

Log in – as an Author

- If you have an account:

① Log in using your Email and Password

② Click on “**Author**”

- If you do not have an account:

③ How to create a new account

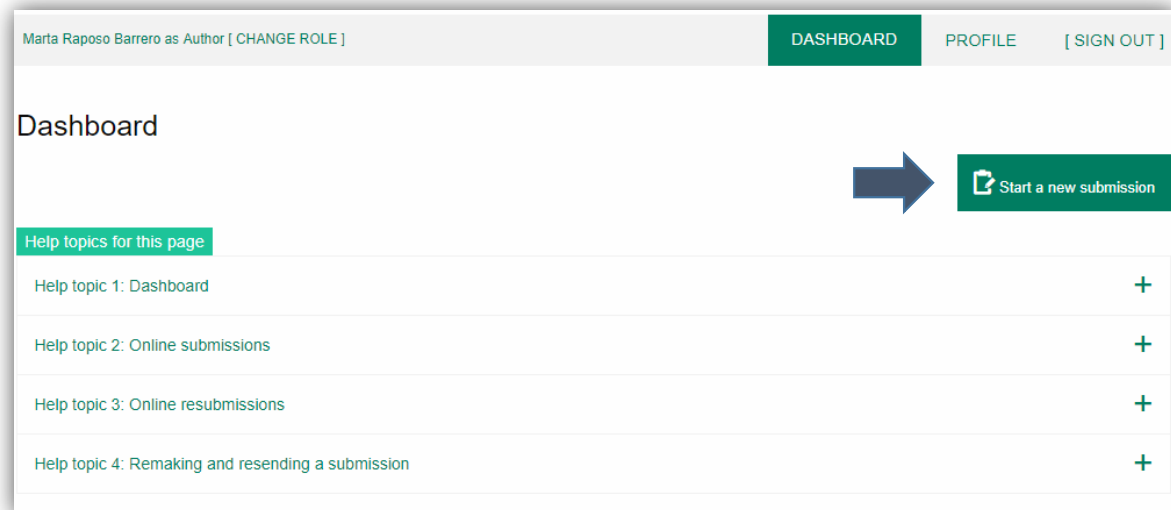
<https://manuscriptmanager.nickelled.com/author-online-submission?ngroup=link>

The image shows two overlapping screenshots from the Manuscript Manager website. The top screenshot is the login page titled 'Please sign in'. It features input fields for 'Email' and 'Password', a green 'Sign In' button, and links for 'New account' and 'Can't access your account'. A blue circle with the number '1' is placed over the 'Sign In' button. The bottom screenshot is a role selection screen titled 'Welcome Marta Raposo Barrero - please select your role'. It displays a green icon of a clipboard with a pencil and the text 'Author' below it. A blue circle with the number '2' is placed over this 'Author' option. A third blue circle with the number '3' is placed over the 'New account' link in the top screenshot.

See progress – Author Dashboard

- Click on:

“Start a new Submission”



Guidelines – Submission guidelines

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DASHBOARDPROFILE[SIGN OUT]

Guidelines

Authors

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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 [Author guidelines](#) before beginning the submission process.

Please download the [Submission Statement](#). Fill in the title of your manuscript and provide your hand-written signatures (we cannot accept digital signatures). If it is not possible to collect all signatures on a singular document, provide individual copies for each author. Make sure to upload all three pages. The submission statement is to be provided when submitting your paper.

☒

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”

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Guidelines Authors Details Keywords Documents Reviewers Letter Send

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

a.lorenz@karger.com

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*

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Details

Complete the form below

Manuscript title (required) [Help for this field](#)

Special character

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Special character

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

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

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

Word use:
Word limit: 50



Details – Enter funding information

- 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.*

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

Details – Open Access Agreements

1 You will be asked to specify whether your institute has an Open Access Agreement with Karger. All entries will be checked and verified upon acceptance of the paper

- *For information regarding the Open Access Agreements you can follow the link in the submission field. See print screen on next slide*

2 If the agreement comes with a specific voucher, please provide details here

Open Access Agreements

Karger has established agreements with cooperating consortia and institutions that include full or partial coverage of Article Processing Charges (APC) and/or Authors Choice™ publication fee, helping authors publish articles Open Access and comply with Open Access mandates. This means authors can publish Open Access without incurring any additional costs or with reduced APCs.

