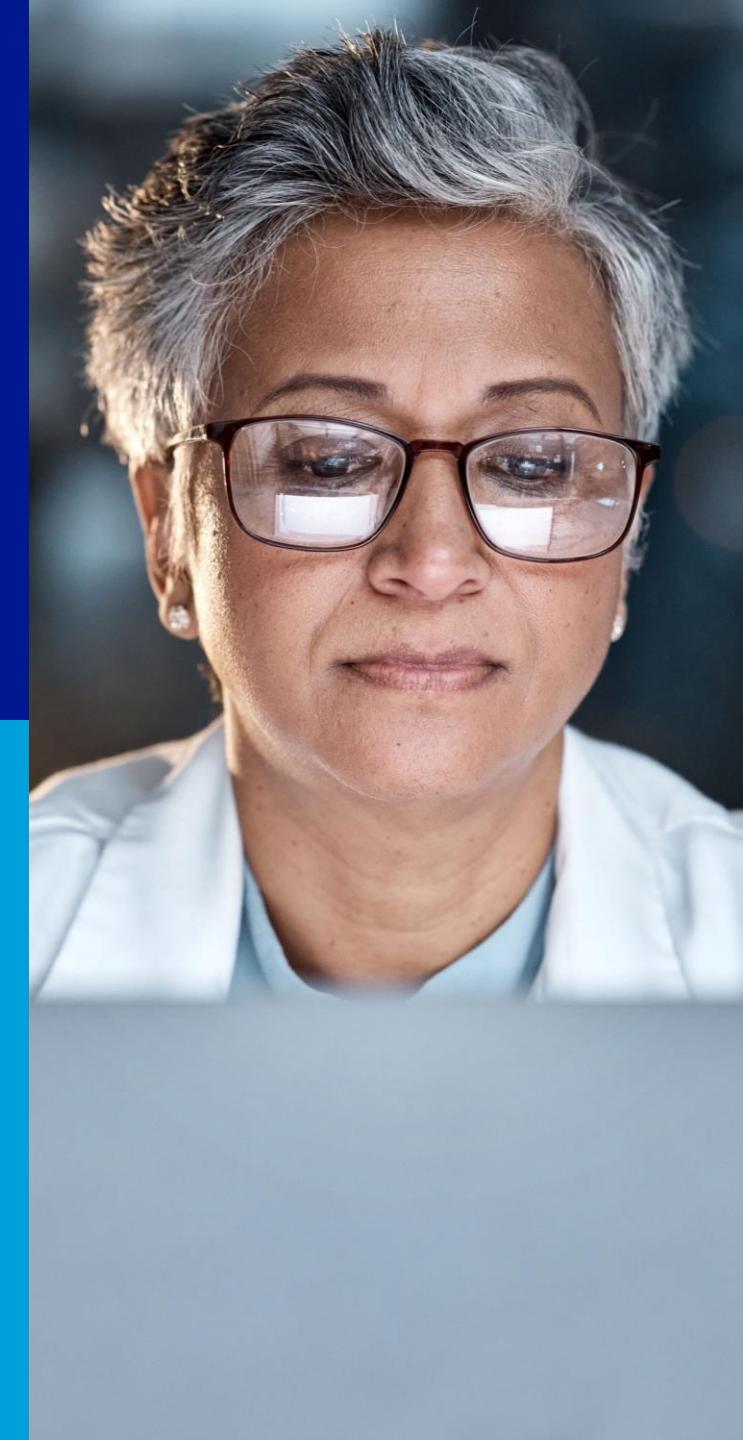




Institutional Partnerships

An author's guide to Frontiers submission system

September 2025





Institutional Partnerships Program

The Frontiers Institutional Partnerships program streamlines the publication process for authors interested in publishing in our journals, while also expanding the accessibility of research articles to a broader audience.



SUBMISSION

Your submission process will be simplified with guidelines and a standardized format to ensure efficient processing.



IMPACT

You can increase the impact of your research by improving its discoverability and engagement within the global research community.



APCs

You may be released of some or all responsibility for Article Publishing Charges (APCs), depending on the agreement.

Objective of this guide

Guide

This document is a step-by-step that will walk you through Frontiers' submission system.



