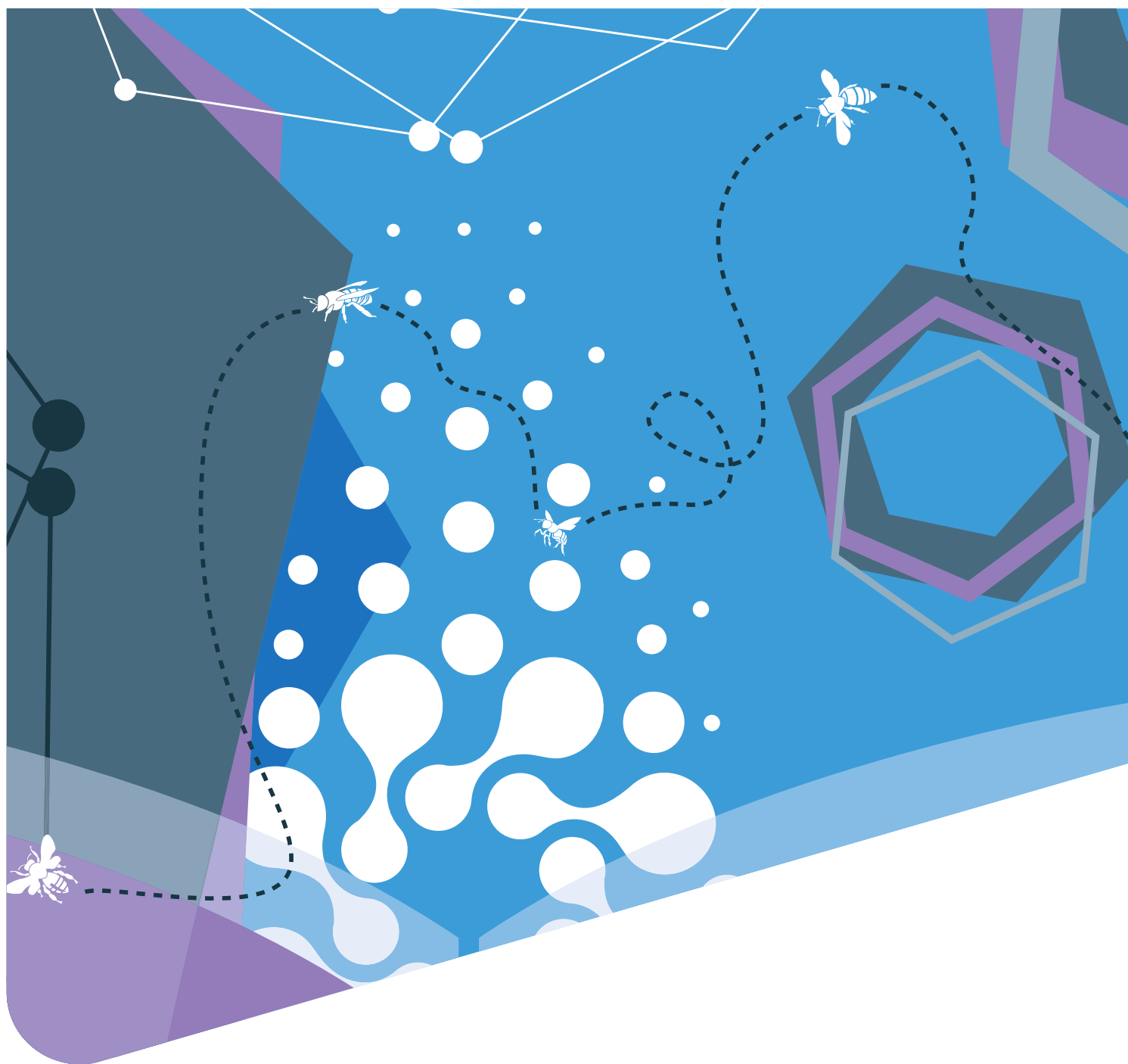




SUBMISSION GUIDELINES

For BMC members submitting articles to
a BMC or SpringerOpen journal

ADVANCING
DISCOVERY



Springer



BMC

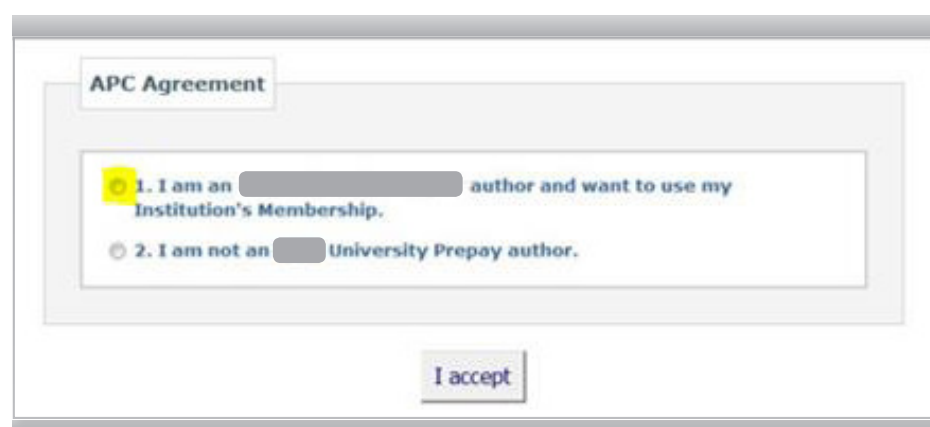
In partnership with Springer Nature

Author identification at article submission stage

Please note that the submission identification process remains unchanged, and is the determining factor of your author's eligibility.

If your membership is setup with IP recognition, the authors will be presented with