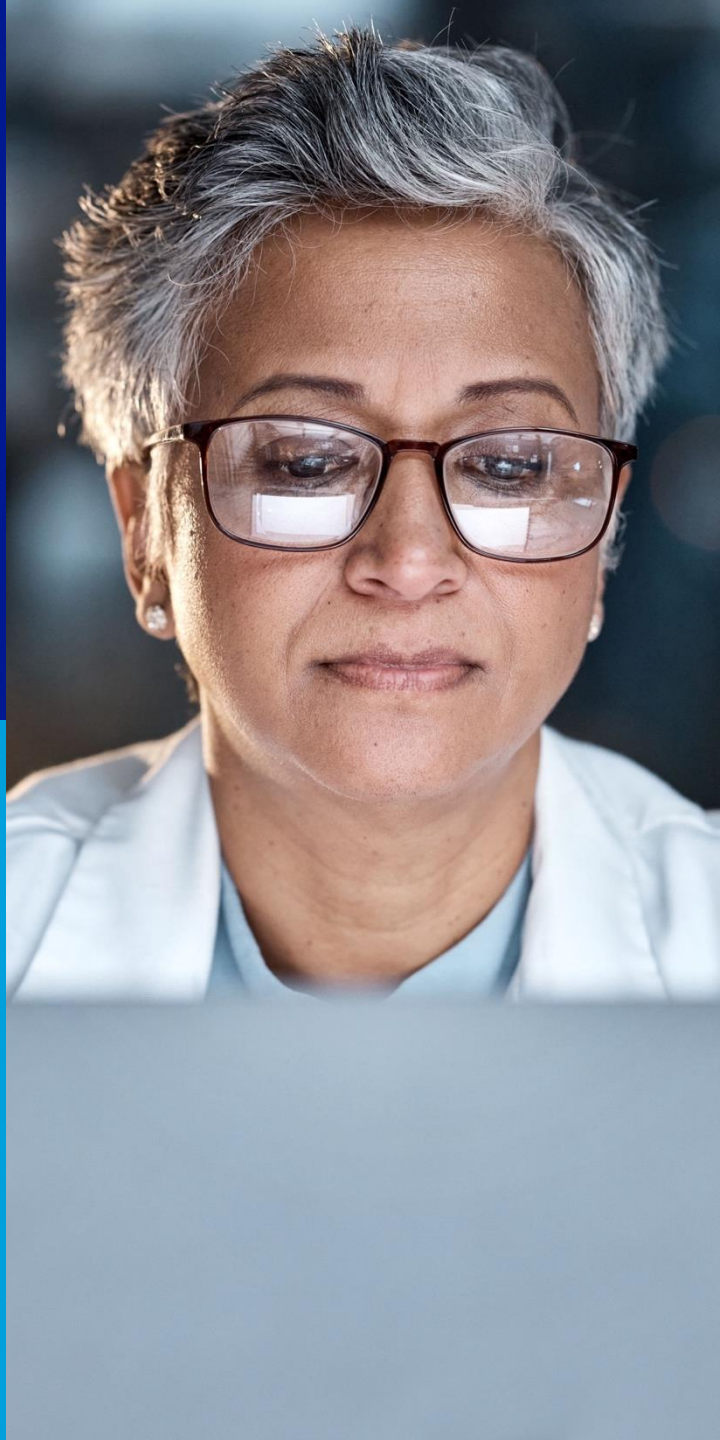
frontiers | Institutional Partnerships

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

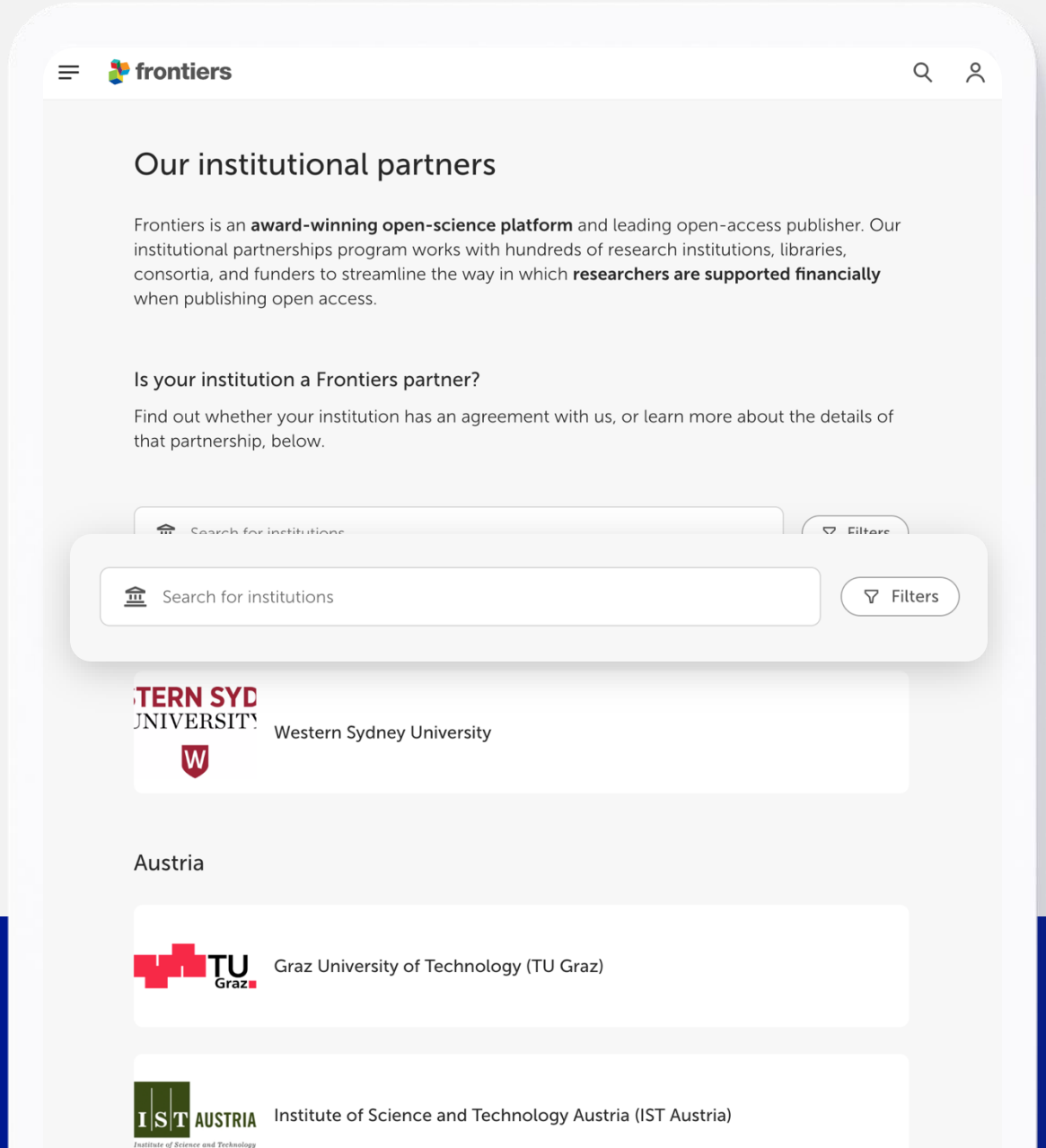
This document is a step-by-step that will walk you through Frontiers' submission system.

