

Einreichung eines „miscellaneous“-Beitrags (kein Originalbeitrag, keine Übersichtsarbeit)

Das einzureichende Dokument muss ein Word-Dokument sein. Überprüfen Sie bitte vor der Einreichung, ob Sie die Manuskriptrichtlinien eingehalten haben. Dies müssen Sie später bestätigen!

Aufsuchen der Seite:

Beim 1. Nutzen der Seite: Create An Account → den Anweisungen folgen – Autordaten hinterlegen

ScholarOne Manuscripts™ Spiritual Care

Log In Reset Password **Create An Account**

Log In

User ID [Create an Account](#)
beate.mayr@gmx.de

Password [Reset Password](#)
.....

Log In

Log In With ORCID ID

Welcome to the submission site for
Spiritual Care

To begin, log in with your user ID and password.
If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen.

Resources

- [FAQs & User Guides](#)
- [Instructions & Forms](#)
- [Journal Home](#)
- [Site Support](#)

1 E-Mail / Name
2 Address
3 User ID & Password

Create an Account

There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

E-mail Addresses

- E-mails will always be sent to the 'Primary E-mail Address'. If you would also like copies of the e-mails to go to a second address, please complete the 'Primary Cc E-mail Address' as well.
- 'Secondary E-mail Address' and 'Secondary Cc E-mail Address' are for the records only and will not receive correspondence generated from the system. The site administrator may use these if your primary e-mail is unable to receive messages.

ORCID®

Select the appropriate option below to associate an ORCID ID to your account.

[Create an ORCID ID](#)
[Associate your existing ORCID ID](#)

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.

Name [Special Characters](#)

Prefix: req.

First (Given) Name: req.

Middle Name:

Last (Family) Name: req.

Degree:

Primary E-Mail Address: req.

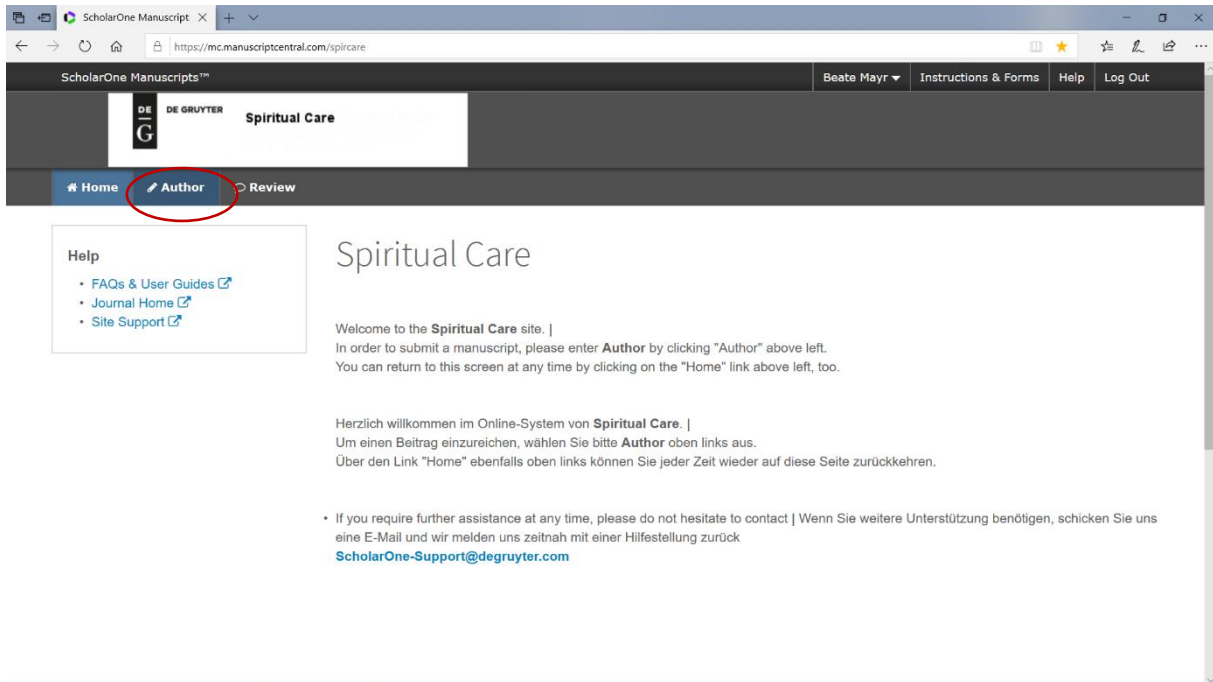
Primary E-Mail Address (again): req.

