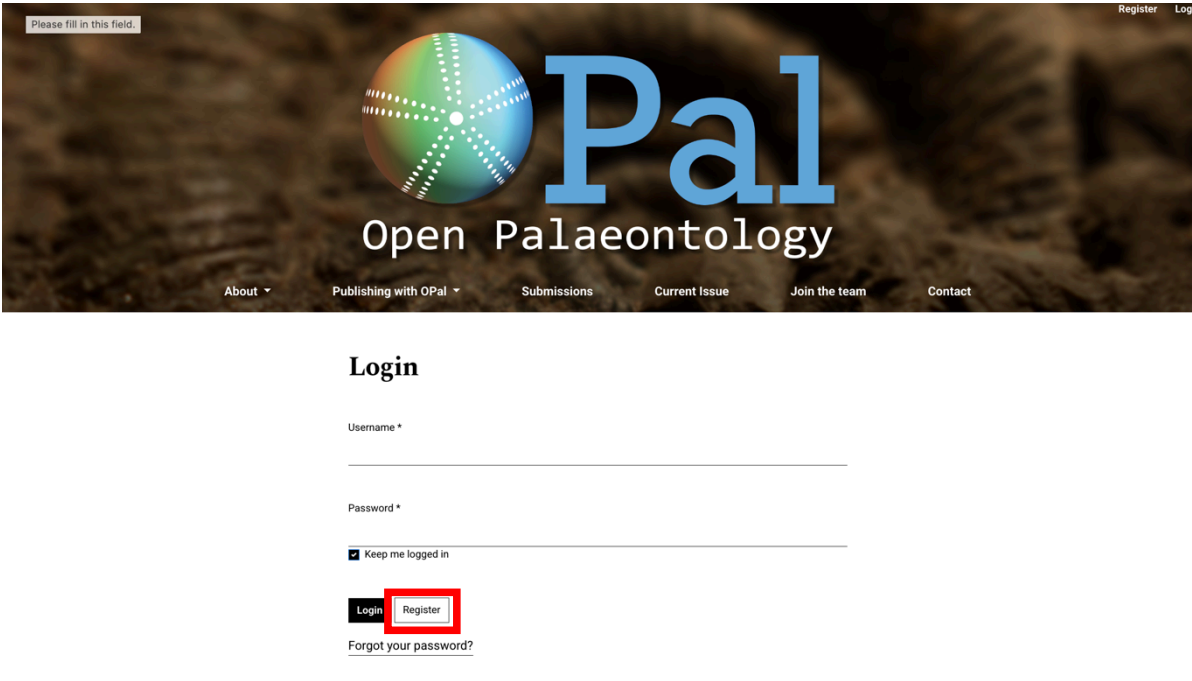


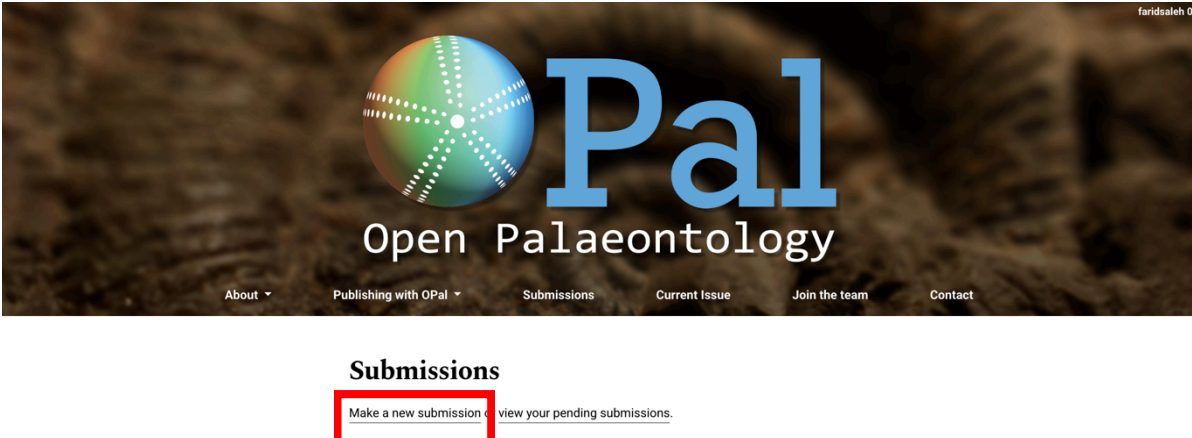
Open Palaeontology Submission Guide

1. To submit a paper to *Open Palaeontology*, you need to create an account by clicking on “**Register**” at the following link: <https://www.openpalaeo.org/login>. You will be asked to provide some basic information, including your name, affiliation, contact details, whether you’re willing to review for *Open Palaeontology*, and to choose a username and password.



