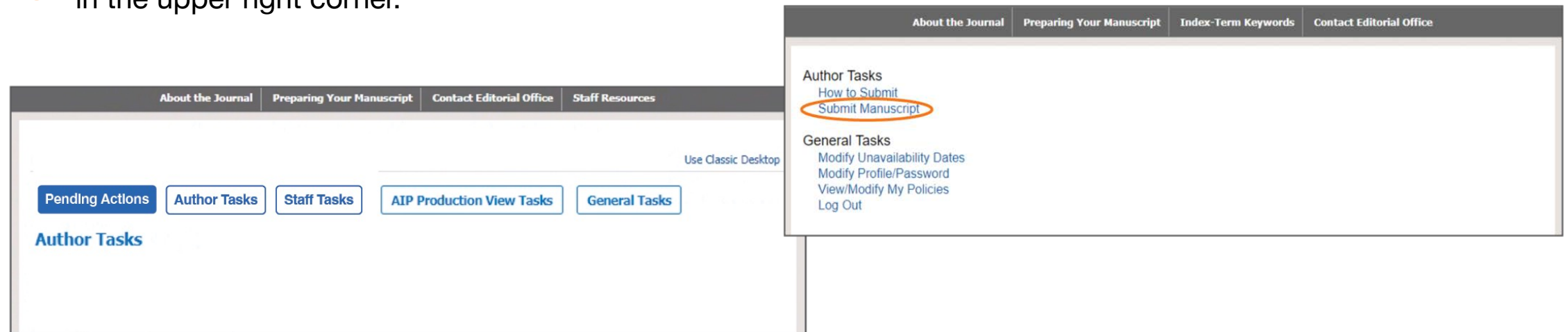


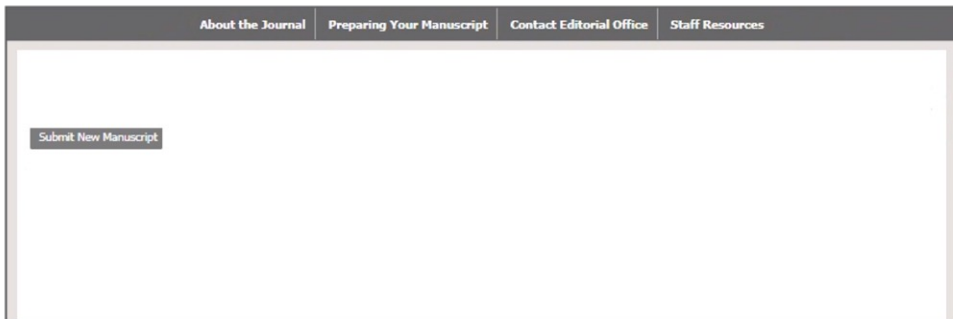
READ & PUBLISH GUIDE FOR AUTHORS

AIP Publishing features a seamless process to submit an article for open access (OA) publishing as part of an institutional Read & Publish agreement. Just follow these simple steps.

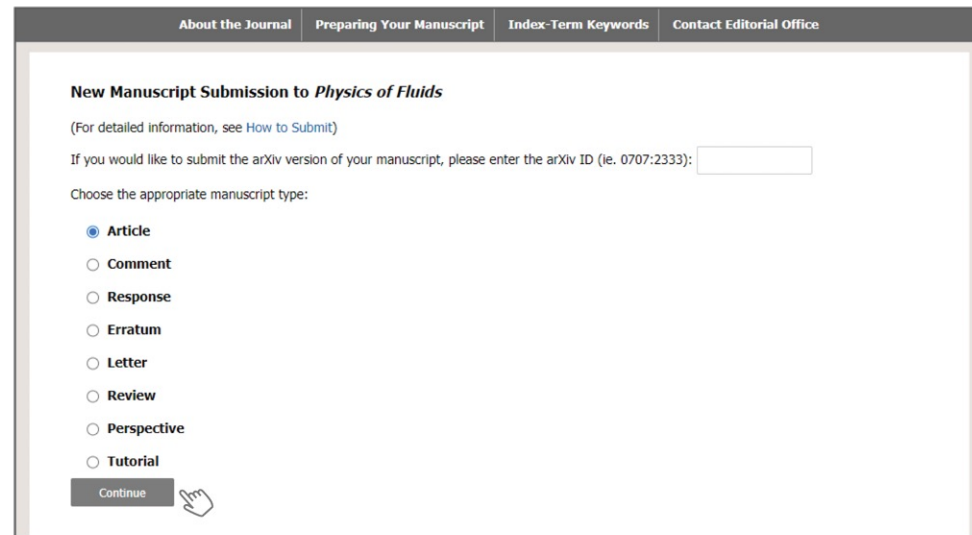
- 1 After logging in, click “author tasks” then select “submit manuscript”. Alternatively, select “use classic desktop” in the upper right corner.



