



The instructions below are structured so you can quickly and easily find answers to the following questions:

1. Is my manuscript suitable for *Polymer Journal*? ([Scope](#) + [Editorial Policy](#))
2. How do I format my manuscript for *Polymer Journal*? ([Format of Papers](#))
3. How do I submit my manuscript to *Polymer Journal*? ([Submission of Papers](#))

## Aims and Scope

*Polymer Journal* promotes research from all aspects of polymer science from anywhere in the world and aims to provide an integrated platform for scientific communication that assists the advancement of polymer science and related fields. The journal publishes Original Articles, Reviews, Notes and Rapid Communications.

Subject areas and topics of particular interest within the journal's scope include, but are not limited to, those listed below:

- Polymer synthesis and reactions
- Polymer structures
- Physical properties of polymers
- Polymer Surface and Interfaces
- Functional polymers
- Supramolecular polymers
- Self-assembled materials
- Biopolymers, Bio-related polymer materials
- Polymer engineering

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## Prior to Submission

### Editorial policy

The editors reserve the right to reject manuscripts without review. Such rejections must be approved by the editor-in-chief, and are intended to alleviate unnecessary workload for the

editorial board, as well as provide authors the opportunity to seek other publishing options as soon as possible. Articles that are selected for peer review will be reviewed by two or more referees.

To avoid unnecessary delays in the review process, please consider the following policies carefully before you submit your manuscript. Manuscripts that are not concise or do not conform to the conventions and standards of *Polymer Journal* will be returned to the authors for revision.

### **Authorship**

A manuscript will be considered for publication on the understanding that all named authors have agreed to its submission and that if accepted it will not be later published in the same or similar form in any language without the consent of the publishers.

The corresponding (submitting) author is responsible for having ensured that this agreement has been reached, and for managing all communication between the journal and all co-authors, before and after publication. Any changes to the author list after submission, such as a change in the order of the authors, or the deletion or addition of authors, needs to be approved by a letter signed by every author.

### **Conflicts of Interest**

In the interests of transparency and to help reviewers assess any potential bias, *Polymer Journal* requires authors of original research papers to declare any competing commercial interests in relation to the submitted work. Referees are also asked to indicate any potential conflict they might have reviewing a particular paper.

### **Electronic manipulation of images**

Digital image enhancement is acceptable practice, although it can result in the presentation of unrepresentative data as well as in the loss of meaningful signals. During manipulation of images a positive relationship between the original data and the resulting electronic image must be maintained. If a figure has been subjected to significant electronic manipulation, the specific nature of the enhancements must be noted in the figure legend or in the 'Materials and methods' section. The editors reserve the right to request original versions of figures from the authors of a paper under consideration.

### **Peer-Reviewing**

Articles that are selected for peer review will be reviewed by two or more referees. The editors reserve the right to reject manuscripts without review. Such rejections must be approved by the editor-in-chief, and are intended to alleviate unnecessary workload for the editorial board, as well as provide authors the opportunity to seek other publishing options as soon as possible.

### **Plagiarism and fabrication**

Plagiarism is when an author attempts to pass off someone else's work as his or her own. Duplicate publication, sometimes called self-plagiarism, occurs when an author reuses substantial parts of his or her own published work without providing the appropriate references. Such manuscripts would not be considered for publication. But minor plagiarism without dishonest intent is relatively frequent, for example, when an author reuses parts of an introduction from an earlier paper. The editors judge any case of which they become aware (either by their own knowledge of and reading about the literature, or when alerted by referees) on its own merits.

Springer Nature Limited is part of CrossCheck, an initiative to help editors verify the originality of submitted manuscripts. As part of this process, selected submitted manuscripts are scanned and compared with the CrossCheck database.

If a case of plagiarism comes to light after a paper is published in *Polymer Journal*, the journal will conduct a preliminary investigation. If plagiarism is found, the journal will contact the author's institute and funding agencies. A determination of misconduct will lead *Polymer Journal* to run a statement, bidirectionally linked online to and from the original paper, to note the plagiarism and to provide a reference to the plagiarised material. The paper containing the plagiarism will also be obviously marked on each page of the PDF. Depending on the extent of the plagiarism, the paper may also be formally retracted.

