

## Author guidelines and instructions for papers in MRD’s MountainViews section

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### Important information

Each section in *Mountain Research and Development* (MRD) has a different set of guidelines. Authors are encouraged to print out the guidelines for the type of paper they wish to submit and to follow these guidelines very carefully before submitting their paper. Failure to do so may delay publication, cause extra costs to the author, or lead to rejection.

### Copyright

Authors agree that their work will be published in MRD subject to the terms of the [Creative Commons Attribution License](#). Copyright in articles is retained by the authors. Once an article is accepted for publication, the corresponding author will be asked by e-mail to confirm all authors’ consent to these terms (so-called “author release agreement”).

If your paper includes any previously published material, note that it is your responsibility to obtain written permission to publish or reproduce any copyrighted material from the copyright holders.

## Dual publication

Papers submitted to MRD must not have been published or be under consideration for publication elsewhere. (Exception: Papers previously published in a language other than English may be considered for publication in MRD.)

During the submission process, authors are asked to confirm that the results/data/figures/any significant part of the text in the manuscript have not been published elsewhere, including on the internet, and are not under consideration for publication elsewhere. They are alerted to the fact that they must not submit their manuscript elsewhere once they have submitted it to MRD. If any part of the submitted material has been or will be published or submitted elsewhere prior to publication in MRD, the authors must point this out to the Editors. This also applies for material previously published or submitted in a language other than English. Should the Editors find out that significant parts of a paper submitted to MRD have been published elsewhere prior to publication in MRD, even though the author confirmed that this is not the case, the paper will be rejected and the author will be charged for the costs of processing the paper through peer review.

MRD is very much in favor of authors circulating their papers at conferences and on their own and institutional websites. However, please do so only once your paper has been published. Authors should be aware that conference organizers sometimes publish contributions online prior to the conference. If you submit a paper as a contribution to a conference after you have submitted it to MRD, please inform the conference organizers that they must by no means publish it online prior to its publication in MRD, and that they must afterwards acknowledge that it was first published in MRD and indicate the correct citation.

## Authorship and responsibility

All contributors to MRD must assume full responsibility for the contents and opinions expressed in their writings. Before submission of a manuscript, the corresponding author must ensure that all co-authors have seen the version of the paper that will be uploaded.

Contributors must also assume responsibility for checking the accuracy of all numerical material and references as well as non-English quotations and names. All submissions are routinely screened for potential plagiarism using [Similarity Check](#); plagiarism will not be tolerated. Should the Editors find out that significant parts of a paper submitted to MRD have been published elsewhere prior to publication in MRD, even though the author confirmed that this is not the case, the paper will be rejected and the author will be charged for the costs of processing the paper through peer review.

## Content

MRD's MountainViews section occasionally publishes Letters to the Editor containing various forms of responses from readers to material published in MRD, etc. It offers a space for exchange of opinions and comments.

The Editorial Team will have final discretion about publication. MountainViews will not appear regularly but only when responses from readers warrant it.

## Preparing your submission

If you are submitting a fresh paper, you may submit it in one single Word file including the body text, figures, and tables. If you are submitting a revised version of a paper, you must submit figures and tables separately as described below. Submissions that do not conform with these instructions and technical guidelines will be returned to authors. Please prepare the following files before you start the online submission process, and make sure that they conform with the [technical guidelines](#) given further below:

