



SUBMISSION GUIDELINES FOR AUTHORS

Before a paper may be submitted, the corresponding author must register as a User on the journal web page (<http://www.sajg.org.za>).

Registration:

1. Navigate to the web page: <http://www.sajg.org.za>
2. Click on the *Register* button (top centre of the page)
3. Create the user profile:
Key in: user name, password, first name, last name, email address
(all other entries, such as affiliation, phone number, address, biography, are optional)
4. Register as: *Author*. **NB: tick this box**

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4. Click on *New Submission* (middle of page, right of centre)
5. Step One: Go through the Submission checklist, and check that the paper meets all the requirements (only tick each box if the requirement is met)
6. Agree to the Copyright notice (tick box)
7. Click on *Save and continue* (comments to Editor are optional)
8. Step Two: Browse your computer and select the manuscript file.
9. Click the *Upload* button (*do not forget this step!*). Click on *Save and continue*
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(skip all the entries for URL, affiliation, country and bio.)
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12. Enter the title and abstract of the paper (these should be identical to those appearing on the manuscript)
13. Do NOT enter any information on Indexing and Supporting Agencies. Click on *Save and continue*
14. Step 4: Do NOT upload any Supplementary Files. *Click on Save and continue*
15. Step 5: Check that you have uploaded the correct manuscript file, and click on *Finish Submission*
16. You should receive a confirmation email within an hour. If not, please contact the Editor at editor@sajg.org.za
17. You should be able to check on the progress of your submission by logging on and clicking on the *Active* button on your user home page

Further Note: Where data may be entered via textboxes (e.g. abstract), please type the data into the box. Copying and pasting text into these boxes may lead to an error message.