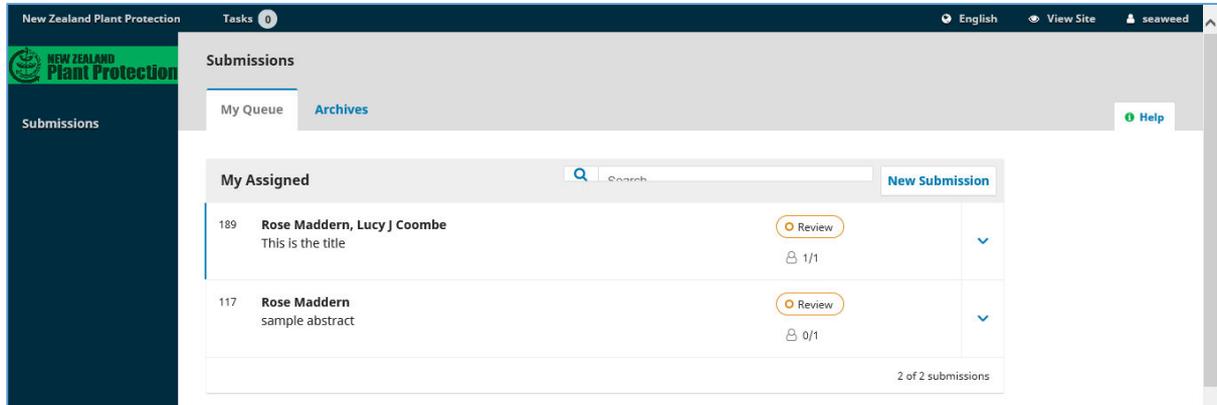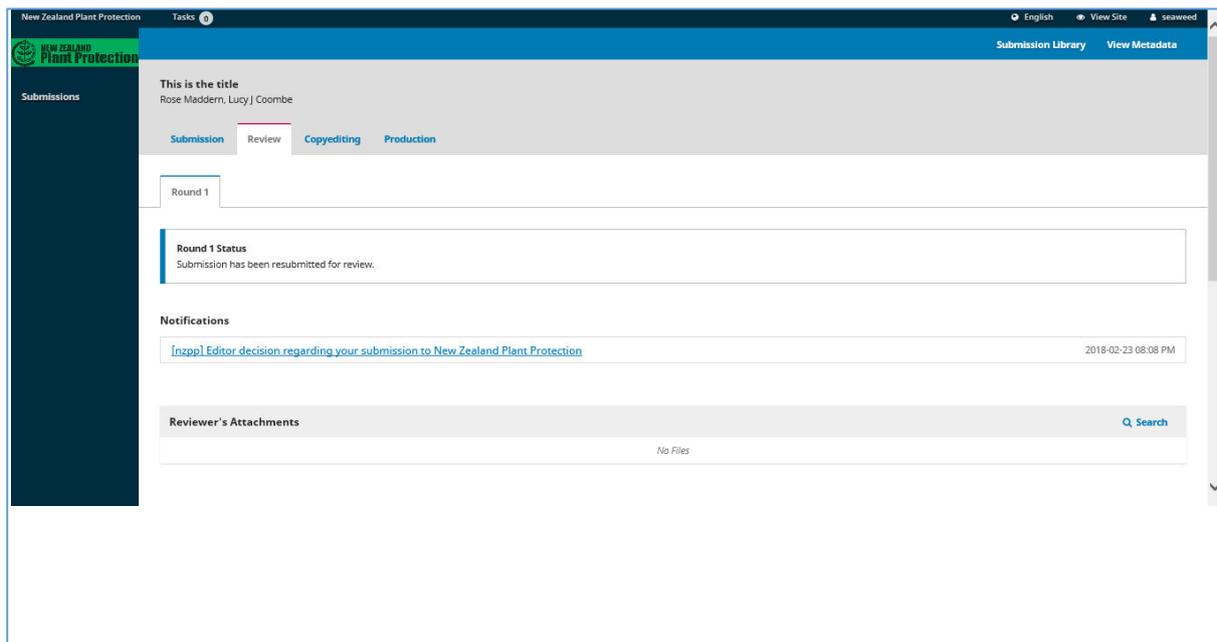**HOW TO SUBMIT A FULL MANUSCRIPT *NEW ZEALAND PLANT PROTECTION***
February 2018