Primary Cc E-Mail Address:

Achtung: Erst das detaillierte Feld (blauer Pfeil) ausfüllen!

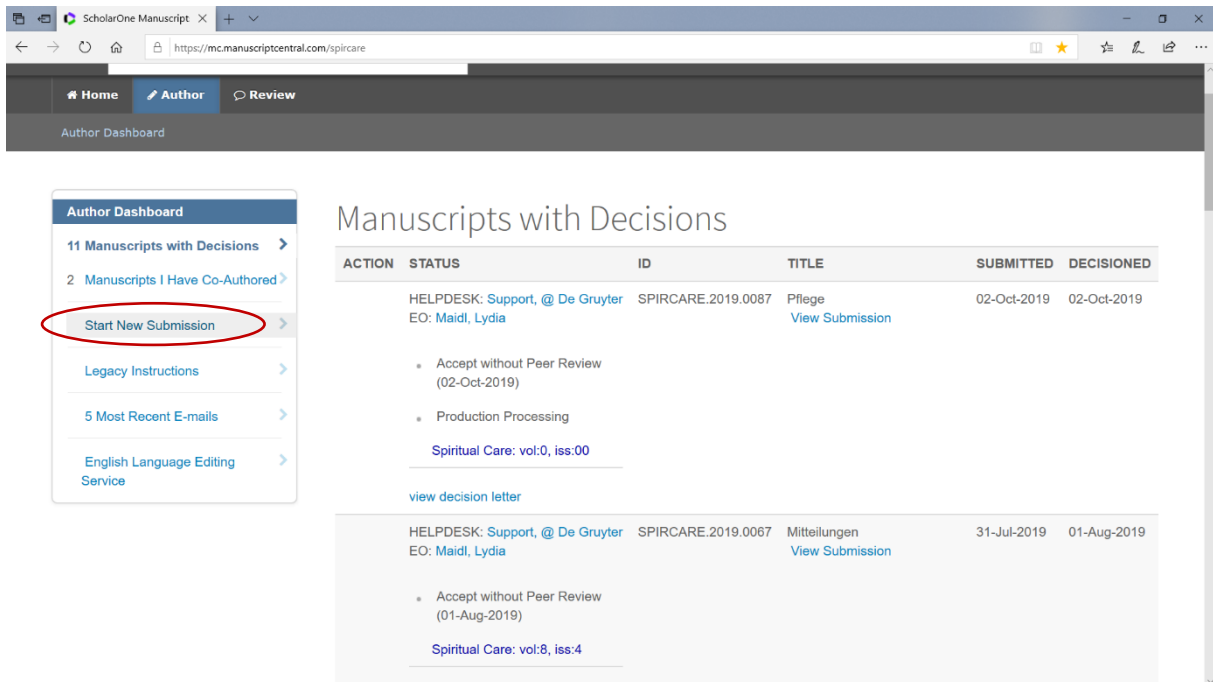
Beim wiederholten Nutzen der Seite: E-Mail-Adresse, die beim Anlegen des Accounts hinterlegt wurde + Passwort → Log In

Author-Center auswählen



The screenshot shows the ScholarOne Manuscripts website for the journal 'Spiritual Care'. The navigation bar at the top includes 'Home', 'Author', and 'Review'. The 'Author' link is circled in red. Below the navigation bar, there is a 'Help' section with links to 'FAQs & User Guides', 'Journal Home', and 'Site Support'. The main content area features a welcome message in English and German, and a contact email: ScholarOne-Support@degruyter.com.

