



Read & Publish Open Access initiative

Article submission guide for
corresponding authors at
participating institutions



Free Open Access publishing under our Read & Publish initiative

Corresponding authors at institutions participating in our [Read & Publish initiative](#) can publish accepted research articles immediately Open Access without charge in Development, Journal of Cell Science, Journal of Experimental Biology

- [See participating institutions](#)


Dr Nicolas Tapon, Francis Crick Institute, UK

"After all the time spent on revisions, formatting, and doing careful last-minute checks on your manuscript, the last thing you want is to struggle with Open Access compliance and organising payment of page charges! The Read & Publish agreement between my institution and The Company of Biologists meant getting our accepted manuscript out there for all to see was only a click away. Simple and efficient!"



Free Open Access publishing under our Read & Publish initiative (2)

The affiliation of the corresponding author is used to determine eligibility for Read & Publish Open Access fee waivers, so please ensure that the corresponding author is agreed before you start the submission process.



“It’s wonderful to be able to publish in a journal like *Development* for ‘free’. The best part for me was how painless the digital paperwork was - the web form is brief and takes very little time to fill out.”

Professor Shankar Srinivas, University of Oxford

Which journal would you like to submit your research article to?

Select the journal you would like to submit your research article to:

- Biology Open: <https://submit-bio.biologists.org/>
- Development: <https://submit-dev.biologists.org/>
- Disease Models & Mechanisms: <https://submit-dmm.biologists.org/>
- Journal of Cell Science: <https://submit-jcs.biologists.org/>
- Journal of Experimental Biology: <https://submit-jeb.biologists.org/>

We use Bench>Press for article submissions. If you already have an account, log in using your existing username and password. If you are a new user, you will need to create an account.

When you have logged in, select “Enter the Author Area”.



The screenshot shows the login page for the Development manuscript processing system. At the top, there is a navigation bar with links for "Create a new account", "I have forgotten my password", and "Security FAQ". Below this, a welcome message states: "Welcome to the Development manuscript processing system. If this is your first time using the system, please [create a new account](#)." The login form includes fields for "Email:" and "Password:", a "remember my email address" checkbox, and a "Sign in" button with a "(lost password?)" link. There is also a "Log in with ORCID" button and a link to "Create an account with ORCID". Below the login options, there are three radio buttons for selecting an area to enter: "Author Area" (selected), "Personal Info Area", and "Reviewer Area". Each area has a list of actions: "Author Area" includes submitting, continuing, proofing, and checking manuscript status; "Personal Info Area" includes changing password, updating contact and availability information, and updating expertise areas; "Reviewer Area" includes responding to review requests and working on reviews; "Tracking Area" includes performing editor-in-chief, monitoring, and editorial staff duties. At the bottom, there is a footer with "Development Journal home", "Instructions for Authors", "Editorial Board", "Help", and "Feedback" links. The footer also contains the "Bench Press" logo, the company name "The Company of Biologists Ltd", address "Bidder Building, Station Road, Histon, Cambridge, CB24 9LF, UK", contact information (Tel: 44 (0)1223 632863; Fax: 44 (0)1223 632875; Email: dev@biologists.com), and the "HighWire" logo.



Start the submission process

Once you are in the Author Area, click the “Submit a new manuscript” link.

The Company of Biologists Development

R&P Author (Author) Queue Summary Reviewer Area Submit Submission History

Author Area

[Submit a new manuscript](#)

[Submit a Revision:](#) 0 Papers

[Submissions/Revisions In Progress:](#) 0 Papers

[Manuscripts Under Conversion:](#) 0 Papers

[Manuscript Conversion Errors:](#) 0 Papers

[Submissions Over File Size Limit:](#) 0 Papers

[Ready for You to Proof:](#) 0 Papers

[Papers Returned for Your Attention:](#) 0 Papers

[Under Review - Check Status:](#) 0 Papers

General Information:

- [Editors and Board](#)
- [Instructions for Authors](#)
- [Help with Online Submission](#)

My Expertise Terms:
[\[Edit Expertise Terms\]](#)

- development
- cell science
- experimental biology



Specify article type

Select your article type in the “Article Type” dropdown.

