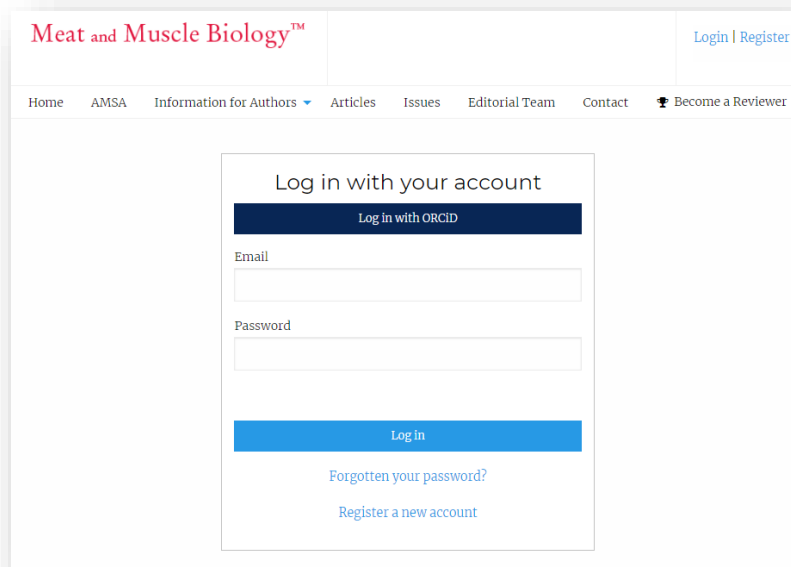


Tutorial: Submitting articles to *Meat and Muscle Biology*

This tutorial provides instructions on submitting articles to *Meat and Muscle Biology* through the Iowa State University Digital Press. Information about the journal, including the *Meat and Muscle Biology* Style Manual, and Checklist and Template, is available at <https://www.iastatedigitalpress.com/mbb>.

Register for an account

Visit <https://www.iastatedigitalpress.com/mmb> and click on the Login | Register link in the top right corner of the site. To create a new account, click on Register a new account at the bottom of the Log in box.



The screenshot shows the login/register page for Meat and Muscle Biology. The page header includes the journal title "Meat and Muscle Biology™" and a "Login | Register" link. The navigation menu contains: Home, AMSA, Information for Authors (with a dropdown arrow), Articles, Issues, Editorial Team, Contact, and Become a Reviewer (with a user icon). The main content area features a "Log in with your account" box. Inside this box, there is a "Log in with ORCID" button, followed by input fields for "Email" and "Password". Below these fields is a blue "Log in" button, and at the bottom of the box are two links: "Forgotten your password?" and "Register a new account".

Note: If you published an article in Meat and Muscle Biology under the previous publisher, ACSESS, or have published in the Iowa State University Animal Industry Reports, you may already have an account in the system. If this is the case, please click on "Forgotten your password?" to reset your password.

Begin your submission

The first screen of the submission process outlines Meat and Muscle Biology's requirements for authors and other information to help you submit your manuscript. This page includes the following sections:

- **Publications Fees:** Article processing charges associated with publishing an article in MMB
- **Submissions Checklist:** Information on formatting manuscripts for submission to the journal
- **Copyright Notice:** Terms of copyright for publishing in MMB
- **Competing Interests:** A form to indicate whether any authors have any conflicts of interest in the publication of the article
- **Comments to the Editor:** A form to include any comments for the editor to consider

To start the submission, you must check the boxes available to indicate that you:

- Agree to the outlined publication fees;
- Confirm the article adheres to the Submissions Checklist; and
- Agree to the copyright notice.

When you have agreed to the above, click **Start Submission**.

Enter article information

The next screen is a form to enter information about the article. This form contains the following fields (fields marked with an * are required):

- **Title***: Enter the title of the article in Title Case
- **Abstract***: Enter a brief summary of the article. It is recommended to use "Paste as plain text" if copying the abstract directly from a word processor.
- **Language**
- **Section***: Select the appropriate section for your submission.
- **License***: *Meat and Muscle Biology* publishes under a Creative Commons Attribution (CC BY 4.0) license.
- **Keywords**

The screenshot shows the 'Article Info' form in the MEAT AND MUSCLE BIOLOGY submission system. The page header includes 'MEAT AND MUSCLE BIOLOGY' and 'Hello, Harrison!'. A progress bar at the top indicates the current stage is 'Article Information', with other stages being 'Submission Started', 'Author Information', 'Article Files', and 'Review'. The form is titled 'BASIC INFORMATION' and contains the following fields:

- Title ***: A text input field with a placeholder 'Title' and a label 'Your article title'.
- Abstract ***: A rich text editor with a toolbar and a large text area.
- Language**: A dropdown menu with a placeholder '-----' and a label 'The primary language of the article'.
- Section ***: A dropdown menu with a placeholder '-----'.
- License ***: A dropdown menu with a placeholder '-----' and a link 'View license information'.
- Keywords**: A text input field with a label 'Hit Enter to add a new keyword.'

