

## **Open Access – workflow overview**

1.0

## **OA** publishing process



Submission



Manuscript is

submitted
Submitting author provides e.g.
FundRef and ORCID information, article category is assigned

**Peer review** is conducted in the following steps.



Identification



types

Corresponding
author identifies
him/herself as
connected to a
member institution



Verification



**Publication** 

Identified article is sent to the member institution's article approval service accounts for final verification of eligibility

Eligible article is published immediately open access

OA Funding note added in article acknowledgments (if applicable)

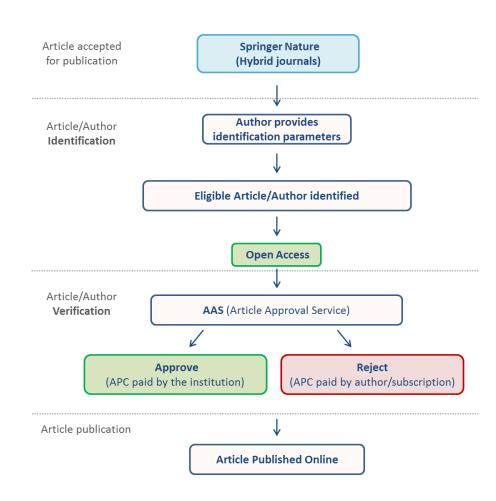
AAS account provides status reporting of identified articles

Account balance report /invoice



## Workflow introduction – Author journey

- Online processes that guide the author from article acceptance through publication for hybrid journals.
- When completing the identification process, authors can identify themselves as eligible and be matched to an institutional agreement.
- Once an author's eligibility is confirmed by the institution, the article is published open access. In case of rejection, the author has the option to publish open access with their own funding or subscription.



## Author journey – "MyPublication"

After article acceptance, the author receives an invitation to complete the publication process on "MyPublication."

2.0

## **MyPublication – Overview**

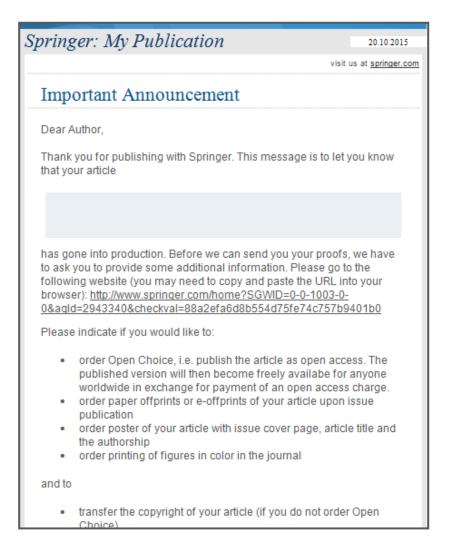
- The majority of Springer Nature hybrid journals use MyPublication to identify the eligible authors and for the editorial rights processes.
- Hybrid journals not using MyPublication are marked as "non-standard workflow" journals in the journal title list.
- The corresponding author is guided through this workflow to manage all administrative tasks of the publishing process.

#### **MyPublication stages:**

- 1. Publish your article open access with an Open Choice option (if the journal is not a fully open access one)
- 2. Agree to terms of publication online
- 3. Order offprints or posters in addition to your free (electronic) offprint

## **MyPublication – Article acceptance**

Once an article is accepted for publication, the author receives an email with a link to complete MyPublication forms.





## Welcome to MyPublication

Welcome page with overview of accepted article

#### Welcome to MyPublication



Dear John Doe, Thank you for publishing your paper in one of our journals.

#### Make Your Choice

In order to facilitate the production and publication of your article we need further information from you relating to:

- Please indicate if you would like to publish your article as open access with our Open Choice option. If so, your article will become freely available online for anyone worldwide and you will be able to easily comply with open access mandates.
- Please transfer the copyright, if you do not publish your articles as open access.
- Please note: We have some agreements with institutions which cover the article processing charge for Open Choice articles of their affiliated corresponding authors. Please read the specific information when you indicate your affiliation.
- Please indicate if you would like to have your figures printed in color.
- Please indicate if you would like to order offprints.

Answering the questions on the next few pages will take approximately 10 minutes of your time.

Please note: Be sure to complete the entire process until you get to the confirmation page. The subsequent production of your article depends on the finalization of the MyPublication process.

Please see our FAQ page if you have questions or problems completing the forms.

START NOW



Location

Please complete

the form while

within your

institution's

network.

Please use your

email address.

institutional

Please

input your

affiliation

institutional

when promoted.