Confirm you have read the journal manuscript guidelines, publishing policies and Read & Publish details.

Click “Submit”.



The screenshot shows the 'Manuscript Preparation' page for 'The Company of Biologists Development'. At the top, there is a navigation bar with the journal logo and the text 'The Company of Biologists Development'. Below the navigation bar, there are links for 'R&P Author (Author)', 'Queue Summary', 'Reviewer Area', 'Submit', and 'Submission History'. The main content area is titled 'Manuscript Preparation' and contains the following elements:

- Article Type:** A dropdown menu with 'Research Article' selected.
- I confirm that this manuscript has been prepared in accordance with Development's [manuscript preparation guidelines](#).
- I have read the Development [publishing policies](#), including the [image manipulation policy](#), and confirm that my submission complies with them in full.
- I confirm that I have checked the Read & Publish details for my institution [here](#), and understand what Open Access waivers I may be entitled to.

At the bottom of the form, there is a 'Submit' button.

Author submissions - article types

Authors can publish 'Research Articles' under the Read & Publish agreement.

Research articles are the most common article type published in our journals.

Journal	Article types included in Read & Publish	Article types excluded	Link
Journal of Cell Science	<ul style="list-style-type: none"> • Research Articles • Short Reports • Tools and Techniques 	<ul style="list-style-type: none"> • Reviews • Cell Science at a Glance posters • Opinions and Hypotheses • Perspectives • Correspondence 	https://journals.biologists.com/JCS/pages/article-types
Journal of Experimental Biology	<ul style="list-style-type: none"> • Research Articles • Methods & Techniques • Short communications 	<ul style="list-style-type: none"> • Reviews • Commentaries • Conversation • Correspondence • Inside JEB • Outside JEB • Perspectives 	https://journals.biologists.com/JEB/pages/article-types
Development	<ul style="list-style-type: none"> • Research Articles • Research Reports • Techniques and Resources Article • Techniques and Resources Report 	<ul style="list-style-type: none"> • Reviews • Primers • Hypothesis articles • Development at a Glance articles • Perspectives • Correspondence 	https://journals.biologists.com/dev/pages/article-types
Disease Models & Mechanisms	<ul style="list-style-type: none"> • Research articles • Resource articles 	<ul style="list-style-type: none"> • Perspectives • Reviews • At a Glance • Clinical Puzzles • A Model for Life • Special Articles • Correspondence 	https://journals.biologists.com/dmm/pages/article-types
Biology Open	<ul style="list-style-type: none"> • Research Articles • Methods & Techniques 	<ul style="list-style-type: none"> • Reviews and Future Leader Reviews • Meeting Reviews • Correspondence • Perspectives 	https://journals.biologists.com/bio/pages/article-types

Read the Manuscript Submission Guide

You will then see the Manuscript Submission Guide.

When you have read it, click “Begin Submission at the bottom of the page.

The screenshot shows the 'Manuscript Submission' page on the 'The Company of Biologists Development' website. The page has a dark header with the logo and navigation links: 'R&P Author (Author)', 'Queue Summary', 'Reviewer Area', 'Submit', 'Submission History', 'Help', and 'FAQ'. The main content area is titled 'Manuscript Submission' and features a 'Submission Guide' section. A sidebar on the left contains a list of navigation items: 'Submission Guide', 'Manuscript Basics', 'Subject Category - Topic', 'Subject Category - Model system', 'Abstract and Cover Letter', 'Editor Suggestions and Exclusions', 'Reviewer Suggestions', 'Excluded Reviewers', 'Author List', 'Transfer to Biology Open', 'Questions', 'Optional: Deposit Manuscript into bioRxiv', 'Manuscript Specifics', and 'Manuscript Files'. The 'Submission Guide' section contains a welcome message and instructions. Below this, there are sections for 'Manuscript Basics' and 'Manuscript Files'. The 'Manuscript Basics' section includes fields for 'Resubmission ID', 'Article Type', 'Title of Article', 'Companion Papers', and 'Keywords'. The 'Manuscript Files' section includes a 'Drag and Drop File Upload' area. At the bottom right of the page, a 'Begin Submission' button is highlighted with a yellow circle.

