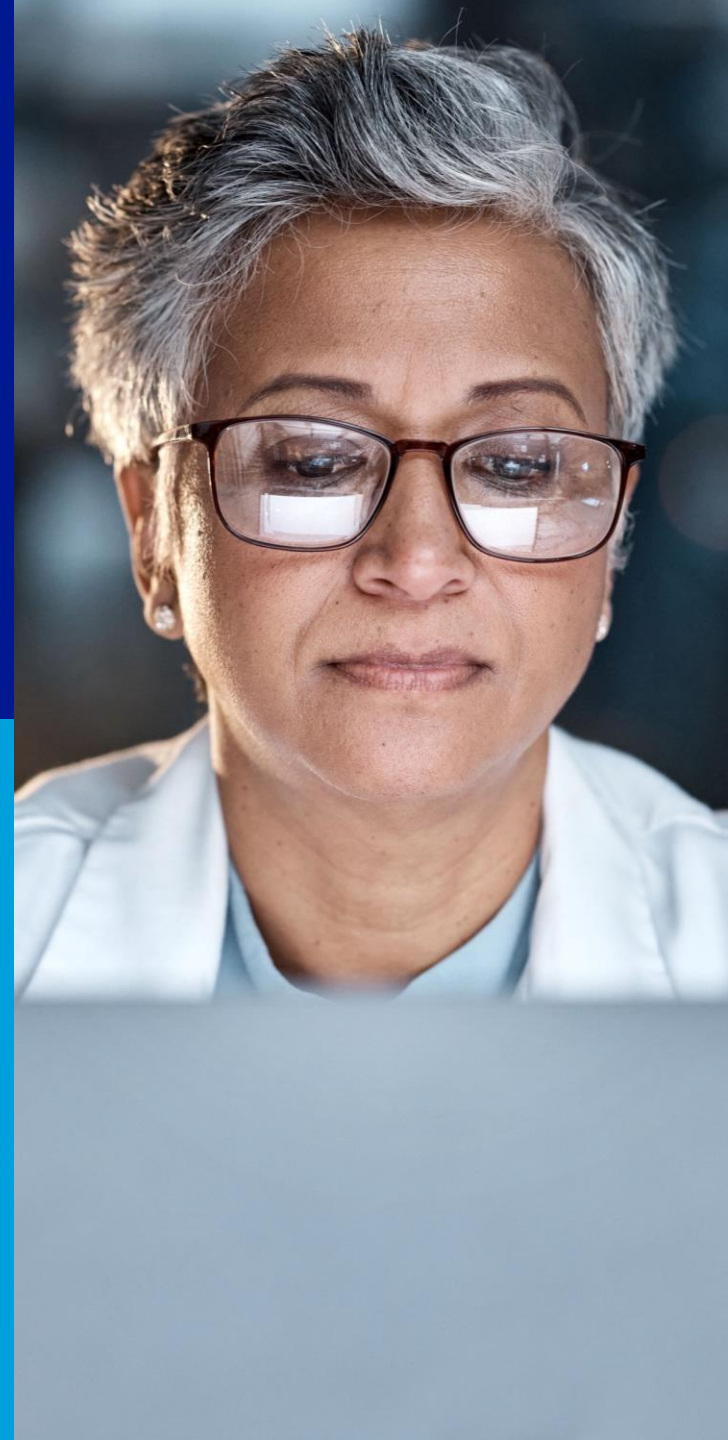


An author's guide to Frontiers submission system

October 2024





Institutional Partnerships Program

The Frontiers Institutional Partnerships program streamlines the publication process for authors interested in publishing in our journals, while also expanding the accessibility of research articles to a broader audience.



SUBMISSION

Your submission process will be simplified with guidelines and a standardized format to ensure efficient processing.

IMPACT

You can increase the impact of your research by improving its discoverability and engagement within the global research community.



APCs

You'll be released of some or all responsibility for Article Publishing Charges (APCs), depending on the agreement.