A 'Save and Continue' button is located at the bottom right of the form.

Click **Save and Continue** when the article information is complete.

Enter author information

On this screen, you will enter information about the author(s) of the article and select a corresponding article.

- If the person submitting the article is also an author, click the **Add Self as Author** button under the Add Authors header.
- If an author has previously published in Meat and Muscle Biology or through the Iowa State University Digital Press, you can search for existing authors by entering their email address.
- If the author is new to Meat and Muscle Biology, you can enter their information by clicking the **Add New Author** button.

The screenshot shows the 'Author Information' screen with a progress bar at the top. The progress bar has five steps: 'Submission Started', 'Article Information', 'Author Information' (current step), 'Article Files', and 'Review'. Below the progress bar, there are two main sections: 'SEARCH FOR EXISTING AUTHORS' and 'CURRENT AUTHORS'. The 'SEARCH FOR EXISTING AUTHORS' section includes a search box and a 'Search' button. The 'ADD AUTHORS' section includes 'Add Self as Author' and 'Add New Author' buttons. The 'CURRENT AUTHORS' section includes a table with columns for 'Name' and 'Email', and a 'Save and Continue' button.

| Name | Email | |
|--------------------------|-------|--|
| No authors yet, add one! | | |

Select main author:

Save and Continue

You can delete or reorder author under the Current Authors heading.

- To remove authors, click on the blue trash bin icon next to the author's email address
- To reorder authors, click on the up/down arrows next to the author's name

To select a corresponding, select an author from the drop-down menu under "Select main author."

| Name | Email | |
|-----------------------|----------------------|----|
| ↕ Harrison W. Inefuku | hinefuku@iastate.edu | 🗑️ |

When the author information is complete and accurate, click **Save and Continue**

Adding a new author

The Add New Author form contains the following fields (fields marked with an * are required):

- **Salutation**—Available options are Miss, Ms, Mrs, Mr, Dr, Prof
- **First Name***—It is recommended to enter in a full name, rather than initials.
- **Middle Name**
- **Last Name***
- **Biography**
- **Institution***—Enter the name of the parent institution (e.g., Iowa State University instead of Iowa State University Department of Animal Science). Avoid using acronyms.
- **Department**
- **Country**
- **Twitter Handle**
- **Linkedin Profile**
- **Website**
- **ORCID**
- **Email***

The screenshot shows a web form titled "Add New Author" with a close button (X) in the top right corner. The form is organized into several sections:

- Salutation:** A dropdown menu with a dashed line placeholder.
- First name *:** A text input field with "First name" as a placeholder.
- Middle name:** A text input field with "Middle name" as a placeholder.
- Last name *:** A text input field with "Last name" as a placeholder.
- Biography:** A large text area with "Enter biography here" as a placeholder.
- Institution *:** A text input field with "Institution" as a placeholder.
- Department:** A text input field with "Department" as a placeholder.
- Country:** A dropdown menu with a dashed line placeholder.
- Twitter Handle:** A text input field with "Twitter handle" as a placeholder.
- LinkedIn Profile:** A text input field with "LinkedIn profile" as a placeholder.
- Website:** A text input field.
- ORCID:** A text input field with "ORCID ID" as a placeholder.
- Email *:** A text input field with "Email address" as a placeholder.

A green button with a person icon and the text "Add Author" is located at the bottom right of the form.

Click the **Add Author** button on the bottom right corner of the form when complete.

Upload files

On this screen, you will upload your manuscript file, as well as any figures and data files associated with your articles. Upload the manuscript under Manuscript File and any supplemental files under Figures and Data Files.

When all files associated with your articles have been uploaded, click **Save and Continue**.

Review

This is the final screen of the submission process. Please check the information displayed to make sure everything is accurate. To make revisions, click on the appropriate link in the navigation bar at the top of the page.

If all the information displayed is correct, click **Complete Submission**.