

The *Primary Care Respiratory Journal* has now joined more than 1,200 leading scientific journals in using Manuscript Central for submission and review of manuscripts. Submitting your manuscript online will cut the time it takes to make a decision on your paper.

What you need: 1. Your files in an electronic format; 2. An internet connection; 3. A user ID and password for the site.

If you are a first-time user, click on "Create account". Enter your name and e-mail information (this is very important). Enter your institution and address information. Enter a user ID and password of your choice. Click "Finish". You will now be able to log on. You will receive confirmation of your user ID and password via email. **If you have an existing account follow the steps below to submit your manuscript.**

LOG ON TO

<http://mc.manuscriptcentral.com/pcrj>

Log on using your **USER ID** and **PASSWORD**

Click "**Author Centre**" and then "**Click here to submit a new manuscript**"

1

TYPE, TITLE & ABSTRACT

Choose your manuscript type from the drop down list.
Type in the title of your manuscript, running head and abstract.
Use the "Special Character" button to add Greek and other symbols.
Click on the "Save and Continue" button to proceed.

2

KEYWORDS

Type in minimum of 4 keywords, maximum of 8.
Click on the "Save and Continue" button to proceed.

3

AUTHORS & INSTITUTIONS

Enter your co-authors' information in the boxes provided.
An author may already exist in the journal's database, enter their e-mail address and click "Find", if the author is found, their information will be automatically filled out for you. You **MUST** include all authors - see *PCRJ* policy on Ghost authorship in Guide to Authors.
Click on the "Save and Continue" button to proceed.

4

REVIEWERS & EDITORS

Enter your preferred reviewer and non-preferred reviewer.
Please note that the Editors are not obliged to accept your suggestions.
Click on the "Save and Continue" button to proceed.

5

DETAILS & COMMENTS

You have an option to type or paste your cover letter into the box provided or alternatively attach a file containing your cover letter following the instructions provided.
Please complete the rest of this section as requested.
Click on the "Save and Continue" button to proceed.

6

FILE UPLOAD

DO NOT INCLUDE ANY IDENTIFIABLE INFORMATION IN YOUR SUBMISSION SINCE PCRJ OPERATES A DOUBLE BLIND PEER REVIEW SYSTEM

Upload as many files as needed, these files will be combined into a single PDF document for the peer-review process. Please ensure that no identifiable information is included in the files to be uploaded since *PCRJ* operates a double-blind peer review process. Please note the instructions provided for submitting an updated or revised manuscript. Once you have clicked "Upload" a progress window will appear while the files are uploading. When you have finished, click on the "Save and Continue" button to proceed.

7

REVIEW & SUBMIT

Final stage at which you can review your submission, make any changes, and provide any missing information as indicated.
You must click on "Submit" to complete your submission.

You may suspend a submission at any phase and save it to submit later. After submission, you will receive confirmation via e-mail. You can log-on to Manuscript Central any time to check the status of your manuscript. Please don't forget to submit your revisions online too.