

The logo graphic consists of several overlapping, curved lines in green, red, blue, and yellow, along with several small solid circles in the same color palette, arranged in a dynamic, abstract pattern to the right of the text.

**PLOS**

**A catalyst for better**

# Submission guidelines for researchers

## How to submit research using our submissions system

Regardless of your agreement type, your researchers **must properly self-identify during submission to be recognized as eligible** for APC/Flat Fee/CAP/Global Equity institutional support

# Submission guidelines for your researchers



Please follow the instructions below to ensure your article is recognized as part of your institution's PLOS partnership.

The key step in the submission process is ensuring your affiliation is entered correctly. In the **“Manuscript Data”** section go to **“Authors”**

Go to the **“Current Author List”** and click the pencil icon to edit.

In the **“Institution”** field, begin typing the name of your institution and then select your institution from the drop-down menu.

***Do not override by typing your full institution name. Choose the correct pre-populated option as you type your affiliation.***

**Detailed instructions for your researchers**

# Manuscript Data: Authors



*If you submitted a manuscript in DOC, DOCX, or RTF, these sections may be filled in. Verify that the information is correct, and fill in any missing details.*

[Insert Special Character](#)

+ Title

+ Abstract

+ Keywords

**- Authors**

Individuals who substantially contribute to the submission qualify for authorship. Consult the [submission guidelines](#) for authorship requirements and formatting instructions.

**Enter each author's name, affiliation details, and contributions. Click the pencil icon to edit.**

- If an author has multiple affiliations, enter only the preferred or primary contact information here. Include any additional affiliations on the title page of the manuscript.
- Make sure authors are listed in the same order as in the manuscript. To change the author order, drag the author record to the appropriate position in the list.
- Do **not** list group authors here. Provide the names of group authors and consortia in the manuscript file.

**Additional instructions for corresponding authors**

- As corresponding author, you must have an [ORCID iD](#) in your Editorial Manager user profile. For information about how to register for an ORCID iD and link it to Editorial Manager, [watch this short video](#).
- To transfer the corresponding author role to another author, click the pencil icon next to their name and check **This is the corresponding author**.

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**Current Author List** + Add Another Author

✎	Dr Helena Meskanen [Corresponding Author] [First Author] [You] PLOS
---	--

+ Add Another Author

↓ Next

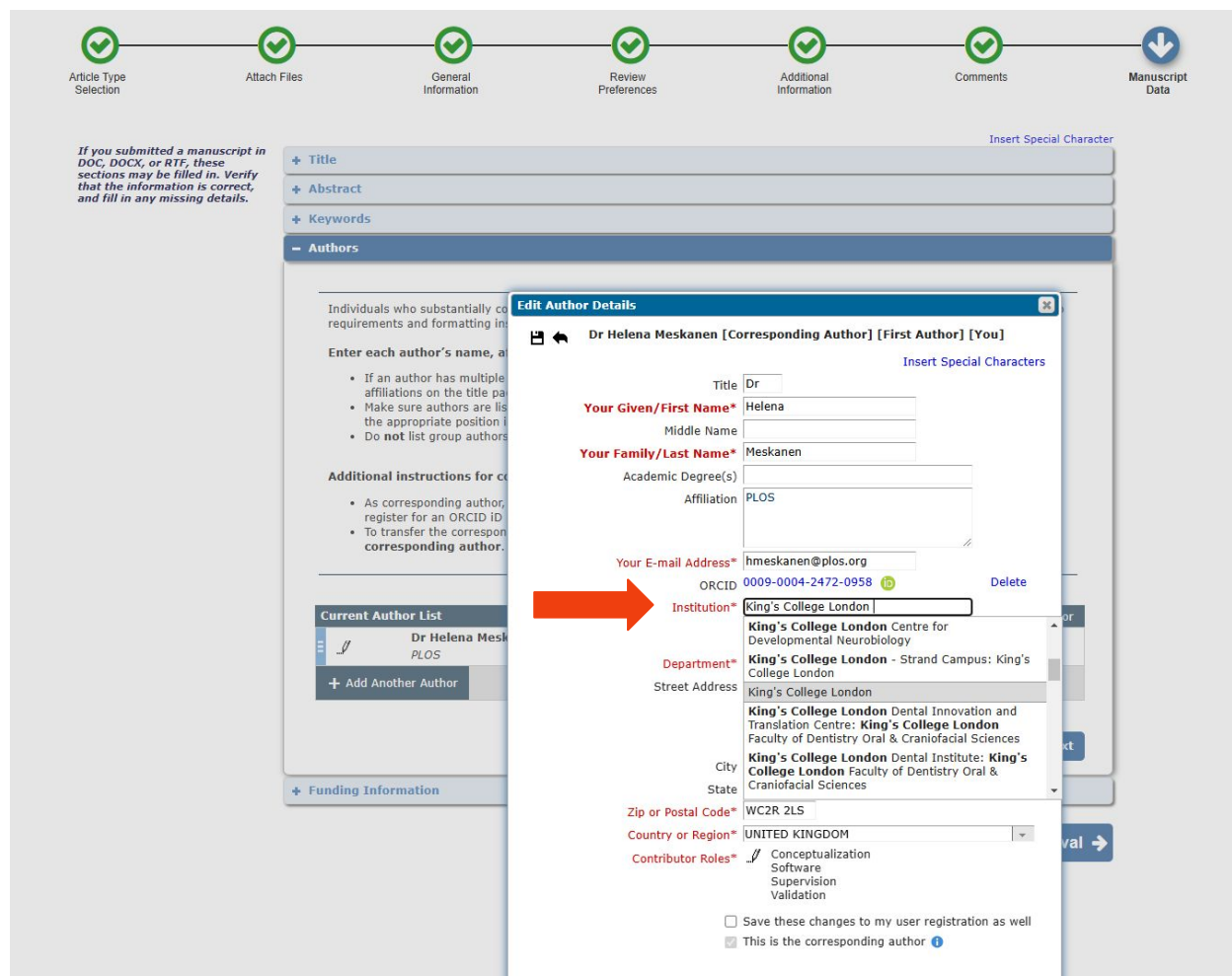
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The key step in the submission process is ensuring your affiliation is entered correctly.

