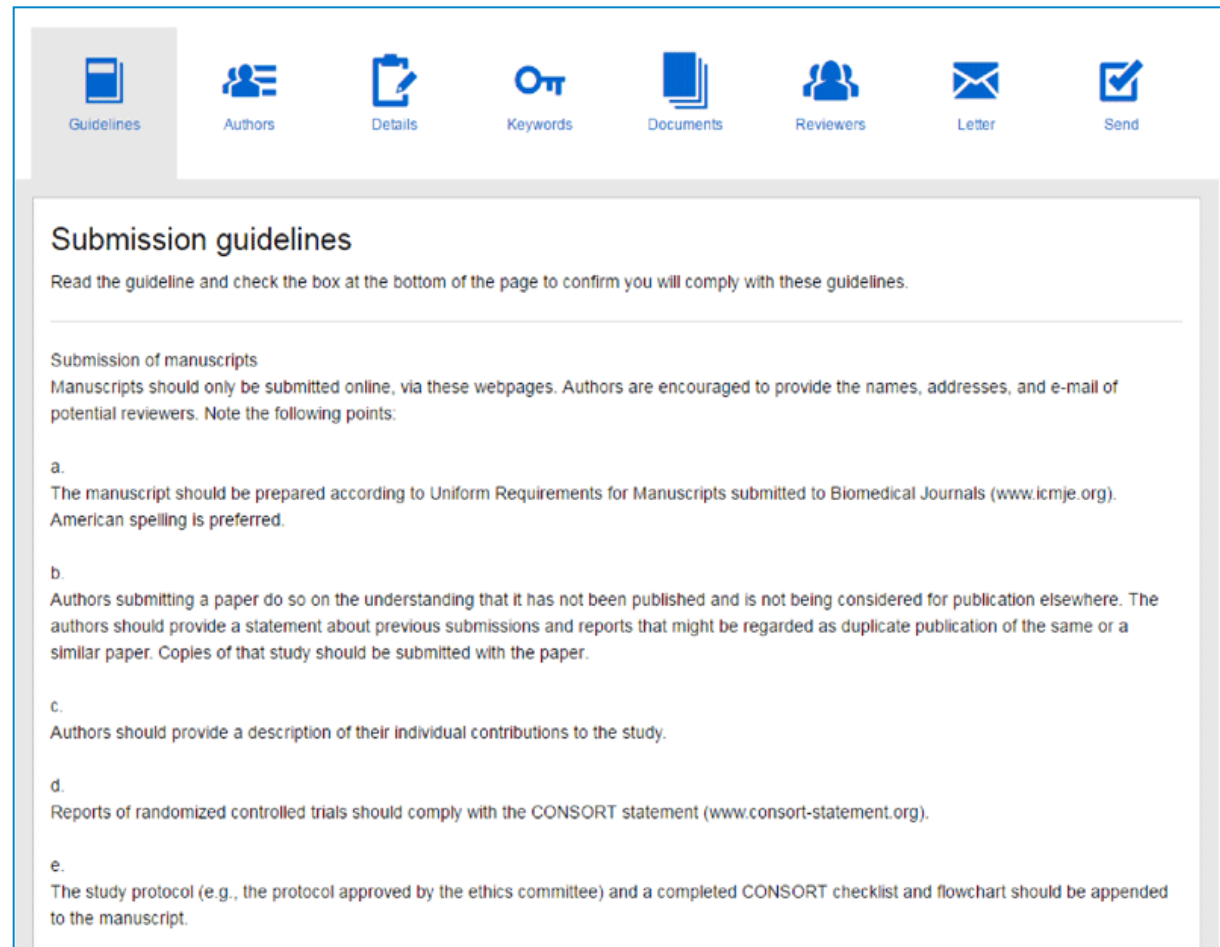




Online peer-review
Author online submission

Author online submission is broken down into steps. Steps can be completed in any order but all compulsory information must be completed before a manuscript can be submitted.

In the first step, journal specific submission guidelines are presented and authors are encouraged to follow the guidelines carefully in order to avoid delays in processing manuscripts.



