

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.



Login

Username *

Password *

Keep me logged in

[Login](#) [Register](#)

[Forgot your password?](#)

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**”.



Submissions

[Make a new submission](#) or [view your pending submissions](#).

3. 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.

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

4. 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>.

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Section

Research Articles
Hypotheses
Pre-registered Research Protocols
Preprints
Comments
Reviews

Comments for the Editor

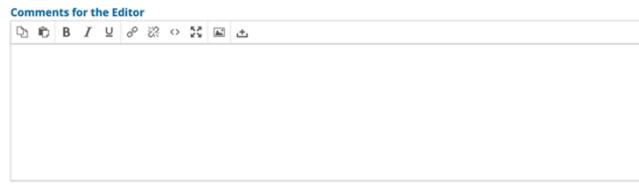
5. You will need to confirm all the Submission Requirements checkboxes, including confirming that this is an original submission and that the manuscript uses the template and adheres to the style guidelines of *Open Palaeontology*. All relevant formatting materials can be downloaded here:
<https://www.openpalaeo.org/for-authors>

Submission Requirements

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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.

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.



The image shows a screenshot of a text editor interface. The title bar says 'Comments for the Editor'. Below the title bar is a toolbar with various icons for text formatting (bold, italic, underline, etc.). The main area is a large text box where users can type their comments.

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

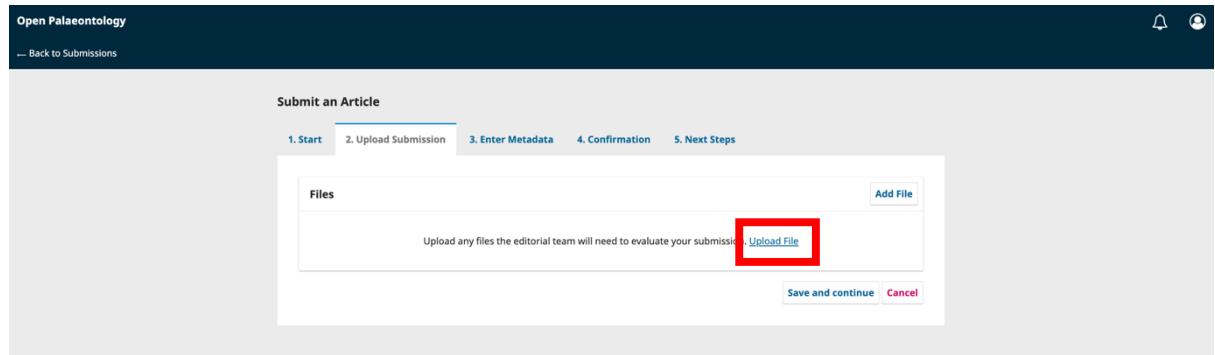
Authors retain copyright for contributions published in *Open Palaeontology*.

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](#).

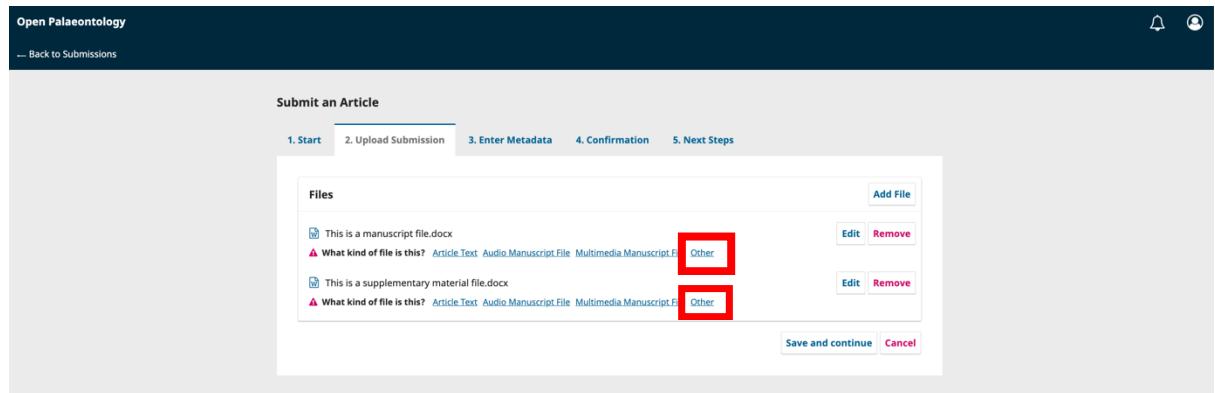
[Save and continue](#) [Cancel](#)

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”.