### Body text

- Formatted text, no figures or tables (except if you are submitting a fresh paper)
- Line spacing = 1.5 (in Word, select entire text, go to Home tab, click line spacing icon, and select 1.5)
- Lines must be numbered (in Word, go to Layout tab, click “Line numbers,” and select “Continuous”)
- Length = 2,000 to 10,000 characters including spaces
- Contains the body text of your paper; author information (please list full names the way you wish them to appear, as well as affiliations); the list of references (if applicable); a list of captions for figures and tables, with information about the authors of the figures (eg “Photo by Mickey Mouse” or “Map by Donald Duck”)
- No footnotes, no endnotes
- Any figures, tables, and boxes must be referred to in the text, in numerical order
- In-text referencing must follow the [MRD guidelines for references](#) (see technical guidelines)
- Author information should be listed below the body text of the article; for every author, including yourself, list the full name and the affiliation in the following order: First name, Last name, Department, Institution, Address, Postal Code, City, Country
- Any references should be listed at the end of the paper without numbering, alphabetically by author, giving the complete unabbreviated source citation; format, style, and manner of referencing must follow the [MRD guidelines for references](#) (see technical guidelines)
- If applicable, at the end of this file list captions of figures in numerical order, followed by captions of tables in numerical order
- Upload as “Manuscript” type file; ignore the instructions on PeerTrack™ saying that this file should not contain any author information

### Figures

- Illustrations may be included if space permits; the Editors reserve the right to decide whether to publish any figure material submitted
- Submit each figure in a separate file and include the figure number in the file name according to the list of captions provided in the body text (eg Figure\_1.jpg)
- Possible file formats: .JPG, .EPS, .PSD, .TIF, .PDF, .XLS, .PPT
- The preferred format for any figure that includes text is a vectorized file, with text as font; note that once your paper is accepted for publication, you will be asked to provide high resolution versions of photos and bitmaps, and vectorized versions of all other types of files (see technical guidelines below for [details and an explanation](#) of “vectorized,” “bitmapped,” and “text as font”)
- Do not include caption or any information about the author of the figure in the figure file
- Figures will be published in grayscale in MountainViews articles

- You cannot upload files larger than 10 MB; if one or several of your figures are over 10 MB in size, please contact the journal office (mrd-journal[at]peertrack.net)
- Upload as “Figure” type file

### Tables and Boxes

- Tables or boxes may be included if space permits; the Editors reserve the right to decide whether to publish any table or box material submitted
- Submit each table and box in a separate file and include the table or box number in the file name according to the list of captions provided in the body text (eg Table\_1.doc or Box\_2.doc)
- Formatted text, no figures
- In tables, do not include caption
- In boxes, include caption in a title bar (topmost line across entire box)
- Tables and boxes must conform with the [technical guidelines](#)
- Upload as “Table/Box” type file

### Technical guidelines

Please note that manuscripts which do not conform to these technical guidelines will be returned to authors.

### Language

Authors are expected to submit articles in clear and concise English.

### Structuring your body text

Please use headings to structure your body text. You may use three levels of headings. You may want to number them to make sure the structure is clear. The numbers will not be included if your paper is published, but they will make it clear for the typesetters which level of headings to use. Example:

<<#1>> **The research project: a multipurpose monitoring system**

<<#2>> *Framework for sustainable tourism development*

<<#3>> *Frame of reference: Within the context of this paper, ...*

### Spelling and other style details

- Use American English spelling
- Use italics for foreign words; example: ... traditional mountain irrigation system (*bisse*); *bisses* were used for...
- Use English version of cities and other place names if they exist (eg Lucerne, not Luzern); where the form officially used in the country under discussion differs from the commonly known name or the English-language name, the other name should be added in parentheses
- As a rule, spell out all abbreviations when they first occur in your manuscript; example: This geographic information system (GIS) is highly complex...
- All numerical units should conform as closely as possible to the International System of Units (SI)
- Use the metric system for all measurements
- The monetary unit should be US\$; if you refer to other currencies, please indicate the US\$ equivalent between brackets or provide the conversion rate

- Use italics in the following way for Latin names of species: *Genus species*, then *G. species*; *Chattonella antique* (Hada) Ono; *Chattonella species* or *Chattonella sp* or *Chattonella spp*

### Using reference management software

If you use reference management software such as Zotero or EndNote, use the “Council of Science Editors (author-date)” or “CSE Style Manual N-Y” style to format your references. Otherwise follow the detailed instructions below.