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.



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

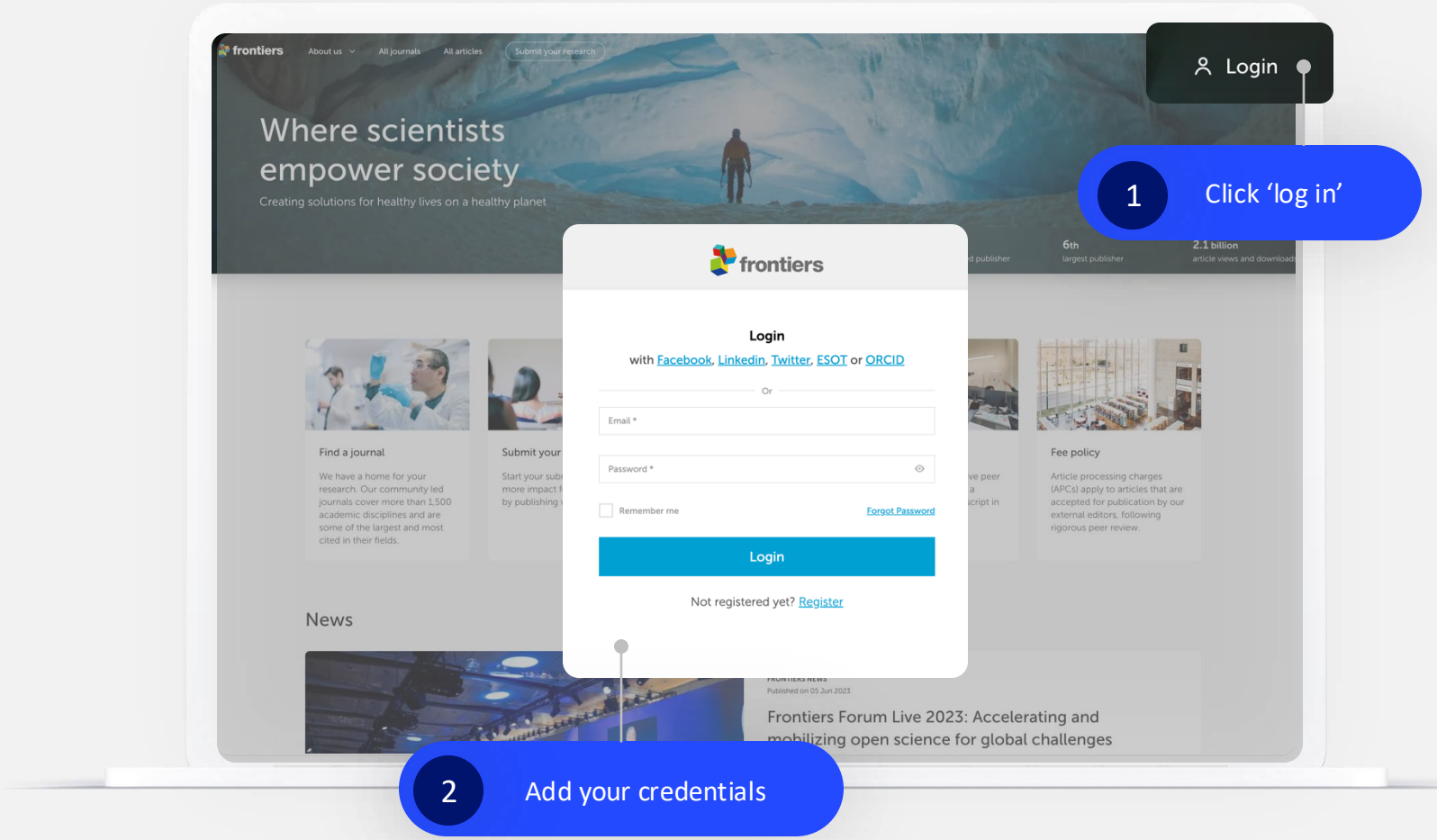
If you have grant funds available for covering your article's publishing fee, specify the funder name, funding information, and award number (if available).

Step 1

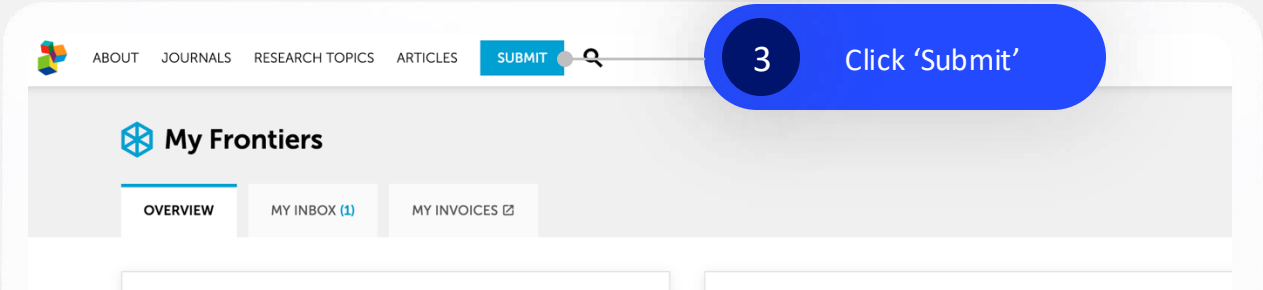
Log in to MyFrontiers

When in the Frontiers webpage, login to My Frontiers and click Submit to start your submission

