

For all PLOS journals

Author instructions for new institutional partners



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.

1. **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.

2. **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"

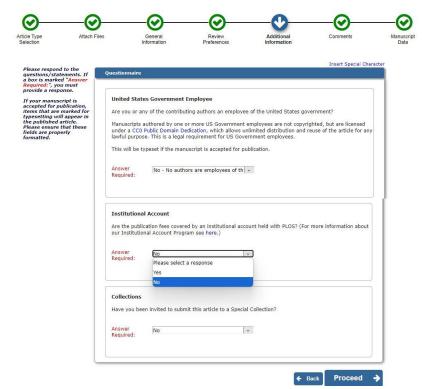
Select "No" in the drop-down menu and proceed.

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.



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.



Within the "Additional Information" page, scroll to "Institutional Account".

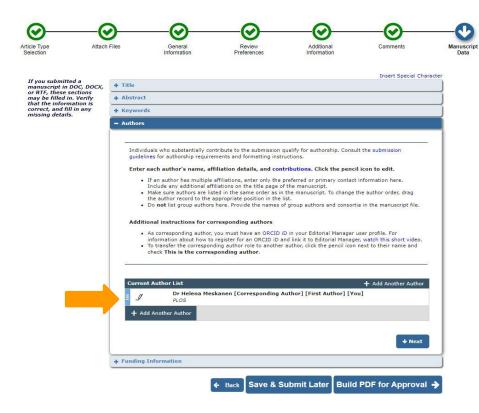
Please select "No" to this question instead and continue with submission.

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

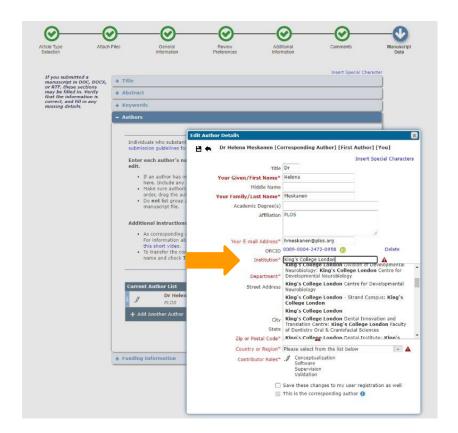


The key step in the submission process is ensuring your affiliation is entered correctly.

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



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.



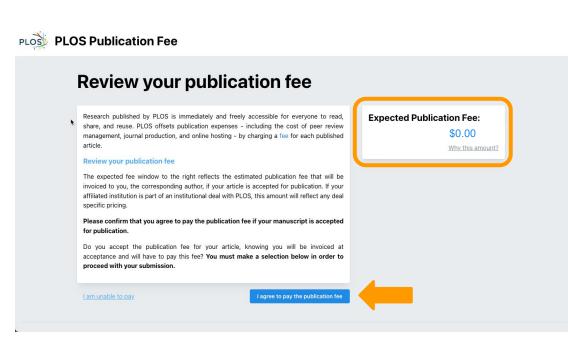
Reviewing the publication fee quote

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: authorbilling@plos.org

If you are a librarian, please email: institutionalaccounts@plos.org