The screenshot shows the 'Submission guidelines' page in the Manuscript Manager interface. At the top, there is a navigation bar with icons for Guidelines, Authors, Details, Keywords, Documents, Reviewers, Letter, and Send. The 'Guidelines' icon is highlighted. Below the navigation bar, the page title is 'Submission guidelines'. A sub-header reads: 'Read the guideline and check the box at the bottom of the page to confirm you will comply with these guidelines.' The main content area is titled 'Submission of manuscripts' and contains the following text: 'Manuscripts should only be submitted online, via these webpages. Authors are encouraged to provide the names, addresses, and e-mail of potential reviewers. Note the following points:'. This is followed by a list of five points (a-e) detailing submission requirements, including references to ICMJE and CONSORT statements.

Submission guidelines

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


Submission of manuscripts
 Manuscripts should only be submitted online, via these webpages. Authors are encouraged to provide the names, addresses, and e-mail of potential reviewers. Note the following points:


- The manuscript should be prepared according to Uniform Requirements for Manuscripts submitted to Biomedical Journals (www.icmje.org). American spelling is preferred.
- Authors submitting a paper do so on the understanding that it has not been published and is not being considered for publication elsewhere. The authors should provide a statement about previous submissions and reports that might be regarded as duplicate publication of the same or a similar paper. Copies of that study should be submitted with the paper.
- Authors should provide a description of their individual contributions to the study.
- Reports of randomized controlled trials should comply with the CONSORT statement (www.consort-statement.org).
- The study protocol (e.g., the protocol approved by the ethics committee) and a completed CONSORT checklist and flowchart should be appended to the manuscript.


The submitting author must register all other authors in this section.


The email address of each author is added one by one and the program will first check to see if their account exists in the database. If an account is found, the submitting author will then be prompted to select the correct individual.


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Guidelines



Authors



Details


Keywords


Documents


Reviewers


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When all the authors are added, the submitting author can check the box at the bottom of the screen and continue to the next section.



Guidelines



Authors



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Add the person's email address

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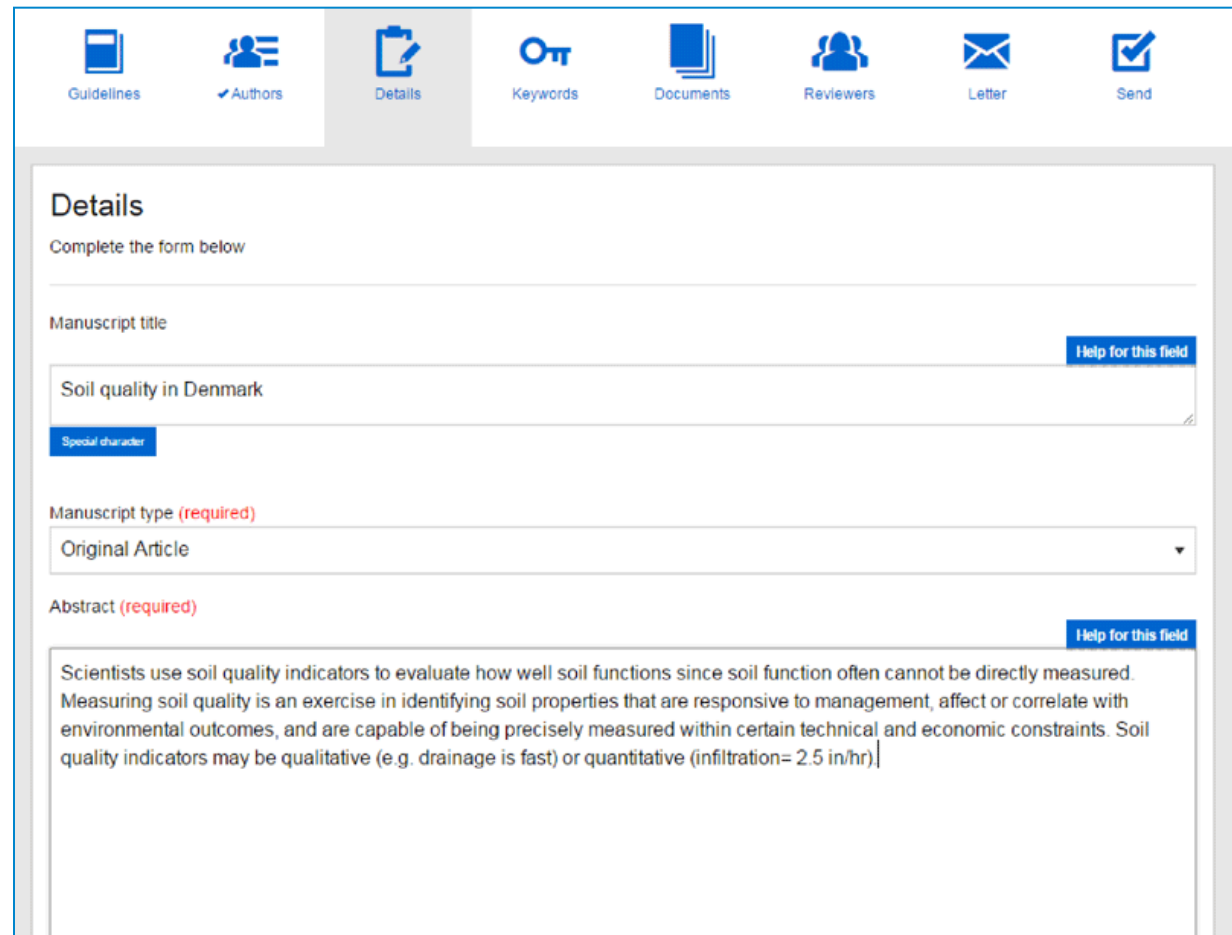
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		2 Dr Ewa Johanssen	Organics ewa.johanssen@sdu.dk Denmark	Co-author

