

Submission Process - BMC Biology

Please note that some steps of the submission process might slightly vary depending on the journal

1. Select Journal on BMC/SpringerOpen homepage and click on "Submit a Manuscript"

The screenshot shows the BMC Biology journal homepage. At the top, there is a blue banner with the text "Try out the new beta version of our site" and a "Take me there" button. Below this is a featured article banner for "Beyond Mendel: modeling in biology" with guest editors Arthur Lander and Ewa Paluch. The page includes a navigation bar with "Home", "Articles", "Authors", "Reviewers", "About this journal", and "My BMC Biology". A search bar is located in the top right, and a "Go" button is next to it. The main content area features a description of BMC Biology, a "Re-review opt-out" notice, and an "Editor" section for Miranda Robertson. A prominent graphic titled "What is Wrong With This Picture?" highlights a series of short cautionary articles on misleading figures, including topics like "Looking beyond bar charts", "Aberrant control groups", and "Rainbow colour scales". Below this, there is a "Selected articles" section with two featured articles: "Mitochondrial morphology and the respirosome" (Review & comment) and "Drosophila innate immunity: regional and functional specialization of prophenoloxidases" (Research). The right sidebar contains buttons for "Submit a manuscript", "Register", "Sign up for article alerts", "Contact us", and "Follow us on Twitter". At the bottom right, there are links to the "Journal App" on Google Play and the App Store, and an "ADVERTISEMENT" label.

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Beyond Mendel: modeling in biology
An article series
Guest Editors: Arthur Lander, Ewa Paluch

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BMC Biology is the flagship biology journal of the BMC series, publishing peer-reviewed research and methodology articles of special importance and broad interest in any area of biology, as well as commissioned reviews, opinion pieces, comment and Q&As on topics of special or topical interest.

Re-review opt-out In response to widespread frustration with delays to publication through iterative reviewing, we give our authors a choice (see our Editorial: [Q&A: Re-review opt-out and painless publishing](#)).

Editor
Miranda Robertson, BioMed Central

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What is Wrong With This Picture?
A series of short cautionary articles on misleading figures
New
Looking beyond bar charts
Aberrant control groups
Rainbow colour scales

Submit a manuscript

Register

Sign up for article alerts

Contact us

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Selected articles

Review & comment [Open Access](#)

Mitochondrial morphology and the respirosome
Werner Kühlbrandt
Macromolecular super-complexes that may have profound functional implications have emerged from new electron cryomicroscopic techniques applied to mitochondria and the respiratory chain. In a review of recent advances, Werner Keuhlbrandt

Research [Open Access](#)

Drosophila innate immunity: regional and functional specialization of prophenoloxidases
Jan Dudzic, Shu Kondo, Ryu Ueda, Casey Bergman, Bruno Lemaitre

Effects of sleep and wake on astrocytes: clues from molecular and ultrastructural studies
Michele Bellesi, Luisa de Vivo, Giulio Tononi,

Journal App

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2. Create an Editorial Manager account and login as author

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The Open Access Publisher

BMC Biology

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Password:

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3. Click on "Submit New Manuscript"

BMC Biology

em Editorial Manager

Role: **Author** Username: Maie03

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Author Main Menu

- [Manuscript Services](#)
- [Alternate Contact Information](#)
- [Unavailable Dates](#)

New Submissions

- [Submit New Manuscript](#)
- Submissions Sent Back to Author (0)
- Incomplete Submissions (0)
- Submissions Waiting for Author's Approval (0)
- Submissions Being Processed (0)

Revisions

- Submissions Needing Revision (0)
- Revisions Sent Back to Author (0)
- Incomplete Submissions Being Revised (0)
- Revisions Waiting for Author's Approval (0)
- Revisions Being Processed (0)
- Declined Revisions (0)

Completed

- Submissions with a Decision (0)

4. Choose article type - usually "Research Article"

The screenshot shows the BMC Biology Editorial Manager interface. The top navigation bar includes the BMC Biology logo, a menu with links for HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS, and the Editorial Manager logo with user information: Role: Author and Username: Maie03.

On the left, under the heading "New Submission", there are two buttons: "Select Article Type" (highlighted with a blue arrow) and "Enter Title".

The main content area is titled "Please Select an Article Type". It contains the following text:

Before submitting please make sure you have adhered to the journal's instructions for authors.

Choose the article type of your manuscript from the pull-down menu.

