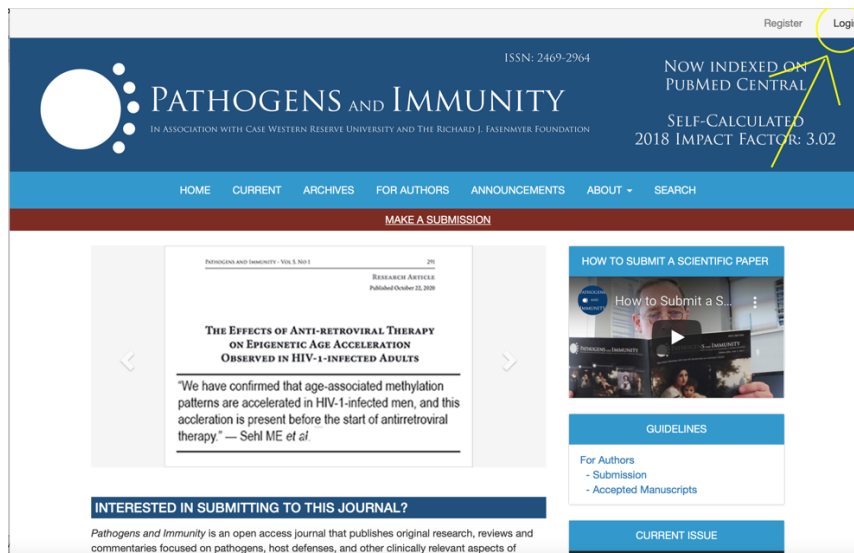


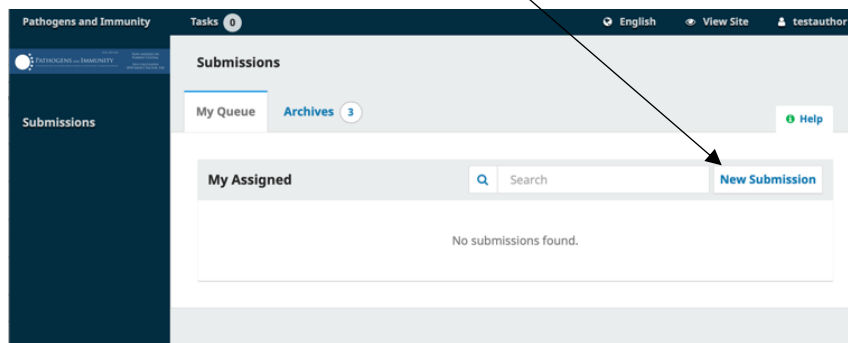
# Author Submission Process

## How to Submit a Manuscript

1. To log in, go to <https://www.paijournal.com>
2. Click **Login** in the top right corner



3. To begin a new submission, make sure you are on the tab that says **My Queue**. Click **New Submission** on the right side.



4. Under **Section**, select the category for which your submission should fall under in the drop-down menu.

Check the boxes under **Submission Requirements** to acknowledge that you've read and your manuscript is ready to upload.

Add any comments, if necessary, for the editor in the **Comments for the Editor** box, check the boxes that you agree to the copyright and privacy statements and click **Save and Continue**.

The system will lead you through the next four tabs to **Upload** and **Confirm** your **Submission**

The screenshot shows the 'Submit an Article' form with five tabs: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Section' dropdown menu is set to 'Articles' and is circled in yellow. A yellow arrow points from this dropdown to the 'Submission Requirements' section. The 'Submission Requirements' section contains a list of six items, each with a checked checkbox, and is also circled in yellow. Below this is the 'Comments for the Editor' text area, which contains the text 'Please note....' and is circled in yellow. At the bottom, the 'Acknowledge the copyright statement' section includes a checkbox for agreeing to the terms of the copyright statement, which is circled in yellow. The 'Save and continue' button is highlighted with a yellow arrow, and a legend at the bottom indicates that an asterisk denotes a required field.

**Submit an Article**

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

**Section**  
Articles  
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 (or an explanation has been provided in Comments to the Editor).
- ☒ Where available, URLs for the references have been provided.
- ☒ The submission file is in OpenOffice, Microsoft Word, RTF or pdf document file format.
- ☒ All authors have agreed to the submission of this manuscript.
- ☒ All relevant conflicts of interests are stated in the manuscript. If none, also state in manuscript.
- ☒ Funding sources related to the manuscript must be stated in the manuscript.

**Comments for the Editor**

Please note....

**Acknowledge the copyright statement**

Pathogens and Immunity abides by Creative Commons BY 4.0:  
<http://creativecommons.org/licenses/by/4.0/>

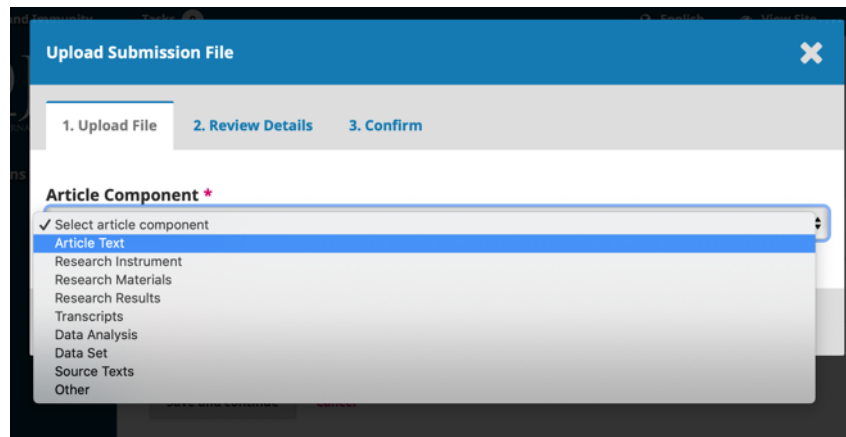
This license lets others distribute, remix, tweak, and build upon your work for any lawful purpose, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials. The authors maintain copyright of their material.

- ☒ 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](#).

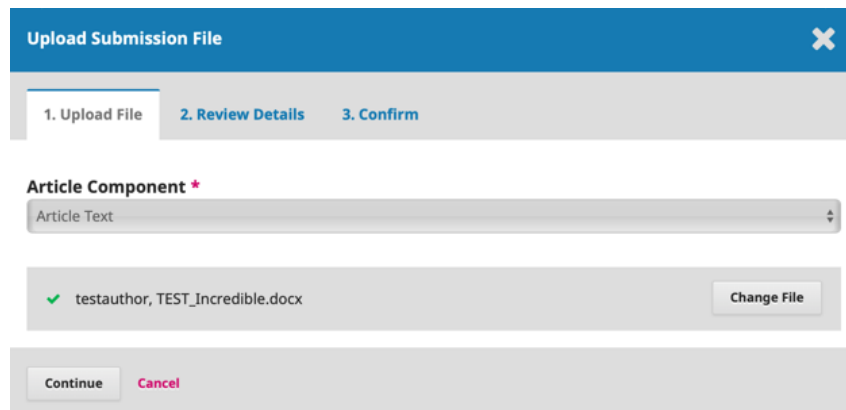
**Save and continue** **Cancel**

\* Denotes required field

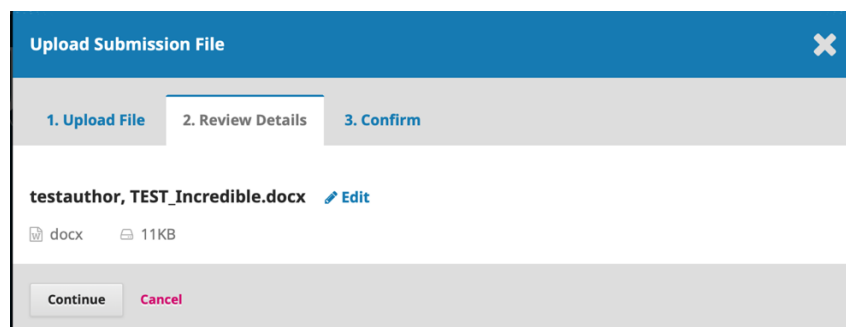
- Next, select **Article Component**. This tells the system what kind of file you're uploading: the manuscript, an image, a data set, etc. **This must be selected before your file will upload.**



- Navigate to the file on your computer, or drag and drop your file. You can only upload one file at a time. Typically, the first file you will add is the manuscript. Once you've selected the file, click **Upload File**. It will show successfully uploaded. Click **Continue**.



- After uploading your file, you'll be asked to review the name of your file. If necessary, you can edit the file name by selecting **Edit**. Click **Continue**.



Once all files have been uploaded. Click **Complete**.

Upload Submission File

1. Upload File

2. Review Details

3. Confirm

File Added

Add Another File

Complete

Cancel

Review the list of files to be submitted. If everything is there, click **Save and Continue**.

Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Submission Files

Q Search

Upload File

▶

2032-1

testauthor, TEST\_Incredible.docx

December 7, 2020

Article Text

▶

2033-1

testauthor, Figure test.docx

December 7, 2020

Other

Save and continue

Cancel

8. In the Metadata tab, paste the title of your manuscript into the corresponding boxes.

You have the option to add the information for all contributors at this stage. You can do that now, or wait until the manuscript has been accepted.

Submit an Article

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

Prefix
Title \*

Examples: A, The

Subtitle

Abstract \*

List of Contributors
Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
Pathogens and Immunity journal	h_onorati@yahoo.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save and continue
Cancel

List of Contributors
Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
Pathogens and Immunity journal	h_onorati@yahoo.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TestContributor Contributor2	h_onorati@yahoo.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save and continue
Cancel

9. You're done! Click **Finish Submission**

Submit an Article

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

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".

Finish Submission
Cancel

Click **OK**

## Confirm



Are you sure you wish to submit this article to the journal?

OK

Cancel

### Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

### Submission complete

Thank you for your interest in publishing with Pathogens and Immunity.

#### What Happens Next?

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.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)