

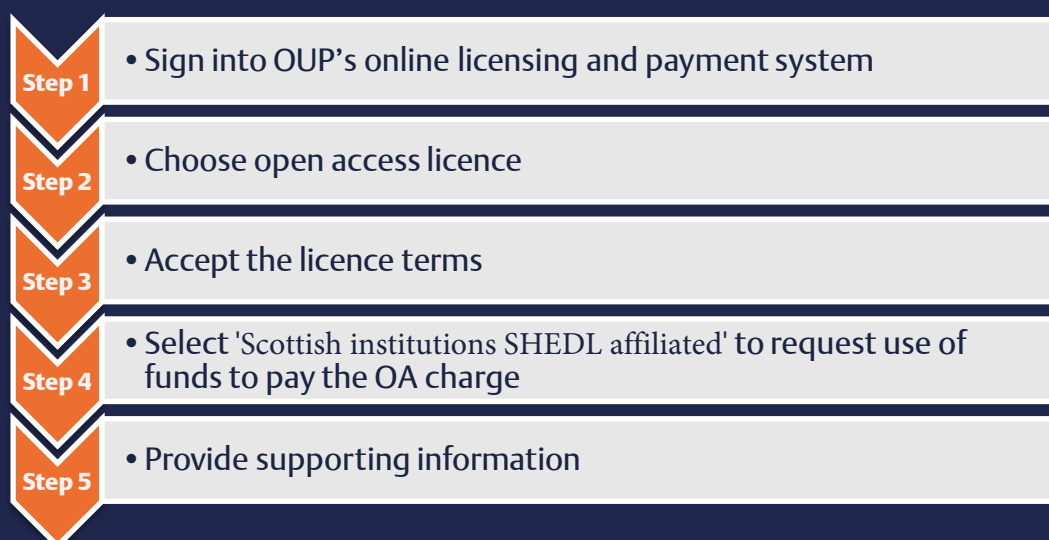
# OUP Open Access Account User Guide

**Authors from participating institutions can use funds to pay open access charges when publishing in 400+ OUP journals**

**To be eligible to publish open access and use funding from the 'Scottish Institutions SHEDL affiliated' account you must be:**

1. the corresponding author of the article
2. affiliated to one of the participating Scottish institutions
3. publishing in an eligible journal
4. publishing a research or review article

Follow these **FIVE** simple steps:



## Step 1 – Sign in

Once your article has been accepted for publication, you'll receive an email from the OUP production team with a link to OUP's online licensing and payment system.

Click on the link and sign in using your Oxford Academic account.

- ① On the Oxford Journals Author Services site, click 'Start'
- ② Fill in your Username and Password
- ③ Click 'Sign In'

If you do not have an Oxford Academic account, you can register from this page.

- ④ Register if you do not have an Oxford Academic account

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### Welcome to the Oxford Journals Author Services site

You will need an Oxford Journals Author Services account to use this site. You can create a new account, or log in using an existing account, on the next page.

Please note that an Author Services account is separate to any account you use for manuscript submission services.

On this site you can:

- Sign your copyright
- Pay article-based a
- Order issues
- Request an invoice

## Sign In

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### Oxford Academic account

Email address / Username ? 2

Password 2

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### Sign in via your Institution

[Sign in](#)

## Step 2 – Choose OA licence

Once logged in, choose the appropriate licence under which your article will be published in the journal. **To publish open access and request use of Scottish institutions SHEDL affiliated funds you should choose one of the open access licences available** (the range of open access licences available varies by journal), and then click the green 'Select' button at the bottom of the page. If you're unsure of your eligibility, check with your institution before agreeing the licence.

- ① Choose a publication licence for the article
- ② Click 'Select'

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### Manuscript Licences

Journal	Biostatistics
DOI	10.1093/biosts/zzz001
Title	Sample Paper
Category	paper

In order for OUP to publish your article, you must select and sign one of the following copyright agreements:

☐ Standard Licence

☒ Open Access Licence - CC BY

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You will be asked to confirm your selection on the next page.

[Select](#) 2

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[Frequently asked questions.](#)

## Step 3 – Confirm you accept the licence terms

Review the terms of your chosen publication licence, and the charges associated with publication.

Check the boxes at the end of the page to confirm that you have read the copyright agreement and that you will arrange payment of any applicable charges, before you proceed.

If you are eligible for use of the SHEDL affiliated Scottish institutions funding, you will not need to pay the OA charge. If page or colour charges apply for your article, you will need to arrange payment for those – check the journal Instructions to Authors page for details of charges.

