

OUP Open Access Account *User Guide*

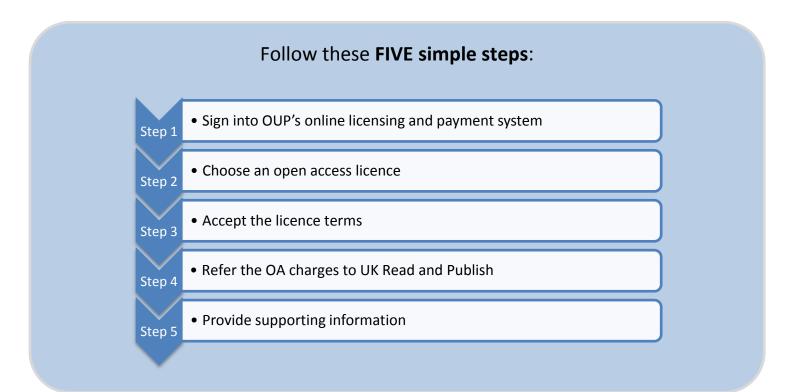
Authors from participating UK Read and Publish institutions can request the use of funds to pay open access charges when publishing in 400+ eligible OUP journals

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- 4. publishing a research or review article



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

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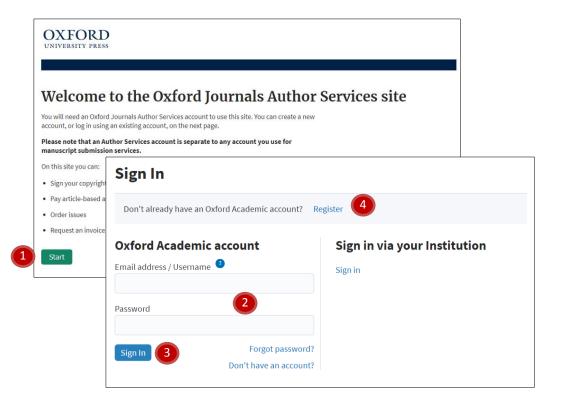
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4. Register if you do not have an Oxford Academic account

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.

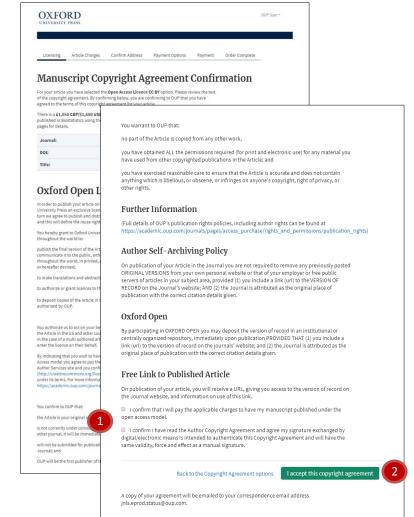
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1. Check the boxes at the end of the page to confirm that you have read the copyright agreement and that you will pay any applicable charges

2. Click 'I accept this copyright agreement'

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3. Click 'Proceed'



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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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