Start new submission



The screenshot shows the 'Author Dashboard' in ScholarOne Manuscripts. The 'Start New Submission' link is circled in red. The dashboard displays a table of manuscripts with decisions. The table has columns for ACTION, STATUS, ID, TITLE, SUBMITTED, and DECISIONED.

| ACTION | STATUS | ID | TITLE | SUBMITTED | DECISIONED |
|--------|---|--------------------|---|-------------|-------------|
| | HELPDESK: Support, @ De Gruyter EO: Maidl, Lydia | SPIRCARE.2019.0087 | Pflege View Submission | 02-Oct-2019 | 02-Oct-2019 |
| | • Accept without Peer Review (02-Oct-2019) • Production Processing | | Spiritual Care: vol:0, iss:00 view decision letter | | |
| | HELPDESK: Support, @ De Gruyter EO: Maidl, Lydia | SPIRCARE.2019.0067 | Mitteilungen View Submission | 31-Jul-2019 | 01-Aug-2019 |
| | • Accept without Peer Review (01-Aug-2019) | | Spiritual Care: vol:8, iss:4 | | |

Begin submission

ScholarOne Manuscripts™

Beate Mayr ▾ Instructions & Forms Help Log Out

DE GRUYTER Spiritual Care

Home Author Review

Author Dashboard

Author Dashboard

- 11 Manuscripts with Decisions >
- 2 Manuscripts I Have Co-Authored >
- Start New Submission >**
- Legacy Instructions >
- 5 Most Recent E-mails >
- English Language Editing Service >

Start New Submission

Traditional submission allows you to upload files that were created from many sources.

Begin Submission

Step 1: Type, Title & Abstract

Aus den möglichen Rubriken „miscellaneous“ auswählen. Dann Titel des Manuskriptes eingeben.

ScholarOne Manuscripts

https://mc.manuscriptcentral.com/splicare

Submission

- Step 1: Type, Title, & Abstract >**
- Step 2: File Upload >
- Step 3: Authors & Institutions >
- Step 4: Review & Submit >

* Type:

| CHOICE | TYPE | DESCRIPTION |
|----------------------------------|------------------|--|
| <input type="radio"/> | research-article | (Originalbeitrag) |
| <input type="radio"/> | review-article | (Übersichtsbeitrag) |
| <input checked="" type="radio"/> | miscellaneous | (Erfahrungsbericht, spiritueller Impuls, Rezension usw.) |
| <input type="radio"/> | essay | |
| <input type="radio"/> | erratum | |

