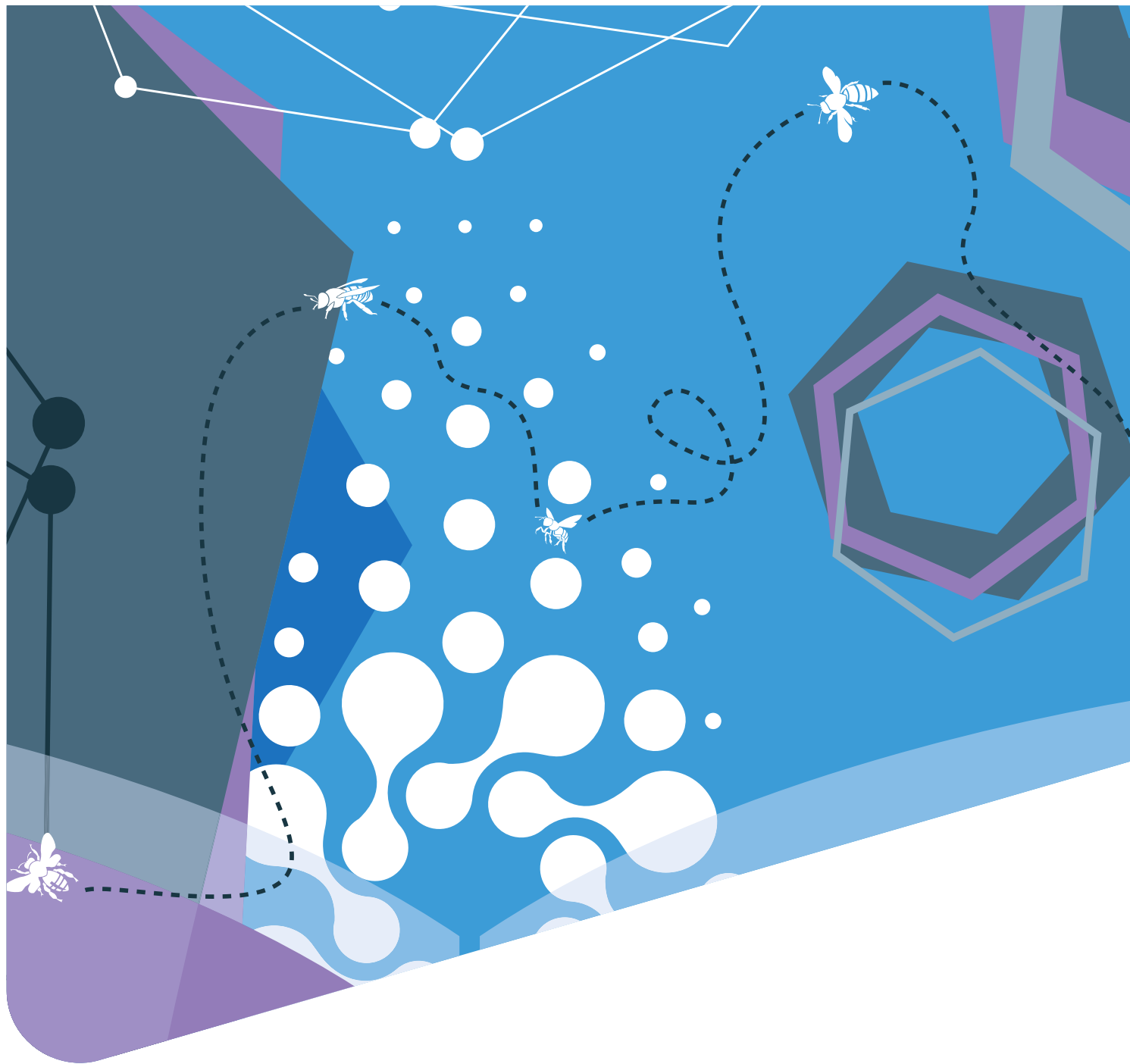


Illustration inspired by the work of Jean-Claude Bradley



# SUBMISSION GUIDELINES

For BMC members submitting articles to a BMC or SpringerOpen journal

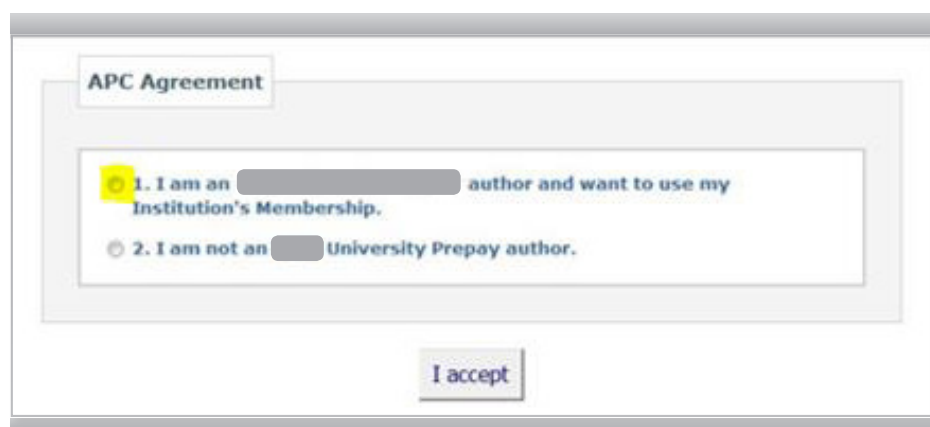


# Author identification at article submission stage

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



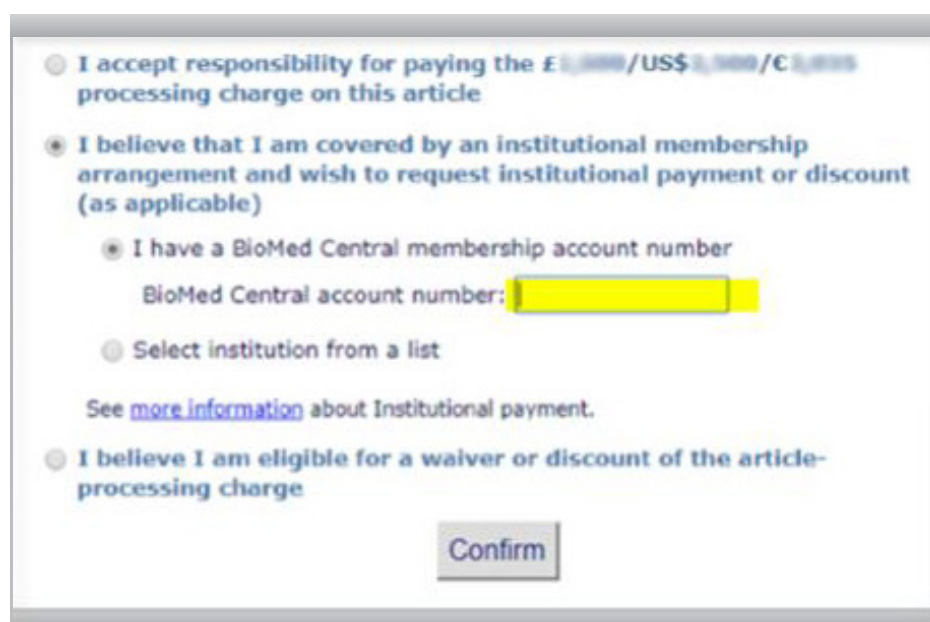
The screenshot shows a form titled "APC Agreement". It contains two radio button options:

- 1. I am an [redacted] author and want to use my Institution's Membership.
- 2. I am not an [redacted] University Prepay author.

At the bottom of the form 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 form with several radio button options:

- I accept responsibility for paying the £1,000/US\$1,000/€1,000 processing charge on 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: [redacted]
  - Select institution from a list
- I believe I am eligible for a waiver or discount of the article-processing charge

Below the options is a link: See [more information](#) about Institutional payment.

At the bottom of the form is a button labeled "Confirm".

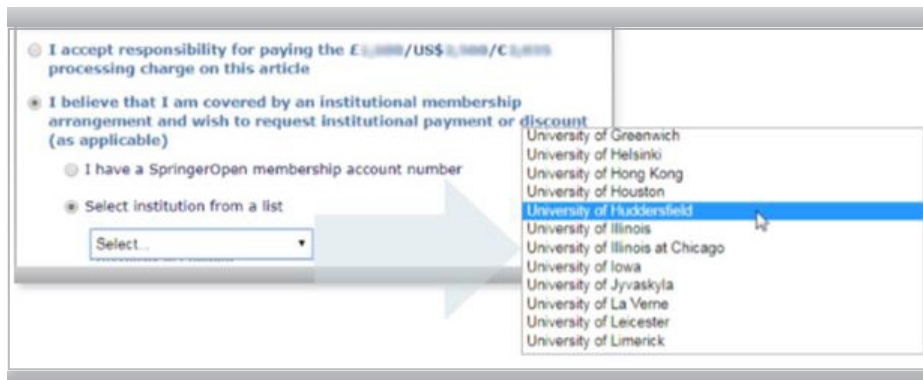
Springer Nature is in the process of optimising its workflows. Our aim is to make the process of article submission, acceptance, verification, and payment as simple as possible for all end-users.

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.

