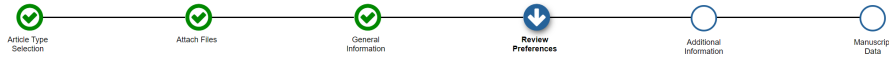


# Detailed Instructions for Submission of Full Paper to PSCC

## Getting Started

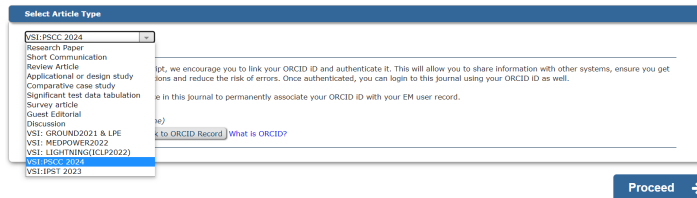
- On <https://www.editorialmanager.com/epsr> log into your account or if you do not have an account yet, use the “Register Now” Option to create an account and then log in.
- Go on the tap “Submit a Manuscript” and follow through the following 6 steps:



After each step click proceed in order to get to the next step.

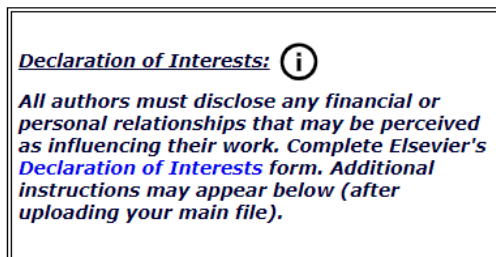
## Article Type Selection

- Choose PSCC 2024 as the type of article you want to submit



## Attach Files

- Upload your Manuscript using the browse or drag-and-drop option => it will automatically be defined as the manuscript
- You also need to upload a “Declaration of Interest Statement” as a doc file which is described as follows on the submission site:



Click on “Declaration of Interest” highlighted in light blue, scroll down to “Start my declaration” and go through the steps of the different types of relationships that need to be disclosed. If you use the information button, there is also a video that explains the process. As a short summary: Whenever you have something to report, please enter the relevant information. Whenever you do not have anything to report in one of these categories, click on the toggle button  This research received additional support from an organization beyond the authors' academic institutions. to turn it off:

This research received additional support from an organization beyond the authors' academic institutions.

and then click next. Please note that there is such a toggle button for each of the different types. Finally, you get to “Finalize your declaration” and need to click on “Submit & Download” to download the finalized declaration.

## Finalize your declaration

Review your Declaration of Interests below. Go back to the section to edit your response, or to report additional interests.

### Research Support

John Smith reports financial support was provided by Swiss National Science Foundation.

### Relationships

There are no additional relationships to disclose.

### Patents and Intellectual Property

There are no patents to disclose.

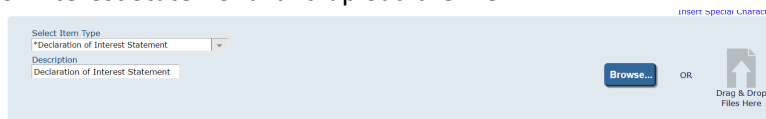
### Other Activities

John Smith is on the editorial board of EPSR.

< Back

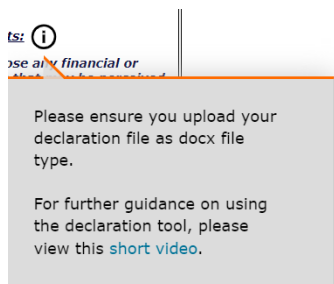
Submit & download >

⇒ Upload the downloaded doc file as the “Declaration of Interest”, i.e. select “Declaration of Interest Statement” and upload the file



The screenshot shows a form with a dropdown menu labeled 'Select Item Type' containing the text 'Declaration of Interest Statement'. Below the dropdown is a text input field with the same text. To the right of the input field is a 'Browse...' button. Further right is an 'OR' label and a 'Drag & Drop Files Here' area with an upward arrow icon. A small link 'insert special character' is visible in the top right corner of the form area.

⇒ If you have any questions during this process, please first watch the provided video under the information icon:



## General Information

- Select 3 to 5 classifications to indicate the areas of interest of your submission.

## Review Preferences

- You can leave “no request” for the editor but you need to add two suggested reviewers.

## Additional Information

- Read through all of the questions and Provide answers to them.
- **Important: Please use the correct ID from your Abstract submission so that we can make the connection to your abstract submission.**
- For the final question regarding the type of the paper: choose the one that best describes your paper

## Manuscript Data

- Enter the following information:
  - Full Title

- Abstract
- Keywords
- Authors
- Funding Information

⇒ Once you click “Build PDF for Approval” you need to indicate your publishing option preference, i.e. Open Access or via subscription and click “Proceed”.

⇒ Follow the final instructions for submitting the paper, i.e.

**To finalize your submission:**

1. Click **View Submission** to review the PDF before you approve your submission.
2. Integrity is vital to the trustworthiness of science. Please make sure that your manuscript adheres to the guidelines for [Ethics in Publishing](#).
3. Once you have reviewed the PDF and Ethics in Publishing guidelines check the box to complete your submission.