

Brief guidelines for electronic submission procedures

- 1) Prepare the text (title page, abstract, main text, acknowledgements, declarations, reference list, legends for Figures, and Tables) and cover letter by MS-Word. Tables can be prepared with a separate file.
- 2) Prepare the Figures and a Graphical abstract using applications that are capable of generating high-resolution image files. Figure legends should not be included in the file.
- 3) Login as an author to [Editorial Manager®](#). You are required to have your login ID. If you do not have one, you can easily get an ID by registering your name and E-mail address or by ORCID.
- 4) Click “Submit New Manuscript” and then select article type.
- 5) On the “Attach File” page, upload the files by selecting the appropriate entry item such as i) Manuscript, ii) Table(s), iii) Figure(s), iv) Cover letter, v) Supplementary materials, vi) Graphical Abstract and vii) Others. Cover letter, Manuscript, Table(s), Figure(s) and Graphical Abstract will be built into a single PDF file; Supplementary materials will be accessed via PDF file with links; Others will not be included in PDF file, but will be accessible to the Editorial Office and Editor only as a companion file; include the COI statement; a certificate of approval issued by the ethical committee for experiments using human subjects; an “In Press” article to be referred to; or appended data/information necessary for the manuscript.
- 6) On the “General Information” page, select article section (Basic or Clinical Section), and identify submission's areas of interest and specialization by selecting 1 to 3 classifications.
- 7) On the “Suggested reviewers” page, enter the name, institutions and e-mail addresses of 2 to 5 potential suggested reviewers with specific reason for your suggestion. You can suggest no more than five opposed reviewers who you would prefer not to review this submission.
- 8) On the “Additional information” page, answer the questionnaires. You can suggest one Section Editor and two Associated Editors.
- 9) On the “Comments” page, if you have any additional comments you would like to send to the publication office, enter them.
- 10) On the “Manuscript data” page, enter the full title (limit 25 words), Abstract (limit 250/150/100 words), Keywords (limit 5/3 keywords), and all authors. These fields will be populated with information collected from your uploaded submission file. Please review these fields to be sure we found the correct information and fill in any missing details
- 11) After automatically building a formatted PDF file, download and check the file by clicking “View Submission”. If needed, make corrections by clicking “Edit Submission”. Then, you must approve the submission before it is sent to the Editorial Office by clicking “Approve Submission”. In addition to the Action links of the left, the Author may be required to accept terms of submission, by clicking the checkbox next to ‘I accept’