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**

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 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**

![Select Institution](image)

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**

![APC Agreement Status](image)
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

![Image](image.png)

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).

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