### Related publications

Any publications that are related to, or could be considered as overlapping with the submitted manuscript must be mentioned in the manuscript cover letter, with clear explanation of how the publication relates to the submitted manuscript. Author may be required to submit copy of the published material for inspection by the editors and reviewers.

### Manuscript types

The content types accepted by *Polymer Journal* are:

- Original article
- Notes
- Rapid Communications
- Reviews
- Focus Reviews

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## Format of Papers

### Preparation of manuscripts

Manuscripts are considered with the understanding that they have not been published previously in print or electronic format and are not under consideration by another publication or electronic medium. Copies of possibly duplicative materials that have been previously published or are being considered elsewhere must be provided at the time of manuscript submission.

### Cover Letter

The uploaded covering letter must state that the material has not been submitted for publication elsewhere while under consideration for *Polymer Journal*. Identify the name, full postal address, email address, and fax number, of the corresponding author. Any manuscripts written by the same authors on the related research topic under review or accepted for publication elsewhere should also be mentioned in the letter.

Authors should also specify the relevant article type and select from the list below the topic to which their submitted manuscript relates:

1. Polymer Synthesis and Reactions
2. Polymer Structures

3. Physical Properties of Polymers
4. Functional Polymers
5. Biopolymers
6. Polymer Engineering

The authors are free to offer suggestions for suitable expert reviewers. (This can also be done on the submission system).

The layout of the paper should be as follows:

### Original Article

Original Articles should describe studies that are of high scientific quality and that are of interest to the diverse readership of the journal. Such a manuscript should include an abstract, and appropriate experimental details to support the conclusions. Original Articles should be no more than **5000 words** and should not normally include more than **12** display items (tables and/or figures).

Original Article papers should include following sections;

- Title Page
- Running Head (up to **50** letters)
- Abstract (up to **200** words)
- Key Words (2-7)
- Authors names, affiliations and addresses
- Text (less than **5000** words)
- References
- Figure Legends
- Display Items (Tables & Figures) (less than **12**)
- Graphical Abstract (see instruction below)

(please see instructions below for details on the style of each section.)

### Notes

A Note should describe studies that fall short of the criteria for full research papers (e.g. a short experimental report limited by sample size or duration, a novel hypothesis or commentary). Experimental details are not required in a Note, but a general outline of experimental methods should be included. A Note should contain no more than **2500** words of text and a maximum of **5** display items (tables and/or figures).

Text for the Notes should include following sections

- Title Page
- Running Head (up to **50** letters)
- Key Words (2-7)
- Authors names, affiliations and addresses
- Text (less than **2500** words)
- References
- Figure Legends
- Display Items (Tables & Figures) (less than **5**)

- Graphical Abstract (see instruction below)

(please see instructions below for details on the style of each section.)

### Rapid Communications

A manuscript dealing with significant findings that is worthy of rapid publication can be submitted as a Rapid Communication. Follow the above directions for Notes papers.

### Review

Reviews are occasionally solicited by the editors; however, we also welcome timely, unsolicited Review Articles for consideration of publication. Authors with proposals for Reviews should present information concerning the proposed content and co-authors to the Editor-in-Chief prior to submission.

Reviews should include the following sections;

- Title Page
- Running Head (up to **50** letters)
- Abstract (up to 200 words)
- Key Words (2-7)
- Authors names, affiliations and addresses
- Text (less than **8000** words)
- References
- Figure Legends
- Display Items (Tables & Figures)
- Graphical Abstract (see instruction below)

(please see instructions below for details on the style of each section.)

### Focus Review

Occasionally solicited by the editors, Focus Review is a smaller review focusing on a clearly defined topic of author's own research, and it should describe recent developments in the field. Focus Review should include same sections as standard reviews, but should not contain more than 4000 words and more than 8 display items.

### Article section

In general, manuscripts should be divided in to the following sections:

Title page

Abstract

Introduction

Materials and methods/ Experimental Procedure

Results\*

Discussion\*

Acknowledgments

References

Figure legends

Display Items (Figures and Tables)

Supplementary Information

Graphical Abstract

\*Results and Discussion sections may be combined as necessary.

