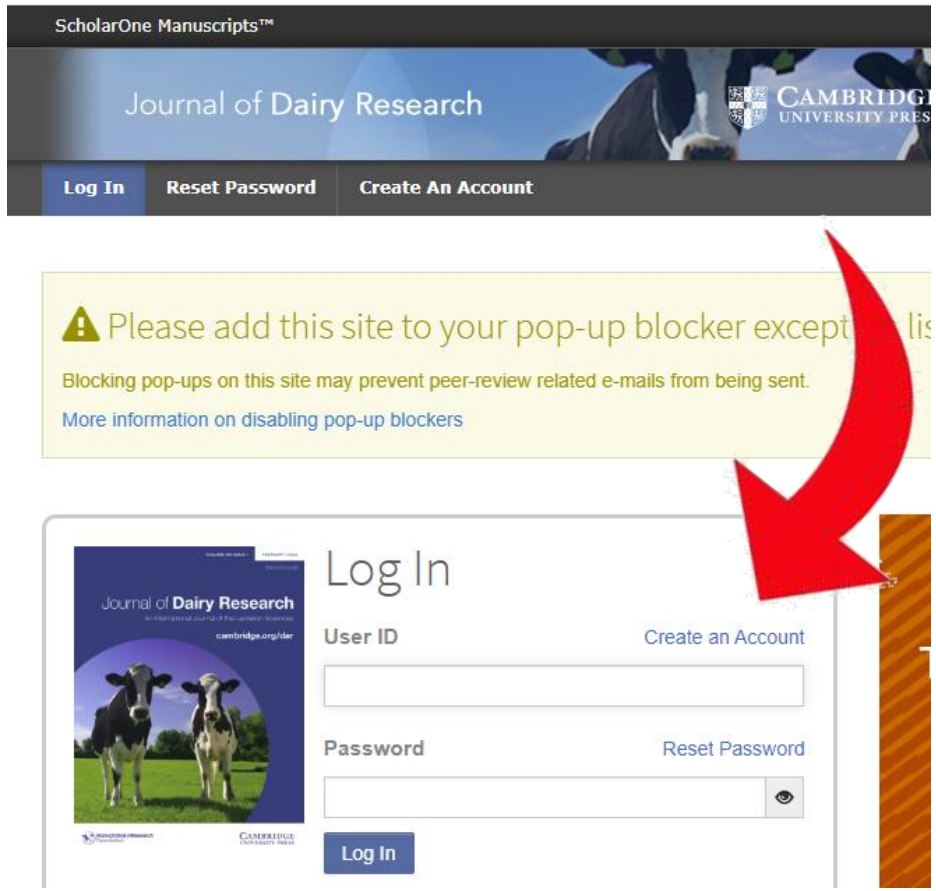