STEP 1: START

Login to the journal website. You will see a summary of your submission(s):
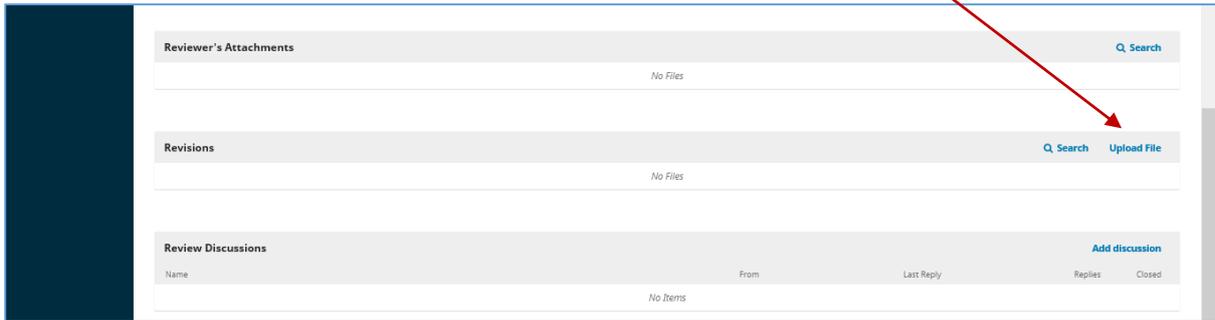

Click on the author name of the submission you want to upload and the following screen will appear:

The number of the submission you are working on is shown in the header bar:
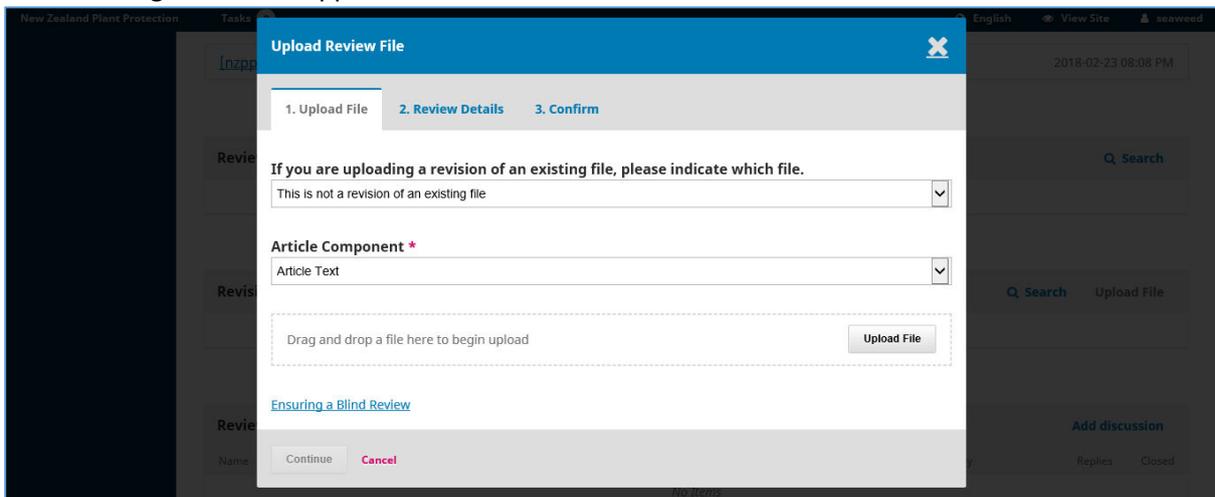
Scroll down this screen until you see the Revisions bar and click on the "Upload File" tab on the right-hand side of the screen:

## STEP 2: UPLOAD ALL THE FILES ASSOCIATED WITH YOUR FULL SUBMISSION

The following screen will appear:

Click on the first drop-down box and choose "This is not a revision of an existing file".

Click on the second drop-down box and choose "Article text"