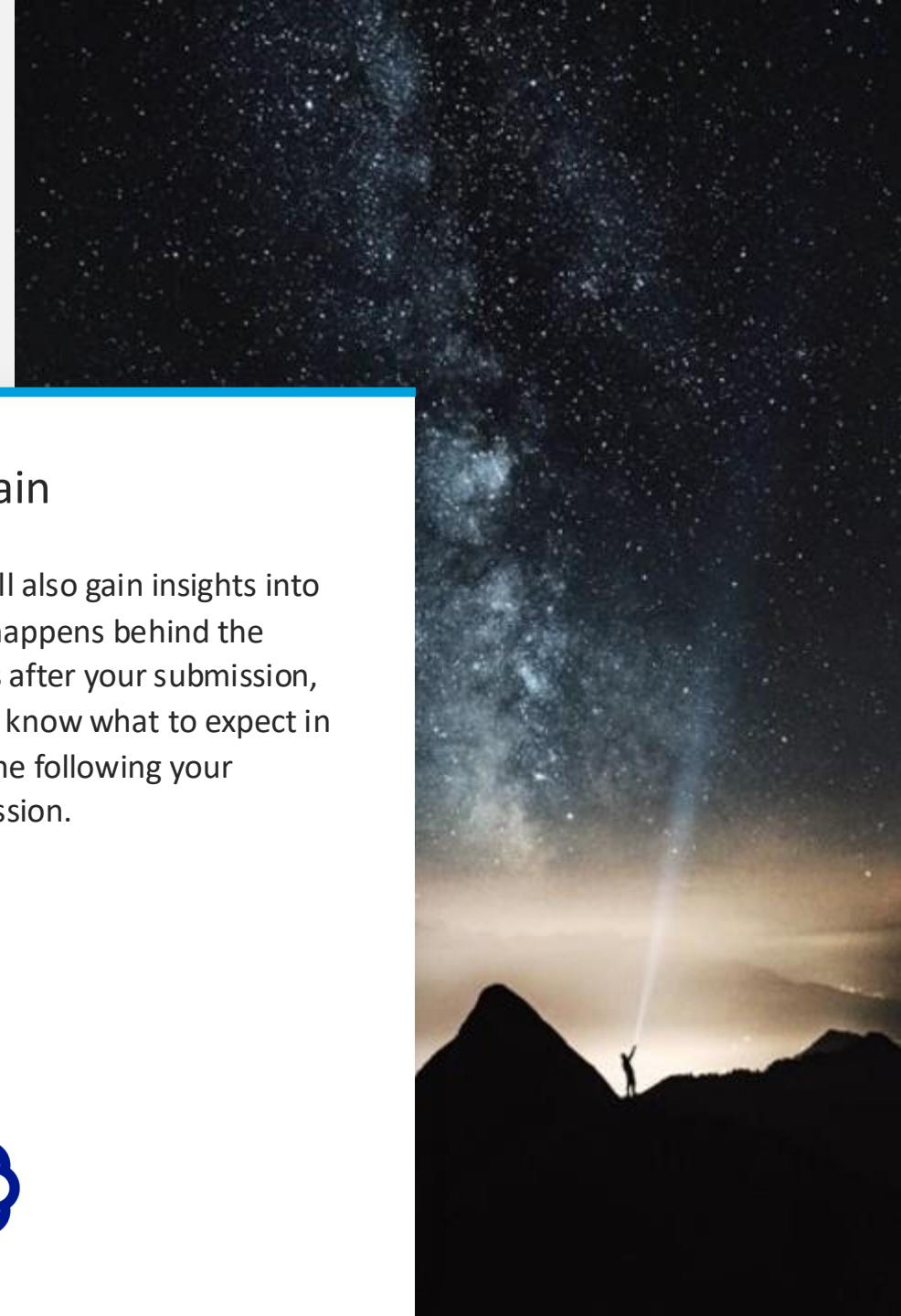
Inform

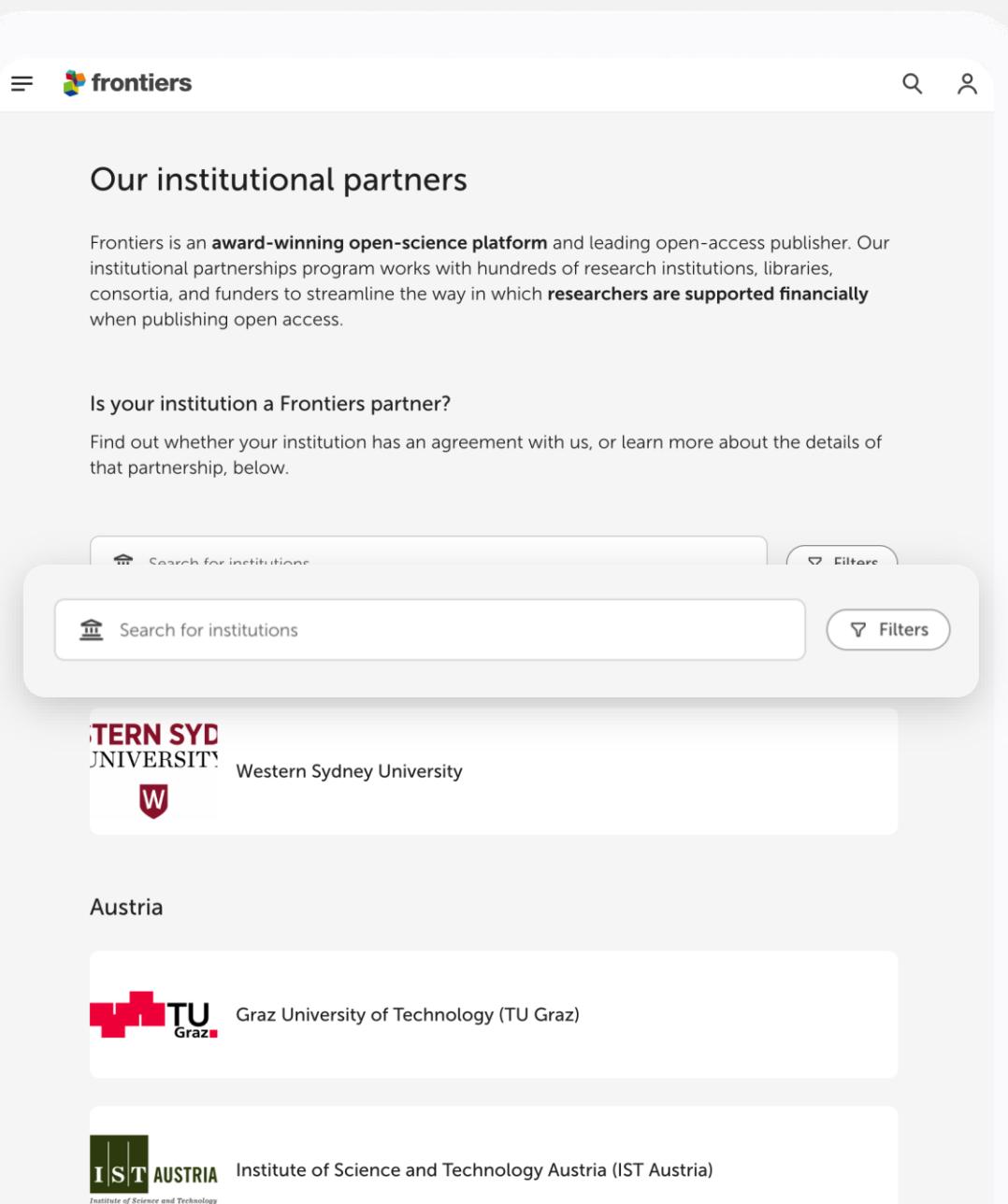
It will show you what information is important for you to enter if you wish for your manuscript to be considered for your Institution's Open Access partnership with Frontiers.



Explain

You will also gain insights into what happens behind the scenes after your submission, so you know what to expect in the time following your submission.





frontiers

Our institutional partners

Frontiers is an **award-winning open-science platform** and leading open-access publisher. Our institutional partnerships program works with hundreds of research institutions, libraries, consortia, and funders to streamline the way in which **researchers are supported financially** when publishing open access.

Is your institution a Frontiers partner?

Find out whether your institution has an agreement with us, or learn more about the details of that partnership, below.

Search for institutions

Filters

Search for institutions

Filters

WESTERN SYDNEY UNIVERSITY Western Sydney University W

Austria

TU GRAZ Graz University of Technology (TU Graz)

IST AUSTRIA Institute of Science and Technology Austria (IST Austria)

Before you begin

Before you start a new submission, please review the information on our [Institutional Partnerships page](#) concerning your Institution's Open Access agreement with Frontiers.

- If you cannot find your institution, it could be listed under consortia.
- If your institution is not listed at all, then we do not have an agreement currently.
- If in doubt, please contact your librarian.





Important to know

For your manuscript to be considered eligible for publishing fee coverage via an institutional agreement, it is important that you include the following information during submission:

EMAIL

provide the corresponding author(s) institutional email address(es).