Objective of this guide

Guide

This document is a step-by-step that will walk you through Frontiers' submission system.



Inform

It will show you what information is important for you to enter if you wish for your manuscript to be considered for your Institution's Open Access agreement with Frontiers.



Explain

You will also gain insights into what happens behind the scenes after your submission, so you know what to expect in the time following your submission.



frontiers

Our institutional partners

Frontiers is an **award-winning open-science platform** and leading open-access publisher. Our institutional partnerships program works with hundreds of research institutions, libraries, consortia, and funders to streamline the way in which **researchers are supported financially** when publishing open access.

Is your institution a Frontiers partner?

Find out whether your institution has an agreement with us, or learn more about the details of that partnership, below.

Search for institutions Filters

Search for institutions Filters

WESTERN SYDNEY UNIVERSITY Western Sydney University

Austria

TU Graz Graz University of Technology (TU Graz)

IST AUSTRIA Institute of Science and Technology Austria (IST Austria)

Before you begin

Before you start a new submission, please review the information on our [Institutional Partnerships page](#) concerning your Institution's Open Access agreement with Frontiers.

- If you cannot find your institution, it could be listed under consortia.
- If your institution is not listed at all, then we do not have an agreement currently.
- If in doubt, please contact your librarian.





Important to know

For your manuscript to be considered eligible for publishing fee coverage via an institutional agreement, it is important that you include the following information during submission:

EMAIL

provide the corresponding author(s) institutional email address(es).

AFFILIATION

the corresponding author(s) should be affiliated to an institutional partner.

FUNDER AND FUNDING INFORMATION

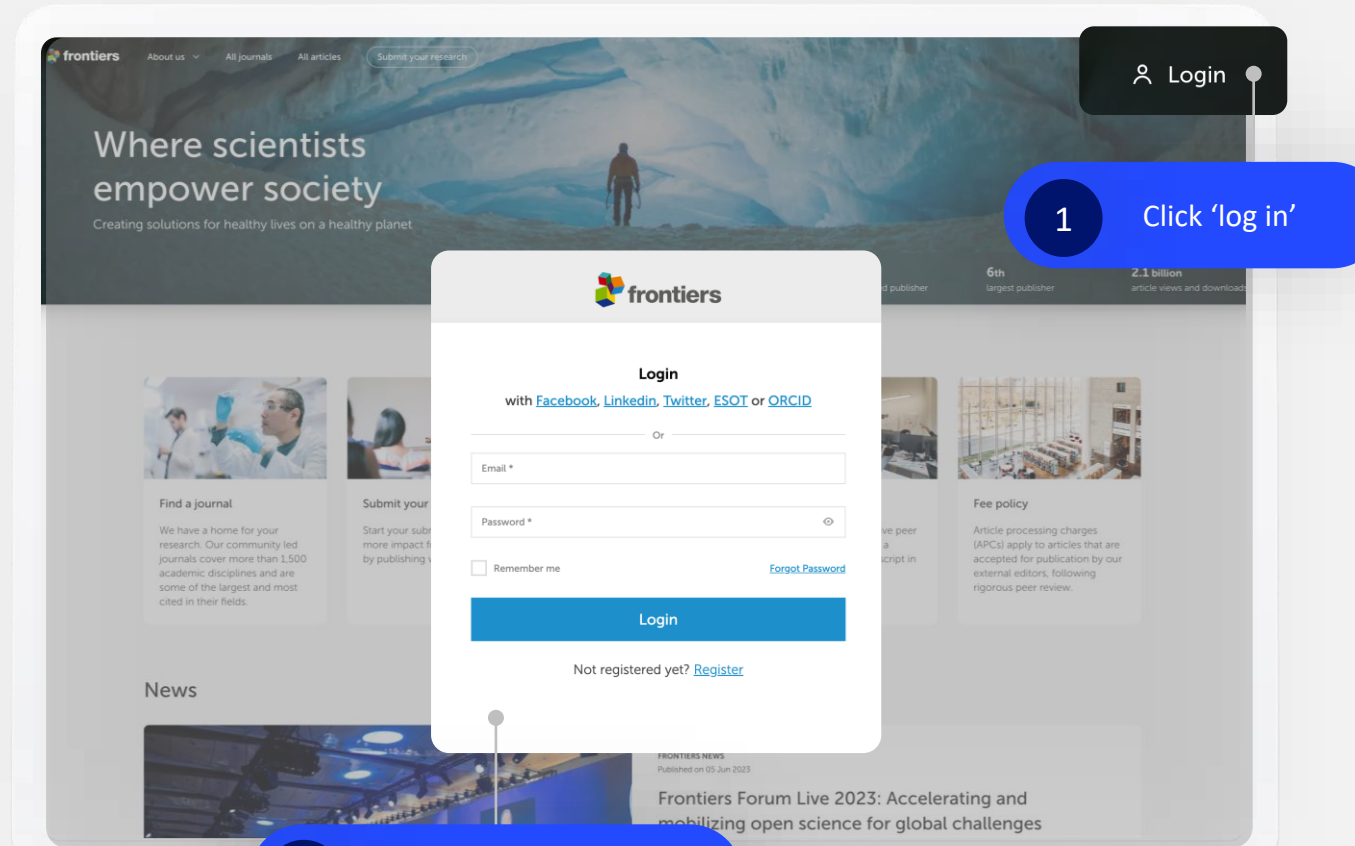
If you have grant funds available for covering your article's publishing fee, specify the funder name, funding information, and award number (if available).

