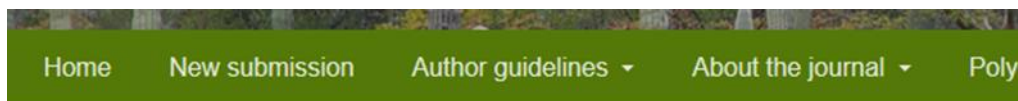


This is the main page of **Botanical Sciences**.

1. If you do not have a username and password, you can REGISTER at the top of the page and fill in the registration form.
2. If you already have a username and password, please LOGIN or NEW SUBMISSION, and go directly to step 5.



3. At the end of your registration you will be sent to this page. Click on MAKE A NEW SUBMISSION



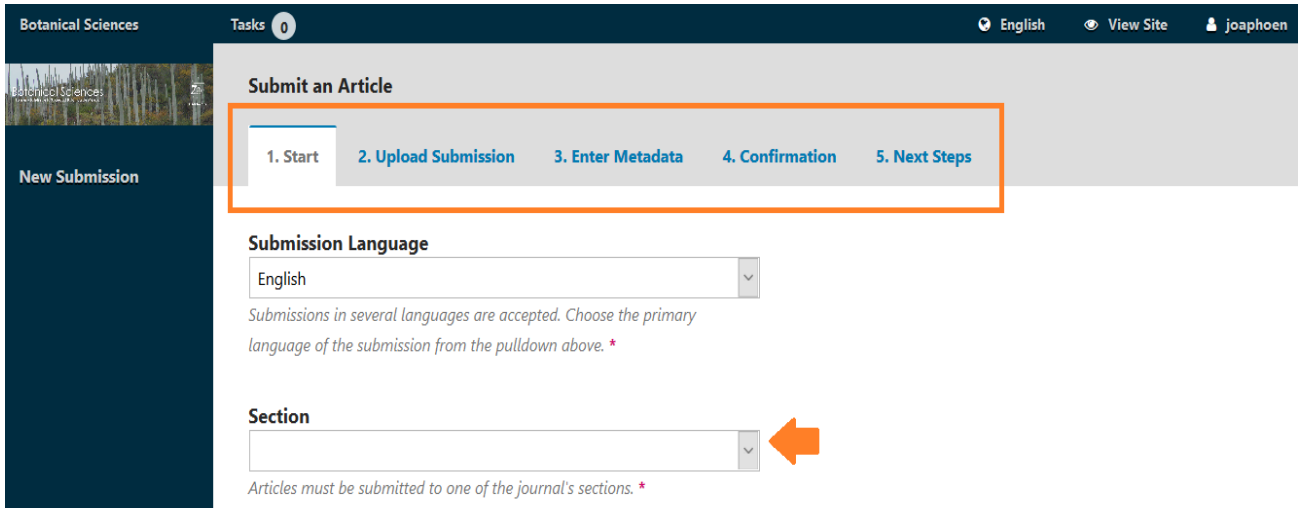
Home / Registration complete

Thanks for registering! What would you like to do next?

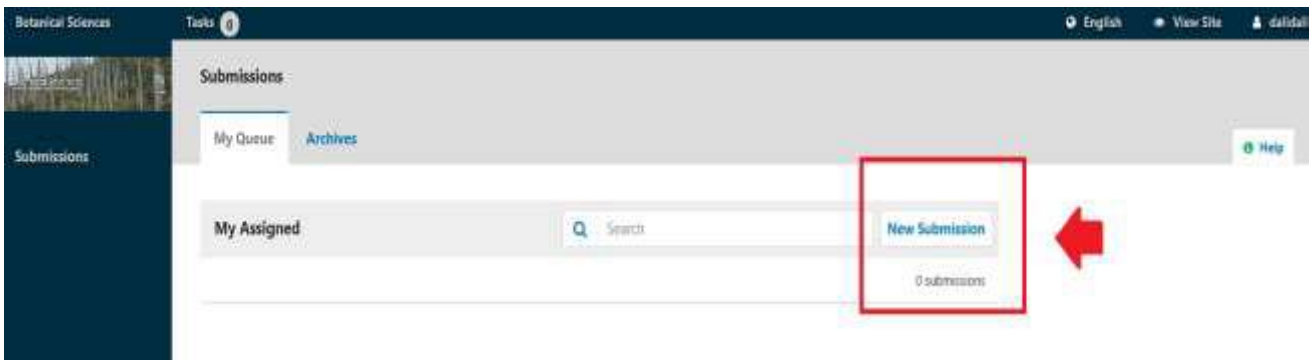
- [Make a New Submission](#)
- [Edit My Profile](#)
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4. You must fill out each of the sections that are requested, save and continue at the bottom of the page; the steps are numbered in the top menu. You can return as many times as you need. Once you pass point 4. CONFIRMATION, you can no longer correct or return.