AFFILIATION

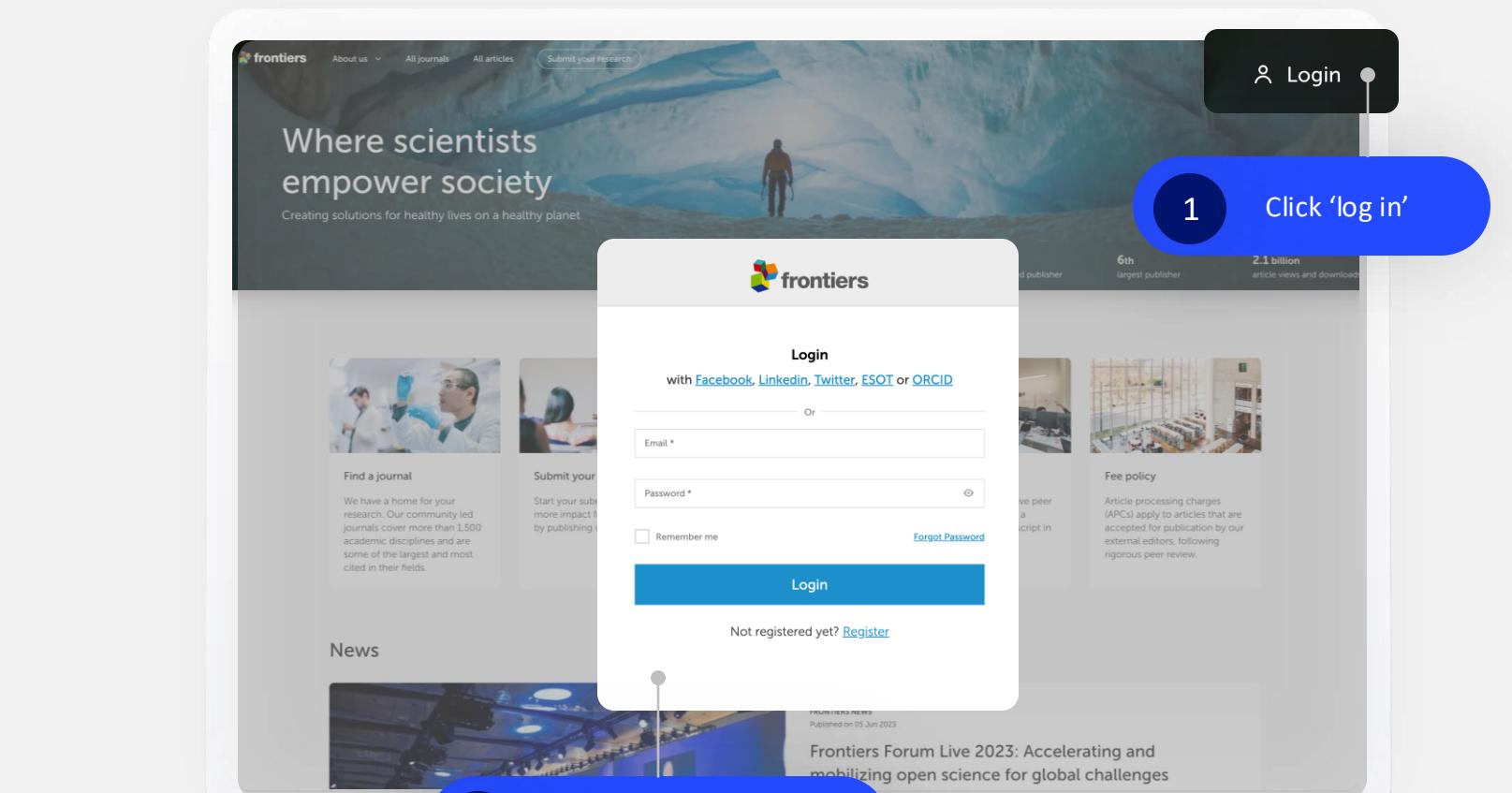
the corresponding author(s) should be affiliated to an institutional partner.

FUNDER AND FUNDING INFORMATION

If you have grant funds available for covering your article's publishing fee, specify the funder name, funding information, and award number (if available).

Step 1

Log in to MyFrontiers

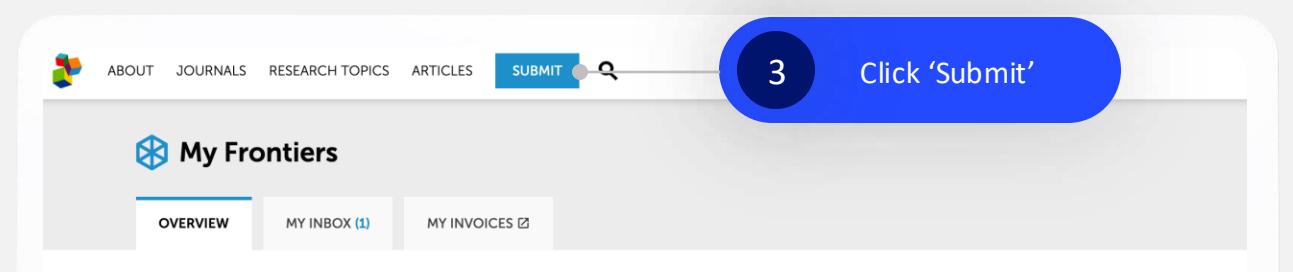


2

Add your credentials

When in the [Frontiers webpage](#), login to My Frontiers and click Submit to start your submission

ON FRONTIERSIN.ORG



3

Click 'Submit'

