# Author Guidelines & Submission Format

## Author Guidelines

- Enter complete and accurate details for all authors. The information must match the Cover Letter submitted with the manuscript. After submission, a digital copyright agreement link will be emailed to all listed co-authors.

- Make sure to add every co-author at this stage, as authors cannot be added once the manuscript is submitted.

- Use the Author Reordering option to change the sequence of authors — drag and drop any author card up or down to reorder them. The order shown here will reflect the final author sequence in the published manuscript.

- Only one author may be designated as the Corresponding Author.

- Double-check all co-authors' email addresses before submitting. Incorrect emails can delay the review process and prevent copyright links from being delivered. Post-submission corrections may take time.

## Submission Format & File Upload Guidelines

- Upload files by clicking the Browse Files button or simply drag and drop them. Only one file can be uploaded at a time. Once uploaded, you can preview them using the eye icon. Choose the correct File Type for each file from the dropdown.

- You can upload only one Cover Letter and only one Blind Manuscript file. Make sure you upload only the latest version under these categories.

- Set the sequence of files using the FILE ORDER column. By default, Cover Letter is 1 and Blind Manuscript is 2. Use numbers from 3 onwards for other files. Only the main manuscript files will be merged into the final Preview PDF; figures, tables, and supplementary files will not be included.

- Use the Change button to replace a file, and Remove to delete it. Once all files are uploaded correctly, click Save and Continue to proceed to the next step.

- Figures and Tables accept Word (.doc, .docx) or image files (.jpg, .jpeg, .png).

- Cover Letter, Blind Manuscript, and Supplementary Files accept Word documents only.