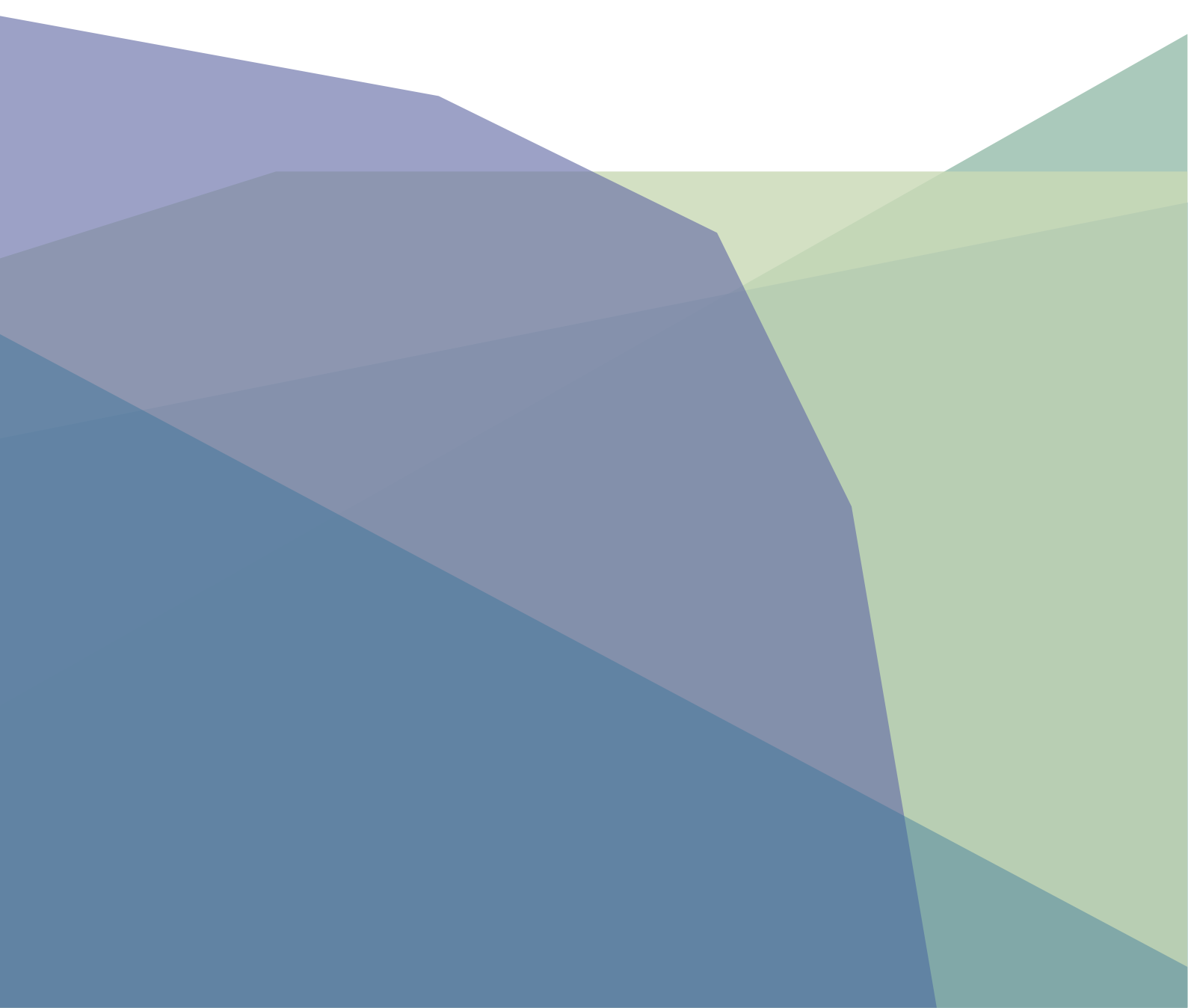
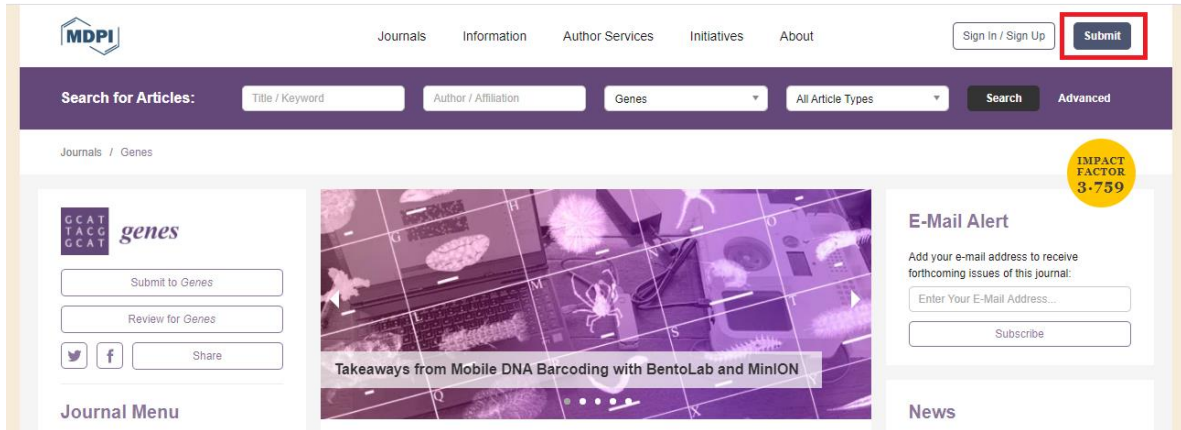


