



Questions about author instructions or billing?  
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# Author Instructions

PLOS ONE,  
PLOS Computational Biology,  
PLOS Pathogens,  
PLOS Neglected Tropical  
Diseases,  
PLOS Genetics,  
PLOS Digital Health (NEW!)  
PLOS Climate (NEW!)  
PLOS Water (NEW!)  
PLOS Global Public Health  
(NEW!)  
PLOS Medicine  
PLOS Biology  
PLOS Sustainability and  
Transformation (NEW!)



# Short Version

# Submission Instructions for All Titles

## When in the Editorial Manager submission system for all PLOS journals:

1. Login as an author.
2. Indicate what kind of manuscript you're submitting. Progress-bar navigation will appear that allows you to jump to any part of the submission process.
3. Jump to "Additional Information" in the navigation bar →
4. Scroll to "Publication Fees" →
5. Answer with **2nd Radio Button**: My institution will full or partially pay →
6. Select institution name from drop down

**Publication Fees**

There is a publication fee associated with publication in this journal, payable upon article acceptance. The publication fees vary per article type and per journal, please visit our website for additional information on publication fees for individual journals and specific article types: <https://www.plos.org/publication-fees>

For Registered Reports, the following publications are eligible for the Institutional Account Program:

- PLOS ONE Registered Report Protocol
- PLOS ONE Registered Report: \$750

The publication fee for the Registered Report is \$750.

**Open Access Funding Support**

**Institutional Account Program**

Institutions participating in the PLOS Institutional Account Program are eligible, authors must be a corresponding author.

**PLOS Global Participation Initiative**

The PLOS Global Participation Initiative is a program that allows authors to submit preprints to PLOS ONE.

**Immediate Preprint**

Please make Payment selection:

**Answer Required:**

- Please select a response
- I am ineligible for any Open Access Funding Support and will pay the full fee upon article acceptance
- My institution will fully or partially pay the fee as a member of the PLOS Institutional Account Program
- I qualify for the PLOS Global Participation Initiative
- I qualify for the PLOS Publication Fee Assistance Program

Please select a response.

PLOS ONE

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Editorial Manager

Role: Author Username: sararouhi



Article Type Selection



Attach Files



General Information



Review Preferences



Additional Information



Comments

You can jump ahead or go back to any section during the submission process





**Detailed Version**

## Submission Instructions for All Titles

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Article Type Selection Attach Files General Information Review Preferences **Additional Information** Comments Manuscript Data

### *When in the Editorial Manager submission system for all PLOS titles:*

1. Login as an **author**.
2. Indicate what kind of manuscript you're submitting.

Progress-bar navigation will appear that allows you to jump to any part of the submission process.

Insert Special Character

**Please Enter the Following**

Username: sararouhi  
Password: .....

Author Login Reviewer Login Editor Login Publisher Login

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Editorial Manager login page for PLOS ONE



# Steps to correctly select your institution

3. Within the “Additional Information” page, scroll to “Publication Fees”

4. Select second radio button “My institution will fully or partially pay the fee...”

## Publication Fees

There is a publication fee associated with publication in this journal, payable upon article acceptance. The publication fees vary per article type and per journal, please visit our website for additional information on publication fees for individual journals and specific article types: <https://www.plos.org/publication-fees>

For Registered Reports, the following publication fees apply:

- PLOS ONE Registered Report Protocol: \$1,300
- PLOS ONE Registered Report: \$750

The publication fee for the Registered Report (\$750) is waived for manuscripts associated with Registered Report Protocols submitted by 31 July 2020.

### Open Access Funding Support

#### Institutional Account Program

Institutions participating in the PLOS Institutional Account Program administer payment for partial or full publication fees for their institutions' authors. To be eligible, authors must be a corresponding author affiliated with the institution or agency in the Institutional Account Program (fully paid or restricted).

#### PLOS Global Participation Initiative (Low- and Middle-Income Country Assistance)

The PLOS Global Participation Initiative (GPI) provides fee assistance to authors whose research is funded primarily (50% or more of the work contained within the article) by an institution or organization from eligible low- and middle-income countries. If the author's research funder is based in a Group 1 country, the PLOS GPI will cover the entire publication fee and there will be no charge. If the research funder's country is part of Group 2, the PLOS GPI will cover part of the publication fee and the remaining publication fee will be \$500 USD.

Group 2 PLOS GPI country authors who need to request additional support should apply for PLOS Publication Fee Assistance instead of the PLOS GPI. View PLOS GPI for additional information. This is subject to eligibility review.

#### PLOS Publication Fee Assistance (PFA)

The PLOS Publication Fee Assistance (PFA) program is intended for authors unable to pay all or part of their publication fees and who can demonstrate financial need.

Authors must apply for PFA during article submission. Requests made during the review process or after acceptance will not be considered. Authors cannot apply for fee assistance by email or by writing to the journal editors.

Authors should exhaust all alternative funding sources before applying for PFA, including the author's or co-authors' institution, institutional library, government agencies and research funders. Funding disclosure information provided by authors will be used as part of the PFA application review.

Applications will be considered on a case-by-case basis. To apply, complete the application during the submission process below. Decisions on PFA are usually made within 10 business days. Information about an applicant's application for fee assistance will not be disclosed to journal editors or reviewers. PLOS publication decisions will continue to be based solely on editorial criteria.

View PFA for additional information.

Please make Payment selection:

Answer Required:

- Please select a response
- I am ineligible for any Open Access Funding Support and will pay the full fee upon article acceptance.
- My institution will fully or partially pay the fee as a member of the PLOS Institutional Account Program
- I qualify for the PLOS Global Participation Initiative
- I qualify for the PLOS Publication Fee Assistance Program

Please select a response.