The screenshot shows the Open Palaeontology website. At the top, there is a navigation bar with links: About, Publishing with OPal, Submissions, Current Issue, Join the team, and Contact. The main header features the OPal logo and the text 'Open Palaeontology'. Below the header, the 'Login' section is visible. It includes fields for 'Username *' and 'Password *', a checkbox for 'Keep me logged in', and two buttons: 'Login' and 'Register'. The 'Register' button is highlighted with a red box. A link for 'Forgot your password?' is also present.

2. Once you have chosen a username and password, please log in on the same page as before, then click on “**Submissions**”. Alternatively, you can use the following link to be redirected there: <https://www.openpalaeo.org/about/submissions>. On this page, please click on “**Make a new submission**”.



The screenshot shows the Open Palaeontology website. At the top, there is a navigation bar with links: About, Publishing with OPal, Submissions, Current Issue, Join the team, and Contact. The main header features the OPal logo and the text 'Open Palaeontology'. Below the header, the 'Submissions' section is visible. It includes a link for 'Make a new submission' and a link for 'view your pending submissions'. The 'Make a new submission' link is highlighted with a red box.

- Once you start a new submission, you will be redirected to the submission portal. There, you will need to include all the information related to your submitted work.

The screenshot shows the 'Submit an Article' page on the Open Palaeontology website. The page has a dark blue header with the site name and navigation links. The main content area is white and contains a progress bar with five steps: 1. Start, 2. Upload Submission (active), 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Below the progress bar, there is a 'Section' dropdown menu. Underneath, the 'Submission Requirements' section lists several checkboxes for authors to confirm they have met the journal's standards. At the bottom, there is a 'Comments for the Editor' text area with a rich text editor toolbar.

Open Palaeontology

... Back to Submissions

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Section

Articles must be submitted to one of the journal's sections. *

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- ☐ The submission has not been previously published, nor is it before another journal for consideration. If a preprint related to the manuscript has been previously published, please give the URL in the source box on the submission form.
- ☐ The submission file is in OpenOffice or Microsoft Word formats, using the provided template.
- ☐ The text uses the fonts and headers provided in the template file; employs italics, rather than underlining (except with URL addresses); and all figures and tables are embedded in the submission file with captions.
- ☐ The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#).
- ☐ A complete reference list is provided, with DOIs where available.
- ☐ All requested statements have been provided (data availability, author contributions, ethics and AI use, funding, and conflict of interest).
- ☐ You may submit a journal banner image with your submission. (Check this box to continue; you do not need to submit a potential banner image.)
- ☐ To request a double-blind rather than fully open review process please raise this in the "Comments for the Editor" box below. Note that we cannot facilitate a double-blind review process for audiovisual submissions or written manuscripts that have been preprinted.

Comments for the Editor

- Use the Section dropdown list to choose the type of submission. *Open Palaeontology* is a flexible journal that welcomes various publication types. More information on each type can be found at the following link:
<https://www.openpalaeo.org/publication-types>.

This screenshot is similar to the previous one, but the 'Section' dropdown menu is open, showing a list of publication types: Research Articles, Hypotheticals, Preregistered Research Protocols, Preprints, Comments, and Reviews. 'Research Articles' is selected and highlighted with a checkmark.

