Frequently asked questions

Guides for authors, reviewers and readers

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Quick answers about accounts, submission, peer review, fees, publication, preprints, books and the website.

Account

I did not receive the activation or password email.

Check your spam folder and wait a few minutes. Make sure you typed the address you registered with. If nothing arrives, write to ploms@plomscience.com. See Register and manage your account.

Can I change the email address of my account?

Yes: open your profile (click your name in the top bar) and use **Change Your Email Address**. A confirmation link is sent to the new address.

Do my co-authors need accounts?

No. Only the submitting author needs an account. Co-authors are added on the Authors step of the submission.

Submission

Which journal should I choose?

Read the aims and scope on each journal's home page, or ask Ava to suggest a journal from your title and abstract (see Using Ava & Adam).

Where are the author templates?

On each journal's or conference's **Submissions** page. Using the template is strongly recommended.

Which file formats are accepted?

Word (`.docx`) is preferred for the manuscript; PDF and LaTeX sources (as a `.zip`) are accepted where the journal says so. Figures: PNG, JPEG or TIFF at good resolution; data: any open format (CSV, XLSX, ZIP…).

I made a mistake in my submission.

If you have not clicked **Complete Submission** yet, go back to the step and correct it. After submission, contact the editor with the article ID (shown on your dashboard) and the correction.

Can I submit a paper that is already posted as a preprint?

Yes. Tell the editor in the comments and give the preprint DOI or link.

How long does peer review take?

Most journals aim for a first decision within a few weeks of submission. Your dashboard always shows the current stage.

What does each status on my dashboard mean?

Unassigned: waiting for an editor. **Peer Review**: with reviewers. **Under Revision**: waiting for your revised version. **Accepted**, **Copyediting**, **Typesetting/Proofing**: in production. **Published**: online. **Rejected**: declined by the editor. See Track your submission.

Fees

Do I have to pay to publish?

Some journals charge an article processing charge (APC) after acceptance; others are free. The journal's Submissions page states the fee. There is never a charge to submit or to read. See Article processing charge.

Can I get a waiver or discount?

Waivers and discounts are available in some cases (for example for authors from low-income countries). Write to the editorial office before paying, with your article ID.

How do I get a receipt?

Once the invoice is paid, open it from **My APC invoices** and click **View / print receipt**.

Publication and rights

Who owns the copyright?

Authors keep the copyright. Articles are published under a Creative Commons licence (usually CC BY 4.0) that lets everyone read and reuse the work with attribution.

When will my article get a DOI?

The DOI is registered when the article is published, and is shown on the article page.

Can I correct a published article?

Published articles are not changed silently. Write to the editor: substantive errors are corrected with a published correction notice.

Reviewers

How do I get a certificate for my review?

It is sent automatically when you complete a review, and is always available in **My reviews & certificates**. See the Reviewer guide.

I cannot finish my review on time.

Reply to the invitation email or contact the editor as early as possible; an extension can usually be arranged.

Preprints, proposals and books

Are preprints peer reviewed?

No. They are checked by moderators before posting but are not peer reviewed. See How to post a preprint.

How do I propose a special issue, a book or a conference?

Use **Propose** in the main menu. See Propose a journal, special issue, book or conference.

Can I download whole books?

Yes. Open the book in the **Books** catalogue and download one of its formats; chapters can also be downloaded separately.

The website

How do I change the language?

Use the language menu with the globe icon in the top bar. See Change the language.

Who do I contact?

For a specific manuscript, the journal's editor (reply to the last email you received). For anything else: ploms@plomscience.com or the **Contact** page.