Submission Guide

Welcome to the Development Manuscript submission system. This process will guide you through supplying all necessary materials for submission to Development.

Below is a list of standard sections during the submission process. Areas with unmet requirements appear in **bold**. Asterisks(*) precede mandatory items. Click the "HELP" button next to any section label to get more detailed information on the requirements for that area.

During the submission process, this page will serve to display the currently entered information. You may return to this page at any time for an overview, by using the "Submission Guide" link.

When you have gathered all necessary materials and are ready to begin your submission, click the "Begin Submission" button at the bottom of this page.

Manuscript Basics

Resubmission ID If you indicate that the manuscript had to provide the full original manuscript ID.

***Article Type** The article type selected on the Manuscript

***Title of Article** The full-length title of your manuscript. E key findings (without overstating them) - find, select to read and then cite your paper

Companion Papers If you are submitting manuscripts you will provide the full manuscript ID for each manuscript in the group. Note: each paper

***Keywords** Please choose at least 3 keywords to assist

Subject Category - Topic

Subject Category - Model system

Manuscript Files

***Number of Tables:** Indicate the number of data tables in your manuscript (excluding supplementary tables).

***Word Count** Please give the full word count of your manuscript (including figure legends but excluding the reference list).

Drag and Drop File Upload: Drag and drop your chosen files into the designated area and click the 'Upload Files' button.

[Begin Submission](#)

Work through all sections of the submission process

You need to complete all sections of the submission process.

For submissions under the Read & Publish agreement, you need to pay particular attention to the “Author List” and “Open Access” sections.

Manuscript Submission

DEVELOP/2021/014029 - Version 1

Submission progress:

Submission Guide

→ Manuscript Basics

- Subject Category - Topic
- Subject Category - Model system
- Abstract and Cover Letter
- Editor Suggestions and Exclusions
- Reviewer Suggestions
- Excluded Reviewers

HELP **Manuscript Basics**

Please enter the details requested below. To include special characters please [click here](#). Please refer to our [manuscript preparation guidelines](#) if needed.

Resubmissions: This manuscript is a resubmission (check only if you are resubmitting a previously rejected article or are submitting a revised manuscript after the revision deadline has passed. To submit a revised manuscript, return to the author area and click 'submit a revision'.)

Please enter previous manuscript ID: (e.g. DEVELOP/2021/001234)

***Article Type** Research Article

***Title:** Ensure your title clearly describes your key findings (without overstating them) - this is the main way that people will find, select to read and then cite your paper.

The title should not exceed 25 words.

[\[Special Characters\]](#)

Companion Papers: If the paper is part of a group of papers being submitted, enter the complete manuscript ID below when submitting the last manuscript of the group (e.g. DEVELOP/2021/001234). Note: each paper requires its own submission.

If you do not know the ID number of the companion paper(s), please contact the Editorial Office for assistance.

All the manuscripts entered will be linked to each other. The Editors will take into consideration your request that these papers remain grouped.

-
-
-

- Author List
- Transfer to Biology Open
- Questions
- Open Access

The “Author List” section

You need to add the name, institution and email for each author in the “Author List” section.

You also need to specify the corresponding author for your article.

To qualify for fee-free Open Access publishing, the corresponding author must be affiliated with an [institution which is participating in our Read & Publish initiative](#).

HELP **Author List**

Please enter the name, institution, and email for each author in the order they appear on the manuscript.

ADD AUTHOR CorrespondingNone Author: Selected Author Count: 0 **IMPORT AUTHORS**

New Author **I AM THIS AUTHOR**

Author Information

Mark as Corresponding Author

Email

To include accented characters click here (be sure to include the "closing semicolon" at the end of the HTML entity for all accented characters): [Accented Characters](#)

First Name Middle Name(s)/Initial(...) Last Name



The “Open Access” section

If your article is eligible for free Open Access publication under a Read & Publish agreement with a [participating institution](#), select “Gold Open Access/CC-BY” and “Read & Publish fee waiver” in the “Questions” section of the submission process.

HELP **Questions**

Please answer all questions below as applicable. The digital image, experimental animals, and co-author agreement are required.

Open Access Please select the appropriate Open Access publication route below. See our [Open Access page](#) for full details.