Open Palaeontology

... Back to Submissions

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Section

- ✓ Research Articles
- Hypotheticals
- Preregistered Research Protocols
- Preprints
- Comments
- Reviews

Submission Requirements

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- ☐ The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#).
- ☐ A complete reference list is provided, with DOIs where available.
- ☐ All requested statements have been provided (data availability, author contributions, ethics and AI use, funding, and conflict of interest).
- ☐ You may submit a journal banner image with your submission. (Check this box to continue; you do not need to submit a potential banner image.)
- ☐ To request a double-blind rather than fully open review process please raise this in the "Comments for the Editor" box below. Note that we cannot facilitate a double-blind review process for audiovisual submissions or written manuscripts that have been preprinted.

Comments for the Editor

- You will need to confirm all the Submission Requirements checkboxes, including confirming that this is an original submission and that the manuscript uses the template and adheres to the style guidelines of *Open Palaeontology*. All relevant formatting materials can be downloaded here:
<https://www.openpalaeo.org/for-authors>

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- ☐ The submission has not been previously published, nor is it before another journal for consideration. If a preprint related to the manuscript has been previously published, please give the URL in the source box on the submission form.
- ☐ The submission file is in OpenOffice or Microsoft Word formats, using the provided template.
- ☐ The text uses the fonts and headers provided in the template file; employs italics, rather than underlining (except with URL addresses); and all figures and tables are embedded in the submission file with captions.
- ☐ The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#).
- ☐ A complete reference list is provided, with DOIs where available.
- ☐ All requested statements have been provided (data availability, author contributions, ethics and AI use, funding, and conflict of interest).
- ☐ You may submit a journal banner image with your submission. (Check this box to continue; you do not need to submit a potential banner image.)
- ☐ To request a double-blind rather than fully open review process please raise this in the "Comments for the Editor" box below. Note that we cannot facilitate a double-blind review process for audiovisual submissions or written manuscripts that have been preprinted.

6. The Comments to the Editor box serves as a cover letter (or you can upload a separate cover letter document, though a cover letter is *not* mandatory). As a minimum, please include suggestions for potential reviewers in this space. Although this section is not mandatory, it is strongly encouraged to propose names of reviewers for your paper, and you may suggest reviewers to be excluded as well.

Comments for the Editor

7. Confirm that you are the corresponding contact for the submission and that you acknowledge the copyright statements of *Open Palaeontology* by checking the appropriate boxes. Then click **"Save and continue"**.

Corresponding Contact *

- ☐ Yes, I would like to be contacted about this submission.

Acknowledge the copyright statement

Authors retain copyright for contributions published in *Open Palaeontology*.

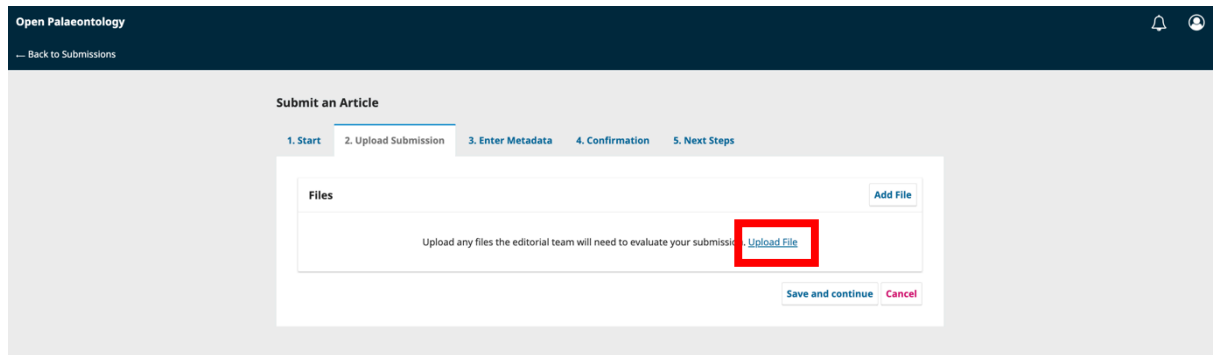
All contributions published in *Open Palaeontology* carry a [CC-BY 4.0 licence](#). This means that all content is freely available to download, save, reproduce, and transmit for any purpose. Please note that reproduction and transmission of journal content should always credit the author and original source and note what if any changes were made.