In step 5. NEXT STEPS, you can see how the editor will see your files, and you can send a message and attach a document. You should be aware of this conversation if you use it.



- 5. If you already have a username and password, enter LOGIN or through NEW SUBMISSION, this page will open directly

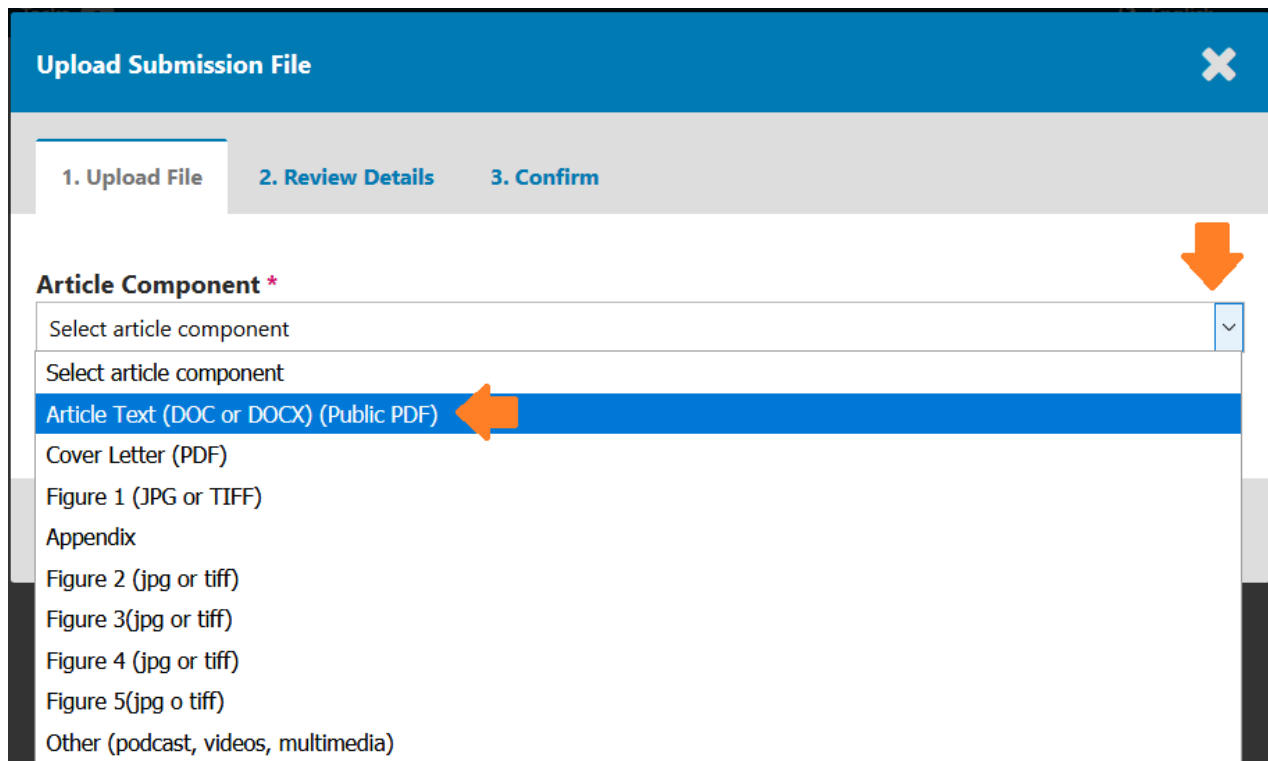


- 6. Click on NEW SUBMISSION and continue with the instructions in the text in step 4.