### In-text references

Use author–year style in chronological, then alphabetical, order. Use “et al” with three or more authors. Use colon and number to indicate page reference. Examples:

- Campbell (1993, 1995a, 1995b)
- Ridal and Moore (2004)
- (Phillips et al 1975)
- (Stremlow 1998; Antrop 1999; Tress and Tress 2001; Backhaus et al 2007a, 2007b)
- (see figures 4 and 5 in Keen et al 1971)
- Campbell (1993: 55); (Campbell 1993: 55)

### List of references

All literature cited in any part of your paper should be listed at the end of the body text file in a section entitled “REFERENCES,” without numbering, alphabetically by author and then chronologically, giving the complete unabbreviated source citation.

#### General rules:

- If there are several works by the same author(s), they should be arranged chronologically by year of publication with oldest reference first; if several works by the same author were published in the same year, arrange them alphabetically and add a letter to the year of publication, eg 1999a, 1999b, etc
- If a publication has more than 15 authors, list the first 15 authors, then use “et al”
- Always provide city and country of publication, eg “Bern, Switzerland”; for places of publication in the USA, provide 2-letter postal code for the state, but not “USA,” eg Cold Spring Harbor, NY
- Use English version of cities and other place names if they exist: Vienna, not Wien; Rome, not Roma
- All items listed under REFERENCES must be publicly available, ie in a library or on the Internet; no “submitted,” “accepted,” or “forthcoming” material, personal communications, or unpublished data can be included; exception: unpublished articles can be listed if you provide an address at which a copy can be requested; ideally, this will be your own address; example: “available from corresponding author of this article”
- “In press” items should include volume and year of publication
- If you translate the title of a publication written in another language into English, indicate the original language in square brackets following the title (see examples below)

The format of references is different depending on the type of literature (eg journal article, book chapter, conference proceedings, etc); please see the following examples.

#### Journal article:

**Antrop M.** 1999. Background concepts for integrated landscape analysis. *Agriculture, Ecosystems, and Environment* 77:17–28.

- Backhaus N, Reichler C, Stremlow M.** 2007. Ein Landschaftsmodell für den Alpenraum: Erkenntnisse aus einem schweizerischen Forschungsprogramm. *Histoire des Alpes—Storia delle Alpi—Geschichte der Alpen* 12:307–321.
- Grau HR, Aide TM.** 2007. Are rural–urban migration and sustainable development compatible in mountain systems? *Mountain Research and Development* 27(2):119–123. <http://dx.doi.org/10.1659/mrd.0906>.
- Semwal JK, Gaur RD, Purohit AN.** 1981. Floristic pattern of an alpine zone, Tungnath, in Garhwal Himalaya. *Acta Botanica Indica* 9:110–114.
- Zhou Y, Li H, Xu Q.** 1999. Effect of Yunnan pine forest canopy on soil erosion [in Chinese with English abstract]. *Journal of Mountain Science* 17(4):324–328.

#### **Journal article published online but not (yet) on paper:**

- Dang VH, Shively G.** 2007. Coffee boom, coffee bust, and smallholder response in Vietnam's Central Highlands. *Review of Development Economics, OnlineEarly*, 4 September 2007. <http://dx.doi.org/10.1111/j.1467-9361.2007.00391.x>.
- Owen LA, Kamp U, Khattak G, Harp E, Keefer DK, Bauer M.** 2007. Landslides triggered by the October 8, 2005, Kashmir Earthquake. *Geomorphology, Articles in Press*, 10 May 2007. <http://dx.doi.org/10.1016/j.geomorph.2007.04.007>.

#### **Book:**

- Backhaus N, Reichler C, Stremlow M.** 2007. *Alpenlandschaften: Von der Vorstellung zur Handlung. Thematische Synthese zum Forschungsschwerpunkt I "Prozesse der Wahrnehmung" des NFP 48*. Zurich, Switzerland: vdf.
- Bätzing W.** 2005. *Bildatlas Alpen—Eine Kulturlandschaft im Porträt*. Darmstadt, Germany: Primus-Verlag.
- Jackson JB.** 1994. *A Sense of Place, a Sense of Time*. New Haven, CT: Yale University Press.
- Small J, Whitherick M.** 1991. *A Modern Dictionary of Geography*. 2nd edition (1st edition 1986). London, United Kingdom: Edward Arnold.
- Zhu Z, Wen Q.** 1992. *Soil Nitrogen in China* [in Chinese]. Nanjing, China: Jiangsu Science and Technology Press.