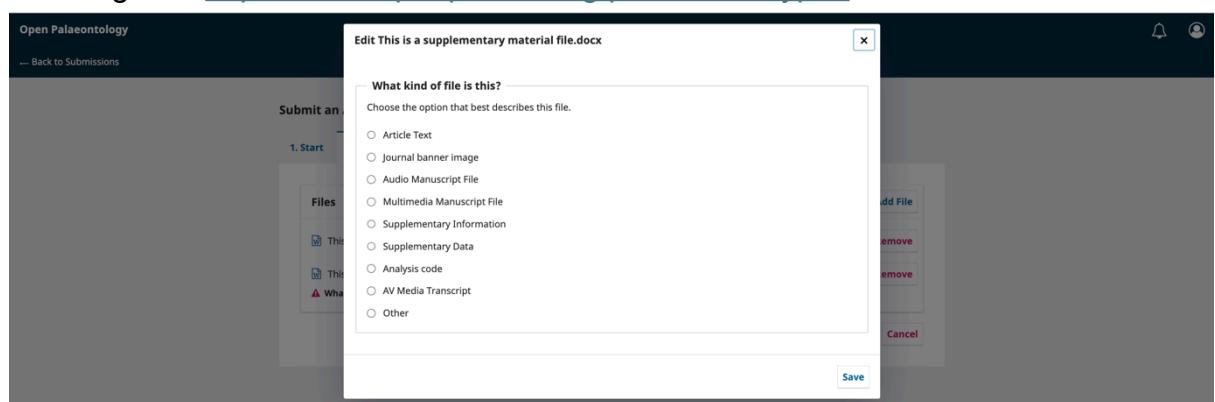
The screenshot shows the 'Submit an Article' interface. The '2. Upload Submission' tab is active. In the 'Files' section, there is a text input field with the placeholder 'Upload any files the editorial team will need to evaluate your submission'. To the right of the input field is a red box highlighting the 'Upload File' button. Below the input field are 'Save and continue' and 'Cancel' buttons.

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”.



The screenshot shows the 'Submit an Article' interface with two files listed in the 'Files' section: 'This is a manuscript file.docx' and 'This is a supplementary material file.docx'. Each file entry has a dropdown menu with 'Other' selected, which is highlighted with a red box. To the right of each entry are 'Edit' and 'Remove' buttons. Below the list are 'Save and continue' and 'Cancel' buttons.

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>.

