

The logo graphic consists of several overlapping, curved lines in green, red, blue, and yellow, along with several small solid circles in the same color palette, arranged in a dynamic, abstract pattern to the right of the text.

PLOS

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Submission guidelines for researchers

How to submit research using our submissions system

Regardless of your agreement type, your researchers **must properly self-identify during submission to be recognized as eligible** for APC/Flat Fee/CAP/Global Equity institutional support

Submission guidelines for your researchers



Please follow the instructions below to ensure your article is recognized as part of your institution's PLOS partnership.

The key step in the submission process is ensuring your affiliation is entered correctly. In the “**Manuscript Data**” section go to “**Authors**”

Go to the “**Current Author List**” and click the pencil icon to edit.

In the “**Institution**” field, begin typing the name of your institution and then select your institution from the drop-down menu.

Do not override by typing your full institution name. Choose the correct pre-populated option as you type your affiliation.

IMPORTANT: This information will be used to calculate the publication fee for your article, if formally accepted for publication. Please enter the corresponding author and affiliation you intend to appear on the final published article.

Detailed instructions for your researchers

Manuscript Data: Authors

Article Type Selection ✓ Attach Files ✓ General Information ✓ Review Preferences ✓ Additional Information ✓ Comments ✓ Manuscript Data ↓

If you submitted a manuscript in DOC, DOCX, or RTF, these sections may be filled in. Verify that the information is correct, and fill in any missing details.

Insert Special Character

+ Title
+ Abstract
+ Keywords

– 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**.

Current Author List + Add Another Author

	Dr Helena Meskanen [Corresponding Author] [First Author] [You] John's Hopkins University
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+ Add Another Author