the screen shown in Figure 1, and can confirm their institutional affiliation.

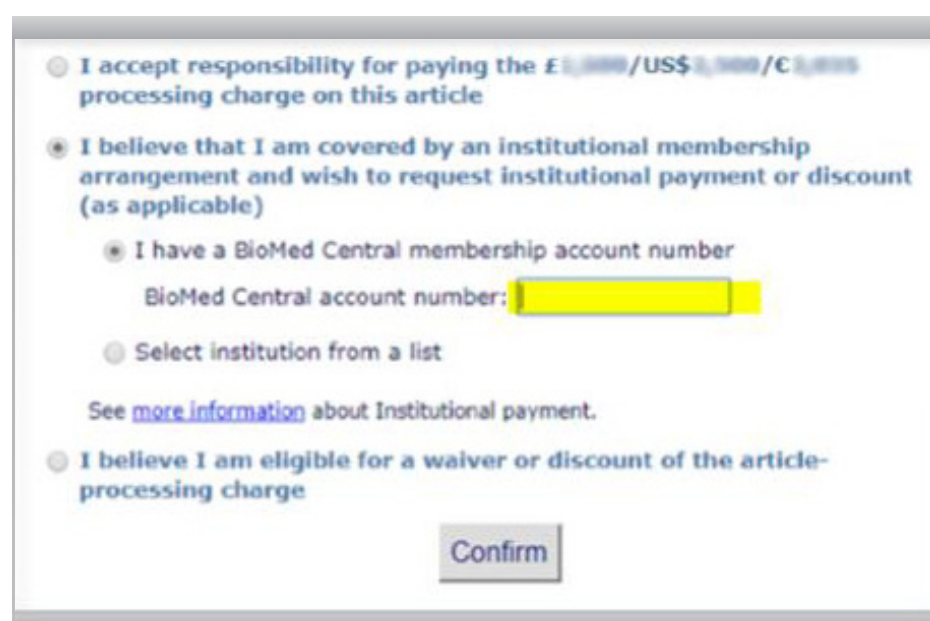
Figure 1



The screenshot shows a web form titled "APC Agreement". It contains two radio button options for author identification. The first option, "1. I am an [redacted] author and want to use my Institution's Membership.", is selected and highlighted with a yellow box. The second option is "2. I am not an [redacted] University Prepay author.". Below the options is a button labeled "I accept".

If your membership is set-up with a code, the authors will be requested to enter the code in the payment section of the submission process, as shown in Figure 2.

Figure 2



The screenshot shows a web form with several radio button options. The second option, "I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)", is selected and highlighted with a yellow box. Under this option, there are two sub-options: "I have a BioMed Central membership account number" (which is also selected and highlighted) and "Select institution from a list". The "I have a BioMed Central membership account number" option includes a text input field labeled "BioMed Central account number:" followed by a yellow box. Below these options is a link: "See [more information](#) about Institutional payment.". At the bottom of the form is a button labeled "Confirm".

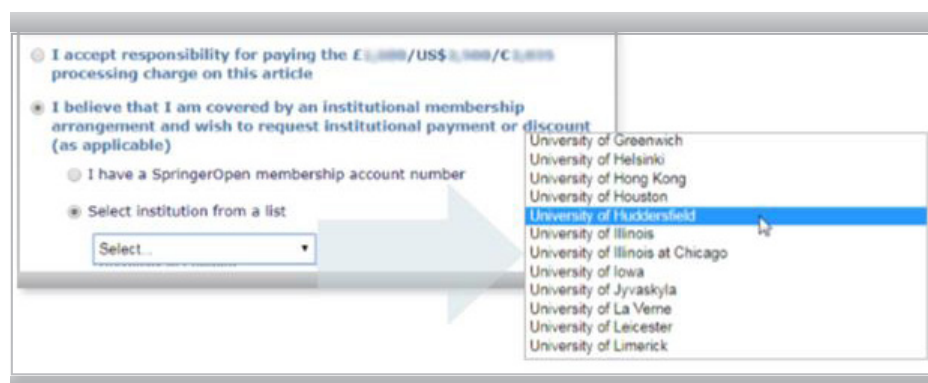
Springer Nature is in the process of optimising its workflows. Our aim is to make the process of article submission, acceptance, verification, and payment as simple as possible for all end-users.

We are currently operating on two systems. This means that, as a temporary measure, your submitting authors will have to identify themselves at submission (as per usual), as well as at acceptance.

This document will provide you with an overview of the submission-to-acceptance process.

The authors can also choose to select your institution from the drop down menu; their affiliation will then be assessed and they will be required to provide the membership code or a confirmation of affiliation from your institution (from the membership administrator), as shown in Figure 3.