ON FRONTIERSIN.ORG



ON FRONTIERSIN.ORG/MY-FRONTIERS



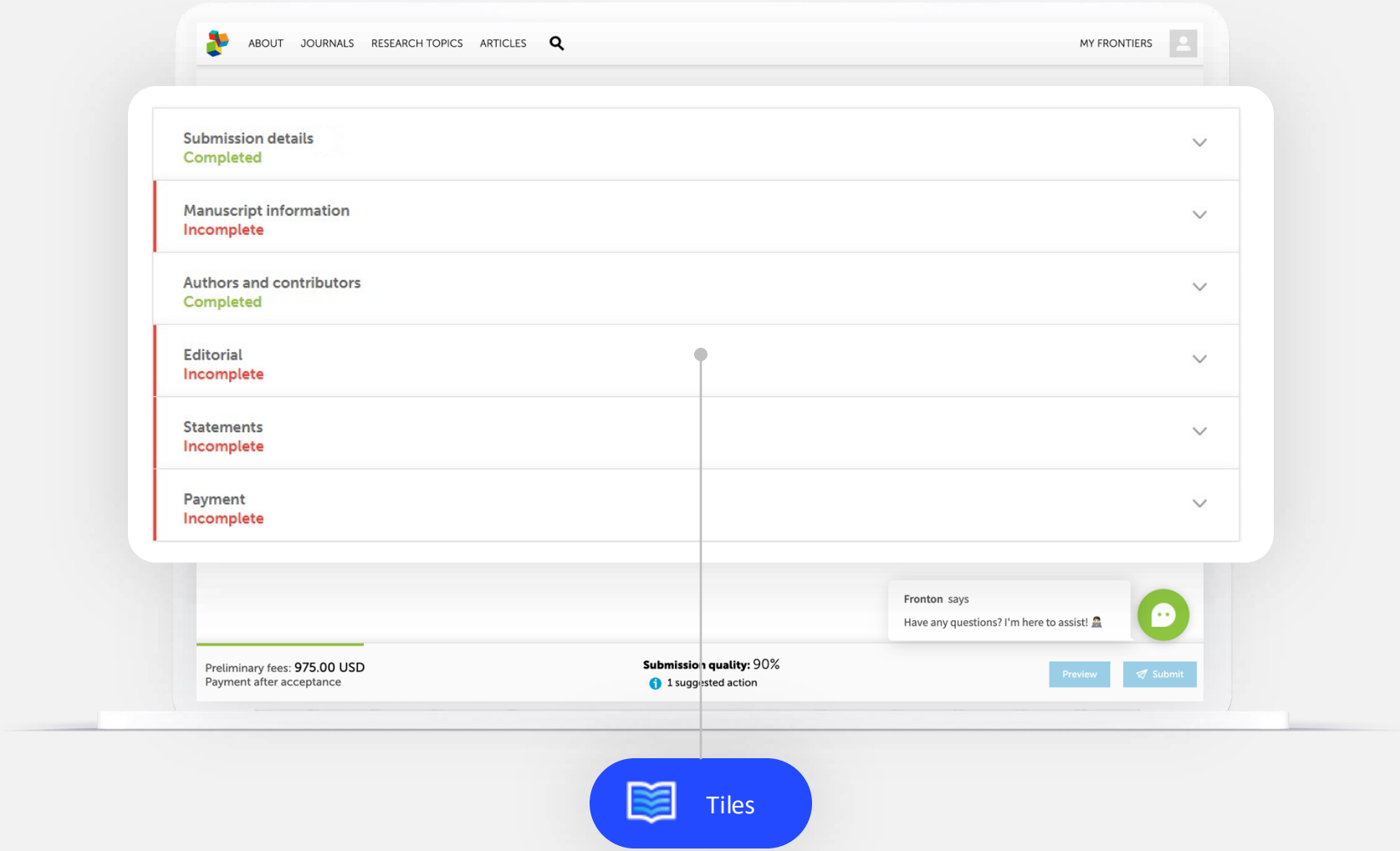
Step 2

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.



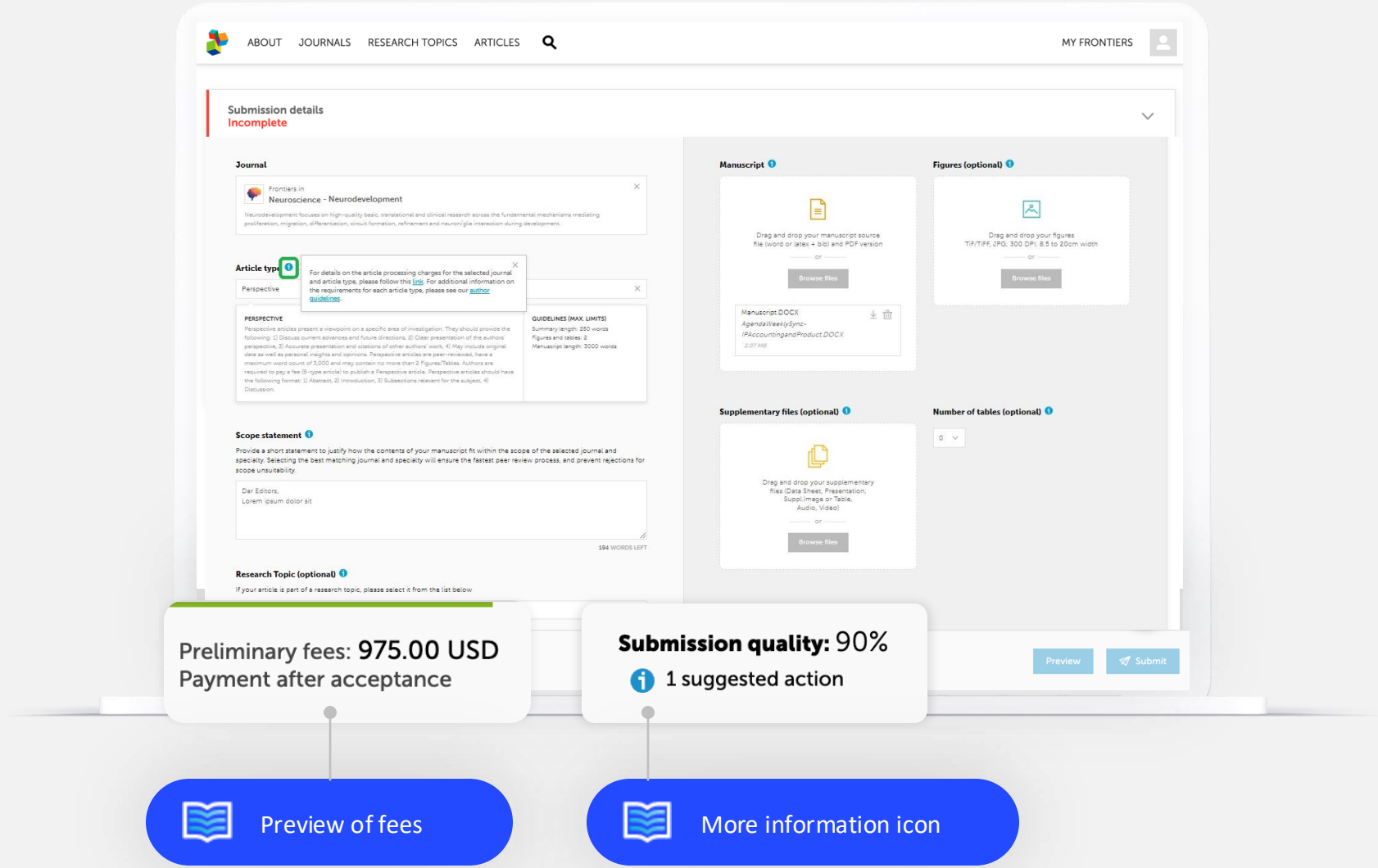
Step 3

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.