Step 1

Log in to MyFrontiers

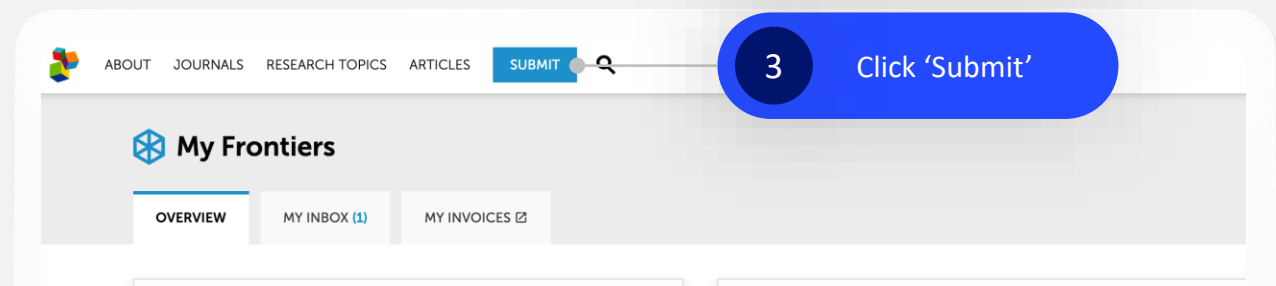
When in the [Frontiers webpage](#), login to My Frontiers and click Submit to start your submission