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Complete the form below

Manuscript title [Help for this field](#)

Soil quality in Denmark

[Special character](#)

Manuscript type **(required)**

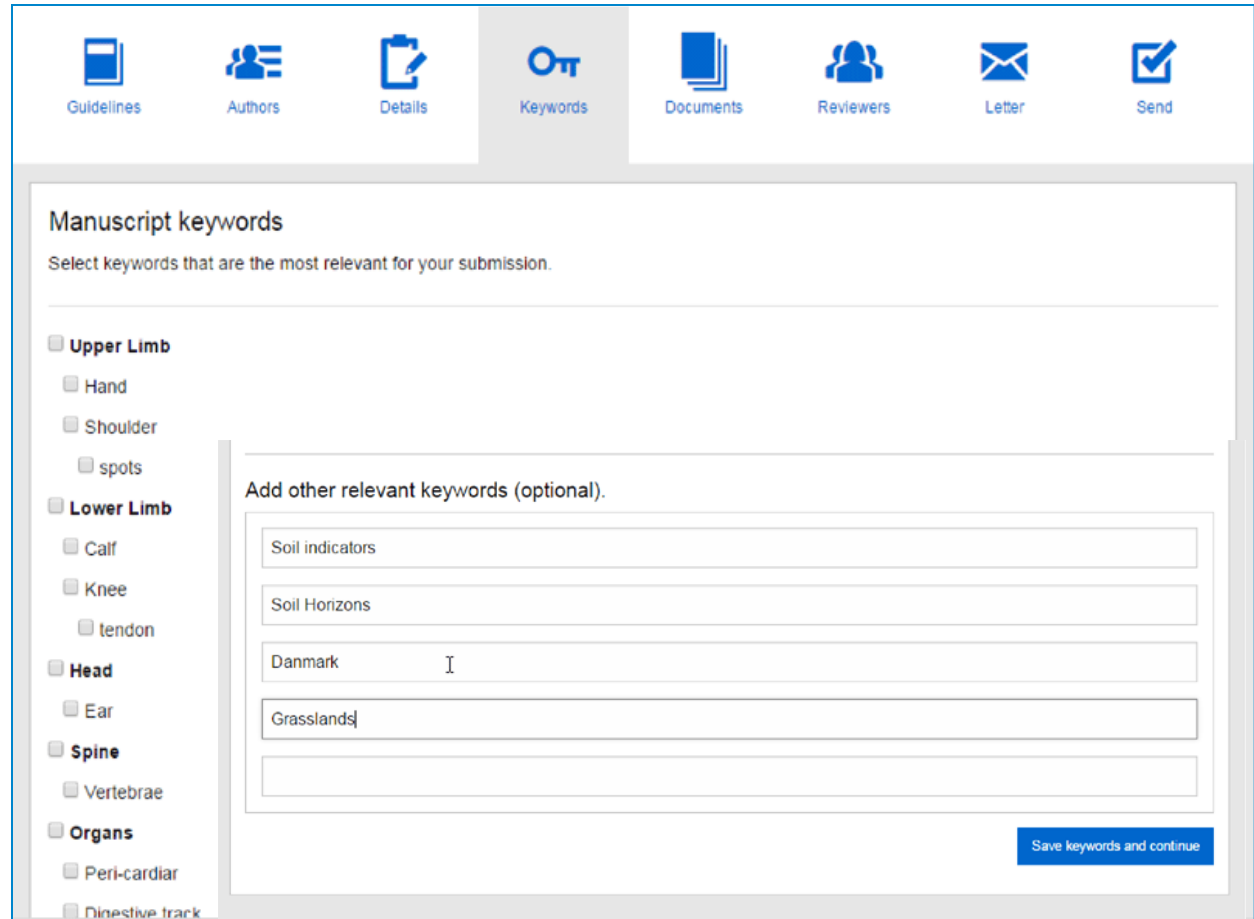
Original Article

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

Scientists use soil quality indicators to evaluate how well soil functions since soil function often cannot be directly measured. Measuring soil quality is an exercise in identifying soil properties that are responsive to management, affect or correlate with environmental outcomes, and are capable of being precisely measured within certain technical and economic constraints. Soil quality indicators may be qualitative (e.g. drainage is fast) or quantitative (infiltration= 2.5 in/hr)

The author can select journal specific keywords or add custom keywords in the keyword section.

Keywords are used for identifying potential experts from within the journal's database who may be qualified to review submitted manuscripts.



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Select keywords that are the most relevant for your submission.

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- Organs**
 - Peri-cardiar
 - Digestive track

Add other relevant keywords (optional).

