



Managing your PLOS Partnership

**Kicking off
the next
steps in
partnership:**

partnerships@plos.org

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

Agenda

- Partnerships team and key contacts/emails
- Ensuring author eligibility to participate in the PLOS agreement
- Submission instructions for authors
- Monthly Reports
- Communication to authors
- Librarian Welcome Pack





Meet the team

PLOS Partnerships Team: partnerships@plos.org



Sara Rouhi

Director, Strategic Partnerships,
PLOS

srouhi@plos.org

*New agreements, changing agreements,
exploring new models, exploring new
forms of partnership*



Kelsey McMahon

Customer Care Coordinator,
PLOS

partnerships@plos.org

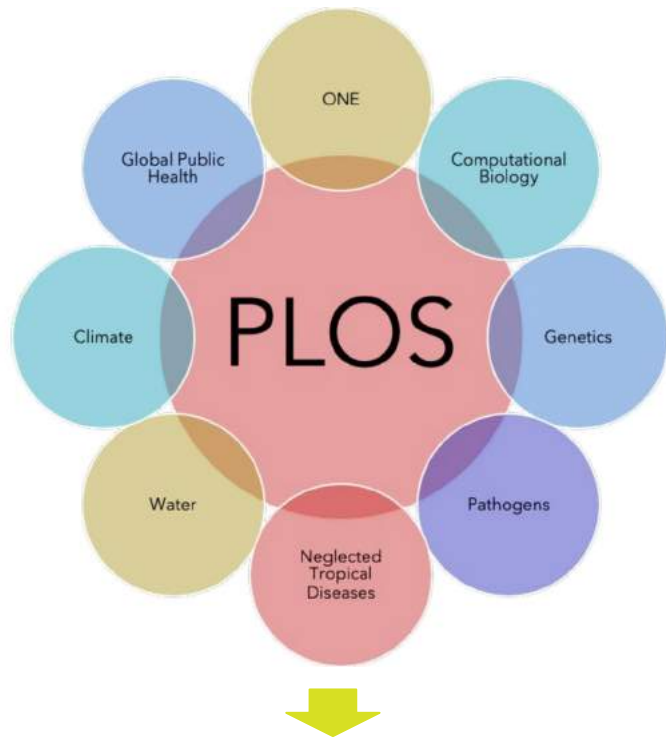
*Invoices, billing, reports, contact
information, CCC RightsLink,
general inquiries*



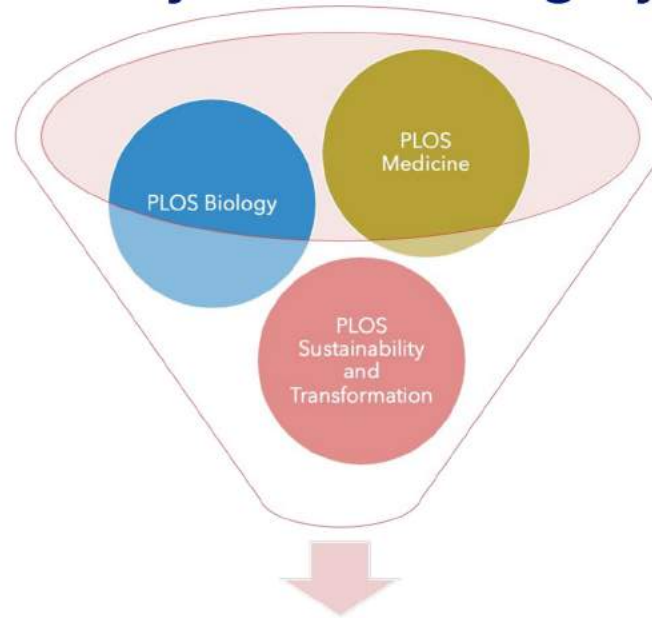


Setting up your account and author eligibility

Implementation is set based by title/billing system



PLOS Internal Billing system via Editorial Manager

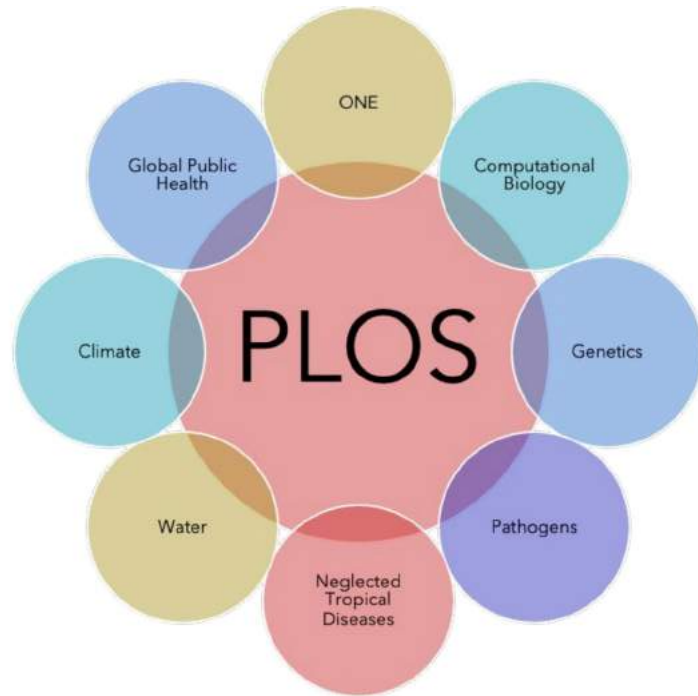


RightsLink Platform

Aiming to identify unified billing solution in 2023 for implementation by 2024.



At submission, author-provided metadata indicates if the accepted manuscript is eligible



Submissions instructions for Editorial Manager
(9 Titles)

1. Author profile should use institutional email
2. Author profile should select Ringgold ID
3. Once submitting, at payment step, authors should choose "My institution will pay all or part of my fee."
4. At payment step, authors should choose their institution from the drop down menu.

