How to send a a paper to the journal

¡IMPORTANT!　　¡IMPORTANT!　　¡IMPORTANT!　　¡IMPORTANT!　　¡IMPORTANT!

Before uploading your paper to the journal's OJS platform, you must first send it <u>via email</u> to the editor of the corresponding section:

ANIMAL SCIENCE:　**Jorge Agudelo**, AnSc, PhD**: revistaedianimal@udea.edu.co**

VETERINARY MEDICINE:　**Nathalia Correa**, DVM, DrSc: **revistaedivet@udea.edu.co**

ACUACULTURE:　**Carlos Marín**, Biol, DrSc: **revistaediaqua@udea.edu.co**

1. **Once instructed by the section editor**, you will be able to upload your manuscript by entering the journal with your username and password. If you do not have one, click on the **Register** tab on the right side of the upper banner. If you already have a username and password, press **Login.**

2. To register, you must complete the form and click on **Register**. Once registered, enter the email associated with your account and follow the instructions.

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3. Once logged into your account, click on **Dashboard** and then on **New Submission**. A series of five steps will appear.

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| 1. Start | 2. Upload Submission | 3. Enter Metadata | 4. Confirmation | 5. Next Steps |

4. In the first step (**Start**), fill in the fields with the requested information.

Section

Original research articles

Articles must be submitted to one of the journal's sections. *

Section Policy

Manuscripts should not exceed the following (spaces included): 30.000 characters. Must be written in English.

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

☑

AUTHOR **AGREEMENT**

Authors are required to fill, sign, and submit the form titled "Author Agreement" **along with the manuscript.**

It is acceptable to submit a packet of several independent forms that include the total of authors (e.g. if authors are at different locations they can sign separate forms).

☑ Types of articles and maximum length (spaces included): • Original Research Articles (30.000 characters) • Short Communications (10.000 characters) • Literature Reviews (40.000 characters) • Clinical Cases and Case Studies (15.000 characters) • Letters to the Editor (5.000 characters) • Book Reviews (5.000 characters)

☑ Files. Three manuscript files in MS Word: A manuscript with names of authors. An ANONIMOUS manuscript The Author Agreement (signed)

☑ Title, Abstract (<350 words; bolded subtitles), and Keywords (>8): in English, Spanish, and Portuguese.

4.1. After filling in the information, click on **Save and continue**.

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○ Journal manager

◉ Author

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5. In **Article Component**, select **Article Text** to upload your manuscript file, or **Other** to upload a different type of file. After this, upload the documents by clicking on **Upload file;** then click on **Continue**.

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| 1. Upload File | 2. Review Details | 3. Confirm |

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5.1. Additional files are uploaded by clicking on **Add Another File**. You can finish uploading by pressing **Complete**.

5.2. To complete the process, click on **Save and continue.**

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6. The third step is to fill in the metadata of the manuscript. Please make sure you fill in the correct information. At the end, click on **Save and continue.**

Prefix

Examples: A, The

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Subtitle

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List of Contributors

Name	E-mail	Role	Primary Contact	In Browse Lists
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7. The fourth step is to confirm the metadata. Once the information provided has been verified, click on **Finish Submission.**

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