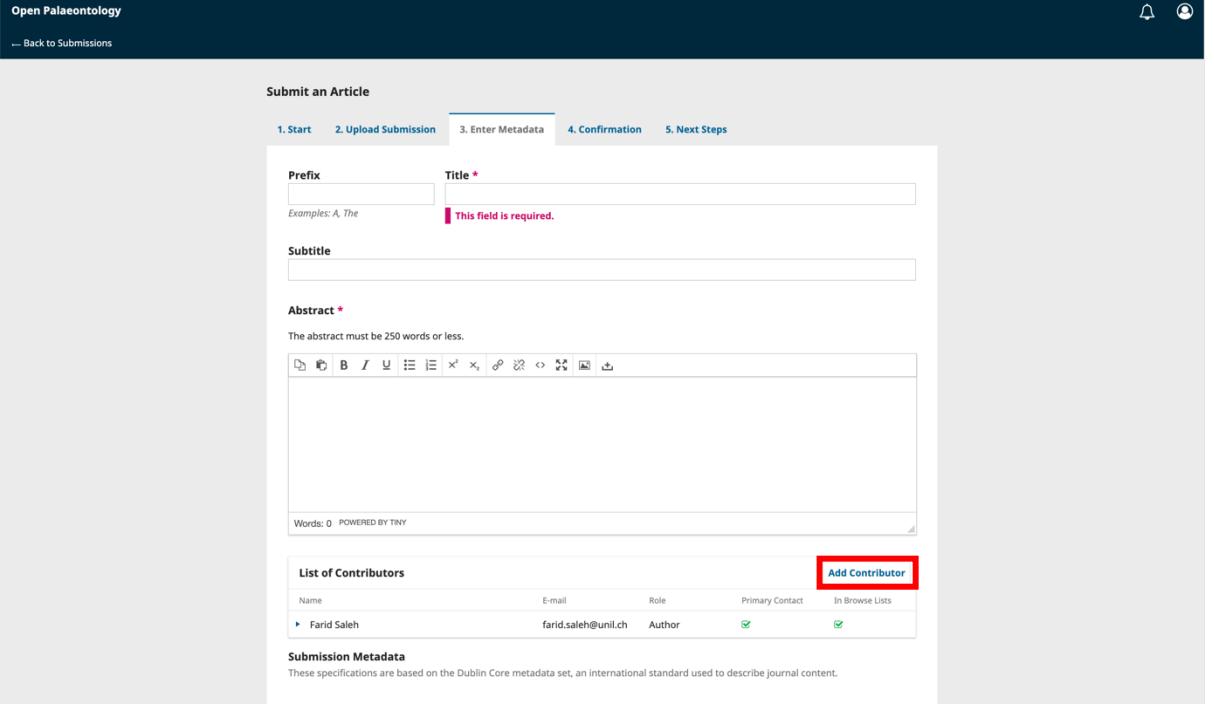


The screenshot shows a modal window titled 'Edit This is a supplementary material file.docx'. The window contains a question 'What kind of file is this?' and a list of options. The 'Other' option is selected and highlighted with a red box. Below the list is a 'Save' button.

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:

- “Title”,

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



The screenshot shows the 'Submit an Article' interface for 'Open Palaeontology'. The 'List of Contributors' table is displayed, with a single row for 'Farid Saleh'. The 'Add Contributor' button is highlighted with a red box.

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

Add Contributor

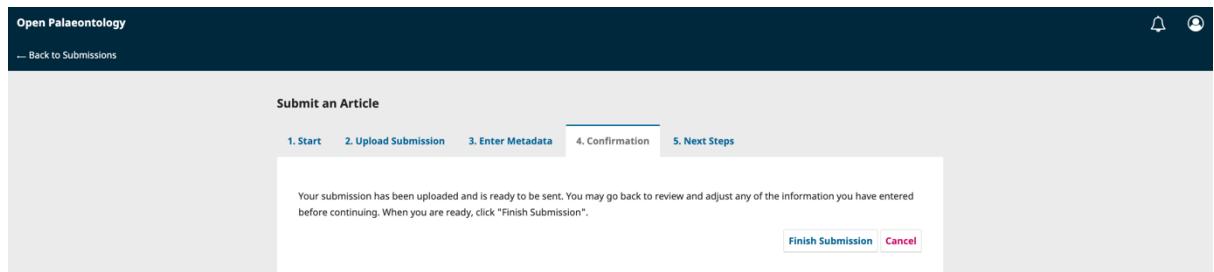
12. A new page will open, where you can add all the relevant information for the added authors. If an author is a co-corresponding author, please tick the box for “Principal contact for editorial correspondence.” If not, simply tick “Include this contributor in browse list”, and then save your selection. 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”.

The screenshot shows the 'Contributor' section of the Open Palaeontology submission form. It includes fields for Name, Contact, Country, User Details, Type, Source, Additional Refinements, and Supporting Agencies. At the bottom, there are checkboxes for 'Contributor's role' (Author, Translator) and two checkboxes at the bottom right: 'Principal contact for editorial correspondence.' (unchecked) and 'Include this contributor in browse lists?' (checked, highlighted with a red box).

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”.