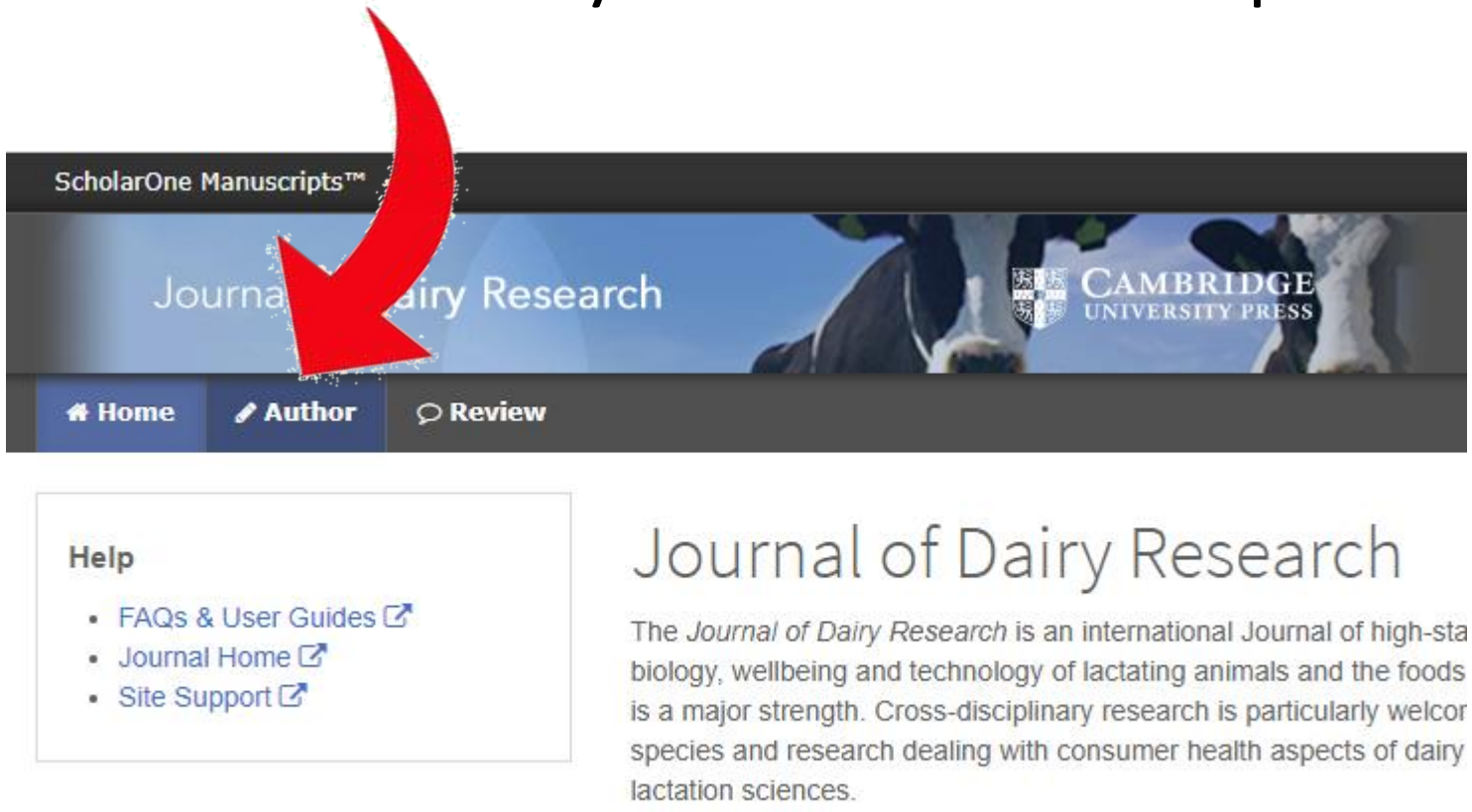
1: Create an account

