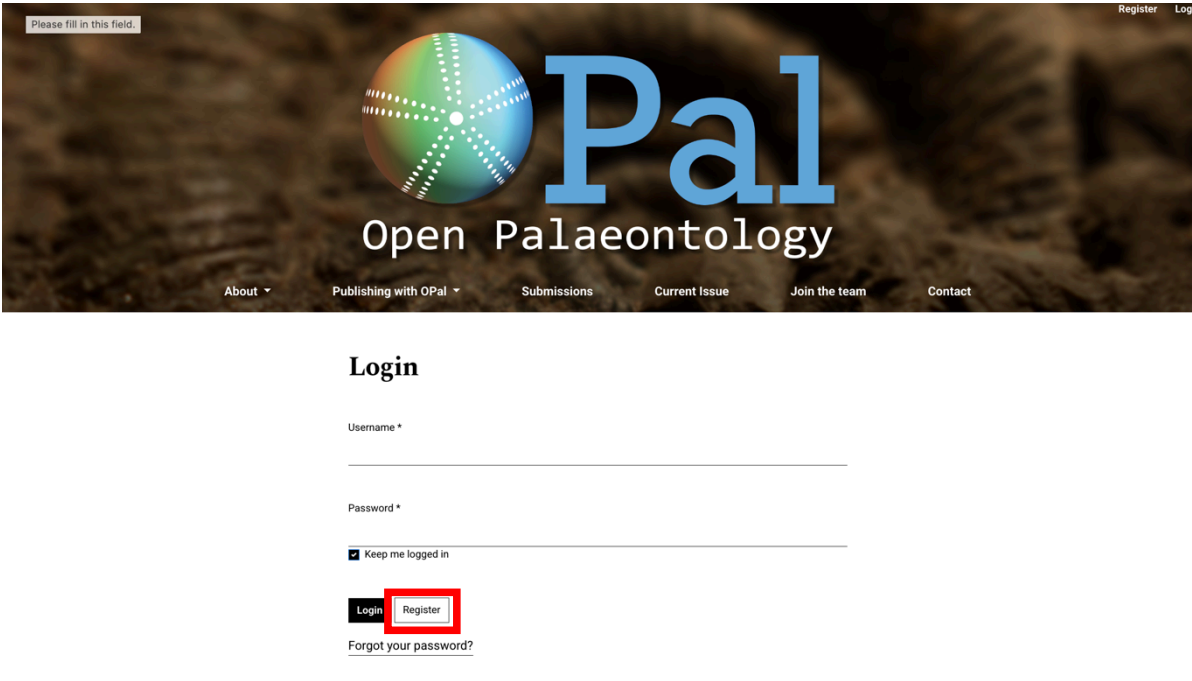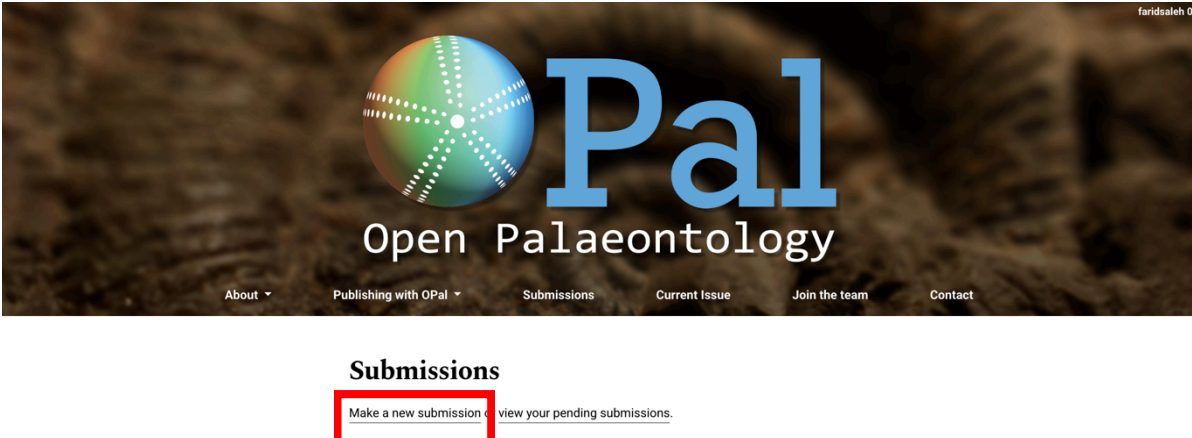# Open Palaeontology Submission Guide

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.