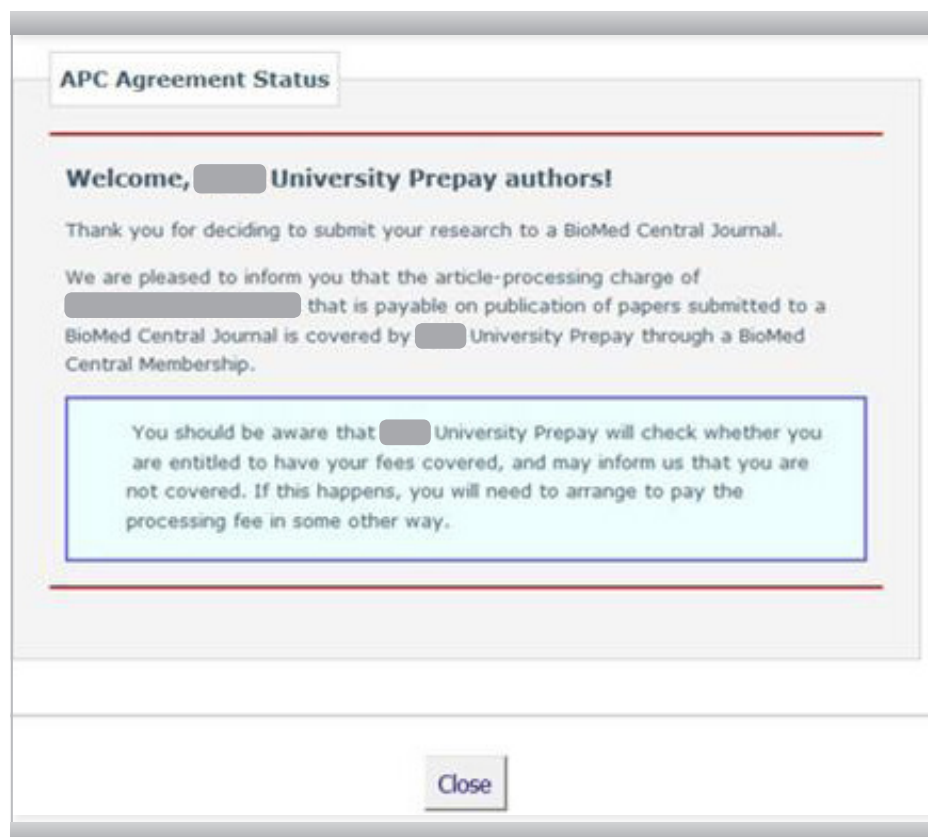
Figure 3



The screenshot shows a web form with two radio button options. The first option is selected: "I accept responsibility for paying the £1,000/US\$1,000/C\$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 the second option, there are two sub-options: "I have a SpringerOpen membership account number" and "Select institution from a list". The "Select institution from a list" option is selected, and a dropdown menu is open, showing a list of universities. A large grey arrow points from the dropdown menu to the list of universities. The list includes: University of Greenwich, University of Helsinki, University of Hong Kong, University of Houston, University of Huddersfield (highlighted in blue), University of Illinois, University of Illinois at Chicago, University of Iowa, University of Jyväskylä, University of La Verne, University of Leicester, and University of Limerick.

Once the payment section is completed, the authors will be able to finalise the submission process and will receive the message shown in Figure 4.

Figure 4



The screenshot shows a message box titled "APC Agreement Status". The message reads: "Welcome, [redacted] University Prepay authors! Thank you for deciding to submit your research to a BioMed Central Journal. We are pleased to inform you that the article-processing charge of [redacted] that is payable on publication of papers submitted to a BioMed Central Journal is covered by [redacted] University Prepay through a BioMed Central Membership." Below this, a light blue box contains the text: "You should be aware that [redacted] University Prepay will check whether you are entitled to have your fees covered, and may inform us that you are not covered. If this happens, you will need to arrange to pay the processing fee in some other way." At the bottom of the message box is a "Close" button.

Author identification at article acceptance stage

Please note the below changes and information requested at acceptance.

At acceptance, the authors will again be asked to verify their institutional identity. Authors affiliated to a BMC membership will automatically receive the message shown in Figure 5. They can ignore the message shown in the red box, and pay attention to the message next to the red arrow.

Figure 5

The screenshot shows a web browser window with the URL `payment.biomedcentral.com/eligibility/1240329658202427?institution-name=university+college+london`. The page title is "Verify your affiliation".

Which institution are you primarily affiliated to?

Dear [redacted]

We want to make sure you are not paying for something you might not have to.

Some articles are eligible for part or full coverage of the article-processing charge as part of an institutional open access agreement. [More information about Open Access agreements here.](#)

If you have already been granted a discount or waiver this is still valid, but you might still be eligible for coverage under this agreement.

Please enter your affiliation below to see if you are eligible.

Search for your institutional affiliation

university [redacted] **Search**

Progress

- Affiliation (checked)
- In Progress
- Complete

Your article

Article title [redacted]

Article ID [redacted]

Article type [redacted]

Journal Name [redacted]

Message in red box:

university [redacted]

Unfortunately your article is not eligible for any further discounts to your article-processing charge (APC) under Springer Nature's institutional agreements. [Find out more about open access agreements here.](#)

If however you have any other affiliations please feel free to

A BMC membership that has been recognised at submission will be granted and will stay as is. The identification at submission is the determining factor of your author's eligibility.

The reason for this is because the identification process at acceptance is meant for certain types of agreements, and not BMC Memberships. As such, those who are affiliated with BMC Membership accounts will receive the above message and will be granted their original submission payment selection method (a payment under your institutional BMC membership).

For more information, contact us:
memberships@springernature.com

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