Soil indicators

Soil Horizons

Danmark

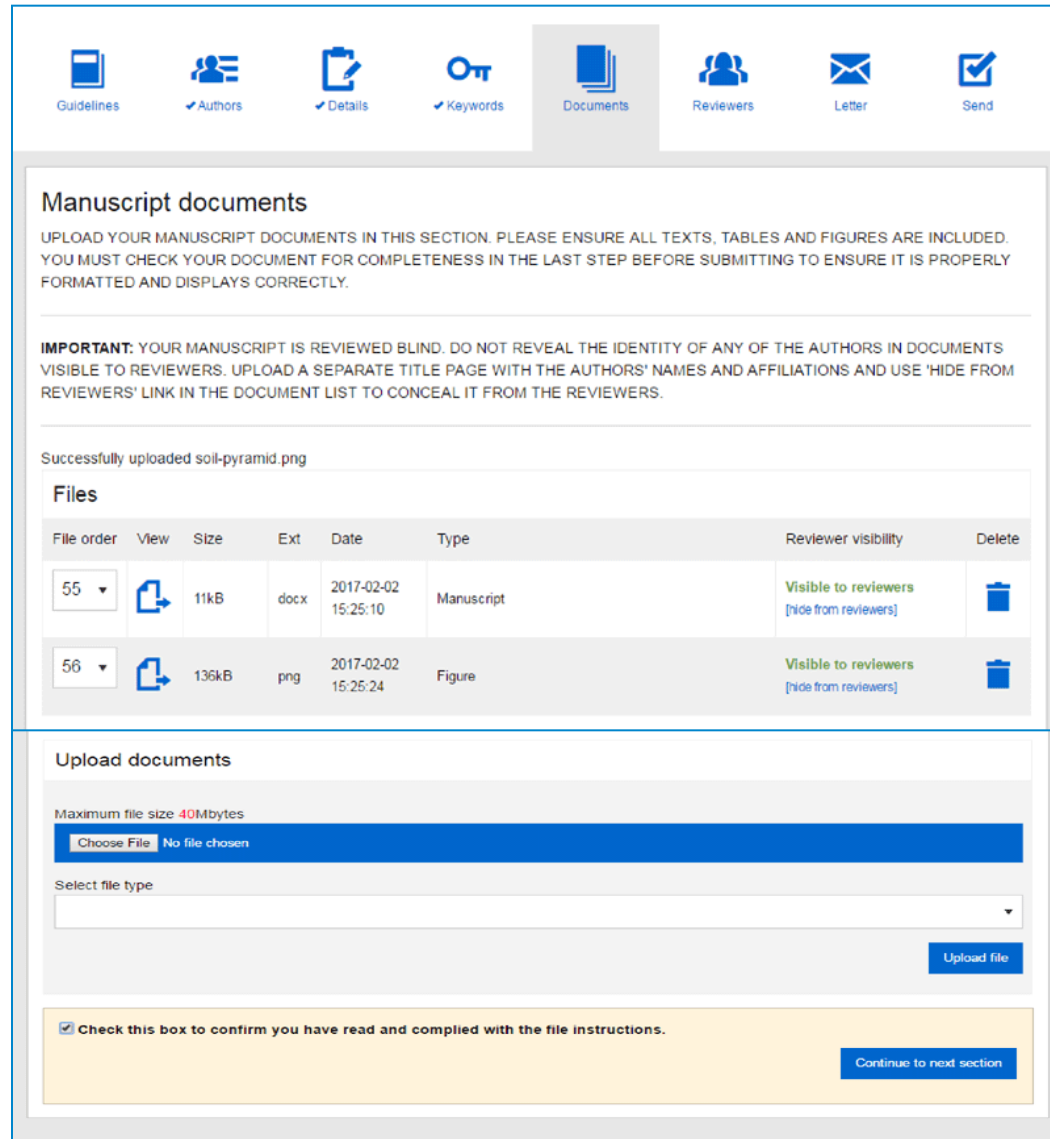
Grasslands

Save keywords and continue

The documents section allows the author to upload manuscript texts, figures and tables. A wide range of document types are acceptable.

The authors may be asked to 'hide' some of the documents from the reviewers by clicking the links in the document list. For example, if the journal has a double-blind review policy, the authors may be asked to upload a separate title page with author affiliations and 'hide' it.

Hidden files are not merged into the PDF document file that is used for reviewing purposes.



The screenshot shows the 'Documents' section of the Manuscript Manager interface. At the top, there is a navigation bar with icons for Guidelines, Authors, Details, Keywords, Documents (active), Reviewers, Letter, and Send. Below the navigation bar, the 'Manuscript documents' section is displayed. It includes instructions for uploading documents and a warning about blind