

## ONLINE MANUSCRIPT SUBMISSION TO *PALYNOLOGY*

*Palynology* is now ready to begin accepting new submissions via our new electronic submission and review system, ScholarOne Manuscripts™ (formerly Manuscript Central). Direct submission to the editor will be discontinued from the ‘go-live’ date.

ScholarOne Manuscripts™ allows direct submission to a proven online manuscript management system. It is an Internet-based application that facilitates online submission and peer review. The system is entirely web-based, meaning it can be accessed via any web browser, on any internet-ready PC, anywhere in the world without the hassle of downloading software.

Online submission and peer review greatly reduces the administrative paperwork for all parties. ScholarOne Manuscripts™ (S1M) will greatly simplify the assignment of reviewers, keep track of progress, and automate much of the dialogue between authors, editors and referees.

From the ‘go-live’ date, all editorial work pertaining to *Palynology* will be undertaken using S1M, which brings many significant advantages, making it even easier to submit draft papers and track progress through the peer review process. S1M eliminates postal delays and streamlines peer reviews, making it more transparent and a great deal easier for authors and editors. Electronic systems can seem somewhat impersonal, but *Palynology* has built strong relationships with authors and reviewers, and we intend to remain a friendly and approachable journal.

ScholarOne Manuscripts is extremely easy to use. The S1M site has a unique Web address (<http://mc.manuscriptcentral.com/tpal>). To enter the author center for *Palynology*, enter the web address in the address field of your browser, click on the ‘Online Submissions’ link on the journal’s T&F website, or click the hyperlink on the AASP website. The journal's login page will open and you should follow the step-by-step instructions for creating your account. Online training is available through the ‘get help now’ link. When you log in, you are taken to the welcome page. Here you see links to all of the role centers you have permissions for. To access your author dashboard page, click the link to open it. This is where you begin the manuscript submission process. Full instructions appear during the process and guides are available as PDF files via the AASP and T&F websites or by request from the editor. There is also a help service available by telephone or email.

We look forward to your continued support of the journal, and to receiving your manuscripts.

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