Detailed instructions on next slide and later in this presentation.



Detailed author instructions for Flat Fee and Global Equity titles



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

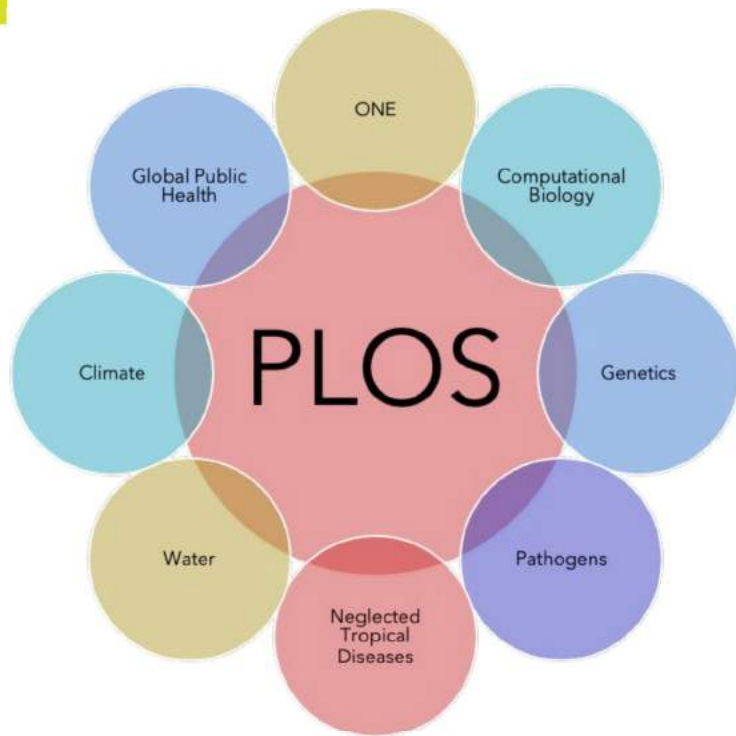
Author Instructions

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!)

EXCLUDES:
PLOS Medicine
PLOS Biology
PLOS Sustainability and Transformation (NEW!)



How does PLOS verify author eligibility?

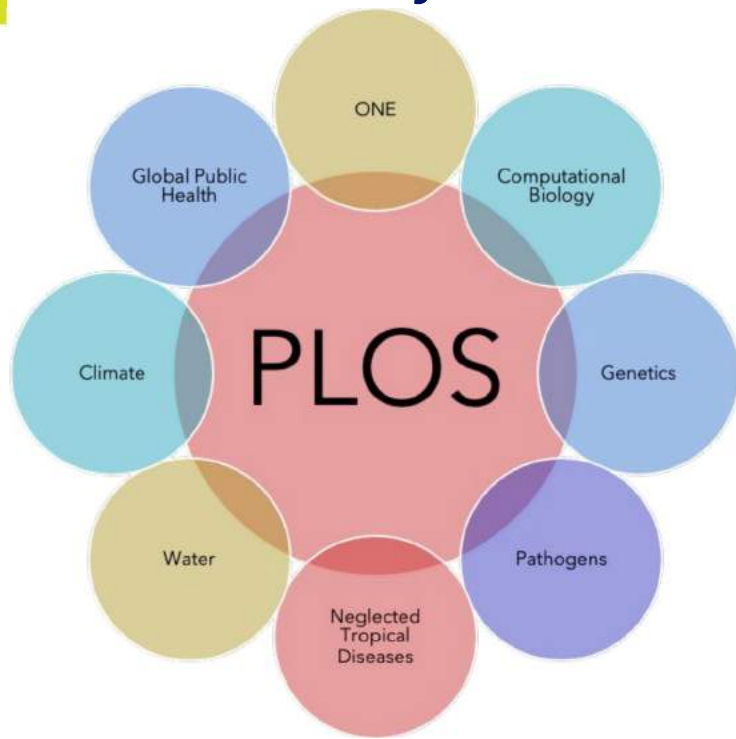


PLOS Internal Billing system via Editorial Manager

1. Author selection of institution in Publication Fees step
2. Author self-affiliation in their Editorial Manager profile (Ideally they choose a Ringgold PID)
3. PLOS derived fuzzy matching for institution names
4. Monthly accepted manuscripts reports sent to institutions.



How does your institution verify eligibility?



Institutions will receive a monthly accepted manuscripts (MAM) report showing the following for every paper accepted in the previous month:

- author metadata
- article metadata
- DOI
- FundRef ID (open text box)

Institutions have 14 days to approve/deny the papers listed in the report.

Contact institutionalbilling@plos.org to accept/deny papers attributed to the agreement and copy partnerships@plos.org.



You can review author eligibility monthly via the Monthly Accepted Manuscript (MAM) report