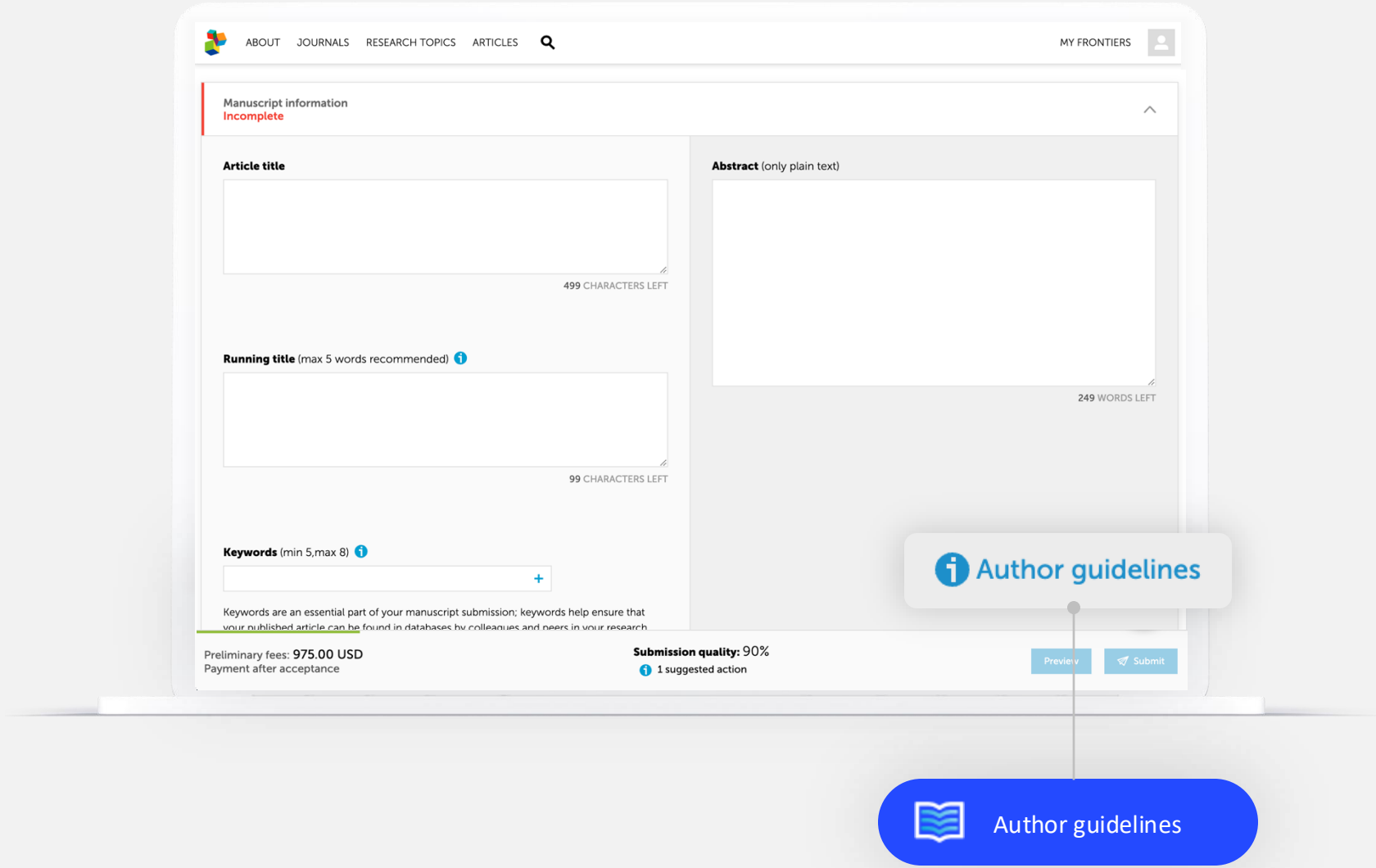
During your submission, you will find more information by clicking on the information icon.



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



Step 5

Fill in the authors and contributors tile

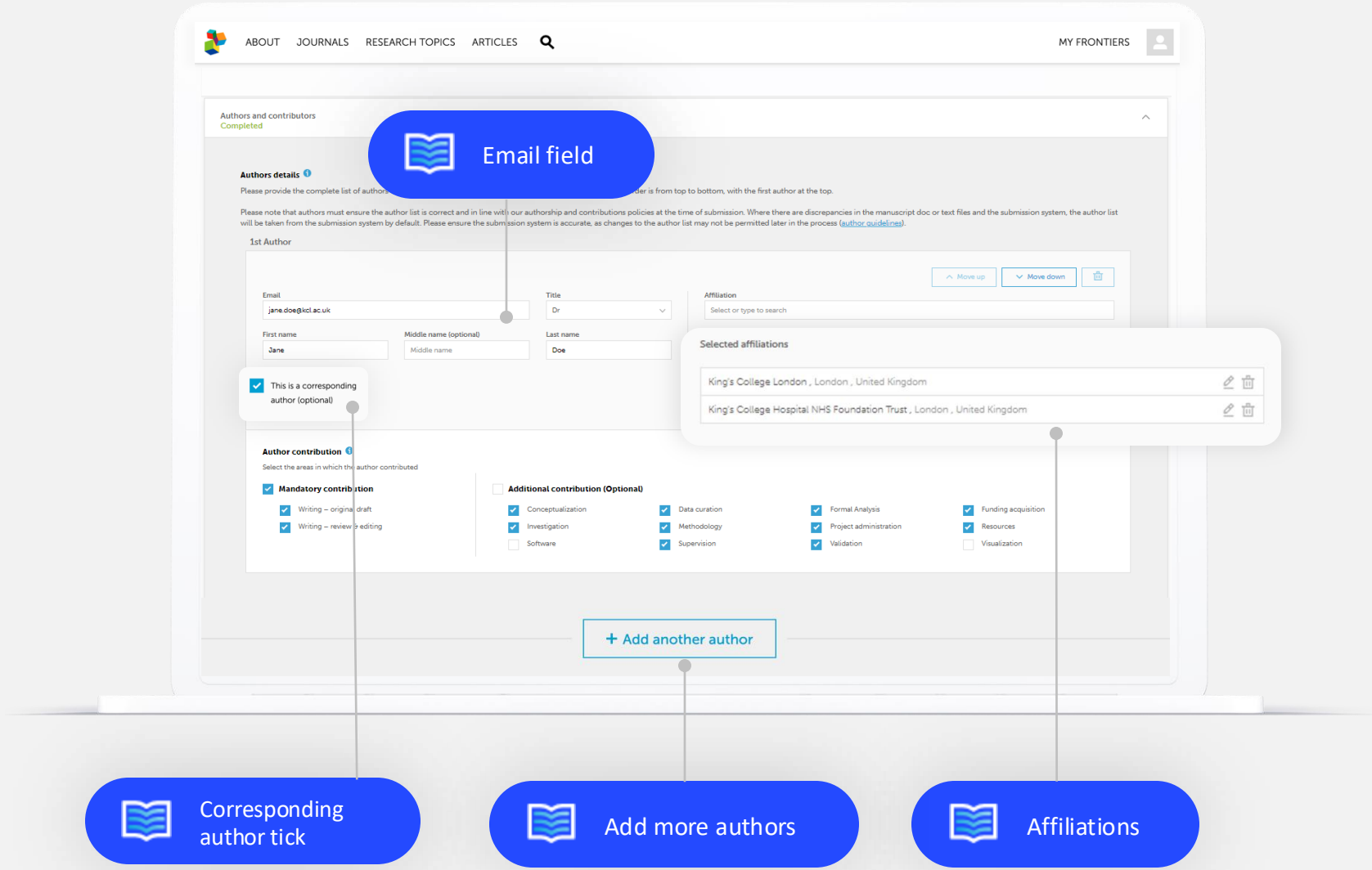
The corresponding author(s) email address and affiliation will be used to identify an existing institutional partnership(s).

