



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!)

The background is a deep blue with a fine, grid-like texture. A bright, circular light source is positioned in the center, from which numerous thin, white, thread-like lines radiate outwards in all directions, creating a starburst or sunburst effect. The lines vary in length and thickness, some appearing more prominent than others.

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 pub

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

The publication fee for the Registered Rep

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Institutional Account Program

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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>

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☐ I qualify for the PLOS Global Participation Initiative

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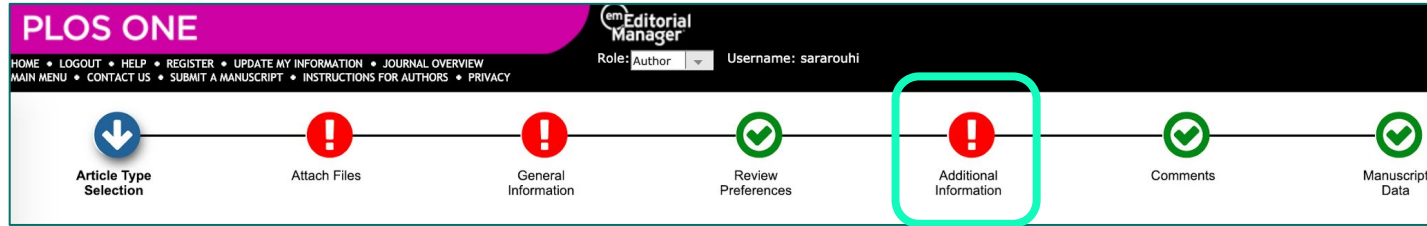
Comments

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

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Detailed Version

Submission Instructions for All Titles



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.

The screenshot shows the Editorial Manager login page for PLOS ONE. The page has a header with the text 'Please Enter the Following' and a link 'Insert Special Character'. Below the header, there are input fields for 'Username' (saratouhi) and 'Password' (masked with dots). There are four login buttons: 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'. Below these buttons, there is a section for 'Or Login via: ID' with a link 'What is ORCID?'. There are also links for 'Send Login Details', 'Register Now', and 'Login Help'. A disclaimer states: '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.' At the bottom, there is a note: '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.' The footer contains the text: '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

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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.

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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.

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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.

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5. Select your institution from the drop down

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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.

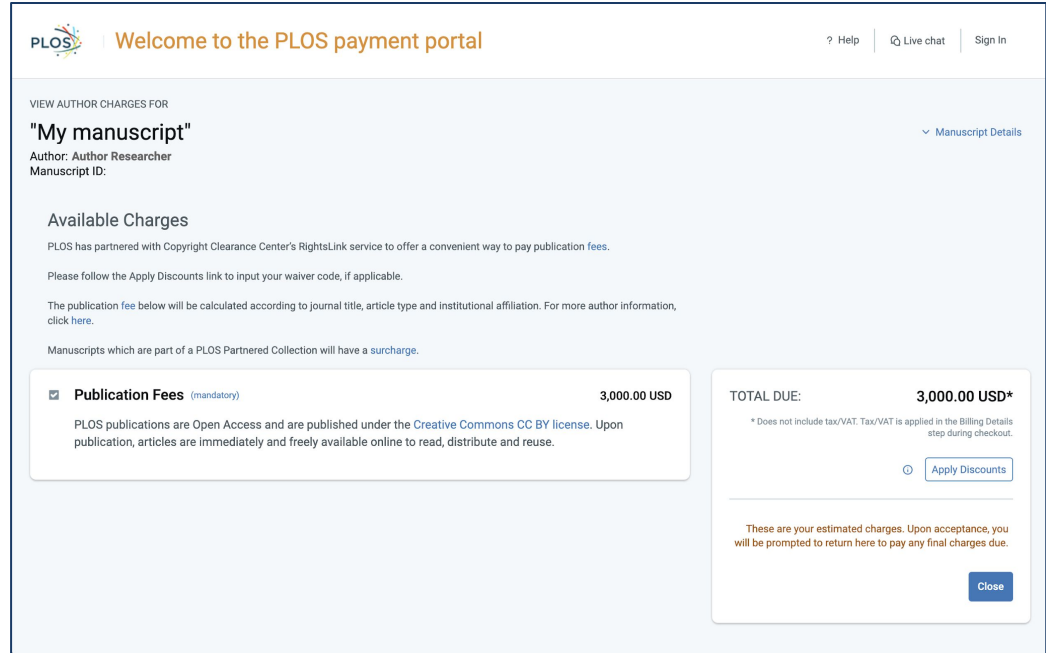
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This serves as a helpful final check to ensure that the self-affiliation has properly paired your manuscript with your institution’s publishing agreement.



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, there are links for "? Help", "Live chat", and "Sign In". Below the header, the main content area is titled "VIEW AUTHOR CHARGES FOR" and features a manuscript titled "My manuscript" with the author "Author Researcher" and a "Manuscript ID:". A link for "Manuscript Details" is 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 a note that publication fees are calculated based on journal title, article type, and institutional affiliation. A summary box shows a checked item for "Publication Fees (mandatory)" totaling "3,000.00 USD", with a note that PLOS publications are Open Access under a Creative Commons CC BY license. To the right, a "TOTAL DUE:" box also shows "3,000.00 USD*", with a footnote stating that tax/VAT is not included. Below this is an "Apply Discounts" button. At the bottom right, a "Close" button is present. A disclaimer at the bottom states: "These are your estimated charges. Upon acceptance, you will be prompted to return here to pay any final charges due."

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