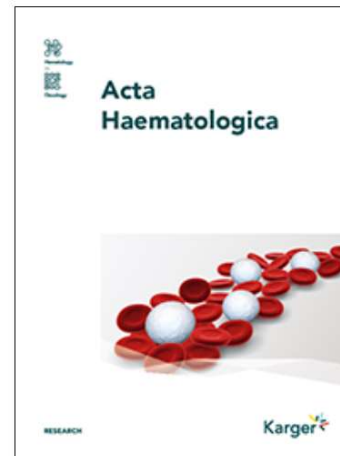
## Submission Process in Manuscript Manager

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

Marta Raposo Barrero as Author [ CHANGE ROLE ] DASHBOARD PROFILE [ SIGN OUT ]

 Guidelines  Authors  Details  Keywords  Documents  Reviewers  Letter  Declaration

 Send

### Submission guidelines

Read the guideline and check the box at the bottom of the page to confirm you will comply with these guidelines.

---

Authors are encouraged to read the [Guidelines for Author](#) before beginning the submission process.

**Check this box to confirm you have read and will comply with these guidelines.**

**1** **2** [Continue to next section](#)

**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**

**Add author** **2**

---

Delete	Edit	Name	Affiliation	Type/designation
		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** **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

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 [Help for this field](#)

Manuscript type (required) 2 [Help for this field](#)

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

Word use:  
Word limit: 50

## 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”**

### 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 inhibitors

**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”

### Manuscript documents

Your manuscript should be submitted as a Microsoft WORD .doc or .docx file.  
For technical specifications on how to provide tables, figures, and illustrations, please refer to our [technical instructions](#).

YOU MUST CHECK YOUR DOCUMENT FOR COMPLETENESS IN THE LAST STEP BEFORE SUBMITTING TO ENSURE IT IS PROPERLY FORMATTED AND DISPLAYS CORRECTLY. **The figures/ illustrations in the published work will correspond to the quality of the figures provided.**

---

**IMPORTANT:** ENSURE YOUR TITLE PAGE INCLUDES ALL AUTHORS AND THEIR AFFILIATIONS.

---

Compulsory document: Manuscript

#### Upload documents

Maximum file size 25 Mbytes (or supported video formats mp4, Ogg, webM 800 Mbytes)

Choose File No file chosen 1

Select file type

3  Check this box to confirm you have read and complied with the file instructions.

4 Continue to next section

2 Upload file



## 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 screened 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**”

✓ Guidelines Authors Details Keywords Documents Reviewers Letter Declaration

Send

### Check and send

Check the submission details below. You can st

#### 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

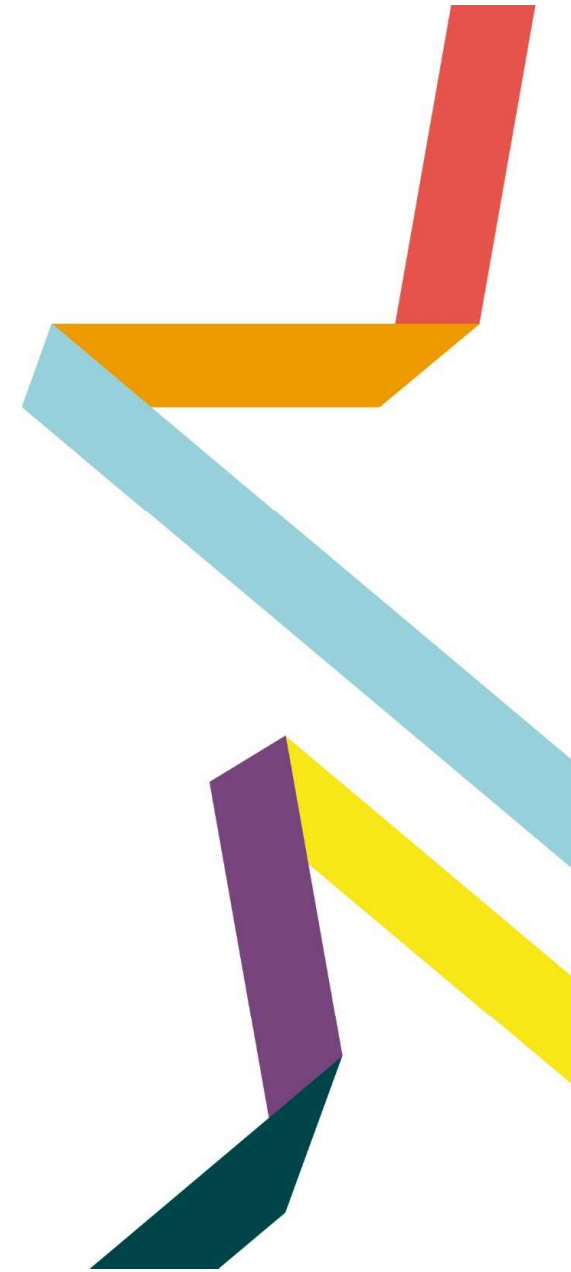
Letter  
Letter:

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 Autor 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.

Your article has been accepted

 Karger Publishers <karger@chronosub.io>

Dear John Smith,

Congratulations on the acceptance of your article!

Article title: Test Article  
Journal title: Case Reports in Oncology  
DOI: 10.1159/000xxxx

To continue your publishing journey, you will need to select the right route to publication for you and your work. All Karger publications offer Open Access to give you flexible options and meet your needs if you are mandated to publish openly.

[Select Publication Route](#) >

Once you have selected your publication route, you will be presented with the relevant license for you to review and sign.

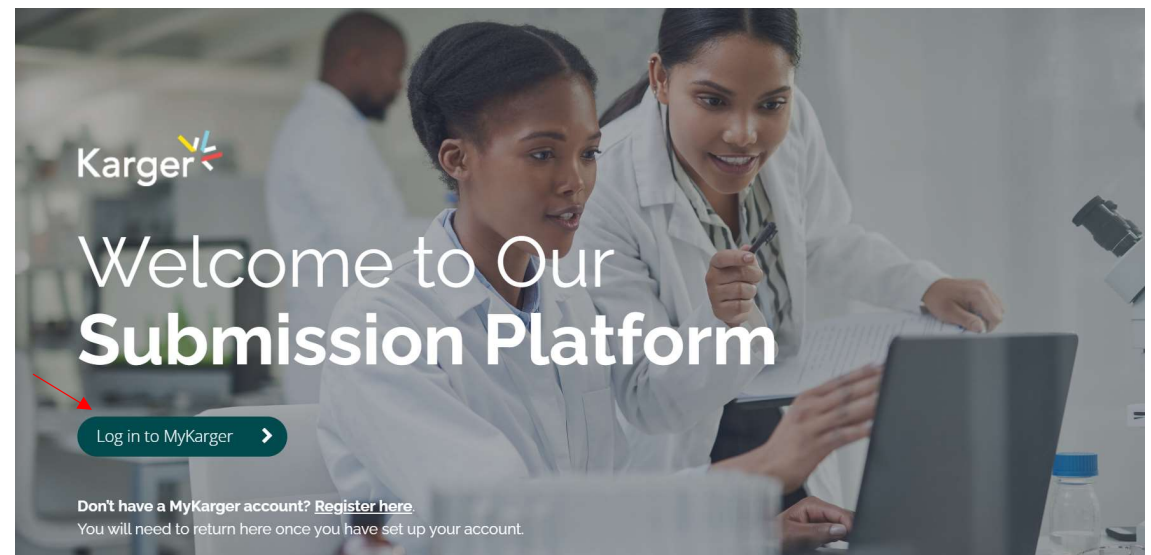
Thank you for publishing your research with Karger.