#### **Book, organization as author:**

- UNDP [United Nations Development Program].** 1999. *Human Development Report 1999. Globalization With a Human Face*. New York: Oxford University Press.

#### **Edited book:**

- Price M, Butt N, editors.** 2000. *Forests in Sustainable Mountain Development. A State of Knowledge Report for 2000*. IUFRO [International Union of Forest Research Organizations] Research Series 5. Oxon, NY: CAB International Publishing.

#### **Chapter in edited book:**

- Meyer W, Turner II BL.** 1999. The earth transformed: Trends, trajectories, and patterns. In: Johnston RJ, Taylor PJ, Watts MJ, editors. *Geographies of Global Change. Remapping the World in the Late Twentieth Century*. Oxford, United Kingdom: Blackwell, pp 302–317.

#### **Thesis or dissertation:**

- Walz A.** 2006. *Land Use Modeling for an Integrated Approach to Regional Development in the Swiss Alps* [PhD dissertation]. Zurich, Switzerland: University of Zurich.

#### **Reprint:**

- Arriaga J de.** 1968. Extirpacion de la idolatria del Piru [1st edition 1621]. In: Esteve Barba F, editor. *Crónicas Peruanas de Interés indigena*. Biblioteca de Autores Españoles 209. Madrid, Spain: Atlas, pp 191–277.

#### **Conference Proceedings:**

- Abrol LP, Gupta RK.** 1991. Managing salt affected soils and poor-quality irrigation waters for sustainable crop productivity. In: Elliott CR, Dumanski J, Pushparajah E, Latham M, Myers R, editors. *Evaluation for Sustainable*

*Land Management in the Developing World*. IBSRAM [International Board for Soil Research and Management] Proceedings 12. Vol 2. Bangkok, Thailand: International Board for Soil Research and Management, pp 253–278.  
**Elliott CR, Dumanski J, Pushparajah E, Latham M, Myers R, editors**. 1991. *Evaluation for Sustainable Land Management in the Developing World*. IBSRAM [International Board for Soil Research and Management] Proceedings 12. Vol 2. Bangkok, Thailand: International Board for Soil Research and Management.

#### **Unpublished paper available from corresponding author of MRD article, ie you:**

**Zhao Q, Tang Z**. 2002. Improving extension with participatory project management models in the Gannan Grassland and Animal Husbandry Department, Gansu. Unpublished paper presented at the *ICIMOD Regional Strategy Workshop on the Changing Face of Pastoralism in the Hindu–Kush Himalaya Tibetan Plateau Highlands: Forging a Sustainable Path for the Future*. Lhasa, China, 12–19 May. Available from corresponding author of this article.

#### **“Gray literature” (includes technical reports, flyers, brochures etc that often have a very small print run and are not very widely distributed, ie poorly accessible):**

**Byers AC**. 1997. *Trip Report*. Austrian Alpine Association, Innsbruck; Langtang Ecotourism Project, Nepal; NSF Workshop on Landscape / Landuse Change, Kathmandu, Nepal; Sikkim Biodiversity and Ecotourism Project, India, 10 May–15 April 1997. Franklin, WV: The Mountain Institute.

#### **Articles in newspapers and periodicals:**

**[Anonymous]**. 2005. Deforestation and floods: Not the root cause. *Economist*. 15 October 2005, pp 86–88.

#### **Maps and statistics:**

**CSA [Central Statistical Authority]**. 1995. Report on Population Size and Characteristics for Amhara Region, Vol 1, Part 1. Addis Abeba, Ethiopia: CSA.