review. A success message indicates that 'soil-pyramid.png' was successfully uploaded. Below this is a table of files with columns for File order, View, Size, Ext, Date, Type, Reviewer visibility, and Delete. Two files are listed: a Manuscript (11kB, docx) and a Figure (136kB, png). Both are visible to reviewers. At the bottom, there is an 'Upload documents' section with a file upload button, a file type selector, and a confirmation checkbox.

Manuscript documents

UPLOAD YOUR MANUSCRIPT DOCUMENTS IN THIS SECTION. PLEASE ENSURE ALL TEXTS, TABLES AND FIGURES ARE INCLUDED. YOU MUST CHECK YOUR DOCUMENT FOR COMPLETENESS IN THE LAST STEP BEFORE SUBMITTING TO ENSURE IT IS PROPERLY FORMATTED AND DISPLAYS CORRECTLY.

IMPORTANT: YOUR MANUSCRIPT IS REVIEWED BLIND. DO NOT REVEAL THE IDENTITY OF ANY OF THE AUTHORS IN DOCUMENTS VISIBLE TO REVIEWERS. UPLOAD A SEPARATE TITLE PAGE WITH THE AUTHORS' NAMES AND AFFILIATIONS AND USE 'HIDE FROM REVIEWERS' LINK IN THE DOCUMENT LIST TO CONCEAL IT FROM THE REVIEWERS.