Click on the "Upload file" button to upload the file containing your manuscript that is formatted using the paper template https://nzpps.org/forms/NZPP_Template.docx
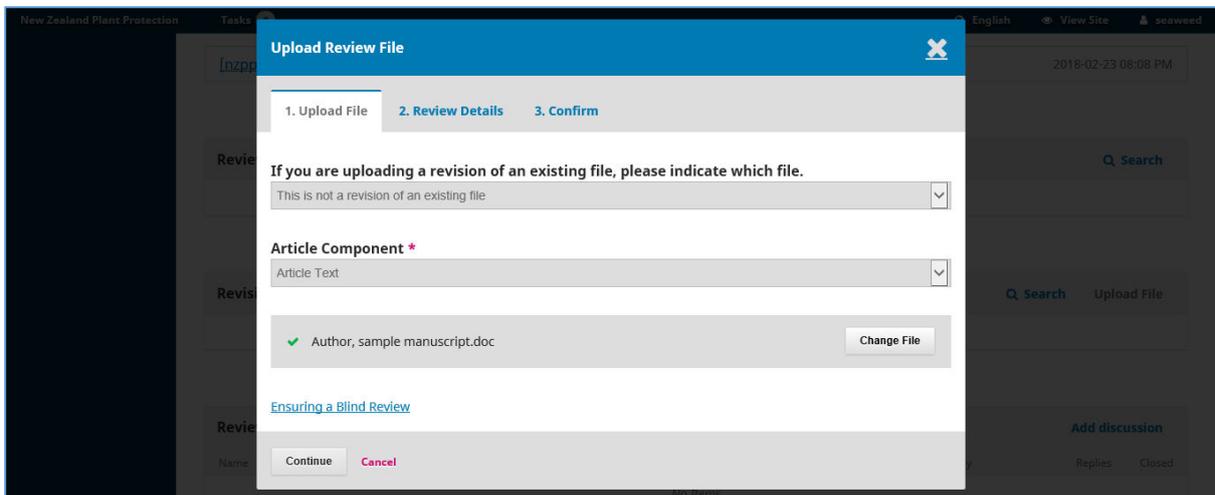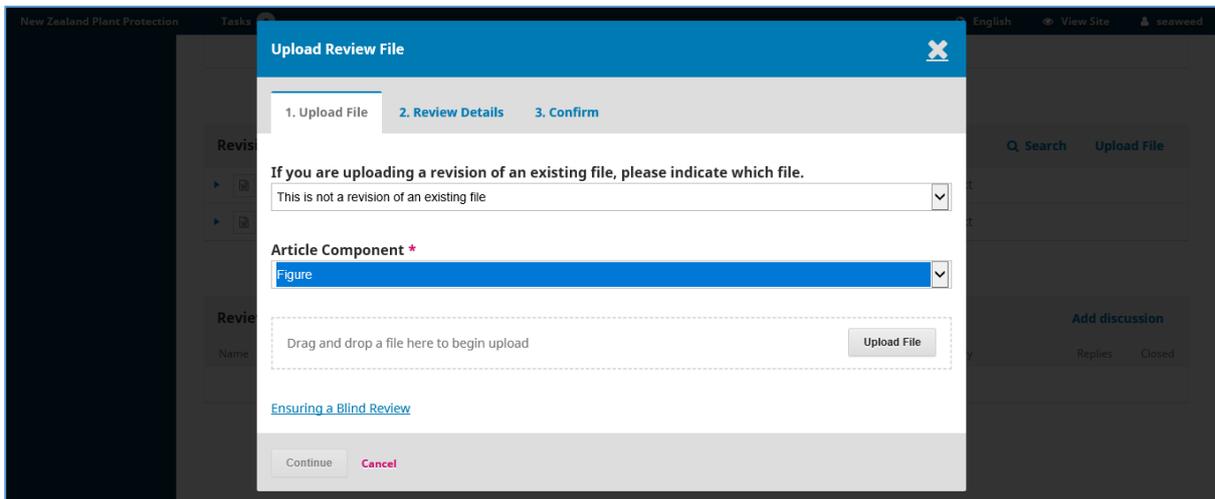