ON FRONTIERSIN.ORG/MY-FRONTIERS

Step 2

Fill in the information in all tiles

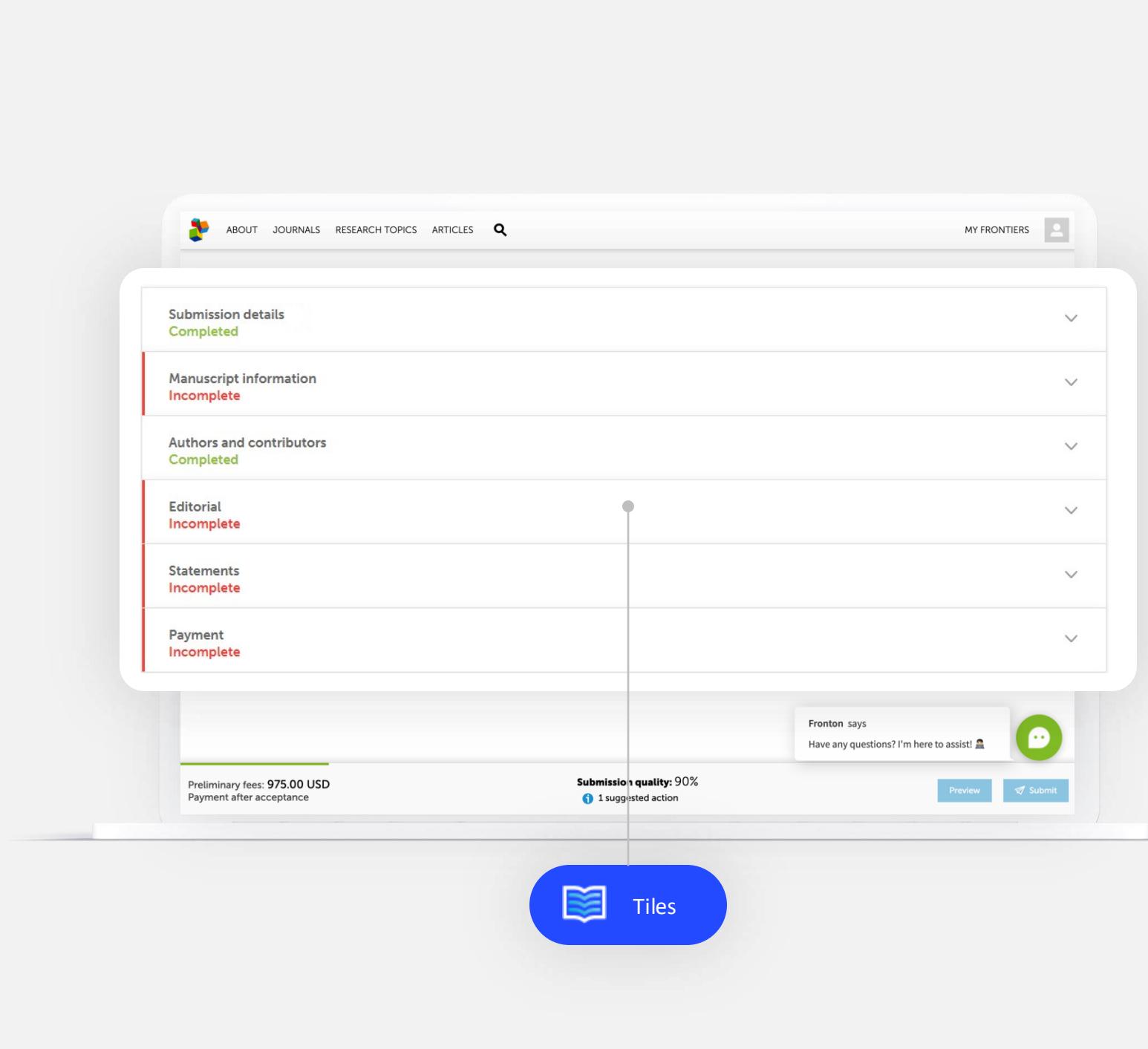
Each tile pertains to a different facet of your manuscript that needs to be completed before you can submit it.

Complete

will be shown for each tile where all information is submitted correctly.

Incomplete

will be shown if some information is missing, you will need to go back and fill in the missing information.



Step 3

Fill in the submission details

Upon selecting journal and article type, the system will show you a preview of fees, which does not consider the possible discounts or waivers and will only need to be paid if the article is accepted for publication.

There are no charges for articles that do not pass peer review.

During your submission, you will find more information by clicking on the information icon.

The screenshot shows the 'Submission details' page of the Frontiers submission system. The page is titled 'Submission details' and is marked as 'Incomplete'. It includes sections for 'Journal', 'Article type', 'Scope statement', 'Research Topic (optional)', 'Manuscript', 'Figures (optional)', 'Supplementary files (optional)', and 'Number of tables (optional)'. A 'Preliminary fees: 975.00 USD' box shows 'Payment after acceptance'. A 'Submission quality: 90%' box indicates '1 suggested action'. Buttons for 'Preview' and 'Submit' are at the bottom. Callout boxes at the bottom point to 'Preview of fees' and 'More information icon'.

ABOUT JOURNALS RESEARCH TOPICS ARTICLES

MY FRONTIERS

Submission details
Incomplete

Journal
Frontiers in Neuroscience - Neurodevelopment

Article type Perspective
For details on the article processing charges for the selected journal and article type, please follow this [link](#). For additional information on the requirements for each article type, please see our [author guidelines](#).

PERSPECTIVE
Perspective articles present a viewpoint on a specific area of investigation. They should provide the following: 1) Discuss current advances and future directions. 2) Clear presentation of the authors' perspective. 3) Accurately present the findings of other studies. 4) May include original data as well as existing insights and opinions. Perspective articles are peer-reviewed. Note: maximum word count of 3,000 and may contain no more than 2 Figures/Tables. Authors are required to pay a fee (B-type article) to publish a Perspective article. Perspective articles should have the following format: 1) Abstract, 2) Introduction, 3) Subsections relevant for the subject, 4) Discussion.

GUIDELINES (MAX. LIMITS)
Summary length: 250 words
Figures and tables: 2
Manuscript length: 3000 words

Scope statement
Provide a short statement to justify how the contents of your manuscript fit within the scope of the selected journal and specialty. Selecting the best matching journal and specialty will ensure the fastest peer review process, and prevent rejections for scope unsuitability.

Research Topic (optional)
If your article is part of a research topic, please select it from the list below

Manuscript
Drag and drop your manuscript source file (word or latex + bib) and PDF version
or
Browse files

Figures (optional)
Drag and drop your figures
TIF/TIFF, JPG, 300 DPI, 8.5 to 20cm width
or
Browse files

Supplementary files (optional)
Drag and drop your supplementary files (Data Sheet, Presentation, Suppl/Image or Table, Audio, Video)
or
Browse files

Number of tables (optional)