Green Open Access - FREE

At 6 months after publication, your article will be made freely available for everyone from the journal website. If mandated by your funder or institute, you may deposit the published PDF in a repository 12 months after publication or as otherwise mandated.

Gold Open Access/CC-BY

I understand that, should my article be accepted, I will be required to pay an [Article Processing Charge](#), unless my institute is part of a Read & Publish agreement (see below).

Read & Publish fee waiver

I wish to publish this article on a [Gold Open Access](#) basis and I am eligible for a fee waiver because the corresponding author is based at an institution that is listed [here](#) as a participant in The Company of Biologists' [Read & Publish initiative](#). Please ensure you have also selected the Gold Open Access box above.



Post-submission peer review

Once you have submitted your article, it will undergo peer review.

We will let you know by email whether your article has been accepted for publication.

If it has been accepted, you will need to sign and return the Publication Agreement in your Bench>Press “Author Area”.

We will then email you a link to our RightsLink system and, if the institution of the corresponding author is participating in our Read & Publish agreement, an automatic fee-waiver will be applied.

Your article has been highlighted for Gold Open Access publication because you selected this option during submission. You may be eligible for free or discounted Open Access publication as part of our [Read & Publish](#) initiative. More details of this can be found below.

Your paper will be published under a Creative Commons (CC-BY) licence, made freely available from the journal website and deposited in PubMed Central for immediate release. The fee is \$4800/£3300/€3780, plus VAT if applicable (waivers may apply, see below). Please select your payment method (credit card/invoice) and complete billing details within 48 hours at <https://oa.copyright.com/apc-payment-ui/overview?id=d53bbd64-36be-488c-bd51-02df25823785&closeButton=true>.