The Karger Team

 Karger

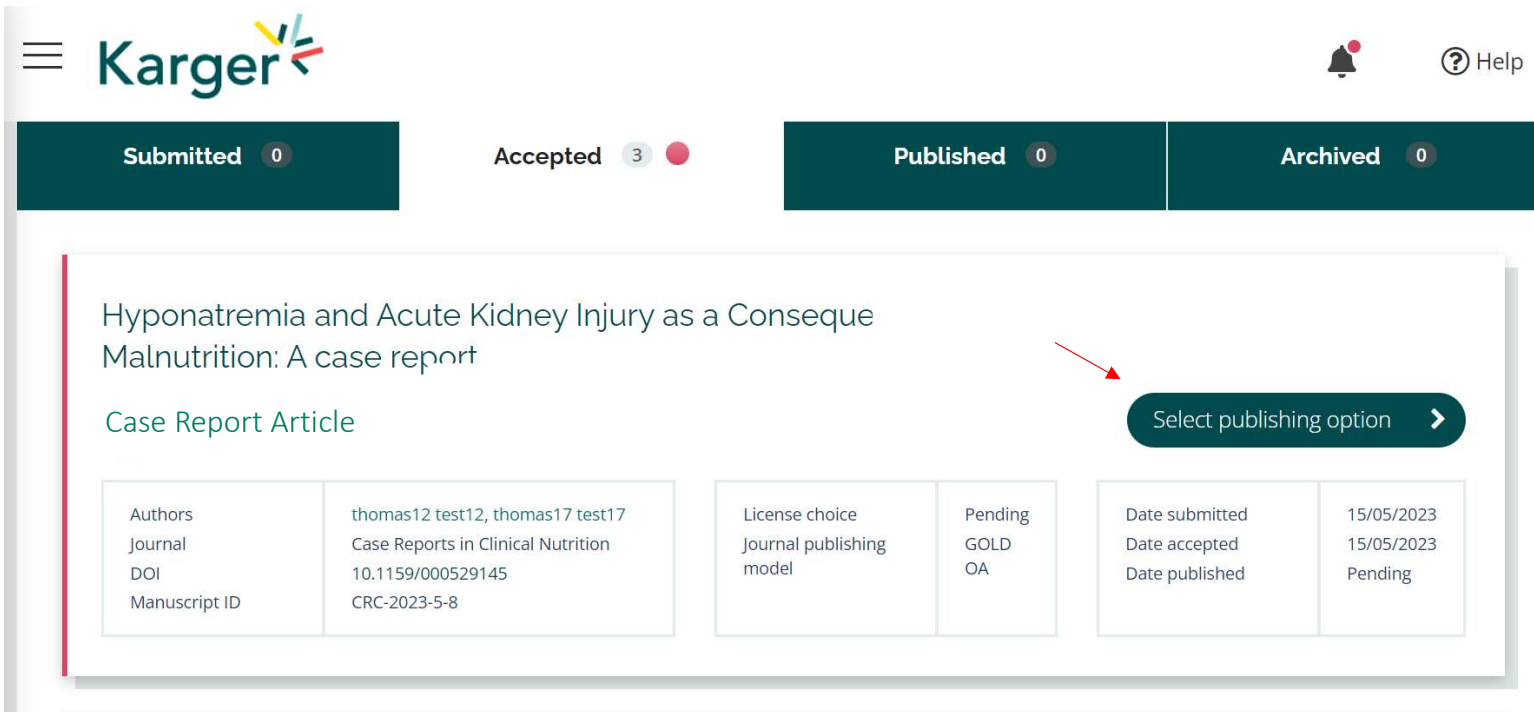
 ChronosHub

 Karger



## Dashboard

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



The dashboard header includes the Karger logo, a notification bell, and a Help icon. Below the header, there are four status tabs: Submitted (0), Accepted (3), Published (0), and Archived (0). The 'Accepted' tab is active, showing a list of articles. The first article is '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 'Select publishing option' button next to the article title. Below the article title, there are four metadata boxes:

Authors	thomas12 test12, thomas17 test17	License choice	Pending	Date submitted	15/05/2023
Journal	Case Reports in Clinical Nutrition	Journal publishing model	GOLD	Date accepted	15/05/2023
DOI	10.1159/000529145		OA	Date published	Pending
Manuscript ID	CRC-2023-5-8				

## Select publishing option

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

### Select your publishing option

Corresponding author affiliation: Instituto Oulton

[Request change](#)

Please choose

**AUTHOR'S CHOICE - OPEN ACCESS**  
Published under a CC-BY-NC licence and subject to payment of an Article Processing Charge (APC).  
**CHF 3,585.00**  
*Publishing charges are exclusive of VAT and local taxes*

**SUBSCRIPTION MODEL**  
Published research is accessed by publication subscribers.  
**CHF 585.00**  
*Publishing charges are exclusive of VAT and local taxes*

## 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 submission interface. At the top left is the Karger logo. In the top right, there are notification and help icons. The main content area displays the following information:

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 >](#)

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: Universitsspital Basel  
[Request change](#)

You are eligible for a prepaid open access publishing waiver as part of an agreement between your institution, Universitsspital 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.

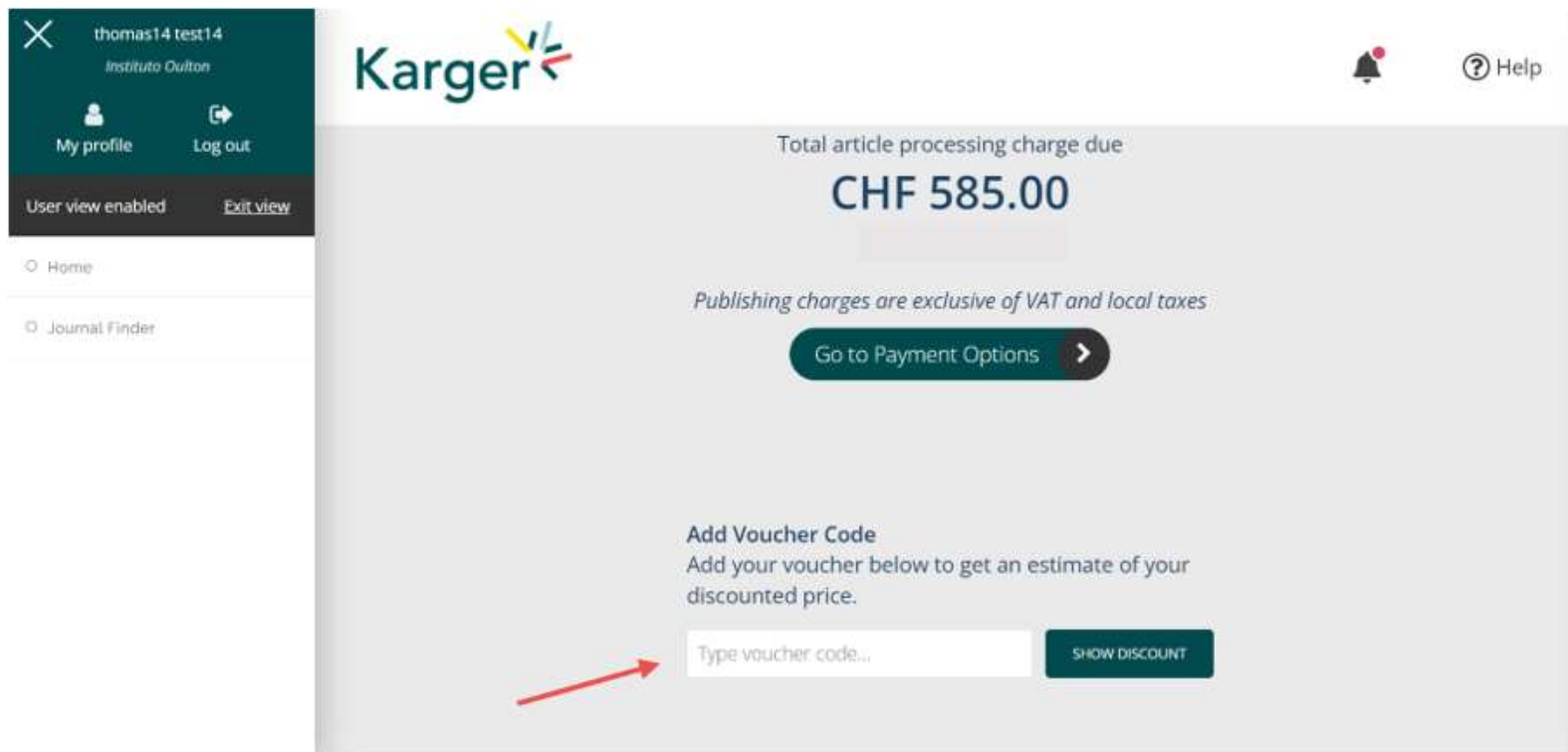
Reason \*

< TAKE ME BACK

Confirm >

## Add Voucher Code

If you have received a voucher code through your institute, or through another initiative, that grants you a discount on publishing costs, enter code here.



The screenshot displays the Karger user interface. On the left is a dark green sidebar with a close icon (X) and the user's name 'thomas14 test14' and institute 'Instituto Oulton'. Below this are links for 'My profile' and 'Log out', and a section for 'User view enabled' with an 'Exit view' link. Further down are 'Home' and 'Journal Finder' options. The main content area features the Karger logo at the top left, a notification bell, and a 'Help' icon. The central focus is a grey box with the text 'Total article processing charge due' followed by 'CHF 585.00' in large blue font. Below this, it states 'Publishing charges are exclusive of VAT and local taxes' and provides a 'Go to Payment Options' button. At the bottom of this box, there is a section titled 'Add Voucher Code' with the instruction 'Add your voucher below to get an estimate of your discounted price.' This section contains a text input field with the placeholder 'Type voucher code...' and a 'SHOW DISCOUNT' button. A red arrow points to the input field.

