

SUBMISSION INSTRUCTIONS

MANUSCRIPTS IN ENGLISH

1. INTRODUCTION

The principal/corresponding authors should send the manuscript directly to the website of the journal: <http://analesranf.com/index.php/aranf>

The author can choose the language (Idioma) of the webpage between Spanish and English, using the corresponding choice in a box at the right menu of the web page (default: “Español”). Choose English and click on “Entregar” (submit):



The author(s) should prepare only a file in DOC or DOCX format, according to the rules of paragraphs 3 to 5 of the instructions for authors at:

http://anales.ranf.com/Normas_autor_RANF.pdf

The author(s) must have prepared the supplementary material if any (see paragraph 5.11 of the instructions for authors). Illustrations, figures, photos, graphics, etc., should be submitted compulsorily as supplementary material in separate files following the rules of journal.

Once registered, the author can follow the status of the publishing process of the manuscript through the website of the journal, with the username and password at:

<http://www.analesranf.com/index.php/aranf/login>

2. REGISTER

The corresponding author must obtain a username and fill all data required in the registration form as author, including their password at:

<http://analesranf.com/index.php/aranf/user/register>

IMPORTANT: It is important that you check the author checkbox.

Confirmation Send me a confirmation email including my username and password

Working Languages English
 Español

Register as Reader: Notified by email on publication of an issue of the journal.
 Author: Able to submit items to the journal.

* Denotes required field

3. SUBMISSIONS

The author, once registered, gets redirected to the submission page. At any time, when you already have your username, you can login with your password in:

<http://www.analesranf.com/index.php/aranf/login>

Then, you are identified as the author and you can already perform the submission process by clicking on [New Submission].

The manuscript submission process consists of five steps.

3.1. Step 1. Starting the Submission

3.1.a. Journal Section

You must choose an option in accordance with the rules of the journal.

3.1.b. Submission Language

You must maintain the default language: English.

3.1.c. Submission Checklist

Check and tick the corresponding checkboxes.

3.1.d. Copyright Notice

The author must accept the transfer of copyright to the Real Academia Nacional de Farmacia to continue.

3.1.e. Comments for the Editor

This field is optional, but can be used as a cover letter to the editor.

3.1.f. Click on Save and continue

3.2. Step 2. Uploading the Submission

In this section please upload the manuscript as specified in the rules of the journal, as a single file in DOC or DOCX format. Once uploaded the file click on Save and continue.

3.3. Step 3. Entering the Submission's Metadata

In this section it must introduce the data of the authors, title and abstract, indexing, and supporting agencies.

IMPORTANT: Let the Form Language in English (default).

3.3.a. Authors

When the author fill in the fields of the Form, please note the following:

- In the webpage journal, you can see the name and last names, but not the middle name.
- Fill in the field competing interests (conflict of interest) if they exist.
- Add all authors in order of appearance in the manuscript.
- For default the author registered will be shown first. If it is necessary to place, you clicking on the arrows on the left of *Reorder authors to appear in the order they will be listed on publication*.
- Check the author to which direct the correspondence in: *Principal contact for editorial correspondence*. Default is the author who has been registered.

3.3.b. Title and Abstract

Fill in the title field in English. Example: Experimental treatments against the Ebola Zaire virus (no endpoint). Fill in abstract in English, as it is in the manuscript.

3.3.c. Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (;).
Example: Material; Biodegradable; Water; Alcohol; Silicates; Aluminum.
IMPORTANT: Do not click yet Save and continue.

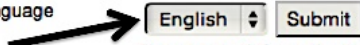
3.3.d. Title and abstract in Spanish

To introduce the title and summary in Spanish must change the language of the form in:

Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Form Language

A screenshot of a web form. On the left, the text 'Form Language' is followed by a black arrow pointing to a dropdown menu. The dropdown menu is open, showing the word 'English' with a small downward-pointing arrow to its right. To the right of the dropdown menu is a rectangular button with the word 'Submit' written on it.

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

Authors

Choose “Español” and click on the submit button. You must only fill in the title and abstract in Spanish, with the same format that used in the English language. In the case of foreign authors which do not manage Spanish language, the Editorial Office will be in charge of the corresponding translation. Fill in both fields: I request translation to Editorial Office.

3.3.e. Click on Save and continue

3.4. Step 4. Uploading Supplementary Files

In this section upload the supplementary materials as specified in rules of the journal. All figures embedded in the text, must be uploaded in separate files. When you finished click Save and continue.

3.5. Step 5. Confirming the Submission

Look at the head table: “File Summar”. If you are satisfied, please click Finish Submission. Once finished submission the data entered cannot be modified.

IMPORTANT: At any time during the process you can click Cancel button. In that case, the submission will be incomplete. If you click on the paper title you can confirm the submission or complete the data by clicking on the corresponding step (numbered from 1 to 5). If you click Delete all data will be removed and you will have to start all over again.