**EMA [Ethiopian Mapping Authority]**. 1993. Map, series ETH 4, sheet 139 D3, 1st edition. Addis Abeba, Ethiopia: EMA.

#### **Material available on the Internet:**

**Gurung J**. 1999. Women, children and well-being in the mountains of the Hindu Kush Himalayan region. *Unasylva* 196, Vol 50(1). [www.fao.org/docrep/x0963e/x0963e05.htm](http://www.fao.org/docrep/x0963e/x0963e05.htm); accessed on 26 April 2002.

**CapeNature**. 2004. Rural community to benefit from the exportation of fynbos crops. *CapeNature*. [www.capenature.org.za/index.php?fArticleId=398](http://www.capenature.org.za/index.php?fArticleId=398); accessed on 24 July 2007.

**Wangdi K**. 2005. Agro-pastoralism—Towards an efficient exploitation of fodder resources? *Proceedings of the Fifth Meeting of the Temperate Asia Pasture and Fodder Network (TAPAFON)*. Held at Renewable Natural Resources Research Centre, Bajo, Wangdue, Bhutan, 29 April to 4 May 2002. [www.fao.org/ag/AGP/AGPC/doc/Proceedings/Tapafon02/tapafon2.htm](http://www.fao.org/ag/AGP/AGPC/doc/Proceedings/Tapafon02/tapafon2.htm); accessed on 24 July 2007.

**Chapman AD, Wiczorek J, editors**. 2006. *Guide to Best Practices for Georeferencing*. Copenhagen, Denmark: Global Biodiversity Information Facility. [www.gbif.org/prog/digit/Georeferencing](http://www.gbif.org/prog/digit/Georeferencing); accessed on 5 January 2007.

#### **Format requirements for figures**

Figures in MountainViews must be in grayscale. A current logo of your organization must be included in your submission. Note that the Editors reserve the right to decide on whether any figure material can be published.

#### **Size of figures:**

- Width: from 56 mm to 175 mm; exceptionally, the width can be larger, but not beyond 190 mm.
- Height: maximum 213 mm

### ***Standard font in figures:***

- Please use Arial, Arial Narrow, or another sans serif font, eg Helvetica, Univers, etc. Use of ESRI and other fonts for special characters is allowed.
- Minimum font size for text in figures: 7 pt (5 pt is allowed, but only for text that contains information which is not vital, e.g. latitudes and longitudes in maps.)

### ***File types:***

- The PeerTrack™ submission system accepts the following figure file types: .JPG, .EPS, .PSD, .TIF, .PDF, .XLS or .PPT.
- For diagrams, maps, graphs, line drawings, and any figure that contains text, we recommend that you submit vectorized versions, with text as font, as this is what will be required at proof stage.
- Photos and other bitmaps should be in high resolution (300 dpi, minimum size 10 x 15 cm).

“Text as font” means that everything you type can still be accessed as text and we can make last minute changes if we see that this is necessary (font size, font type, spelling mistakes, etc). If text is “bitmapped,” this is no longer possible. Moreover, bitmapped text means that we cannot enlarge the figure to the size we might need, since this usually leads to a loss of resolution and therefore results in a fuzzy or “pixelated” appearance of the text in the figure. Typically, when working from ArcView or another mapping software, you can keep text as font if you export to Adobe Illustrator (.AI), CorelDraw (.CDR) or .EMF (enhanced metafile) format (NOTE: these file formats can only be delivered once your paper has been accepted for publication; use one of the above-listed formats for your original submission). If you need to add text on a photo or other bitmapped original, use Adobe Photoshop (.PSD), as this software keeps text accessible in a separate layer.

### **Format requirements for tables**

Please note that there is a maximum width and height of tables. The Editors reserve the right to decide on whether any table or box material can be published.