ON FRONTIERSIN.ORG



2 Add your credentials

ON FRONTIERSIN.ORG/MY-FRONTIERS



3 Click 'Submit'

Step 2

Fill in the information in all tiles

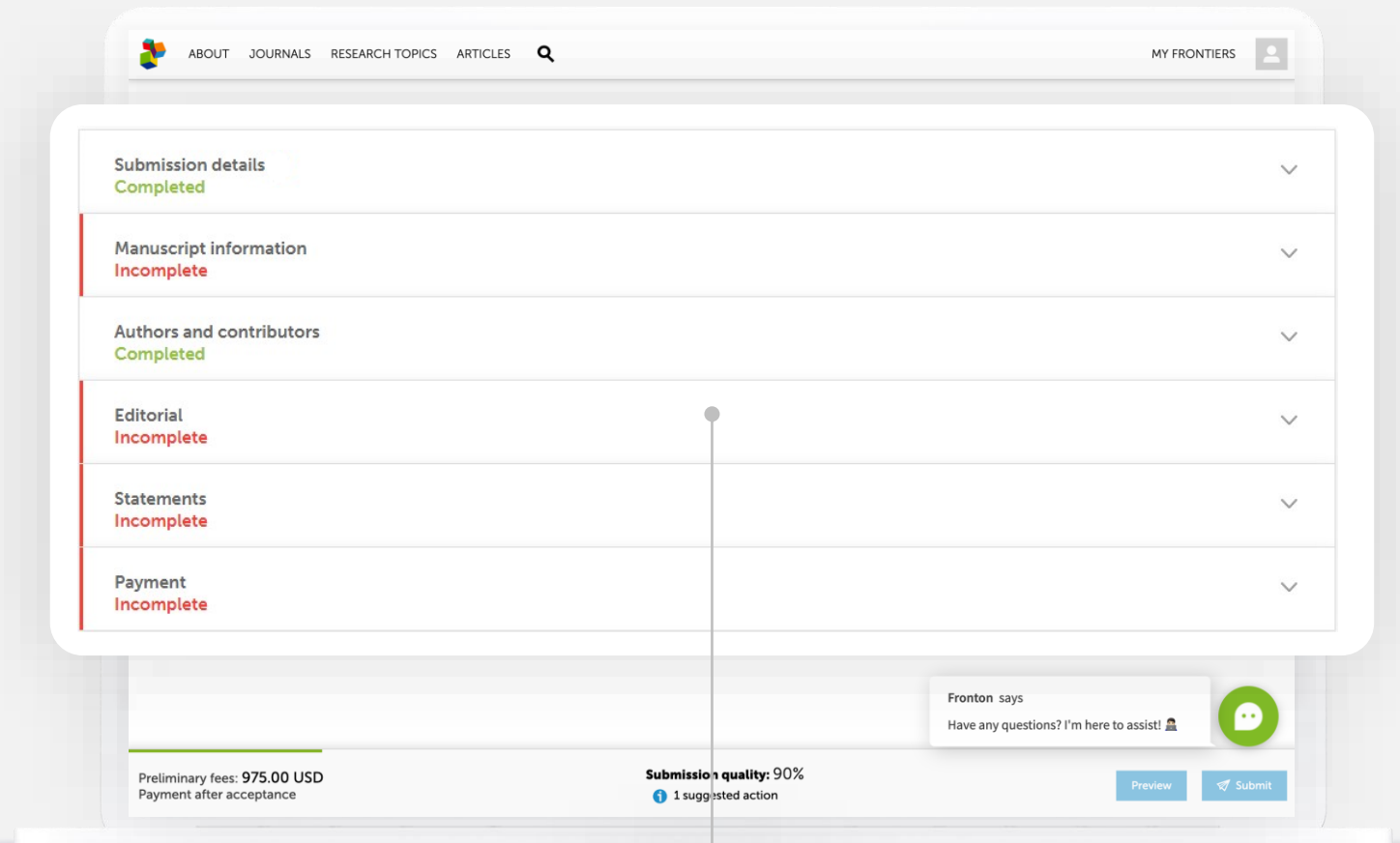
Each tile pertains to a different facet of your manuscript that needs to be completed before you can submit it.

Complete

will be shown for each tile where all information is submitted correctly.

Incomplete

will be shown if some information is missing, you will need to go back and fill in the missing information.