- ① Check the boxes at the end of the page to confirm that you have read the copyright agreement and that you will arrange payment of the charge
- ② Click 'I accept this copyright agreement'

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### Manuscript Copyright Agreement Confirmation

For your article you have selected the Open Access Licence - CC BY option. Please review the text of the copyright agreement. By confirming below, you are confirming to OUP that you have agreed to the terms of this copyright agreement for your article.

There is a £1,771 GBP/\$2,831 USD/€2,124 EURO charge, subject to tax, for having your article published in Biostatistics using the open access model. Discounts may apply. See the [Oxford Open](#) pages for details.

**Licence to Publish**

Journal: Biostatistics  
DOI: 10.1093/biostats/zzz001  
Title: Sample Paper  
Category: paper

☒ I acknowledge that there is a charge associated with publishing my article open access. I agree to pay the charge, or ensure payment is made by my funder or institution. (Please see [here](#) for more information on available funding through institutional OA agreements).

☒ I confirm I have read the Author Copyright Agreement and agree my signature exchanged by digital/electronic means is intended to authenticate this Copyright Agreement and will have the same validity, force and effect as a manual signature.

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DOI: 10.1093/biostats/zzz001  
Title: Sample Paper  
Category: paper

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You'll receive confirmation that your publication licence has been successfully completed. Proceed to review the charges associated with publication of your article and make a request to affiliated SHEDL affiliated Scottish institutions.

- ③ Click 'Proceed'



- **Step 4 – Select 'Scottish institutions SHEDL affiliated' to request use of funds to pay the OA charge**

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## Publishing Charges for Your Article

Please find detailed below the charges associated with publishing your article. Please note that if your article is subject to page charges or charges for colour figure publication, you will be invited to re-enter this system and pay those charges once they have been finalized.

Journal	Biostatistics
DOI	10.1093/biosta/zzz001
Title	Sample Paper

### Open Access Prepayment Account

Institutions can deposit open access publication funds with OUP for use by qualifying authors. If you are eligible please select your institution from the dropdown box on the right and select charges to refer.

[Information on Open Access Prepayment Account](#)

#### Open access

There is an Open Access charge due.

GBP	USD	EUR
£ 1771	\$ 2831	€ 2124

☐ Refer Charge?

### Total charges

GBP	USD	EUR
<b>Total:</b> £ 1771.00	\$ 2831.00	€ 2124.00

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<b>Total:</b> £ 1771.00	\$ 2831.00	€ 2124.00

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In order to make a request to use funding from your institution to pay the open access charge, select 'Scottish institutions SHEDL affiliated' from the dropdown box, and check the box against the open access charge. Then select 'Refer Charges'.

- ① Select 'Scottish institutions SHEDL affiliated'
- ② Check the 'Refer Charge?' box
- ③ Click 'Refer Charges'

# Step 5 – Provide supporting information

Confirm your address details and the details of any research funding. Insert the name of the Original Research Funder that supported your research and the Grant Number associated with this. If these are not applicable, then please enter 'N/A'. You can also provide a short statement to support your request. These details will be used to assess your eligibility for use of the account.

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Correspondence Address

JournalBiostatistics

DOI10.1093/biosta/zzz001

TitleSample Paper

Your charge(s) will be referred to GBP OUP demo sub account 3.

Your address details are required to ensure that we can correctly calculate any tax liable on the items.

Please ensure the contact details are correct as these will be forwarded to the institution along with your referral. They may contact you in case of query.

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First Name

Last Name

Institution

Department

Address

City

County

Post/ZIP Code

Country

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OUP Open Access Prepayment Account

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Original Research FunderFunder

Grant NumberGrant123

Referring Statement/CommentRequest to use funds from i

The fund holder's billing address will be used

Click [Save] if you want to return later to complete the form.

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- 1

Enter Funding information or 'N/A' if not applicable
- 2

Enter a short statement to support your request
- 3

Click 'Proceed'

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This information is required by your institution in order for them to approve your use of the Open Access Prepayment Account. Please enter details of your research funding as well as any additional information you wish to provide in support of your application for use of funds. If these are not applicable then please enter 'N/A' into both input boxes.

Original Research FunderFunder

Grant NumberGrant123

Referring Statement/CommentRequest to use funds from i

The fund holder's billing address will be used

Click [Save] if you want to return later to complete the form.

SaveProceed

## Confirm your request

Now you can review your request and click 'Complete Referral'. You will receive an email confirming that your request has been received.

- 4 Click 'Complete Referral'

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Charges Being Referred

JournalBiostatistics

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QtyItem

1Open Access Charge

To complete the referral process, click the button below. Your charge(s) will then be referred to GBP OUP demo sub account 3. The institution will evaluate the request and the charge will either be approved and payment settled from the prepayment account, or returned to you to complete payment via another method. An email will be sent to you to confirm.

Taxes have been calculated based on the Prepayment Account holder's address.

Refer Charges

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