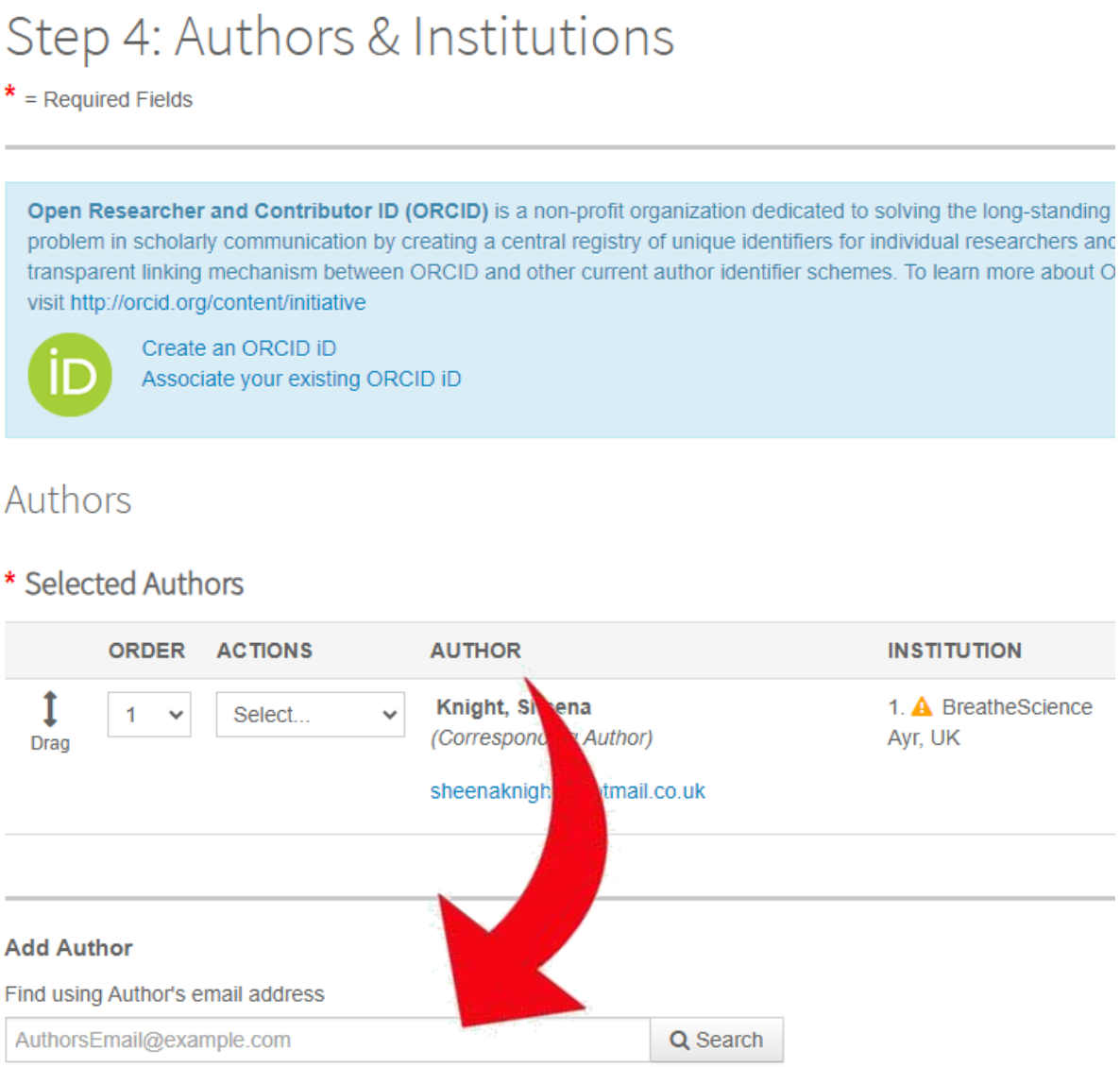


- Look for “req” as minimum information
- Keep it simple: you can add info later
- You will be asked for your personal details
- Use “Next” to move on each time
- When asked for affiliation details, please include “city”
- Remember to choose “area of expertise”
- We recommend choosing only one “specialism”
- Choose up to 5 “keywords”
- Choose “Finish”, then “Log in”

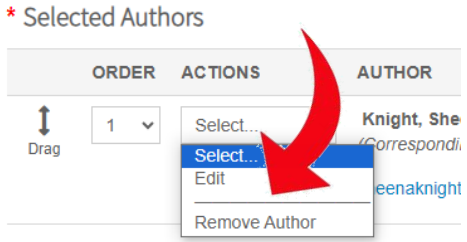
2: Submit your manuscript



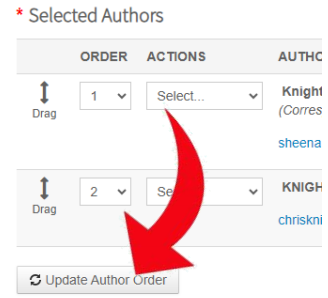
- Step One:
  - Choose article type, enter title and abstract
  - Choose profile
- Step Two:
  - Upload manuscript, Supplementary File and first Figure/Table file
  - Add additional Figures or Tables (file numbering will adjust automatically)
- Step Three:
  - Choose specialism from list (preferred, if possible) or enter your own
  - Choose keywords in same way



