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**SIMPLE STEPS FROM SUBMISSION TO PUBLICATION**

1. Visit the website of your chosen journal and click on ‘Submit’ in the top menu. This takes you to the journal submission guide. When you are ready to submit, log-in to your ScholarOne account* if you are an existing user or create an account if you are new to the system.

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2. Upload your manuscript. Our submission prefill process enables auto-completion of fields using information from the paper (.doc or .docx only). If you prefer to enter your manuscript details manually, you may do so.

3. Provide details of the article type, title and abstract.

4. Upload remaining files, including supplementary files.

5. Select subject area(s) from the drop-down list (up to 6), discipline (1, RSOS-only) and add keywords in the free text box (between 3 and 6).

6. Add all authors*, their institutions**. Add author contributions via CRediT

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7. Suggest reviewers/editors with options of ‘preferred’ and/or ‘non-preferred.’ Diverse representation is encouraged when suggesting reviewers.

8. Add remaining details, including:
   - Cover letter and funding details
   - Ethics and competing interest statements
   - Data accessibility information
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