↓ Next

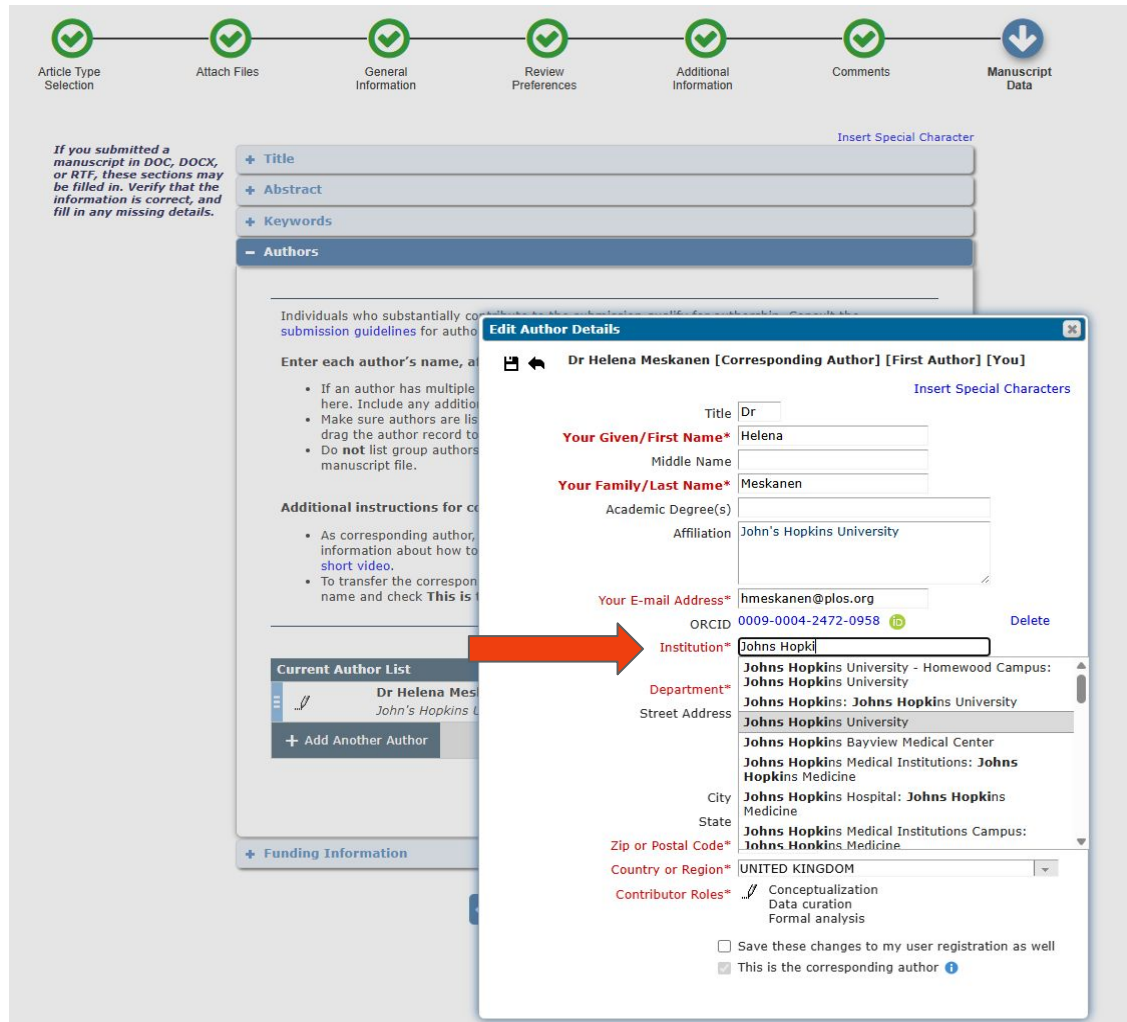
+ Funding Information

← Back Save & Submit Later Build PDF for Approval →

The key step in the submission process is ensuring your affiliation is entered correctly.

Under “Current Author List”, click on the pencil icon to edit the information.

Under “Institution”, begin typing your affiliation to prompt the drop-down menu



The screenshot shows the 'Edit Author Details' form for Dr. Helena Meskanen. The form includes fields for Title, Name, Academic Degree(s), Affiliation, E-mail Address, ORCID, and Contributor Roles. A red arrow points to the 'Institution' field, which has a dropdown menu open. The dropdown menu lists several options, including 'Johns Hopkins University - Homewood Campus', 'Johns Hopkins University', and 'Johns Hopkins: Johns Hopkins University'. The 'Institution' field is currently set to 'Johns Hopki'.

Field	Value
Title	Dr
Your Given/First Name*	Helena
Middle Name	
Your Family/Last Name*	Meskanen
Academic Degree(s)	
Affiliation	John's Hopkins University
Your E-mail Address*	hmeskanen@plos.org
ORCID	0009-0004-2472-0958
Institution*	Johns Hopki
Department*	Johns Hopkins University - Homewood Campus: Johns Hopkins University
Street Address	Johns Hopkins: Johns Hopkins University
City	Johns Hopkins University
State	Johns Hopkins Bayview Medical Center
Zip or Postal Code*	Johns Hopkins Medical Institutions: Johns Hopkins Medicine
Country or Region*	UNITED KINGDOM
Contributor Roles*	Conceptualization, Data curation, Formal analysis

