
Open access workflows from the authors' perspective

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Publishing Open Access without APCs: Submission Process

- During submission, enter your email and select your institution.

The image shows a screenshot of a submission form with two main sections: 'E-mail Address' and 'Institution Related Information'. The 'E-mail Address' field contains 'xxx@unibo.it; xxx@gmail.com'. A blue arrow labeled 'Email' points from a text box to this field. The text box says: 'Enter institutional email address. Enter a second email address using a semicolon to separate them. This decreases the chance of Spam filters trapping emails sent to you'. Below the email field is a note: 'If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. Read More.' The 'Institution Related Information' section has a dropdown menu for 'Institution' with 'Università di B' selected. A blue arrow labeled 'Institution' points from a text box to this dropdown. The text box says: 'Start typing to display a list of institutions'. Below the dropdown is a list of institutions, with 'Università di Bologna' highlighted. A blue arrow labeled 'Select' points from a text box to this list. The text box says: 'Select your institution from the dropdown list. You may see several choices, simply select the most appropriate option.' The form also includes fields for 'Department', 'Street Address', 'City', 'State or Province', 'Zip or Postal Code', 'Country or Region' (set to ITALY), 'Address is for' (Work, Home, Other), and 'Available as a Reviewer?' (Yes, No).

Publishing Open Access without APCs: Submission Process

- Check to see if your institution has a “read and publish” deal.

I would like my paper to publish open access. [NOTE: Corresponding authors affiliated to an institution with an [agreement with Wolters Kluwer](#) that covers open access publishing will not be charged an open access fee. Authors not covered by such agreements may pay the article publication charge (APC) by credit card or request an invoice per their institution's or funders requirements. You will receive a quote, and if you choose not to proceed with open access publication you need take no further action in this regard].

Answer Required: Please select a response
 Yes
 No

Please select a response.

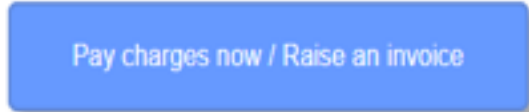
Select 'Yes' to publish open access

Click the link to check if your institution has funded the OA fee. Articles with Corresponding authors from these institutions are not charged for OA

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Publishing Open Access without APCs: Post-Acceptance

Step 1. Click link in the open access email you receive.



Step 2. Register in the system and select 'Seek Funding' to receive the \$0.00 price

The screenshot shows a multi-step process bar at the top: Funding Options (active), Charges Estimate, Billing Details, Order Review, and Confirmation. Below the bar, the heading reads "You may be eligible for funding under one or more institutional agreements". A text block explains that users can seek funding from their institution or pay themselves. Two radio buttons are present: "Seek Funding From CRUI - Conferenza dei Rettori - WK exclusive contact" (highlighted with a blue arrow) and "Bill Me". A "Note from your Publisher" box provides details on funding eligibility and license selection. To the right, "Institution Contact Information" lists Marina Delli Quadri with email and phone details, and a "Show address" link. A "» NEXT" button is in the bottom right corner.


Publishing Open Access without APCs: Post-Acceptance

Step 3. Select the ULA – CC BY license option (or for listed Swiss institutions, there is also the option to select ‘Other – CC BY-NCND’).

Open Access charge (mandatory) ▼ 4,532.00 USD TOTAL DUE: 0.00 USD*

Please check that the funding type/license you have selected matches your license to publish and funder requirements, if applicable.

Article Publication Charge


 ULA - CC BY 4,532.00 USD

Article Publication Charge

DISCOUNTS APPLIED None / Other - CC BY NC ND -4,532.00 USD

Step 4. Complete the [License to Publish form](#) the journal provides and select ULA in Schedule B (or, if the author is from a listed Swiss institute, they can choose Option 2 on the form for ‘CCBY-NCND’).

1. Choose a funder from the drop down list. If your funder is not shown please select option 2 below. Corresponding authors who have provided an affiliation that matches an institution listed [here](#)* should select 'ULA' from the drop down list. *Please note Authors from the listed Swiss institutions may choose either ULA from the drop down or select option 2 below.

 ULA

2. This Schedule B is inapplicable to the Work.

NOTE: If author has selected option 2, the Work will be published under the CC BY-NC-ND license i.e., Section 3.a. on the Agreement will apply to the Work, and Section 3.b. of the Agreement will not apply to the Work.

FAQs

- Is there a limit on the number of OA APC waivers per institution per year?
 - Yes, this will depend on the deal that is done with Ovid. It will either be a dollar amount of total APCs allowed or a specific number of APC waivers.
- How can libraries monitor the usage of this service?
 - We use Rightslink to collect APCs and set up specific R&P agreement profiles with the amount of APC limits allowed. The institution will have access to their funder platform (their dashboard) and receive notifications when they are getting near to the end of the allowance and once it is finished. It will be up to the institution to communicate with their authors if the funds have been exhausted thereby denying the funding request.
- Are page charges / colour fees included in the Read and Publish agreements held with institutions?
 - Usually, only OA APCs are covered via R&P deals, but libraries can discuss this option with the Ovid sales team to see what may be on offer.

FAQs continued

- How are authors verified as being currently affiliated with a participating institution?
 - Authors should select their participating institution as their affiliation during the submission process and are encouraged to use their institutional email address. The corresponding author's institution is then matched to the R&P agreement profile's list of participating institutions when passed to Rightslink from Editorial Manager. The institution receives a notification that a funding request has been made and can double check the author is eligible at that point too before approval/denial of the request.
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