# **MDPI Submission System (SuSy)**



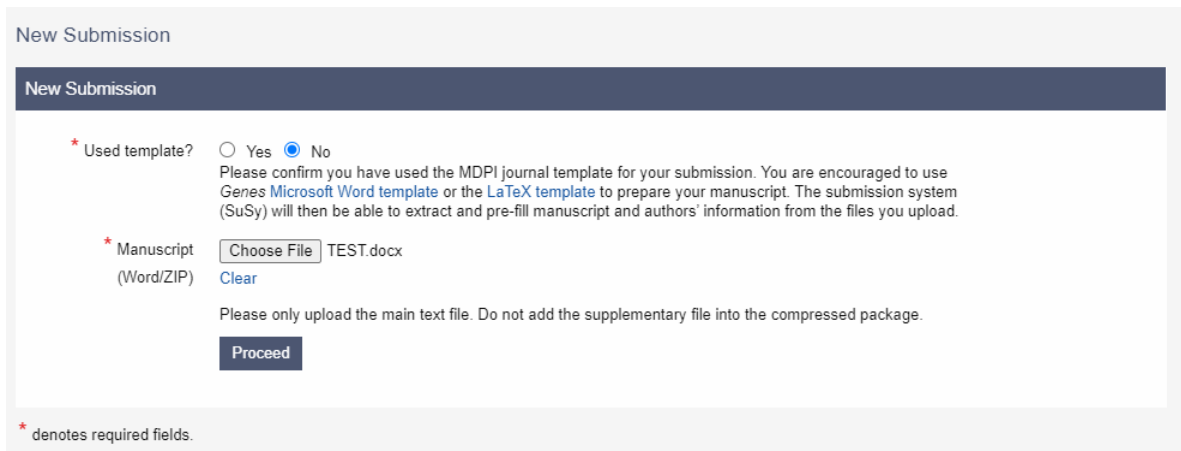
## Step 0 – Journal Webpage

Once an author has decided where she/he wants to submit an article, the submission process can be started by clicking on ‘Submit’ directly on the journal’s webpage.



The screenshot shows the MDPI Genes journal homepage. At the top right, the 'Submit' button is highlighted with a red rectangular box. The page includes a navigation menu with 'Journals', 'Information', 'Author Services', 'Initiatives', and 'About'. A search bar is located below the navigation, with fields for 'Title / Keyword', 'Author / Affiliation', 'Genes', and 'All Article Types'. The main content area features a large purple banner with the text 'Takeaways from Mobile DNA Barcoding with BentoLab and MinION'. On the left, there are buttons for 'Submit to Genes', 'Review for Genes', and social media sharing options. On the right, there is an 'E-Mail Alert' section with a text input field and a 'Subscribe' button. A yellow circular badge in the top right corner indicates an 'IMPACT FACTOR 3.759'.

First time users will be required to register before making submissions. Once registered and logged in, authors will be able to start the submission process.



The screenshot shows the 'New Submission' form. The form is titled 'New Submission' and contains the following fields and options:

- Used template?** Radio buttons for 'Yes' and 'No' (selected). Below this, a note states: 'Please confirm you have used the MDPI journal template for your submission. You are encouraged to use Genes Microsoft Word template or the LaTeX template to prepare your manuscript. The submission system (SuSy) will then be able to extract and pre-fill manuscript and authors' information from the files you upload.'
- Manuscript (Word/ZIP)** A 'Choose File' button followed by the text 'TEST.docx'. Below this is a 'Clear' link.
- A note: 'Please only upload the main text file. Do not add the supplementary file into the compressed package.'
- A 'Proceed' button.

At the bottom left, a red asterisk indicates that fields marked with an asterisk are required.

## Step 1 – Manuscript Information

On the very first step, the author will be requested to provide general information about the manuscript, such as article type, Title, Abstract, etc.

Moreover, the author can select from a dropdown menu the journal where the manuscript should be submitted, in case she/he decides to submit the manuscript to a different journal instead of the previously selected one.

New Submission - Input Manuscript Details | Step 1

Step 1 Manuscript Information	Step 2 Author Information	Step 3 Suggest and Exclude Reviewers	Step 4 Upload Manuscript	Step 5 Confirm and Send to Editors
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Input manuscript details ...

\* Choose Journal

Section

Special Issue

Collection

If you cannot find the section or special issue you wish to submit to, please select "all" and indicate your choice in the coverletter. The editor will add these details after you have completed the submission process.

\* Choose Article Type

\* Title

\* Abstract

Keywords Example:  
hedging; transaction costs; dynamic programming; risk management; post-decision state variable

Keywords

We recommend you to create your own entries using these keywords as the entry title on Encyclopedia. (<https://encyclopedia.pub/user/revision/basic>).

Classification [Add classifications](#)

Number of Pages

\* Number of Authors

\*  I have read and prepared my manuscript according to the [Instructions for Authors](#), and I agree that my article will be published under an [open access license](#).

If you are interested in having your paper edited by our English editing service before submission, please click [here](#).

## Step 2 – Author Information

Once the general article information has been filled in, the author will be requested to provide all relevant information about the author/s of the manuscript. This includes: full name, email address, affiliation, etc.

**Author 1** [-]

\* Institutional E-Mail Address   
Please provide your institutional E-Mail address. If you do not have an institutional E-Mail address, please fill in your frequently used public E-Mail address.

\* Name

ORCID

\* Corresponding Author  Yes  No

\* Submitting Author  Yes  No

\* Title

\* Country / Territory

\* Affiliation / Institution

\* Personal Homepage   
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We will check scopus indexing and all information of the paper is listed correctly in your profile. If there is anything wrong, we will keep you updated. You are also encouraged to check the indexing.

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Short CV (within 100 words)

**Add another author**

Please note that based on your input the author names will appear as follows when your paper is published (with last names underlined):

\*  All listed authors meet the [ICMJE criteria](#) and all who meet the four criteria are identified as authors. We attest that all authors contributed significantly to the creation of this manuscript, each having fulfilled criteria as established by the ICMJE.

\*  We confirm that the manuscript has been read and approved by all named authors.

\*  We confirm that the order of authors listed in the manuscript has been approved by all named authors.

**I confirm that the names are correct** **Back**

\* denotes required fields.

### Step 3 – Suggest and Exclude Reviewers

On the third stage of the submission process authors will be able to suggest/exclude potential reviewers for the peer-review process.

**Input reviewer details ...**

**Open Peer-Review**

This journal offers open peer review, meaning that you have the option for review reports to be published alongside the final article. Reviewers have the option to sign their reports, however their identity will not be revealed to authors before final publication. The managing editor will confirm your choice shortly before publication, however you may indicate a preference in your coverletter.

**The standards of reviewers**

- That they hold no conflicts of interest with the authors, including if they have published together in the last five years;
- That they hold a PhD (exceptions are made in some fields, e.g. medicine);
- They must have recent publications in the field of the submitted paper.

**Suggest peer reviewers**

Please suggest three referees, you may consider editors from the [journal's editorial board](#) or [reviewer board](#).

	E-mail address	Firstname	Lastname	
* Reviewer 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	✘
Affiliation	<input type="text"/>			
* Reviewer 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	✘
Affiliation	<input type="text"/>			
* Reviewer 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	✘
Affiliation	<input type="text"/>			

**Add another reviewer**

**Suggest related articles**

You can optionally recommend three articles related to your manuscript that may help to find reviewers. Please provide the DOI link of the Articles, for example, <https://doi.org/10.3390/su11010296>

Article 1

Article 2

Article 3

**Excluded peer reviewers**

You can optionally provide the names of three reviewers you would prefer us not to contact for review of your manuscript.

	E-mail address	Firstname	Lastname	
Reviewer 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	✘
Affiliation	<input type="text"/>			
Reviewer 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	✘
Affiliation	<input type="text"/>			
Reviewer 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	✘
Affiliation	<input type="text"/>			

**Proceed to the next step** **Back**

\* denotes required fields.

## Step 4 – Upload Manuscript

On this step the author can submit the actual manuscript file and provide other relevant information such as copyright, funding, etc.

**Upload your manuscript:**

- If you are submitting several files (supplementary materials, LaTeX files etc.) please compress these into a single .zip archive.
- You may read the [Instructions for Authors](#) for further details. Template files are available for download in [Microsoft Word](#) or [LaTeX](#) format.
- The total amount of data for all files must not exceed 200 MB. If this is a problem, please contact the editorial office [genes@mdpi.com](mailto:genes@mdpi.com).

\* Manuscript (Word/ZIP)  Last version: [manuscript.v1.docx](#)

Manuscript (PDF Version)

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Authors are encouraged to provide a self-explanatory graphical abstract of the paper (to be published on the website along with the abstract on the table of contents and search results).  
More information: <https://www.mdpi.com/journal/genes/instructions#preparation>

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Coverletter

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Funder keywords

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Grant Number:

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Yes  No

\* Open peer review  Yes  No

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Note that if you select "No" at this stage, you cannot change your decision later as the reviewer needs to be informed in advance whether his/her report will be published.

## Step 5.1. – Confirm and Send to Editors

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