If you load the wrong file, you can change it by clicking on the "Change File" tab.
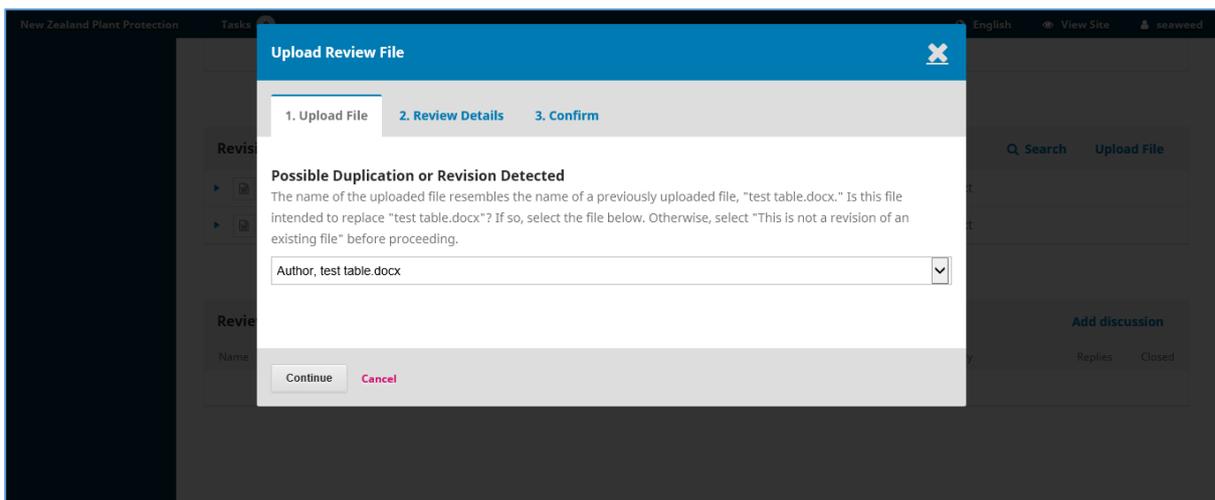
Check this is the correct file then hit "Continue". You will then see the following screen:
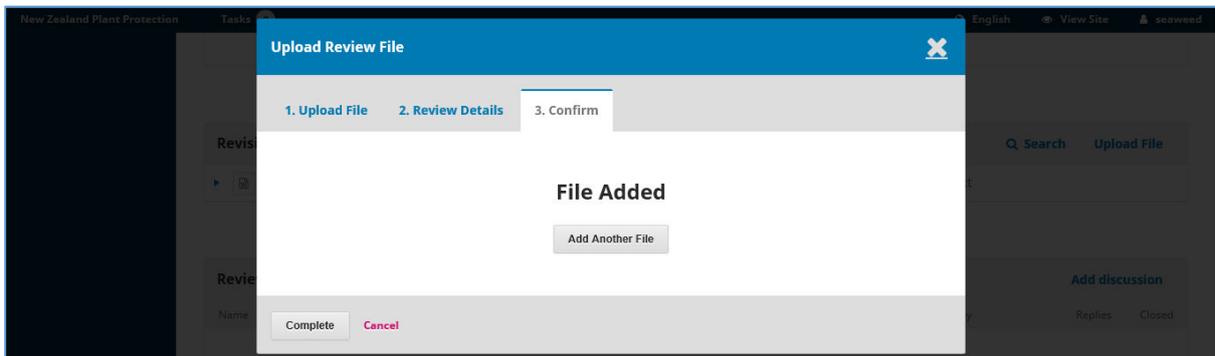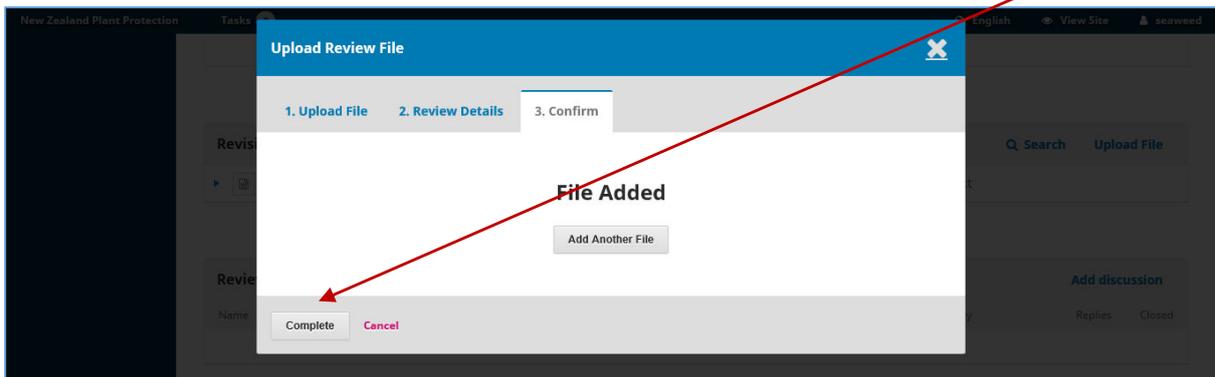