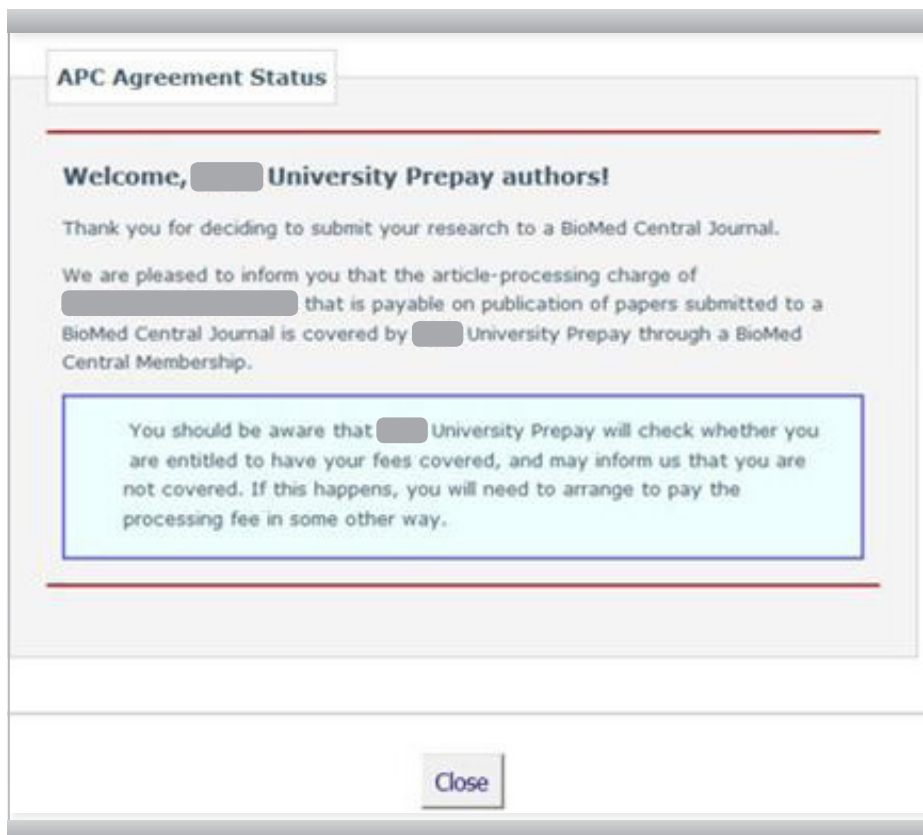
Figure 3



The screenshot shows a form with two radio button options. The first option is selected: "I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)". Below this, there are two sub-options: "I have a SpringerOpen membership account number" (unselected) and "Select institution from a list" (selected). A dropdown menu is open under "Select institution from a list", showing a list of universities. A large grey arrow points from the dropdown menu to the right. The list of universities 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



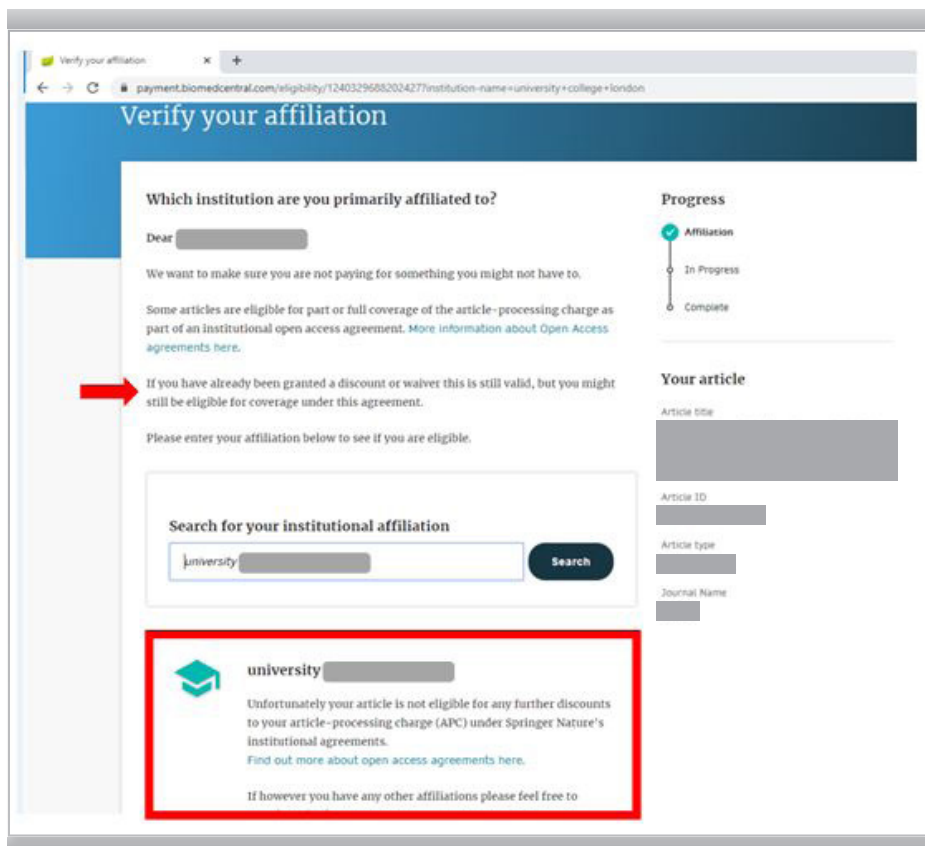
The screenshot shows a message titled "APC Agreement Status". The message is addressed to "University Prepay authors!" and thanks them for submitting research to a BioMed Central Journal. It states that the article-processing charge of [redacted] is covered by [redacted] University Prepay through a BioMed Central Membership. A light blue box contains a warning: "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 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



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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