Tiles

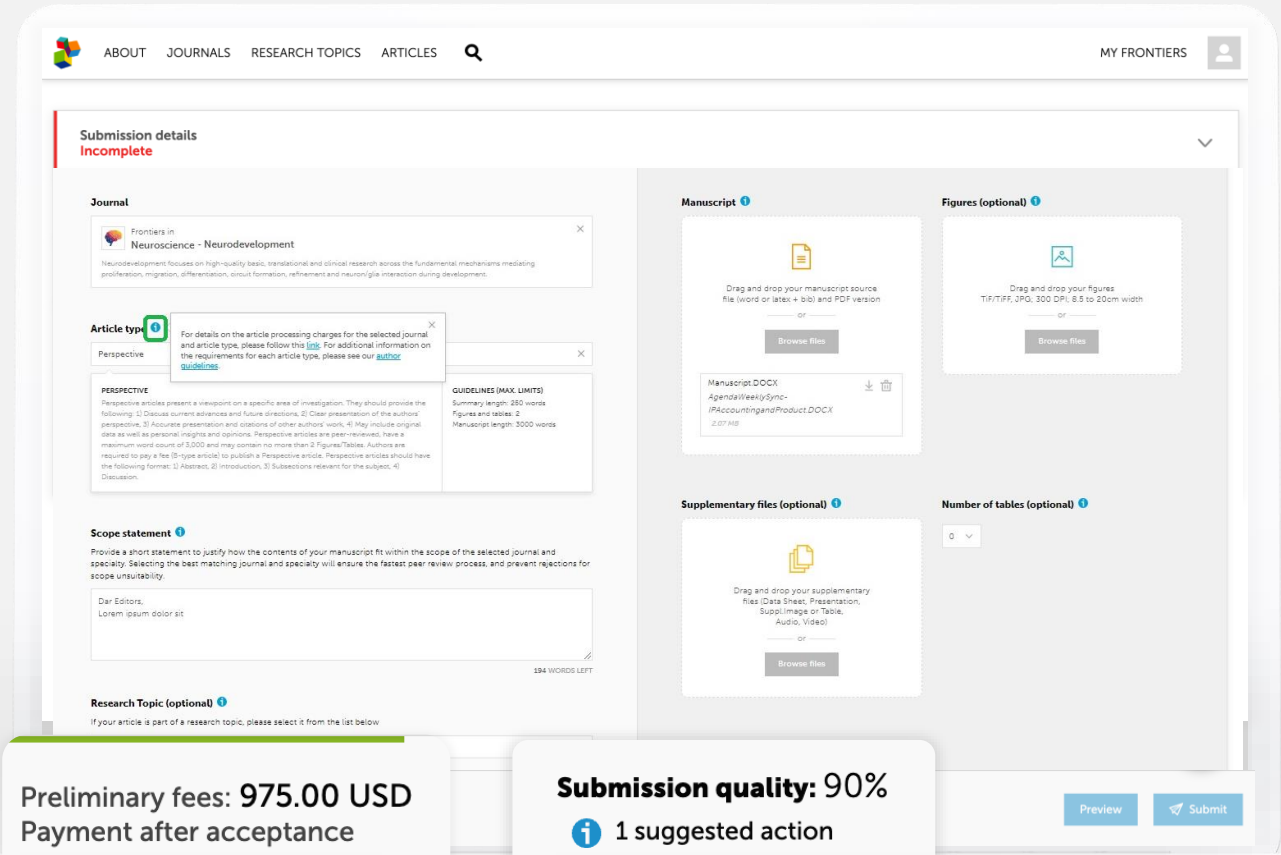
Step 3

Fill in the submission details

Upon selecting journal and article type, the system will show you a preview of fees, which does not consider the possible discounts or waivers and will only need to be paid if the article is accepted for publication.

There are no charges for articles that do not pass peer review.

During your submission, you will find more information by clicking on the information icon.



Preview of fees



More information icon

Step 4

Fill in the manuscript information

This tile is for adding abstract, article text and the keywords that will be used to find your article in databases after it has been published. If in doubt, click on 'Author guidelines' to be redirected to [Frontiers' author guidelines](#)

The screenshot shows the 'Manuscript information' form on the Frontiers website. The form is titled 'Manuscript information' and is marked as 'Incomplete'. It contains several input fields: 'Article title' (499 CHARACTERS LEFT), 'Running title (max 5 words recommended)' (99 CHARACTERS LEFT), and 'Keywords (min 5, max 8)'. There is also a large text area for the 'Abstract (only plain text)' (249 WORDS LEFT). At the bottom, there are buttons for 'Preview' and 'Submit', and a 'Submission quality: 90%' indicator with '1 suggested action'. A callout box labeled 'Author guidelines' points to the 'Submit' button.



