

## SUBMIT A MANUSCRIPT – STEP-BY-STEP

To be able to submit you need to register with the journal:

- 1) go to [the journal website](#) and click on the REGISTER tab at the top of the page
- 2) complete the form – remember to register as an 'Author' at the bottom of the form – and when ready, complete by clicking the green button 'REGISTER'
- 3) go to 'LOG IN' and enter your Username and Password
- 4) you will see the screen with *User Home* and your registered role 'Author' (possible several roles depending on your profile in the system)
- 5) click on 'Author'
- 6) this will show a new screen with 'Active Submissions' – below you will see 'Start a New Submission' – click on 'CLICK HERE to go to step one of the....'

### Step 1 - Starting the Submission:

1. Select section
2. Mark all items on *Submission Checklist*
3. Mark the box in *Copyright Notice*
4. Take notice of the *Journal's Privacy Statement*
5. Enter any comments for the editor in the text box available

## Step 1. Starting the Submission

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1. **START** 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY / FIGURE FILES 5. CONFIRMATION

Authors submit items to this journal through this web site in a five-step process for uploading the manuscript and relevant information (with an option to upload, as well, supplementary / figure files, such as research data and instruments). If difficulties are encountered in this process, contact [Co-Action Publishing](#) by email or phone +46 (0)18 495 11 38 for assistance.

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### Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About](#) the Journal).

Section\*

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### Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- I, the corresponding author, am authorized by *all* of my co-authors to submit this paper.
- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The article, or any part thereof, is in no way a violation of any existing original or derivative copyright.
- The article contains nothing obscene, indecent, objectionable or libellous.
- The submission file is in Microsoft Word, RTF, or WordPerfect document file format.
- When available, the URLs to access references online are provided, including those for open access versions of the reference. The URLs are ready to click (e.g., <http://www.co-action.net/journals/fnr>)
- The text is double-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all tables and figure legends are placed at the end of the manuscript following the references.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- The same elements have been keyed in exactly the same way throughout the manuscript.
- Only one space has been entered after the full-stop at the end of a sentence.
- The text has not been justified; a ragged right-hand margin has been used.
- Words have not been broken at the end of lines. Use a hyphen only to hyphenate compound words!

## Step 2 - Entering the Submission's Metadata:

1. Enter author details – if more than one press *Add Author*
2. Enter Title and Abstract, if applicable
3. Provide terms for Indexing
4. Identify agencies if applicable

### Step 2. Entering the Submission's Metadata

1. START 2. **ENTER METADATA** 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY / FIGURE FILES 5. CONFIRMATION

#### Authors

First name*	<input type="text" value="Co-Action"/>
Middle name	<input type="text"/>
Last name*	<input type="text" value="Publishing"/>
Affiliation	<input type="text"/>
Country	<input type="text" value="Sweden"/>
Email*	<input type="text" value="Author@co-action.net"/>
URL	<input type="text"/>
Bio statement (E.g., department and rank)	<input type="text"/>

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#### Title and Abstract

Title*	<input type="text" value="Test article title"/>
Abstract*	<input type="text" value="Test article abstract"/>

### Step 3 – Uploading the Submission:

Upload manuscript file and press *Save and continue* – you have an option to replace, if not needed, just press *Save and continue* again.

NB! The accompanying or cover letter to the Editor can be uploaded during the next step, Step 4, of the process.

## Step 3. Uploading the Submission

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1. START 2. ENTER METADATA **3. UPLOAD SUBMISSION** 4. UPLOAD SUPPLEMENTARY / FIGURE FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Authors submit items to this journal through this web site in a five-step process for uploading the manuscript and relevant information (with an option to upload, as well, supplementary / figure files, such as research data and instruments). If difficulties are encountered in this process, contact [Co-Action Publishing](#) by email or phone +46 (0)18 495 11 38 for assistance.