Below this text is a form with the label "Choose Article Type" and a dropdown menu currently set to "Research article". A "Next" button is located below the dropdown.

5. Enter full title of manuscript

The screenshot shows the BMC Biology Editorial Manager interface. The top navigation bar is identical to the previous screenshot, showing the BMC Biology logo, the navigation menu, and the Editorial Manager logo with user information: Role: Author and Username: Maie03.

On the left, under the heading "New Submission", the "Select Article Type" button is now checked with a blue checkmark, and the "Enter Title" button is highlighted with a blue arrow.

The main content area is titled "Please Enter The Full Title of Your Submission". It contains the following text:

Entering a Full Title is Required for Submission.

Enter the title of your submission. You cannot enter a submission without a title.

Below this text is a large text input field labeled "Full Title".

At the top right of the main content area, there is a link for "Insert Special Character".

At the bottom of the main content area, there are "Previous" and "Next" buttons.

6. Add additional authors of manuscript - Submitting author should remain as corresponding author

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 Role: Author Username: Maie03

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New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors**
- Funding Information
- Submit Abstract
- Additional Information
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

Please Add, Edit, or Remove Authors

Enter the authors of your manuscript by clicking 'Add author'. Please see our [Editorial Policies](#) for information on authorship criteria. Once more than one author has been added, you may reorder the authors by dragging and dropping the authors summary line to the correct position in the Current Author List. The first author of the manuscript may be indicated. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD). To change the corresponding author, enter the new corresponding author's name in the text boxes, and click the check box labelled 'Please select if this is the corresponding author'.

We acknowledge that the presentation of authorship is highly important for researchers, academics and practitioners. By proceeding with this submission you confirm that all author details are correct and that all authors have agreed to authorship and order of authorship for this manuscript. **We will not accept changes post-acceptance to the author list.** We reserve the right to investigate any attempted changes to the list of authors, at any stage during peer review or post-acceptance, with co-authors, their institutions and/or funders, consulting the Committee on Publication Ethics (COPE), as appropriate.

Current Author List

- Verena Maie
- + Add Another Author

Enter Author Details

Title*

Given/First Name*

Middle Name

Family/Last Name*

Academic Degree(s)

E-mail Address*

Country* Please choose a country

This is the corresponding author

7. Add Funder information if available or select "Funding information is not available"

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 Role: Author Username: Maie03

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New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Funding Information**
- Submit Abstract
- Additional Information
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

Funding Information

Funding Information is Required for Submission.

Please enter the funder name, grant number and the grant recipient. Authors listed in the dropdown menu were added during the Add/Edit/Remove Authors submission step. Click the '+' icon to add another funder. When you are finished, click the 'Next' button.

Funding Information is not available.

Current Funding Sources

- There are currently no Funding Sources
- + Add a Funding Source


Enter Funding Source Details

Find a Funder:

Award Number:

Grant Recipient:

8. Write or copy/paste abstract of manuscript



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Insert Special Character

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- ➔ **Submit Abstract**
- Additional Information
- Suggest Reviewers
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- Attach Files


Please Enter Abstract

Submitting an Abstract is Required for Submission.

Enter the abstract of your manuscript into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.

[Previous](#) [Next](#)

9. Enter additional information about your manuscript



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New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Submit Abstract
- ➔ **Additional Information**
- Suggest Reviewers
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Please respond to the questions/statements below.

Covering letter concerning your manuscript

Instructions
Answer
Required: Character Count: 0

Limit 20000 characters

Does your manuscript report data collected from humans or animals?

Answer
Required: Please select a response Yes No

Please select a response.

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Answer
Required: Please select a response Yes No

Please select a response.

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Please confirm that you have read BioMed Central's guidance on [competing interests](#) and included a statement of all financial and non-financial competing interests for yourself and on behalf of your co-authors under the 'Competing interests' heading of the 'Declarations' section of your manuscript.

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10. Suggest Reviewers

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- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Funding Information
- Submit Abstract
- Additional Information
- Suggest Reviewers**
- Oppose Reviewers
- Attach Files

Suggest Reviewers

If you wish, you may suggest potential reviewers for this submission.

Please note, your suggested reviewers should not be recent co-authors or colleagues who work in the same institution as any author of the manuscript. Intentionally falsifying information, for example, suggesting reviewers with a false name or email address, will result in the manuscript being rejected. Please see here for guidance on suggesting peer reviewers.

Use the fields below to give us contact information for each suggested reviewer. Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

A * indicates a required field.

