

Workflow Einreichung Originalbeitrag (bzw. 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!

Zum Einreichen eines Originalbeitrags bzw. einer Übersichtsarbeit oder eines Essays sollten Sie folgendes vorbereitet haben:

- Hauptdokument – darf keine Autorenangaben beinhalten
- Separate Titelseite – bitte hier Autorenangaben (Name, E-Mail, Affiliation), (berufs)-biografische Angaben bis zu 100 Wörter
- Zusammenfassung bzw. Abstract in Deutsch und Englisch
Schlüsselwörter bzw. Keywords in Deutsch und Englisch
- Überschrift in Deutsch und Englisch

Bitte überprüfen Sie, ob Sie das Autorenstatement in Englisch (s. Autorenrichtlinien S. 3) am Ende des Beitrags angefügt haben.

Dann kann es losgehen:

<https://mc.manuscriptcentral.com/spircare>

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

ScholarOne Manuscripts™

DE GRUYTER Spiritual Care

Log In Reset Password Create An Account

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.

Log In

User ID [Create an Account](#)

beate.mayr@gmx.de

Password [Reset Password](#)

Log In With ORCID iD

Resources

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

Welcome to ScholarOne Manuscripts

https://mc.manuscriptcentral.com/splicare

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.

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

Next

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

ScholarOne Manuscripts™

Beate Mayr ▾ Instructions & Forms Help Log Out

DE GRUYTER Spiritual Care

Home Author Review

Spiritual Care

Welcome to the **Spiritual Care** site. |

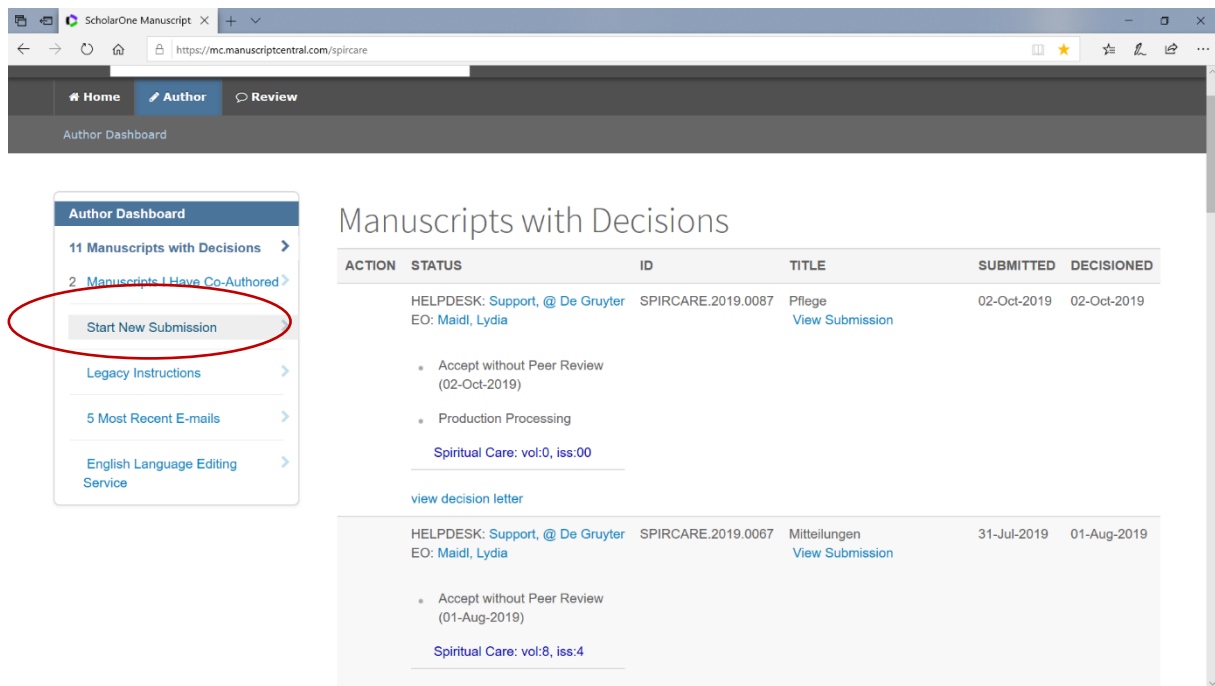
In order to submit a manuscript, please enter **Author** by clicking "Author" above left. You can return to this screen at any time by clicking on the "Home" link above left, too.