Author guidelines



Step 5

Fill in the authors and contributors tile

The corresponding author(s) email address and affiliation will be used to identify an existing institutional partnership(s).

Corresponding author(s) should use an institutional email address.

Use the tick button to indicate that someone is a corresponding author.

Affiliations can be edited/ or removed by clicking respectively on  or on .



For a description of the different contributions, please see the [guidelines](#).

Authors and contributors
Completed

Authors details

Please provide the complete list of authors. The 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

Email: jane.doe@kcl.ac.uk Title: Dr

Affiliation: Select or type to search

First name: Jane Middle name (optional): Middle name Last name: Doe

This is a corresponding author (optional)

Author contribution

Select the areas in which this author contributed

Mandatory contribution

- Writing - original draft
- Writing - review & editing

Additional contribution (Optional)

- Conceptualization
- Investigation
- Software
- Data curation
- Methodology
- Supervision
- Formal Analysis
- Project administration
- Validation
- Funding acquisition
- Resources
- Visualization

Selected affiliations

- King's College London, London, United Kingdom
- King's College Hospital NHS Foundation Trust, London, United Kingdom

+ Add another author

Corresponding author tick

Add more authors

Affiliations

Step 6

Fill in the editorial tile

Frontiers' system suggests potential reviewers, based on their research field and publication history.

You can:

- Review these suggestions
- Suggest and/or Exclude reviewers yourself

The screenshot displays the 'Editorial' section of the Frontiers submission system. At the top, there is a navigation bar with links for 'ABOUT', 'JOURNALS', 'RESEARCH TOPICS', 'ARTICLES', and a search icon. On the right, it says 'MY FRONTIERS' with a user profile icon. The main content area is titled 'Editorial' and contains a section for 'Preferred handling editor'. Below this, a message reads: 'Please select your preferred handling editor. Use the 'change' button to view the full list of available editors, and modify your selection.' A 'Change' button with a pencil icon is located in the top right of this section. Below the message, there are six reviewer cards arranged in a 2x3 grid. Each card includes a profile picture, the reviewer's name, their affiliation, and a 'VIEW PROFILE' button. The reviewer cards are: Yitzhak Frank (Mount Sinai Hospital, New York, United States), Robert Friedman (Retired, University of South Carolina, United States), Sila Ulltanir (The Francis Crick Institute, London, United Kingdom), Claudia Lodovichi (Institute of Neuroscience, National Research Council (CNR), Pisa, Italy), Giorgia Quadrato (Keck School of Medicine, University of Southern California, Los Angeles, United States), and Giuseppe Lupo (Sapienza University of Rome, Rome, Italy). Below the reviewer cards, there are two optional sections: 'Recommend reviewers (optional)' with a '+ Suggest reviewers' button, and 'Suggest reviewers to exclude (optional)' with a '+ Exclude reviewers' button. At the bottom of the main content area, there are 'Previous', 'Save', and 'Save & Continue' buttons. A small 'Author guidelines' link is also present. At the very bottom of the page, there is a status bar showing 'Preliminary fees: 975.00 USD Payment after acceptance', 'Submission quality: 90%', and '1 suggested action'. There are also 'Preview' and 'Submit' buttons in the bottom right corner.



Edit button

Step 7

A

Fill in the statement tile

In this tile, you fill in statements regarding conflicts of interests, multiple submissions of the same manuscript, funding, ethics, and data.