### Author and article identification

After article acceptance, the corresponding author receives an invitation to complete the publication process for the article and the authors are able to identify themselves:

#### Corresponding author/article identification parameters:

- 1. Selected institution
- 2. E-Mail domain recognition
- 3. IP recognition

The hierarchy of identification parameters is in the above order: 1, 2, 3. Authors are informed about how they were identified.

#### For example:

Selected institution: EPFL Lausanne
 E-Mail domain recognition: ETH Zürich

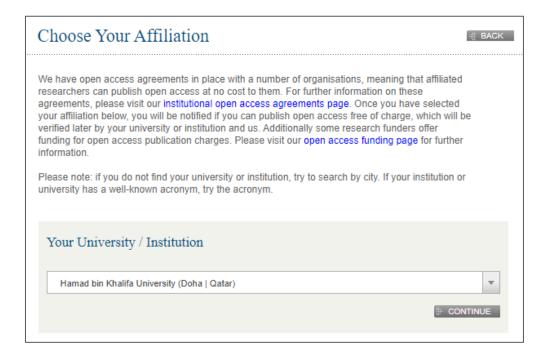
3. IP recognition: FH Bern

-> The author is identified under EPFL Lausanne.



### **Choose Your Affiliation**

Authors can type in their institution in the search field. If authors can't find their institution they can search by city





### **Choose Your Affiliation**

If the author is matched to an institutional agreement, a green box appears immediately, which provides further information on the OA agreement.

Further identification parameters are IP address and email domain.





## **Your Open Access Option**

#### **Opt-out policy**

Identified Authors will have the option to publish their articles open access or subscription.

#### Your open access option

By publishing open access, your article will be freely available to everyone worldwide immediately upon publication and the copyright will remain with you. Your benefits for Open Choice are:

- From Your article is free to read, copy, distribute, and use
- F You retain the copyright
- Easy compliance with open access mandates

Or you choose to publish traditionally, non-open access and transfer your copyright to Springer. Please note that this can't be changed later.

Your institution recommends that you publish your article as open access.

#### Yes

I want to publish my article with open access and my institution covers the charge.

. CONTINUE

No, I want to publish my article traditionally without open access.

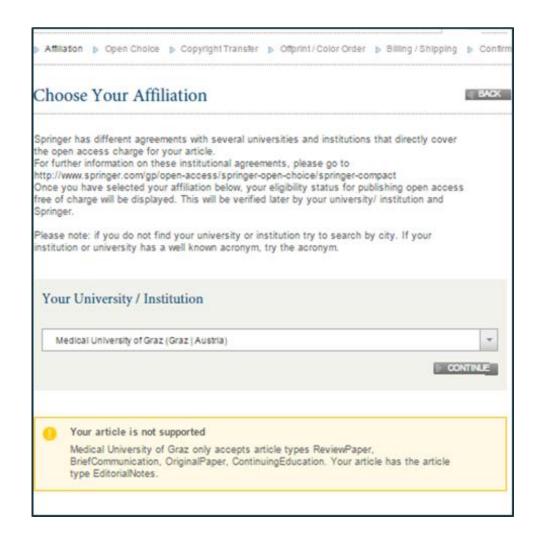


### **Choose Your Affiliation**

If the article type is not covered by an agreement, an orange box appears containing further information

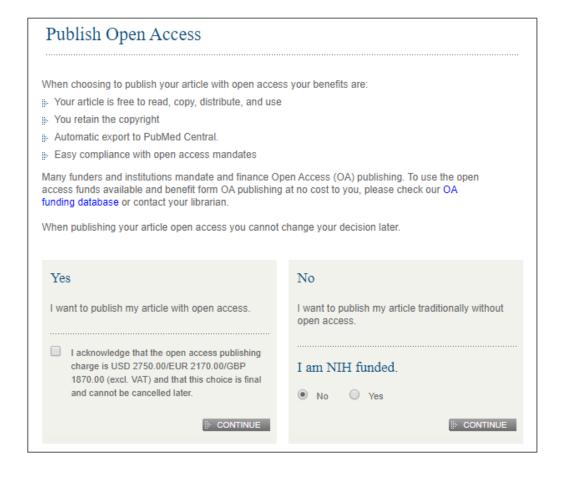
Eligible article types covered by the agreement with Switzerland are:

- OriginalPaper
- ReviewPaper
- BriefCommunication
- ContinuingEducation



## Your open access option

If the article type or license type is not covered, the author can choose to publish individually or traditionally non open access





## Open access license form

If the author opted for open access publication of the article, the author has to agree to the open access license

#### Open Access License Form

- ⊞ BACK

#### Licence applicable to the Article:

CC BY-NC: This licence allows readers to copy, distribute and transmit the Article for noncommercial purposes as long as it is attributed back to the author. Readers are permitted to alter, transform or build upon the Article, and to use the Article for non-commercial purposes. Please read the full licence for further details at - http://creativecommons.org/licenses/by-nc/4.0/

#### 1. Publication

Springer Nature (the 'Licensee') will consider publishing this article (including any supplementary information and graphic elements therein (e.g. illustrations, charts, moving images) (the 'Article'), including granting readers rights to use the Article on an open access basis under the terms of the stated Creative Commons licence. Headings are for convenience only.