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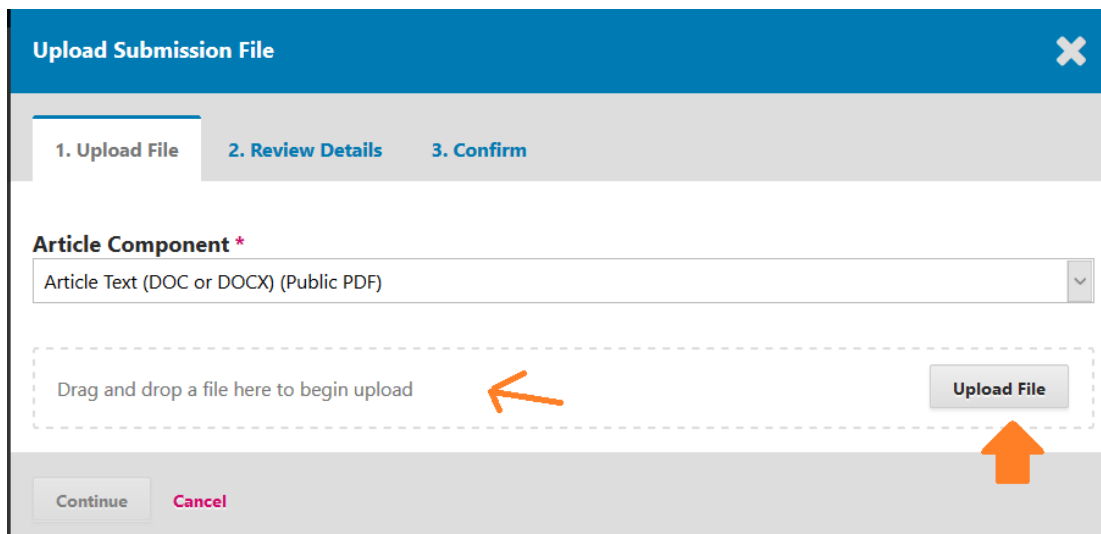
## Upload files

Click to display the file type options to upload. The first file to upload is the article text (docx), NO PDF ARCHIVES.



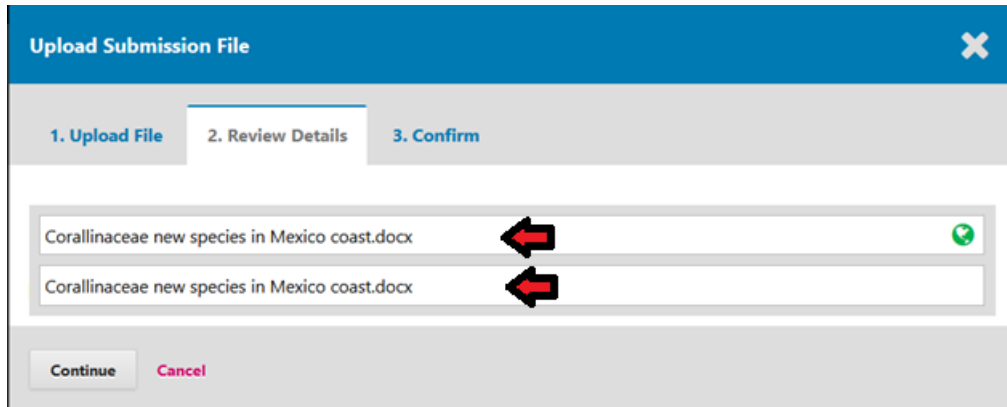
The screenshot shows the 'Upload Submission File' dialog box with a blue header and a close button (X) in the top right. Below the header is a progress bar with three steps: '1. Upload File' (active), '2. Review Details', and '3. Confirm'. The main content area is titled 'Article Component \*' and contains a dropdown menu. The dropdown is open, showing a list of options: 'Select article component', 'Select article component', 'Article Text (DOC or DOCX) (Public PDF)' (highlighted in blue), 'Cover Letter (PDF)', 'Figure 1 (JPG or TIFF)', 'Appendix', 'Figure 2 (jpg or tiff)', 'Figure 3(jpg or tiff)', 'Figure 4 (jpg or tiff)', 'Figure 5(jpg o tiff)', and 'Other (podcast, videos, multimedia)'. An orange arrow points down to the dropdown arrow, and another orange arrow points left to the selected option.