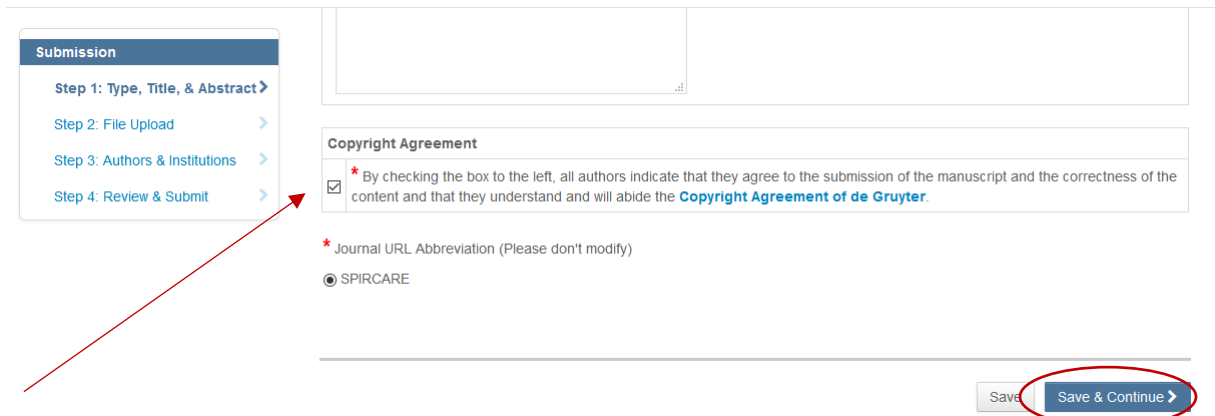
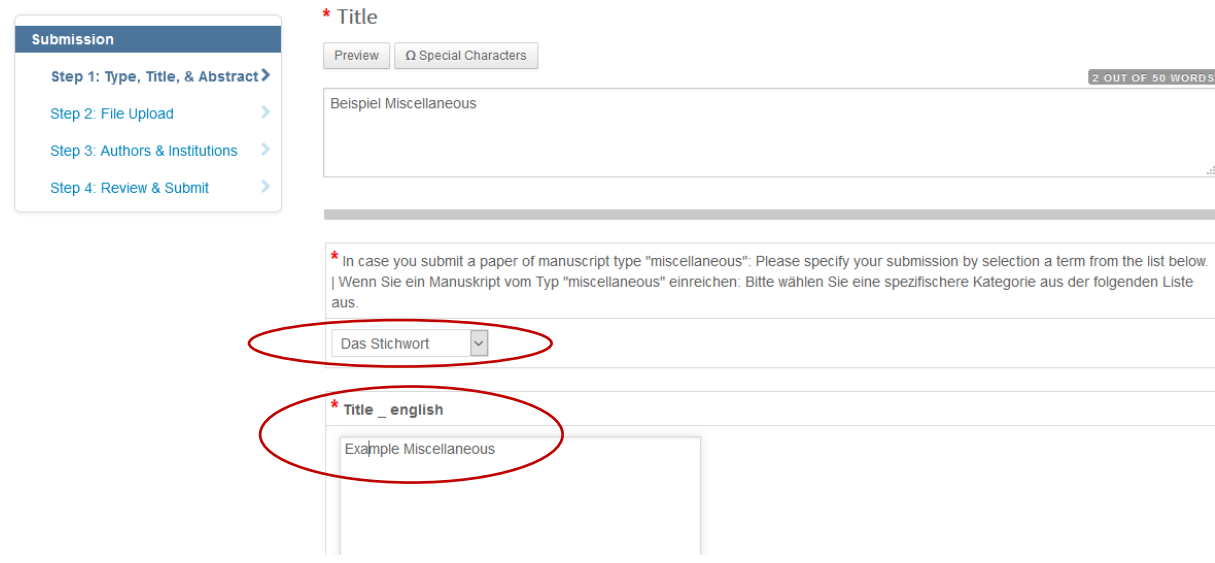
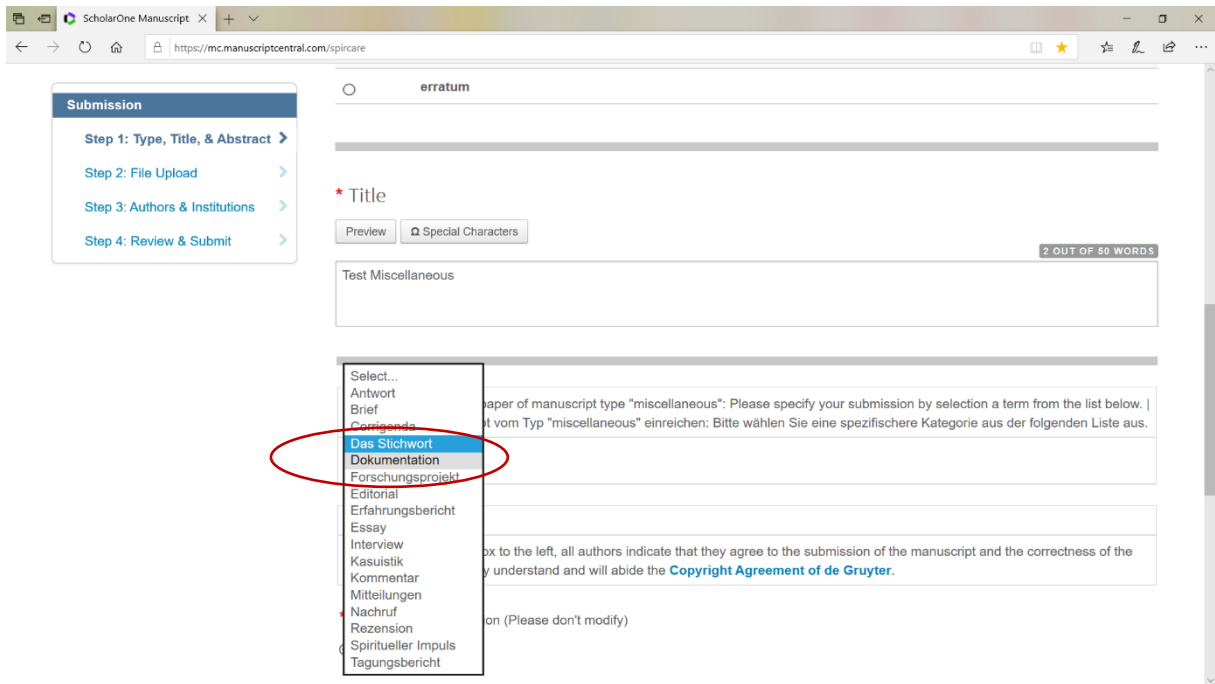
* Title