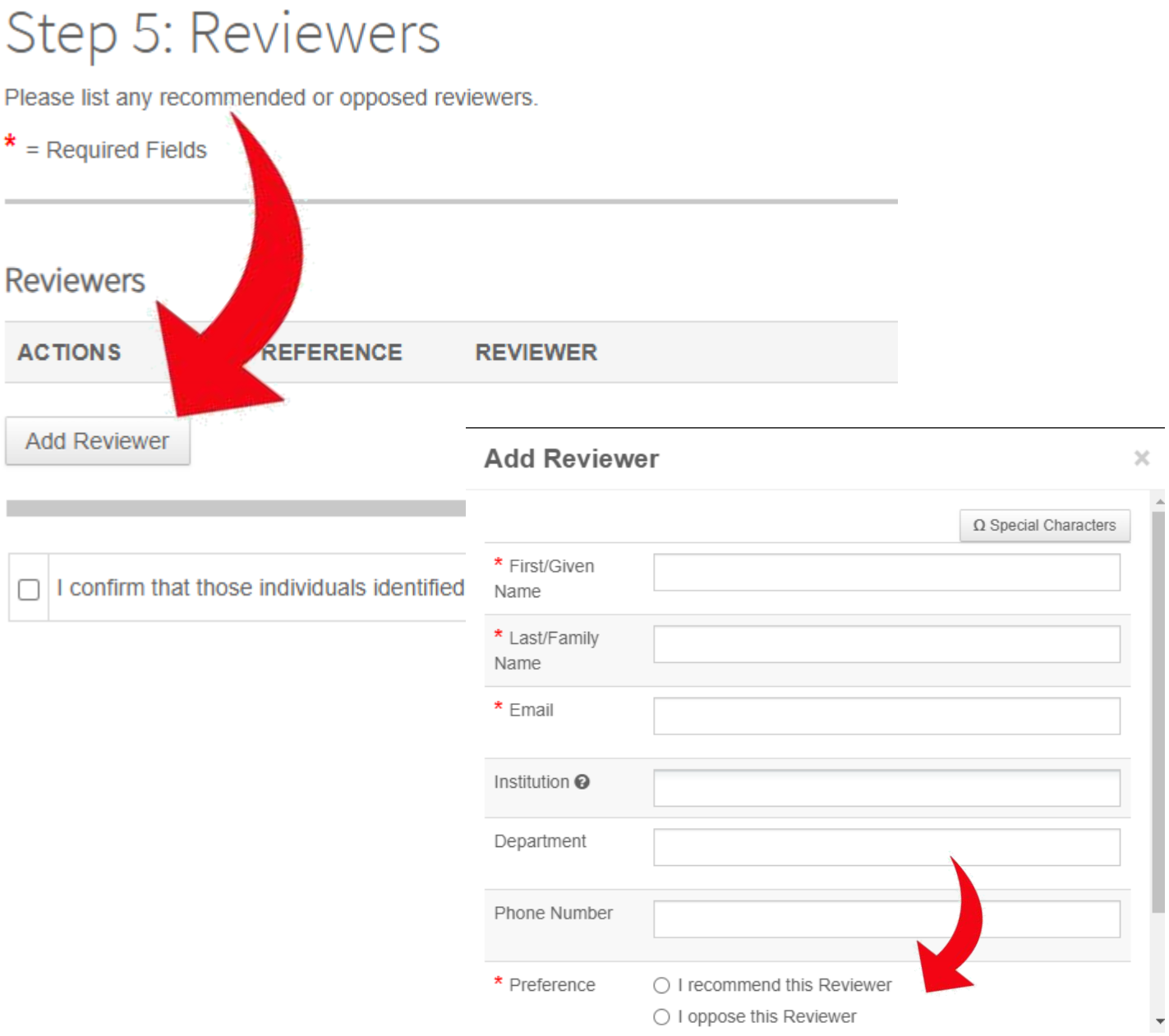
- Step Four:
- Enter co-author names and affiliations
- Take care to get all details correct, especially surname
- “Actions” includes an edit function