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**".

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.

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.

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

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**".
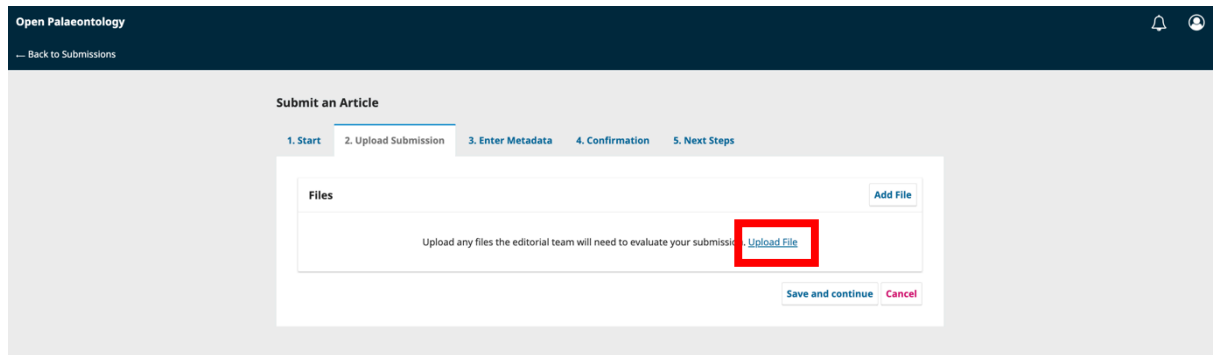
9. Please choose the relevant file type for the file you are uploading. If the type of your file does not appear automatically, click on "Other".
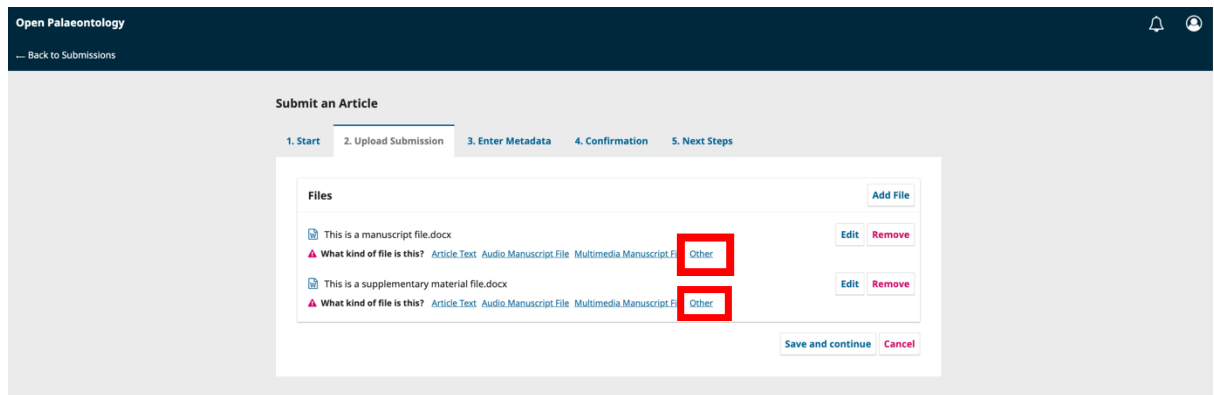
10. Here, you will find a variety of document types supported by the journal. Remember that *Open Palaeontology* is a flexible journal that also welcomes multimedia submissions. To learn more about this format, please visit the following link: https://www.openpalaeo.org/publication-types.
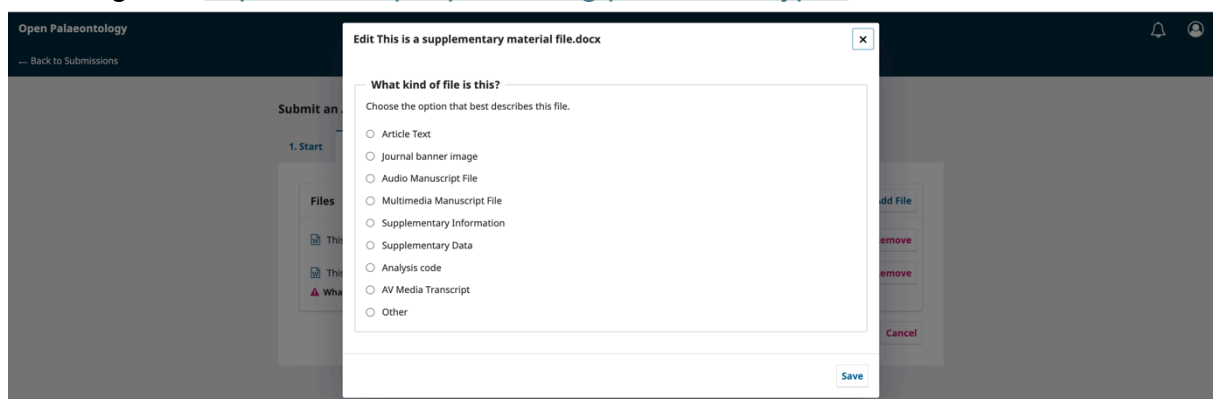
11. Once all this information has been entered, you will be redirected to provide manuscript metadata. To ensure a smooth editorial process please fill in the metadata as fully as possible, including:

    a. "Title",

b. "Abstract", and

c. "Authorship List". *[To add new authors to the submission systems click "Add contributor".]*

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**".

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**".

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**".
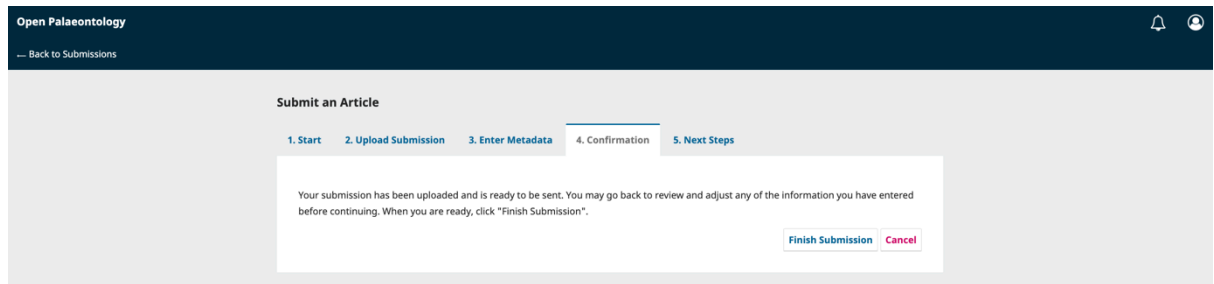
15. You will then receive a message confirming that your submission has been completed, and you will be given the option to review your submission.