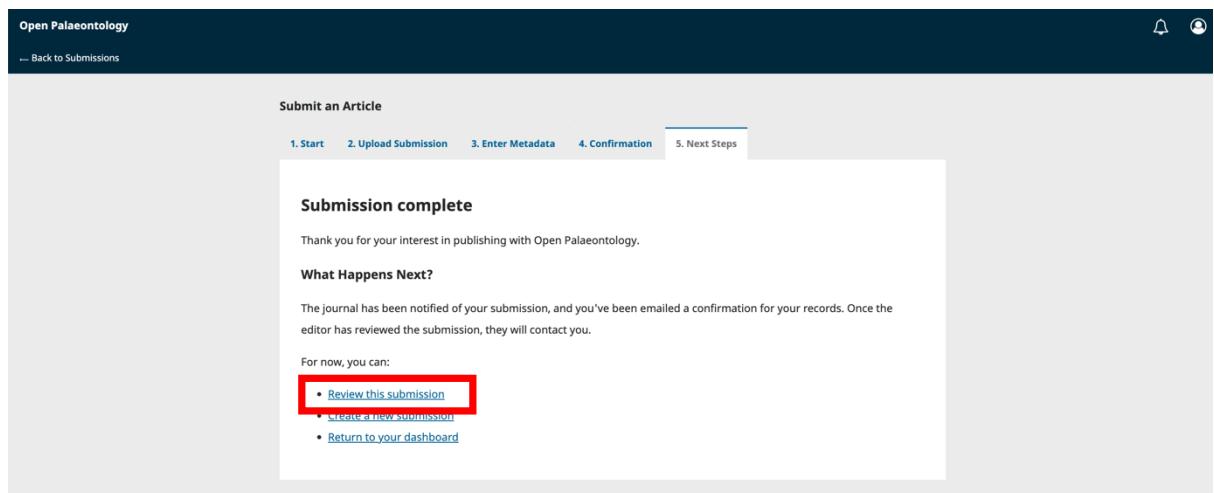
The screenshot shows the 'Submission Metadata' page. It includes sections for 'Submission Metadata', 'Type' (with a note about choosing the most relevant type), 'Source' (with a note about derived resources), 'Additional Refinements' (with a note about adding subjects), 'Keywords' (with a note about adding additional information), and 'Supporting Agencies' (with a note about adding additional information). At the bottom right are 'Save and continue' and 'Cancel' buttons, with 'Save and continue' highlighted with a red box.

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**”.



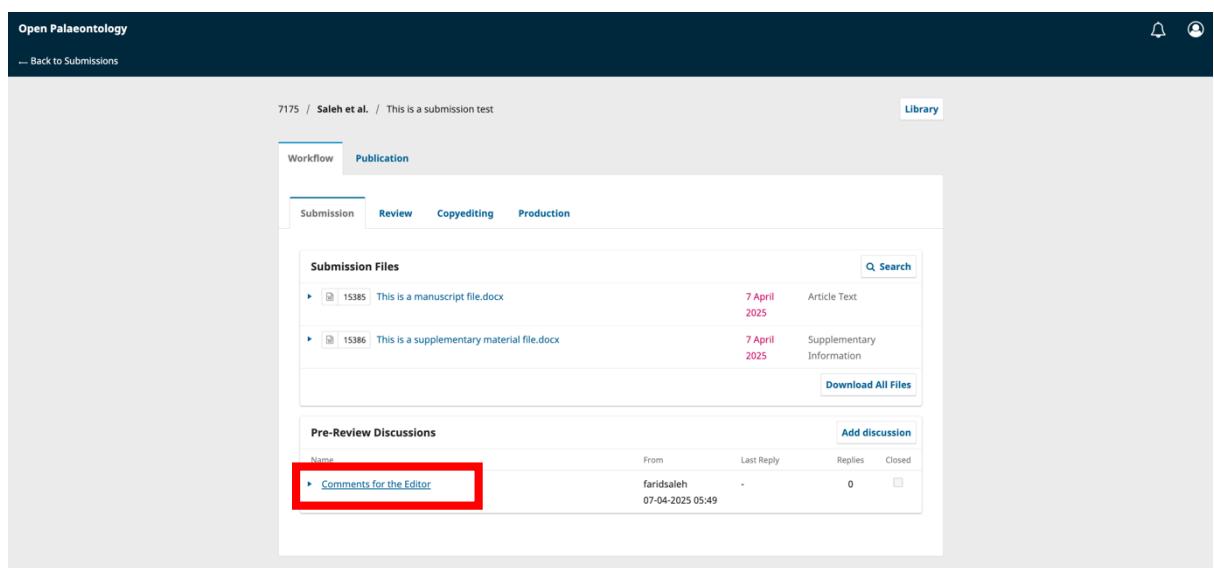
The screenshot shows a 'Submit an Article' interface. The '4. Confirmation' tab is selected. A message box states: 'Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".' Below the message are 'Finish Submission' and 'Cancel' buttons.

