



# 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.

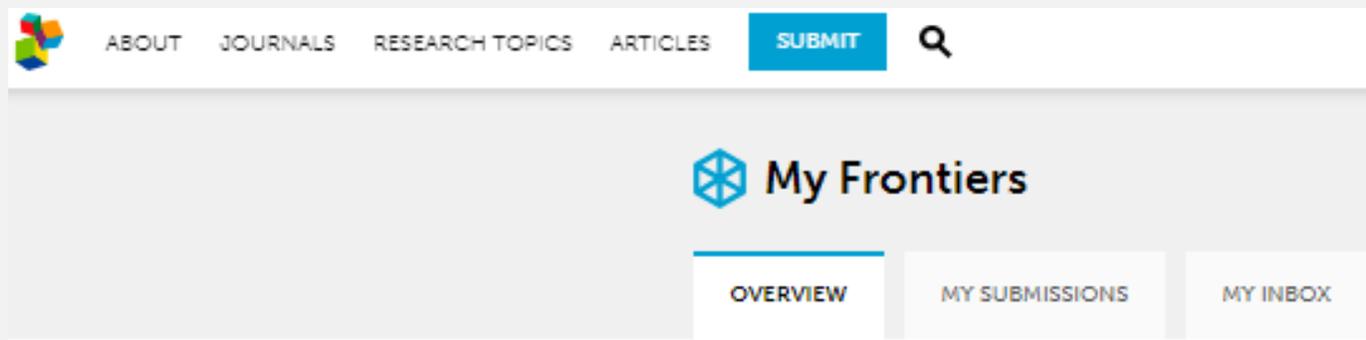
Your article will be verified\*\* by Frontiers' staff for its eligibility to be processed within the terms of the Flat Fee agreement between Frontiers and your institution.

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

ABOUT JOURNALS RESEARCH TOPICS ARTICLES  MY FRONTIERS OFF

<b>Submission details</b> To be completed	
<b>Manuscript information</b> To be completed	
<b>Related Frontiers article</b> To be completed	
<b>Manuscript summary information</b> To be completed	
<b>Authors and contributors</b> To be completed	
<b>Editorial</b> To be completed	
<b>Product</b> (Optional)	
<b>Statements</b> To be completed	
<b>Payment</b> To be completed	

# Submission details tile

Submission details
^

**Journal**

Frontiers in Allergy - Skin Allergy
 ✕

The skin is our largest organ and plays a major role in many physiological functions. Allergic skin diseases affect a significant proportion of the global population from childhood to advanced age, where skin integrity is critically impaired. The ultimate goal of this speciality is to improve clinical outcomes in allergic skin diseases, to facilitate the knowledge sharing and to stimulate research, particularly in translational approaches. Clinicians and scientists alike will benefit from...

**Article type** ⓘ

Original Research
 ✕

For details on the article processing charges for the selected journal and article type, please follow this [link](#). For additional information on the requirements for each article type, please see our [author guidelines](#).

ORIGINAL RESEARCH	GUIDELINES (MAX. LIMITS)
Original Research articles report on primary and unpublished studies. Original Research may also encompass confirming studies and disconfirming results which allow hypothesis elimination, reformulation and/or report on the non-reproducibility of previously published results. Original Research articles are peer-reviewed, have a maximum word count of 12,000 and may contain no more than 15 Figures/Tables. Authors are required to pay a fee (A-type article) to publish an Original Research article. Original Research articles should have the following format: 1) Abstract, 2) Introduction, 3) Materials and Methods, 4) Results, 5) Discussion.	Summary length: 350 words Figures and tables: 15 Manuscript length: 12000 words

**Scope statement** ⓘ

Provide a short statement to justify how the contents of your manuscript fit within the scope of the selected journal and speciality. Selecting the best matching journal and speciality will ensure the fastest peer review process, and prevent rejections for scope unsuitability.

Type here...