Preview Special Characters

0 OUT OF 50 WORDS

In case you submit a paper of manuscript type "miscellaneous" Please specify your submission by selection a term from the list below.

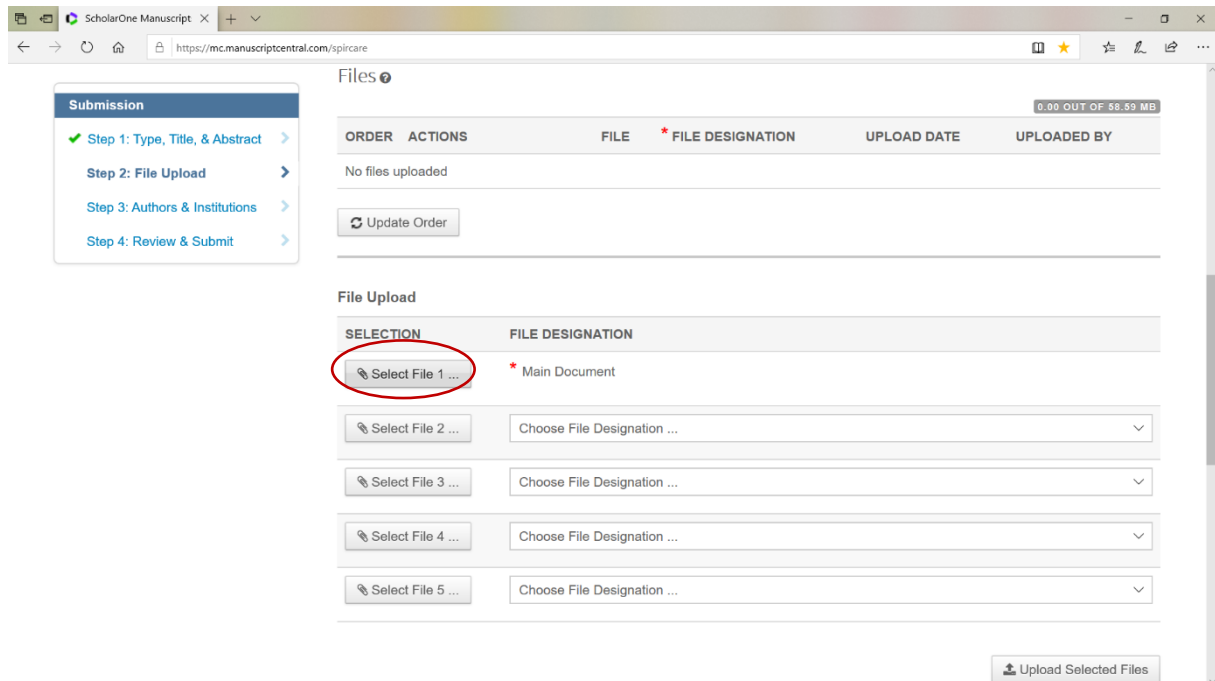
Unter der Titeleingabe ist ein Drop-Down-Menü, wo die Rubrik des Artikels ausgewählt werden kann: z. B. „Das Stichwort“ oder „Erfahrungsbericht“
Darunter gibt es noch ein Pflichtfeld für die Eingabe des englischen Titels.