Click on UPLOAD FILE and search for the file on your computer or drag and drop a file.  
Finally click on CONTINUE.

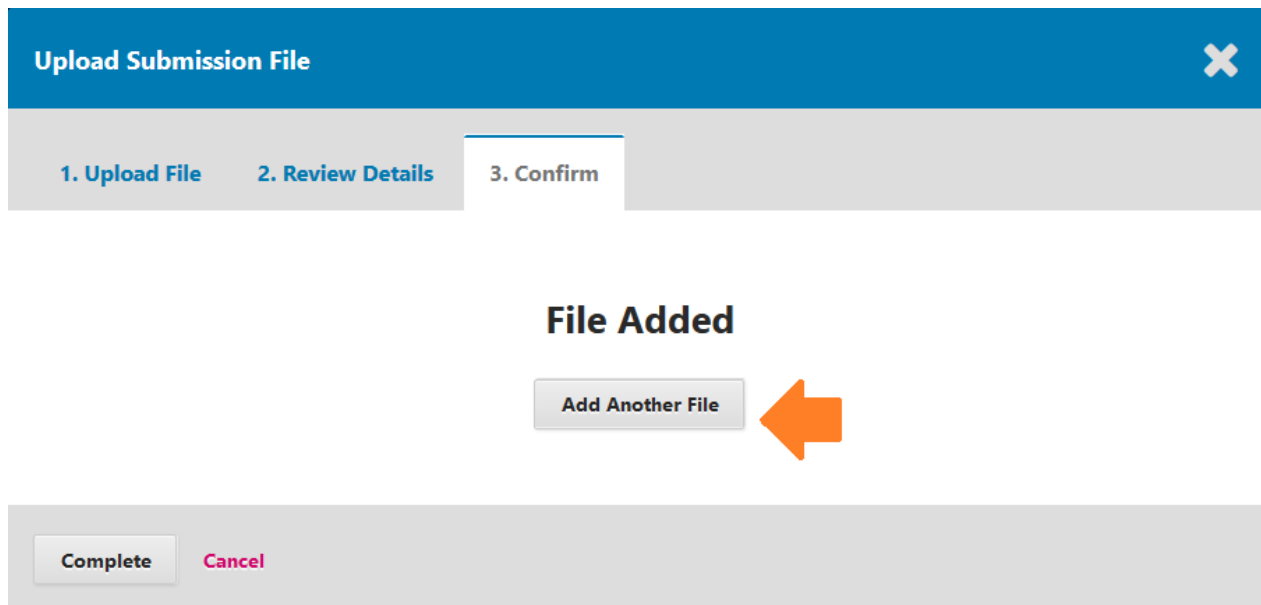


The screenshot shows the 'Upload Submission File' dialog box with the same progress bar as the previous image. The 'Article Component \*' dropdown menu is now closed, and the selected option 'Article Text (DOC or DOCX) (Public PDF)' is visible in the dropdown box. Below the dropdown is a dashed box containing the text 'Drag and drop a file here to begin upload' and an 'Upload File' button. An orange arrow points left to the dashed box, and another orange arrow points up to the 'Upload File' button. At the bottom of the dialog box are two buttons: 'Continue' and 'Cancel'.

in REVIEW DETAILS it is necessary to fill the 2 language windows with the article title (copy it), and click CONTINUE button.



Now add other files, starting with the COVER LETTER (letter to editor), and then the figures, appendices, and other files (audios, videos, podcasts, etc.). Add all your files before clicking the COMPLETE button



In the first box always choose: THIS IS NOT A REVISION OF AN EXISTING FILE. In the next one and select the type of file to upload.


### Upload Submission File ✕

1. Upload File   2. Review Details   3. Confirm

**If you are uploading a revision of an existing file, please indicate which file.**

This is not a revision of an existing file ▾

**Article Component \***

Select article component ▾ 

Continue Cancel

Select your complementary files: letter to the editor, figures, appendices, etc. And fill in the requested metadata, especially in image files. To exit the language windows, please click anywhere on the screen.