- ☐ Yes, I agree to abide by the terms of the copyright statement.
- ☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

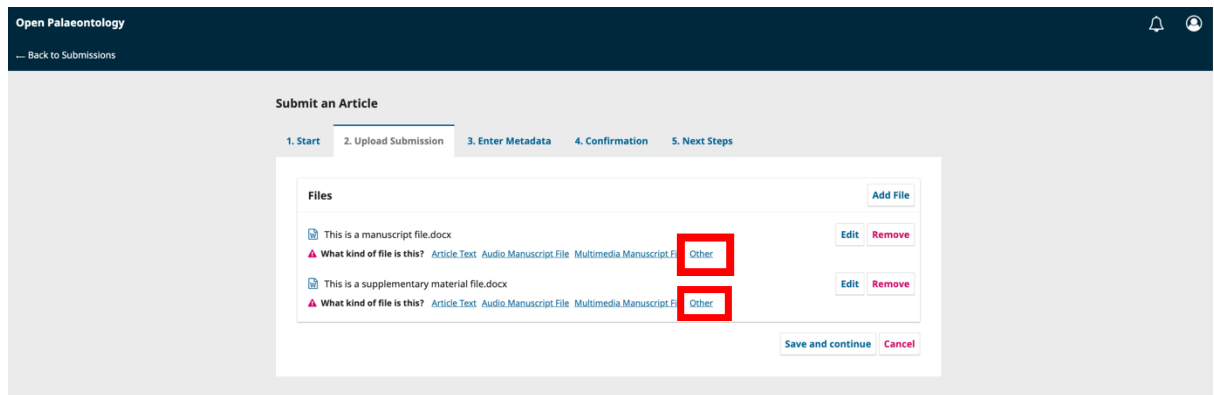
[Save and continue](#)

[Cancel](#)

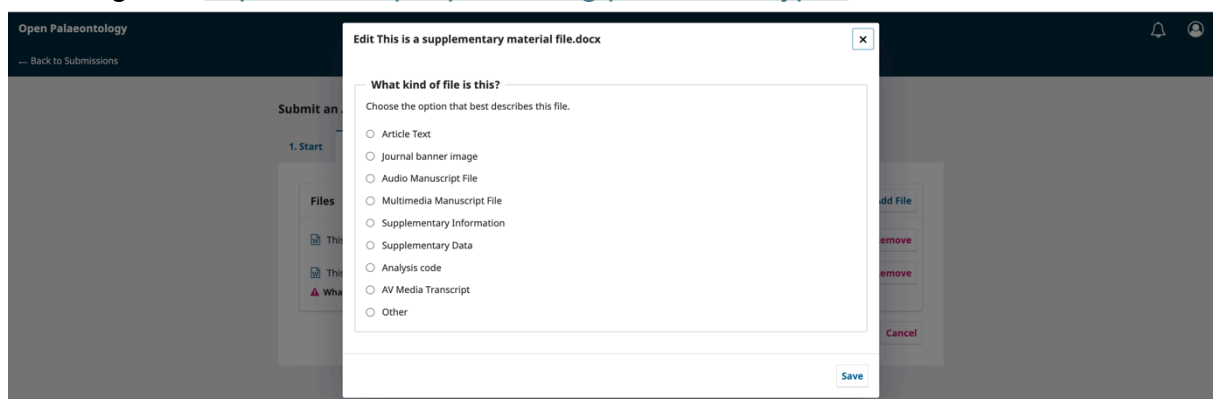
8. Once you have entered all the initial information for your submission, you will be redirected to upload the related files. To do so, please click on “**Upload file**”.



9. Please choose the relevant file type for the file you are uploading. If the type of your file does not appear automatically, click on “Other”.



10. Here, you will find a variety of document types supported by the journal. Remember that *Open Palaeontology* is a flexible journal that also welcomes multimedia submissions. To learn more about this format, please visit the following link: <https://www.openpalaeo.org/publication-types>.



11. Once all this information has been entered, you will be redirected to provide manuscript metadata. To ensure a smooth editorial process please fill in the metadata as fully as possible, including:

- a. “Title”,

- b. “Abstract”, and
- c. “Authorship List”. *[To add new authors to the submission systems click “Add contributor”.]*

Open Palaeontology

— Back to Submissions

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix

Examples: A, The

Title *

This field is required.

Subtitle

Abstract *

The abstract must be 250 words or less.

