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Figure 1. Submission form with Author Information tab selected.

Read & Publish eligibility is based on the manuscript affiliation for the primary corresponding author, indicated by the checked box as shown in Fig. 1, Area 1. This will be checked by default if you are the submitting author.

RUP's deals are driven by underlying <u>Research Organization Registry (ROR) IDs</u>. Authors must validate their institution by selecting it from ROR type-ahead menu. As displayed in Fig. 1, Area 2, the *Validate Institution* link must be clicked to select your institution. At this step, you should select the institution that is your current institution for correspondence purposes.

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Figure 2. Search for Organizations screen.

After clicking "Validate Institution" the "Search for Organizations" interface will pop-up. Entering search text in the "Institution" field presents a list of matching names as a selectable menu. Select the correct name and click save. Note that you may need to adjust your search term(s) to locate your institution. Don't be concerned if the name does not appear exactly as you'd like it to in the published affiliation. We will use the text that has been provided in your manuscript file.

ROR IDs were developed as a top-level identifier, and in some cases, you will not find a medical school or hospital. In those cases, please find and select the top-level identifier for your institution.

Note that because there are rare instances of institutions that do not have a ROR ID, the system allows you to save without selecting from the list. However, doing so will result in the manuscript **not** being recognized as part of a deal. See Figs. 3 and 4 below.

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Figure 3. Successful validation.

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Figure 4. Invalid selection.

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Figure 5. Detail of Fig. 1, Area 3

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