

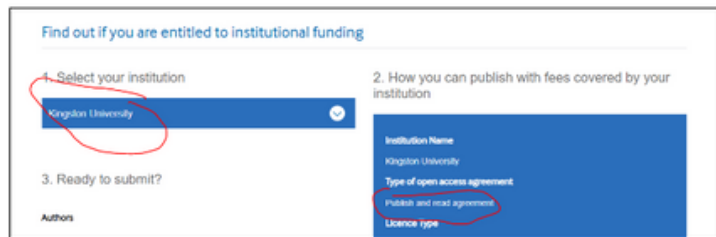
### What is a Creative Commons (CC) licence?

Creative Commons licences allow individuals and organisations to create content and give permission for others to use under copyright law. There are a number of [CC licences](#) to choose from, however, most of BMJ's journals permit the reuse of articles under CC BY-NC and CC BY licences. Read more about [open access licences at BMJ](#).

All open access articles will be published allowing reuse under the CC BY-NC licence by default unless your funder requires reuse under the CC-BY licence. Please ensure to select 'Yes' when prompted upon submission if required.

### How can I tell if my institution is part of a Publish and Read Agreement?

You need to go to your relevant country landing page ([access via this page](#)) and select your institution, to see what arrangement your institution has. For example:



If your institution isn't listed, you don't qualify for an institutional waiver or discount but there are still ways to publish open access with BMJ. More information can be found [here](#).

### Can I submit my article to any BMJ journal to be published open access?

When you select your institution, a journals drop down box will appear that gives you a bespoke list of all the journals in which you can publish open access. All of our Publish and Read Agreements give you a full APC waiver on the journals in our standard collection; you may also qualify for waivers in our OA journals; or your institution may have additional prepay or membership arrangements in addition to the Publish and Read deal - but the "What is covered section" will make this clear specifically for your institution:

#### What is covered

Article Processing Charges for the open access publication of your article in one of the 28 journals from our standard collection listed above, this only applies to funded research (see eligibility). Please note that our agreements do not cover extra costs, i.e. colour charges that might apply with hybrid journals. When submitting through our submission system you will need to verify your eligibility using your Institution's Ringgold ID. The application of the full payment of the APC will take place once your article has been accepted, upon verification of your institution's Ringgold ID.

### Why do I need my RingGold ID when I submit my article?

When you submit your manuscript, our submission system, ScholarOne Manuscripts, will ask you to enter your institution's Ringgold ID. We use the Ringgold ID to determine if your institutional affiliation entitles you to full funding or a discount on your Article Processing Charges. You can find out more about RingGold IDs [here](#).

### How do I Ringgold validate my affiliation upon submission?

You must find your institution on the dropdown list provided as you type. You will see a yellow exclamation mark if you fail to connect to Ringgold:



### As well as my RingGold ID, what else do I need when submitting my article?

You should:

- Ensure primary institution is the affiliation linked to the agreement and it is RG validated.
- Make sure you are using your academic email.
- If the Publish and Read agreement specifies funder eligibility, make sure you add your funder using the Open Funder ID. Read further information, [here](#).
- Select "Yes" to CC-BY if your funder/ Agreement mandates it.

### I am eligible for my APC to be covered by my institution, but my request has been denied through the Account Manager, why is this?

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.

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

- APC exceeds maximum fee limit.
- Missing required Creative Commons licence.
- Funding no longer available.
- Questioning author affiliation.
- Your article was accepted before the OA Agreement was in place, unfortunately acceptance dates cannot be adjusted to meet criteria.

### One of our author team is at an institution that is part of an OA Agreement, with the APC covered by the institution, but we're still being charged. Can you explain why this is?

In order for an APC waiver to be applied to a submitted article, the corresponding (lead) author must be affiliated to an institution that's part of the Publish and Read Agreement.

If your institution isn't listed there are still ways to publish open access with BMJ, you just don't qualify for an institutional waiver or discount.

### I have submitted an article to a qualifying journal (it appears in the drop down menu) and am still being charged an APC, why is this the case?

It might be that your article does not meet the Publish and Read Agreement criteria, please check your agreement information ([access via this page](#)) to find out if your article type is eligible and qualifies. In addition, you may want to check that your RingGold ID validated and that your funder was eligible (see earlier questions).

It is also worth checking that your article type is eligible under the terms of the Agreement.

Article types eligible: original research; and, in the UK, reviews. For a comprehensive list of article types for each Collection, go [here](#).

### OA Membership/ Prepay Account

#### How do I request APC discounts (or free processing) for my article?

If your institution has an Open Access membership, a discount will be automatically applied based on a matching RingGold ID for primary affiliation and/or email domain.

If your institution has a Prepay account, upon acceptance, the RightsLink® Account Manager will notify your institution and the institution (or consortia) funder will be able to review, and then approve or deny the request from their central dashboard.

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

### ... and, just in case you were wondering

#### Which BMJ journals are fully open access?

BMJ fully open access journals give you the option to make your research available online immediately and free for all to access. You can find a full list of BMJ OA journals [here](#).

#### What's a Transformative Journal?

A Transformative Journal (TJ) is a subscription or hybrid journal that is actively committed to transitioning all its research content to open access by 2025. TJs proactively promote open access while ensuring that all authors can continue to publish in them, regardless of their funding provision. The majority of BMJ's portfolio either has, or has applied for, TJ status, and this makes us Plan S compliant, ensuring that we continue to support your needs by complying with all funder mandates. You can find a list of BMJ Transformative journals [here](#).

### In summary, please remember...

#### Pre submission - CHECK

- Does my institution have an agreement with BMJ?
- What does it cover?
- Does my paper meet the criteria?

All of these checks can be done from [here](#).

#### On Submission - CHECK

- [Have I validated my primary affiliation in RingGold?](#)
- [Have I used my primary affiliation's email domain?](#)
- [Have I validated my funder?](#)

**If your question hasn't been answered here, or to find out more about publishing open access at BMJ, please visit our Author Hub; or contact us directly, [openaccess@bmj.com](mailto:openaccess@bmj.com).**

#### 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 [oasales@bmj.com](mailto:oasales@bmj.com)