

# 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](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.

## 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, 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.

Primary Address	Secondary Address	
Institution:  kings  <span style="color: red;">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="color: red;">req</span>	Address: <input type="text"/>	

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.



**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-e0f421928b28  
Manuscript Title: APCTEST1 Publisher  
Published by: APCTEST1 Publisher  
Total Charges Covered: 21600.00 USD


**Funding for your open access publication charges has been covered by UK\_Company\_1 based on an agreement between UK\_Company\_1 and APCTEST1 Publisher.**

If there are any additional publication charges available to you, such as page or color charges, we will send a payment link for those charges under separate cover.

Sincerely,  
APCTEST1 Publisher

Tel: +1-234-567-1235 / Fax: +12345789101012  
Email: USER\_services1@copyright.com / Pu b1#5%&\*+\*?\*\_[]~\_ces@copyright.com  
www.copyright.com





**Your APC funding request has been approved.**

Dear Mr. John Smith,

Your APC funding request has been approved by University A.

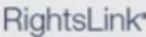

**Request Details**  
Request Date: 29-Jan-2018  
Order Number: 29384710  
Publisher: Interrogatum Publishing  
Publication: Science Notes  
Article Title: Science of Accupuncture  
Organization Contact Name: Arthur Stickland  
Organization Contact Email: astickland@educ.cam.ac.uk  
Organization Contact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

For more details, please [click here](#) to view your order confirmation page.

Unless your order confirmation page indicates additional publication charges are available to you, you do not need to take any other action at this time. Your organization will be billed directly.

Sincerely,  
Interrogatum Publishing

Tel.: +1-877-622-5543 / +1-978-646-2777  
publicationservices@copyright.com  
www.copyright.com




## 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

**Funding for your open access publication charges has been denied by UK\_Company\_1.**

Denial Reason:  
Funding no longer available



Note From UK\_Company\_1:

Organization Contact Name: Shannon Reville  
Organization Contact Email: sreville@copyright.com  
Organization Contact Phone: 6039182365

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

Sincerely,  
APCTEST1 Publisher

Tel: +1-234-667-1235 / Fax: +12346789101012  
Email: USER\_services1@copyright.com / Pu bl#5%\$\*\*+?^\_!}-\_ces@copyright.com



### Your APC funding request has been denied.

Dear Mr. John Smith,

Your APC funding request has been denied by University A.

Denial Reason:  
Other

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 Accupuncture  
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.

Sincerely,  
Interrogatum Publishing

Tel: +1-877-622-5543 / +1-978-646-2777  
publicationservices@copyright.com  
www.copyright.com



RightsLink®

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](mailto:openaccess@bmj.com)

For any other queries contact [osales@bmj.com](mailto:osales@bmj.com)

**BMJ**