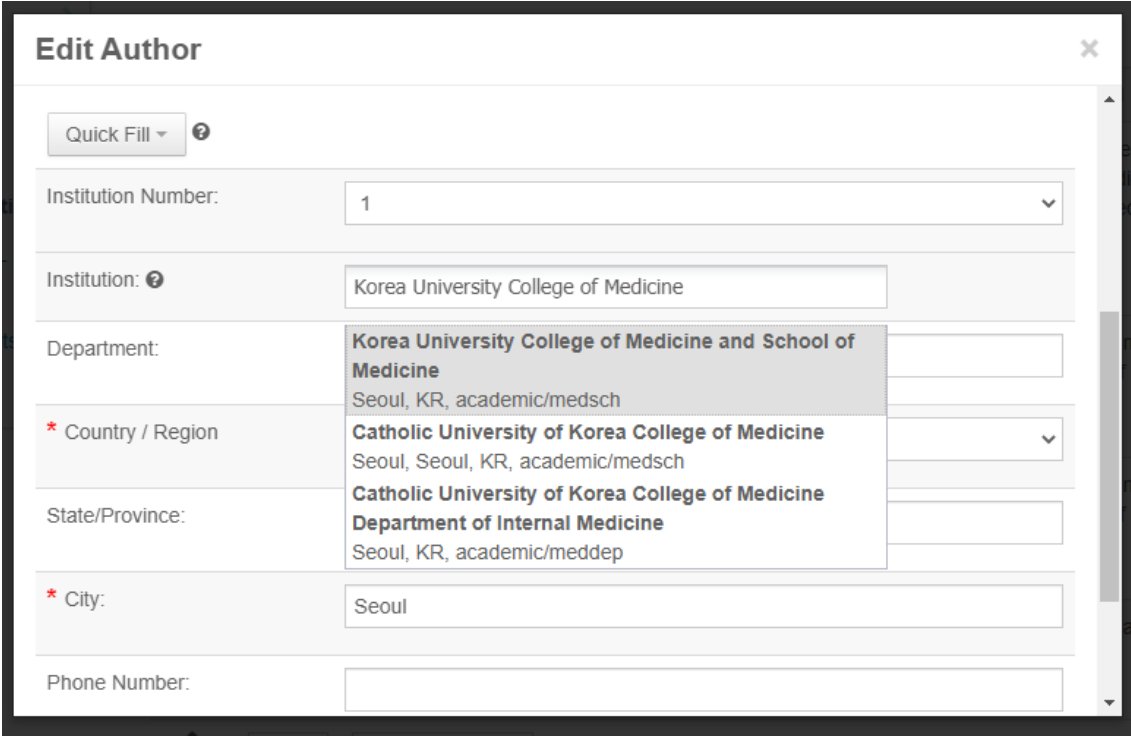


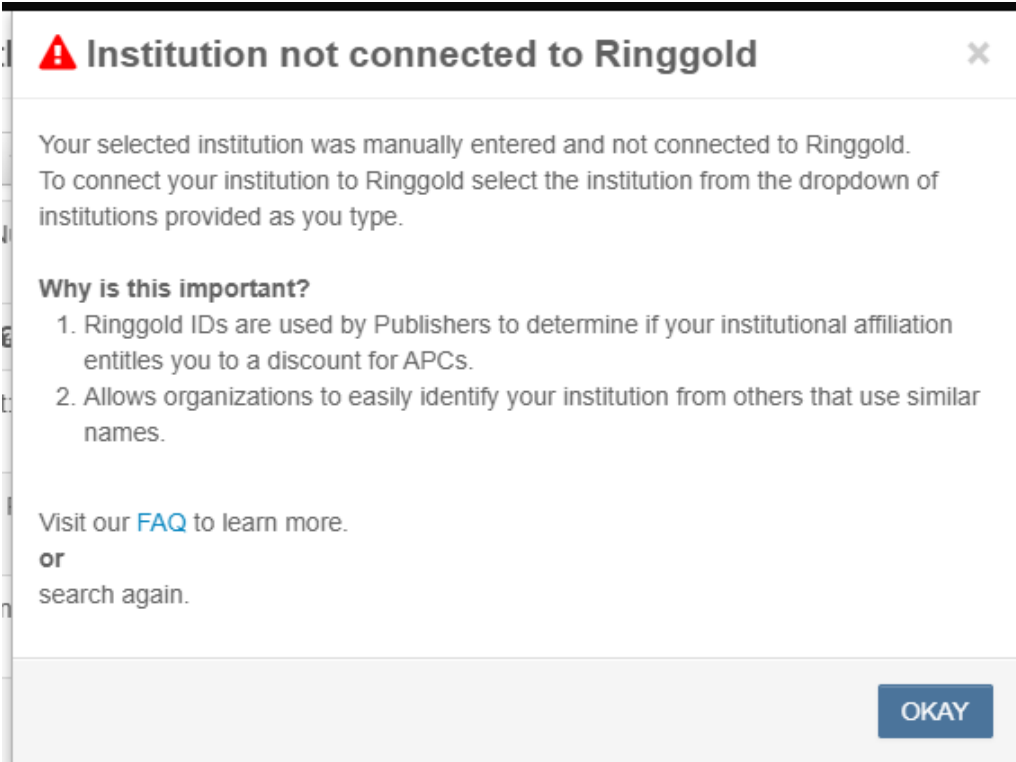
- 1) Authors are required to select the correct institution during the submission process. When submitting a manuscript one of the sections is 'Authors & Institutions'. Here they are given the option to add their institution. When entering their institution's name, it searches the Ringgold database and shows organisations that match, as show below.



The screenshot shows the 'Edit Author' form with the following fields and values:

- Quick Fill** (dropdown menu)
- Institution Number:** 1
- Institution:** Korea University College of Medicine
- Department:** Korea University College of Medicine and School of Medicine
Seoul, KR, academic/medsch
- * Country / Region:** Catholic University of Korea College of Medicine
Seoul, Seoul, KR, academic/medsch
- State/Province:** Catholic University of Korea College of Medicine
Department of Internal Medicine
Seoul, KR, academic/meddep
- * City:** Seoul
- Phone Number:** (empty)

- 2) Authors would need to choose the top one. However, if they do not specifically click on the name in the drop down it will not be 'validated'. If for example, they entered the name and then just clicked elsewhere, they would receive this message:



⚠ Institution not connected to Ringgold

Your selected institution was manually entered and not connected to Ringgold. To connect your institution to Ringgold select the institution from the dropdown of institutions provided as you type.

Why is this important?

1. Ringgold IDs are used by Publishers to determine if your institutional affiliation entitles you to a discount for APCs.
2. Allows organizations to easily identify your institution from others that use similar names.

Visit our [FAQ](#) to learn more.
or
search again.

OKAY

- 3) If this happens it will not be picked up by the membership. Authors can tell whether an institution has not been validated as it will have a yellow triangle with an exclamation mark in it, as shown below.

Edit Author ✕

Quick Fill ?

Institution Number:

Institution: ? ⚠ Korea University College of Medicine ✕

Department:

* Country / Region

State/Province:

* City:

Phone Number: