

## Submission Process - BMC Biology

Please note that some steps of the submission process might slightly vary depending on the journal

1. Select Journal on BMC/SpringerOpen homepage and click on "Submit a Manuscript"

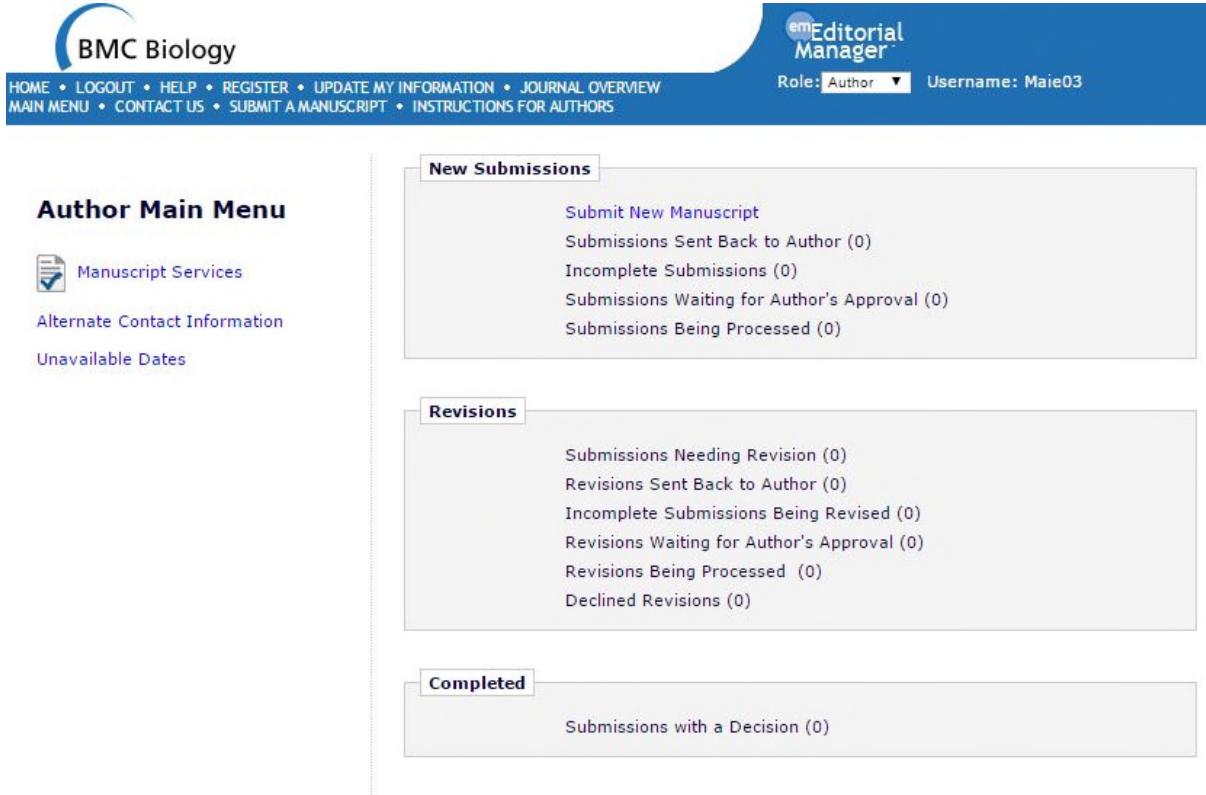
The screenshot shows the BMC Biology homepage. At the top, there is a blue banner with a 'Try out the new beta version of our site' button and a 'Take me there' button. Below the banner, the BMC Biology logo is on the left, followed by the text 'Beyond Mendel: modeling in biology' and 'An article series Guest Editors: Arthur Lander, Ewa Paluch'. To the right is a circular graphic of a brain. The header also includes 'BioMed Central', 'Journals', and 'Gateways'. A search bar is present with the placeholder 'Search BMC Biology for' and a 'Go' button. Below the search bar is an 'Advanced search' link. A navigation menu at the bottom of the header includes 'Home', 'Articles', 'Authors', 'Reviewers', 'About this journal', and 'My BMC Biology'. On the left side, under 'Editor', it says 'Miranda Robertson, BioMed Central' and lists links for 'Editorial Board', 'Editorial Team', 'Instructions for authors', and 'FAQ'. On the right side, there is a large circular graphic titled 'What is Wrong With This Picture?' which discusses misleading figures in research. Below this graphic are buttons for 'Submit a manuscript', 'Register', 'Sign up for article alerts', 'Contact us', and a 'Follow us on Twitter' link. At the bottom right, there is a section for 'Journal App' with links to Google play and the App Store.