Herzlich willkommen im Online-System von **Spiritual Care**. |

Um einen Beitrag einzureichen, wählen Sie bitte **Author** oben links aus. Über den Link "Home" ebenfalls oben links können Sie jeder Zeit wieder auf diese Seite zurückkehren.

- If you require further assistance at any time, please do not hesitate to contact | Wenn Sie weitere Unterstützung benötigen, schicken Sie uns eine E-Mail und wir melden uns zeitnah mit einer Hilfestellung zurück
ScholarOne-Support@degruyter.com

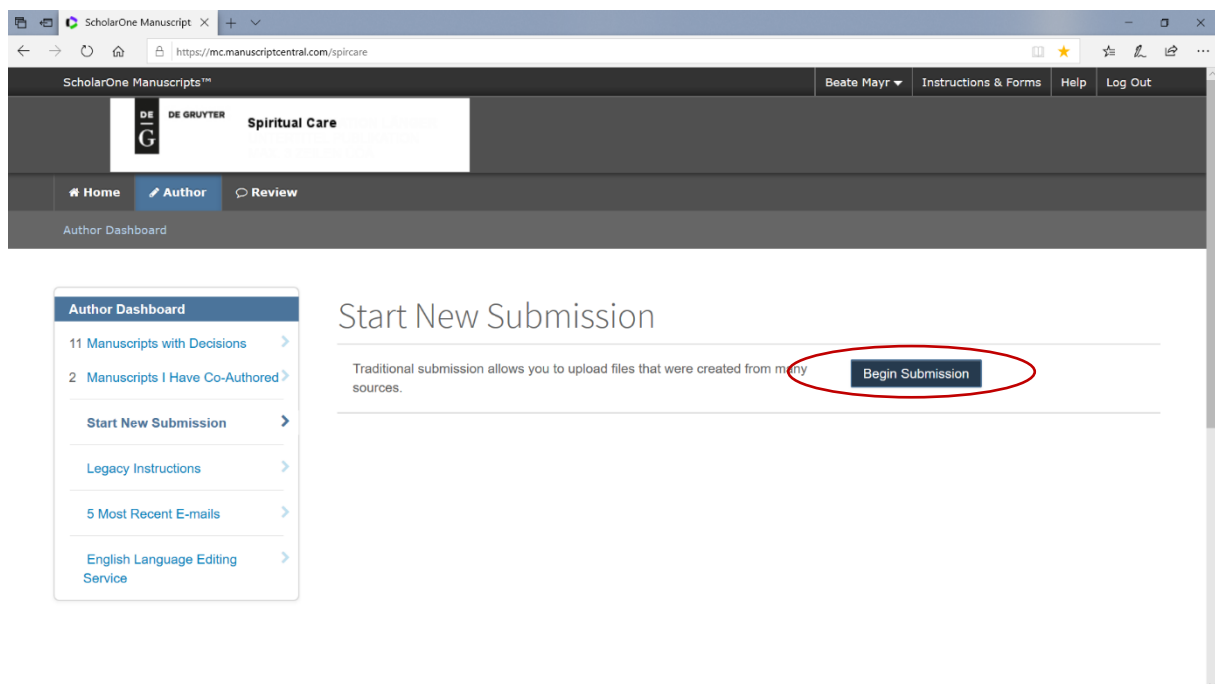
Start new submission



The screenshot shows the Author Dashboard for the journal 'Spiritual Care'. The left sidebar contains a list of links, with 'Start New Submission' highlighted by a red circle. The main content area is titled 'Manuscripts with Decisions' and displays a table of manuscript entries.

