

# **OUP Open Access Account** *User Guide*

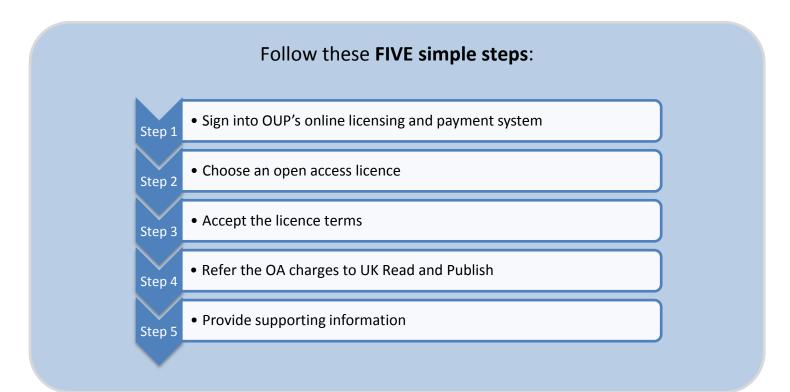
Authors from participating UK Read and Publish institutions can request the use of funds to pay open access charges when publishing in 400+ eligible OUP journals

# To be eligible to publish Open Access and use funding from the UK Read and Publish account you must be:

- 1. the corresponding author of the article
- 2. affiliated to one of the participating UK Read and Publish

institutions (click here to check the institution list)

- 3. publishing in an eligible journal (click here to check the journal list)
- 4. publishing a research or review article



Please direct any queries regarding use of the funds in the Open Access Account to <u>prepayments@oup.com</u>, or consult your librarian.





Once your article has been accepted for publication, you'll receive an email from the OUP production team with a link to OUP's online licensing and payment system.

Click on the link and sign in using your Oxford Academic account.

 On the Oxford Journals Author Services site, click 'Start'
 Fill in your Username and Password
 Click 'Sign In'

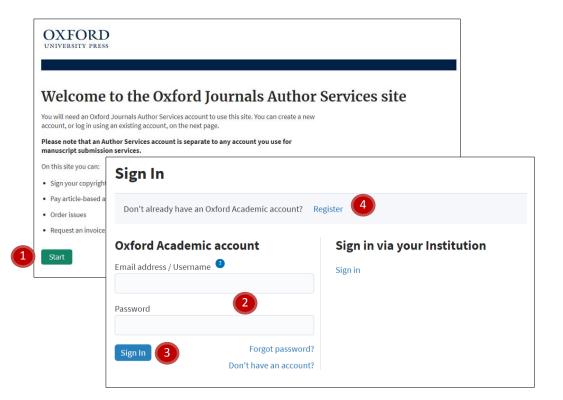
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4. Register if you do not have an Oxford Academic account

#### Step 2 – Choose OA licence

Once logged in, choose the appropriate licence under which your article will be published in the journal. **To publish open access and request use of UK Read and Publish funds you should choose one of the open access licences available** (the range of open access licences available varies by journal), and then click the green 'Select' button in the end of the page. If you're unsure of your eligibility, check with your institution before agreeing the licence.

- 1. Choose a publication licence for the article
- 2. Click 'Select'



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#### Step 3 – Confirm you accept the licence terms

Review the terms of your chosen publication licence, and the charges associated with publication.

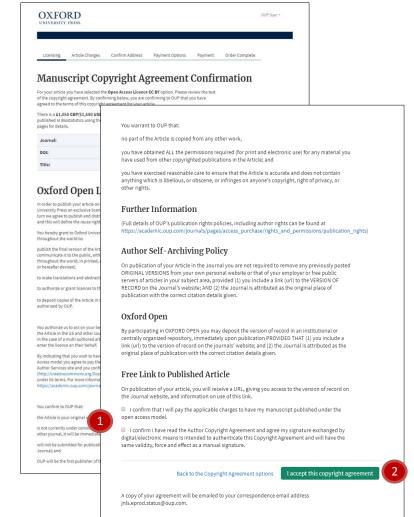
Check the boxes at the end of the page to confirm that you have read the copyright agreement and that you will pay any applicable charges, before you proceed.

If you are eligible for use of UK Read and Publish funding you will not need to pay the OA charge. However, if page or colour charges apply for your article, you will need to arrange payment for those – check the journal Instructions to Authors page for details of charges.

1. Check the boxes at the end of the page to confirm that you have read the copyright agreement and that you will pay any applicable charges

2. Click 'I accept this copyright agreement'

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You'll receive confirmation that your publication licence has been successfully completed. Proceed to review the charges associated with publication of your article and make a request to Jisc.

3. Click 'Proceed'



## Step 4 – Refer OA charges to UK Read and Publish

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In order to make a request for use of UK Read and Publish funding, select the UK Read and Publish from the dropdown box, and check the box against the open access charge. Then select 'Refer Charges'.



### **Step 5 – Provide supporting information**

Confirm your address details and the details of any research funding. Insert the name of the Original Research Funder that supported your research and the Grant Number associated with this. If these are not applicable then please enter 'N/A'. You can also provide a short statement to support your request. These details will be used to assess your eligibility for use of the account.

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#### **Confirm your request**

Now you can review your request and click 'Complete Referral'. You will receive an email confirming that your request has been received.

4. Click 'Complete Referral'

#### Verification

OUP will verify your eligibility based on the information you have provided. You will receive an email confirming that your request has been approved, or providing further information if it has been rejected.

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