

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 series titled "Beyond Mendel: modeling in biology" with guest editors Arthur Lander and Ewa Paluch. The page includes a search bar with "BMC Biology" entered and a "Go" button. A navigation menu contains "Home", "Articles", "Authors", "Reviewers", "About this journal", and "My BMC Biology". The main content area features a description of the journal, a "Re-review opt-out" notice, and an "Editor" section for Miranda Robertson. A prominent graphic titled "What is Wrong With This Picture?" highlights issues with misleading figures. On the right, there are buttons for "Submit a manuscript", "Register", "Sign up for article alerts", and "Contact us", along with a "Follow us on Twitter" link. The "Selected articles" section displays two articles: "Mitochondrial morphology and the respirosome" (Review & comment) and "Drosophila innate immunity: regional and functional specialization of prophenoloxidases" (Research). At the bottom right, there are links to download the journal app from Google Play and the App Store.

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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

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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

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2. Create an Editorial Manager account and login as author

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BMC Biology

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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](#)
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- [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 list of links (HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, INSTRUCTIONS FOR AUTHORS), the Editorial Manager logo, and user information (Role: Author, Username: Maie03). On the left, a sidebar titled "New Submission" has two buttons: "Select Article Type" (highlighted with a blue arrow) and "Enter Title". The main content area is titled "Please Select an Article Type" and contains instructions: "Before submitting please make sure you have adhered to the journal's instructions for authors." and "Choose the article type of your manuscript from the pull-down menu." Below the text is a form with a label "Choose Article Type" and a dropdown menu currently set to "Research article". A "Next" button is located at the bottom right of the form.

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. On the left, the "New Submission" sidebar now has a checkmark next to "Select Article Type" and a blue arrow pointing to "Enter Title". The main content area is titled "Please Enter The Full Title of Your Submission" and includes a link "Insert Special Character" in the top right. The instructions state: "Entering a Full Title is Required for Submission." and "Enter the title of your submission. You cannot enter a submission without a title." Below this is a large text input field labeled "Full Title". At the bottom of the form are "Previous" and "Next" buttons.

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

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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

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'.

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Current Author List

- Verena Ma...
- + 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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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](#)

New Submission

- ✓ [Select Article Type](#)
- ✓ [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- ✓ [Funding Information](#)
- ➔ [Submit Abstract](#)
- [Additional Information](#)
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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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Instructions
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No

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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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New Submission

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

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A * indicates a required field.

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11. Attach manuscript and any additional files

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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.

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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
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No Items have yet been attached for this submission.

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- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Submit Abstract
- Additional Information
- Suggest Reviewers
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- ➔ **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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14. Request discount

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Journal: BMC Evolutionary Biology
Type: research article
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National Cheng Kung University

National Health Research Institutes

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Title: Test Manuscript_Institutional Sales

Journal: BMC Biology

Type: research article

Author: Verena Maier



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Close

16a. Author receives email to confirm process of discount

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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

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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

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To: Maier, Verena, BioMed Central Ltd.
Cc:
Subject: Supporter membership discount granted: MS ID 1297335581942459

Sent: Wed 11/11/2015 1

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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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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Submission of the article to the journal can be completed once the payment method has been agreed. Any applicable APC can be paid after editorial acceptance and must be paid prior to publication.

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20 a/b/c. Agree on APC

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