2. Create an Editorial Manager account and login as author



The screenshot shows the BioMed Central login page. At the top left is the BioMed Central logo with the tagline "The Open Access Publisher". At the top right is the journal title "BMC Biology". Below the header is a login form titled "Please Enter the Following". It contains fields for "Username" (Miae03) and "Password" (\*\*\*\*\*). Below these fields are links for "Author Login", "Reviewer Login", "Editor Login", and "Publisher Login". A link "Or Login via:" is followed by an ORCID icon and the text "What is ORCID?". At the bottom of the form are links for "Send Login Details", "Register Now", "Login Help", and "Manuscript Services". A copyright notice at the very bottom reads "Software Copyright © 2015 Aries Systems Corporation. Privacy Policy".

3. Click on "Submit New Manuscript"



The screenshot shows the BMC Biology Author Main Menu. At the top, the journal name "BMC Biology" is displayed. On the right, it shows the user role "Role: Author" and the username "Username: Miae03". The menu includes links for "HOME", "LOGOUT", "HELP", "REGISTER", "UPDATE MY INFORMATION", "JOURNAL OVERVIEW", "MAIN MENU", "CONTACT US", "SUBMIT A MANUSCRIPT", and "INSTRUCTIONS FOR AUTHORS". The main content area is titled "Author Main Menu" and contains three sections: "New Submissions", "Revisions", and "Completed".

- New Submissions**
  - Submit New Manuscript
  - Submissions Sent Back to Author (0)
  - Incomplete Submissions (0)
  - Submissions Waiting for Author's Approval (0)
  - Submissions Being Processed (0)
- Revisions**
  - Submissions Needing Revision (0)
  - Revisions Sent Back to Author (0)
  - Incomplete Submissions Being Revised (0)
  - Revisions Waiting for Author's Approval (0)
  - Revisions Being Processed (0)
  - Declined Revisions (0)
- Completed**
  - Submissions with a Decision (0)

4. Choose article type - usually "Research Article"

The screenshot shows the BMC Biology Editorial Manager interface. At the top, there's a blue header bar with the journal logo and navigation links like 'HOME', 'LOGOUT', 'HELP', 'REGISTER', 'UPDATE MY INFORMATION', 'JOURNAL OVERVIEW', 'MAIN MENU', 'CONTACT US', 'SUBMIT A MANUSCRIPT', and 'INSTRUCTIONS FOR AUTHORS'. On the right, it shows 'Role: Author' and 'Username: Maie03'. Below the header, the main content area has a title 'New Submission' and two buttons: 'Select Article Type' (with a checkmark) and 'Enter Title'. A large central box is titled 'Please Select an Article Type'. It contains a note: 'Before submitting please make sure you have adhered to the journal's instructions for authors.' followed by 'Choose the article type of your manuscript from the pull-down menu.' Below this is a dropdown menu labeled 'Choose Article Type' with 'Research article' selected. A 'Next' button is at the bottom right of the box.

5. Enter full title of manuscript

The screenshot shows the BMC Biology Editorial Manager interface. The top header and navigation links are identical to the previous screenshot. The main content area has a title 'New Submission' and two buttons: 'Select Article Type' (with a checkmark) and 'Enter Title'. To the right of the 'Enter Title' button is a link 'Insert Special Character'. A large central box is titled 'Please Enter The Full Title of Your Submission'. It contains a note: 'Entering a Full Title is Required for Submission.' followed by 'Enter the title of your submission. You cannot enter a submission without a title.' Below this is a text input field labeled 'Full Title'. At the bottom right of the input field are 'Previous' and 'Next' buttons.

## 6. Add additional authors of manuscript - Submitting author should remain as corresponding author

The screenshot shows the 'New Submission' process in BMC Biology Editorial Manager. The left sidebar lists steps: Select Article Type, Enter Title, Add/Edit/Remove Authors (which is selected), Funding Information, Submit Abstract, Additional Information, Suggest Reviewers, Oppose Reviewers, and Attach Files. The main area has a header 'Please Add, Edit, or Remove Authors'. It contains instructions about authorship criteria and a note about not accepting changes post-acceptance. A 'Current Author List' table shows one entry: Verena Mai. A modal window titled 'Enter Author Details' is open, prompting for Title\*, Given/First Name\*, Middle Name, Family/Last Name\*, Academic Degree(s), E-mail Address\*, Country\*, and a checkbox for 'This is the corresponding author'. The 'Open Special Character Palette' button is also visible.

## 7. Add Funder information if available or select "Funding information is not available"

The screenshot shows the 'New Submission' process in BMC Biology Editorial Manager. The left sidebar lists steps: Select Article Type, Enter Title, Add/Edit/Remove Authors, Funding Information (which is selected), Submit Abstract, Additional Information, Suggest Reviewers, Oppose Reviewers, and Attach Files. The main area has a header 'Funding Information'. It displays a message: 'Funding Information is Required for Submission. Please enter the funder name, grant number and the grant recipient. Authors listed in the dropdown menu were added during the Add/Edit/Remove Authors submission step. Click the '+' icon to add another funder. When you are finished, click the 'Next' button.' Below this is a checkbox for 'Funding Information is not available.' A 'Current Funding Sources' table states 'There are currently no Fun...'. A modal window titled 'Enter Funding Source Details' is open, prompting for Find a Funder:, Award Number:, and Grant Recipient:. The 'Open Special Character Palette' button is also visible.