If nothing is accepted in the last month, MAM will be empty

Document Number	Name	Account	Gross Amount	Discount	Paid by Institution	PLOS Paid	Item	Author Details	First Name	Last Name	Institution	Organization	Billing Address	Phone	Email	Manuscript Number	Title	ISSN	DOI	Product
SO46448	C02465	Sales Order	0.00	0.00	0.00	0.00														
SO46448	C02465	43200 PROC	1749.00	0.00	0.00	0.00	Article Proc	PONE-1313	Researcher A		ABCD	Department ABCD	Camp		researcherA	PONE-D-21- Super intere	10.1371/jou	300	PLOS OI	
SO46448	C02465	43200 PROC	1749.00	0.00	0.00	0.00	Article Proc	PMEDICINE	Researcher B		ABCD	Department ABCD	Camp		researcherA	PONE-D-21- Super intere	10.1371/jou	300	PLOS OI	
SO46448	C02465	43200 PROC	1695.00	0.00	0.00	0.00	Article Proc	PMEDICINE	Researcher C		ABCD	Department ABCD	Camp		researcherA	PONE-D-20- Super intere	1932-6203	10.1371/jou	300	PLOS OI
SO46448	C02465	43200 PROC	1749.00	0.00	0.00	0.00	Article Proc	PONE-1699	Researcher D		ABCD	Microbiolog	ABCD Camp		researcherA	PONE-D-22- Super intere	1932-6203	10.1371/jou	300	PLOS OI
SO46448	C02465	43200 PROC	1805.00	0.00	0.00	0.00	Article Proc	PONE-1431	Researcher E		ABCD	depar Pediatric Pe	ABCD Camp		researcherA	PONE-D-22- Super intere	1932-6203	10.1371/jou	300	PLOS OI
SO46448	C02465	43200 PROC	1805.00	0.00	0.00	0.00	Article Proc	PONE-1739	Researcher F		ABCD	Laboratory I	ABCD Camp		researcherA	PONE-D-22- Super intere	1932-6203	10.1371/jou	300	PLOS OI
SO46448	C02465	43200 PROC	1805.00	0.00	0.00	0.00	Article Proc	PONE-1278	Researcher G		ABCD	Department ABCD	Camp		researcherA	PONE-D-22- Super intere	1932-6203	10.1371/jou	300	PLOS OI

Metadata fields included: *internal PLOS fields*

- Document Number (internally generated metadata from Editorial Manager)
- Document Name (internally generated metadata from Editorial Manager)
- Account (Customer name)
- Gross Amount (refers to APC)
- Discount (refers to some monthly pay-as-you-go customers)
- Paid by Institution (refers to some monthly pay-as-you-go customers)
- PLOS Paid By Author (refers to remaining amount author paid, as per some monthly pay-as-you-go customers)
- Item (internally generated metadata from PLOS billing system)
- Author Details - (internally generated paper ID from Editorial Manager)

Monthly report FAQ here:

https://docs.google.com/document/d/1vetbOWG4dkU4uPi0DPwbT8a7fAqO8K9LI4J4J48I_34/edit?usp=sharing

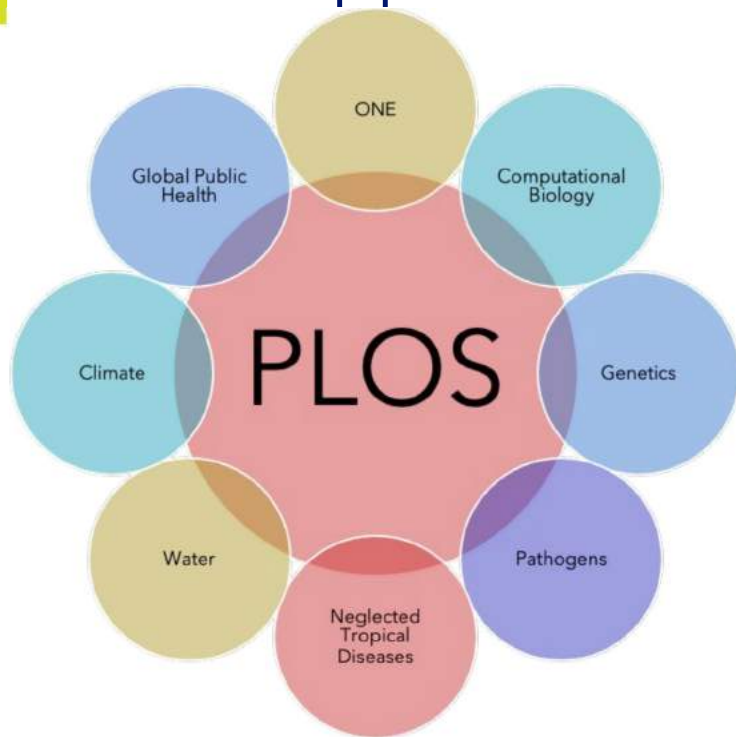
View a sample report [here](#).

Metadata fields included: *Externally facing metadata (except italics)*

- First Name
- Last Name
- Institution
- Organization/Department
- Billing Address
- Phone
- Email
- Manuscript Number
- Title
- ISSN
- DOI
- Product (refers to journal)
- *Original Submission Date*
- *Final Decision Data*
- Funding Disclosure



What happens if an author makes a mistake?



If authors do not follow instructions they may receive an invoice for an APC at acceptance. They or the library can:

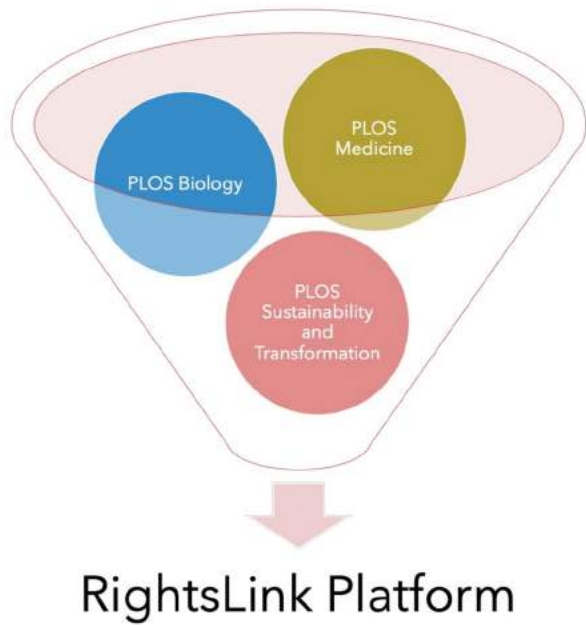
1. Email institutionalbilling@plos.org
2. Email partnerships@plos.org

We will verify their eligibility, rescind the invoice and attribute the paper to the institutional agreement.