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Middle Initial	<input type="text"/>
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Academic Degree(s)	<input type="text"/>
Position	<input type="text"/>
Institution	<input type="text"/> (max 450 characters)
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11. Attach manuscript and any additional files

BMC Biology

Editorial Manager

Role: Author Username: Maie03

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- Select Article Type
- Enter Title
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- Funding Information
- Submit Abstract
- Additional Information
- Suggest Reviewers
- Oppose Reviewers
- Attach Files**

Please Attach Files

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page. Please ensure that you **do not attach** any **confidential information**. The editor will contact you if these are required.

Please note that only additional files which are part of the submission and referred to in the main manuscript text should be uploaded (e.g. supporting data).


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Item	*Manuscript
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Enter a **Description** and then either choose files or drag and drop files.



Description	Manuscript
-------------	------------

Or Drag & Drop Files Here



No Items have yet been attached for this submission.

12. Build PDF for approval



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Role: Author Username: Maie03

New Submission

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- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Submit Abstract
- Additional Information
- Suggest Reviewers
- Oppose Reviewers
- ➔ **Attach Files**



Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *.

	Online		Online
*Manuscript	1	Table	0
Figure	0	Personal Covers	0
Supplementary Material	0		

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13. View publication charges



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For more information, see our [article processing charge FAQ](#).

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14. Request discount

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Title: Title
Journal: BMC Evolutionary Biology
Type: research article
Author: @ Customer Services

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Confirm

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- National Brain Research Centre (NBRC), Manesar
- National Cheng Kung University**
- National Health Research Institutes
- National Institute for Health and Welfare, THL
- National Institute of Parasitic Diseases, China CDC - Prepay Membership
- National Institutes of Health
- National Library of Medicine
- National Science Foundation - Thematic series for Journal of NeuroEngineering and Rehabilitation

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APC Agreement

Title: Title

Journal: BMC Evolutionary Biology

Type: research article

Author: @ Customer Services

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If your manuscript is accepted, you will be given the option of paying by credit card or invoice. If you believe that payment for your article is covered by an institutional membership arrangement, please let us know using the form below. In the case of genuine inability to pay, you should request a waiver of the processing charge now, also using the form below.

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APC Agreement

Title: Test Manuscript_Institutional Sales

Journal: BMC Biology

Type: research article

Author: Verena Maier



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16a. APC Agreement page will appear

APC Agreement Status

We are processing your waiver request and we will be in contact soon to let you know whether a waiver has been granted.

Close

16a. Author receives email to confirm process of discount

From: BioMed Central Institutions [institutions@biomedcentral.com]
To: Maier, Verena, BioMed Central Ltd.
Cc:
Subject: Payment request: MS ID 1297335581942459

Title : Test Manuscript_Institutional Sales
Authors : Verena Maier and Kelly Duoos
MS ID : 1297335581942459
Journal : BMC Biology
Article type: Research article

Dear Miss Maier

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email: institutions@biomedcentral.com

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Please click View Publication Charges to view and agree to the Publication Charges.

OK

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18 a. Institutions@biomedcentral.com send out below email to approve discount request. Author has to log back into Editorial Manager and proceed with submission

From: BioMed Central Institutions [institutions@biomedcentral.com] Sent: Wed 11/11/2015 1
To: Maier, Verena, BioMed Central Ltd.
Cc:
Subject: Supporter membership discount granted: MS ID 1297335581942459

Title : Test Manuscript_Institutional Sales
Authors : Verena Maier and Kelly Duoos
MS ID : 1297335581942459
Journal : BMC Biology
Article type: Research article

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1. Log into Editorial Manager - <http://www.editorialmanager.com/BMCB/>
2. Select the link 'Incomplete Submissions' within the 'New Submissions' section of the authors main menu screens
3. Then select the 'Edit Submission' link within the 'Actions' section

4. Select the 'View APC estimate' link

5. Agree to the APC on the APC payment agreement page

6. Complete submission

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I hope that you are happy with this, and are able to submit your manuscript to us for peer review.

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Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

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Please do not click the Back button

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23. As soon as PDF has been created; click on "Action Links" and "View Submission"

The screenshot shows the BMC Biology Editorial Manager interface. At the top, there is a navigation bar with links for HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user's role is 'Author' and the username is 'Maie03'. The main content area is titled 'Submissions Waiting for Approval by Author Verena Maier'. It contains instructions on what to do if no actions appear, how to use the 'Edit Submission' link, and how to use the 'Remove Submission' link. Below the instructions is a table with one submission entry. The table has columns for Action, Title, Date Submission Began, Status Date, and Current Status. The submission is titled 'Test Manuscript_Institutional Sales' and has a status of 'Needs Approval'. There is also a link for 'Action Links'.