Find out [here](#) whether your Open Access APCs are covered by such an agreement.

Eligibility Declaration (required) 1

☒ Eligible

☐ Opt-Out despite being eligible

☐ not eligible

If you are eligible please enter the name of your Institute below.

Special character

Word limit: 100

Please ask at your institution's library or contact us openaccess@karger.com if you need assistance.

Voucher 2

If you have received a voucher code through your institute, or through another initiative, that enables you to publish under special conditions, please enter code here:

Special character

Details on Open Access Agreements on our website

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Authors should always indicate their affiliation with an institution covered by an **Open Access agreement** and **funding** sources during submission and should include information on their grants in the Funding Sources section of their papers.

A list of institutions with Open Access agreements covering part or all of Article Processing Charges (APCs) and a list of some funders with Open Access mandates can be found below.

If you are uncertain whether your institution is covered by an agreement, or your funding body is not listed, please [contact us](#).

Open Access Agreements

Funders

Open Access Agreements

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| The Netherlands | ▼ |
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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”**

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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
- Abcessesinflammation
- 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”

The screenshot displays the 'Documents' section of a manuscript submission dashboard. At the top, a navigation bar includes the user's name 'Marta Raposo Barrero as Author [CHANGE ROLE]', links for 'DASHBOARD', 'PROFILE', and '[SIGN OUT]', and a row of icons for 'Guidelines', 'Authors', 'Details', 'Keywords', 'Documents' (highlighted), 'Reviewers', 'Letter', and 'Send'.

The main content area is titled 'Manuscript documents' and contains the following text:

Your manuscript should be submitted as a Microsoft WORD .doc or .docx file. Table files should have either the .doc/.docx or .xls/.xlsx file extensions. Appropriate Illustration /Figure file extensions can be [viewed here](#)

YOU MUST CHECK YOUR DOCUMENT FOR COMPLETENESS IN THE LAST STEP BEFORE SUBMITTING TO ENSURE IT IS PROPERLY FORMATTED AND DISPLAYS CORRECTLY

Please download the [Submission Statement](#) with original (hand-written) signatures of all authors. If it is not possible to collect all signatures on a singular document, please provide individual copies for each author. Submission Statement will be collected at the beginning of the submission of a manuscript.

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

Compulsory document: Manuscript
Compulsory document: Submission Statement

The 'Upload documents' section shows a file upload area with a maximum file size of 25 Mbytes (or supported video formats mp4, Ogg, webM 800 Mbytes). A green bar indicates 'Choose File' and 'No file chosen' with a circled '1' next to it. Below this is a 'Select file type' dropdown menu.

At the bottom, a confirmation box with a red checkmark and the text 'Check this box to confirm you have read and complied with the file instructions.' is shown. It includes a circled '3' and a 'Continue to next section' button with a circled '4'. To the right, an 'Upload file' button with a circled '2' is visible.

Reviewers

- Suggested Reviewers are often requested as a standard by the journal's portal.
- Click on **“Continue to next section”**

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Suggest reviewers

Use this section to add reviewers who are qualified to evaluate your submission. Follow the specific guidelines for this section given in the box below.

IT IS **OPTIONAL** TO SUGGEST IMPARTIAL REVIEWERS WHO ARE RESEARCHERS IN THE FIELD AND HAVE THE EXPERTISE TO REVIEW YOUR MANUSCRIPT. Suggested Reviewers must have a recent publication record in the area of the submission and must not be from the same institution or be research collaborators of the author(s). Please suggest not more than one from your own country, all other suggested reviewers must be from various countries

[Suggest a reviewer](#)

No reviewers suggested

[Continue to next section](#)

Letter

1 Complete the form by writing the Cover Letter

2 Check the box when completing the section

3 Click on "Continue to next section"

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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

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**”

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✓ Guidelines ✓ Authors ✓ Details ✓ Keywords ✓ Documents ✓ Reviewers ✓ Letter **Send**

Check and send

Check the submission details below. You can submit your manuscript once all mandatory information is completed.

Authors

| Delete | Edit | Name |
|--------|------|-----------------------------------|
| | | 1 Ms Marta Raposo Barrero 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.

PDF review document 1

2. Confirm you have checked the PDF review document.

Confirm reading 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 **Submit your manuscript**