This happens from time to time and is not a big deal and quickly handled.



CAP journals: No action for authors until papers are accepted



Community Action Publishing titles piloting RightsLink platform:

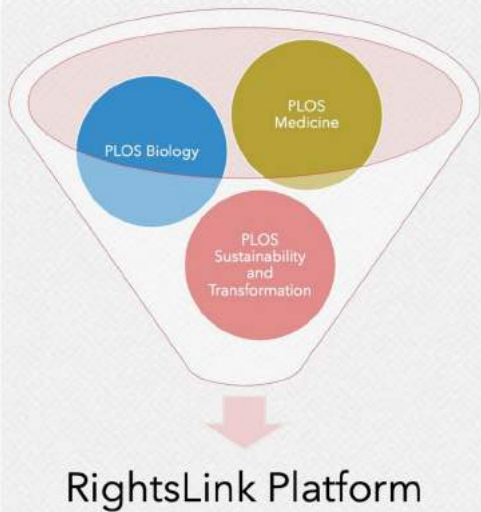
- Still submit via Editorial Manager
- No action for authors
- Option to “view a quote” generated by RightsLink showing what is owed *if* they’re accepted

With highly selective titles the time to publication is usually longer and fewer papers are accepted.

Institutions may go several months before receiving notification of a published manuscript.



Detailed author instructions for Community Action Publishing titles (with billing via RightsLink)



PLOS

Authors with billing questions should email authorbilling@plos.org

Author Instructions for submission to:

- PLOS Biology
- PLOS Medicine
- PLOS Sustainability and Transformation

PLOS Medicine, PLOS Biology & PLOS Sustainability and Transformation offer a “quote” view

ALL authors (regardless of CAP participation status) will have the same experience when submitting via Editorial Manager:

1. At submission they are given a summary of publication fees and the option to view a “quote” of their expected fees.
2. They take no action until the paper is accepted.

Publication Fees

PLOS offsets publication expenses – including the cost of peer review management, journal production, and online hosting and archiving – by charging a **publication fee** to authors, institutions or funders for each published article.

Publication fees vary by journal and are payable **upon article acceptance**. Fees are subject to change and charged at the applicable rates effective on your submission date.

Papers submitted to PLOS for inclusion in a [Partnered Collection](#) incur a surcharge.

If you indicated in the Additional Information section of your initial submission form that you are eligible for Fee Assistance, please choose 'Yes' below.

[View Publication Fees](#)

Would you like to submit this manuscript?

Yes
 No

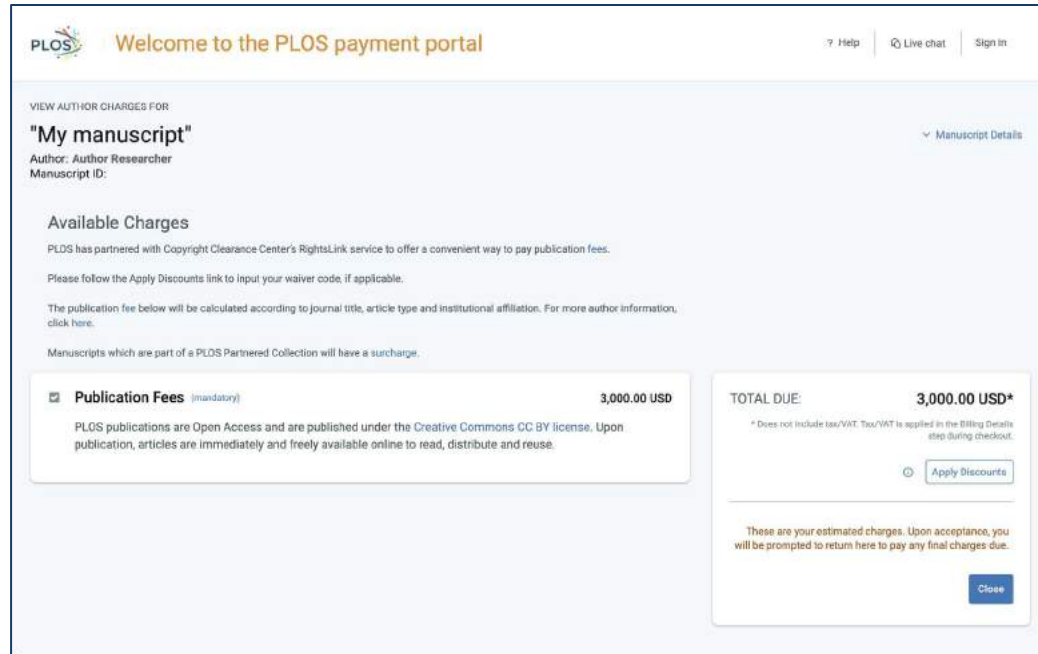
[Cancel](#) [Proceed](#)



“Quote” is generated by CCC RightsLink

Should authors select “View Publication Fees” they will be redirected to a “Quote” from CCC that takes into account their agreement terms.

The quote approximates their fees based on their agreement type and institutional affiliation.