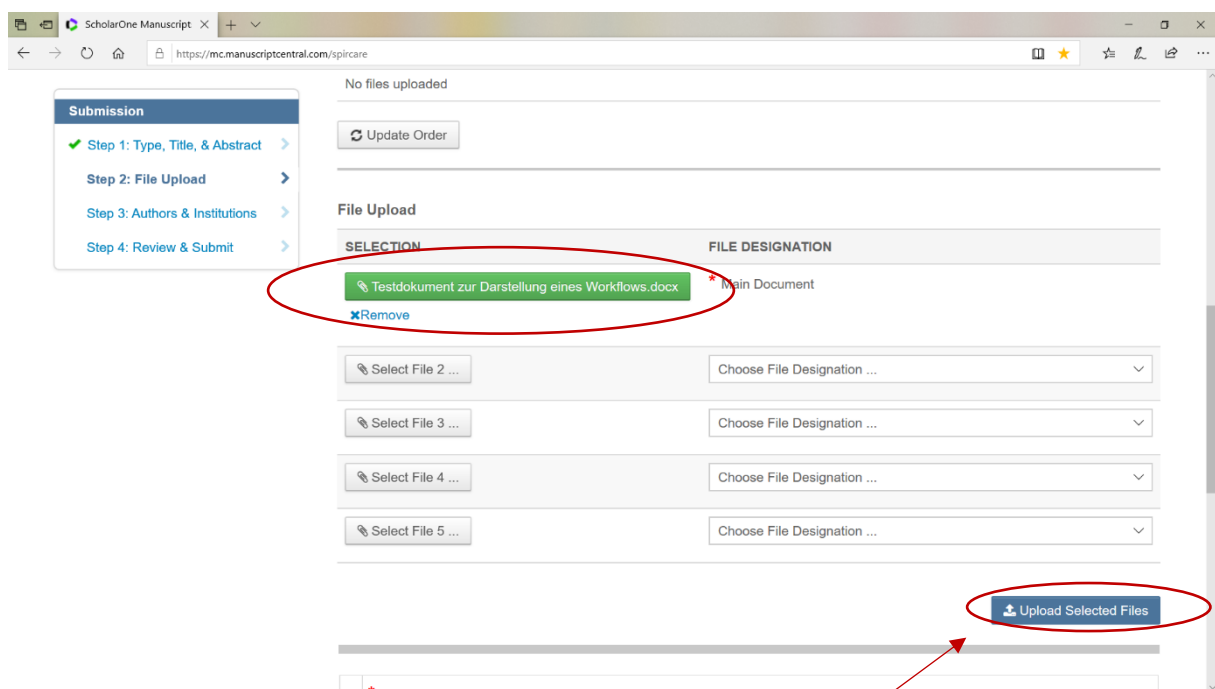
Die Box „Copyright Agreement“ **muss** angeklickt werden, sonst kann nicht fortgefahren werden.
Dann: „Save & Continue“

Step 2: File Upload

Auf der nächsten Seite kann das Dokument hochgeladen werden. Auf jeden Fall handelt es sich um „File 1“ – Main Document. Es können auch weitere Dokumente, z. B. Tabellen, Bilder, Grafiken hochgeladen werden. Dazu muss in den jeweiligen Zeilen (File 2, File 3 ... unter „Choose File Designation“ die Art des Dokumentes ausgewählt werden (z. B. Table, Figure ...).