Words: 0 POWERED BY TINY

List of Contributors

Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
Farid Saleh	farid.saleh@unil.ch	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Submission Metadata

These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

12. A new page will open, where you can add all the relevant information for the added authors. If an author is a co-corresponding author, please tick the box for “Principal contact for editorial correspondence.” If not, simply tick “Include this contributor in browse list”, and then save your selection. At any point, you can redefine these roles, and correct any information, by clicking on the **small blue arrow** next to the author’s name (see previous screenshot), and then selecting **“Edit”**.

Open Palaeontology
 ... Back to Submissions

Name
 Given Name * Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.
 Preferred Public Name

Contact
 Email *

Country
 Country *

User Details
 Homepage URL ORCID iD

Type
 Search ror.org

Source
 Affiliation

Contributor's role *
☐ Author
☐ Translator

☐ Principal contact for editorial correspondence.
☒ Include this contributor in browse lists?

13. On the same page (as Step 11) you will also be asked to include the “Keywords” of your submission. “Subjects” refers to cataloguing and classification codes but does need to be filled - we suggest using “Palaeontology”. You do not have to fill in other elements on this page. When finished, click “**Save and continue**”.

Submission Metadata
 These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

Type
 The submission type is usually one of 'image', 'text', or other multimedia types including 'software' or 'interactive'. Please choose the one most relevant for your submission. Examples may be found at <http://dublincore.org/documents/2001/04/12/usagesguide/generic.shtml#type>

Source
 Is this submission derived from another resource? If so, you may enter a URL or description of that resource.

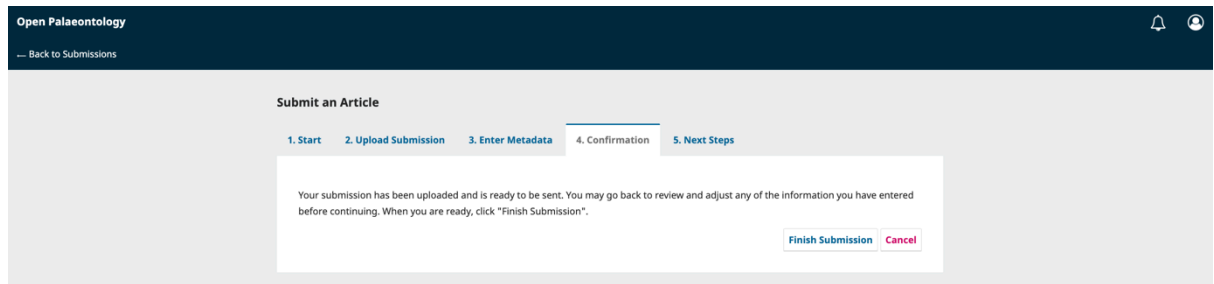
Additional Refinements
Subjects *
 Add additional information for your submission. Press 'enter' after each term.
 Search ror.org

Keywords *
 Add additional information for your submission. Press 'enter' after each term.
 Search ror.org

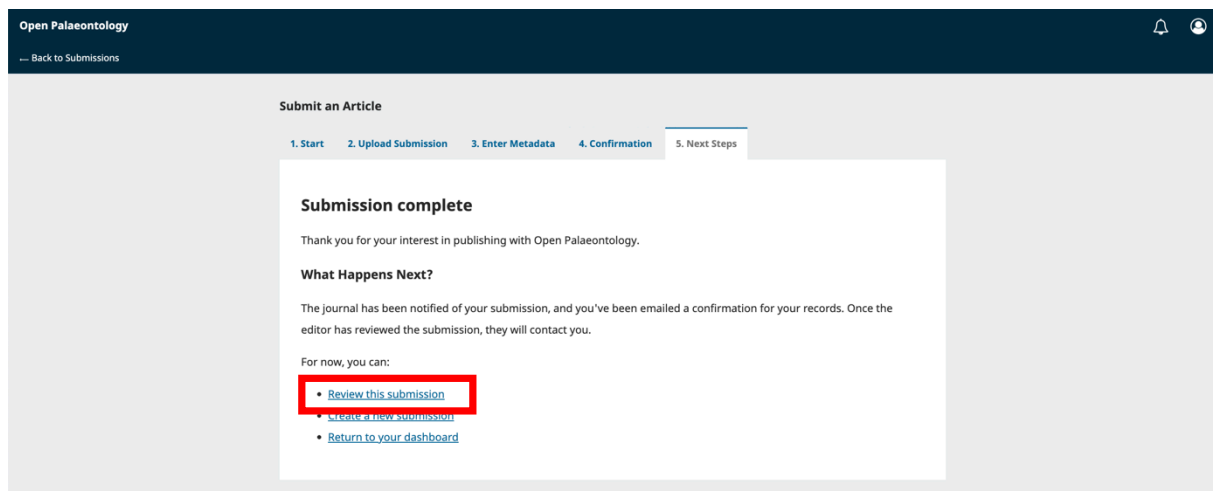
Supporting Agencies
 Add additional information for your submission. Press 'enter' after each term.
 Search ror.org

