

Information for Authors

To submit articles to CHIMIA, please use the OJS online journal submission system.

For authors who have been invited to submit an article for one of the special topic issues:

- Please create an account at <https://ojs.chimia.ch/index.php/chimia>
- On the home page, click on 'Register' at the top right of the page and fill in the registration form as instructed.
- Each user can set their notifications for themselves:
 - When logged in, click on the user icon on the top right.
 - Choose 'Edit Profile' or go to <https://www.chimia.ch/chimia/user/profile>
 - Go to Tab 'Notifications' and edit the settings
 - Click button 'Save' at the end of the list
- On the OJS homepage, you will see the button 'Make a Submission'.
- In the 'Submissions' page you can 'Make a new submission' or 'view your pending submission'.
- Firstly, please read the checklist and guidelines to ensure that you have all your files to hand.
- Proceed to the new submissions page and work through the requirements. Enter the title of the manuscript, then please select the correct issue under 'Section' at the top of the 'Submit an Article' page. Confirm that your selection meets all the requirements listed. Select how you wish to submit, generally this will be as "Author".
- Enter all the metadata
- Upload all your files (text and graphics) in the next step, you have to select which file is the main "Article Text".
- Enter all the contributors, all * fields should be filled out and saved.
- Add any comments for Editor(s) and any funding data
- Once you have entered your metadata, you will receive a confirmation that your submission has been received and passed to the Editor to be refereed.
- Once your manuscript has been refereed, you will receive a notification and a link to the review on OJS.
- If you have to revise your manuscript, the revised file(s) should be uploaded to OJS as follows:
- Log into OJS and locate your submission.
- Go to the 'Review' page and scroll down the page, past 'Reviewers' to the field marked 'Revisions'. There you will find a button marked 'Upload File'. Click on this button and follow the instructions to upload your revised file(s). The originally submitted files will be replaced by the revised ones.
- You will be informed once your article has been accepted for publication.
- In due course, you will receive a galley proof in the form of a PDF for you to check.

For authors who wish to submit a non-invited article:

Your article will be considered for publication as a 'Note', *i.e.* a brief note or communication on a topic of broad appeal to the readership of CHIMIA and with a connection to Swiss science. Submissions must be accompanied by a letter to the Editor to explain why CHIMIA is the best publication for your article. Your article will be refereed by an acknowledged expert in the field.

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- In the 'Submissions' page you can 'Make a new submission' or 'view your pending submission'.
- Firstly, please read the checklist and guidelines to ensure that you have all your files to hand.
- At the top of the page you will see a drop-down menu called 'Section'. Please enter your submission under the section '**Articles**' only. In the field 'Comments for the Editor' please tell us why your article is suitable for publication in CHIMIA.

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