Short Version
When in the Editorial Manager submission system for all PLOS journals:

1. Login as an author.
2. Indicate what kind of manuscript you're submitting. Progress-bar navigation will appear that allows you to jump to any part of the submission process.
3. Jump to “Additional Information” in the navigation bar →
4. Scroll to “Publication Fees” →
5. Answer with 2nd Radio Button: My institution will full or partially pay →
6. Select institution name from drop down

Submission Instructions for All Titles
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Steps to correctly select your institution

3. Within the “Additional Information” page, scroll to “Publication Fees”

4. Select second radio button “My institution will fully or partially pay the fee...”
5. Select your institution from the drop down menu.

*Please select a response:
- Rice University - C02230
- ZHAW Zurich University of Applied Sciences - C02067/50
- Semmelweis University - C01856/50
- Amsterdam University of Applied Sciences - C01872
- Bielefeld University - C01013
- Bill & Melinda Gates Foundation - C01898

**PLOS Neglected Tropical Diseases will have one more confirmation step during submission where the author will agree to the publication fee pending acceptance. (This will be $0 if an institutional agreement exists).**

Select your institution’s name from the drop down menu.

Once you make a selection, *no further action is required*. No more drop downs or text boxes will appear.
For Biology, Medicine, and Sustainability & Transformation Only

“Quote” is automatically generated by CCC RightsLink at time of submission. The quoted fee should total $0 if the institutional affiliation has been properly done during the submission process. This serves as a helpful final check to ensure that the self-affiliation has properly paired your manuscript with your institution’s publishing agreement.
That’s it!

Questions from authors?

authorbilling@plos.org

Questions from libraries?

institutionalaccounts@plos.org