8. Write or copy/paste abstract of manuscript

The screenshot shows the 'New Submission' process on the BMC Biology Editorial Manager platform. The left sidebar lists steps: Select Article Type, Enter Title, Add/Edit/Remove Authors, Funding Information, Submit Abstract (which is highlighted), Additional Information, Suggest Reviewers, Oppose Reviewers, and Attach Files. The main area has a title 'Please Enter Abstract' and a note: 'Submitting an Abstract is Required for Submission.' It includes a text area for the abstract and a message: 'Enter the abstract of your manuscript into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.' Navigation buttons 'Previous' and 'Next' are at the bottom.

BMC Biology

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Role: Author Username: Maie03

New Submission

Please Enter Abstract

Submitting an Abstract is Required for Submission.

Enter the abstract of your manuscript into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.

Previous | Next

## 9. Enter additional information about your manuscript



HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Role: Author ▾ Username: Maie03

New Submission

Please Enter the Following

Additional Information is Required for Submission.  
Please respond to the questions/statements below.

Covering letter concerning your manuscript

Instructions  
Answer Required: Character Count: 0

Limit 20000 characters

Does your manuscript report data collected from humans or animals?

Answer Required:  Please select a response  Yes  No

Please select a response.

Does your manuscript report data collected from plants?

Answer Required:  Please select a response  Yes  No

Please select a response.

Competing Interests

Please confirm that you have read BioMed Central's guidance on competing interests and included a statement of all financial and non-financial competing interests for yourself and on behalf of your co-authors under the 'Competing interests' heading of the 'Declarations' section of your manuscript.

Answer Required:  Please select a response  I confirm that I have read BioMed Central's guidance on competing interests and have included a statement in the

Please select a response.

## 10. Suggest Reviewers

BMC Biology

Editorial Manager

Role: Author | Username: Maie03

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

New Submission

✓ Select Article Type  
✓ Enter Title  
Add/Edit/Remove Authors  
✓ Funding Information  
✓ Submit Abstract  
Additional Information  
➡ Suggest Reviewers  
Oppose Reviewers  
Attach Files

Suggest Reviewers

If you wish, you may suggest potential reviewers for this submission.

Please note, your suggested reviewers should not be recent co-authors or colleagues who work in the same institution as any author of the manuscript. Intentionally falsifying information, for example, suggesting reviewers with a false name or email address, will result in the manuscript being rejected. Please see [here](#) for guidance on suggesting peer reviewers.

Use the fields below to give us contact information for each suggested reviewer. Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

A \* indicates a required field.

Given/First Name\*   
Middle Initial   
Family/Last Name\*   
Academic Degree(s)   
Position   
Institution  (max 450 characters)  
Department  (max 450 characters)  
E-mail Address\*

## 11. Attach manuscript and any additional files

BMC Biology

Editorial Manager

Role: Author | Username: Maie03

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

New Submission

✓ Select Article Type  
✓ Enter Title  
Add/Edit/Remove Authors  
✓ Funding Information  
✓ Submit Abstract  
Additional Information  
Suggest Reviewers  
Oppose Reviewers  
➡ Attach Files

Please Attach Files

Required Items are marked with a \*. When all Items have been attached, click Next at the bottom of the page.  
Please ensure that you do not attach any confidential information. The editor will contact you if these are required.

Please note that only additional files which are part of the submission and referred to in the main manuscript text should be uploaded (e.g. supporting data).

**Do not** upload any confidential files e.g. signed consent forms, letters from funding bodies or letters from ethics committees. Any files which you wish to pass on to the Editors which are not part of the manuscript submission can be emailed to the editorial office. Signed consent forms should not be sent to the editorial office except on request.

Item \*Manuscript

Enter a Description and then either choose files or drag and drop files.

Description Manuscript

Choose Files Or Drag & Drop Files Here 

No Items have yet been attached for this submission.

## 12. Build PDF for approval

The screenshot shows the BMC Biology Editorial Manager interface. At the top, there's a navigation bar with links like HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user is logged in as 'Author' with the username 'Maie03'. On the left, a sidebar titled 'New Submission' lists several steps: Select Article Type (checked), Enter Title, Add/Edit/Remove Authors, Funding Information (checked), Submit Abstract, Additional Information, Suggest Reviewers, Oppose Reviewers, and Attach Files (which is the current step). The main content area is titled 'Summary Following Attach Files' and contains a table showing the number of items online and offline. The table has columns for 'Online' and 'Offline' (though the latter is not visible in the screenshot). It includes rows for \*Manuscript (1 online, 0 offline), Figure (0 online, 0 offline), and Supplementary Material (0 online, 0 offline). Below the table are 'Previous' and 'Build PDF for my Approval' buttons.

