Journal of Otolaryngology – Head & Neck Surgery

Submission guidelines
On the *Journal of Otolaryngology - Head & Neck Surgery* homepage, select ‘Submit a manuscript’.
Register as a user with the *Journal of Otolaryngology - Head & Neck Surgery* Editorial Manager site. If already registered, enter your log-in details and select ‘Author Login’.
Select ‘Submit New Manuscript’.
Select the required article type from the drop down menu. For the purposes of this guide, ‘Original research article’ shall be demonstrated. Select ‘Next’.
Enter the title of your manuscript. Select ‘Next’.
You will be automatically listed as an author. Select ‘Add Another Author’ to include details of other authors for the manuscript.
Fill out the relevant author details. Select the tick box to designate this author as the corresponding author (the submitting author is designated by default). The corresponding author will receive all correspondence throughout the submission process and will be designated as corresponding author on the published article, should it be accepted.
Use the highlighted buttons to ‘Save this Author’, ‘Save this Author and Add Another’, ‘Cancel’ or ‘Remove this Author’. Once saved, author details may be edited by selecting the pencil icon.
To change the order of the authors, click on the blue box next to an author name and drag into the required position. Moving an author to the top of the list will automatically designate them as ‘First Author’. Once author list is complete, select ‘Next’.
Select ‘Add a Funding Source’ to list any grants, or other sources of funding, that have been received. For certain article types this may not be applicable, in this case select ‘Funding Information is not available’.

NB: this information should also be included in the manuscript itself.
To select funding source, begin typing the name of the organisation into the ‘Find a Funder’ field and select from the drop down menu.
Enter the reference number in the ‘Award Number’ field. Select recipient of the funding from the drop down list. Select ‘Save this Funding Source’ or ‘Save this Funding Source and Add Another’. When all sources of funding have been listed select ‘Next’.
Enter the abstract for the manuscript, ensuring it complies with journal style for the relevant article type. See http://www.journalotohns.com/authors/instructions for more information. Select ‘Next’.
Click ‘Select Classifications’ to list the classifications for this manuscript.
Select the tick boxes beside the relevant classifications then click ‘Add’. To remove any incorrect classifications, select the tick box and then click ‘Remove’. 
When selection of classifications is complete, select ‘Submit’. Then click ‘Next’ to continue.
Enter your covering letter in the text box (this will be seen by the Editor assigned to your manuscript) and answer all the questions using the drop down menu.
If you have reported data collected from animals or humans, you will be asked to confirm whether you have included a statement on ethical approval, consent to participate and/or consent to publish.
If the study reports data on humans and health related interventions, you will be asked to include information regarding the trial registration.
Answer the remaining questions using the tick boxes. Click ‘Next’.
Should there be anyone who you would prefer not to review this manuscript, please enter their details in the relevant fields. Click ‘Add Reviewer’ to complete the entry. Click ‘Next’ when complete or to skip this step.
Uploading files
Select item to upload from drop down menu.
Enter the name of the file in the ‘Description’ field. Click ‘Choose Files’ to browse for the file.
Once the file has been selected, it will upload and appear in the list. The process may then be repeated for the remaining files.
The order in which the files appear in the list reflects the order in which they will appear in the full PDF of the manuscript. To change the order, change the number in the boxes and select ‘Update File Order’. Once satisfied with the order, select ‘Next’.
Select ‘Next’ to confirm order.

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<th>Order</th>
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If happy that all files are present and submission is complete, select ‘Build PDF for my Approval’. If not select ‘Previous’ to edit previous stages.
Click ‘View Publication Charges’.
As a member of the Canadian Society of Otolaryngology-Head and Neck Surgery, the full APC will be covered. Select the option to request institutional payment.
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Enter the society membership account code. Please contact Donna Humphrey (cso.hns@sympatico.ca) of Canadian Society of Otolaryngology – Head & Neck Surgery to receive this code. Click ‘Confirm’ to continue.

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