

Open access publication for authors at eligible* institutions

Are you ready to submit your article to BMJ Group?

*Eligible institution, means your institution has a Read and Publish, Prepay or Membership Agreement with BMJ Group.

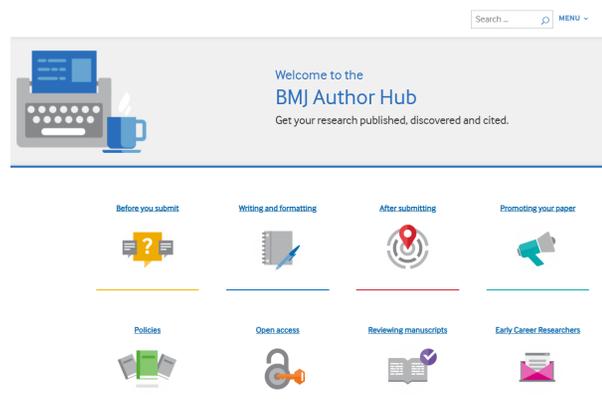
READ AND PUBLISH AND PREPAY AGREEMENTS

Step 1

Visit our Author Hub to find out more about publishing with BMJ Group. authors.bmj.com

Check if your institution has an open access agreement with BMJ Group and learn about any available discounts.

<https://authors.bmj.com/open-access/oa-agreements/>



Step 2

Choose the journal relevant for your research

Visit the journal's website journals.bmj.com.

Review our 'Instructions for authors' and prepare your manuscript for submission according to these instructions. Click 'Submit a paper' and get started with your publication journey.

Ready to submit your article? Our [BMJ Journals tutorial](#) will show you how

Step 3

Before you start your submission it is important that

- your ScholarOne user account is up to date
- you are using your academic email rather than a personal email
- your institution is connected to Ringgold. You will see a yellow exclamation mark if you fail to connect to Ringgold.

During submission you will be prompted to select your open access agreement affiliation; your 'agreement name' or 'Institution' will be available to select in the dropdown options. You will also be asked to confirm the publication licence; please make sure to select the one required by your institution or funder.

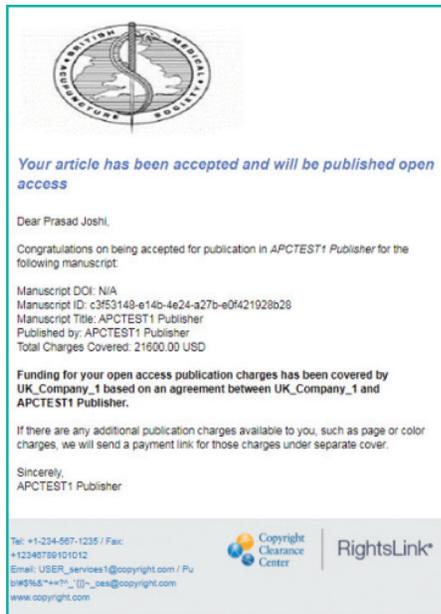
| Primary Address | Secondary Address | |
|--------------------------------------|---|--|
| Institution: kings req | Institution: <input type="text"/> | |
| Department: <input type="text"/> | This institution is not connected to Ringgold. Search again and select an institution from the dropdown to connect the institution to Ringgold. | |
| Address: BMA House req | Address: <input type="text"/> | |

Upon acceptance, RightsLink® will automatically notify your institution and the institution funder will be able to review and approve or deny the request from their central dashboard.

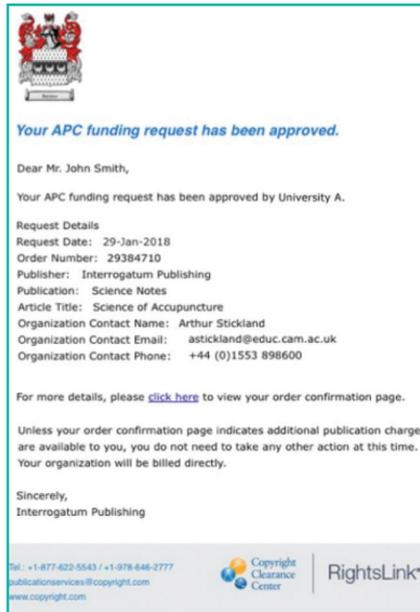
Step 4

Approved funding requests

If your request is approved, you will receive a confirmation email from RightsLink®, our payments service provider. Your article will proceed through production and is then published open access in the journal of your choice.



Note: If the profile does not have **TouchFree transactions** enabled, and therefore you completed the funding request yourself, you can view the Order Confirmation from within your Manage Account portal, by clicking your original payment due link or, in many cases, by clicking an APC link from within your submission systems' author dashboard.



If your profile has TouchFree transactions enabled you will receive a slightly different message.