[Title page]

Title page, giving a concise but informative title, and the first and last names, other initials, and affiliations (but not degrees) of all contributors (formerly called authors). The order in which the contributors are listed should be agreed upon amongst the investigators and should indicate that the first listed made the greatest contribution to the paper. Affiliations and footnotes for authors should be ordered as follows:

1. Professional affiliations of authors (where the work was done)
2. Any present addresses
3. Equal contributing/Jointly supervising/Deceased author article notes

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FirstnameA LastnameA<sup>1,2,5</sup>, FirstnameB. LastnameB<sup>2,6</sup>, FirstnameC LastnameC<sup>3,6,7</sup> &  
FirstnameD LastnameD<sup>1,4</sup>

<sup>1</sup>Affiliation 1. <sup>2</sup>Affiliation 2. <sup>3</sup>Affiliation 3. <sup>4</sup>Affiliation 4. <sup>5</sup>Present address: Affiliation 5. <sup>6</sup>These authors contributed equally: FirstnameB. LastnameB, FirstnameC LastnameC. <sup>7</sup>Deceased: FirstnameC LastnameC  
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The numbering given to any present addresses, the equally contributing, jointly supervising, and deceased author footnotes follow sequentially after the final affiliation number for all authors.

Please provide a running head of no more than 50 characters including spaces.

Minimum of 2 to up to 7 keywords, which may or may not appear in the title, should be given in alphabetical order, below the abstract, each separated by a slash (/).

[Abstract]

An abstract of not more than 200 words. The abstract should be comprehensible to readers before they have read the paper, and abbreviations and reference citations within the abstract should be avoided.

[Introduction]

This should give a short, clear account of the background and reasons for undertaking the study. It should not be a review of the literature.

[Materials and methods/ Experimental Procedure]

This section should contain sufficient detail so that all experimental procedures can be repeated by others, in conjunction with cited references. This section may be divided into subheadings to assist the reader. Names of products and manufacturers should be included only if alternative sources are deemed unsatisfactory.

Instruments used, as well as standard techniques and procedures applied throughout the work, should appear in a paragraph at the beginning of the Materials or Experimental section. Novel experimental procedures should be described in detail, but published procedures should be referred to by literature citation of the original article and published modifications. The title of an experiment should include the chemical name and compound number (indicated by bold face numeral 1, 1a) of any product prepared; subsequently the compound should be identified by its number.

[Results]

The description of results should not simply reiterate data that appear in tables and figures and, likewise, the same data should not be displayed in both tables and figures. The results section should be concise and follow a logical sequence. If the paper describes a complex series of experiments, it is permissible to explain the protocol/experimental design before presenting the results. Do not discuss the results or draw any conclusions in this section. This section may be divided into subheadings to assist the reader. Large datasets or other cumbersome data pertinent to the manuscript may be submitted as supplementary information.

[Discussion]

Do not recapitulate the results, but discuss their significance against the background of existing knowledge, and identify clearly those aspects that are novel. The final paragraph should highlight the main conclusion(s), and provide some indication of the direction future research should take. This section may be divided into subheadings to assist the reader. Results and Discussion may be combined.

[Acknowledgements]

These should be brief, and should include sources of financial support, material (e.g. novel compounds, strains, etc.) not available commercially, personal assistance, advice from colleagues and gifts.

[References]

Authors are responsible for the accuracy of the references. All authors should be quoted. In the text of the manuscript, references to the literature should be numbered consecutively and given in brackets. Each reference should be numbered individually and listed at the end of the manuscript. Only articles that have been published or accepted and waiting for publication (listed as 'in press' following digital object identifier number) should be in the reference list. Unpublished data and personal communications should not be cited. Journal names are italicized and abbreviated (with full stops) according to common usage.

Example of references:

*Journal article*

Smith JJ. The world of science. *Am J Sci.* 1999;36:234–5.

*Journal article - online only*

O'Mahony S, Rose SL, Chilvers AJ, Ballinger JR, Solanki CK, Barber RW, et al. Finding an optimal method for imaging lymphatic vessels of the upper limb. *Eur J Nucl Med Mol Imaging*. 2004;31:555–63. <https://doi.org/10.1007/s00259-003-1399-3>.

*Journal article with DOI (and with page numbers)*

Tanaka, T. U. Chromosome bi-orientation on the mitotic spindle. *Phil. Trans. R. Soc. Lond.* Bdoi:10.1098/rstb.2004.1612 (in press).