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

Begin submission



The screenshot shows the 'Start New Submission' page. The left sidebar contains a list of links, with 'Start New Submission' highlighted by a red circle. The main content area is titled 'Start New Submission' and contains a paragraph of text followed by a 'Begin Submission' button, which is also circled in red.

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

[Begin Submission](#)

Aus den möglichen Rubriken auswählen: Originalbeitrag, Übersichtsbeitrag

Submission

- Step 1: Type, Title, & Abstract >**
- Step 2: File Upload >
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Reviewers >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

Step 1: Type, Title, & Abstract

Please select your *manuscript type*, and enter your *title* and *abstract* into the appropriate boxes below.
If you need to insert a special character or format your text, click the "Special Characters" button. (Click "Read more..." for instructions.)
When you are finished, click "Save and Continue".

Bitte wählen Sie zunächst Ihren *Manuskripttyp* aus und geben Sie den *Titel* und einen englisch- sowie deutschsprachige *Abstract* Ihres Manuskriptes in den dafür vorgesehenen Feldern ein. .
Falls Sie für das Ausfüllen der Felder Sonderzeichen oder Textformatierungen benötigen, klicken Sie bitte den Knopf "Special Characters". (Klicken Sie "Read more..." für Hilfe.)
Wenn Sie alle Eingaben auf dieser Seite getätigt haben, klicken Sie bitte "Save and Continue". [Read More ...](#)

* = Required Fields

* Type:

CHOICE	TYPE	DESCRIPTION
☒	research-article	(Originalbeitrag)
☐	review-article	(Übersichtsbeitrag)
☐	miscellaneous	(Erfahrungsbericht, spiritueller Impuls, Rezension usw.)
☐	erratum	

Geben Sie Titel und Abstract in Deutsch ein (Sie können diese auch als Extra-Datei hochladen s. Pfeil)

Submission

- Step 1: Type, Title, & Abstract >**
- Step 2: File Upload >
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Reviewers >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

* Title

Preview Special Characters 0 OUT OF 50 WORDS

* Abstract

Write or Paste Abstract

Preview Special Characters 0 OUT OF 200 WORDS

Upload Abstract

1. Select Abstract ... 2. Upload Selected Abstract

No Files Attached

* Title_english

Wiederholen Sie das Ganze mit dem englischen Titel und Abstract

The screenshot shows the 'Submission' page for 'Step 1: Type, Title, & Abstract'. The left sidebar lists steps from 1 to 7. The main content area has three sections:

- Title _ english**: A text input field.
- Abstract**: A large text input field.
- Copyright Agreement**: A checkbox with the text: "By checking the box to the left, all authors indicate that they agree to the submission of the manuscript and the correctness of the content and that they understand and will abide the [Copyright Agreement of de Gruyter](#)."

Below the Copyright Agreement is a field for "Journal URL Abbreviation (Please don't modify)".

Vergessen Sie nicht, das Copyright-Agreement zu bestätigen!
Erst danach können Sie die Seite wechseln

Laden Sie nun Ihren Beitrag hoch:

Für Originalia und Übersichtsarbeiten **muss** dies mindestens das Hauptdokument mit Ihrem Artikel und eine Titelseite mit den nötigen Angaben (s. S. 1) sein.

The screenshot shows the 'Files' section of the submission page. It includes a table with the following columns: ORDER, ACTIONS, FILE, FILE DESIGNATION, UPLOAD DATE, and UPLOADED BY. The table is currently empty, with the text "No files uploaded" below it. Below the table are buttons for "Update Order" and "Remove All Files".

Below the table is the "File Upload" section, which has a table with the following columns: SELECTION, FILE DESIGNATION, and a dropdown menu. The first two rows are highlighted with red circles:

- Row 1: "Select File 1 ..." (circled), "Main Document" (circled).
- Row 2: "Select File 2 ..." (circled), "Title Page" (circled).

Below these are three more rows, each with a "Select File ..." button and a "Choose File Designation ..." dropdown menu. The dropdown menus are also circled with red circles.

At the bottom right, there is a button labeled "Upload Selected Files" with an upward arrow icon, which is also circled with a red circle.