Under “Current Author List”, click on the pencil icon to edit the information.

# Under “Institution”, begin typing your affiliation to prompt the drop-down menu



The screenshot shows the 'Edit Author Details' form for Dr. Helena Meskanen. The 'Institution' field is highlighted with a red arrow, and a dropdown menu is open showing several options for King's College London. The form includes fields for Title, Given/First Name, Middle Name, Family/Last Name, Academic Degree(s), Affiliation, E-mail Address, ORCID, Department, Street Address, City, State, Zip or Postal Code, Country or Region, and Contributor Roles. A 'Current Author List' is also visible on the left side of the form.

Choose the correct pre-populated option as you type your affiliation. This will pair your article with the institutional agreement.

**DO NOT** override and type the name manually, as this will prevent the pairing and may result in issues with quoting and invoicing.

# Accessing your quote

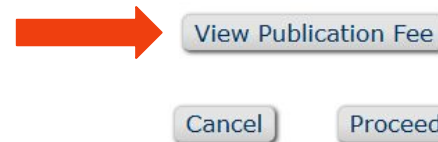
All authors (regardless of deal eligibility) will have the same experience when submitting via Editorial Manager:

## Publication Fee

You're almost ready to submit your manuscript for Open Access publication.

**In order to complete your submission, you must view and agree to pay the expected publication fee (or apply for fee assistance) by clicking the 'View Publication Fee' button below.**

After you have viewed and accepted the publication fee you will be returned to this screen to proceed and submit your manuscript.



At the end of your submission, you will be asked to review a quote of your expected fees by clicking the “**View Publication Fee**” button.

# Reviewing the publication fee quote

Using information provided by the author during submission, PLOS offers an estimate of publishing fees due, if accepted.

If your institutional affiliation from the drop-down menu in the "Manuscript Data" section matches to a live PLOS partnership, the quote should be \$0.00.

The estimate will reflect the specific terms of the partnership your institution has in place with PLOS. At this point the quote should be \$0.00 if the publication costs are fully covered by an active agreement.

Click "I agree to pay the publication fee" to move to the final submission step.

The PLOS logo is a small version of the one in the top right corner.

## PLOS Publication Fee

### Review your publication fee

Research published by PLOS is immediately and freely accessible for everyone to read, share, and reuse. PLOS offsets publication expenses - including the cost of peer review management, journal production, and online hosting - by charging a fee for each published article.

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The expected fee window to the right reflects the estimated publication fee that will be invoiced to you, the corresponding author, if your article is accepted for publication. If your affiliated institution is part of an institutional deal with PLOS, this amount will reflect any deal specific pricing.

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