Open access publication for authors at eligible institutions

Are you ready to submit your article to BMJ?

**Step 1:**
Visit our Author Hub to find out more about publishing with BMJ.
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.

**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, that you are using your academic email rather than a personal email and your institution is connected to Ringgold. You will see a yellow exclamation mark if you fail to connect to Ringgold.

<table>
<thead>
<tr>
<th>Primary Address</th>
<th>Secondary Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.
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

N.B If funding is denied, authors have the option to either pay the APC (for OA publication) or revert to the subscription model, with no APC (if the article is accepted for publication).

Contact us

If you need any support using the CCC portal please contact openaccess@bmj.com

For any other queries contact oasales@bmj.com