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.



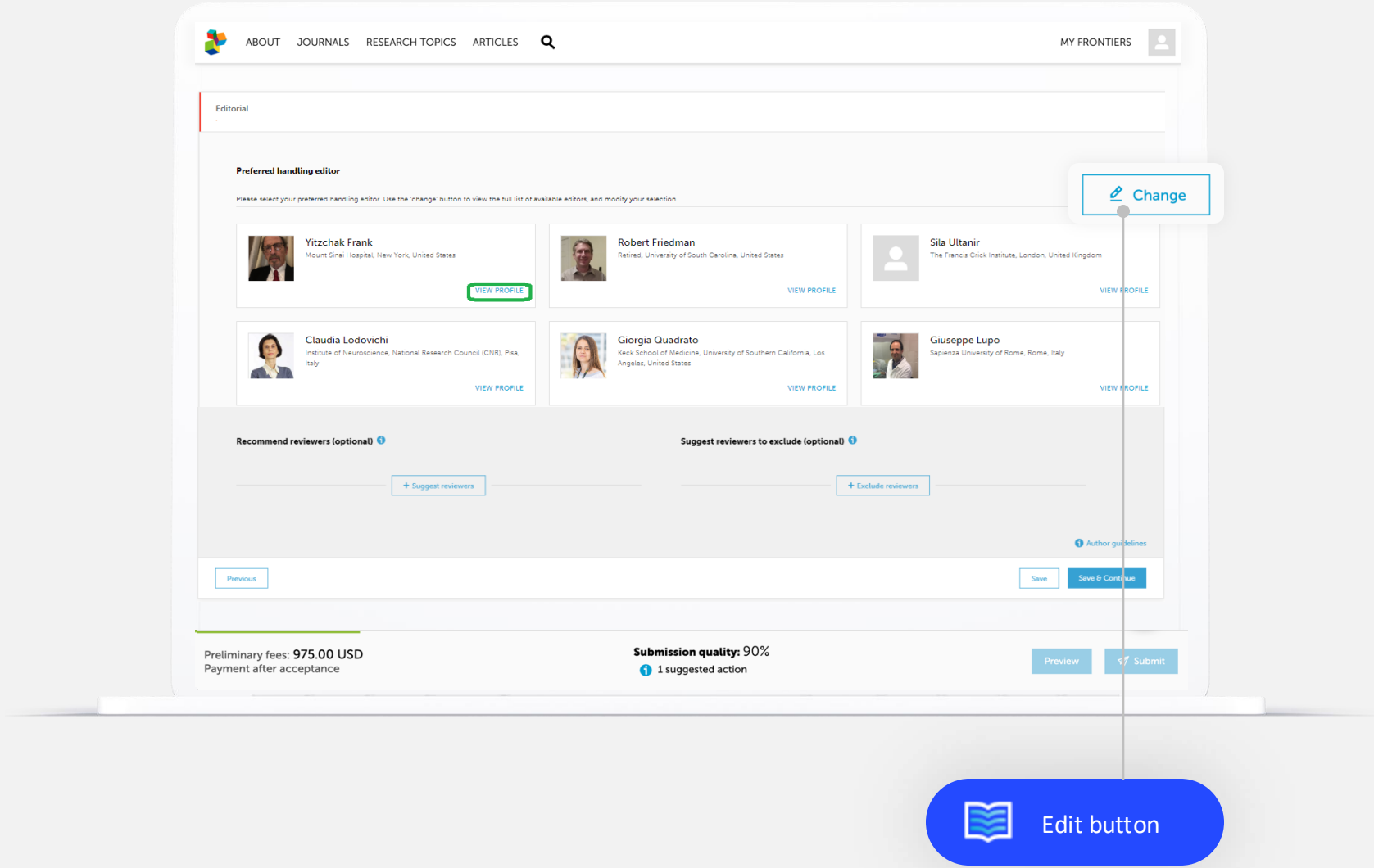
Step 6

Fill in the editorial tile

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

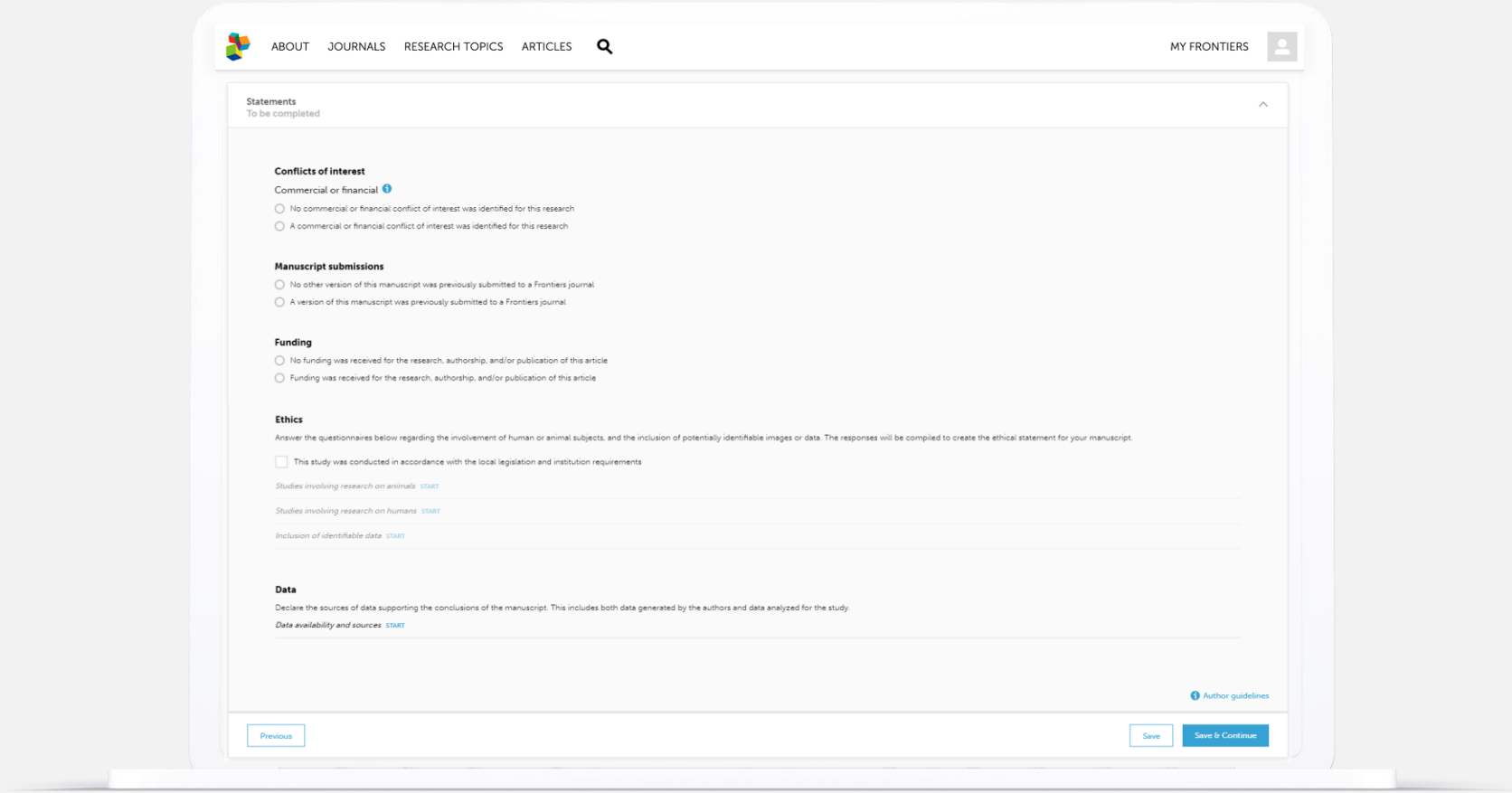
You can:

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



Step 7 A

Fill in the statement tile

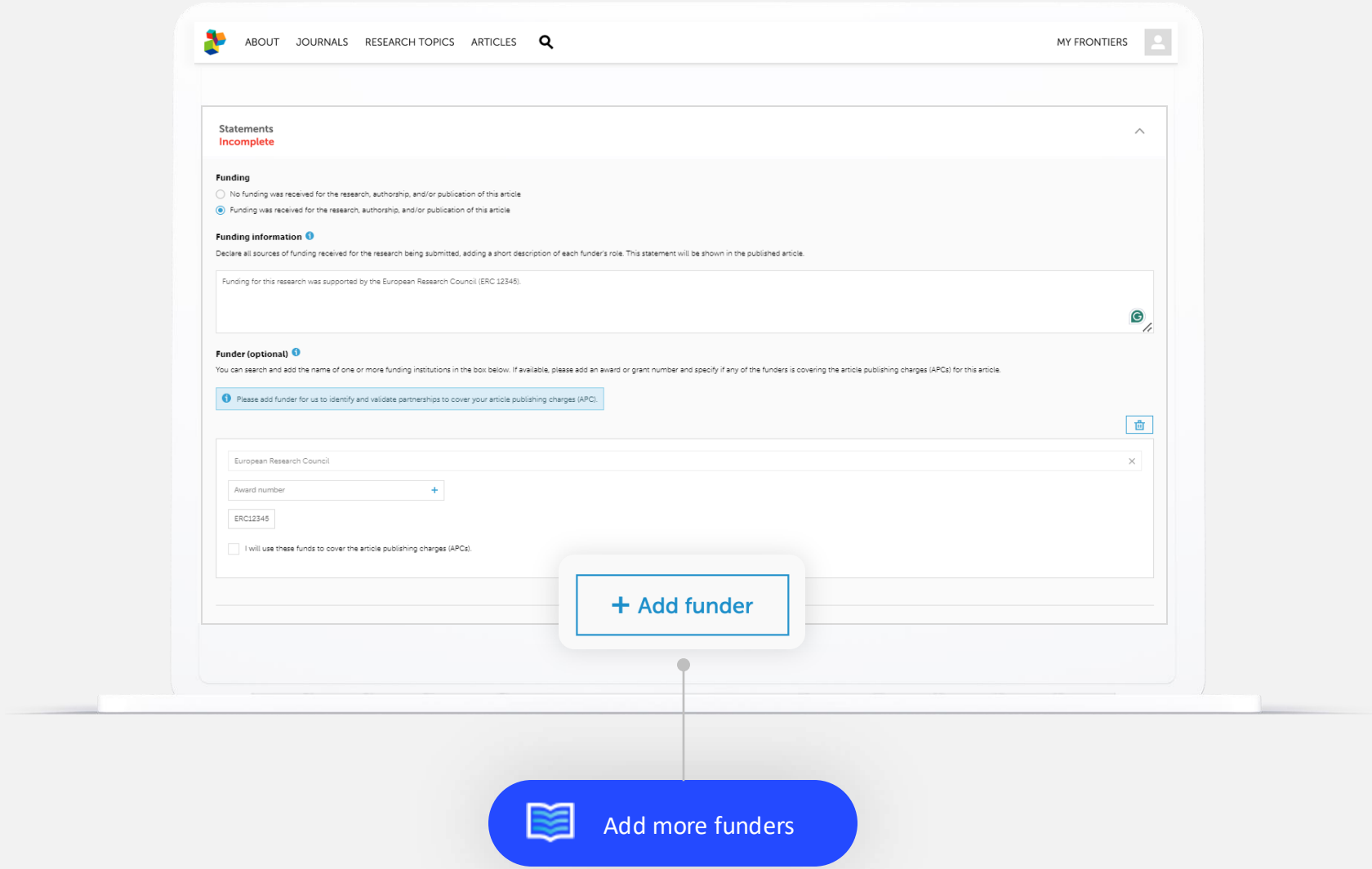


In this tile, you fill in statements regarding conflicts of interests, multiple submissions of the same manuscript, funding, ethics, and data.

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.