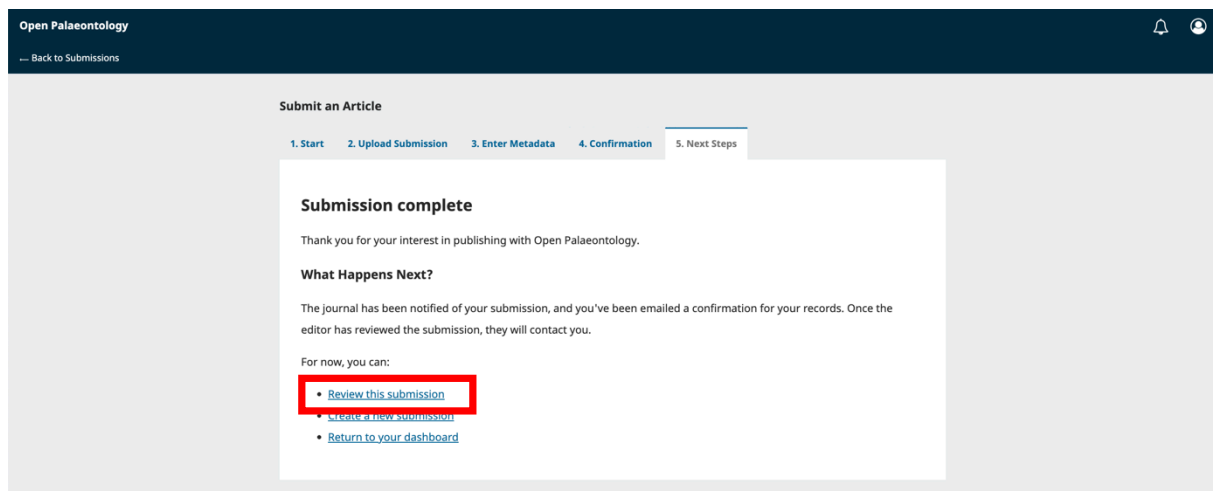
16. When you click "**Review this submission**" you will be given the opportunity to see previous comments left to the editors (refer to point 6) by clicking on "**Comments for the Editor**".
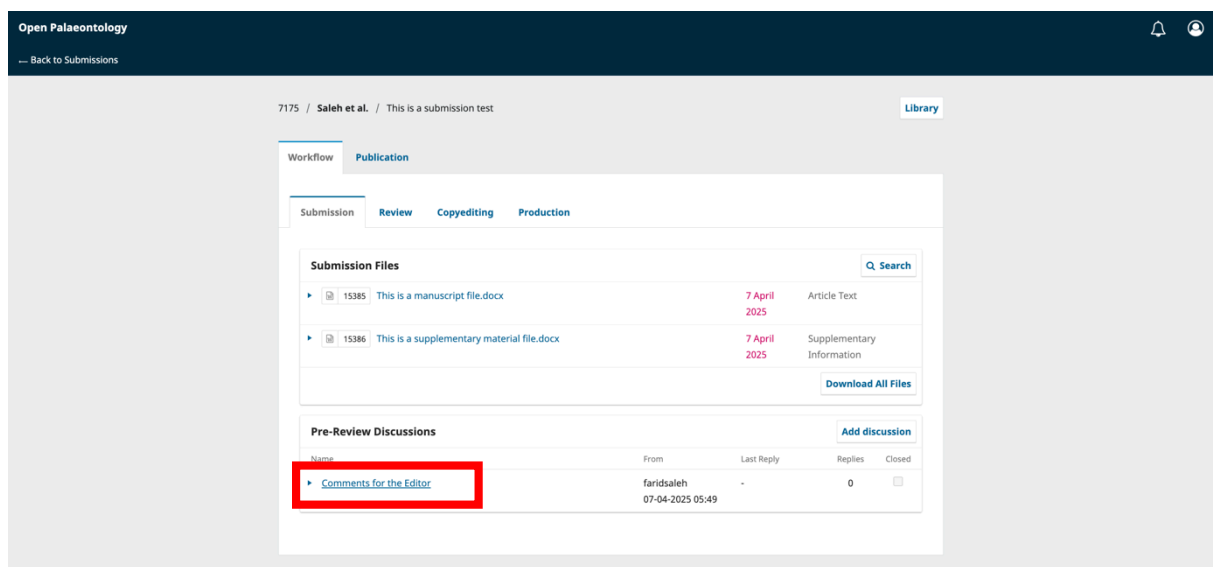
17. Once you click on "**Comments for the Editor**", you will also be able to leave a new message to the editor if needed by clicking on "**Add message**". This can be done at any time during the publication process.

