

1. Select the appropriate **Item** (e.g., Figure) from the drop-down list. Please upload your files in the following order: Manuscript (including title page, authors, and summary/abstract, Tables); Figures (each figure file individually).

- **Do not embed figures, graphics or photos in the manuscript text file. Otherwise, each figure will appear twice in your PDF file.**
- **Please give an appropriate name to all files to help us in the editorial process with the figures.**
2. Enter a **Description** in the text box (e.g., cover letter, manuscript, etc.). For each figure and table, please include the appropriate figure/table number in the **Description** text box (e.g., Figure 3). This helps the **Editor and reviewers** to identify the figure/table in the PDF.
3. Click **Browse**. In the open window, select the file on your computer (original source file, not a PDF).
4. Click **Open**. The File Name field is automatically filled in.
5. Click **Attach This File**.
6. Repeat steps 1-5 to attach the next submission Item
7. When all **Items** have been attached, click **Next** at the bottom of the page.