

# Publishing your open access article in our hybrid research journals

PROCEEDINGS A

PROCEEDINGS B

BIOLOGY LETTERS

INTERFACE

NOTES AND RECORDS

## SIMPLE STEPS FROM SUBMISSION TO PUBLICATION

- 1 Visit the website of your chosen journal and click on submit in the top menu. Log-in to your account if you are an existing user or create an account if you are new to the system.
- 2 Upload your manuscript. Our submission prefill process enables auto-completion of fields using information from the paper.
- 3 Provide details of the article type, title and abstract.
- 4 Upload remaining files, including supplementary files.
- 5 Select subject area(s) and category from the drop-down lists and add keywords in the free text box (between 3 and 6).
- 6 Add all authors and their institutions simply by using the relevant email addresses.
- 7 Suggest reviewers/editors with options of 'preferred' and/or 'non-preferred'.
- 8 Add remaining details, including:
  - Cover letter and funding details
  - Ethics and competing interest statements
  - Data accessibility information
  - Author contribution statements
- 9 Indicate if your paper was commissioned by a Preprint Editor.
- 10 Before clicking the final 'submit' button, you will have the opportunity to review all completed fields and make edits where required.
- 11 Once your paper has been submitted, you will receive an email of confirmation and you can log into the system to track progress at any time.
- 12 When a decision has been made, you will receive an email detailing the outcome, as well as editor and reviewer feedback and next steps where relevant.
- 13 If asked to revise your submission, all previous information is retained and you will be prompted to upload additional files, make updates, and include any response to the reviewers.
- 14 Once you have opted for open access, we will ask you to select the appropriate OA option from the list:
  - Read & Publish model
  - Open Access Member institution
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  - OtherIf you are unsure, click the link for a full list of all members to see if you are eligible.

This selection will enable us to recognise you and the relevant discount will be applied upon acceptance of your paper. If your institution is part of a transformative agreement there is no fee to pay. If you are not eligible we will send a payment request at full price.
- 15 At this point you can let us know if there have been any changes since submission. You will also have the opportunity to include a media summary which is used by our Press and Social Media teams to promote your paper.
- 16 At final acceptance, you will receive an email notification, as well as details of the open access fee, if applicable, and how to pay.
- 17 Our Production team will contact the corresponding author, usually within 10-14 days of acceptance, with the article proofs for checking. Our Press team may also get in touch to discuss media promotion for your article.
- 18 **Your paper is published. Congratulations.**
- 19 For Open Access Member institutions and transformative agreements, we will provide a report to institutions on at least an annual basis for library checking and verification purposes.