Frontiers Institutional Partnerships

Frontiers’ Submission System Guide for authors of Bibsam Consortium participating institutions

January 2024
Dear Author,

This is a step-by-step guide for you to follow when submitting your next manuscript if you wish for it to be considered for your institution’s Flat Fee agreement with Frontiers.

By following each step of this guide,

You will ensure that your article is matched to the Frontiers dashboard dedicated to your Institution/Library.

Your article will be verified** by Frontiers’ staff for its eligibility to be processed within the terms of the Flat Fee agreement between Frontiers and your institution.

Let’s start!

**Your article’s verification for APC coverage by your Institution and peer-review outcome by Frontiers’ Editors are two distinct and independent processes that happen in parallel.
To start your submission, please Login and select Submit.
Begin filling in the information in all tiles

<table>
<thead>
<tr>
<th>Submission details</th>
<th>To be completed</th>
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<tr>
<td>Manuscript information</td>
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<td>Related Frontiers article</td>
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<td>Manuscript summary information</td>
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<td>Authors and contributors</td>
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Submission details tile

- Click on 🔄 for more information on each item
- Upon selecting journal and article type, the system will show you a preview of fees* in the left bottom side of the screen

* Please note this APC preview does not consider the possible partnership coverage
Authors and contributors tile

The email domain and the primary affiliation of the corresponding author (CA)* are article-matching criteria and should be those of the CA’s institution.

- You can add/remove authors from the list or move their position.

*The primary affiliation can be edited/removed in the system by clicking respectively on ☞ or on ☞.
You will first be prompted to fill in alternative billing details.

The Billing details in the top part of the tile, are pre-populated based from information input in previous sections.

- To modify this selection, choose another Invoice Recipient from the drop-down menu on the right-hand side.
- Under Billing reference (optional), you can add any reference number you wish to appear in the invoice.
In the Payer Selection section, you will also indicate if your article should be processed through the Flat Fee agreement or paid by an individual payer.

- **Payer Institutions** can be chosen from the auto-populated selection of Institutional Partners based on data previously entered in the system or by typing the name under Other Institutional Partner.

- If you have alternative funding available for your article, you may choose the option of Individual payer for the invoice to be sent to you.
Final steps

Once you have filled in the information in all sections on the Frontiers submission platform, press the ‘Submit’ button.

You’re done! Thank you for your interest in publishing with Frontiers.

Email notification

When your article has been verified to be eligible for your institution’s Flat Fee agreement, you will receive an email notification confirming your eligibility.

Questions or difficulties during the submission process?

Please contact our application support team support@frontiersin.org