## 13. View publication charges

The screenshot shows the BMC Biology Editorial Manager interface. The top navigation bar and user information are identical to the previous screenshot. The main content area is titled 'Publication Charges'. It contains several informational paragraphs and buttons at the bottom. One paragraph states: 'This journal is an Open Access publication and an article-processing charge (APC) is levied on articles that are accepted for publication by the Editors.' Another paragraph in red text says: 'To proceed, please click View Publication Charges which will take you to another window in order to select the relevant payment option.' A third paragraph in red text says: 'Once the payment option has been confirmed you will return to this page where you must select the Proceed button below in order to complete your submission.' Below these are more details about APC coverage for members and information about waivers. At the bottom, there's a large 'View Publication Charges' button, a 'Cancel' button, and a 'Proceed' button.

#### 14. Request discount

##### APC Agreement

**Title:** Title

**Journal:** BMC Evolutionary Biology

**Type:** research article

**Author:** @ Customer Services

---

You, the submitting author, are required to arrange payment of a processing charge of £1,370/US\$2,145/€1,745\* if your article is accepted for publication. Since you are based in United Kingdom, you will be charged the GBP price of £1,370. This fee helps to cover the cost of managing peer review, data conversion, and permanent online hosting (see [more information](#) about BioMed Central's processing charges).

If your manuscript is accepted, you will be given the option of paying by credit card or invoice. If you believe that payment for your article is covered by an institutional membership arrangement, please let us know using the form below. In the case of genuine inability to pay, you should request a waiver of the processing charge now, also using the form below.

\* Submissions from EU countries are subject to VAT charges. The VAT rate charged will be the rate applicable to your country. Read more [here](#). If you choose to pay by a method other than by credit card, there is a surcharge of £50.

---

- I accept responsibility for paying the £1,370/US\$2,145/€1,745 processing charge on this article**
- I would like to request a waiver of the article-processing charge for this article**
- I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)**

15a. Supporter Membership without code - Select "I believe that I am covered by an institutional membership agreement and wish to request institutional payment or discount"

**APC Agreement**

**Title:** Title

**Journal:** BMC Evolutionary Biology

**Type:** research article

**Author:** @ Customer Services

---

You, the submitting author, are required to arrange payment of a processing charge of £1,370/US\$2,145/€1,745\* if your article is accepted for publication. Since you are based in United Kingdom, you will be charged the GBP price of £1,370. This fee helps to cover the cost of managing peer review, data conversion, and permanent online hosting (see [more information](#) about BioMed Central's processing charges).

If your manuscript is accepted, you will be given the option of paying by credit card or invoice. If you believe that payment for your article is covered by an institutional membership arrangement, please let us know using the form below. In the case of genuine inability to pay, you should request a waiver of the processing charge now, also using the form below.

\* Submissions from EU countries are subject to VAT charges. The VAT rate charged will be the rate applicable to your country. Read more [here](#). If you choose to pay by a method other than by credit card, there is a surcharge of £50.

---

**I accept responsibility for paying the £1,370/US\$2,145/€1,745 processing charge on this article**

**I would like to request a waiver of the article-processing charge for this article**

**I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)**

I have a BioMed Central membership account number

Select institution from a list

See [more information](#) about Institutional payment.

**Confirm**

15a. Click "Select institution from a list" and select institution name

**APC Agreement**

**Title:** Title  
**Journal:** BMC Evolutionary Biology  
**Type:** research article  
**Author:** @ Customer Services

---

You, the submitting author, are required to arrange payment of a processing charge of £1,370/US\$2,145/€1,745\* if your article is accepted for publication. Since you are based in United Kingdom, you will be charged the GBP price of £1,370. This fee helps to cover the cost of managing peer review, data conversion, and permanent online hosting (see [more information](#) about BioMed Central's processing charges).

If your manuscript is accepted, you will be given the option of paying by credit card or invoice. If you believe that payment for your article is covered by an institutional membership arrangement, please let us know using the form below. In the case of genuine inability to pay, you should request a waiver of the processing charge now, also using the form below.

\* Submissions from EU countries are subject to VAT charges. The VAT rate charged will be the rate applicable to your country. Read more [here](#). If you choose to pay by a method other than by credit card, there is a surcharge of £50.