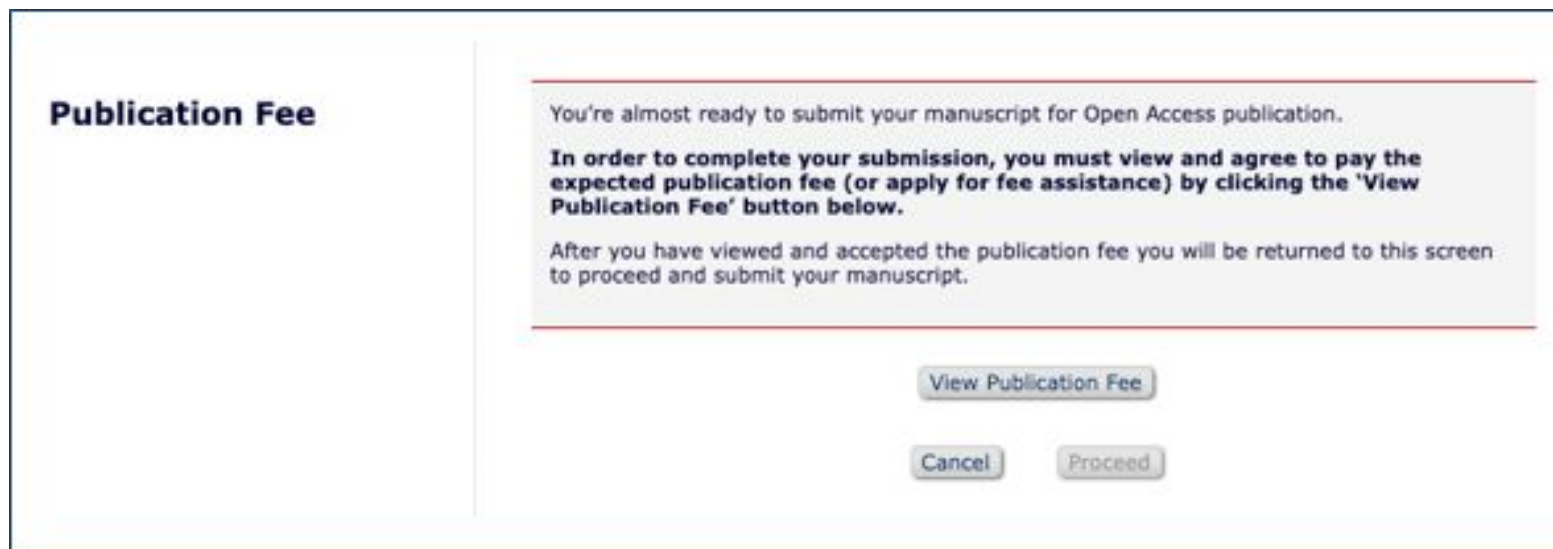
Choose the correct pre-populated option as you type your affiliation. This will pair your article with the institutional agreement.

DO NOT override and type the name manually, as this will prevent the pairing.

IMPORTANT: This information will be used to calculate the publication fee for your article, if formally accepted for publication. Please enter the corresponding author and affiliation you intend to appear on the final published article.

Accessing your quote

All authors (regardless of deal eligibility) will have the same experience when submitting via Editorial Manager:



At the end of your submission, you will be asked to review a quote of your expected fees by clicking the “**View Publication Fee**” button.

Reviewing the publication fee quote



Using information provided by the author during submission, PLOS offers an estimate of publishing fees due, if accepted.

If your institutional affiliation from the drop-down menu in the "Manuscript Data" section matches to a live PLOS partnership, the quote should be \$0.00.

The estimate will reflect the specific terms of the partnership your institution has in place with PLOS. At this point the quote should be \$0.00 if the publication costs are fully covered by an active agreement.

Click **"I accept the quote terms"** to move to the final submission step.

Review your publication fee

Research Article: dated Tuesday, October 7, 2025

PLOS Staff testing submission workflow, not a real submission

Fee explanation

Standard publication fee for a research article in PLOS Global Public Health	\$ 2,496 USD
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Institutional discount through a partnership with Johns Hopkins University	-\$ 2,496 USD
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Estimated Publication Fee

\$ 0 USD

When and how is the publication fee paid?

You will only be required to pay the publication fee if your manuscript is accepted for publication. After your manuscript has reached the Formal Accepted stage, you will receive an invoice from PLOS with more details on how to pay your fee. You can find more information about our publication fees on our [fee page](#).

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If you have any questions or need assistance, you can contact [PLOS customer care](#).

Terms

Your institution, Johns Hopkins University, has a publishing agreement with PLOS and will pay all, or part of, your publishing costs if your article is accepted while this publishing agreement is still valid. Please note, if your article is accepted after the publishing partnership has ended, you will be invoiced for the standard publication fee. Please click 'Proceed' to move forwards with your submission

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