#### I agree

I agree to publish my article as open access under the Creative Commons Attribution License. I confirm that my contribution is original and hereby sign for and accept responsibility for releasing this material on behalf of any and all co-authors.\*

⊪ CONTINUE

## Employee of the US Government / a Crown Body

I am a US government employee or performed the work under Crown Right and therefore cannot transfer the copyright.

⊪ CONTINUE

## **Colour and Offprints**

The author can order optional color figures as well as additional paid offprints and posters

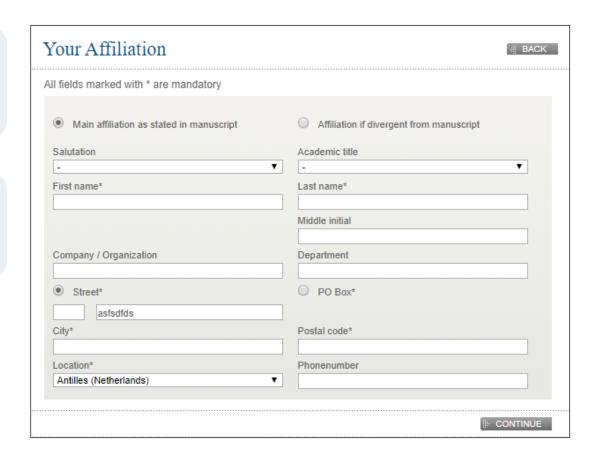
## Color and Offprints ## BACK Color Figures By selecting this option, your figures will appear in color in the printed version of your article. Please note the charge for printed color figures is € 950 / US \$ 1150. The electronic version of your article will always show color figures at no additional cost. Choose if your figures will be printed in color Yes, I would like to have color figures in the print article and will be charged at the rate given above. No, I do not want to have color figures in the printed article. Charge for color figures US \$ 0 Free Offprints As corresponding author you will automatically receive a free electronic offprint (PDF file) for your article. Additional paid offprints You can order paid offprints additionally to your free offprints. Order paid Offprints



### **Your address**

The author states his or her invoice address even if there will be no invoice

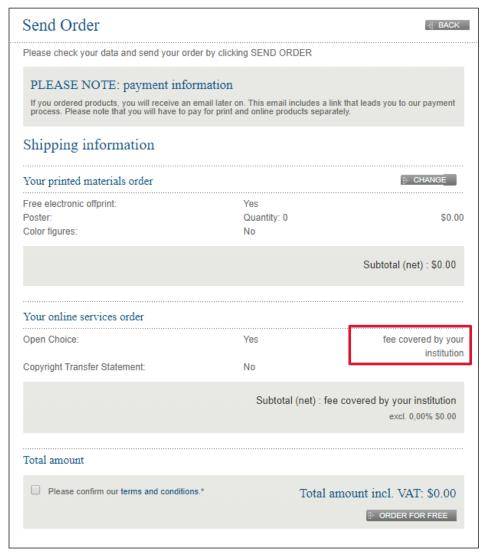
This is a generic page for all kinds of articles and is issued for data management



### Send order

On the last page there is a summary of all orders

Open Choice is not charged to the author but is covered by the institution





## **Support for authors**



Contact details for further support are located on the MyPublication pages. Authors can also find helpful information in the FAQ, and in the author helpdesk

### **Useful Contacts**

# FOR AUTHORS and APPROVAL MANAGERS

OA verification

 (oa.verification@springernature.com)

#### **FOR THE CONSORTIUM**

- OA verification

   (oa.verification@springernature.com)
- OA Coordinator

# **Questions?**

oa.verification@springernature.com

#### The story behind the image



## Antarctica meltdown could double sea level rise

Researchers at Pennsylvania State University have been considering how quickly a glacial ice melt in Antarctica would raise sea levels. By updating models with new discoveries and comparing them with past sea-level rise events they predict that a melting Antarctica could raise oceans by more than 3 feet by the end of the century if greenhouse gas emissions continued unabated, roughly doubling previous total sea-level rise estimates. Rising seas could put many of the world's coastlines underwater or at risk of flooding and storm surges.