→ Erfolgreich hochgeladene Dateien erscheinen so:



Nachdem die entsprechende(n) Datei(en) ausgewählt wurden, auf „Upload Selected Files“ klicken

Mehrere hochgeladene Dateien, können hier in eine Ordnung gebracht werden (meist ist das nicht nötig)

The screenshot shows the 'Files' section of the submission process. A table lists the uploaded files with columns for ORDER, ACTIONS, FILE, FILE DESIGNATION, UPLOAD DATE, and UPLOADED BY. The first row shows a file named 'Testdokument zur Darstellung eines Workflows.docx' (12 KB) with a designation of 'Main Document', uploaded on 31-Oct-2019 by Beate Mayr. A red circle highlights the 'ORDER' column (containing the number '1') and the 'ACTIONS' column (containing a 'Select:' dropdown menu). Below the table is an 'Update Order' button. To the left, a 'Submission' sidebar shows the progress: Step 1 (Type, Title, & Abstract) is complete, while Steps 2 (File Upload), 3 (Authors & Institutions), and 4 (Review & Submit) are pending. Below the table is a 'File Upload' section with four rows, each containing a 'Select File' button and a 'Choose File Designation' dropdown.

Ganz wichtig: „Autorenrichtlinien berücksichtigen“ anklicken, dann „Save & Continue“

This screenshot shows the 'Authors' Guidelines' section of the submission process. A checkbox labeled '* Autorenrichtlinien berücksichtigen | Authors' Guidelines respected (Link)' is checked. A red arrow points to this checkbox. Below this section are 'Previous Step' and 'Save & Continue' buttons. The 'Save & Continue' button is circled in red. The 'Submission' sidebar on the left is identical to the previous screenshot, showing Step 2 as the current step. The 'File Upload' section above is partially visible, showing the bottom of the four rows.

Step 3: Authors & Institutions

I.d.R. ist der einreichende Autor auch Korrespondenzautor. Co-Autoren können unter „Add Author“ eingegeben werden. Sollte der Co-Autor bereits in ScholarOne eingereicht haben, kann er über seine Mail-Adresse gesucht werden. Im „Drag“- Menü kann die Reihenfolge der Autoren festgelegt werden.

Es muss bestätigt werden, dass alle Autoren die Verantwortung für das eingereichte Dokument akzeptieren. Dann „Save & Continue“

The screenshot shows the ScholarOne Manuscript submission interface. On the left, a 'Submission' sidebar lists four steps: Step 1: Type, Title, & Abstract; Step 2: File Upload; Step 3: Authors & Institutions (highlighted); and Step 4: Review & Submit. The main content area is titled '* Selected Authors' and contains a table with columns for ORDER, ACTIONS, AUTHOR, and INSTITUTION. The first author listed is 'Meyr, Beate (Corresponding Author)' with the email 'beate.mayr@gmx.de' and the institution '1. Hochschule für Philosophie München, Kaulbachstr. 31a, München, DE 80539'. A red circle highlights the 'Drag' button in the ACTIONS column. Below the table is the 'Add Author' section, which includes a text input field for 'AuthorsEmail@example.com' and a 'Search' button, both circled in red. A checkbox with the text '* Have all of the authors accepted responsibility for the entire content of this submitted manuscript?' is checked and circled in red. At the bottom right, the 'Save & Continue' button is circled in red. A red arrow points from the 'Save & Continue' button back to the 'Add Author' section.

