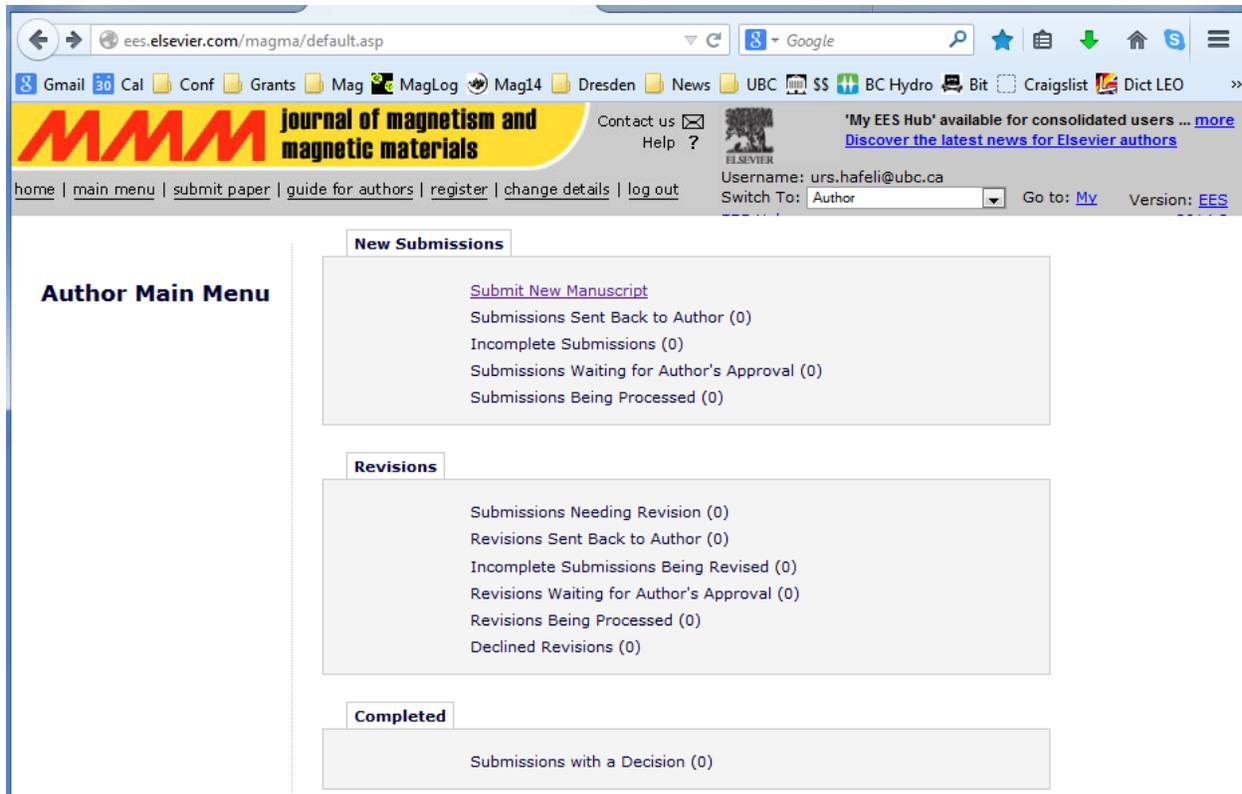


How To Submit an Article

1. Login into the JMMM Website

<http://ees.elsevier.com/magma/default.asp>

2. Start a new submission



The screenshot shows the 'Author Main Menu' on the JMMM website. The page is titled 'journal of magnetism and magnetic materials'. The navigation bar includes links for 'home', 'main menu', 'submit paper', 'guide for authors', 'register', 'change details', and 'log out'. The user is logged in as 'urs.hafeli@ubc.ca' and is viewing the 'Author' interface. The main menu is divided into three sections: 'New Submissions', 'Revisions', and 'Completed'. Each section lists various submission statuses and their counts, all of which are currently zero.

Section	Item	Count
New Submissions	Submit New Manuscript	
	Submissions Sent Back to Author	0
	Incomplete Submissions	0
	Submissions Waiting for Author's Approval	0
Revisions	Submissions Being Processed	0
	Submissions Needing Revision	0
	Revisions Sent Back to Author	0
	Incomplete Submissions Being Revised	0
	Revisions Waiting for Author's Approval	0
	Revisions Being Processed	0
Completed	Submissions with a Decision	0

3. Link to ORCID

If you don't know what it is, just hit "cancel" – either way is fine

4. Choose an article type for submission



The screenshot shows a form for selecting an article type. The label 'Choose Article Type' is followed by a dropdown menu currently set to 'SI: Magnetic Carrier 2014'. Below the dropdown is a 'Next' button.

It must be this type!

5. Add your title

Please use sentence capitalization, as JMMM does it. This means that the first word is capitalized, but all other word starts with a small (not capitalized) letter.