## 5. Select your institution from the drop down

### Institutional Account Program

The institutions listed below have agreed to be invoiced directly and will cover the **full** publication fees of PLOS journals for their **corresponding authors**. The institutions reserve the right to accept or reject who they will fund per their internal funding policies. For publication fees in which the institution does not accept responsibility following their review, PLOS will invoice the authors individually. Please note that some UK Institutions will only provide Open Access funding for publication costs associated with research projects that are funded by Research Council UK (RCUK) or Wellcome Trust grants.

To be eligible, you must be the **corresponding author** affiliated with the institution. Please check your institution's Open Access policy by clicking on their account link in our list of participating institutions: <https://www.plos.org/institutional-account-participants>

Answer  
Required:

✓ Please select a response

Rice University - C02230  
ZHAW Zurich University of Applied Sciences - C02067/50  
Simmelweis University - C01856/50  
Amsterdam University of Applied Sciences - C01872  
Bielefeld University - C01013  
Bill & Melinda Gates Foundation - C01888

... a response.

mediate Preprint

Select your institution's name from the drop down menu.

Once you make a selection, *no further action is required*. No more drop downs or text boxes will appear.

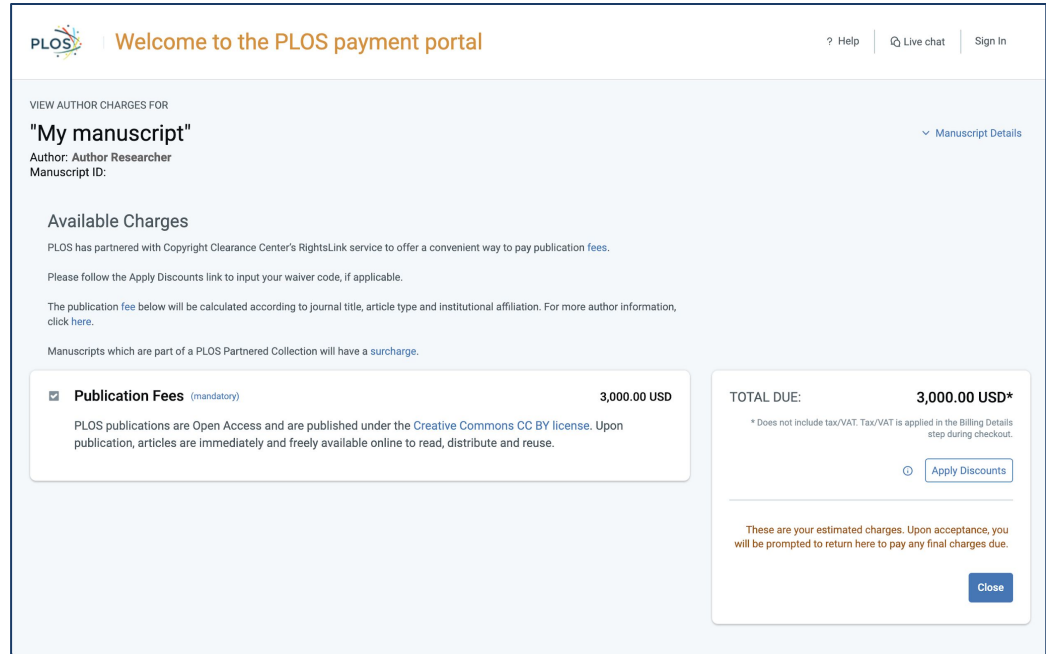
\*\*PLOS Neglected Tropical Diseases will have one more confirmation step during submission where the author will agree to the publication fee pending acceptance. (This will be \$0 if an institutional agreement exists).

# For Biology, Medicine, and Sustainability & Transformation Only

“Quote” is automatically generated by CCC RightsLink at time of submission.

The quoted fee should total \$0 if the institutional affiliation has been properly done during the submission process.

This serves as a helpful final check to ensure that the self-affiliation has properly paired your manuscript with your institution’s publishing agreement.



The screenshot displays the PLOS payment portal interface. At the top, the PLOS logo is on the left, followed by the text "Welcome to the PLOS payment portal". On the right side of the header, there are links for "Help", "Live chat", and "Sign In".

The main content area is titled "VIEW AUTHOR CHARGES FOR" and features a manuscript titled "My manuscript". Below the title, it lists the author as "Author Researcher" and provides a "Manuscript ID:" field. A link for "Manuscript Details" is visible on the right.

The section "Available Charges" explains that PLOS has partnered with Copyright Clearance Center's RightsLink service. It includes instructions to follow the "Apply Discounts" link for waiver codes and notes that fees are calculated based on journal title, article type, and institutional affiliation. A note mentions a surcharge for PLOS Partnered Collection manuscripts.

A table lists the charges:

| Charge Item   | Amount       |
|---|--------------|
| <input checked="" type="checkbox"/> <b>Publication Fees</b> (mandatory) | 3,000.00 USD |

Below the table, a note states: "PLOS publications are Open Access and are published under the Creative Commons CC BY license. Upon publication, articles are immediately and freely available online to read, distribute and reuse."

On the right side, a summary box shows "TOTAL DUE: 3,000.00 USD\*" with a footnote: "\* Does not include tax/VAT. Tax/VAT is applied in the Billing Details step during checkout." Below this is an "Apply Discounts" button and a "Close" button at the bottom right.



# That's it!

Questions from authors?

[authorbilling@plos.org](mailto:authorbilling@plos.org)

Questions from libraries?

[institutionalaccounts@plos.org](mailto:institutionalaccounts@plos.org)



**Author eligibility or invoice questions?  
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