Preliminary fees: 975.00 USD
Payment after acceptance

Submission quality: 90%
1 suggested action

Preview of fees

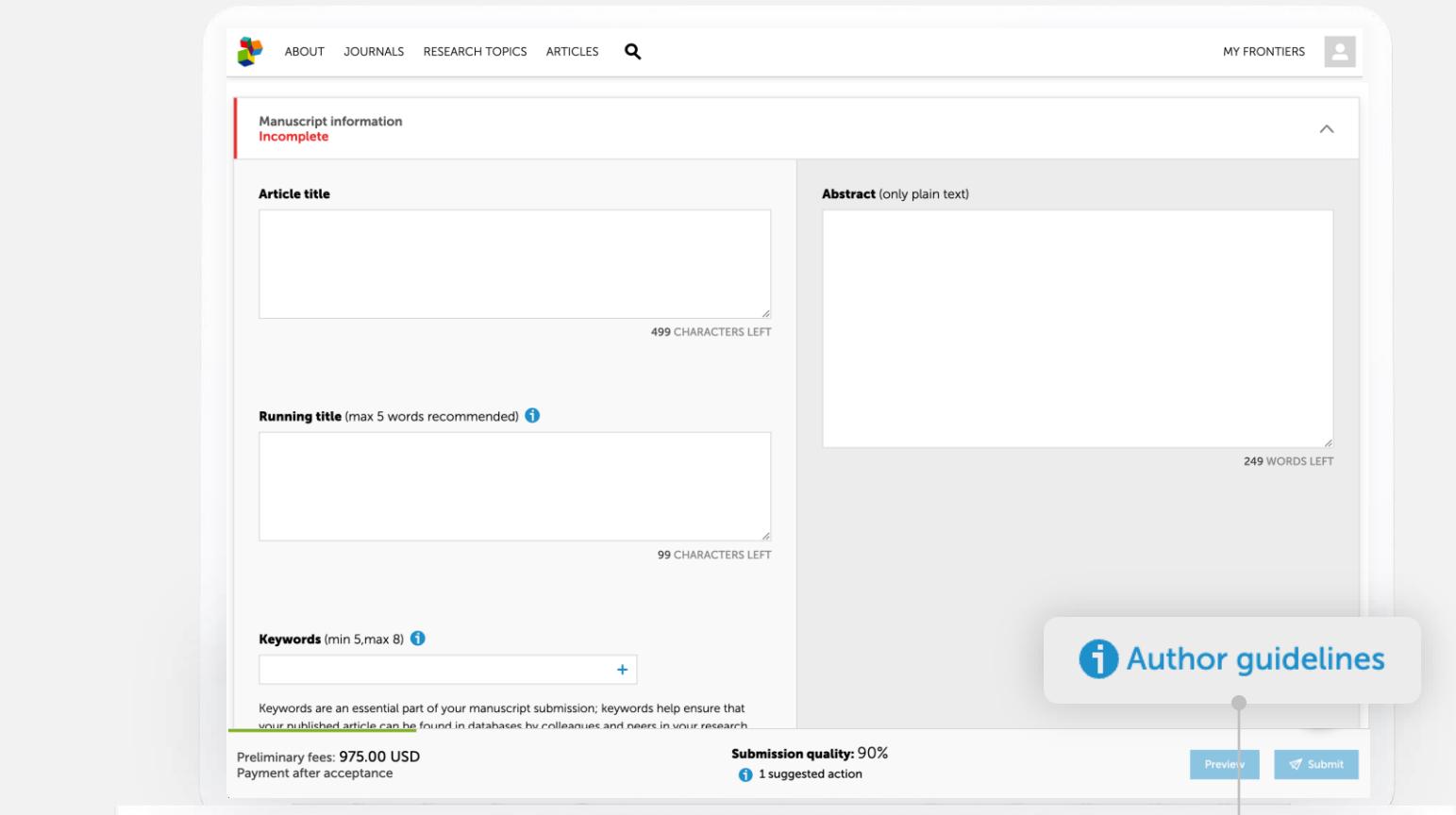
More information icon

Preview Submit

Step 4

Fill in the manuscript information

This tile is for adding abstract, article text and the keywords that will be used to find your article in databases after it has been published. If in doubt, click on 'Author guidelines' to be redirected to [Frontiers' author guidelines](#)



The screenshot shows a manuscript submission interface. At the top, there is a navigation bar with links for ABOUT, JOURNALS, RESEARCH TOPICS, ARTICLES, and a search icon. On the right side of the header, there are 'MY FRONTIERS' and a user profile icon. The main content area is titled 'Manuscript information' and is marked as 'Incomplete'. It contains several text input fields: 'Article title' (with a character count of 499 left), 'Running title' (with a character count of 99 left), 'Abstract' (with a word count of 249 left), and 'Keywords' (with a limit of 5-8 keywords). Below these fields, a note states: 'Keywords are an essential part of your manuscript submission; keywords help ensure that your published article can be found in databases by colleagues and peers in your research.' At the bottom of the form, it says 'Preliminary fees: 975.00 USD' and 'Payment after acceptance'. To the right, 'Submission quality: 90%' is shown with '1 suggested action'. At the bottom right are 'Preview' and 'Submit' buttons. A callout box with an 'i' icon and the text 'Author guidelines' points to the link in the text above.

 Author guidelines

Step 5

Fill in the authors and contributors tile

The corresponding author(s) email address and affiliation will be used to identify an existing institutional partnership(s).

Corresponding author(s) should use an institutional email address.

Use the tick button to indicate that someone is a corresponding author.

Affiliations can be edited/ or removed by clicking respectively on  or 



For a description of the different contributions, please see the [guidelines](#).

