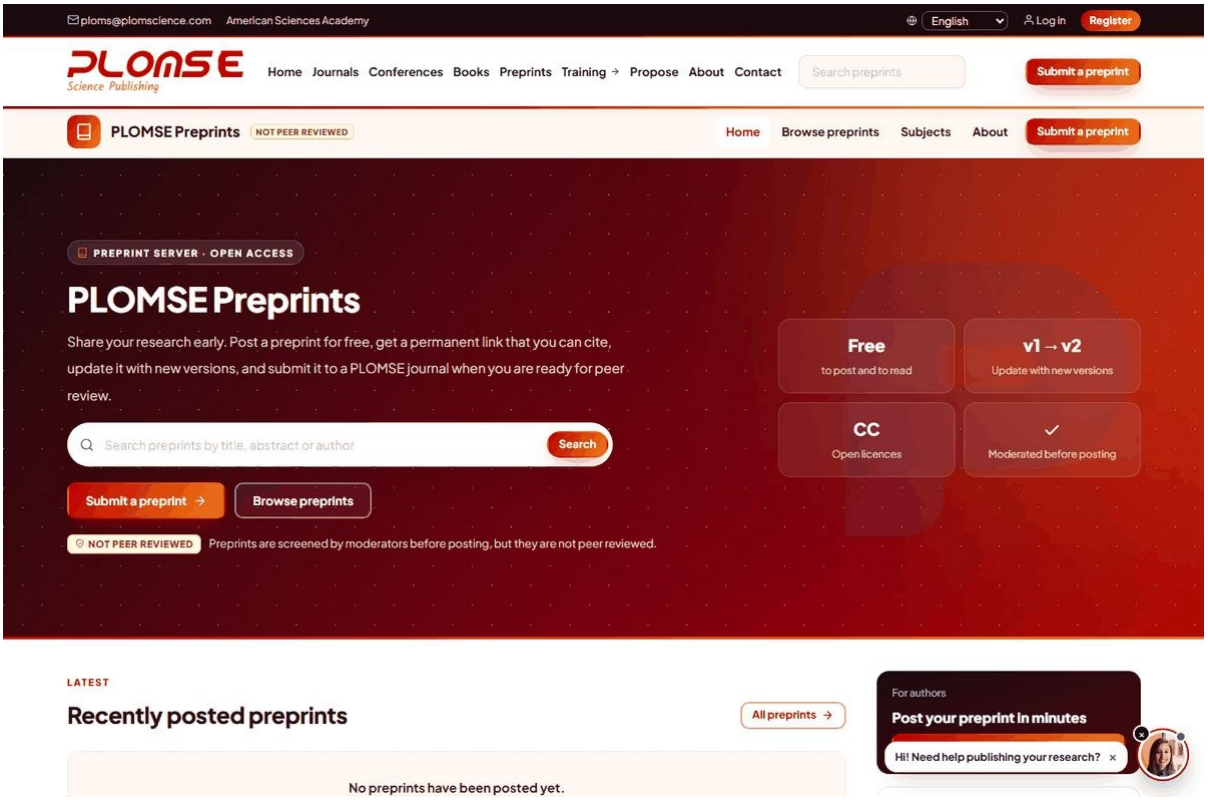
How to post a preprint

Guides for authors, reviewers and readers

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Share your research quickly on PLOMSE Preprints – the four submission steps, moderation, new versions and sending a preprint to a journal.

PLOMSE Preprints (`/preprints/`) is our preprint server. A preprint is a complete scholarly manuscript that is shared publicly before (or in parallel with) formal peer review. Preprints are checked by moderators but **not** peer reviewed. Each preprint gets a permanent page and can later be linked to the published journal article.