The screenshot shows a web browser displaying the 'Statements' form. The page has a white background with a dark blue header. The header contains the Frontiers logo, navigation links for 'ABOUT', 'JOURNALS', 'RESEARCH TOPICS', and 'ARTICLES', a search icon, and a user profile icon labeled 'MY FRONTIERS'. The main content area is titled 'Statements' and 'To be completed'. It contains several sections with radio button options:

- Conflicts of interest**
Commercial or financial ⓘ
 No commercial or financial conflict of interest was identified for this research
 A commercial or financial conflict of interest was identified for this research
- Manuscript submissions**
 No other version of this manuscript was previously submitted to a Frontiers journal
 A version of this manuscript was previously submitted to a Frontiers journal
- Funding**
 No funding was received for the research, authorship, and/or publication of this article
 Funding was received for the research, authorship, and/or publication of this article
- Ethics**
Answer the questionnaires below regarding the involvement of human or animal subjects, and the inclusion of potentially identifiable images or data. The responses will be compiled to create the ethical statement for your manuscript.
 This study was conducted in accordance with the local legislation and institution requirements
Studies involving research on animals [START](#)
Studies involving research on humans [START](#)
Inclusion of identifiable data [START](#)
- Data**
Declare the sources of data supporting the conclusions of the manuscript. This includes both data generated by the authors and data analyzed for the study.
Data availability and sources [START](#)

At the bottom right, there is a link for 'Author guidelines'. At the bottom of the form, there are three buttons: 'Previous', 'Save', and 'Save & Continue'.

Step 7

B

Fill in the statement tile

In the Funding Information box, you provide info about the funds received for your research and publication. This text will be published in the finished article. Fill in the 'Funder (optional)' field if a funder other than your institution is paying for the publishing fee.

The screenshot shows the 'Statements' section of a Frontiers submission form, which is currently 'Incomplete'. It features two main sections: 'Funding' and 'Funder (optional)'. The 'Funding' section has two radio buttons, with the second one selected. The 'Funder (optional)' section includes a text box with the example text 'Funding for this research was supported by the European Research Council (ERC 12345)', a search box for funders, and a list of added funders. One funder, 'European Research Council', is listed with an 'Award number' field containing 'ERC12345'. A '+ Add funder' button is highlighted with a callout box.

Statements
Incomplete

Funding

No funding was received for the research, authorship, and/or publication of this article

Funding was received for the research, authorship, and/or publication of this article

Funding information

Declare all sources of funding received for the research being submitted, adding a short description of each funder's role. This statement will be shown in the published article.

Funding for this research was supported by the European Research Council (ERC 12345).

Funder (optional)

You can search and add the name of one or more funding institutions in the box below. If available, please add an award or grant number and specify if any of the funders is covering the article publishing charges (APCs) for this article.

Please add funder for us to identify and validate partnerships to cover your article publishing charges (APC).

European Research Council

Award number +

ERC12345

I will use these funds to cover the article publishing charges (APCs).

+ Add funder



Add more funders

Step 8

A

Fill in the payment tile

The Billing details that you provide here will be used if the publishing fee are not covered by a partner institution.

If necessary, the invoice recipient can be modified by selecting an option 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
To be 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
Jane Doe **CORRESPONDING AUTHOR**

Affiliation (optional)
King's College London

Billing Email
jane.doe@kcl.ac.uk

Address
21 Ebury Street

City
London

Zip/Postal code
SW1W 0NY

Country/Region
United Kingdom

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.
PO 271394



Billing reference



Drop-down

Step 8

B

Fill in the payment tile

In the Payer Selection part, you are prompted to choose a partner institution that may partially or fully cover the publishing fee for your article via their agreement with Frontiers.

The partner institutions shown are based on the funding information and corresponding author details (email and affiliation) you have entered previously.


Pay attention to the text under each partner. That's their eligibility criteria, the standards that your article must fulfill to be funded. If in doubt, contact your librarian.



Select Individual payer if the APC should be handled outside of Frontiers' Partnerships program.


Payment
To be completed

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.

