



Johannesstraße 3 A · D-70176 Stuttgart / Germany



Postadresse / mailing address:

**Johannesstr. 3 A  
D - 70176 Stuttgart, Germany**  
Telefon: +49 (0)711 351456-0  
Telefax: +49 (0)711 351456-99  
E-mail: mail@schweizerbart.de  
<http://www.schweizerbart.de>

— — — — —

## User Manual for Authors

### Schweizerbart/Borntraeger Manuscript Management Systems

Blue text: Clickable links

Red text: Headlines / important sections

#### 1) General

a) We recommend to use **Mozilla Firefox** as Browser when accessing our Manuscript Management Systems. For security reasons Safari, Internet Explorer and some other not common Browsers occasionally seem to block access to some forms.

#### b) Lost passwords

On the entry page of each Manuscript Management System you can see a link „[Forgot login data?](#)“. Clicking this link and entering the email address of a registered user will reset the password and automatically send a new password to the user's registered email address.

#### c) File size

All systems are able to handle files up to 25 MB. It is most recommended to only upload compressed folders (zip, rar, 7z etc.) where all submission related files are included. This decreases file sizes and improves easy addressing of files as file names will remain unchanged.

#### d) Fonts

Please **only** use lower case letters for security reasons. The system does not allow upper case letters.

e) Several steps need a double confirmation as these steps cannot be reversed and are final. Usually these steps can be identified through popup asking for confirmation.

f) If you experience any trouble, please directly contact the publishers at [mail@schweizerbart.de](mailto:mail@schweizerbart.de)

## 2) Instructions to Authors

- a) Authors can register within our Manuscript Management Systems (Please follow the links: [Submit Manuscript online](#) from the resp. journal's website: [www.schweizerbart.de/j](http://www.schweizerbart.de/j)). Immediately after registration authors are ready to begin the **5-step-submission-process**.
- b) Please follow this submission process and always upload a compressed folder (see above) as submission file.
- c) Once your manuscript has reached and passed the review process you will receive a note from one of the editors informing you about the editor's decision on your submission.

## 3) Decisions

- **Accept Submission:** Submission can be accepted as is.
- **Rewards Required:** Submission may be accepted after revisions have been performed.
- **Resubmit** (for new review round): Submission may be accepted if a second review round is necessary to find a final decision.
- **Decline Submission:** Submission is not suitable for publication.

## 4) Manuscript Revisions

- a) A revised manuscript version shall be uploaded under the **Editor's decision section** ([Upload Author Version](#)) followed by actively sending out a notification email ([Notify editor](#)) to the handling editor. In certain cases the editors have tagged additional material prepared by reviewers and accessible by you as authors.
- b) Once a manuscript has been accepted, please, if not already done, upload the high resolution figures, tables, figure legends and the editable Word, rtf etc. file of your manuscript text as one compressed folder as final author's version under the **Editor's decision section**. Your paper will then be moved to the **In Editing** section. Our production staff will contact you if any technical problems with figure resolutions or the manuscript occur.
- c) After the first galley proofs have been prepared, you will separately be contacted by our production staff concerning galley proofs, reprints and colour figure / Open access charges if applicable.

We are happy to receive your comments concerning this short manual. Please directly address improvement suggestions, recommendations or complaints to [mail@schweizerbart.de](mailto:mail@schweizerbart.de)

Stuttgart, August 2014