---

I accept responsibility for paying the £1,370/US\$2,145/€1,745 processing charge on this article  
 I would like to request a waiver of the article-processing charge for this article  
 I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)  
 I have a BioMed Central membership account number  
 Select institution from a list

National Cheng Kung University

MDC Berlin (Helmholz Consortium)  
Medical Research Council of South Africa  
Meharry Medical College  
Member-Area d'Infermeria del CRAI Biblioteca Campus Catalunya de la Universitat Rovira i Virgili  
Memorial Sloan Kettering Cancer Center  
Michigan State University  
Middlebury College  
Mines ParisTech  
MIT Libraries  
Monash University Malaysia  
Montana State University  
See [Mount Holyoke College](#)  
National Brain Research Centre (NBRC), Manesar  
**National Cheng Kung University**  
National Health Research Institutes  
National Institute for Health and Welfare, THL  
National Institute of Parasitic Diseases, China CDC - Prepay Membership  
National Institutes of Health  
National Library of Medicine  
National Science Foundation - Thematic series for Journal of NeuroEngineering and Rehabilitation

15b. Supporter Membership/Trial with code, click on "I have a BioMed Central membership account number" and type in code. If the code is correct, then the author will straight away come to screenshot 20.

**APC Agreement**

**Title:** Title

**Journal:** BMC Evolutionary Biology

**Type:** research article

**Author:** @ Customer Services

---

You, the submitting author, are required to arrange payment of a processing charge of £1,370/US\$2,145/€1,745\* if your article is accepted for publication. Since you are based in United Kingdom, you will be charged the GBP price of £1,370. This fee helps to cover the cost of managing peer review, data conversion, and permanent online hosting (see [more information](#) about BioMed Central's processing charges).

If your manuscript is accepted, you will be given the option of paying by credit card or invoice. If you believe that payment for your article is covered by an institutional membership arrangement, please let us know using the form below. In the case of genuine inability to pay, you should request a waiver of the processing charge now, also using the form below.

\* Submissions from EU countries are subject to VAT charges. The VAT rate charged will be the rate applicable to your country. Read more [here](#). If you choose to pay by a method other than by credit card, there is a surcharge of £50.

---

I accept responsibility for paying the £1,370/US\$2,145/€1,745 processing charge on this article

I would like to request a waiver of the article-processing charge for this article

I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)

I have a BioMed Central membership account number  
BioMed Central account number:

Select institution from a list

See [more information](#) about Institutional payment.

**Confirm**

## 15c. Supporter Membership submission with IP recognition

### APC Agreement

**Title:** Test Manuscript\_Institutional Sales

**Journal:** BMC Biology

**Type:** research article

**Author:** Verena Maier

 University of Arizona has an [open access fund](#) and an [open access policy](#) and an [institutional repository](#).

### Welcome, University of Arizona authors!

Thank you for deciding to submit your research to BMC Biology.

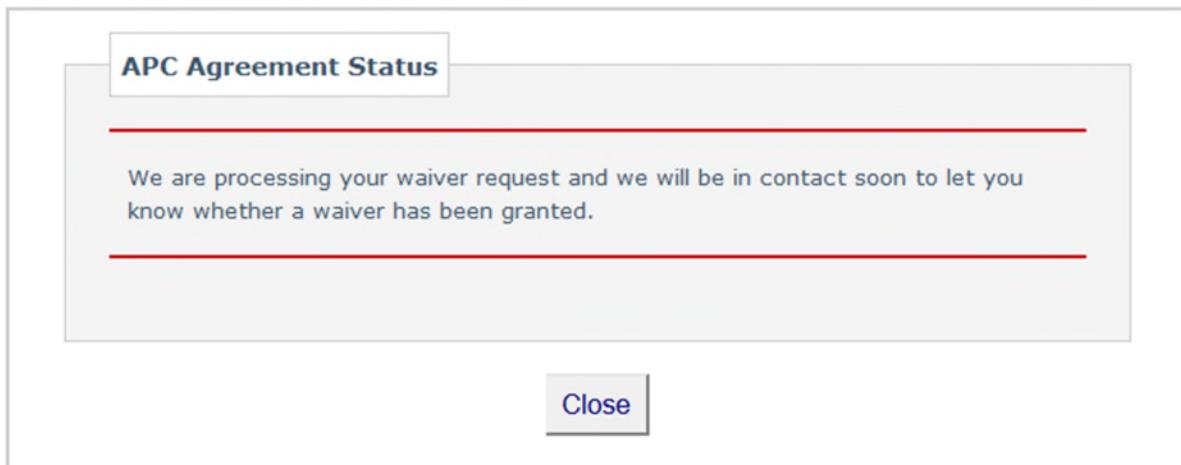
We are pleased to inform you that you will receive a 15% discount on the article processing charge that is payable on publication of papers submitted to BMC Biology, as University of Arizona is a BioMed Central Supporter Member.

As the submitting author, you are therefore required to arrange payment of a reduced processing charge of £1,415.25/US\$2,214.25/€1,802.00\* if your article is accepted for publication. Since you are based in United Kingdom, you will be charged the GBP price of £1,415.25. This fee helps to cover the cost of managing peer review, data conversion, and permanent online hosting (see [more information](#) about BioMed Central's processing charges).

\* Submissions from EU countries are subject to VAT charges. The VAT rate charged will be the rate applicable to your country. Read more [here](#). If you choose to pay by a method other than by credit card, there is a surcharge of £50.