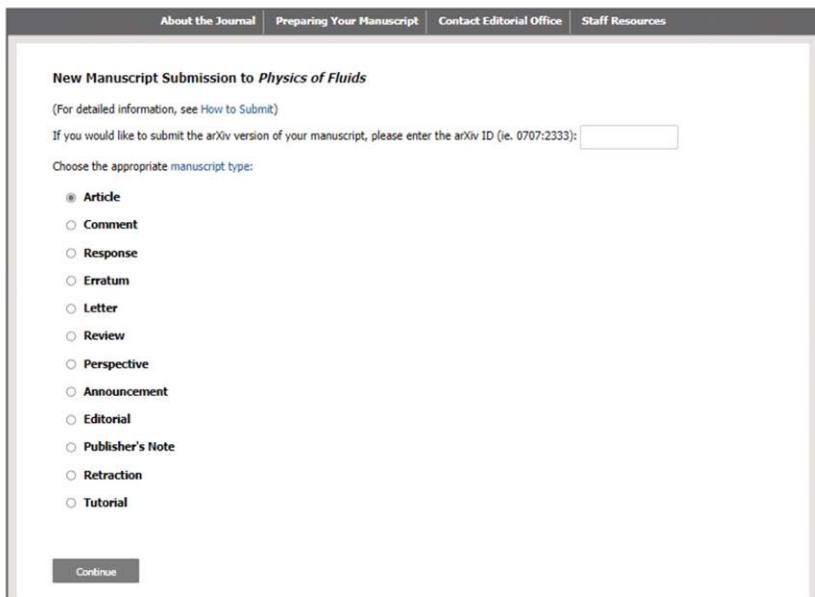
2a If you do not select “use classic desktop,” the screenshot below will be presented where you can select “submit new manuscript”.



2b If you select “use classic desktop,” the display will change, as shown below.

A screenshot of a web page in classic desktop mode. The navigation bar is the same as in 2a. The main content area is titled 'New Manuscript Submission to Physics of Fluids'. Below the title, there is a link '(For detailed information, see How to Submit)'. A text input field is labeled 'If you would like to submit the arXiv version of your manuscript, please enter the arXiv ID (ie. 0707:2333):'. Below this, it says 'Choose the appropriate manuscript type:' followed by a list of radio button options: Article (selected), Comment, Response, Erratum, Letter, Review, Perspective, and Tutorial. At the bottom of the list is a 'Continue' button with a mouse cursor pointing to it.

3 Next, select the type of manuscript you are submitting.

A screenshot of a web page in classic desktop mode, similar to 2b. The navigation bar is the same. The main content area is titled 'New Manuscript Submission to Physics of Fluids'. Below the title, there is a link '(For detailed information, see How to Submit)'. A text input field is labeled 'If you would like to submit the arXiv version of your manuscript, please enter the arXiv ID (ie. 0707:2333):'. Below this, it says 'Choose the appropriate manuscript type:' followed by a list of radio button options: Article (selected), Comment, Response, Erratum, Letter, Review, Perspective, Announcement, Editorial, Publisher's Note, Retraction, and Tutorial. At the bottom of the list is a 'Continue' button.

4 Upload your manuscript file(s).

The screenshot shows a web interface for manuscript submission. At the top, there are navigation tabs: "About the Journal", "Preparing Your Manuscript", "Contact Editorial Office", and "Staff Resources". The main content area is titled "Upload Files" and contains the following elements:

- Submission Summary:** A table with fields for ID (POF23-AR-07697), Author (John Smith), and Article (N/a).
- Manuscript Files:** A section with a sub-tab "Upload Files" and a "Browse" button.
- Manuscript Information:** A list of options including "Title/Abstract", "Author Information", "Manuscript Classification", "Publishing Permissions", "Publication Charges and Funding", and "Reviewers".
- Confirm Submission:** Options for "Confirm Manuscript Files" and "Confirm Manuscript Information".
- Submit Manuscript:** A "Submit Manuscript" button.
- Buttons:** "Save and Exit", "Save and Continue", "Cancel Submission", and "Auto Order".
- Next Step:** A "Next" button with a right-pointing arrow.

Instructions for file upload are provided: "Please upload your files. For your initial submission, please upload a **Single PDF Manuscript File** containing your manuscript and all figures. All other files are optional, including a Cover Letter." Additional instructions state: "Authors are required to include a data availability statement in their manuscript. For instructions and templates for including this statement, please see AIP Publishing's Research Data Policy." and "Please use the left menu to navigate the submission system while submitting your manuscript. Using your browser's back and forward buttons could delete information you have entered."

5 Provide information about the article including the title and an abstract.

The screenshot shows the "Title/Abstract" step of the submission process. It includes the following elements:

- Title/Abstract:** A section header with a note: "Please enter the information requested below. Required fields are marked with an asterisk (*)." Below this is a text input field for the title, with a "Please enter a manuscript title." prompt.
- Abstract:** A text input field for the abstract, with a "250 words left" indicator at the bottom right.
- Related Manuscript:** A section header with a note: "If this submission is an Erratum, part of a Series, or was previously submitted to *Physics of Fluids*, enter the MS#(s) or AIPID(s) of the related manuscript(s). Enter 'Unknown' if this is the first part of the series and you do not yet have the MS #." Below this is a text input field.
- Navigation:** "Previous" and "Next" buttons with left and right arrows, respectively.

- 6 Provide the required author information, including name, email, postal address, ORCID iD, and institution. Select your institutional affiliation by clicking on the “Validate Institution” button and select from the populated organizations shown in the “search for organizations” option.

Search for Organizations

Please use the Search below to find an exact match if possible, then select it and click Save to validate your institution. Clicking Save in the Search box. Clicking Cancel will return you to the form without making any changes.

Institution:

Author Information

Please enter the information requested below. You can enter each author's information individually or use Email Lookup to search our database to locate existing accounts. Required fields are marked with an asterisk (*)

If author fields are minimized, use the "Edit" link to edit or add additional information for each author.

Please enter the names of all authors in the same order in which they appear in the manuscript. To reorder authors, place your cursor over the "Author #" and use drag and drop to move the author to the proper position.

Email Lookup

You may provide a list of email addresses in the text box below to see if there is a matching account for the author. Separate each email address by a comma or semicolon. You will have a chance to review and select which author accounts to include before their information is populated in the Authors section below.

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1	<input checked="" type="checkbox"/>	John Smith	johnsmith@alp.org	AIP Publishing LLC

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- 7 Select the option “Open Access as part of an Institutional agreement.” The APC calculation appears automatically, as shown below.

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