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55		11kB	docx	2017-02-02 15:25:10	Manuscript	Visible to reviewers [hide from reviewers]	
56		136kB	png	2017-02-02 15:25:24	Figure	Visible to reviewers [hide from reviewers]	

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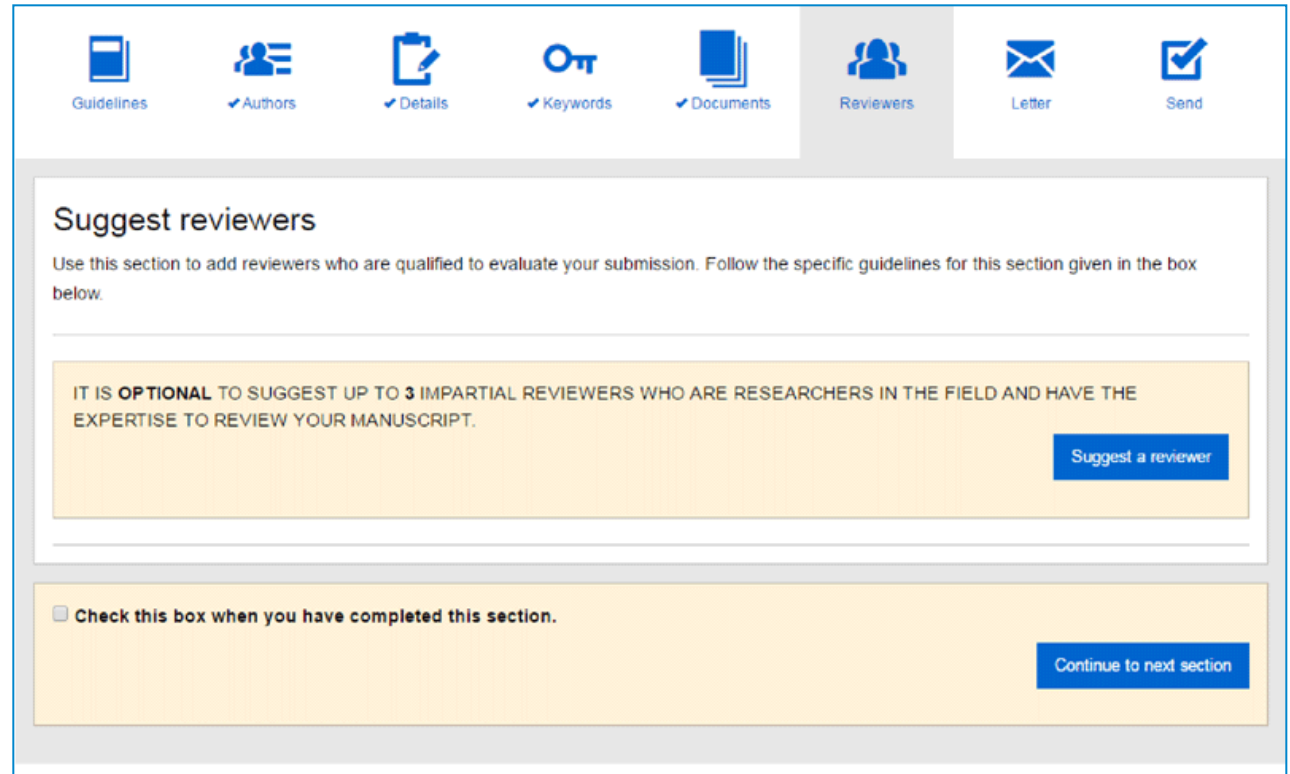
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✓ Keywords


✓ Documents


✓ Reviewers


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The PDF review document can be downloaded by the author for reference and to ensure compliance with the guidelines before finally submitting.



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

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Letter

Letter: We submit herewith our manuscript entitled, "Prophylactic antibiotics are not indicated prior to dental procedures to prevent peri-prosthetic joint infections: A new guideline of the Danish Organic Soil Sciences", for publication in.....

test's: _____


Once the manuscript is submitted, the author is returned to the dashboard.

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Andy Beare as Author [CHANGE ROLE] SEARCH DASHBOARD PROFILE [SIGN OUT]

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	<p>Manuscript ID: mtest3-2017-44 - (44)</p> <p>Manuscript submission</p> <p>Title: Soil quality in Denmark</p> <p>Authors: Andy Beare <i>Author</i>, Ewa Johanssen <i>Co-author</i></p> <p>Date submitted: 2017-02-02</p>	Submitted	

Thank you

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