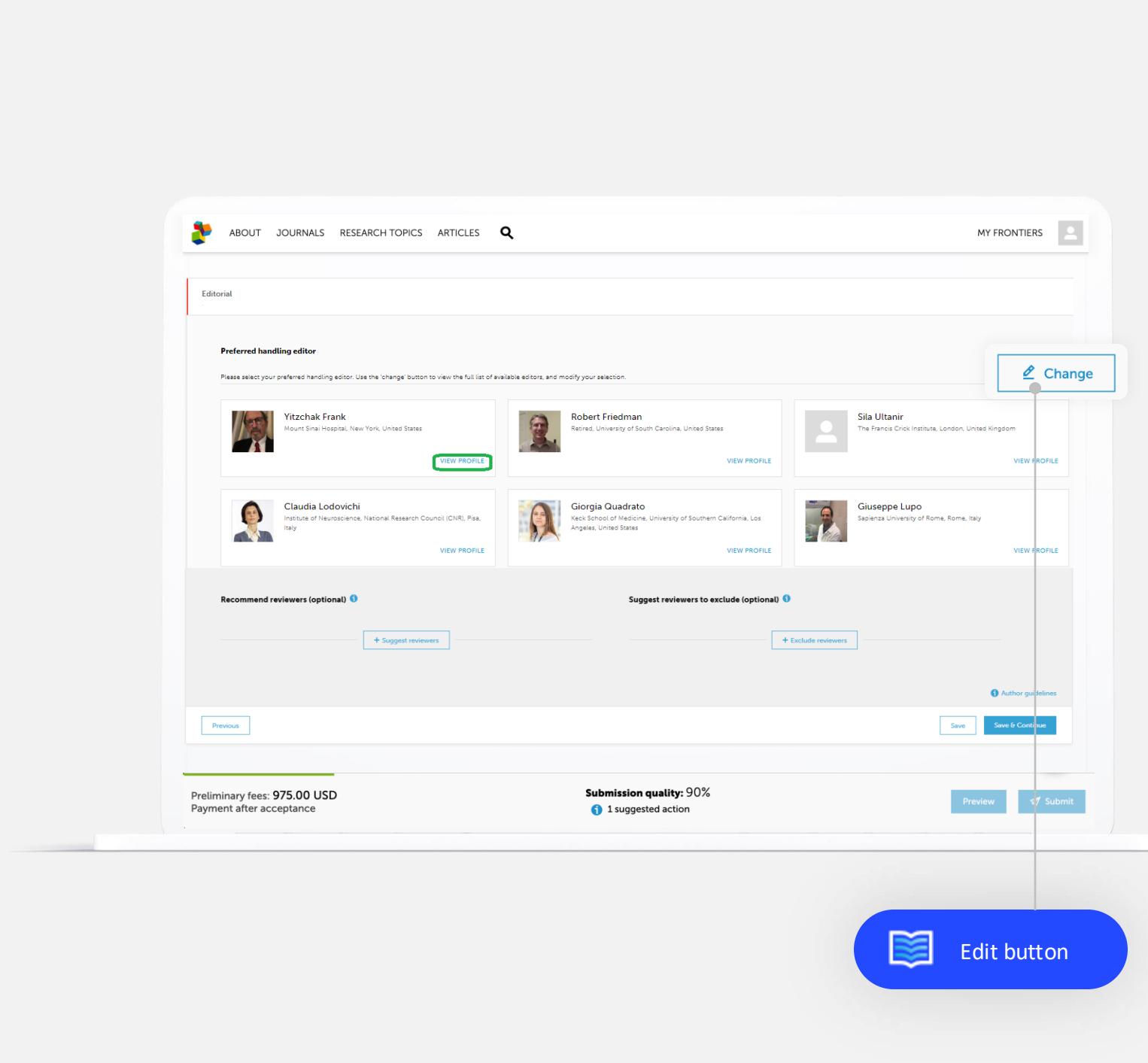
Step 6

Fill in the editorial tile

Frontiers' system suggests potential reviewers, based on their research field and publication history.

You can:

- Review these suggestions
- Suggest and/or Exclude reviewers yourself



The screenshot shows the 'Preferred handling editor' section of the Frontiers manuscript submission system. It displays a list of suggested editors with their profiles and institutions. The 'Change' button is highlighted with a blue box. The 'Edit button' is highlighted with a blue box at the bottom right.

Preferred handling editor

Please select your preferred handling editor. Use the 'change' button to view the full list of available editors, and modify your selection.

Editor	Institution	Action
Yitzchak Frank Mount Sinai Hospital, New York, United States	VIEW PROFILE	
Robert Friedman Retired, University of South Carolina, United States	VIEW PROFILE	
Sila Ulanir The Francis Crick Institute, London, United Kingdom	VIEW PROFILE	
Claudia Lodovichi Institute of Neuroscience, National Research Council (CNR), Pisa, Italy	VIEW PROFILE	
Giorgia Quadrato Keck School of Medicine, University of Southern California, Los Angeles, United States	VIEW PROFILE	
Giuseppe Lupo Sapienza University of Rome, Rome, Italy	VIEW PROFILE	

Recommend reviewers (optional) [+ Suggest reviewers](#)

Suggest reviewers to exclude (optional) [+ Exclude reviewers](#)

[Author guidelines](#) [Save](#) [Save & Continue](#)

Preliminary fees: 975.00 USD
Payment after acceptance

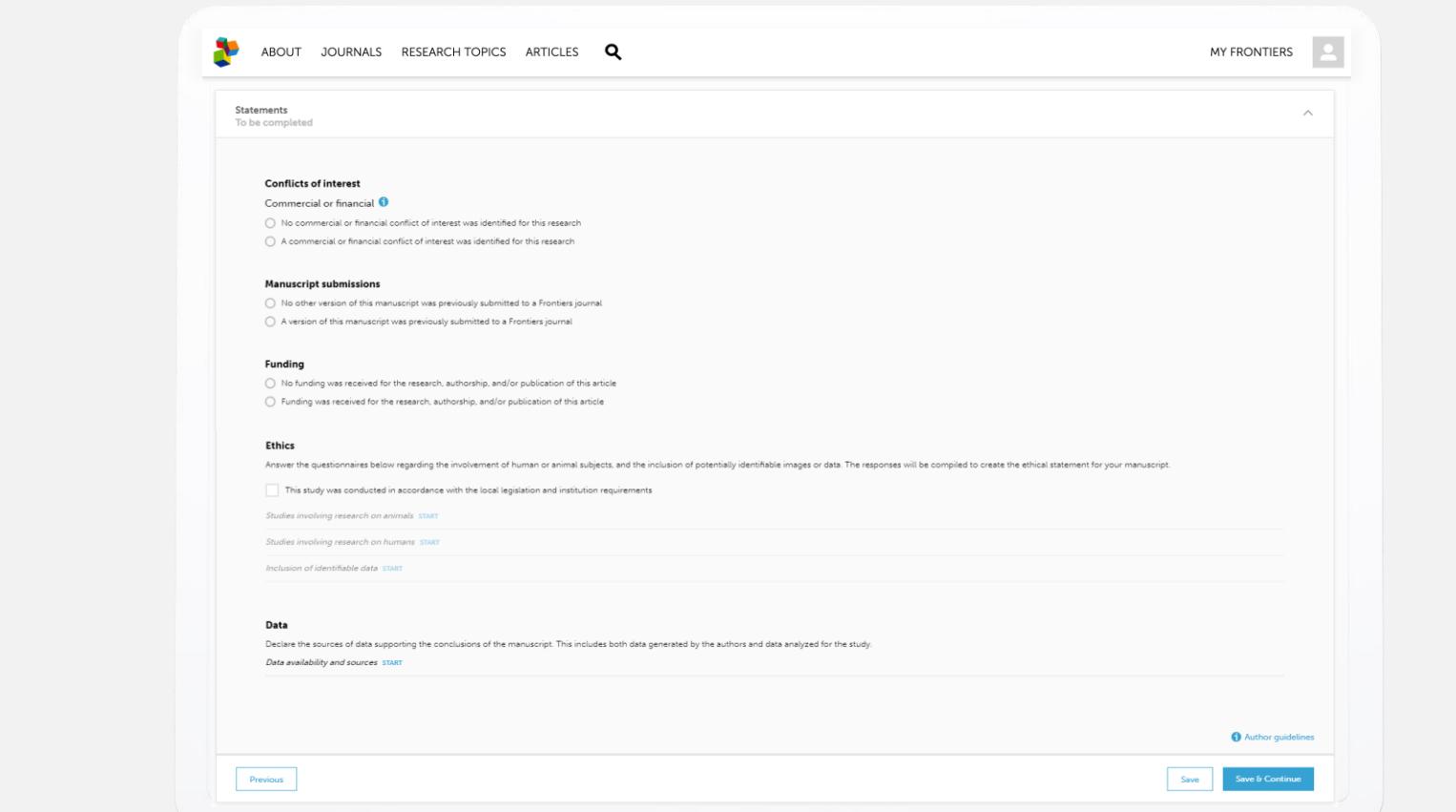
Submission quality: 90%
1 suggested action

[Preview](#) [Submit](#)

Edit button

Fill in the statement tile

In this tile, you fill in statements regarding conflicts of interests, multiple submissions of the same manuscript, funding, ethics, and data.



