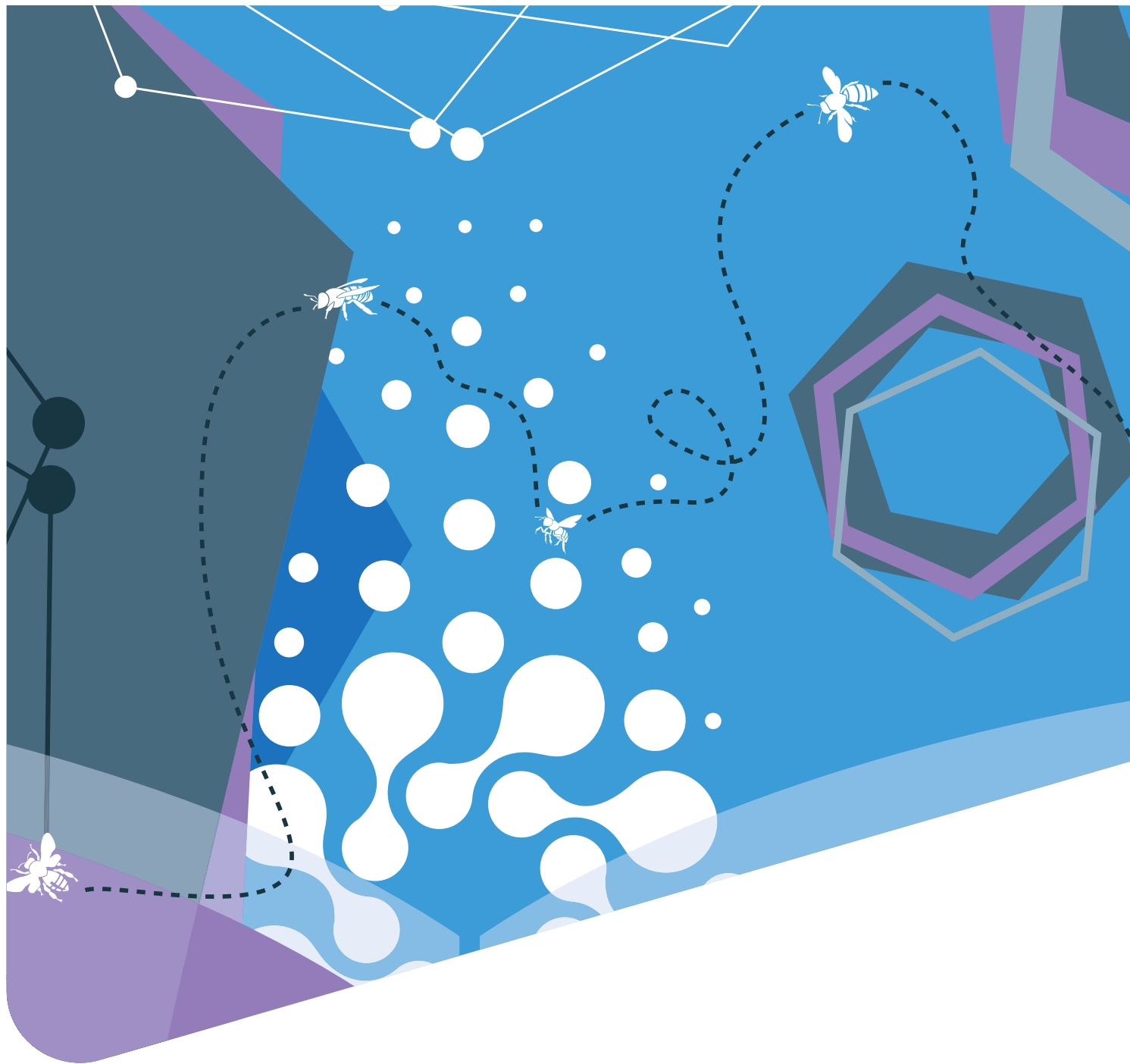


Illustration inspired by the work of Jean-Claude Bradley



# SUBMISSION GUIDELINES

For authors requesting a BMC/SpringerOpen Membership discount with BMC & SpringerOpen journals



# 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 for APC discount under your BMC/SpringerOpen Membership.

## Submitting from within institutional IP ranges – automatic IP recognition

If your BMC/SpringerOpen Membership is setup with IP recognition, the authors will be asked to confirm that they would like to use your BMC/SpringerOpen Membership account. Otherwise, please follow the instructions below.

## Submitting from outside institutional IP ranges

If you are submitting from outside of your institution's registered IP ranges, you will need to submit a request for the discount to be approved.

1. Click 'I believe that I am covered by a BMC/SpringerOpen Membership Account and wish to request institutional payment or discount (as applicable).'
2. Select your institution from the dropdown list.
3. Submit your manuscript.
4. Our Customer Services team will contact the administrator of your BMC/SpringerOpen Membership Account to verify the author's affiliation.

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.

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.

Please note that we operate on two submission systems for different BMC and Springer Open journals. On one system, the author will be required to complete the identification process during submission. In the second case, the author will be sent an email after the submission process that requests them to click on a link in order to identify themselves and claim affiliation to a BMC/SpringerOpen Membership.

The screenshot shows a web form with the following elements:

- Three radio button options:
  - I accept responsibility for paying the £1,590/US\$2,390/€1,999 processing charge on this article or believe that I am covered by a Springer Nature Open Access agreement
  - I believe that I am covered by a BMC/SpringerOpen Membership Account and wish to request institutional payment or discount (as applicable)
    - I have a BMC membership account number
    - Select institution from a list
      - A dropdown menu with the text "Select..." and a downward arrow.
    - Extra details:
      - A large empty text input box.
    - Text below the box: "Any information you supply here will be passed on to the administrator of your membership."
    - Text below that: "See [more information](#) about BMC/SpringerOpen Memberships."
  - I believe I am eligible for a waiver or discount of the article-processing charge

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

# Author identification at article acceptance stage

## Please note the below changes and information requested at acceptance.

Upon editorial acceptance of their article, the authors will again be asked to verify their institutional identity via a link sent to them by email. Upon clicking the link, authors will see the page below. In order to check whether they qualify for an institutional open access agreement, the author can search for their institutional affiliation. However, if the author has already been granted a BMC/SpringerOpen Membership discount on submission, this remains valid should they not qualify for coverage under an institutional open access agreement.

A BMC/SpringerOpen 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.

**SPRINGER NATURE**  
Editorial System

## Verify your institution

**Which institution are you primarily affiliated to?**

Dear

We want to make sure you are not paying for something you might not have to.

Some articles are eligible for part or full coverage of the article-processing charge as part of an institutional open access agreement. [More information about open access agreements here.](#)

If you have already been granted a discount, waiver or BMC Membership this is still valid, but you might still be eligible for coverage under this agreement.

Please enter your affiliation below (in English) to see if you are eligible.

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