*Journal article by DOI (before issue publication with page numbers)*

O'Mahony S, Rose SL, Chilvers AJ, Ballinger JR, Solanki CK, Barber RW, et al. Finding an optimal method for imaging lymphatic vessels of the upper limb. *Eur J Nucl Med Mol Imaging*. 2004. <https://doi.org/10.1007/s00259-003-1399-3>.

*Article in electronic journal by DOI (nopaginated version)*

Slifka MK, Whitton JL. Clinical implications of dysregulated cytokine production. *Dig J Mol Med*. 2000. <https://doi.org/10.1007/s801090000086>.

*Journal article in a supplement*

Frumin AM, Nussbaum J, Esposito M. Functional asplenia: demonstration of splenic activity by bone marrow scan. *Blood*. 1979;59 Suppl 1:26–32.

*Book chapter*

Wyllie AH, Kerr JFR, Currie AR. Cell death: the significance of apoptosis. In: Bourne GH, Danielli JF, Jeon KW, editors. *International review of cytology*. London: Academic; 1980. p. 251–306.

*OnlineFirst chapter in a series (without a volume designation but with a DOI)*

Saito Y, Hyuga H. Rate equation approaches to amplification of enantiomeric excess and chiral symmetry breaking. *Top Curr Chem*. 2007. [https://doi.org/10.1007/128\\_2006\\_108](https://doi.org/10.1007/128_2006_108).

*Book, authored*

Blenkinsopp A, Paxton P. *Symptoms in the pharmacy: a guide to the management of common illness*. 3rd ed. Oxford: Blackwell Science; 1998.

*Online document*

Doe J. Title of subordinate document. In: *The dictionary of substances and their effects*. Royal Society of Chemistry. 1999. [http://www.rsc.org/dose/title of subordinate document](http://www.rsc.org/dose/title%20of%20subordinate%20document). Accessed 15 Jan 1999.

*Online database*

Healthwise Knowledgebase. *US Pharmacopeia*, Rockville. 1998. <http://www.healthwise.org>. Accessed 21 Sept 1998.



*Supplementary material/private homepage*

Doe J. Title of supplementary material. 2000. <http://www.privatehomepage.com>. Accessed 22 Feb 2000.

*University site*

Doe, J.: Title of preprint. <http://www.uni-heidelberg.de/mydata.html> (1999). Accessed 25 Dec 1999.

*FTP site*

Doe, J.: Trivial HTTP, RFC2169. <ftp://ftp.isi.edu/in-notes/rfc2169.txt> (1999). Accessed 12 Nov 1999.

*Organization site*

ISSN International Centre: The ISSN register. <http://www.issn.org> (2006). Accessed 20 Feb 2007.

[Figures]

These should be labeled sequentially as Figure 1, Figure 2, etc. **Each figure should be saved in a separate file**, numbered and titled and cited in the text. Figure legends should be printed, double spaced, on a separate sheet titled 'Titles and legends to figures'. Figures should be referred to specifically in the text of the paper but should not be embedded within the text. The use of three-dimensional histograms is strongly discouraged when the addition of the third dimension gives no extra information. If a table or figure has been published before, the authors must obtain written permission to reproduce the material in both print and electronic formats from the copyright owner and submit it with the manuscript. This follows for quotes, illustrations and other materials taken from previously published works not in the public domain. The original source should be cited in the figure caption or table footnote.

At submission, ALL figures should be of a high enough quality to be assessed in the peer review process. A minimum resolution of 300 dpi is required at the size the image is to appear in print. The minimum resolution for images containing text should be 400dpi and 1000dpi for images containing line art. Please refer to the [Artwork Guidelines](#) for details of artwork (Figures and Images) preparation.

[Colour Figures]

Colour figures are printed in colour FREE of extra charge. Authors who wish their articles to have color figures must supply separate files in the following format.

Width	500 pixels for single images; 900 pixels for multi-part images (authors should select "constrain proportions", or equivalent instructions, to allow the application to set the correct height automatically).
Resolution	125 dpi (dots per inch) or "Save for Web" if using Photoshop.

Format	JPEG for photographs, GIF for line drawings or charts. ChemDraw files and Word files (with figures embedded) are also acceptable.
File naming	Please save image with .jpg or .gif extension to ensure it can be read by all platforms and graphics packages.