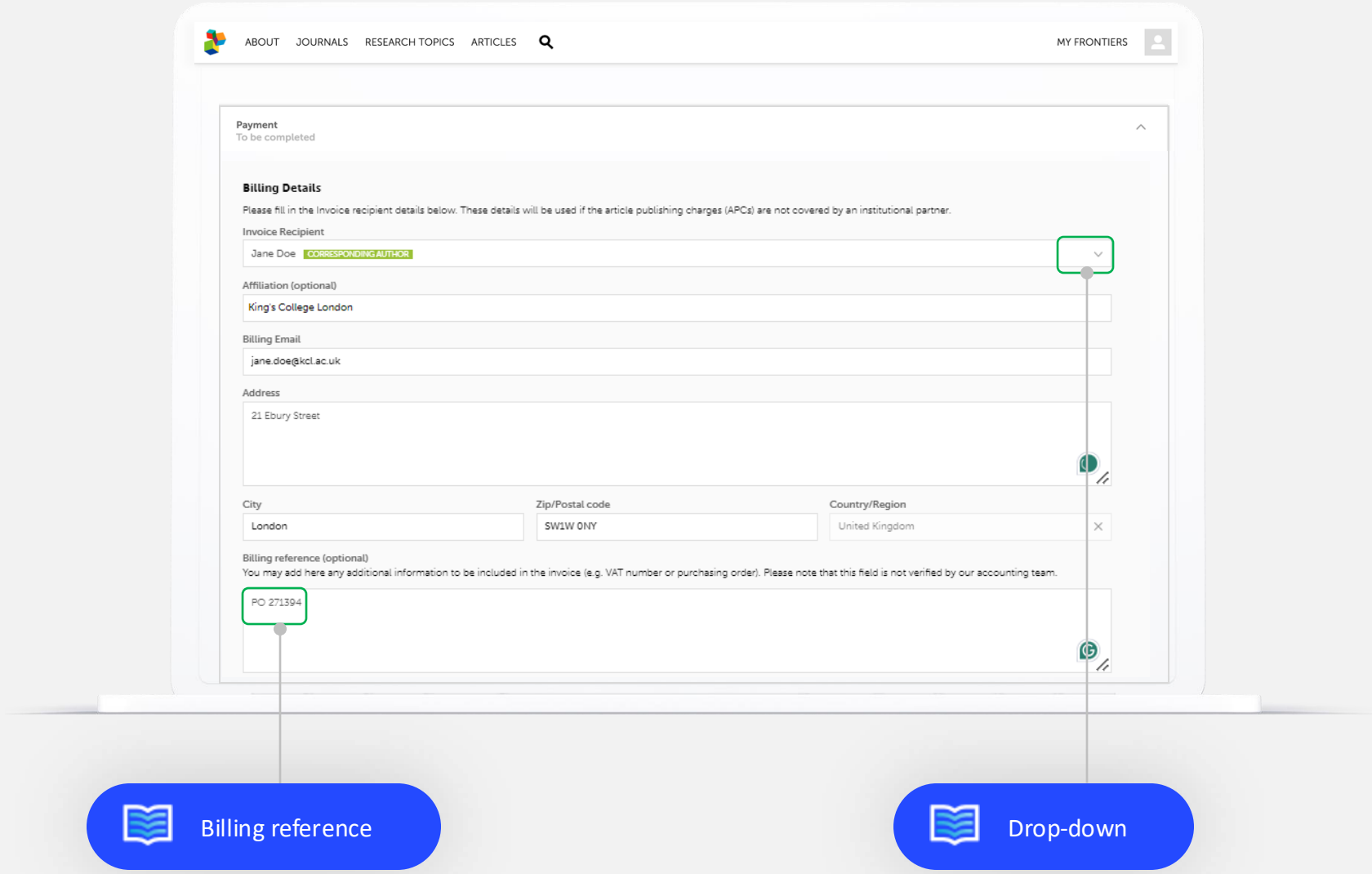
Step 8 A

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.



Step 8 B

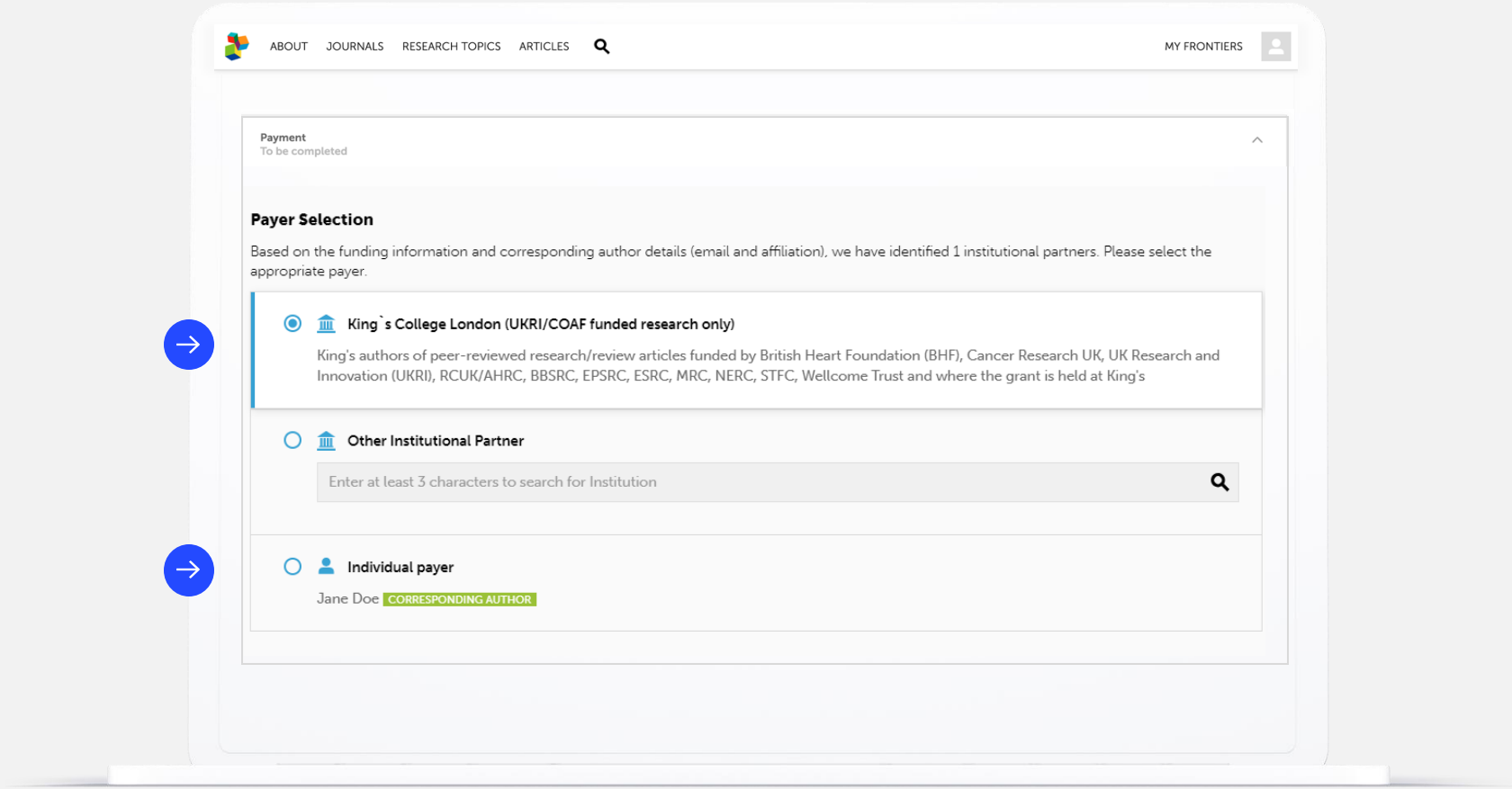
Fill in the payment tile

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.

