

# BMJ

## Open access publication for authors at eligible\* institutions

Are you ready to submit  
your article to BMJ?

\* By eligible institution, we mean that your institution has a Read and Publish, Prepay or Membership Agreement with BMJ.



# Read and Publish and Prepay Agreements

## Step 1

Visit our Author Hub to find out more about publishing with BMJ.

[authors.bmj.com](https://authors.bmj.com)

Find information on whether your institution is part of an open access agreement with BMJ and the discounts you may be entitled to.

<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](https://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: <span style="color: yellow;">⚠</span> kings <span style="color: red;">✖</span> <span style="float: right;">req</span>	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 <span style="float: right;">req</span>	
	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.



**Your article has been accepted and will be published open access**

Dear Prasad Joshi,

Congratulations on being accepted for publication in *APCTEST1 Publisher* for the following manuscript:




Manuscript DOI: N/A  
 Manuscript ID: c3f53148-e14b-4e24-a27b-e0f421028b28  
 Manuscript Title: APCTEST1 Publisher  
 Published by: APCTEST1 Publisher  
 Total Charges Covered: 21600.00 USD

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Dear Mr. John Smith,

Your APC funding request has been approved by University A.


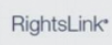
**Request Details**  
 Request Date: 29-Jan-2018  
 Order Number: 29384710  
 Publisher: Interrogatum Publishing  
 Publication: Science Notes  
 Article Title: Science of Acupuncture  
 Organization Contact Name: Arthur Stickland  
 Organization Contact Email: astickland@educ.cam.ac.uk  
 Organization Contact Phone: +44 (0)1553 898600

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## 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



**Please submit your author publication charge(s)**

Dear Prasad Joshi,

Congratulations on being accepted for publication in *APCTEST1 Publisher* for the following manuscript:

Manuscript DOI: N/A  
 Manuscript ID: 25fba133-e4d0-4e1a-8245-6e26cc9f92b8  
 Manuscript Title: APCTEST1 Publisher  
 Published by: APCTEST1 Publisher

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Denial Reason:  
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Note From UK\_Company\_1:

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Your APC funding request has been denied by University A.

Denial Reason:  
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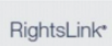
Note From University A: We will not be able to approve your request in this calendar year. We have denied at this time so that you have the option to pay on your own now. Otherwise, you may resubmit your request after January 1, 2019.

**Request Details**  
 Request Date: 29-Jan-2018  
 Order Number: 29384710  
 Publisher: Interrogatum Publishing  
 Publication: Science Notes  
 Article Title: Science of Acupuncture  
 Organization Contact Name: Arthur Stickland  
 Organization Contact Email: astickland@educ.cam.ac.uk  
 Organization Contact Phone: +44 (0)1553 898600

If you would like to pay for the APC yourself, or from a different funding source, please [click here](#) to complete the transaction again.

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## 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 passwords will not work.
- Anyone can do this on behalf of the author: a co-author, member of the institutions 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](mailto: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.

## BMJ Open

Please submit your Article Publishing Charge to BMJ Open

Dear

Thanks again for choosing BMJ as your publishing partner, and congratulations on being accepted for publication in BMJ Open.

Manuscript ID:  
Manuscript Title:

Published by: BMJ

We've partnered with Copyright Clearance Center (CCC) to provide you with an easy way to pay the Article Publishing Charge.

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The practical use of surface electromyography during running. Does the evidence support...

BMJ Open Sport & Exercise Medicine

Publication ID:    Publisher:  
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Manuscript ID:    ORCID ID:  
Date:    Institution ID:

**ORDER REVIEW**    TOTAL DUE: 1,800.00 GBP

Charge	Original Fee	Discounts	Tax/VAT*	Total Due
Open Access	1,500.00 GBP	(0.00 GBP)	300.00 GBP	1,800.00 GBP
<b>TOTAL</b>	<b>1,500.00 GBP</b>	<b>(0.00 GBP)</b>	<b>300.00 GBP</b>	<b>1,800.00 GBP</b>

\* Tax/VAT may be based on the primary author's location and is the primary author's responsibility.

**Billing Information:** Kelly Stroud, E.M.A. House, Tavistock Square, London, other Wic th Sp, United Kingdom

**Primary author's location:** Kelly Stroud, E.M.A. House, Tavistock Square, London, other Wic th Sp, United Kingdom

**TOTAL DUE: 1,800.00 GBP**  
Payment method: Invoice

Order reference number:

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