

For PLOS Climate

Author Instructions

Global Equity

Detailed

Journal submission instructions: Detailed PLOS ONE is used as an example



"Additional information" and Manuscript Data" both require correct institutional affiliation selections.

Authors can skip to any section in any order during manuscript submission process. The submission portal will alert authors when they have missed a required field. Both their payment and author personal information are required for submission.



Steps to correctly select your institution

 Within the "Additional Information" page, scroll to "Publication Fees"

 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 there maining 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.

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 Please select a response Answer a response. Required: Rice University - C022 ZHAW Zurich University of Applied Sciences - C02067/50 Semmelweis University - C01856/50 Amsterdam University of Applied Sciences - C01872 ediate Preprint Bielefeld University - C01013 Dill 0 Malinda Catas Foundation 001000

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*.

Complete the rest of the sections in this portion of the submission process.



Jump to "Manuscript Data" from top-level navigation.



Click on the "Authors" drop down and provide your contact information





Click on the pencil to edit your contact information

- Authors

Individuals who substantially contribute to the submission qualify for authorship. Consult the submission guidelines for authorship requirements and formatting instructions.

Enter each author's name, affiliation details, and contributions. Click the pencil icon to edit.

- If an author has multiple affiliations, enter only the preferred or primary contact information here. Include any additional affiliations on the title page of the
 manuscript.
- Make sure authors are listed in the same order as in the manuscript. To change the author order, drag the author record to the appropriate position in the list.
- · Do not list group authors here. Provide the names of group authors and consortia in the manuscript file.

Additional instructions for corresponding authors

- As corresponding author, you must have an ORCID iD in your Editorial Manager user profile. For information about how to register for an ORCID iD and link it to Editorial Manager, watch this short video.
- To transfer the corresponding author role to another author, click the pencil icon next to their name and check This is the corresponding author.

Skip this section if you are submitting a correction to a published article. Edit the author list directly on the correction document.



↓ Next



Begin typing your institutional affiliation to prompt the dropdown menu and select from drop down. DO NOT override and type a different institution name.

Edit Author Details	8	A					
💾 🗮 Mrs. Sara Rouhi, M.A. [Corresponding Author] [First Author] [You]							
	Insert Special Characters	quirements and					
Title	Mrs						
Your Given/First Name*	Sara						
Middle Name		tions on the title page of					
Your Family/Last Name*	Rouhi	appropriate position in					
Affiliation	Public Library of Science						
	//						
Your E-mail Address*	srouni@pios.org	ster for an ORCID iD and					
Institution*		· · · · · ·					
Department*	Universidad Del Rosario Pontificia Universidad Catolica Argentina - Campus del Rosario Universidad del Rosario Facultad de Ciencias Naturales y Matematicas						
Street Address							
	Universidad del Valle de Mexico División de Ciencias de la Salud						
	Universidad Nacional de Decario Escultad de Ciencia Política y Pelacionec Internacionales						
City	Universidad Nacional de Rosario Facultad de Ciencias Medicas						
State	Universidad Nacional de Rosario Facultad de Ciencias Frederas y Estadística						
Zip or Postal Code*	Universidad Abierta Interamericana Facultad de Medicina y Ciencias de la Salud - Sede Rosario						
Country or Region*	UNITED STATES						
Contributor Roles*	🥒 Click here to select roles 🛕						
Π	Save these changes to my user registration as well	Jr. Nevt					
This is the corresponding author 1							



When finished, click next and move on to providing next section.

0	0	0		0		—
Article Type Selection	Attach Files	General Information	Review Preferences	Additional Information	Comments	Manuscript Data
Article Type Selection	Attach Files	Files General Information Review Preferences Additional Information Comments Insert Special Character Title Information Information Verify that the manuscript's full and short titles match PLOS style, as outlined in the submission guidelines. Also confirm that the title matches the one in the manuscript. This title will appear in the published article if the submission is accepted. Please make sure it is accurate. Please note that the Rich Text Editor SHOULD NOT be used. If you need to include special formatting (such as italics) in your title, you MUST use HTML tags (such as <i> </i> Example: Title - Traumatic brain injury and the risk of dementia diagnosis: A nationwide cohort study Short Title - Traumatic brain injury and the risk of dementia diagnosis Full Title (required) * Limit 250 characters Shyles - v Shyles - v				
	+ Abstract + Keywords + Authors + Funding Inform	nation			↓ Next	
				← Back Save & Subn	hit Later Build PDF for Approval	>





Questions from authors?

authorbilling@plos.org

Questions from libraries?

institutionalaccounts@plos.org