Laden Sie – wenn nötig – Tabellen, Bilder etc. als separate Dokumente hoch. Sie können jeweils mit dem Pfeil am Zeilenende den Dokumententyp wählen.

Wenn das Hochladen gelungen ist, sieht Ihr Bildschirm wie folgt aus:

The screenshot shows the ScholarOne Manuscript submission interface. On the left, a 'Submission' sidebar lists steps: Step 1: Type, Title, & Abstract (checked), Step 2: File Upload, Step 3: Attributes, Step 4: Authors & Institutions, Step 5: Reviewers, Step 6: Details & Comments, and Step 7: Review & Submit. The main area displays a table of uploaded files:

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select: ▾	Hauptdokument.docx 12 KB	Main Document	16-Dec-2019	Beate Mayr
2	Select: ▾	Titelseite.docx 12 KB	Title Page	16-Dec-2019	Beate Mayr

Below the table are buttons for 'Update Order' and 'Remove All Files'. Further down is a 'File Upload' section with five rows, each containing a 'Select File' button and a 'Choose File Designation' dropdown menu.

Scrollen Sie nun nach unten und bestätigen Sie, dass Sie die Autorenrichtlinien berücksichtigt haben.

The screenshot shows the same ScholarOne Manuscript submission interface, but scrolled down. The 'File Upload' section is partially visible. Below it, there is a checkbox labeled 'Autorenrichtlinien berücksichtigt | Authors' Guidelines respected (Link)'. The checkbox is checked, and the entire row is circled in red. At the bottom right, there are two buttons: 'Save' and 'Save & Continue >'. The 'Save & Continue >' button is circled in red.

Danach können Sie mit Save & Continue die Seite wechseln

Auf der nächsten Seite wählen Sie bitte aus dem Drop-Down-Menü „Classifications“ aus und geben Sie Keywords in Deutsch und Englisch ein

The screenshot shows the 'Submission' page in the ScholarOne Manuscript system. On the left is a sidebar with steps: Step 1: Type, Title, & Abstract (checked), Step 2: File Upload (checked), Step 3: Attributes, Step 4: Authors & Institutions, Step 5: Reviewers, Step 6: Details & Comments, and Step 7: Review & Submit. The main content area has three sections: 'Classifications' with a dropdown menu and an 'Add' button; 'Keywords | english' with a text input and an 'Add' button; and 'Keywords | german' with a text input and an 'Add' button. Each section has a 'Show Full List' link and a 'REQUIRED 1, MAX 5' or 'REQUIRED 3, MAX 5' label.

Nach „save & continue“ können Sie auf der nächsten Seite evtl. Co-Autoren angeben

The screenshot shows the 'Authors' page in the ScholarOne Manuscript system. The sidebar is the same as in the previous screenshot. The main content area has a heading 'Authors' and a section 'Selected Authors' with a table. The table has columns: ORDER, ACTIONS, AUTHOR, and INSTITUTION. The first row shows 'Mayr, Beate' as the author, with a 'Drag' handle and a 'Select...' dropdown. Below the table is an 'Add Author' section with a text input for 'Find using Author's email address' and a 'Search' button. A red circle highlights the 'Add Author' button.

ORDER	ACTIONS	AUTHOR	INSTITUTION
1	Select...	Mayr, Beate (Corresponding Author) beate.mayr@gmx.de	1. Hochschule für Philosophie München Kaulbachstr. 31a München, DE 80539

Sie können im Drop-Down-Menü unterhalb von „Order“ die Reihenfolge der Autoren festlegen.

Wichtig: Auch, wenn Sie alleinige Autorin sind, klicken Sie bitte das folgende Kästchen an:

Screenshot of the ScholarOne Manuscript submission interface, Step 4: Authors & Institutions. The interface shows a sidebar with steps 1 through 7. Step 4 is currently selected. The main content area contains a checkbox with the text "Have all of the authors accepted responsibility for the entire content of this submitted manuscript?". A red circle highlights this checkbox. Below the checkbox are buttons for "Previous Step", "Save", and "Save & Continue". The "Save & Continue" button is also circled in red.