Save and continue **Cancel**

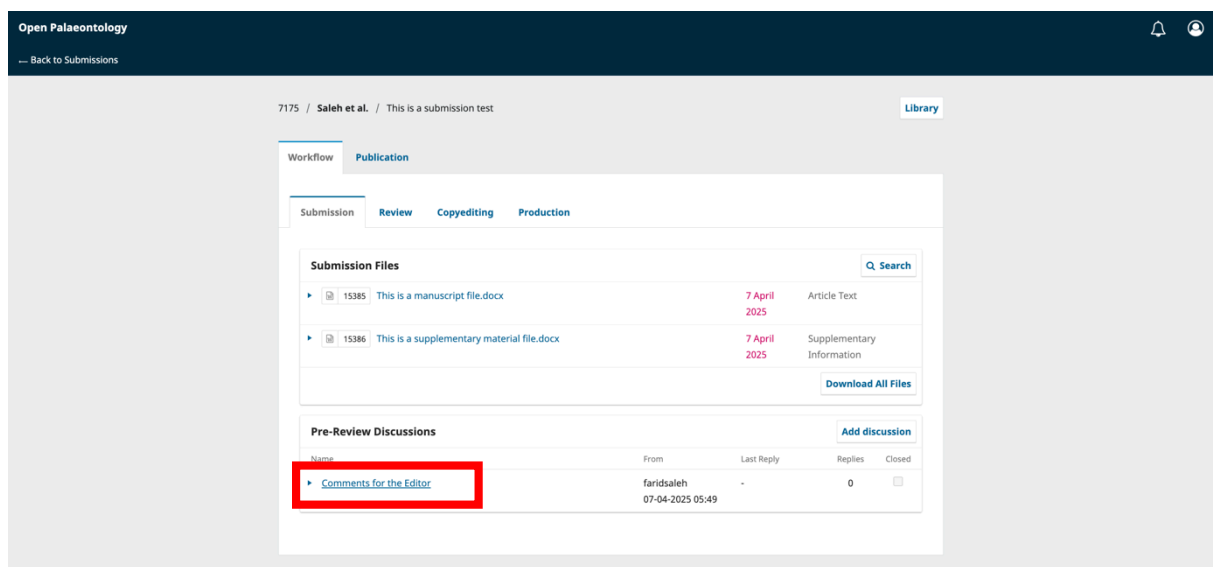
14. Once you have entered all of the metadata, you will be directed to confirm your submission, which you can do by clicking on **“Finish Submission”**.



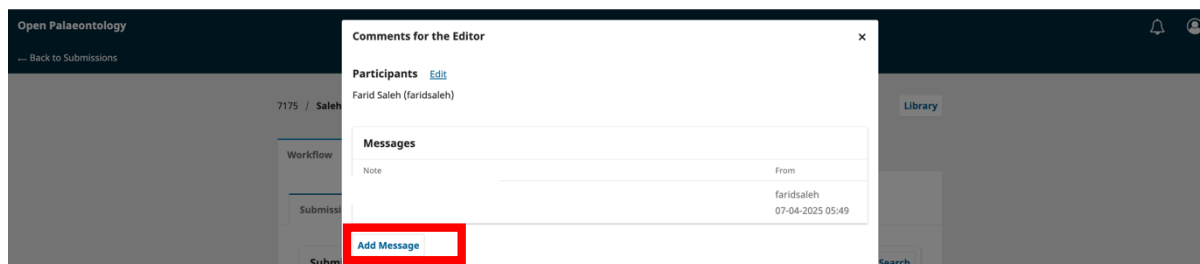
15. You will then receive a message confirming that your submission has been completed, and you will be given the option to review your submission.