**Manuscript** ⓘ

Drag and drop your manuscript source file (word or latex + bib) and PDF version

— or —

Browse files

**Figures (optional)** ⓘ

Drag and drop your figures Tif/TIFF, JPG, 300 DPI; 8.5 to 20cm width

— or —

Browse files

⊗ Please provide both an editable version (DOC/DOCX or LaTeX) and a PDF version.

**Additional files (optional)** ⓘ

Drag and drop your additional files (Data Sheet, Presentation, Suppl. Image or Table, Audio, Video)

— or —

Browse files

**Number of tables (optional)** ⓘ

0
 ▼

Preliminary fees: 2,125.00 USD  
 Payment after acceptance

Preview
Submit

- 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

## Authors and contributors

To be completed

### Authors details ?

Please provide the complete list of authors who contributed to this work and their affiliation details. The author order is from top to bottom, with the first author at the top.

Please note that authors must ensure the author list is correct and in line with our authorship and contributions policies at the time of submission. Where there are discrepancies in the manuscript doc or text files and the submission system, the author list will be taken from the submission system by default. Please ensure the submission system is accurate, as changes to the author list may not be permitted later in the process ([author guidelines](#)).

#### 1st Author

^ Move up
v Move down
🗑️

<p>Email</p> <input type="text" value="jane.doe@su.se"/>	<p>Title</p> <input type="text" value="Title (optional)"/>	<p>Affiliation</p> <input type="text" value="Add an affiliation"/>
<p>First name</p> <input type="text" value="First name"/>	<p>Middle name (optional)</p> <input type="text" value="Middle name"/>	<p>Last name</p> <input type="text" value="Last name"/>
<p><input type="checkbox"/> This is a corresponding author (optional)</p>		
<p>Selected affiliations</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span>Stockholm University, Stockholm, Sweden</span> <span style="float: right;">✎ 🗑️</span> </div>		

### Author contribution ?

Select the areas in which the author contributed

#### Mandatory contribution

- Writing – original draft
- Writing – review & editing

#### Additional contribution (Optional)

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Conceptualization | <input type="checkbox"/> Data curation | <input type="checkbox"/> Formal Analysis        | <input type="checkbox"/> Funding acquisition |
| <input type="checkbox"/> Investigation     | <input type="checkbox"/> Methodology   | <input type="checkbox"/> Project administration | <input type="checkbox"/> Resources           |
| <input type="checkbox"/> Software          | <input type="checkbox"/> Supervision   | <input type="checkbox"/> Validation             | <input type="checkbox"/> Visualization       |

[+ Add another author](#)

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 .

# Payment tile

Payment  
Completed

### Billing Details

Please fill in the Invoice recipient details below. These details will be used if the article publishing charges (APCs) are not covered by an institutional partner.

Invoice Recipient

CORRESPONDING AUTHOR

Affiliation (optional)

Stockholm University

Address

City

Zip/Postal code

Country/Region

Billing reference (optional)

You may add here any additional information to be included in the invoice (e.g. VAT number or purchasing order). Please note that this field is not verified by our accounting team.

Organization VAT number, purchase order, etc

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.

# Payment tile (continued)

## Payer Selection

Based on the funding information and corresponding author details (email and affiliation), we have identified 1 institutional partners. Please select the appropriate payer.

 **Stockholm University**

As of 01.01.2024, the new agreement between Frontiers and Bibsam enables all researchers affiliated with Stockholm University to publish in all Frontiers and Partner journals, regardless of article type, without fees for the author or institution. Affiliated researchers should use their university email address and be a corresponding author.

 **Other Institutional Partner**

Enter at least 3 characters to search for Institution



 **Individual payer**

Other

## Discount code (optional)

If you have received a discount code from Frontiers, please enter it below. You can apply up to 12 discount codes. Once validated, discounts will be applied to the invoice upon submission.



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](mailto:support@frontiersin.org)