The screenshot shows the 'Statements' section of a manuscript submission form. The top navigation bar includes links for ABOUT, JOURNALS, RESEARCH TOPICS, ARTICLES, and a search icon. On the right, there are 'MY FRONTIERS' and a user profile icon. The main content area is titled 'Statements' and is marked as 'To be completed'. It contains several sections with questions and radio button options:

- Conflicts of interest**
Commercial or financial ?
 No commercial or financial conflict of interest was identified for this research
 A commercial or financial conflict of interest was identified for this research
- Manuscript submissions**
 No other version of this manuscript was previously submitted to a Frontiers journal
 A version of this manuscript was previously submitted to a Frontiers journal
- Funding**
 No funding was received for the research, authorship, and/or publication of this article
 Funding was received for the research, authorship, and/or publication of this article
- Ethics**
Answer the questionnaires below regarding the involvement of human or animal subjects, and the inclusion of potentially identifiable images or data. The responses will be compiled to create the ethical statement for your manuscript.
 This study was conducted in accordance with the local legislation and institution requirements
Studies involving research on animals [START](#)
Studies involving research on humans [START](#)
Inclusion of identifiable data [START](#)
- Data**
Declare the sources of data supporting the conclusions of the manuscript. This includes both data generated by the authors and data analyzed for the study.
Data availability and sources [START](#)

At the bottom right are 'Author guidelines' and buttons for 'Previous', 'Save', and 'Save & Continue'.

Fill in the statement tile

In the Funding Information box, you provide info about the funds received for your research and publication. This text will be published in the finished article. Fill in the 'Funder (optional)' field if a funder other than your institution is paying for the publishing fee.

Statements
Incomplete

Funding

No funding was received for the research, authorship, and/or publication of this article
 Funding was received for the research, authorship, and/or publication of this article

Funding information 1

Declare all sources of funding received for the research being submitted, adding a short description of each funder's role. This statement will be shown in the published article.

Funding for this research was supported by the European Research Council (ERC 12345)

Funder (optional) 1

You can search and add the name of one or more funding institutions in the box below. If available, please add an award or grant number and specify if any of the funders is covering the article publishing charges (APCs) for this article.

Please add funder for us to identify and validate partnerships to cover your article publishing charges (APCs)

European Research Council

Award number +

ERC12345

I will use these funds to cover the article publishing charges (APCs)

+ Add funder



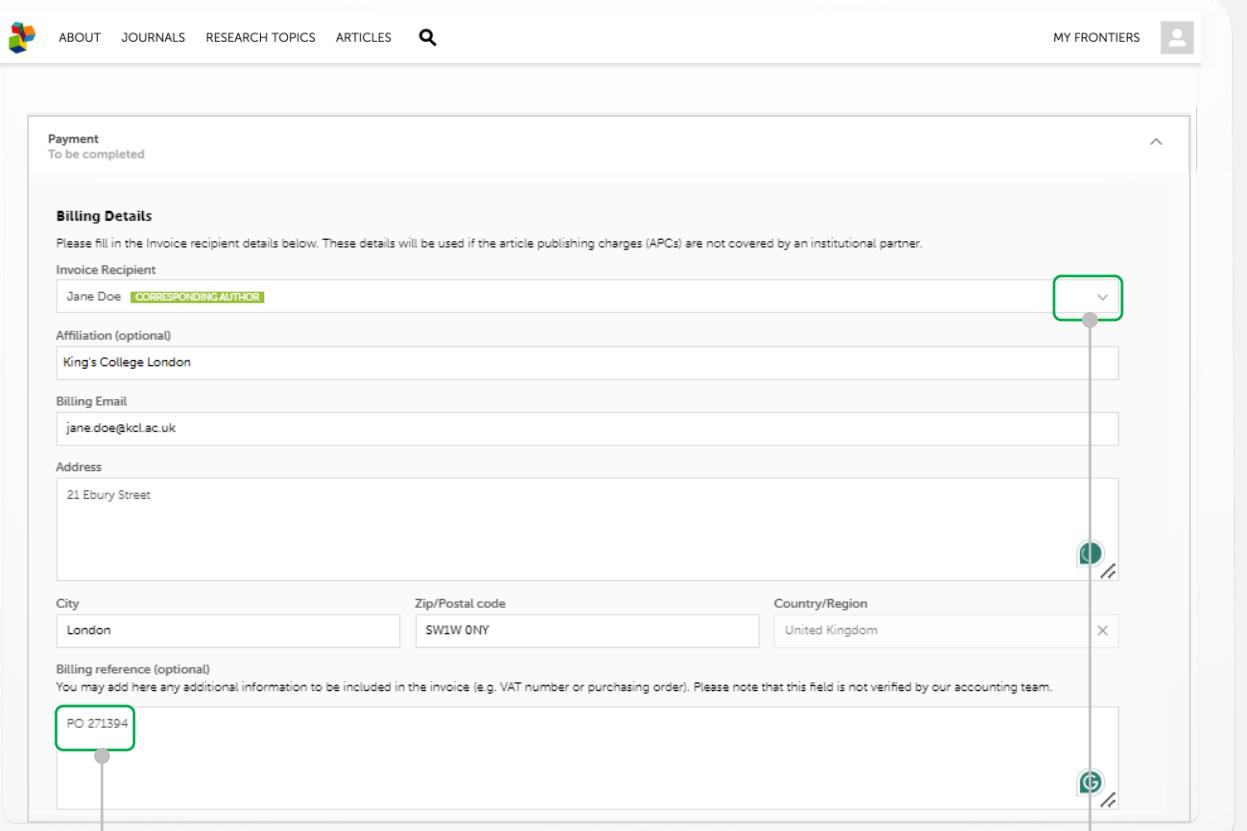
Add more funders

Fill in the payment tile

The Billing details that you provide here will be used if the publishing fee is not covered by a partner institution.

If necessary, the invoice recipient can be modified by selecting an option from the drop-down menu on the right-hand side.

Under Billing reference (optional), you can add any reference number you wish to appear in the invoice.



The screenshot shows a 'Payment' section with the sub-header 'To be completed'. It includes fields for 'Invoice Recipient' (Jane Doe, CORRESPONDING AUTHOR), 'Affiliation (optional)' (King's College London), 'Billing Email' (jane.doe@kcl.ac.uk), and 'Address' (21 Ebury Street). On the right, there are dropdown menus for 'City' (London), 'Zip/Postal code' (SW1W 0NY), and 'Country/Region' (United Kingdom). Below these, a 'Billing reference (optional)' field contains the text 'PO 271394'. A vertical sidebar on the right features a dropdown menu with three items: 'Billing reference' (highlighted with a green box), 'Drop-down' (highlighted with a green box), and 'Text'.