The screenshot displays the PLOS payment portal interface. At the top, it says "Welcome to the PLOS payment portal" with a PLOS logo on the left and "Help", "Live chat", and "Sign in" links on the right. Below the header, there is a section titled "VIEW AUTHOR CHARGES FOR" with a sub-heading "My manuscript". Underneath, it lists "Author: Author Researcher" and "Manuscript ID:". A "Manuscript Details" link is visible on the right. The main section is titled "Available Charges" and contains the following text: "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." Below this text is a table with one row: a checked checkbox, "Publication Fees (mandatory)", and "3,000.00 USD". A note below the table 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." To the right of the table, there is a "TOTAL DUE:" section showing "3,000.00 USD*" and a note: "* Does not include tax/VAT. Tax/VAT is applied in the Billing Details step during checkout." Below this is an "Apply Discounts" button. At the bottom of the quote box, there is a note: "These are your estimated charges. Upon acceptance, you will be prompted to return here to pay any final charges due." and a "Close" button.

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

TOTAL DUE: 3,000.00 USD*

* Does not include tax/VAT. Tax/VAT is applied in the Billing Details step during checkout.

Apply Discounts

These are your estimated charges. Upon acceptance, you will be prompted to return here to pay any final charges due.

Close



When an author's paper is accepted, the library receives a notification

If you do not wish to accept/reject these papers in real time, you can set up "automatic approvals" via the RightsLink platform.

(See question #6 in [RightsLink FAQ](#) for libraries).



The image shows an email notification from Interrogatum Publishing. At the top left is the coat of arms of the University of Bamberg. The main text reads: "Your author has requested APC funding." followed by "Dear Christopher Coia," and "Your author has requested funding from APC Demo BIBSAM 2020-2021 Test." Below this is a section titled "Request Details" with the following information: Request Date: 08-Oct-2020, Publisher: Interrogatum Publishing, DOI: N/A, Publication: Interrogatum Journal, Article Title: Retinal Imaging Technology in the Twenty-First Century, Author(s): Hildegard Behrens ccoia@copyright.com. A link is provided to view details and respond. The email is signed "Sincerely, Interrogatum Publishing". At the bottom, contact information for Copyright Clearance Center is provided, along with the RightsLink logo and a stylized 'S' logo.



Your author has requested APC funding.

Dear Christopher Coia,

Your author has requested funding from *APC Demo BIBSAM 2020-2021 Test*.

Request Details
Request Date: 08-Oct-2020
Publisher: Interrogatum Publishing
DOI: N/A
Publication: Interrogatum Journal
Article Title: Retinal Imaging Technology in the Twenty-First Century
Author(s): Hildegard Behrens ccoia@copyright.com

Please [click here](#) to view details and respond.

Sincerely,
Interrogatum Publishing

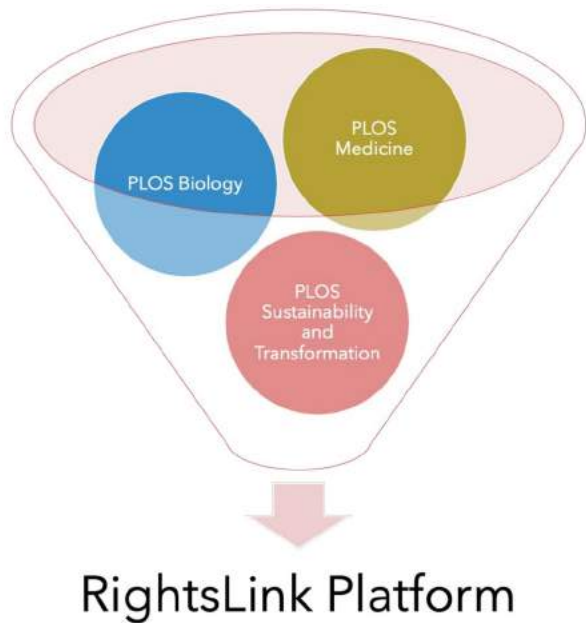
Tel.: +1-877-622-5543 / +1-978-646-2777
publicationservices@copyright.com
www.copyright.com

 Copyright Clearance Center

RightsLink®



CAP journals: At acceptance, author prompts approval in RightsLink



If authors do not follow instructions they may receive an invoice for an APC at acceptance.

They or the library can:

1. Email institutionalbilling@plos.org
2. Email partnerships@plos.org

We will verify their eligibility, rescind the invoice and attribute the paper to the institutional agreement.

This happens from time to time and is not a big deal and quickly handled.

You will also see accepted papers from RightsLink in the Monthly Accepted Manuscript report.





Step -by-step instructions for authors

(Demo: view in presentation mode)

Author eligibility is explained in submission guidelines for all journals...

PLOS MEDICINE

- About the Journal
- About the Journal
- About the Submission Process
- Style and Format
- Manuscript Organization
- Parts of a Submission
- Additional Information Requested at Submission
- Guidelines for Specific Study Types
- Other Article Types
- PLOS Community Action Publishing (CAP) – non member fee support

Submission Guidelines

About the Journal

PLOS Medicine publishes original research articles of outstanding quality. We encourage the submission of both substantial full-length manuscripts and shorter reports. Manuscripts might be based on a more limited range of experiments.

The writing style should be concise and accessible, avoiding jargon. Manuscripts should be written in English. Editors may request deletions or additions that could be made to the article. Manuscripts should be rigorous and consistent, but not intrusive or overbearing. Authors should present their ideas, results, and conclusions.

About the Journal

PLOS Medicine is committed to the highest ethical standards. We require authors to provide information regarding ethical treatment of research participants, including informed consent, patient privacy, and competing interests. We also ask that reports of certain specific types of studies adhere to general requirements based on the [Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#). The [Committee for Medical Journal Editors](#).

