

# How an eligible author is identified for Subscribe to Open OA Guarantee for their institutions:

**Step 1:** Go to any APS Submission Site and start manuscript submission:

<https://journals.physiology.org/submit>

Authors will see this definition of the Unique Identifier used to identify their affiliation.

## What is ROR ID?

Research Organization Registry (ROR) is an open database of educational and research organizations worldwide. Each organization is assigned a unique ROR ID and its curated record contains useful details like official website, related organizations, and Wikidata information. Name variations of institutions are included as well.

The ROR ID is used to connect your submission to any publishing agreements or discounts APS has with your institution. The institution name must be entered separately from the department name to ensure the correct assignment of a ROR ID.

**Go here for more information:** <https://ror.org/search>

**Step 2:** Enter the Corresponding Author's Affiliation/Edit Institution:

Manuscript Info

- Title/Abstract
- Author Information**
- APS Covers Program
- Classifications
- Author Fees and Production Requirements
- Detailed Information
- Suggestions
- Electronic Forms

Review Material

- Review Manuscript Data
- Review Manuscript Files

Submit Manuscript

- Submit Manuscript

Be sure to have the Corresponding Author affiliated with the eligible institution!

| Author # | Corr Author                         | Name | Email | Organization |
|----------|-------------------------------------|------|-------|--------------|
| 2        | <input checked="" type="checkbox"/> |      |       |              |

ORCID: N/A

Member:  Yes  No

Title: Please select

Name: John Doe Find User

Suffix:

Email: john.doe@ethz.ch Find User by Email

Institution: ETH Zurich Edit Institution

Department:

Address Line 1:

Address Line 2:

City:

State/Province:

Zip/Postal Code:

Country: Please Select

Work Phone:

Fax:

**Step 3:** The author will see that their institution has an agreement at Author Fees & Production Requirements:

Take a guided tour

- Upload Files
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### Author Fees and Production Requirements

*Required fields are marked with an asterisk (\*).*

**\* Subscribe to Open**

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**Final: Submit Submission!** Author can continue to submit manuscript and the affiliation will follow throughout the publication process.