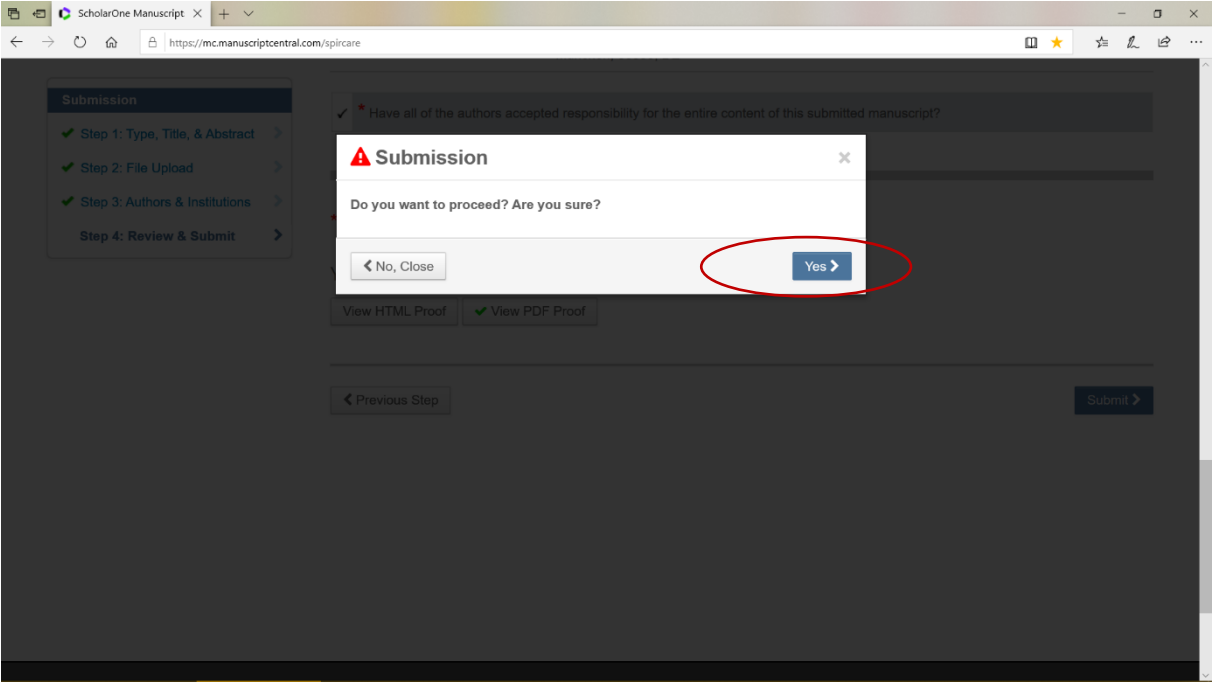
Step 4: Review & Submit

Alle in den Schritten zuvor eingegebenen Daten werden angezeigt. Diese müssen überprüft und können notfalls editiert werden.

→ Zuletzt muss die Proof-Datei geöffnet werden, um zu überprüfen, ob die hochgeladenen Dokumente richtig angezeigt werden. Dann erfolgt die Einreichung über „Submit“!

The screenshot shows the ScholarOne Manuscript submission interface for Step 4: Review & Submit. The 'Submission' sidebar on the left shows all four steps completed. The main content area has a checked checkbox with the text '* Have all of the authors accepted responsibility for the entire content of this submitted manuscript?'. Below this is the '* View Proof' section, which states 'You must view the PDF proof before you can submit' and includes two buttons: 'View HTML Proof' and 'View PDF Proof', with the latter circled in red. At the bottom right, the 'Submit' button is circled in red. A red arrow points from the 'Submit' button back to the 'View PDF Proof' button.

Letzte Frage: „Are you sure?“ Yes!!!



Geschafft 😊