<https://journals.plos.org/plosmedicine/s/submission-guidelines#loc-cap>

PLOS ONE

<https://journals.plos.org/plosone/s/submission-guidelines>

Submission Guidelines

- Style and Format
- Manuscript Organization
- Parts of a Submission
- Additional Information Requested at Submission
- Guidelines for Specific Study Types
- You may be eligible for APC support
- Give Feedback

PLOS CLIMATE

Submission Guidelines

- Style and Format
- Manuscript Organization
- Parts of a Submission
- Additional Information Requested at Submission
- Guidelines for Specific Study Types
- PLOS Global Equity – APC support

Related information for authors

- > [PLOS Writing Center](#)
- > [Submission system](#)
- > [Journal scope and publication criteria](#)
- > [Guidelines for revisions](#)
- > [Publication fees](#)

<https://journals.plos.org/water/s/submission-guidelines>

Authors should visit our site to confirm which journals are covered by their agreement. This will update January 1.

BOOKMARK THIS LINK!

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

The screenshot shows the PLOS Institutional Partners page. The header includes the PLOS logo and navigation links: Publish with PLOS, Research Communities, Open Science, Resources, and About PLOS. The main heading is "Institutional Partners". Below this, a paragraph explains that Open Access is not truly open without equitable support for authors from diverse research communities and institutional requirements, and that PLOS offers several business models through institutional partnerships: Flat Fee Agreements, Global Equity, and Action Publishing membership. A blue button labeled "Learn more about our models" is present.

The main content area lists institutional partners in Germany:

- Germany**
- Bayer AG**
PLOS Biology, PLOS Computational Biology, PLOS Genetics, PLOS Neglected Tropical Diseases, PLOS ONE, PLOS Pathogens
Leverkusen, Germany
- Bielefeld University**
PLOS Biology, PLOS Computational Biology, PLOS Genetics, PLOS Neglected Tropical Diseases, PLOS ONE, PLOS Pathogens
Bielefeld, Germany
[Open Access Policy](#)
- Carl Gustav Carus University Hospital**
PLOS Biology, PLOS Climate, PLOS Computational Biology, PLOS Digital Health, PLOS Genetics, PLOS Global Public Health, PLOS Medicine, PLOS Neglected Tropical Diseases, PLOS ONE, PLOS Pathogens, PLOS Sustainability and Transformation, PLOS Water
Dresden, Germany

A search filter overlay is visible on the right side of the page. It is titled "FILTER INSTITUTIONS" and contains the following elements:

- PLOS JOURNALS**: A dropdown menu currently set to "PLOS ONE".
- SEARCH PARTNERS**: A text input field containing "Bielefeld".
- Go**: A blue button to execute the search.

At the bottom right of the page, the PLOS logo is displayed.

To be eligible for APC-free publishing with PLOS you must

Check our website to ensure your institution participates:
<https://plos.org/resources/for-institutions/institutional-account-participants/>

1. Log into Editorial Manager with your university email

2. Make sure your author profile is affiliated with your institution

3. Declare your affiliation at the payment step

4. Contact PLOS if you have questions



1. Log into Editorial Manager

All submissions start in the PLOS submission platform, Editorial Manager. Login with your author login or your ORCID.

The screenshot shows the PLOS ONE Editorial Manager Submission System login page. At the top left, there is a navigation bar with the 'em' logo and 'PLOS ONE' text. Below this is a secondary navigation bar with links for 'Home', 'Submit a Manuscript', 'About', and 'Help'. The main header features the title 'PLOS ONE Editorial Manager Submission System' in large white text on a dark background. On the left side, there are four pink buttons: 'Journal Information', 'Information for Authors', 'Information for Reviewers', and 'Information for'. The central focus is a login form titled 'Please Enter the Following'. It contains a 'Username' field with the value 'sararouhi' and a 'Password' field with masked characters. Below the form are buttons for 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'. A blue box highlights the 'Or Login via: ID' section, which includes a link for 'What is ORCID?' and a 'Register Now' button. A tooltip explains that an ORCID ID is a 16-digit alphanumeric code. At the bottom, there is a registration notice and a footer stating that PLOS requires an ORCID ID for all corresponding authors.

em PLOS ONE

Home Submit a Manuscript About Help

PLOS ONE Editorial Manager Submission System

Journal Information

Information for Authors

Information for Reviewers

Information for

Please Enter the Following

Insert Special Character

Username: sararouhi

Password:

Author Login Reviewer Login Editor Login Publisher Login

Or Login via: ID [What is ORCID?](#)

[Send Login Details](#) [Register Now](#)

An ORCID ID is an alphanumeric code that uniquely identifies an academic author. It is a 16-digit number, in the format: 0000-0000-0000-000X. Click for more information.

By registering an account on Editorial Manager, you acknowledge that your personal information will be processed in accordance with our 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



Author Main Menu

Unavailable Dates

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 it to your Editorial Manager account, click **Update My Information** in the upper left-hand corner of the main menu. [Watch our quick video tutorial.](#)

New Submissions

- [Submit New Manuscript](#)
- [Submissions Sent Back to Author \(0\)](#)
- [Incomplete Submissions \(9\)](#)
- [Submissions Waiting for Author's Approval \(0\)](#)
- [Submissions Being Processed \(0\)](#)

Revisions

Username	sararouhi
Role	Author
Site Language	English
Update My Information	

Make sure your author profile is affiliated with your institution


Each author has an account profile: "Update my information"



Personal Information

Title *	Mrs.	
Given/First Name *	Sara	
Middle Name		
Family/Last Name *	Rouhi	
Degree	M.A.	(Ph.D., M.D., etc.)
Preferred Name		(nickname)
Primary Phone *	+15555555555	(including country code)
Secondary Phone		(including country code)
Secondary Phone is for	Mobile <input type="radio"/> Beeper <input checked="" type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Admin. Asst. <input type="radio"/>	
Fax Number		(including country code)
E-mail Address *	sample@georgetown.edu	

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read More.](#)

ORCID 0000-0003-1803-6186  Delete

Alternate Contact Information

Scroll to “Personal information” and update:

1. Your email to your university email
2. Link your ORCID to your account

Institution Related Information

Position

Institution *

Department *

Street Address *

City *

State or Province

Zip or Postal Code *

 Start typing to display potentially

Georgetown University School of Nursing & Health Studies: Georgetown University Medical Center
 Georgetown University School of Medicine
 Georgetown University School of Continuing Studies
 Georgetown University School of Continuing
 Georgetown University Edmund A Walsh Sch
 GU: Georgetown University
 Georgetown University
 Georgetown Elementary School
 Georgetown High School

Warning

The Institution could not be identified by the system.
 Proceed with this Institution anyway?