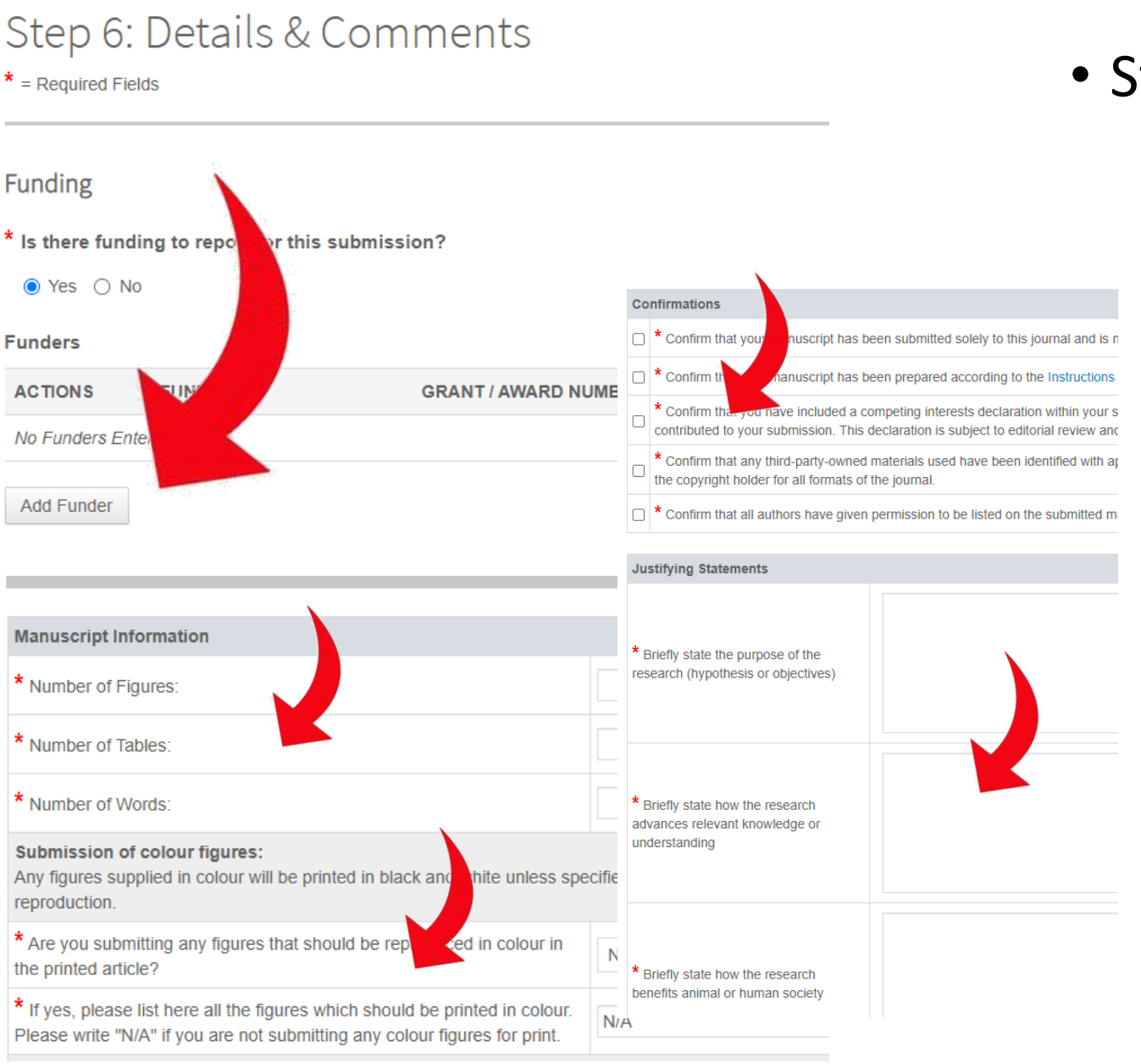
- Once all are entered, adjust order if necessary



