

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



PLOS is moving to pairing articles to institutional partners by the author's affiliation. Authors affiliated with partners should no longer use the Institutional Account Program dropdown.

1. 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.***

2. Please note, this element of the submission process is now redundant and will be removed. If you submit your article before this point, please follow the instructions to progress. In the “**Additional Information**” section go to “Institutional Account”

Select “**No**” in the drop-down menu and proceed.

The information provided in the Manuscript Data section will be used to determine whether your submission, if accepted, can be covered by your institution's PLOS partnership. If this is the case, you will be shown a price quote of \$0.00 in a later step.

**Detailed instructions for your researchers**

# Additional Information “Institutional Account”



Please note, this element of the submission process is now redundant and will be removed. If you submit your article before this point, please follow the instructions below to progress.



Please respond to the questions/statements. If a box is marked “Answer Required”, you must provide a response.

If your manuscript is accepted for publication, items that are marked for typesetting will appear in the published article. Please ensure that these fields are properly formatted.

Questionnaire

United States Government Employee

Are you or any of the contributing authors an employee of the United States government?

Manuscripts authored by one or more US Government employees are not copyrighted, but are licensed under a CC0 Public Domain Dedication, which allows unlimited distribution and reuse of the article for any lawful purpose. This is a legal requirement for US Government employees.

This will be typeset if the manuscript is accepted for publication.

Answer Required:

Institutional Account

Are the publication fees covered by an institutional account held with PLOS? (For more information about our Institutional Account Program see here.)

Answer Required:     (Red arrow points to the dropdown menu)

Collections

Have you been invited to submit this article to a Special Collection?

Answer Required:

← Back Proceed →

Within the “Additional Information” page, scroll to “Institutional Account”.

**Please select “No” to this question instead and continue with submission.**

The system will recognize your agreement in a later step and you will be presented with a \$0.00 quote at the end of the submission process.

# 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

+ Funding Information



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 form includes fields for Title, Given/First Name, Middle Name, Family/Last Name, Academic Degree(s), Affiliation, E-mail Address, ORCID, Institution, Department, Street Address, City, State, Zip or Postal Code, Country or Region, and Contributor Roles. A red arrow points to the 'Institution' field, which has a dropdown menu open showing suggestions like 'King's College London' and 'King's College London - Strand Campus: King's College London'.

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.

# Accessing your quote

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



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.



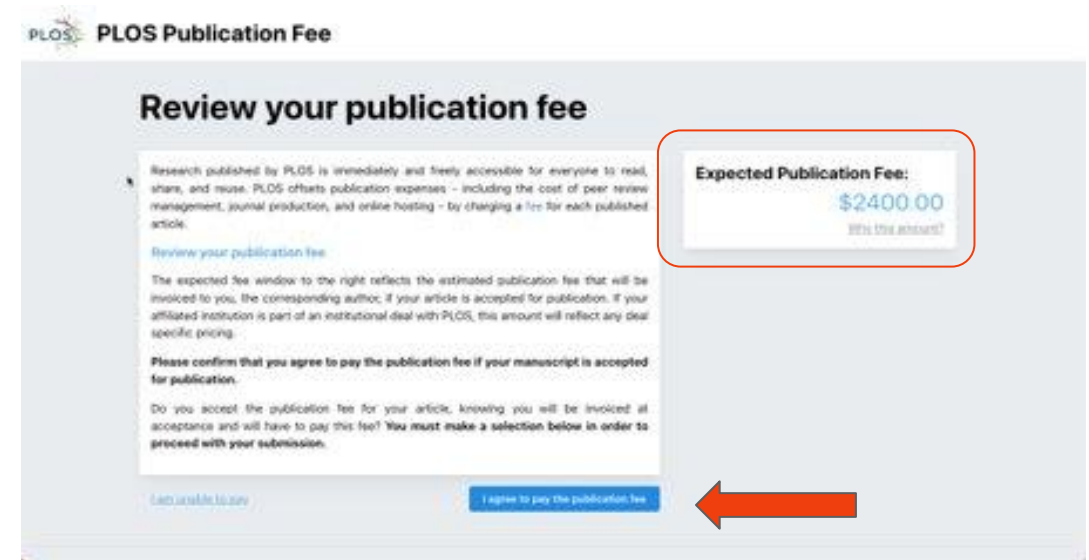
# Reviewing the publication fee quote

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.



# Contact us



If you are an author, please email:  
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If you are a librarian, please email:  
[institutionalaccounts@plos.org](mailto:institutionalaccounts@plos.org)

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