### Upload Submission File ✕

1. Upload File   2. Review Details   3. Confirm

Author Name, COVER LETTER.pdf 🗑

pdf 99KB

information 🗑

*Description*

fasd 🗑   fadsas 🗑

*Creator (or owner) of file*   *Publisher*

asdf 🗑   adfsa 🗑

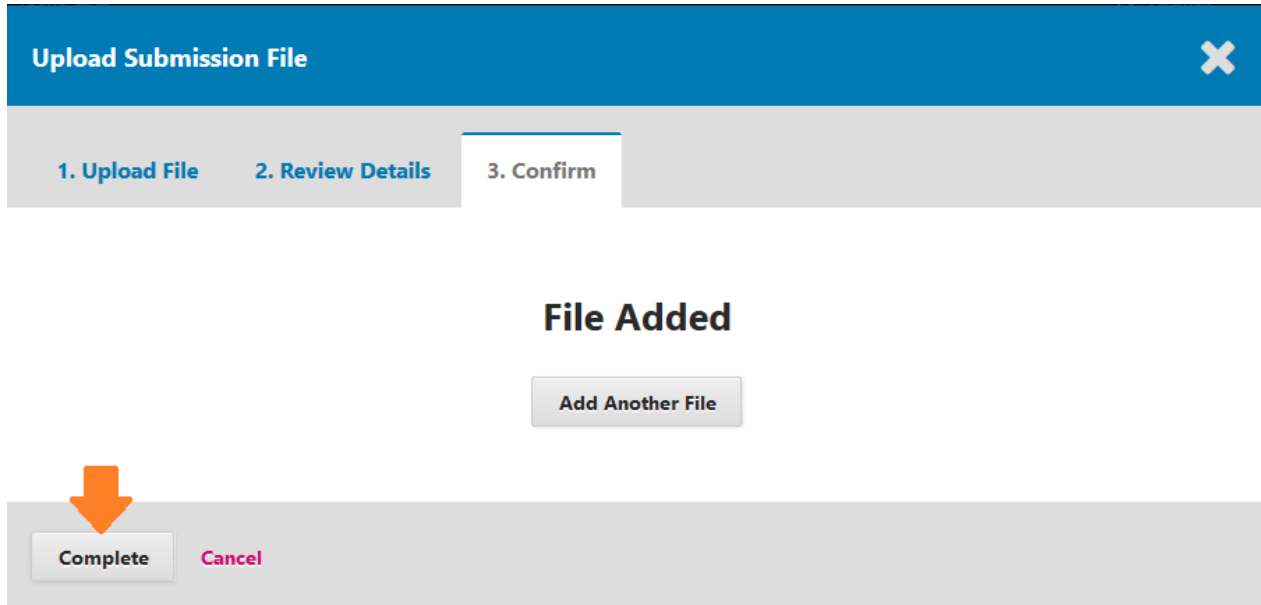
*Source*   *Subject*

asdf 🗑   2019-10-06   fads

*Contributor or sponsoring agency*   *Date*   *Language*

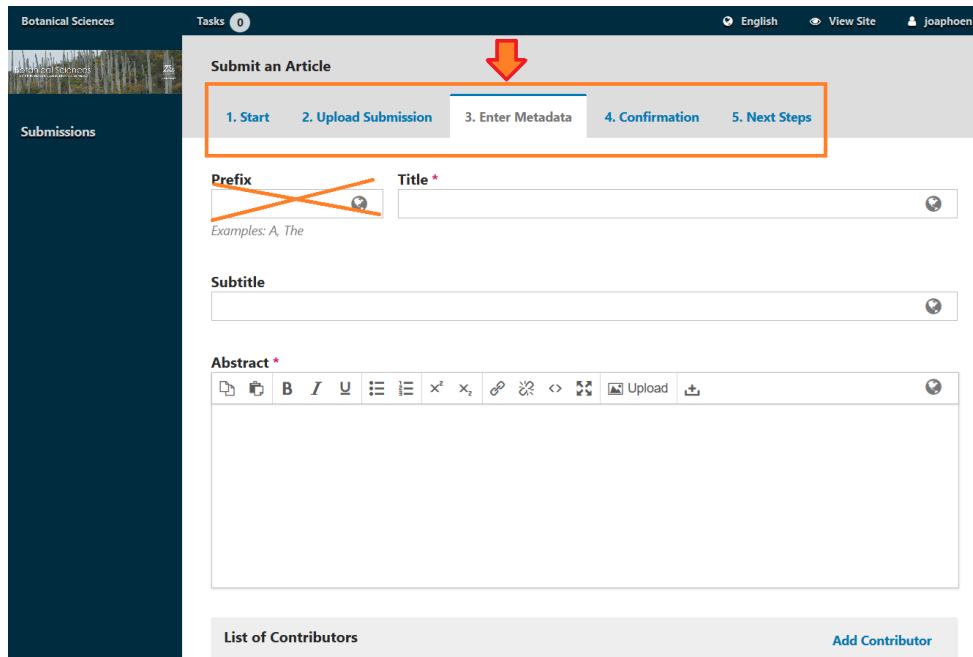
Continue Cancel

When you have uploaded all your files, until then click on the COMPLETE button



The next step is filling the metadata of the main file. It is not necessary to fill the PREFIX field. All fields must be filled correctly.

Fill in the full details of the co-authors. keywords separated by comma, to enter them correctly, and references with your orcid and / or ISBN number.



When you finish entering the metadata, you will send it to the final page. If you do not have corrections click on finish submission, or return to the section you wish to edit in the top menu.