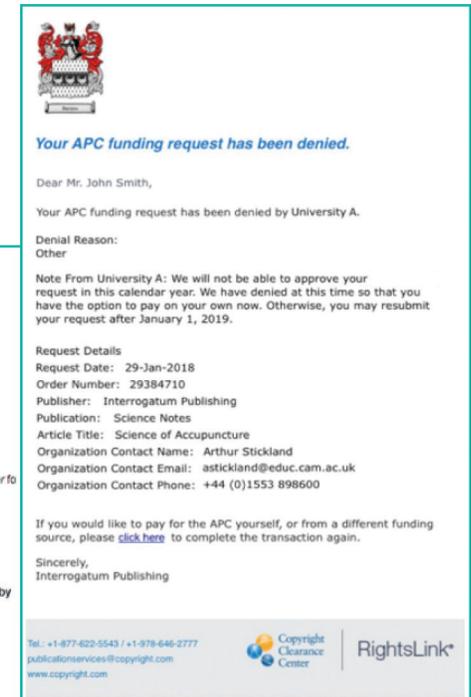
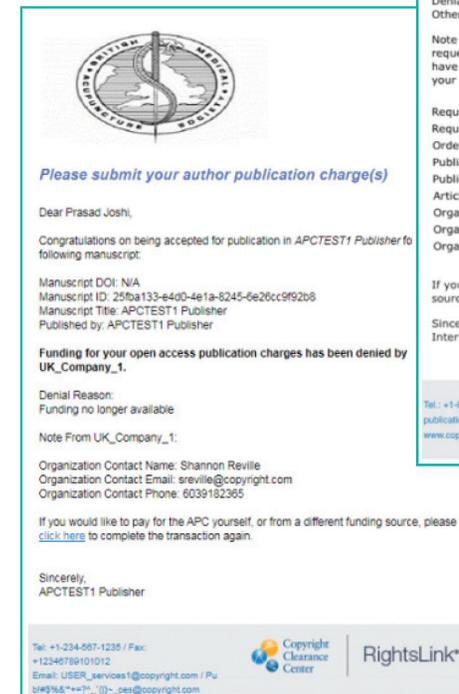
Step 5

Denied funding requests

If your request is denied, you will be notified by email of the reason for the denial and will be prompted to take the next best steps. Once paid, your article will be sent to our production team and published open access in the journal of your choice.

Your request could be denied for one of the following reasons:

- APC exceeds maximum fee limit
- Missing required Creative Commons license
- Funding no longer available
- Questioning author affiliation
- Other



BMJ MEMBERSHIPS

If your institution has a membership account, you will follow exactly the same steps 1-3.

Step 4

OA discount membership

Upon acceptance, verified member authors will receive an email from our partner, RightsLink®/Copyright Clearance Centre, with a link to make their discounted payment.

An example of the email is shown to the right, identifiable by the journal logo at the top.

Step 5

When entering RightsLink®, authors will need to create an account, should they not have one already. Please note:

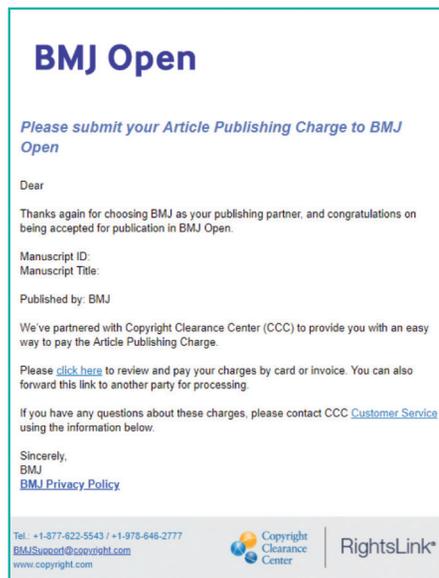
- Author ScholarOne username and password will not work.
- Anyone can do this on behalf of the author: a co-author, member of the institution's finance or admin team. The person paying the bill will need to create an account if they do not have one already.
- The currency can also be changed using a dropdown menu.

Step 6

The final charge can then be reviewed (if applicable) and you can proceed to 'Payment options'. Blue 'Update' links allow authors to change the address and add a tax certificate number.

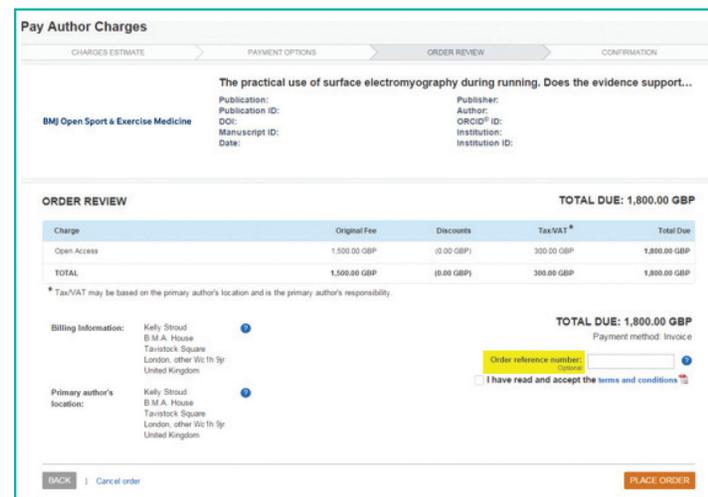
There are also two payment options:

1. **Credit card:** If you choose credit card, the payment works in a similar fashion to PayPal - simply enter credit card details. Once completed, you will be able to download a receipt under the 'your account' section.
2. **Invoice:** Invoices can be paid via bank transfer, credit card or cheque. When you click Invoice, and Next, you'll be taken to the screen in step 7.



Step 7

- In the highlighted section 'Order reference number' you should enter a Purchase Order (PO) number if you have one.
- Once you place an order for an Invoice, you receive an email confirmation. The invoice is generated within 24 hrs and you can download the invoice by logging into CCC and going to 'My account', 'My orders'.
- On the second page of the invoice you will find the details on how to pay. If you want to send a cheque there will be an address. If you want to pay by bank transfer, CCC bank details are provided.
- The author can print the invoice if a hard copy is required, or email the electronic version (PDF format).
- If you only receive a PO number after the invoice is raised, you email publicationservices@copyright.com with your invoice/invoice number, and ask them to add the PO number onto the invoice and they will send an updated invoice.



Support

For questions, please contact our support team at support@bmj.com who can help with any issues related to RightsLink®, or any author queries about open access and colour charges.