#### ***Size of Tables:***

- Width: from 56 mm to maximum 175 mm
- Height: maximum 213 mm

#### ***Format:***

- Text in tables must always be horizontal.
- Column widths in the published table will be proportionally the same as the original column widths in the formatted text file you submit.
- Show cell borders for all cells.
- If cells are to be merged across columns or rows, they should be merged in the file you submit.
- If you use abbreviations in the table, please spell them out in the caption.
- Tables can contain footnotes, using superscript lowercase letters followed by a bracket: <sup>a)</sup>

### **Format requirements for boxes**

Boxes have one column only. They have no captions: the title of the box in the title bar functions as a caption and is therefore preceded by “BOX 1:”, “BOX 2:”, etc; example:

BOX 1: Useful online resources on women, gender, and disaster management



## Online submission

Submission of papers is possible only in electronic form via PeerTrack™, the online submission interface provided by Allen Press. In order to submit a paper, you need to be registered as an author on MRD's PeerTrack™ site.

Once you have prepared your submission according to the section-specific instructions and technical guidelines, you can begin the online submission process. Although you may interrupt the process after each step and return to complete your submission later, we recommend that you have all items ready that are listed under "Preparing your submission" in the section-specific guidelines. The submission interface includes detailed instructions on how to enter the information required. The online submission process consists of the following steps.

### Step 1: Log onto the MRD submission site

If you already have a Username/Password for MRD's PeerTrack™ interface: [Go to Login](#).

If you need a Username/Password: [Go to Registration](#).

Make sure you are logged in as an Author (see center of black bar at top of the screen). Then go to the Author Main Menu and choose "Submit New Manuscript."

### Step 2: Select article type

Please select the appropriate journal section from the pull-down menu. Make sure you have consulted [MRD's section policies](#) before you decide which journal section to submit to, and note that your submission must conform to the appropriate [section-specific guidelines](#).

### Step 3: Upload your manuscript

Now you are required to upload the various files that you prepared according to the technical guidelines, starting with the main manuscript file containing the body text of your article.

### Step 4: Select focus country

Select the focus country of your manuscript from the drop-down menu below. You can only select one country. If your manuscript focuses on a wider region comprising several countries, please choose the one country that is most prominently addressed.

### Step 5: Enter keywords

Keywords are not required for MountainViews articles; please skip this step.

### Step 6: Select classifications

Classifications are not required for MountainViews articles; please skip this step.

### Step 7: Suggest reviewers

MountainViews articles are reviewed exclusively by members of the editorial team. Therefore, please skip this step.

### Step 8: Oppose reviewers (optional)

MountainViews articles are reviewed exclusively by members of the editorial team. Therefore, please skip this step.

## Step 9: Provide additional information

In this step, you are required to answer several additional questions, depending on the section you are submitting to:

- Have the results/data/figures/any significant part of the text in this manuscript been published, including on the Internet, or are they under consideration for publication elsewhere? If so, please identify results/data/figures/parts of the text taken from other published/pending manuscripts in the text box below and explain why this does not constitute dual publication. If not, please enter “No.”

Note that once you submit your manuscript to MRD, you must not submit it, or any part of it, elsewhere unless you withdraw it from MRD. Should the Editors find out that significant parts of the material have been published elsewhere prior to publication in MRD, your manuscript will be rejected and you will be charged for the processing costs.

Papers submitted to MRD must not have been published or be under consideration for publication elsewhere. It is very important that you point out to the Editors any results, data, figures, or significant parts of text (eg entire paragraph with only linguistic changes) in your manuscript that have been published or submitted elsewhere, and explain why including them in the present manuscript is necessary and what makes this manuscript unique. Material previously published or submitted in a language other than English may, however, be considered for publication in MRD. In this case, the authors must:

- 1) Clearly indicate here, and in more detail in their cover letter to the Editors, which parts of the material have been published in another language.
- 2) Point out the added value of publishing this material in MRD.
- 3) Confirm that copyright issues have been clarified with the publishers of the material in the other language and that the necessary permissions have been obtained.

- Does your manuscript contain any copyrighted material (eg figures, tables, trademarks, logos)? If not, please enter “No.” If it does, please identify the copyrighted materials in the textbox below, and for each item confirm that you have obtained written permission from the copyright holder to use it, by typing “permission obtained.”