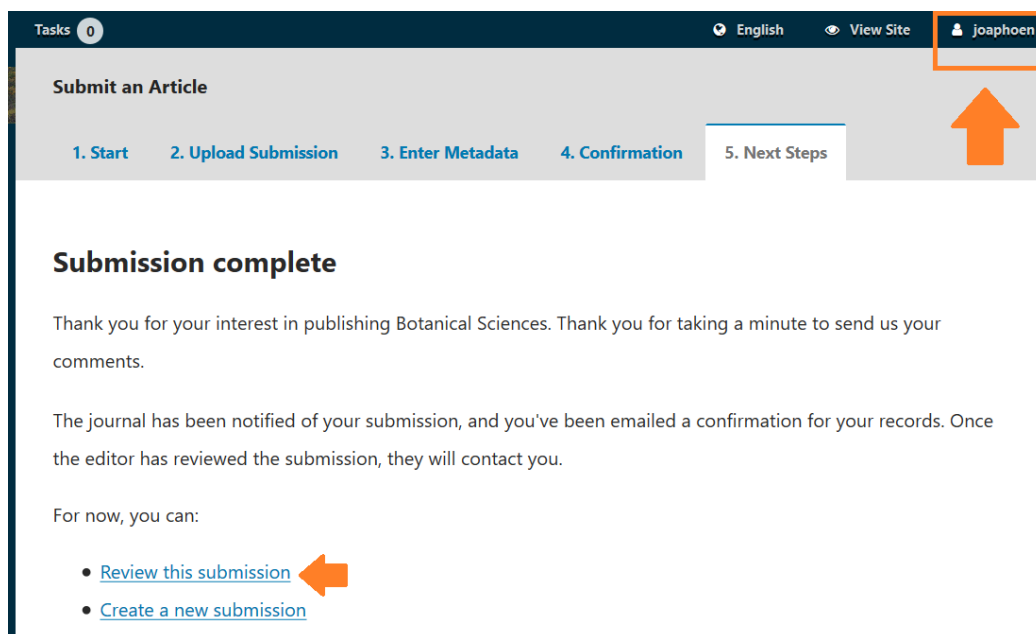
Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".



The system will ask if you are sure. Click OK button and wait for the system to confirm.

Finally, in section 5. NEXT STEPS, you can see how the editor will receive your files. You can send a message in the ADD DISCUSSION section.




If you have finished, you can return to your work area or exit, by clicking on its name in the upper right corner of the page.




When you enter the page again, you can see in the top menu the progress in the editorial process of your manuscript.

SubmissionReviewCopyeditingProduction

**Submission Files**[Q Search](#)

▶	 15716-1	Corallinaceae new species in Mexico coast.docx	October 16, 2019	Article Text (DOC or DOCX) (Public PDF)
▶	 15717-2	Author Name, COVER LETTER.pdf (2)	October 16, 2019	Cover Letter (PDF)
▶	 15719-1	joaphoen, bc.jpg	October 16, 2019	Figure 1 (JPG or TIFF)

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