Publishing your open access article in *Royal Society Open Science* or *Open Biology*

**SIMPLE STEPS FROM SUBMISSION TO PUBLICATION**

1. Visit the website of your chosen journal and click on 'Submit' in the top menu. This takes you to the journal submission guide. When you are ready to submit, log-in to your ScholarOne account* if you are an existing user or create an account if you are new to the system.

   *Ensure you have picked your institution from the search box in the address section of your account. If your institution is not listed in the drop-down list, please contact the editorial office.

2. Upload your manuscript. Our submission prefill process enables auto-completion of fields using information from the paper (.doc or .docx only). If you prefer to enter your manuscript details manually, you may do so.

3. Provide details of the article type, title and abstract.

4. Upload remaining files, including supplementary files.

5. Select subject area(s) from the drop-down list (up to 6), discipline (1, RSOS-only) and add keywords in the free text box (between 3 and 6).

6. Add all authors*, their institutions**. Add author contributions via CRediT

   *Open access payment requests will go to the submitting author; if you are eligible for your institution to pay through a transformative agreement, it is essential the submitting author is also designated as the 'corresponding author.'

   **Ensure you have picked their institution from the search box. If your institution is not listed in the drop-down list, please

7. Suggest reviewers/editors with options of ‘preferred’ and/ or ‘non-preferred.’ Diverse representation is encouraged when suggesting reviewers.

8. Add remaining details, including:
   - Cover letter and funding details
   - Ethics and competing interest statements
   - Data accessibility information
   - If you have no funds and need to apply for a discretionary waiver tick the appropriate box.

9. Before clicking the final ‘submit’ button, you can review all completed fields and make edits where required. You will be required to check the PDF proof of your paper before you can submit. At the bottom of this page, you will be asked to confirm open access publication.

10. Once your paper has been submitted, you will receive an email of confirmation and you can log into the system to track progress.

11. When a decision has been made, you will receive an email detailing the outcome, as well as editor and reviewer feedback and next steps where relevant.

12. If asked to revise your submission, all previous information is retained and you will be prompted to upload additional files, make updates, and include any response to the reviewers.

13. You will be provided with a link at acceptance (both by email and in your author dashboard) which will take you to the Copyright Clearance Center Rightslink* open access payment page. If your institution is part of a transformative agreement there is no fee to pay. If you are not eligible we will send a payment request at full price. Follow the on-screen instructions.

   *You will be asked to register if you have not done so already.

14. Our Production team will contact the corresponding author, as soon as possible after acceptance, with the article proofs for checking. Our Press team may also get in touch to discuss media promotion for your article.

15. Your paper is published. Congratulations!

16. For Open Access Member institutions and transformative agreements, we will provide a report to institutions on at least an annual basis for library checking and verification purposes.

For further information email publishing@royalsociety.org