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# SUBMISSION PORTAL

### **HOW IT WORKS**

#### 01 ACCESS SUBMISSION PORTAL VIA JOURNAL HOMEPAGE

Authors access Submission Portal via the 'Submit an article' button on the journal homepage, or the journal's instructions for authors



#### **LOGIN TO SUBMISSION PORTAL**

The **orcip** login saves time by pre-populating some details from your profile

Log in to your Taylor & Francis account

your dashboard

- Email address	
jsmitn@example.com	
- Password	
Remember me	Forgot password?
LO	G IN

#### With Shibboleth or OpenAthens to access research made available through your institution With ORCID to submit your research for publication and access

## **03** COMPLETE SUBMISSION INFORMATION

A step-by-step guide takes authors through the submission process, covering the essential submission information for a chosen journal



ENTER MANUSCRIPT TITLE AND ABSTRACT

UPLOAD MANUSCRIPT FILES, FIGURES AND DATA

PROVIDE KEYWORDS AND SOCIAL MEDIA HIGHLIGHTS

ADD AUTHORS, AFFILIATIONS AND FUNDERS

CONFIRM COMPLIANCE WITH LEGAL AND ETHICAL GUIDELINES



3 Authors

Preview

## 04

#### **PUBLISHING OPEN ACCESS?**

For open access journals, personalized quotations match authors to funding support when available through our extensive customer agreements

## **05 SUBMIT ARTICLE FOR PEER REVIEW**

Author checks everything is correct and submits article for peer review

View and check status of past and present submissions at any time using the author dashboard

### Thank you!

Your work has been submitted to our journal.

Your submission ID is: 204528858

We have sent confirmation to **jsmith@example.com** and will notify you to keep you up to date with the progress of your submission. If you have any queries, please get in touch at example-peerreview@journals.tandf.co.uk with your submission ID in the subject line.

View my submissions



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### **THE BENEFITS**



**Centralized author dashboard**: submit, track progress, put forward revisions



Seamless transfer functionality: helping find the right home for research

## 9

Matches authors to open access funding support



Generate Quote

ORCID compatible: pre-populates details from your profile



Manuscript can be submitted in a matter of minutes, via **a few simple screens** 



