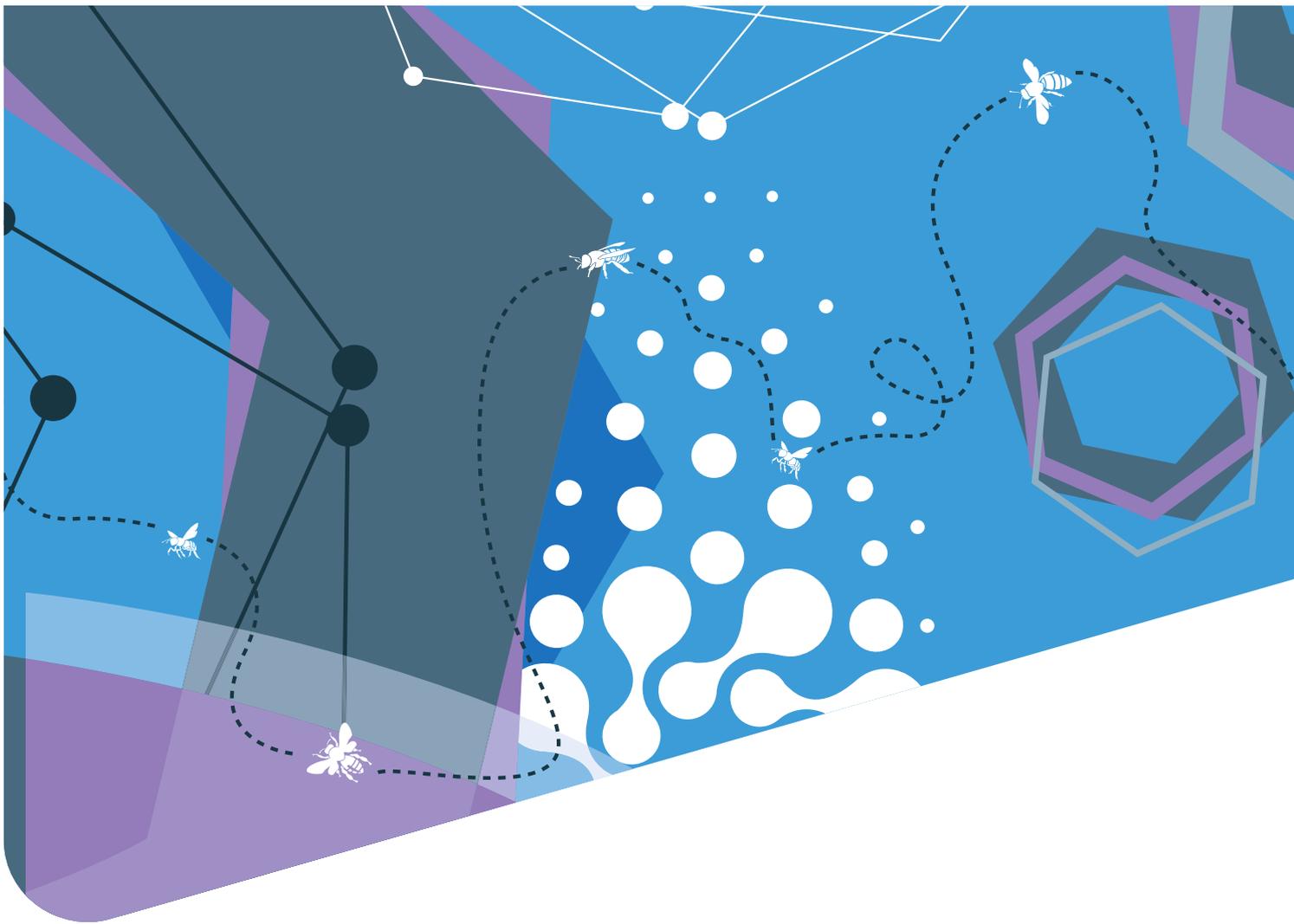


Illustration inspired by the work of Jean-Claude Bradley



# SUBMISSION GUIDELINES

For authors submitting in a BMC or SpringerOpen journal

If you choose to submit your article in a BMC or SpringerOpen journal, you will be identified during the submission process and upon acceptance of your article. Please note that for institutional Open Access agreements, author identification and eligibility will be determined upon article acceptance and you will be asked to select and confirm your affiliation.

To ensure a successful completion of the submission process, please follow the instructions below.



### Submitting from within institutional IP ranges – automatic IP recognition:

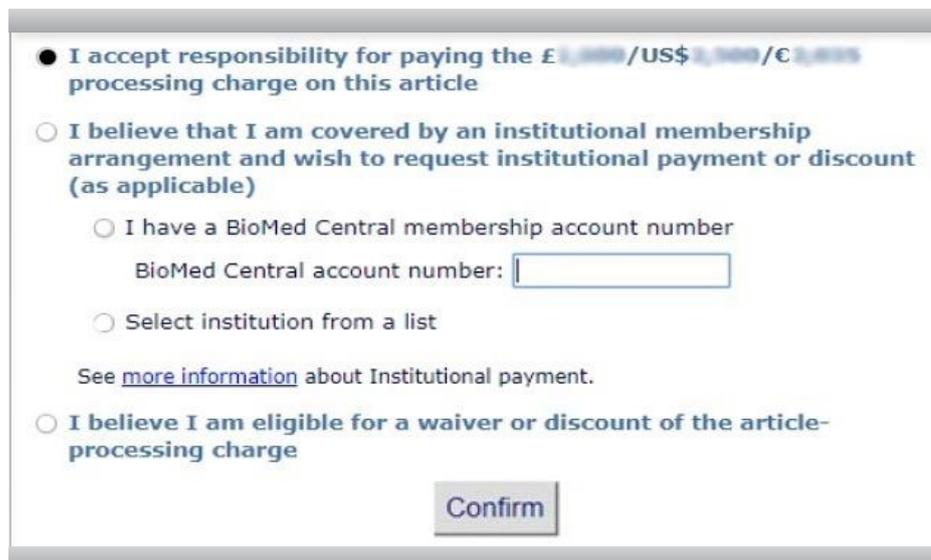
If you submit from within your institution's registered IP ranges, you will be prompted with the message below.



The screenshot shows a dialog box titled "APC Agreement Status". The text inside reads: "Welcome, [redacted] authors! Thank you for deciding to submit your research to a SpringerOpen Journal. Upon acceptance, you will be asked to confirm your institutional affiliation as it may entitle you to partial or full coverage of your APC through your institution's open access agreement with Springer Nature. If your article is found to be ineligible for institutional APC coverage, you will then be responsible for paying the full APC of [redacted]". At the bottom of the dialog box is a "Continue" button.

### Submitting from outside your institutional IP ranges:

If you submit from outside your institution's registered IP ranges, you will not be automatically recognised and will be presented with three options. It is recommended that you click on **I accept responsibility for paying the processing charge on this article**.



The screenshot shows a dialog box with three radio button options. The first option is selected and is: "I accept responsibility for paying the £1,000 /US\$ 1,000 /€ 1,000 processing charge on this article". The second option is: "I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)". Under this option, there are two sub-options: "I have a BioMed Central membership account number" with a text input field for "BioMed Central account number:", and "Select institution from a list". Below these is a link: "See [more information](#) about Institutional payment." The third option is: "I believe I am eligible for a waiver or discount of the article-processing charge". At the bottom of the dialog box is a "Confirm" button.

You will then be able to complete the submission process.

If you select **I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)**, you should also then click on **Select institution from a list** and confirm your selection. The below message will then be displayed.



The screenshot shows a message box titled "APC Agreement Status". The text inside reads: "Welcome, [redacted] authors! Thank you for deciding to submit your research to a SpringerOpen Journal. Upon acceptance, you will be asked to confirm your institutional affiliation as it may entitle you to partial or full coverage of your APC through your institution's open access agreement with Springer Nature. If your article is found to be ineligible for institutional APC coverage, you will then be responsible for paying the full APC of [redacted]". At the bottom of the message box is a "Continue" button.

If you select **I believe I am eligible for a waiver or discount of the article-processing charge**, you will receive the following message with further instructions to complete the submission process:

*"Thank you for your request. Please be advised that your institution is a cross-portfolio partner with Springer Nature and not a BioMed Central/SpringerOpen member institution. Your manuscript might be eligible for coverage of publication costs whereupon you would not need to pay the article processing charge, but this arrangement is not administered via the standard waivers system. Upon editorial acceptance of your manuscript, you will be asked to confirm your institutional affiliation. At that point, if your institution has an open access agreement with Springer Nature, the Approval Manager at your institution will approve your article's eligibility for partial or full coverage of your APC. In the meantime, your discretionary waiver request has been procedurally cancelled in order for your manuscript to proceed to peer review. To complete submission, please follow the instructions below"*

Please note that regardless of your choice, upon completion of the submission process you will receive a message with instructions on completing the identification process when your article is accepted by the journal.

After you have submitted your manuscript to a journal of choice, your article will be reviewed by the respective editorial team. **Upon acceptance** of your article, you will be asked to **select and confirm your institutional affiliation** as you may be eligible to publish your article with APC covered by an institutional open access agreement.

You can find out more about our open access agreements and your eligibility **here**.

You will also be identified via email domain and IP recognition (when applicable).  
Your institution will then verify if your article is eligible for APC coverage.

The screenshot shows a web form titled "Verify your affiliation" with a blue header. The form is divided into several sections:

- Which institution are you primarily affiliated to?**: A text input field with a grey placeholder.
- Progress**: A vertical progress indicator with three steps: "Affiliation" (checked with a green circle), "In progress", and "Complete".
- Your submission**: A section containing several input fields: "Article title" (with a grey placeholder), "Article ID" (with a grey placeholder), "Manuscript type" (with "Article" selected), and "Journal Name" (with a grey placeholder).
- Search for your institutional affiliation**: A search box containing "e.g. Oxford University" and a "Search" button.
- Textual information**: Several paragraphs of text explaining the verification process, including a note about institutional open access agreements and a note about discounts or waivers.

Please contact  
oa.verification@springernature.com  
if you have any further questions