

Authors: Add a supplementary file

When, in the editorial workflow or after a paper has been accepted, authors are asked to upload a document as a supplementary file (Agreement for publication in the journal, Authorization for the reproduction of images, ...), the following steps must be followed.

Access the corresponding submission from your own Author's Profile.

User Home

[Redacted]

[Author](#) [1 Active](#)

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
7367	07-Mar	JUR	[Redacted]	[Redacted]	IN REVIEW: REVISIONS REQUIRED

Then go to the summary's section.

#7367 Review

[SUMMARY](#) [REVIEW](#) [EDITING](#)

At the top of the page, in the **Submission's** section, you will find the option ADD A SUPPLEMENTARY FILE

Submission

Authors: [Redacted]

Title: [Redacted]

Original file: [7984-29430-1-SM.DOCX](#) 2017-09-04

Supp. files: None [ADD A SUPPLEMENTARY FILE](#)

Submitter: [Redacted]

Date submitted: 2017-09-04

Section: Articles Change to: [Articles](#) [Record](#)

Appear a form to fill file metadata. It's only mandatory the title, which can be used to indicate which document it is.

Add a Supplementary File

Form Language

Español (España) ▼

Submit

To enter the information below in additional languages, first select the language.

Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title *	<input type="text"/>
Creator (or owner) of file	<input type="text"/>
Subject	<input type="text"/>
Type	Other ▼ Specify other: <input type="text"/>
Brief description	<input type="text"/>
Publisher	<input type="text"/> Use only with formally published materials.
Contributor or sponsoring agency	<input type="text"/>
Date	<input type="text"/> YYYY-MM-DD Date when data was collected or instrument created.
Source	<input type="text"/> Name of study or other point of origin.
Language	<input type="text"/> English=en; French=fr; Spanish=es. Additional codes .

Supplementary File

No file uploaded.

Upload

Seleccionar archivo

Ningún archiv...seleccionado

Click Save to upload file (after which additional files can be uploaded).

Present file to reviewers (without metadata), as it will not compromise blind review.

Save

Cancel

* Denotes required field

Important. Uncheck this box if document should **NOT** be seen by reviewers