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.
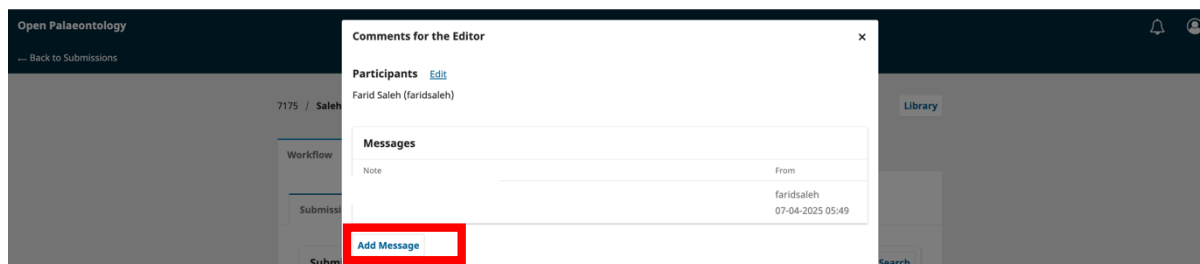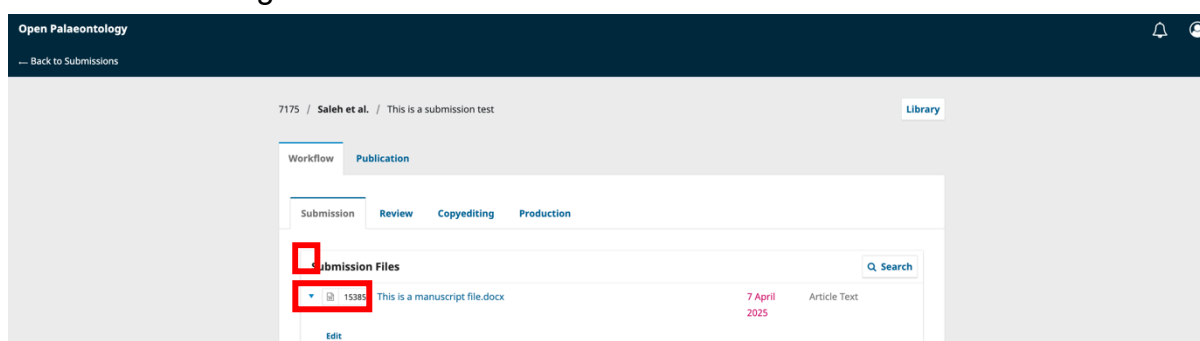

19. You can see an overview of the submission status by clicking on "**Back to Submissions**".

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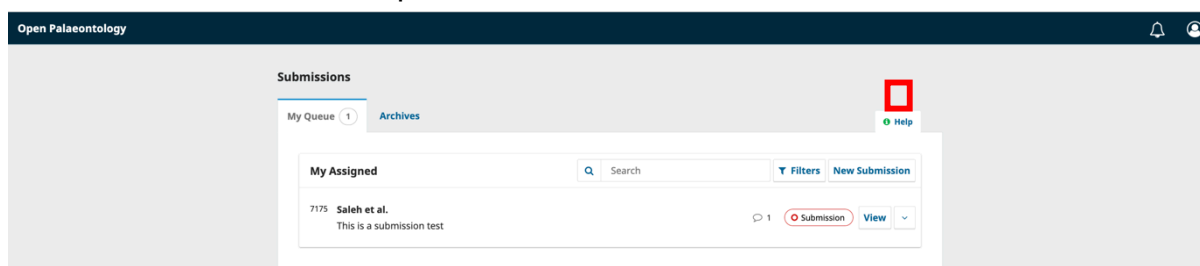
21. If you need to make an **amendment to an existing publication** that you authored, please either email contact@openpalaeo.org or your original Handling/Managing Editor, or access the original submission on the *Open Palaeontology* website and write a comment addressed to the Editors. An amendment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