



For all PLOS journals

**Author  
instructions  
for  
new  
institutional  
partners**



# Overview

# Submissions overview for all PLOS journals

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.

- Affiliation:** 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.***
- 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 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**

# 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

Insert Special Character

**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:   
Please select a response  
Yes  
**No**

**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

Go to the “Manuscript Data” section using the upper navigation links



*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**.

Current Author List   + Add Another Author

	Dr Helena Meskanen [Corresponding Author] [First Author] [You]
	PLCS

+ 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. The 'Institution' field is highlighted with a red box, and a dropdown menu is open, showing suggestions for 'King's College London' and 'King's College London Dental Innovation and Translation Centre'. An orange arrow points from the 'Institution' field to the dropdown menu.

**Current Author List**

- Dr. Helena Meskanen
- PLOS

**Contributor Roles**

- Conceptualization
- Software
- Supervision
- Validation

Save these changes to my user registration as well

This is the corresponding author

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:

**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.

View Publication Fee

Cancel Proceed

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.

## 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.

#### [Review your publication fee](#)

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.

**Please confirm that you agree to pay the publication fee if your manuscript is accepted for publication.**

Do you accept the publication fee for your article, knowing you will be invoiced at acceptance and will have to pay this fee? **You must make a selection below in order to proceed with your submission.**

[I am unable to pay](#)

**I agree to pay the publication fee**

#### Expected Publication Fee:

**\$0.00**

[Why this amount?](#)

## Contact us

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