 **King's College London (UKRI/COAF funded research only)**
King's authors of peer-reviewed research/review articles funded by British Heart Foundation (BHF), Cancer Research UK, UK Research and Innovation (UKRI), RCUK/AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC, Wellcome Trust and where the grant is held at King's

 **Other Institutional Partner**
Enter at least 3 characters to search for Institution 

 **Individual payer**
Jane Doe **CORRESPONDING AUTHOR**

Step 8

C

Fill in the payment tile

In case you received a waiver from Frontiers before submitting your manuscript, fill in the Discount code in the dedicated field.

As explained under the information icon, the Preliminary fees overview does not consider any discount or partnership coverage yet.

The screenshot shows the 'Payment' section of the Frontiers website. At the top, there is a navigation bar with 'ABOUT', 'JOURNALS', 'RESEARCH TOPICS', 'ARTICLES', and a search icon. On the right, it says 'MY FRONTIERS' with a user profile icon. The main content area is titled 'Payment' and 'To be completed'. Below this is a 'Discount code (optional)' section with a text input field and a '+' icon. A blue arrow points to a callout box titled 'Preliminary fees' with an information icon. The callout box contains a table with the following items:

Article Processing Fee	2,095.00 USD
Sub total	2,095.00 USD
VAT rate 0.00%	0.00 USD
TOTAL DUE (after acceptance)	2,095.00 USD

Below the table is a checkbox with the text 'I and my fellow co-authors are fully aware of and agree with the payment of the li...'. The callout box also contains the following text:

The amount due upon manuscript acceptance is indicated below. Note that this is a preliminary calculation and does not take into account previously agreed discounts or waivers. For assistance regarding your invoice, please contact accounting@frontiersin.org.

Upon manuscript submission, a Pro-Forma invoice is made available for download from the review forum. This is only a preliminary invoice that can be used for justification purposes (such as initiating a waiver approval procedure) until a valid and payable invoice is issued. You can verify with your library if your institution provides financial support for open access publishing.

Upon manuscript acceptance, a valid invoice is issued and the due amount becomes payable within **30 days**. Invoices can be paid by credit card, bank transfer or cheque.



Final steps

Once you've filled in information in all tiles, you can check the preview or directly submit your manuscript.

You're done!

Thank you for your interest in publishing with Frontiers.

Questions or difficulties
during the submission process?

Please contact our application support team
support@frontiersin.org

Post-submission stages

Below is a scheme showing the stages from manuscript submission to acceptance and the eligibility verification process run by the partner institutions, two parallel but independent processes. Please refer to the review forum and/or respective journal editorial team regarding any questions related to your manuscripts peer review.

	Article submitted	Initial validation	Peer review	Article accepted	Invoicing
Manuscript journey	Once your manuscript submission is completed, you will receive confirmation via email.	The manuscript must pass the initial quality checks to enter the peer review process.	Independent and Interactive review going on.	The peer review will lead to the article either being accepted for publication or rejected.	An invoice is issued to the recipient on the same day of the article acceptance. Editorially rejected articles incur no fees.
Fee coverage eligibility verification	N/A	If during submission, you selected a partner institution as the invoice payer, Frontiers will contact them to verify your eligibility. Your institution's decision (approved OR declined) will be confirmed to the corresponding author(s) via email.			If your institution approved the fee payment , the invoice will be processed according to the agreement.
Author(s) notification	Email notification: Article submitted	N/A	Email notification: Eligibility verified	Email notification: Article accepted	If your institution declined the fee payment , the invoice will be sent to the alternative invoice recipient at full price.

Relevant links

→ About Frontiers
[Visit page →](#)

→ Author guidelines
[Visit page →](#)

→ Publishing fees and fee policy
[Visit page →](#)

→ Fee support request form
[Go to form →](#)

→ Institutional Partnerships program
[Visit page →](#)

→ Publishing Partnerships program
[Visit page →](#)

→ Frontiers for Young Minds
[Visit page →](#)

Contact us

Institutional Partnerships

For queries related to Open Access
publishing agreements

institutions@frontiersin.org

Accounting

For payment and invoicing queries

accounting@frontiersin.org

Application Support

For help with technical issues

support@frontiersin.org