



Questions about author instructions or billing?
authorbilling@plos.org

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 Open Access Funding Support:

- 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

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS • PRIVACY

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

PLOS ONE Editorial Manager
HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS • PRIVACY
Role: Author Username: sararouhi

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

Or Login via: **ID** What is ORCID?
[Send Login Details](#) [Register Now](#) [Login Help](#)

By registering an account on Editorial Manager, you acknowledge that your personal information will be processed in accordance with PLOS's [Privacy Policy](#) and agree to PLOS's [Terms of Use](#).

PLOS requires an ORCID ID for all corresponding authors and encourages all users to have one. To register for an ORCID ID and/or link your ID to your Editorial Manager account, click the green ID button. [See this quick video tutorial for more information.](#)

Software Copyright © 2021 Aries Systems Corporation.
[Aries Privacy Policy](#) | [Data Use Privacy Policy](#)

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
- Semmelweis 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.

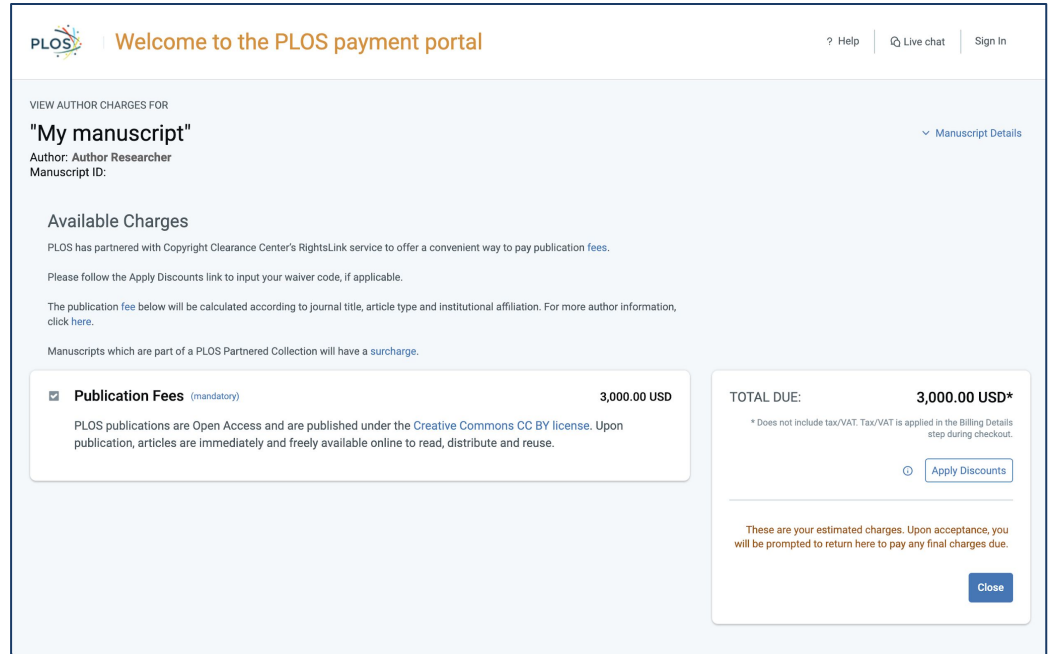
**PLOS Neglected Tropical Diseases will have one more confirmation step during submission where the author will agree to the publication fee pending acceptance. (This will be \$0 if an institutional agreement exists).

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 "Author: Author Researcher" and "Manuscript ID:". A link for "Manuscript Details" is located on the right.

The section "Available Charges" contains the following information:

- PLOS has partnered with Copyright Clearance Center's RightsLink service to offer a convenient way to pay publication fees.
- Please follow the Apply Discounts link to input your waiver code, if applicable.
- The publication fee below will be calculated according to journal title, article type and institutional affiliation. For more author information, click here.
- Manuscripts which are part of a PLOS Partnered Collection will have a surcharge.

A table of charges is shown with one entry:

Charge Type	Amount
<input checked="" type="checkbox"/> Publication Fees (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 displays "TOTAL DUE: 3,000.00 USD*". A footnote below this states: "* Does not include tax/VAT. Tax/VAT is applied in the Billing Details step during checkout." Below the total due is a button labeled "Apply Discounts".

At the bottom of the summary box, a note reads: "These are your estimated charges. Upon acceptance, you will be prompted to return here to pay any final charges due." A "Close" button is located at the bottom right of the summary box.

That's it!

Questions from authors?

authorbilling@plos.org

Questions from libraries?

institutionalaccounts@plos.org



**Author eligibility or invoice questions?
Authorbilling@plos.org**

<https://plos.org/resources/for-institutions/institutional-account-participants/>