[Chemical Structures]

The authors should draw chemical structures with ChemDraw™ software. Figures containing chemical structures should be submitted in a size appropriate for direct incorporation into the printed journal. Chemical structures should be drawn using the ChemDraw program with below setting;

Draw setting:

Font	8pt Arial
chain angle	120 o
bond spacing	18% width
fixed length	14.4pt (0.508 cm)
bold width	2.0 pt (0.071cm)
line width	0.6 pt (0.0212 cm)
tolerance	3 pt (0.106 cm)
margin width	1.6 pt (0.056 cm)

A ChemDraw template is also available that will assist you in following our journal style. Please download the template from [here](#). For further details on preparation of chemical structures, please refer to [Springer Nature's chemistry style guide](#)

[Tables] These should be labelled sequentially as Table 1, Table 2, etc. **Each table should be saved in a separate file**, numbered and titled, and cited in the text. Reference to table footnotes should be made by means of Arabic numerals. Tables should not duplicate the content of the text. They should consist of at least two columns; columns should always have headings. Authors should ensure that the data in the tables are consistent with those cited in the relevant places in the text, totals add up correctly, and percentages have been calculated correctly. Unlike figures or images, tables may be embedded into the word processing software if necessary, or supplied as separate electronic files.

[Supplementary information] Supplementary information is peer-reviewed material directly relevant to the conclusion of an article that cannot be included in the printed version owing to space or format constraints. It is posted on the journal's web site and linked to the article when the article is published and may consist of data files, graphics, movies or extensive tables.

The printed article must be complete and self-explanatory without the supplementary information. Supplementary information enhances a reader's understanding of the paper but is not essential to that understanding.

Supplementary information must be supplied to the editorial office in its final form for peer review. On acceptance the final version of the peer reviewed supplementary information should be submitted with the accepted paper.

To ensure that the contents of the supplementary information files can be viewed by the editor(s), referees and readers, please also submit a 'read-me' file containing brief instructions on how to use the file.

The supplementary information may not be altered, nor new supplementary information added, after the paper has been accepted for publication.

#### Supplying supplementary information files

Authors should ensure that supplementary information is supplied in its FINAL format because it is not subedited and will appear online exactly as originally submitted. It cannot be altered, nor new supplementary information added, after the paper has been accepted for publication.

Please supply the supplementary information via eJP, the electronic manuscript submission and tracking system, in an acceptable file format (see below). Authors should:

- Include a text summary (no more than 50 words) to describe the contents of each file.
- Identify the types of files (file formats) submitted.
- Include the text 'Supplementary information is available at (the journal's name)'s website' at the end of the article and before the references.

#### Accepted file formats

- Quick Time files (.mov)
- Graphical image files (.gif)
- MPEG movie files (.mpg)
- JPEG image files (.jpg)
- Image tiff files (.tiff)
- Video avi (.avi)
- Sound files (.wav)
- Plain ASCII text (.txt)
- Acrobat files (.pdf)
- MS Word documents (.doc)
- Postscript files (.ps)
- MS Excel spreadsheet documents (.xls)
- PowerPoint (.ppt)
- ChemDraw (.cdx)
- Tex, Latex (.tex)

File sizes must be as small as possible, so that they can be downloaded quickly. Images should not exceed 640 x 480 pixels (9 x 6.8 inches at 72 pixels per inch) but we would recommend 480 x 360 pixels as the maximum frame size for movies. We would also recommend a frame rate of 15 frames per second. If applicable to the presentation of the supplementary information, use a 256-colour palette. Please consider the use of lower specification for all of these points if the supplementary information can still be represented clearly. Our recommended maximum data rate is 150 KB/s.

The number of files should be limited to eight, and the total file size should not exceed 8 MB. Individual files should not exceed 1 MB. Please seek advice from the editorial office before sending files larger than our maximum size to avoid delays in publication.

Further questions about the submission or preparation of supplementary information should be directed to the editorial office.

## [Graphical Abstract]

A graphical abstract, which summarizes the manuscript in a visual way, is designed to attract the attention of readers in the table of contents of the journal. Graphical abstracts are published with Articles, Reviews and Notes. The graphical abstract may contain chemical structures or images. Colour graphical abstracts are encouraged and will be published at no additional charge. The image must be sized to fit in a rectangle of dimensions **90** mm wide × **40** mm high. The graphic should be submitted as a single file using a standard file format (see below) and will be published in the table of contents in print and online. All graphical abstracts should be submitted with a white background and imagery should fill the available width, whenever possible. Please see figure guidelines for resolution requirements. Graphical abstracts should be accompanied by a caption of no more than 90 words.