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### Submission File

File name	<a href="#">5067-10035-1-SM.docx</a>
Original file name	Test_article_1.docx
File size	10KB
Date uploaded	2010-03-30 08:34 AM

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Replace submission file

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## Step 4 – Upload Supplementary/Figure files:

1. Upload each figure separately - upload and press *Save and continue*.
2. On this page (4a) you give a Title, e.g. 'Figure 1' and in Supplementary /Figure file area you mark 'Present file to reviewers' and press *Save and continue*.
3. If you have supplementary material you can upload as above but in addition you may supply metadata for indexing.
4. Accompanying or cover letter to the Editor can be uploaded within this step as well. Upload as indicated and give the file the title 'Cover letter' as notification.
5. When you are satisfied you press *Save and continue* once more

### Step 4. Uploading Supplementary / Figure Files

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. **UPLOAD SUPPLEMENTARY / FIGURE FILES** 5. CONFIRMATION

In this area you may upload Supplementary and/or Figure files. Figure files should be uploaded and given a title in accordance with the figure number; e.g., figure 1 in the manuscript should be given the Title: 'Figure 1'. Figures will be shared with reviewers so please make sure they do not compromise a blind review if applicable (see Submission preparation checklist for details). Mark the box 'Present file to reviewers'.

Regarding Supplemental material. This optional step in the submission process allows authors to add files to the submission that improve the contribution which the submission makes. Supplementary Files might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, or (d) figures or tables that cannot be integrated into the text itself. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format. They can be shared with peer reviewers, if they do not compromise a blind review (if applicable).

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
686		Fig 1.doc	03-30	<a href="#">EDIT</a>   <a href="#">DELETE</a>

Upload supplementary / figure file   [ENSURING A BLIND REVIEW](#)

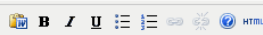
## Step 4a. Add a Supplementary / Figure File

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. **UPLOAD SUPPLEMENTARY / FIGURE FILES** 5. CONFIRMATION

[<< Back to Supplementary / Figure Files](#)

### Supplementary / Figure File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file (for Figure files, please provide a Title only, mark 'Present file to reviewers' and upload!).

Title*	<input type="text" value="Figure 1"/>
Creator (or owner) of file	<input type="text"/>
Keywords	<input type="text"/>
Type	<input type="text" value="Research Instrument"/> <input type="button" value="v"/> Specify other <input type="text"/>
Brief description	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 2px; text-align: center;"></div>
Publisher	<input type="text"/>
Contributor or sponsoring agency	<input type="text"/> Use only with formally published materials.
Date	<input type="text" value="2010-03-30"/> <input type="text" value="YYYY-MM-DD"/>
Source	<input type="text"/> Date when data was collected or instrument created.
Language	<input type="text"/> Name of study or other point of origin. English=en; French=fr; Spanish=es. <a href="#">Additional codes.</a>

### Supplementary / Figure File

File name [5067-10036-1-SP.doc](#)  
Original file name [Fig 1.doc](#)  
File size 26KB  
Date uploaded 2010-03-30 09:28 AM

Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file   Use Save to upload file.

\* Denotes required field

## Step 5 – Confirming the Submission

1. Check that the files are correct – if not you can move ‘back’ and correct
2. Press ‘Finish Submission’
3. You will be sent an acknowledgement email with confirmation of successful submission and with access details.

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### Step 5. Confirming the Submission

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1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY / FIGURE FILES **5. CONFIRMATION**

To submit your manuscript to Food & Nutrition Research click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Food & Nutrition Research.

#### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
10035	<a href="#">TEST_ARTICLE_1.DOCX</a>	Submission File	10KB	03-30
10036	<a href="#">FIG_1.DOC</a>	Supplementary / Figure File	26KB	03-30
10037	<a href="#">FIG_2.DOC</a>	Supplementary / Figure File	26KB	03-30

If you still experience problems please contact [support@co-action.net](mailto:support@co-action.net) or call at +46-18-495 11 38