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.



The screenshot shows a 'Submit an Article' interface. The '5. Next Steps' tab is selected. A message box says: 'Submission complete. Thank you for your interest in publishing with Open Palaeontology.' Below it, 'What Happens Next?' is explained: 'The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.' A list of actions follows: 'For now, you can:' with options: 'Review this submission' (highlighted with a red box), 'Create a new submission', and 'Return to your dashboard'.

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**”.

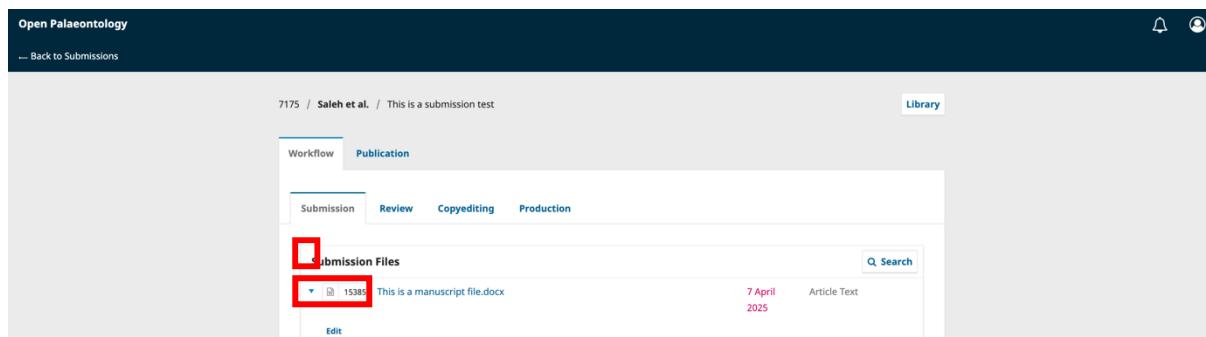


The screenshot shows a 'Workflow' section for submission 7175. The 'Publication' tab is selected. Under 'Review', the 'Submission Files' table lists two files: '15385 This is a manuscript file.docx' and '15386 This is a supplementary material file.docx', both uploaded on '7 April 2025'. A 'Download All Files' button is present. Below this is the 'Pre-Review Discussions' table, which shows a single entry: 'Comments for the Editor' by 'fardisaleh' on '07-04-2025 05:49'. An 'Add discussion' button is at the top of the table.

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.



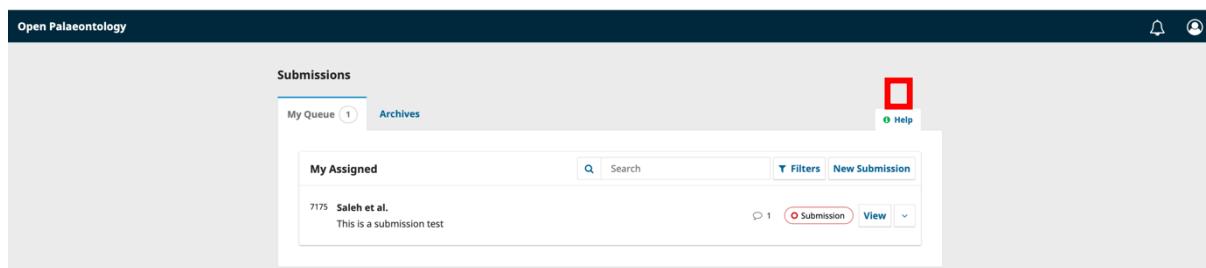
18. If the editor asks you to edit a submitted file for any reason, you can do so by clicking on the blue arrow next to the file name (see step 16 and the screenshot below), then clicking on the "**Edit**" button. You can also upload files in the discussion messages with an editor.



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.



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.