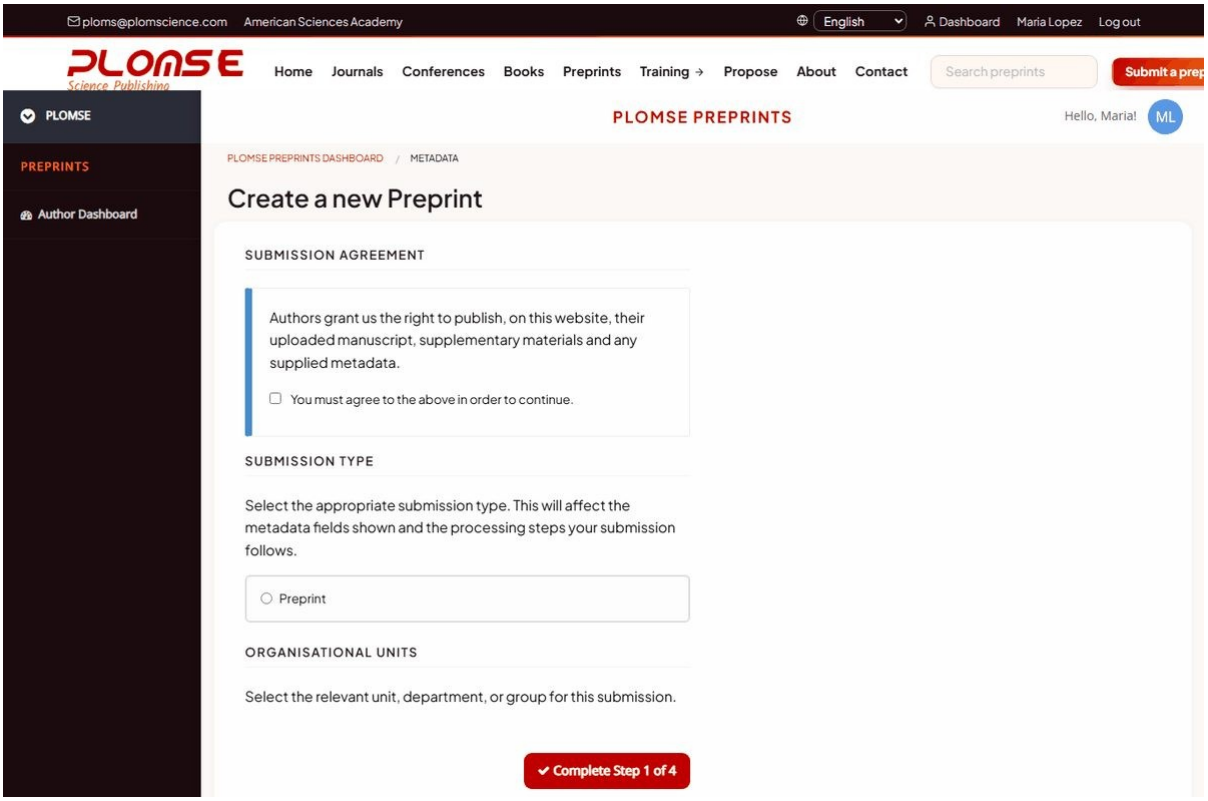
The preprint server home page

Before you post

- Make sure all co-authors agree to post the preprint.
- Check the policy of the journal you plan to submit to (all PLOMSE journals accept papers that were posted as preprints).
- Prepare the manuscript as a single PDF (recommended) and, optionally, links to supplementary material hosted elsewhere (data repository, code repository).

Step 1 – Submission agreement and type

Log in, open **Preprints** in the main menu and click **Submit a preprint**. Read the **Submission Agreement**, tick to accept it and choose the **Submission Type**. Click **Complete Step 1 of 4**.



Starting a preprint submission

Step 2 – Information (metadata)

Enter the title, abstract, subject (click a subject to see its sub-subjects), licence, keywords (press **Enter** after each one) and any additional fields. Save to continue.

Step 3 – Authors

Click **Add Self as Author** if you are an author (your account owns the submission but is not an author until you add yourself). Search other authors by email or ORCID iD with **Search for an Author**, or click **Add New Author** to enter them manually. Drag the rows to set the author order.

Step 4 – Files

Click **Upload File** to upload your manuscript. Uploading a new file overwrites the previous one. Add links to externally hosted material with **Add New Supplementary File**. Click **Complete Step 3 of 4**.

Review and submit

Check the summary (use **Edit Metadata**, **Edit Authors** or **Edit Files** to correct anything) and click **Complete Step 4 of 4 and Submit**.

Moderation

A moderator checks that the preprint is a scholarly work within scope, is complete and respects our policies. You receive an email when it is accepted (published) or if it is rejected, with a note from the moderator. Your preprints and their status (**Accepted**, **Rejected**, **Under Consideration**) are listed on the **Preprints Dashboard** (`/preprints/repository/dashboard/`), together with incomplete submissions you can continue or delete.

New versions and corrections

From the Preprints Dashboard you can request:

- a **new version** (upload a revised manuscript – earlier versions remain available),
- a **metadata correction** (title, abstract, authors…),
- a **correction** of the current file.

Requests are reviewed by a moderator before they appear publicly.

Publishing the article in a journal

When the paper is published in a journal, tell us the DOI (or ask the editor) so that the preprint page links to the final version. You can submit the same manuscript to a PLOMSE journal at any time – see How to submit a manuscript.

Finding preprints

Use the **Search preprints** box in the header, or the search and subject list on the preprint server – see How to search.