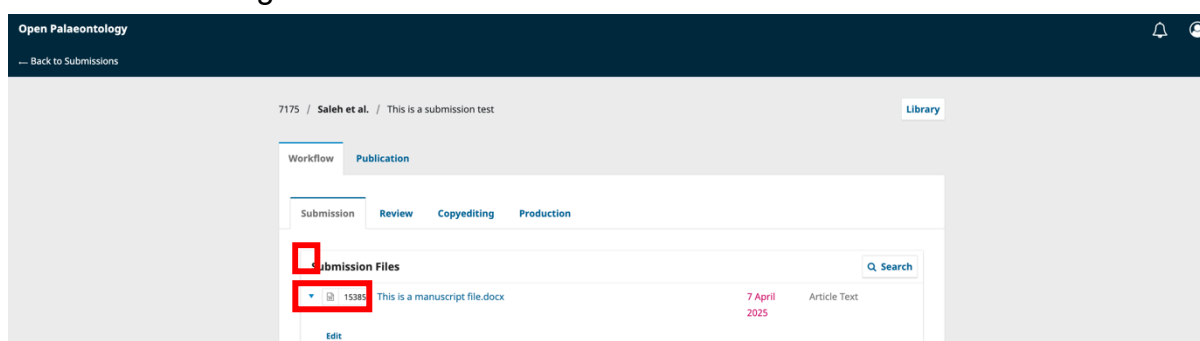
16. When you click **“Review this submission”** you will be given the opportunity to see previous comments left to the editors (refer to point 6) by clicking on **“Comments for the Editor”**.



17. Once you click on **"Comments for the Editor"**, you will also be able to leave a new message to the editor if needed by clicking on **"Add message"**. This can be done at any time during the publication process.



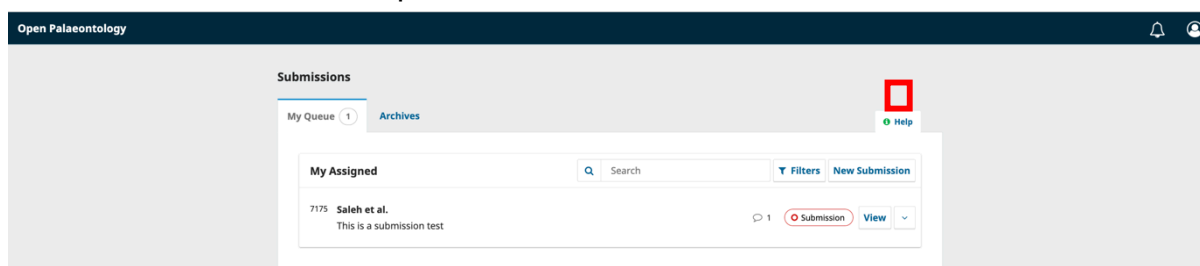
18. If the editor asks you to edit a submitted file for any reason, you can do so by clicking on the blue arrow next to the file name (see step 16 and the screenshot below), then clicking on the **"Edit"** button. You can also upload files in the discussion messages with an editor.



19. You can see an overview of the submission status by clicking on **"Back to Submissions"**.



20. On the Submissions page you will be able to see the number of messages exchanged with the editors (on the right next to the speech bubble), as well as the status of the submission—whether it is submitted, in review, in production, or rejected. You can access further information by clicking on the **small blue arrow** next to the "View" button. This information will include the number of revisions submitted so far, the number of invited reviewers, and the number of reviewers who have submitted their reports.



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21. If you need to make an [amendment to an existing publication](#) that you authored, please either email contact@openpalaeo.org or your original Handling/Managing Editor, or access the original submission on the *Open Palaeontology* website and write a comment addressed to the Editors. An amendment will be published as a new version of the existing publication, retaining the same DOI.