OK

Cancel

Scroll to "Institution Related Information"

1. Find your institution/department in the drop down
2. If you type an institution not in the dropdown, you'll be asked if you want to proceed. *Go back and choose an ID from the dropdown.*
3. Choosing an institution from the drop down critical to verifying your eligibility.



Author Main Menu

Unavailable Dates

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 it to your Editorial Manager account, click **Update My Information** in the upper left-hand corner of the main menu. Watch our quick video tutorial.

Questions? Email plosone@plos.org

New submissions

- [Criteria for publication](#)
- [Getting started guide](#)
- [Style & format guidelines](#)
- [Figure guidelines](#)
- [Table guidelines](#)
- [Overview of the editorial and peer review process](#)
- [Editorial and publishing policies](#)
- [Preprints](#)

Revised submissions

New Submissions

[Submit New Manuscript](#)



Submissions Sent Back to Author (0)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

Submissions Being Processed (0)

Revisions

Submissions Needing Revision (0)

Revisions Sent Back to Author (0)

Incomplete Submissions Being Revised (0)

Revisions Waiting for Author's Approval (0)

Revisions Being Processed (0)

Declined Revisions (0)

Completed

Submissions with a Decision (0)

Submissions with Production Completed (0)

Declare your affiliation during the submission at the payment step

Begin your submission: Save and continue later any time...



Article Type
Selection

Attach Files

General
InformationReview
PreferencesAdditional
Information

Comments

Manuscript
Data

Insert Special Character

**Upload submission files
individually**

- Cover letter
- Manuscript
- Figures
- Supporting Information

**Accepted manuscript
formats**

- DOC, DOCX, or RTF. Editorial Manager will extract information from the manuscript

Browse...

OR

Drag & Drop
Files Here

Declare your affiliation during the submission at the payment step

Once you begin your submission, you can move around using the top level navigation; saving your work as you go





Article Type Selection

Attach Files

General Information

Review Preferences

Additional Information

Comments

Manuscript Data

Insert Special Character

Upload submission files individually

- Cover letter
- Manuscript
- Figures
- Supporting Information

Accepted manuscript formats

- DOC, DOCX, or RTF. Editorial Manager will extract information from the manuscript

Browse... OR Drag & Drop Files Here

Declare your affiliation during the submission at the payment step

Payment is covered in the "Additional information" section



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 and pay the fee assistance by email or by writing to the PLOS editorial office.

Authors should exhaust all alternative funding sources, including their own agencies and research funders. Funding decisions will be based on the availability of funds.

Applications will be considered on a first-come, first-served basis and decisions will continue to be based on the availability of funds.

View PFA for additional information.

Please make Payment selection:

Answer Required: Please select a response I am ineligible for any Open Access

Please select a response.

- 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

I qualify for the PLOS Publication Fee Assistance Program

Within the Additional Information navigation, declare your affiliation during the submission at the payment step

Scroll down to "Publication Fee."

Select "My institution will fully pay."



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

I have been invited to submit to a Special Collection

Institutional Account Program

The institutions below have agreed to be invoiced directly for some or all of the publication fees for some or all PLOS journals. For specifics of your institution, visit this list of participating institutions: <https://www.plos.org/institutional-account-participants>.

Institutions reserve the right to accept or reject who they fund per their internal funding policies. For fees which the institution declines to pay, PLOS will

Answer Required

✓ Please select a response

University of Herfortshire - C000UH

Abertay University - C000AU

Amsterdam University of Applied Sciences - C01872

Bangor University - IB0164

Bayer AG - C00BAG

Bielefeld University - C01013

Bill & Melinda Gates Foundation - C01888

Brunel University - C01035

Cardiff Metropolitan University - C000CM

subsection(s)

Please select up to three

Answer Required:

Declare your affiliation during the submission at the payment step. This step is critical to verifying your eligibility.

Select your institution and continue with your submission. There will be no further prompts.





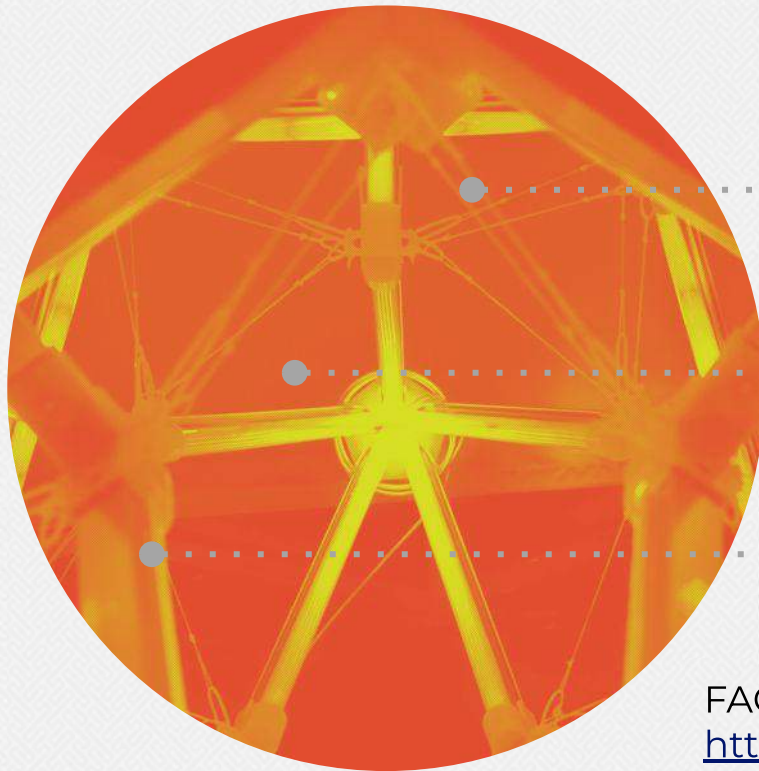
Questions?