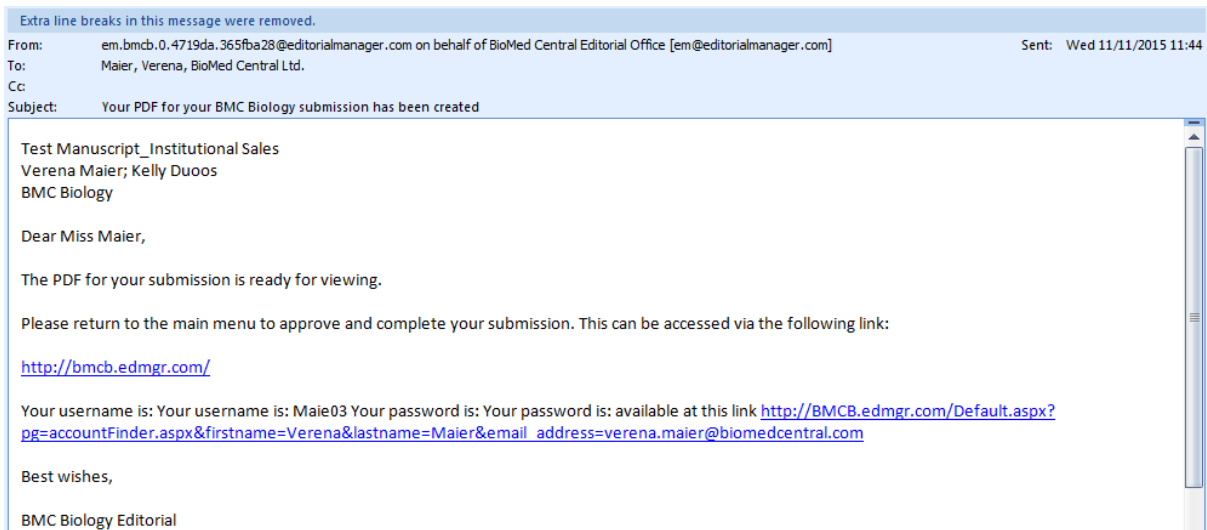
Action	Title	Date Submission Began	Status Date	Current Status
Action Links	Test Manuscript_Institutional Sales	10 Nov 2015	11 Nov 2015	Needs Approval

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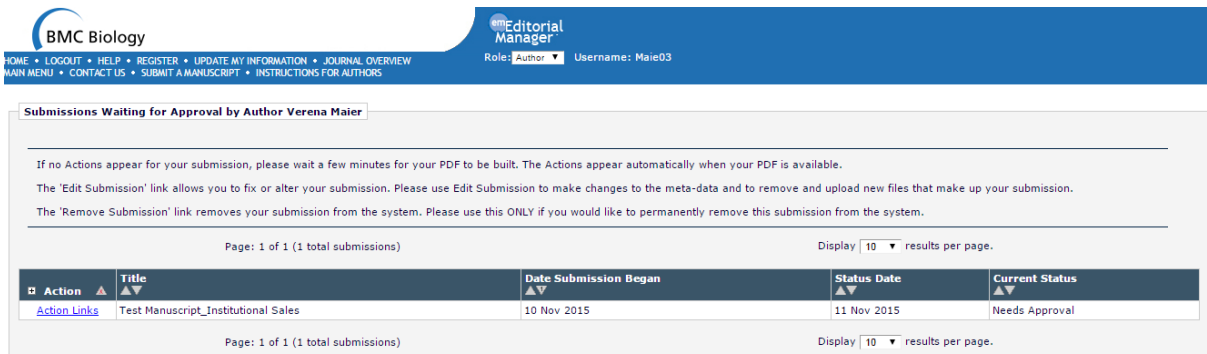
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25. After PDF has been viewed, researcher has to click on "Action Links" and "Approve Submission"



26. Final page of submission process; Author also receives a confirmation email from @editorialmanager.com



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(27). All co-authors will receive an email to verify that they are contributing authors of the manuscript

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11 Nov 2015

Original article for other authors entitled "Test Manuscript_Institutional Sales"
Authors: Verena Maier; Kelly Duoos

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