- I accept responsibility for paying the £1,415.25/US\$2,214.25/€1,802.00 processing charge on this article**
- I would like to request a waiver of the article-processing charge for this article**
- I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)**

16a. APC Agreement page will appear



16a. Author receives email to confirm process of discount

From: BioMed Central Institutions [institutions@biomedcentral.com]  
To: Maier, Verena, BioMed Central Ltd.  
Cc:  
Subject: Payment request: MS ID 1297335581942459

Title : Test Manuscript\_Institutional Sales  
Authors : Verena Maier and Kelly Duoos  
MS ID : 1297335581942459  
Journal : BMC Biology  
Article type: Research article

Dear Miss Maier

This is confirmation that we have received your request for an institutional payment of the article processing charge on the above article. You will not be able to complete your submission until you receive the institutional payment decision.

BioMed Central Institutions  
Tel: +44 (0) 20 3192 2018  
email: [institutions@biomedcentral.com](mailto:institutions@biomedcentral.com)

17a. This is displayed if the author tries to complete the submission while we process the request.

This journal is an Open Access publication and an article-processing charge (APC) is levied on articles that are accepted for publication by the Editors.

To proceed, please click 'View Publication Charges' which will take you to another window in order to select the relevant payment option.

Once the payment option has been confirmed you will return to this page where you must select the 'Proceed' button below in order to complete your submission.

If your institution, society or other organization is a member, the APC amount may be wholly or partly covered by the membership arrangement. For an article to be eligible for APC coverage through an institutional membership, its submitting author must be affiliated with the member institution.

APC waivers or discounts are granted on a case-by-case basis to authors with no or insufficient funds. Such waivers or discounts can be requested after you have clicked 'View Publication Charges' a

Submission of the art  
agreed. Any applicabl  
publication.

Please click View Publication Charges to view and agree to the Publication Charges.

OK

APCs for articles subm  
customers must supp  
exempt from VAT. If y  
administration surchar  
For more information, [see our article processing charges page](#)

[View Publication Charges](#)

[Cancel](#)

[Proceed](#)

18 a. Institutions@biomedcentral.com send out below email to approve discount request. Author has to log back into Editorial Manager and proceed with submission

From: BioMed Central Institutions [Institutions@biomedcentral.com]  
To: Maier, Verena, BioMed Central Ltd.  
Cc:  
Subject: Supporter membership discount granted: MS ID 1297335581942459

Sent: Wed 11/11/2015 1

Title : Test Manuscript\_ Institutional Sales  
Authors : Verena Maier and Kelly Duoos  
MS ID : 1297335581942459  
Journal : BMC Biology  
Article type: Research article

Dear Miss Maier,

Thank you for considering BMC Biology for your manuscript and letting us know that you are from a supporter member institute. I would like to confirm that you will get a 15.0% discount on the article-processing charge for this article.

This would mean that if your manuscript were accepted you would have to pay a GBP 1,415.25/USD 2,214.25/EUR 1,802.00 article-processing charge on this article. No further discounts will be available for your article. Since you are based in United Kingdom, you will be charged the price of GBP 1,415.25.\*

Please note that eligibility for the supporter memberships is based on the point of APC agreement. If your institution ceases to have an active membership prior to APC agreement your article will not be eligible for the supporter membership discount.

If you can pay this charge, please access your submission by logging into Editorial Manager using the link and instructions below:

1. Log into Editorial Manager - <http://www.editorialmanager.com/BMCB/>
2. Select the link 'Incomplete Submissions' within the 'New Submissions' section of the authors main menu screens
3. Then select the 'Edit Submission' link within the 'Actions' section

4. Select the 'View APC estimate' link
5. Agree to the APC on the APC payment agreement page
6. Complete submission

If you are unable to pay the charge, we recommend that you contact your institution and funding body to seek funding for publication. Only if this funding is denied in writing will we be able to consider an additional discount.

BioMed Central is an Open Access publisher. Publishing is not without costs, and we defray those costs through article-processing charges. This means that we do not charge subscription fees for access to our research content, believing instead that immediate, world-wide, barrier-free open access to the full text of research articles is in the best interests of the scientific community.

I hope that you are happy with this, and are able to submit your manuscript to us for peer review.

\*Price does not include Administration Charges (for invoices only) or Value Added Tax (for EU authors only).

Best wishes,  
BioMed Central Institutions  
Tel: +44 (0) 20 3192 2016  
email: [institutions@biomedcentral.com](mailto:institutions@biomedcentral.com)

19a. Click on "View Publication Charges" at this page to continue with submission

---

This journal is an Open Access publication and an article-processing charge (APC) is levied on articles that are accepted for publication by the Editors.

**To proceed, please click 'View Publication Charges' which will take you to another window in order to select the relevant payment option.**

**Once the payment option has been confirmed you will return to this page where you must select the 'Proceed' button below in order to complete your submission.**

If your institution, society or other organization is a member, the APC amount may be wholly or partly covered by the membership arrangement. For an article to be eligible for APC coverage through an institutional membership, its submitting author must be affiliated with the member institution.