Click on the "add another file" button to add further new files, such as a table, figure and/or appendix.

You may see the following screen. If you do, follow the instructions and then hit "Continue".
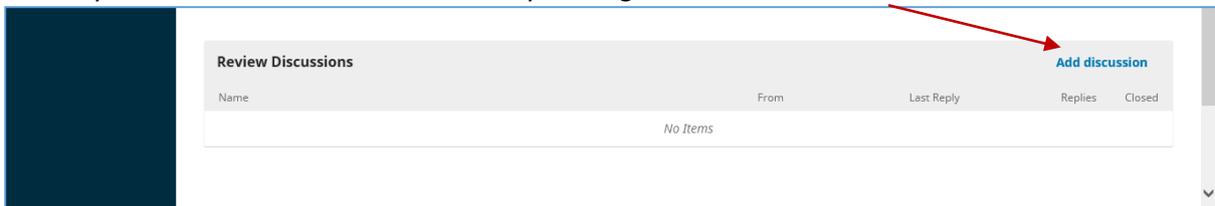
Once you have added all the files associated with your submission then click on the "Complete" tab:
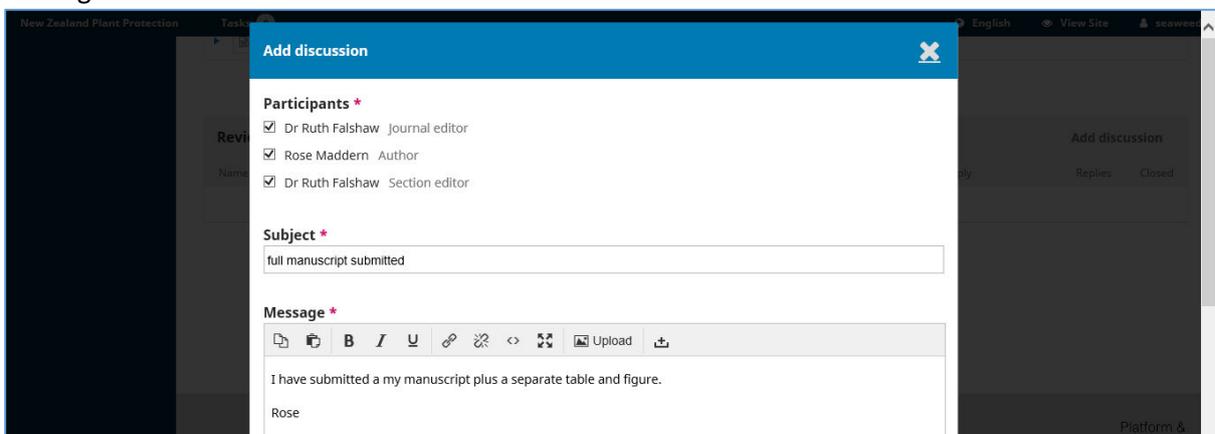

You will then see a list of all the files you have uploaded. Check this list is complete. If it isn't, then upload the missing file(s):
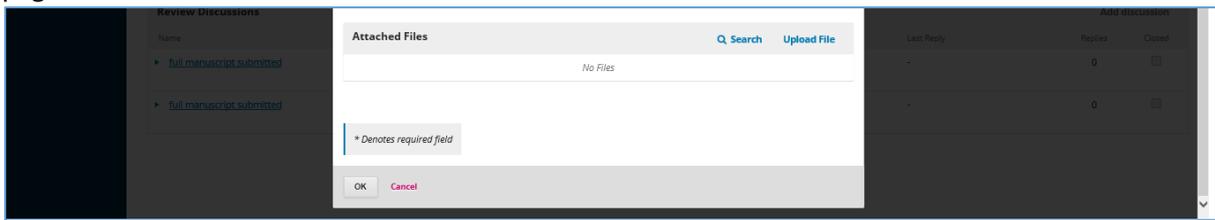

You may also add comments to the editor by clicking on the "Add discussion" tab:

This will bring up a new screen where you can choose who to include in the discussion and add your message:
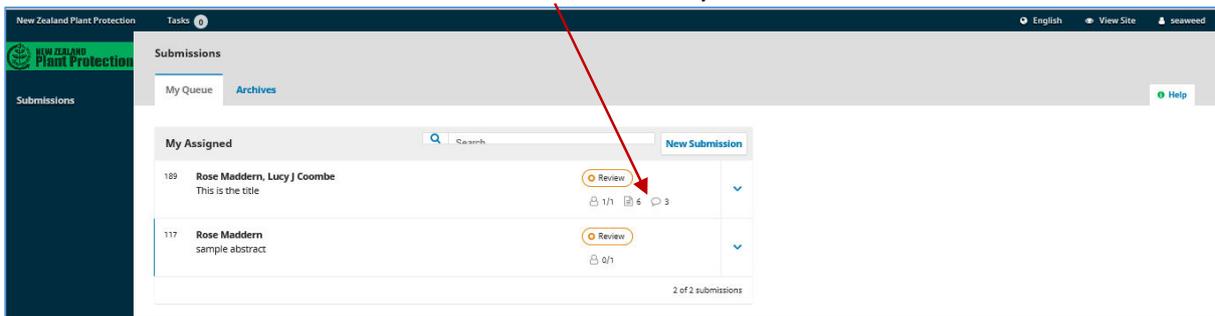
When you have finished typing you message, then click on the "OK" button at the bottom of the page:

Click back on the "Submissions" button:

You will then see the number of files and discussions you have added:

Please contact Ruth Falshaw at editor@nzpps.org if you have any questions