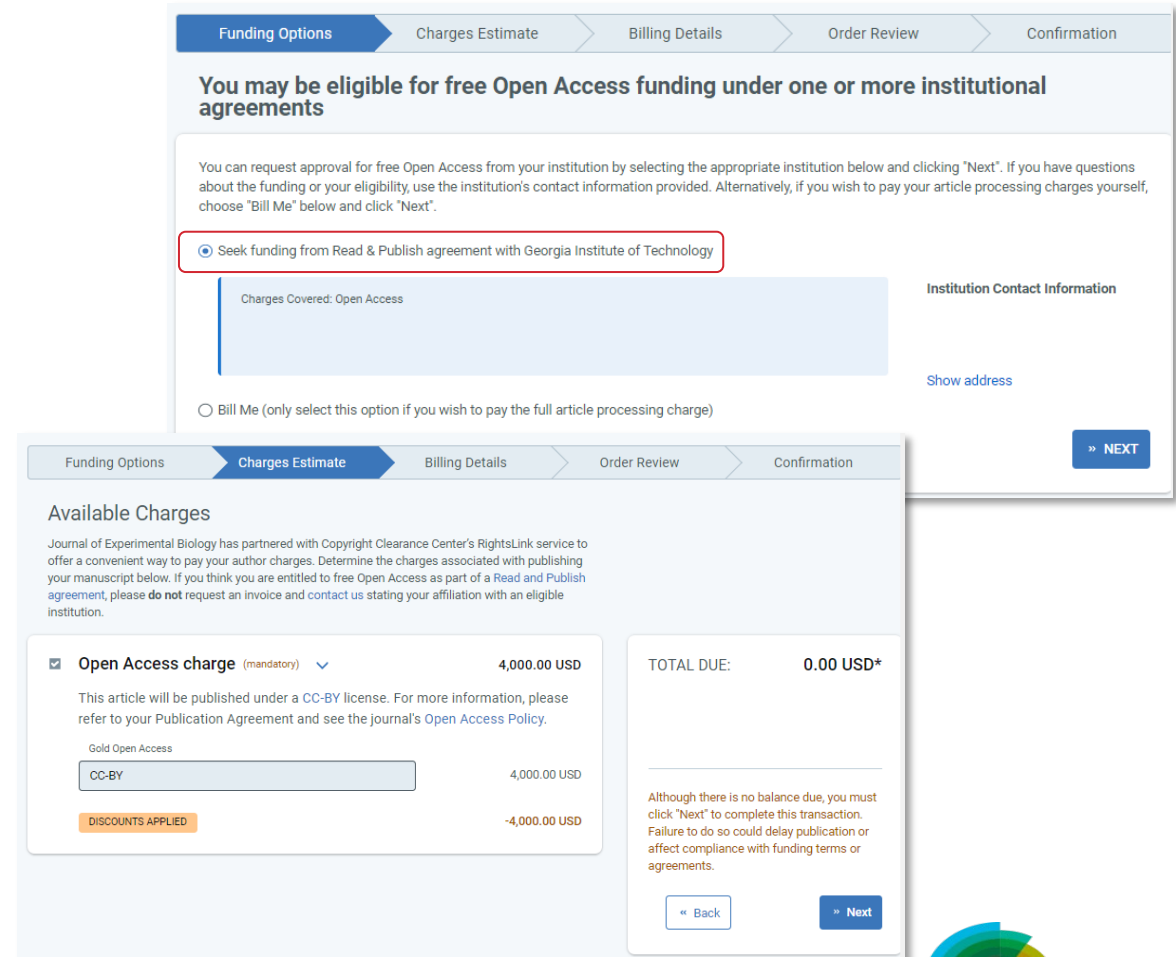


RightsLink payment system

You will be taken to the sign in page of our RightsLink Open Access payment system.

If you already have an account, log in using your existing username and password. If you are a first-time user, you will need to create an account.

Select “Seek funding from [name of institution]” and then click “next”.



The screenshot displays the 'Funding Options' step of the RightsLink payment system. The navigation bar at the top includes 'Funding Options', 'Charges Estimate', 'Billing Details', 'Order Review', and 'Confirmation'. The main heading is 'You may be eligible for free Open Access funding under one or more institutional agreements'. Below this, a text block explains that users can request approval for free Open Access by selecting an institution and clicking 'Next'. A red box highlights the selected option: 'Seek funding from Read & Publish agreement with Georgia Institute of Technology'. To the right, there is a section for 'Institution Contact Information' with a 'Show address' link. At the bottom, there is a 'Bill Me' option and a 'NEXT' button.

Funding Options | Charges Estimate | Billing Details | Order Review | Confirmation

You may be eligible for free Open Access funding under one or more institutional agreements

You can request approval for free Open Access from your institution by selecting the appropriate institution below and clicking "Next". If you have questions about the funding or your eligibility, use the institution's contact information provided. Alternatively, if you wish to pay your article processing charges yourself, choose "Bill Me" below and click "Next".

Seek funding from Read & Publish agreement with Georgia Institute of Technology

Charges Covered: Open Access

Bill Me (only select this option if you wish to pay the full article processing charge)

Institution Contact Information

Show address

» NEXT

Funding Options | **Charges Estimate** | Billing Details | Order Review | Confirmation

Available Charges

Journal of Experimental Biology has partnered with Copyright Clearance Center's RightsLink service to offer a convenient way to pay your author charges. Determine the charges associated with publishing your manuscript below. If you think you are entitled to free Open Access as part of a Read and Publish agreement, please **do not** request an invoice and contact us stating your affiliation with an eligible institution.

<input checked="" type="checkbox"/> Open Access charge (mandatory) ▼	4,000.00 USD
This article will be published under a CC-BY license. For more information, please refer to your Publication Agreement and see the journal's Open Access Policy .	
Gold Open Access	
<input type="text" value="CC-BY"/>	4,000.00 USD
DISCOUNTS APPLIED	-4,000.00 USD

TOTAL DUE: 0.00 USD*

Although there is no balance due, you must click "Next" to complete this transaction. Failure to do so could delay publication or affect compliance with funding terms or agreements.

« Back **» Next**



Confirmation of free Open Access publishing

You will receive a confirmation email as soon as the corresponding authors' institution confirms eligibility for free OA publishing under their Read & Publish agreement with us.

A PDF proof of your article will be sent to you for review, and the final approved version will be published under an Open Access CC-BY license.



Promote and share your article

Your article will be published Open Access.

This means you can share it as widely as you like (via social media and scholarly collaboration networks, by email, in your teaching etc) in the knowledge that everyone worldwide - regardless of their institution's licensing arrangements - can read it and share it further.