APC waivers or discounts are granted on a case-by-case basis to authors with no or insufficient funds. Such waivers or discounts can be requested after you have clicked 'View Publication Charges' and a decision will normally be made within two working days.

Submission of the article to the journal can be completed once the payment method has been agreed. Any applicable APC can be paid after editorial acceptance and must be paid prior to publication.

APCs for articles submitted from EU countries are subject to VAT (Value Added Tax). EU customers must supply their VAT Number to be exempt from VAT. UK Customers are not exempt from VAT. If you choose to pay by a method other than by credit card, an administration surcharge will be applied.

For more information, see our [article processing charge FAQ](#).

---

[View Publication Charges](#)

[Cancel](#)

[Proceed](#)

20 a/b/c. Agree on APC

<p><b>APC Agreement Status</b></p> <hr/> <p>You have been granted a 15% discount on the article-processing charge for this article as your institution is a BioMed Central Supporter Member. The new price to pay is £1,415.25/US\$2,214.25/€1,802. Since you are based in United Kingdom , you will be charged the GBP price of £1,415.25.</p> <p><b>If you can confirm that you/your institution/your funder will pay the article-processing charge then press 'I agree' below.</b></p> <p>Submissions from EU countries are subject to VAT charges. The VAT rate charged will be the rate applicable to your country. Read more <a href="#">here</a>. If you choose to pay by a method other than by credit card, there is a surcharge of £50.</p> <hr/> <p><input type="button" value="I agree"/></p>
---

21. Click on "Proceed"

---

This journal is an Open Access publication and an article-processing charge (APC) is levied on articles that are accepted for publication by the Editors.

**To proceed, please click 'View Publication Charges' which will take you to another window in order to select the relevant payment option.**

**Once the payment option has been confirmed you will return to this page where you must select the 'Proceed' button below in order to complete your submission.**

If your institution, society or other organization is a member, the APC amount may be wholly or partly covered by the membership arrangement. For an article to be eligible for APC coverage through an institutional membership, its submitting author must be affiliated with the member institution.

APC waivers or discounts are granted on a case-by-case basis to authors with no or insufficient funds. Such waivers or discounts can be requested after you have clicked 'View Publication Charges' and a decision will normally be made within two working days.

Submission of the article to the journal can be completed once the payment method has been agreed. Any applicable APC can be paid after editorial acceptance and must be paid prior to publication.

APCs for articles submitted from EU countries are subject to VAT (Value Added Tax). EU customers must supply their VAT Number to be exempt from VAT. UK Customers are not exempt from VAT. If you choose to pay by a method other than by credit card, an administration surcharge will be applied.

For more information, see our [article processing charge FAQ](#).

---

[View Publication Charges](#)

[Cancel](#)

[Proceed](#)

22. Click on "Submissions Waiting for Author's Approval and follow last steps

**PLEASE NOTE: Your submission has not yet been sent to the editorial office.**

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the [Submissions Waiting for Author's Approval](#) page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

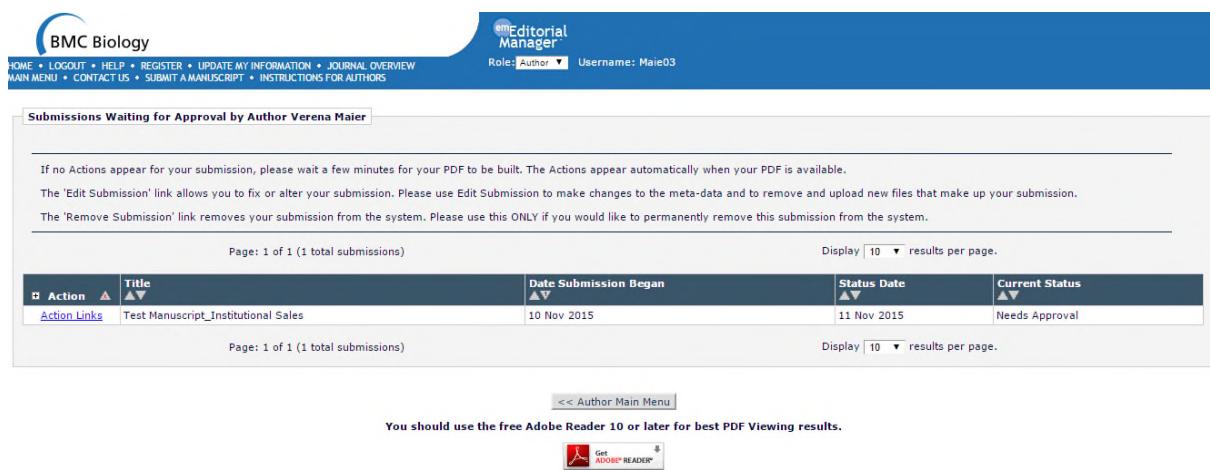
On the [Submissions Waiting for Author's Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