## House Style

### Research Data Policy

We encourage authors, where possible and applicable, to deposit data that supports the findings of their research in a public repositories. Please see the journal's guidelines on Research Data policy [here](#).

### General

As the electronic submission will provide the basic material for typesetting, it is important that papers are prepared in the general editorial style of the journal.

1. See the artwork guidelines for information on labeling of figures
2. Do not make lines thinner than 1pt (0.36mm)
3. Use a coarse hatching pattern rather than shading for tints in graphs
4. Colour should be distinct when being used as an identifying tool
5. Use SI units throughout
6. Spaces, not commas, should be used to separate thousands
7. Abbreviations should be preceded by the words for which they stand in the first instance of use
8. Text should be double spaced with a wide margin

## Chemical nomenclature and abbreviations

Molecular structures are identified by bold, Arabic numerals assigned in order of presentation in the text. Once identified in the main text or a figure, compounds may be referred to by their name, by a defined abbreviation, or by the bold Arabic numeral (as long as the compound is referred to consistently as one of these three).

Where possible, authors should refer to chemical compounds and biomolecules using systematic nomenclature, preferably using IUPAC. Standard chemical and biological abbreviations should be used. Unconventional or specialist abbreviations should be defined at their first occurrence in the text.

Abbreviations should be used primarily as an aid to the readers, rather than as a convenience to the authors, and therefore their use should be limited.

## English Language Usage

Researchers who are not native speakers of English who submit manuscripts to international journals often receive negative comments from referees or editors about the English-language usage in their manuscripts, and these problems can contribute to a decision to reject a paper. To help reduce the possibility of such problems, we strongly encourage such authors to take at least one of the following steps:

- Have your manuscript reviewed for clarity by a colleague whose native language is English.
- Use one of the many English language editing services that are available, such as that offered by [Springer Nature Limited Language Editing](#). An editor will improve the English to ensure that your meaning is clear and identify problems that require your review.

Please note that the use of [Springer Nature Limited Language Editing](#) is at the author's own expense and in no way implies that the article will be selected for peer review or accepted by an Springer Nature journal (or any other journal). The decisions that the editors of any Springer Nature journal make based on the quality and suitability of a manuscript for that journal are entirely independent of whether that manuscript has been language-edited by [Springer Nature Limited Language Editing](#).

## Submission of papers

The first thing you need to do, if you have not done so already, is [register for an account](#). After this, please follow the instructions below to enable you to submit your article through our secure server. Research Data Policy We encourage authors, where possible and applicable, to deposit data that supports the findings of their research in a public repositories. Please see the journal's guidelines on Research Data policy here.

Please be sure that your browser is set to accept cookies. Our tracking system requires cookies for proper operation. (If you have Windows XP the defaults will need changing. For more details on this, please refer to the 'Tips' function on this site.)

## Navigating the System

When you first access our tracking system, you will be taken to your Home page, where different categories of tasks are listed. If you are required to perform a pending action item or task, there will be a **red arrow** ➔ next to a 'Manuscript' link. Throughout the system, **red arrows** ➔ reflect pending action items which you should address. If there are no red arrows visible on your Home page, then you are finished and have no outstanding tasks to complete.

At any time please press [HOME](#) to go to the submission home page.

## Process for Manuscript Submission

Please make sure you have gathered all the required manuscript information listed above **BEFORE** starting the submission process. The manuscript submission process starts when you press the "Submit Manuscript" link on your "Home" page. The manuscript submission process is broken down into a series of 4 screens which gather detailed information about your manuscript and allow you to upload your text and figure/image files. The screens run in this order:

1. The 'Files' primary task allows you to select the actual file locations (via an open file dialogue). You will be able to 'Browse' for the relevant files on your computer. **Please include the figure number in the title line for each figure.** On the completion screen, you will be asked to specify the order in which you want the individual files to appear in the merged document. Editors and/or reviewers will also be able to look at the individual PDF files if necessary.
2. The 'Manuscript Information' primary task which asks for author details, the manuscript title, abstract, other associated manuscript information and types/number of files to be submitted. Please note, if you are the corresponding author please submit your details in the corresponding author fields; DO NOT re-enter the same details in the contributing author fields.
3. The 'Validate' primary task gives you the opportunity to check and verify the manuscript files and manuscript information uploaded. If you are submitting manuscript files separately, we create a merged PDF containing your manuscript text, figures and tables to simplify the handling of your paper. You will need to approve the merged PDF file, and a PDF or any other file not included in the merge, to submit your manuscript. You may also update and/or change manuscript files and manuscript information by clicking on the 'Change' or 'Fix' links respectively.
4. The 'Submit' primary task is the last step in the manuscript submission process. At this stage the Manuscript Tracking System will perform a final check to ensure that all mandatory fields have been completed. Any incomplete fields will be flagged by a red arrow and highlighted by a red box. Click on the 'Fix' link to return to relevant section for completion. Once your manuscript has been finalised, click on the 'Approve Submission' button to submit your manuscript for consideration. A 'Manuscript Approved' message will display on your author desktop to confirm the submission.

You will need to have the following details for all authors before commencing online submission. Items in parenthesis are not essential for co-authors:

- Email Addresses
- First and Last Names
- Institution
- (Full Postal Address)

- (Work Telephone Numbers)
- Fax Numbers

In addition you will need:

- Covering letter
- Title and Running head (you can copy and paste this from your manuscript)
- Abstract (you can copy and paste this from your manuscript)
- Manuscript files in Word, WordPerfect, text or any RTF format
- Figures/Images in external files in TIFF or JPEG, in either grayscale or CMYK colour, not in RGB
- Tables in Excel (preferred) as separate files or embedded at the end of the manuscript file

Do not embed images and figures within the text from word processing software as embedded images are not acceptable for production. (Tables are an exception to this rule as you may be generating them using the same software and as resolution quality tends to be less important for tables.)

(Updated Note on July 2010)

For the convenience of authors and for reviewing purpose only, the journal editorial office will consider manuscripts at the first submission stage that are submitted as a single file (Word or PDF), with figures embedded within the text or appearing in numerical order at the end of the manuscript. Note that if you are invited to re-submit a revised version, the figure and table files must be uploaded upon re-submission of the revised manuscript as separate files via the manuscript tracking system (eJP). Failure to submit separate figure files as directed may lead to a delay in the publication of your manuscript.


### **Adobe Acrobat**

We recommend that for accessing the PDF files, best results are achieved if you have access to Adobe Acrobat Reader (6.0 or above). If you require installation of this FREE program, please download from the link [here](#) and follow the on-screen instructions. (We recommend that on completion of installation, you amend one of the default settings. Select: Edit - Preferences - Web Capture, and select Open Web links: In Acrobat. This will open PDF files in Acrobat Reader itself rather than in your browser. The amendment will not affect any functionality of either Acrobat Reader or your browser software.)

Please refrain from submitting your manuscript by e-mail attachment. If the site replicates your details on screen, then your paper has been successfully submitted.

Once you have submitted your files and the conversion is in progress, you may log off the Internet and come back later to check and approve the conversion. This process can take up to 5 - 10 minutes before the PDF, created in the conversion process, is ready for approval. Please remember that your manuscript will not be submitted until you have approved the converted files.

## Getting Help

If you need additional help, you can click on the help signs  spread throughout the system. A help dialogue will pop up with context sensitive help. Should further assistance be required, then please contact the Platform Support Helpdesk during UK working hours, at [Platform Support Helpdesk](#).

## Manuscript Status

After you approve your manuscript, it is submitted and you will receive an acknowledgement by email. You can check the status of your manuscript at any time in the review process by:

1. Accessing the system with your password or the link sent to you in the acknowledgement email
2. Clicking on the link represented by your manuscript tracking number and abbreviated title.
3. Clicking on the "Check Status" link at the bottom of the displayed page.

This procedure will display tracking information about where your manuscript is in the submission/peer review process.

## Post-Acceptance

Once a manuscript is accepted and typeset, the corresponding author will be prompted via the Springer Nature platform called Open Access System Solution to complete and sign a License to Publish form on behalf of all authors. Failure to complete the form will result in delay of publication.

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