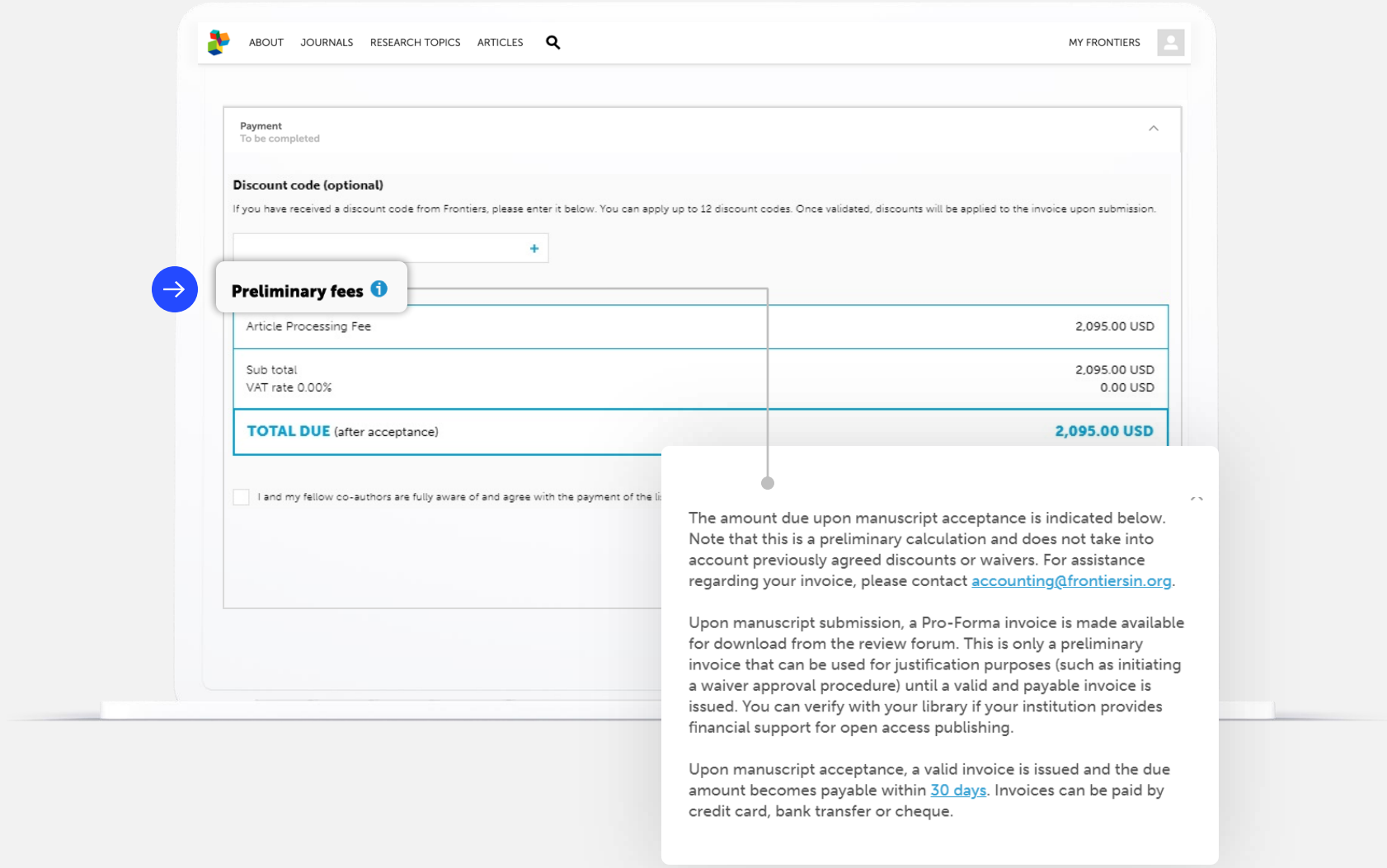


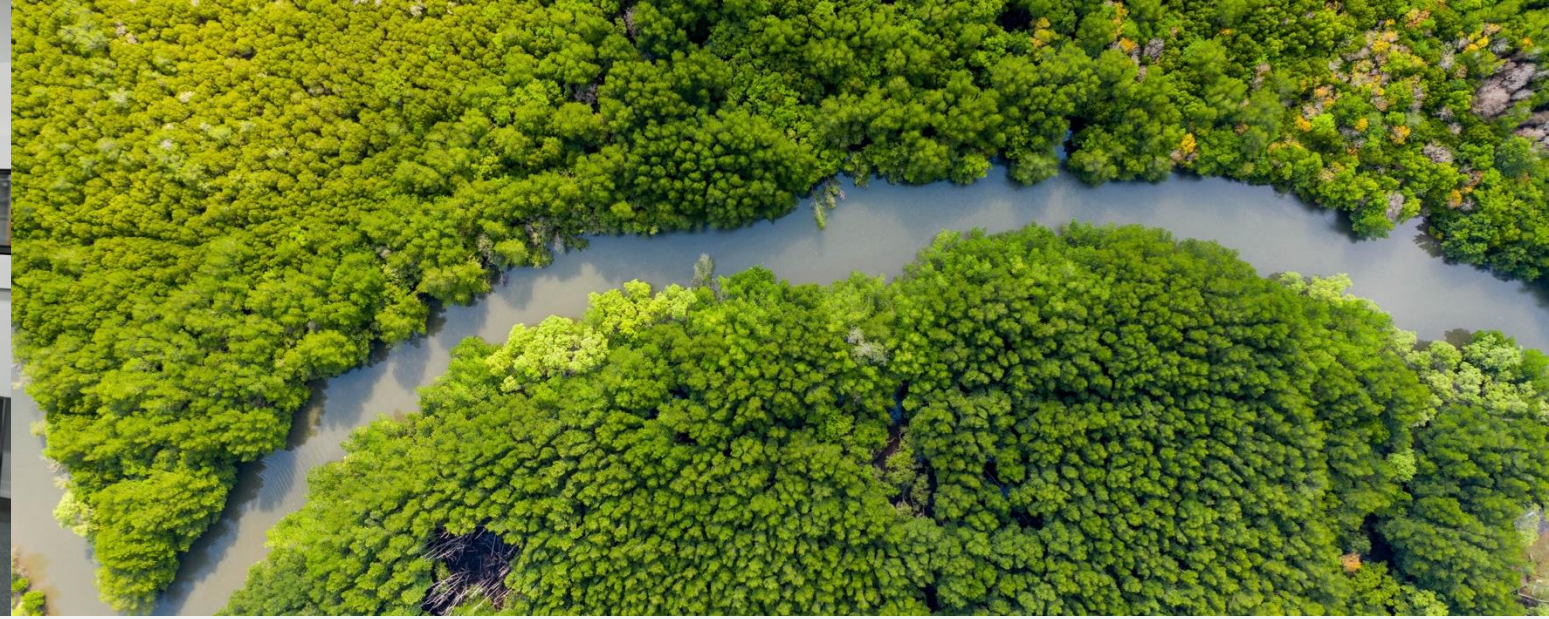
Step 8 C

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.





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

frontiers

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.

<table>
<tr><th></th><th>Article submitted</th><th>Initial validation</th><th>Peer review</th><th>Article accepted</th><th>Invoicing</th></tr>
<tr><td>Manuscript journey</td><td>Once your manuscript submission is completed, you will receive confirmation via email.</td><td>The manuscript must pass the initial quality checks to enter the peer review process.</td><td>Independent and Interactive review going on.</td><td>The peer review will lead to the article either being accepted for publication or rejected.</td><td rowspan="3">An invoice is issued to the recipient on the same day of the article acceptance. Editorially rejected articles incur no fees.

If your institution approved the fee payment, the invoice will be processed according to the agreement.

If your institution declined the fee payment, the invoice will be sent to the alternative invoice recipient at full price.</td></tr>
<tr><td>Fee coverage eligibility verification</td><td>N/A</td><td colspan="3">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.</td></tr>
<tr><td>Author(s) notification</td><td>Email notification: Article submitted</td><td>N/A</td><td>Email notification: Eligibility verified</td><td>Email notification: Article accepted</td></tr>
</table>

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.institutions@frontiersin.org

Application Support

For help with technical issues
support@frontiersin.org