# License Agreement

Read, accept, and confirm the License Agreement.

The screenshot shows a step in a software installation process. At the top, it says '2 Accept license Agreement'. Below that, it says 'Download and read the license agreement before accepting the terms.' There is a button labeled 'License Agreement' with a document icon. Below the button is a checkbox with the text 'I accept the license agreement terms and conditions.' At the bottom, there is a 'Continue' button with a right-pointing arrow. Two red arrows point from the left towards the 'License Agreement' button and the checkbox.

## Payment – publication charges

If publication charges apply these will be displayed. Click on 'Go to Payment Options'.  
You can select to pay by credit card or invoice or forward the invoice to a third party (e.g. your institute) to pay.

☰ Karger

🔔 ? Help

③ Confirm Selection and Proceed to Payment Options

Please review your selection before you confirm.

Selected License: Open Access

Total article processing charge due  
**CHF 1,070.00**

*Publishing charges are exclusive of VAT and local taxes*

[Go to Payment Options](#)

# Payment received – article production

As soon as payment is received your article will be sent to production. No further action is required.

The screenshot shows the Karger author dashboard. At the top left is the Karger logo. On the right, there are notification and help icons. Below the logo is a navigation bar with four tabs: Submitted (0), Accepted (3), Published (0), and Archived (0). The main content area features a card for a 'Case Report Article'. A green checkmark icon indicates 'No action required' and 'Article sent to production'. A 'View article' button is located to the right of the card. Below the card is a table with article details.

Authors	thomas12 test12, thomas17 test17	License choice	Pending	Date submitted	15/05/2023
Journal	Case Reports in Clinical Nutrition	journal publishing model	GOLD OA	Date accepted	15/05/2023
DOI	10.1159/000529145			Date published	Pending
Manuscript ID	CRC-2023-5-8				

Karger 