6. Enter the names of all authors

New Submission

[Frequently Asked Questions](#)

- ✓ [Select Article Type](#)
- ✓ [Enter Title](#)
- ➔ [Add/Edit/Remove Authors](#)
- [Submit Abstract](#)
- [Enter Keywords](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Request Editor](#)
- [Attach Files](#)

[Insert Special Character](#)

Please Enter the Following

Please enter the details of all authors (other than you) who contributed to the work reported in your manuscript. After entering each author's details, click **Add Author**.

By beginning the manuscript submission process, **YOU** are automatically identified as the Corresponding Author.

If needed, you may view the [interactive tutorial](#) explaining how to change the Corresponding Author of your manuscript. **If you change the Corresponding Author, the manuscript will be removed from your account and added to the new Corresponding Author's account when you leave or complete the submission process.**

For further help with this submission step, please visit our [online support site](#).

First Name*

Middle Initial

Last Name*

Academic Degree(s)

Affiliation

E-mail Address

Please select if this is the corresponding author

[Add Author](#)

[Previous](#) [Next](#)

	First Name	Middle Initial	Last Name	Academic Degree	Affiliation	E-mail Address	ORCID
First Author Corresponding Author	Urs	Otto	Hafeli	Ph.D.	University of British Columbia	urs.hafeli@ubc.ca	

Please fill in everything. Also, use full names, NOT abbreviations (as in the article itself!).

7. Add the abstract.

Please not more than 150 words.

8. Please add keywords, between 5-10 relevant ones.

Think of adding entries into a search index for this JMMM issue.

9. Fill in the additional information.

Answer Required:

Yes I intend to publish Open Access and am aware a publication fee is payable after acceptance

No, I do not intend to publish Open Access

[Select All](#) [Clear All](#)

Your Paper Your Way offers you the option to upload your manuscript in one file and in any layout. The file can be PDF file or MS Word but all manuscript components should be included to allow referees to evaluate your manuscript. References can be in any style, as long as they are complete and consistent. Figures need to be high enough quality for refereeing. If you prefer to do so, you may still provide all or some of the source files at the initial submission. See the Guide for Authors on the top menu for more details of the journal's requirements.

Will you submit using **Your Paper Your Way** or **Standard Submission**?

[Instructions](#)

Please select a response

Your Paper Your Way

Standard Submission

Only say “yes” to open access if you are willing to pay \$2200!

For the “Your Paper Your Way” question, we suggest to click on “Standard submission”.

10. Enter any comments, if necessary.

This will be read by the editors. **Please include here the names of 3 potential reviewers, with e-mails.** Thank you!

11. Request an editor

Please choose

Please Choose

Urs Otto Hafeli, Managing Guest Editor (GE for Special issue Magnetic Carrier 2014) ▼

He will then assign your paper to one of the four co-editors

- Stefan Odenbach
- Maciej Zborowski
- Thomas Schneider
- Urs Hafeli

If you want to be sure to get the guest editor of your choice, then please state who it should be in the comment box (point 10). Otherwise Urs Hafeli will assign the paper.

12. Attach your files

At this time, all we want is your cover letter (very short) and your manuscript file. The manuscript file should be just a single word document that includes all the tables, figures, and figure legends for easy editing and annotating by the reviewers.

At revision, highlights, source files of the paper, figures, tables and figure captions will then be required to produce the final published version.

13. Approve your submission

Now click on “Build PDF for my Approval”, and then go to the main page in your account to approve the submission.

The screenshot shows the submission approval interface. At the top, there is a navigation bar with the journal logo and contact information. Below this, a header indicates the user is logged in as 'Urs Hafeli, Ph.D.'. The main content area contains instructions for approving a submission, including a warning about plagiarism and a checklist for the 'Ethics in Publishing' section. A table below the instructions shows one submission with the title 'A nice sentence type title', dated May 12, 2014, with a status of 'Needs Approval'. The 'Ethics in Publishing' column for this submission has a checkbox labeled 'I accept' which is currently unchecked.

Submissions Waiting for Approval by Author Urs O Häfeli, Ph.D.

1. Click **View Submissions** to see the PDF version of your submission. You must view the PDF before you can approve the submission and send it to the journal office. The submission will open in Adobe Reader (please refer to Adobe for more information).
 2. **Plagiarism** is globally recognised as a serious academic offence. Please read and adhere to the guidelines for [Ethics in Publishing](#). Please accept these guidelines (by ticking the box in the last column) before you approve your PDF.
 3. Click **Approve Submission** in the Action column of this table to indicate to the Editor/Editorial Office of the journal that you have checked the PDF version of your manuscript and are satisfied with the contents.

For further help with this submission step, please visit our [online support site](#).

If you have any problems, e.g. opening the PDF or file conversion errors in the PDF, please visit our [Troubleshooting page](#).

Other options:
 The **Edit Submission** link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.
 The **Remove Submission** link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status	Ethics in Publishing
Action Links	A nice sentence type title	May 12, 2014	May 12, 2014	Needs Approval	<input type="checkbox"/> I accept

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Make sure you accept the “ethics in publishing” check box.