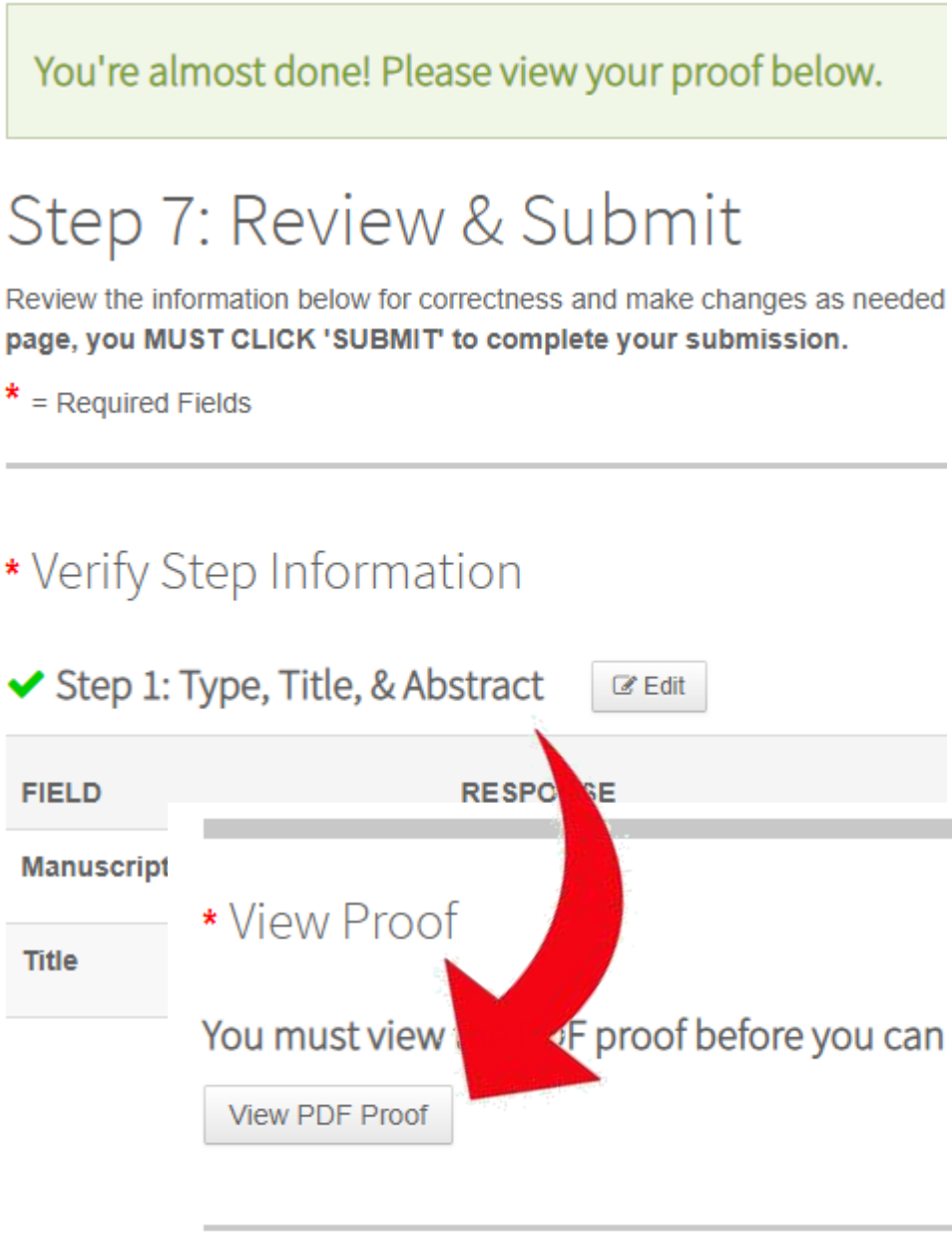
- Remember to check ALL of the declaration boxes

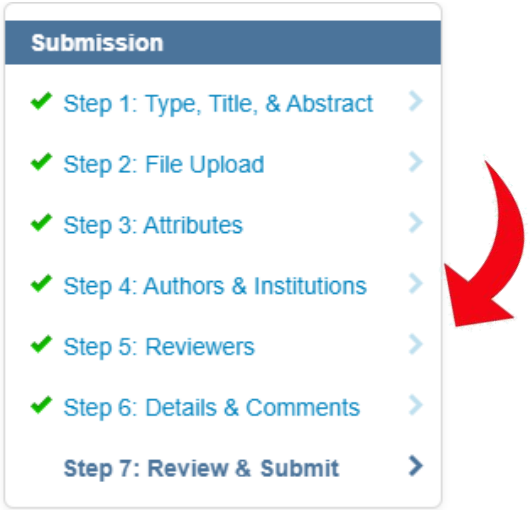


- Step Five:
  - You have the option to recommend or oppose reviewers



- Step Six:
  - If the research was funded, that information needs to be added
  - Manuscript information must be added
  - Specify printing requirements for figures (there is a cost for printed colour figures, but not for online)
  - Specify file name for any Supplementary File
  - Check the Confirmation boxes
  - Add your Justifying Statements (we these to help us assess the manuscript)



- Step Seven:
  - Check through all of the infomation that you have entered
  - Open and check the pdf file
  - If everything is correct, press Submit

  - If you need to make changes, go to the appropriate step and make them, then work back to Step Seven