Ihr Originalbeitrag oder Übersichtsarbeit werden „peer-reviewed“. Im nächsten Schritt haben Sie die Möglichkeit, Gutachter vorzuschlagen:

Screenshot of the ScholarOne Manuscript submission interface, Step 5: Reviewers. The interface shows a sidebar with steps 1 through 7. Step 5 is currently selected. The main content area contains instructions for adding reviewers. Below the instructions is a table with columns: ACTIONS, PREFERENCE, REVIEWER, and INSTITUTION. A red circle highlights the "Add Reviewer" button in the ACTIONS column. At the bottom of the page are buttons for "Previous Step", "Save", and "Save & Continue". The "Save & Continue" button is also circled in red.

Ebenso können Sie ein Begleitschreiben hochladen oder in die entsprechende Box Anmerkungen schreiben.

The screenshot shows the 'Cover Letter' section of the ScholarOne Manuscript submission interface. On the left, a 'Submission' sidebar lists steps from 'Step 1: Type, Title, & Abstract' to 'Step 7: Review & Submit'. The main content area has a 'Cover Letter' heading. Under it, 'Write Cover Letter' (with 'Preview' and 'Special Characters' buttons) and 'Upload Cover Letter' (with '1. Select File' and '2. Attach File' buttons) are both circled in red. Below this is the 'Funding' section, also circled in red, which asks 'Is there funding to report for this submission?' with radio buttons for 'Yes' and 'No' (where 'No' is selected). At the bottom, there is a 'Previously Submitted' section with a question about previous submissions.

Füllen Sie alle folgenden Felder zum Funding, Interessenkonflikt etc. gewissenhaft aus:

This screenshot shows the 'Previously Submitted' and 'Confirm the following' sections. The 'Previously Submitted' section asks 'Has this manuscript been submitted previously to this journal?' with 'No' selected. Below it is a field for 'If yes, what is the manuscript ID of the previous submission?'. The 'Confirm the following:' section contains three items, all of which are checked: 1) Confirming the manuscript is not published elsewhere, 2) Confirming adherence to ethical guidelines, and 3) Confirming the preparation of a complete text for blinded review. At the bottom, there is a 'Conflict of Interest' section.

Auf der nächsten Seite können Sie alles noch einmal überprüfen! Wenn Sie Fehler entdecken, können Sie jederzeit zur entsprechenden Seite zurückkehren und diese beheben.

Wenn alles in Ordnung ist, klicken Sie unten auf „view pdf proof“, dann öffnet sich Ihr Dokument noch einmal.

ScholarOne Manuscript

https://mc.manuscriptcentral.com/splicare

Submission

- ✓ Step 1: Type, Title, & Abstract
- ✓ Step 2: File Upload
- ✓ Step 3: Attributes
- ✓ Step 4: Authors & Institutions
- ✓ Step 5: Reviewers
- ✓ Step 6: Details & Comments
- Step 7: Review & Submit

Conflict of Interest

Do you have any conflict of interest?

Yes

No

If so, please state:

View Proof

You must view the PDF proof before you can submit

View HTML Proof View PDF Proof

Previous Step Submit

Schließen Sie Ihr Proof-Dokument wieder, sie werden jetzt gefragt:

ScholarOne Manuscript

https://mc.manuscriptcentral.com/splicare

Submission

- ✓ Step 1: Type, Title, & Abstract
- ✓ Step 2: File Upload
- ✓ Step 3: Attributes
- ✓ Step 4: Authors & Institutions
- ✓ Step 5: Reviewers
- ✓ Step 6: Details & Comments
- Step 7: Review & Submit

Conflict of Interest

Do you want to proceed? Are you sure?

No, Close Yes

View Proof

You must view the PDF proof before you can submit

View HTML Proof View PDF Proof

Previous Step Submit

Wenn Sie sicher sind: **Yes!!!**

Sie sollten nun eine automatisierte E-Mail erhalten, dass Ihr Beitrag eingegangen ist und weiter überprüft wird.

Viele Dank, wir freuen uns über Ihren Beitrag