Librarian Welcome Pack has several instruction guides for authors.



Reports

Two reports for partners - *details here*



1

COUNTER usage stats -
LibLynx

2

Monthly *accepted*
manuscripts - PLOS billing
team

FAQ here:

https://docs.google.com/document/d/1yetbOWG4dkU4uPi0DPwbT8a7fAgO8K9LI4J4J48l_34/edit?usp=sharing

You can review author eligibility monthly via the Monthly Accepted Manuscript (MAM) report

If nothing is accepted in the last month, MAM will be empty

Document Number	Name	Account	Gross Amount	Discount	Paid by Institution	PLOS Paid	Item	Author Details	First Name	Last Name	Institution	Organization	Billing Address	Phone	Email	Manuscript Number	Title	ISSN	DOI	Product
SO46448	C02465	Sales Order	0.00	0.00	0.00	0.00														
SO46448	C02465	43200 PROC	1749.00	0.00	0.00	0.00	Article Proc	PONE-1313	Researcher A		ABCD	Department ABCD	Camp		researcherA	PONE-D-21- Super intere	10.1371/jou	300	PLOS OI	
SO46448	C02465	43200 PROC	1749.00	0.00	0.00	0.00	Article Proc	PMEDICINE	Researcher B		ABCD	Department ABCD	Camp		researcherA	PONE-D-21- Super intere	10.1371/jou	300	PLOS OI	
SO46448	C02465	43200 PROC	1695.00	0.00	0.00	0.00	Article Proc	PMEDICINE	Researcher C		ABCD	Department ABCD	Camp		researcherA	PONE-D-20- Super intere	1932-6203	10.1371/jou	300	PLOS OI
SO46448	C02465	43200 PROC	1749.00	0.00	0.00	0.00	Article Proc	PONE-1699	Researcher D		ABCD	Microbiolog	ABCD Camp		researcherA	PONE-D-22- Super intere	1932-6203	10.1371/jou	300	PLOS OI
SO46448	C02465	43200 PROC	1805.00	0.00	0.00	0.00	Article Proc	PONE-1431	Researcher E		ABCD	depar Pediatric Pe	ABCD Camp		researcherA	PONE-D-22- Super intere	1932-6203	10.1371/jou	300	PLOS OI
SO46448	C02465	43200 PROC	1805.00	0.00	0.00	0.00	Article Proc	PONE-1739	Researcher F		ABCD	Laboratory I	ABCD Camp		researcherA	PONE-D-22- Super intere	1932-6203	10.1371/jou	300	PLOS OI
SO46448	C02465	43200 PROC	1805.00	0.00	0.00	0.00	Article Proc	PONE-1278	Researcher G		ABCD	Department ABCD	Camp		researcherA	PONE-D-22- Super intere	1932-6203	10.1371/jou	300	PLOS OI

This is a sample and has been anonymized.

Metadata fields included: *internal PLOS fields*

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- Document Name (internally generated metadata from Editorial Manager)
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- PLOS Paid By Author (refers to remaining amount author paid, as per some monthly pay-as-you-go customers)
- Item (internally generated metadata from PLOS billing system)
- Author Details - (internally generated paper ID from Editorial Manager)

Metadata fields included: *Externally facing metadata (except italics)*

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- Organization/Department
- Billing Address
- Phone
- Email
- Manuscript Number
- Title
- ISSN
- DOI
- Product (refers to journal)
- *Original Submission Date*
- *Final Decision Data*
- Funding Disclosure

Monthly report FAQ here:

https://docs.google.com/document/d/1vetbOWG4dkU4uPi0DPwbT8a7fAqO8K9LI4J4J48I_34/edit?usp=sharing

View a sample report [here](#).



PLOS also partners with OA Switchboard

<https://theplosblog.plos.org/2022/07/plos-and-oa-switchboard-announcement-partnership/>

Currently we only provide the P1 reports but are hoping to expand our partnership.





Outreach and comms to your authors

1

PLOS will contact all authors who have ever published with us from your org.

2

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3

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4

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FIND OUT HOW

Librarian Welcome Pack/Promotional Toolkit

- Materials to promote agreement to your authors available Feb 1
 - social banner images (examples on previous slide)
 - example social media wording for Twitter, Facebook & LinkedIn
- Website and Editorial Manager will not update until Feb 1.
 - Authors already in pipeline and accepted on or after Feb 1 will be captured manually and will receive NO invoice.
 - Authors who try to submit before Feb 1 will not see their institution on the website or in the Editorial Manager payment section.



Next steps

1. Review your approval/notification settings in RightsLink
2. Look for your first monthly accepted Manuscript report in mid-March
3. Bookmark our institutional partners page:
<https://plos.org/resources/for-institutions/institutional-account-participants/>
4. Save important email addresses: partnerships@plos.org
5. Contact the Partnerships team with questions!





Thanks!

Key contacts:
partnerships@plos.org
[institutionalaccounts@](mailto:institutionalaccounts@plos.org)
[plos.org](mailto:institutionalaccounts@plos.org) (same inbox)

institutionalbilling@plos.org
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