

## Help for Authors

We appreciate your interest in submitting an article to one of the GIGA journals.

**Before continuing**, please read the information under "**Submissions**" (menu bar above): **only then will you be able to prepare your article in line with the journal's formal criteria!** This will facilitate the submission of both your paper and the required additional information via our editorial system.

**Should any questions arise regarding the individual steps, additional help is provided below.**

### Login

Before submitting your article, you must first "**Log in**" with your username and password.

If this is **the first time** you are accessing our system, click on "**Registration**" and enter your personal details; you can select your own username and password. **After saving** this information, you will be taken to your **personal homepage**: now click on "**Author**" in order to log in as an author. A page containing a table that will list all articles you submit in the future and provide information regarding their processing status will now be displayed. (There you can also delete any articles that have been submitted by mistake.) By clicking the button below the table you will gain **access to the submission process**.

### Submission Process

Your contribution and associated information is entered into the system using a five-step process:

- 1. Start**
- 2. Enter metadata**
- 3. Upload submission**
- 4. Upload supplementary files**
- 5. Confirmation**

Simply follow the step-by-step instructions. Once you have saved one step you will be taken to the next one automatically. You can also move backwards and forwards through the steps, i.e., return to previous steps that have already been completed, in order to update or correct information. **Please do not forget to save your changes again each time using the save button at the bottom of the page.** If you have missed a **compulsory field**, an appropriate message will be displayed when you press "Save and continue".

#### Step 1

In step 1 you select the section in which you would like to publish your contribution. If your contribution will be subject to an anonymous appraisal ("double-blind peer review"), please note that both the **text and the file** should be anonymized.\*

During this step you will also need to confirm that your contribution complies with the criteria provided by our editorial team and accept the journal's copyright rules. An input field is also provided in step 1 that can be used to forward comments to the editors. You will be taken to step 2 automatically once you have pressed "**Save and continue**".

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\* This means the authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes instead of the authors' names, article titles, etc.

In Microsoft Office documents, author identification should also be removed from the file properties (under File in Word main menu) by clicking on the following: File > Save As > Tools (or Options with a Mac) > Security > Remove personal information from file properties on save > Save.

## Step 2

In step 2 you give us some basic **information** about yourself as an author and about your article (e.g., bio statement, title and abstract).

If your contribution is a **book review**, just choose "book review" as a title and insert information on the book (author, title, publisher, year) into the abstract field.

**Please do not forget to save your information** once you have completed the form!

## Step 3

You will now be taken to step 3, where you can upload your contribution directly from your PC: click "Browse" and select the desired file. **Don't forget to click "Upload" afterwards; only then will your file be saved in the system.**

If you mistakenly upload the wrong file version, you can replace it with a different one. **Please don't forget to click "Upload".**

Once you are finished, click **"Save and continue"**. You will now be taken to step 4.

## Step 4

In step 4 ("Upload supplementary files") you can add additional material to your contribution; please follow the same procedure outlined in step 3. If you do not wish to upload any additional material, you can continue on to step 5 by clicking **"Save and continue"** once more.

## Step 5

During step 5 you will complete the submission process. You can still return to step 2 at this point in order to check that everything has been filled in correctly and, if necessary, make changes or corrections.

It helps us a great deal if you provide all of your information in both German/Spanish and English. It is possible to switch between the two form languages – you must, however, click **"Save and continue"** at the bottom of the respective page.

You may see the necessity of forwarding a message to the editorial department only once you have reached the end of the submission process; you can still return to step 1 at this point in order to enter a comment or question in the respective field. Please don't forget to click **"Save and continue"**.

Once you are sure that you have uploaded the correct file version and – if your contribution will be subject to the peer-review process – have **anonymized** both the text and the file, click **"Finish submission"**. Your text and any additional material are now saved in the system and can be accessed by the editorial team for appraisal and/or editorial purposes.

You will receive an automatic **confirmation e-mail**. This will also contain information on how to review the status of your contribution in the system.

If you experience any problems while submitting information, please contact Ellen Baumann ([baumann@giga-hamburg.de](mailto:baumann@giga-hamburg.de)).