**Please do not click the Back button**

[Submissions Waiting for Author's Approval](#)  
[Back to Main Menu](#)

23. As soon as PDF has been created; click on "Action Links" and "View Submission"



The screenshot shows the BMC Biology Editorial Manager interface. At the top, there is a navigation bar with links for HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user is logged in as 'Author' with the username 'Maie03'. The main content area is titled 'Submissions Waiting for Approval by Author Verena Maier'. It displays a message: 'If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.' Below this, it says: 'The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission. The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.' There is a table with one row, showing a submission titled 'Test Manuscript\_Institutional Sales' with an action link. The table has columns for Action, Title, Date Submission Began, Status Date, and Current Status. The status date is listed as '11 Nov 2015' and the current status is 'Needs Approval'. At the bottom, there is a note: 'You should use the free Adobe Reader 10 or later for best PDF Viewing results.' followed by a link to download Adobe Reader.

Action	Title	Date Submission Began	Status Date	Current Status
<a href="#">Action Links</a>	Test Manuscript_Institutional Sales	10 Nov 2015	11 Nov 2015	Needs Approval

24. Researcher receives notification per email from @editorialmanager.com as soon as PDF has been created. Researcher must view PDF

Extra line breaks in this message were removed.

From: em.bmcb.0.4719da.365fba28@editorialmanager.com on behalf of BioMed Central Editorial Office [em@editorialmanager.com] Sent: Wed 11/11/2015 11:44  
To: Maier, Verena, BioMed Central Ltd.  
Cc:  
Subject: Your PDF for your BMC Biology submission has been created

Test Manuscript\_Institutional Sales  
Verena Maier; Kelly Duoos  
BMC Biology

Dear Miss Maier,

The PDF for your submission is ready for viewing.

Please return to the main menu to approve and complete your submission. This can be accessed via the following link:

<http://bmcb.edmgr.com/>

Your username is: Your username is: Maie03 Your password is: Your password is: available at this link [http://BMCB.edmgr.com/Default.aspx?pg=accountFinder.aspx&firstname=Verena&lastname=Maier&email\\_address=verena.maier@biomedcentral.com](http://BMCB.edmgr.com/Default.aspx?pg=accountFinder.aspx&firstname=Verena&lastname=Maier&email_address=verena.maier@biomedcentral.com)

Best wishes,

BMC Biology Editorial

25. After PDF has been viewed, researcher has to click on "Action Links" and "Approve Submission"

BMC Biology

Editorial Manager

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS  
Role: Author Username: Maie03

Submissions Waiting for Approval by Author Verena Maier

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display | 10 ▾ results per page.

Action	Title	Date Submission Began	Status Date	Current Status
<a href="#">Action Links</a>	Test Manuscript_Institutional Sales	10 Nov 2015	11 Nov 2015	Needs Approval

Page: 1 of 1 (1 total submissions) Display | 10 ▾ results per page.

<< Author Main Menu

You should use the free Adobe Reader 10 or later for best PDF Viewing results.

[Get Adobe® READER®](#)

26. Final page of submission process; Author also receives a confirmation email from @editorialmanager.com

The screenshot shows the BMC Biology Editorial Manager interface. At the top, there is a blue header bar with the 'BMC Biology' logo, navigation links like 'HOME', 'LOGOUT', 'HELP', 'REGISTER', 'UPDATE MY INFORMATION', 'JOURNAL OVERVIEW', 'MAIN MENU', 'CONTACT US', 'SUBMIT A MANUSCRIPT', and 'INSTRUCTIONS FOR AUTHORS'. On the right side of the header, it says 'Role: Author' and 'Username: Maie03'. Below the header, the main content area has a left sidebar titled 'Author's Decision' and a right panel with the message 'Thank you for approving "Test Manuscript\_Institutional Sales".' Below this message are two links: 'View Publication Charges' and 'Main Menu'.

(27). All co-authors will receive an email to verify that they are contributing authors of the manuscript

The email is from 'Biomed Central Editorial Office <em@editorialmanager.com>' to 'me' at 11:53 (15 minutes ago). It includes a star icon and a reply/forward button. The subject is 'Original article for other authors entitled "Test Manuscript\_Institutional Sales"' and the body text reads: 'Authors: Verena Maier; Kelly Duoos'. The message continues with a greeting to the author, a note about co-authorship, and a link to verify the authorship: <http://bmcb.edmgr.com/l.asp?i=15295&l=4W2MJEXH>. It also provides a link for non-affiliated authors: <http://bmcb.edmgr.com/l.asp?i=15296&l=4YF0CJQZ>. The email ends with 'Thank you and kind regards,' and the BMC Biology contact information: 'BMC Biology Editorial', 'BMC Biology', and '<http://www.biomedcentral.com/bmcbio>'.