Billing reference

Drop-down

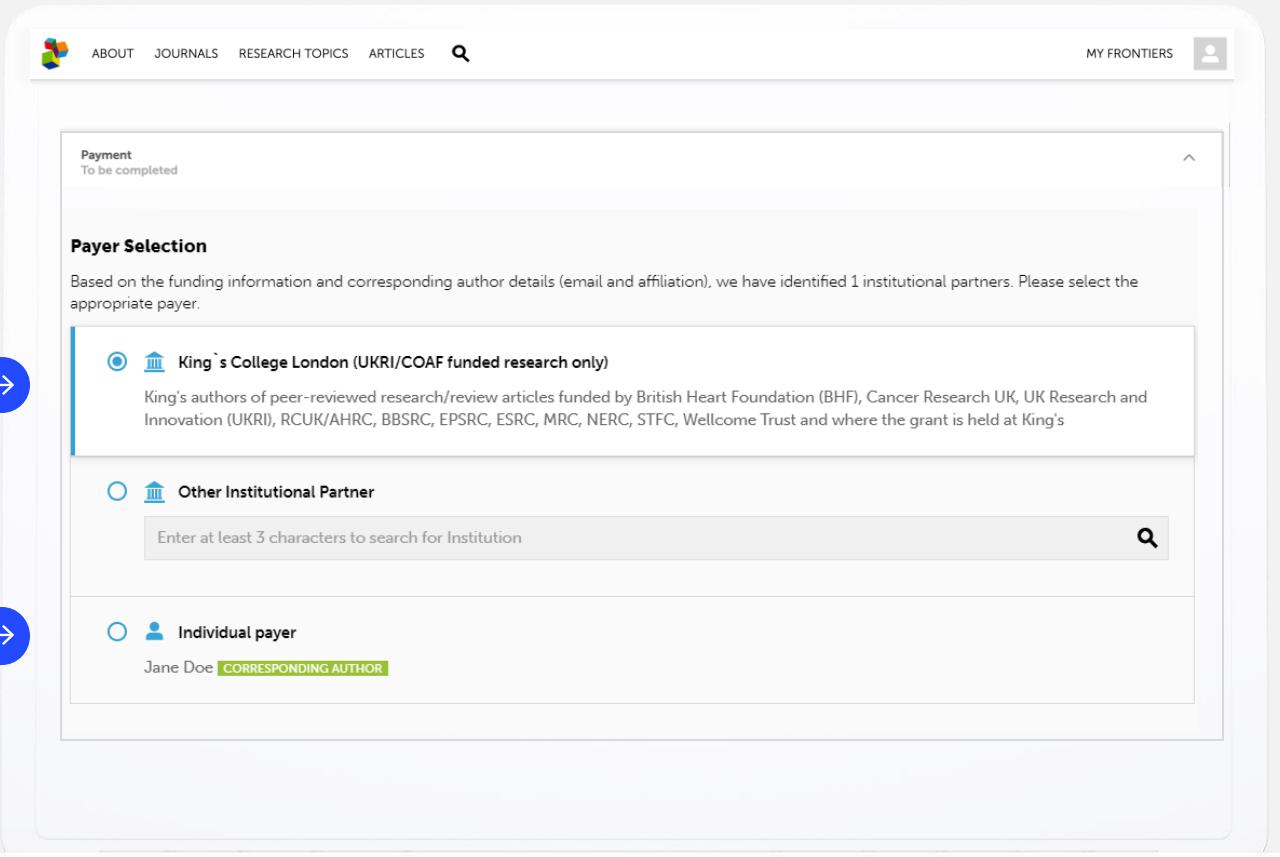
Fill in the payment tile

In the Payer Selection part, you are prompted to choose a partner institution that may partially or fully cover the publishing fee for your article via their agreement with Frontiers.

The partner institutions shown are based on the funding information and corresponding author details (email and affiliation) you have entered previously.

Pay attention to the text under each partner. That's their eligibility criteria, the standards that your article must fulfill to be funded. If in doubt, contact your librarian.

Select Individual payer if the APC should be handled outside of Frontiers' Partnerships program.



Fill in the payment tile

In case you received a waiver from Frontiers before submitting your manuscript, fill in the Discount code in the dedicated field.

As explained under the information icon, the Preliminary fees overview does not consider any discount or partnership coverage yet.

Payment
To be completed

Discount code (optional)
If you have received a discount code from Frontiers, please enter it below. You can apply up to 12 discount codes. Once validated, discounts will be applied to the invoice upon submission.

Preliminary fees <small>i</small>	
Article Processing Fee	2,095.00 USD
Sub total VAT rate 0.00%	2,095.00 USD 0.00 USD
TOTAL DUE (after acceptance) <small>2,095.00 USD</small>	

I and my fellow co-authors are fully aware of and agree with the payment of the listed fees.

The amount due upon manuscript acceptance is indicated below. Note that this is a preliminary calculation and does not take into account previously agreed discounts or waivers. For assistance regarding your invoice, please contact accounting@frontiersin.org.

Upon manuscript submission, a Pro-Forma invoice is made available for download from the review forum. This is only a preliminary invoice that can be used for justification purposes (such as initiating a waiver approval procedure) until a valid and payable invoice is issued. You can verify with your library if your institution provides financial support for open access publishing.

Upon manuscript acceptance, a valid invoice is issued and the due amount becomes payable within 30 days. Invoices can be paid by credit card, bank transfer or cheque.



Final steps

Once you've filled in information in all tiles, you can check the preview or directly submit your manuscript.

You're done!

Thank you for your interest in publishing with Frontiers.

Questions or difficulties
during the submission process?

Please contact our application support team
support@frontiersin.org

Post-submission stages

Below is a chart showing the stages from manuscript submission to acceptance and the eligibility verification process run by the partner institutions, two parallel but independent processes. Please refer to the review forum and/or respective journal editorial team regarding any questions related to your manuscripts peer review.

	Article submitted	Initial validation	Peer review	Article accepted	Invoicing
Manuscript journey	Once your manuscript submission is completed, you will receive confirmation via email.	The manuscript must pass the initial quality checks to enter the peer review process.	Independent and Interactive review going on.	The peer review will lead to the article either being accepted for publication or rejected.	An invoice is issued to the recipient on the same day as the article acceptance. Editorially rejected articles incur no fees.
Fee coverage eligibility verification	N/A	If during submission, you selected a partner institution as the invoice payer, Frontiers will contact them to verify your eligibility. Your institution's decision (approved OR declined) will be confirmed to the corresponding author(s) via email.			If your institution approved the fee payment , the invoice will be processed according to the agreement. If your institution declined the fee payment , the invoice will be sent to the alternative invoice recipient at full price.
Author(s) notification	Email notification: Article submitted	N/A	Email notification: Eligibility verified	Email notification: Article accepted	

Relevant links

About Frontiers
[Visit page →](#)

Author guidelines
[Visit page →](#)

Publishing fees and fee policy
[Visit page →](#)

Fee support request form
[Go to form →](#)

Institutional Partnerships program
[Visit page →](#)

Publishing Partnerships program
[Visit page →](#)

Frontiers for Young Minds
[Visit page →](#)

Contact us

Institutional Partnerships

For queries related to Open Access
publishing agreements
institutions@frontiersin.org

Accounting

For payment and invoicing queries
accounting.institutions@frontiersin.org

Application Support

For help with technical issues
support@frontiersin.org