Authors of MRD articles are responsible for obtaining written permission to publish or reproduce any copyrighted material from the copyright holders.

- Any work submitted to MRD will be checked through the Similarity Check\* plagiarism detection system. As part of this process, the submitted text will be copied to the Similarity Check database for internal checking purposes, and a copy may be retained, although not further disseminated or integrated into the Similarity Check database or other, vendor-supplied databases. Please confirm in the textbox below that you agree to this procedure, by typing “I agree.”

\* For more information about Similarity Check, see: <http://www.crossref.org/services/similarity-check>

Similarity Check is a plagiarism screening service designed to help publishers verify the originality of content submitted to them for publication. Participating publishers analyze submitted manuscripts with iThenticate software, which checks submissions against millions of published research papers (the Similarity Check database), documents on the web, and other relevant sources. These submitted papers are not retained in the Similarity Check system after they have been checked. Manuscripts with overlapping text are flagged to editors, who are able to further compare the documents to establish the reason for the matches and identify cases of scholarly misconduct. Click to find out more about [Similarity Check](#) and about [plagiarism](#).

Have all of your co-authors seen and agreed to the manuscript version you are submitting? If not, please send them the manuscript and obtain their approval before completing the submission process. If all co-authors have read and approved your manuscript, please confirm so in the textbox below by typing “All co-authors have read and agreed to the submitted version of the manuscript.”

Your submission will not be processed until you confirm that all your co-authors have read and agreed to the submitted version.

#### **Step 10: Enter comments (optional)**

Here you have the possibility of entering comments for MRD’s Editors regarding your submission.

#### **Step 11: Enter title**

Please enter the full title of your paper. In addition, you may enter a short title.

#### **Step 12: Enter abstract**

An abstract is not required for MountainViews articles. Please leave this field empty.

#### **Step 13: Enter co-authors (if applicable)**

Please enter all of your co-authors. For each co-author, in the Affiliation field please enter the affiliation *and* postal address, in the following format: Department, Institution, Address, Postal Code, City, Country.

**IMPORTANT:** You may enter one of your co-authors as the corresponding author for this paper by checking the appropriate checkbox when adding this co-author. However, note that this has the following consequences: 1) You will be asked to make a full registration for this person, upon which they will be sent their own personal Username and Password. 2) The person you enter as the corresponding author will have to complete this submission process by viewing and approving the material you submit; only then will the submission be received by the journal office. 3) The corresponding author will be the only one who can edit the manuscript, submit revisions, and view the progress of the manuscript as it moves from one stage to the next in the review process. This means that if you enter someone other than yourself as the corresponding author, the submission will have to be completed by them, and you will no longer be able to access your submission once that you click the “Build PDF for Approval” button.

#### **Step 14: Enter funding information (optional)**

The funding information you enter here will be included in the article metadata. Many funders welcome or even require this type of reporting. For each funding source, please enter the funder name, the grant number, and the grant recipient. When you start entering the funder name, PeerTrack will automatically search the international FundRef database for possible matching funders, showing them in a drop-down list. If your funder is not listed, please simply type the name into the funder field.

#### **Step 15: View and approve your submission**

Once you have uploaded all files, the system will build a PDF containing your complete submission. Some minutes later you will find the PDF under “Submissions Waiting for Author’s Approval” in your Author Main Menu. (You will also be notified by e-mail when your submission is ready to view and approve.) Click “View Submission” under Action Links in the first column of your list of submissions. If necessary, you can change your submission by clicking “Edit Submission” under Action Links. Please check that figures and tables/boxes appear in the right order, ie according to the list of captions

provided in the body text. If the PDF looks correct, click “Approve Submission.” You will then be sent an e-mail to confirm that your submission has been received by the journal office. From then on, you will be able to check on the status of your paper by logging on to PeerTrack™. You will also be updated by e-mail whenever the status of your submission changes.

Guidelines last updated in July 2019