Introduction to Open Access Publishing Services
OA workflows: More than a platform

Reliable, customizable, and efficient workflow, **reducing costs & admin efforts** for authors and institutions
Open access publishing process

**Submission**
Manuscript is submitted
Submitting author provides e.g. FundRef and ORCID information, article category is assigned

**Peer review** is conducted in the following

**Editorial Acceptance**
After editorial acceptance, the corresponding author is able to identify themselves as affiliated to a member institution

**Identification**
OA agreement specific eligibility check: in-scope journals, article types
Corresponding author identifies themselves as connected to a member institution

**Verification**
Identified article is sent to the member institution's article approval service accounts for final verification of eligibility

**Publication**
The author can now complete the remainder of the production process and the article is published open access
An OA funding note is added (if applicable)
Author journey after editorial acceptance

Once an article has been editorially accepted, authors will be able to identify themselves as being affiliated with a relevant institution.

Once an author’s eligibility is confirmed by the institution, the article is published open access.

In case of rejection, the author has the option to publish open access with their own funding or publish traditionally non-open access.

To find lists of eligible journals, please visit our Institutional Agreements website: springernature.com/gp/open-research/institutional-agreements.
Author/article identification

After article acceptance, the corresponding author receives an invitation to complete the publication process for the article and the authors are able to identify themselves:

Corresponding author/article identification parameters:
1. Selected institution
2. Email domain recognition
3. IP recognition

A hierarchy is applied to the identification parameters in the order above
Author/article identification

An author identifies themselves by using the following identification parameters:

For example:
1. Selected institution: University of Lisbon
2. Email domain recognition: University of Vienna
3. IP recognition: Cairo University

→ ‘Selected institution’ is the strongest parameter. The author is identified as being affiliated with the University of Lisbon
Author journey after editorial acceptance
Once the article is editorially accepted, the corresponding author receives an invitation to complete the publishing agreement.

Email invite to complete process

Dear Dr. Charles Darwin,

We're delighted that your article has been accepted for publication: 'The zoology of the voyage of H.M.S. Beagle'.

You now need to:

- Provide details to help us check whether your article processing charge (APC) is covered by your institution or a journal partner.
- Read and accept your publishing agreement.
- Make a payment if the APC is not covered.

If you want to publish subscription, instead of open access, there will be an option to do that in the following steps.

Continue with publishing your article:

https://publishing-and-rights.springernature.app/workflow/123

Kind regards,

Springer Nature Author Service

If you have any questions, please do not hesitate to contact our Author Service team at ASJournals@springernature.com
Select country

The author is prompted to select their country from a drop down list.
OA information page

Authors are given basic information about publishing their article open access, including the Article Processing Charge (APC).
Confirm affiliation

Authors will be asked to confirm the affiliation they provided on submission for eligibility. If they have moved or it is incorrect, they can change it - changing affiliation here only affects identification for open access agreements, not the affiliation listed on the published article.
Institutional selection

Authors are asked to select their institution and the system will use this to identify any agreements they may be eligible for - the other identifiers, email domain and IP range, are picked up automatically.

If authors select an eligible institution and are publishing an appropriate article type in an included journal, they will have the opportunity to ask the institution to cover their publishing costs.
Institutional agreements
If an author’s institution has an agreement with Springer Nature to cover the costs of open access publishing, the author will be given information about the agreement in case they are eligible for coverage.
Summary

Authors will be shown a summary of the information they have provided and the agreements they selected, if any of this is incorrect it can be changed at this stage.

If the institution does not have an agreement, or it has run out of funds, the author will be informed here.

Institution or University: University of Edinburgh

⚠️ We do not have an agreement with this institution to pay your APC.
Before generating the publishing agreement, the author is asked to confirm if they are an employee of the US or UK governments so that the system can provide the appropriate agreement.
Author signs the LTP

For OA articles, the author needs to agree to the publishing agreement or Licence to Publish (LTP)
Confirmation of completed license

The author receives confirmation that the license is completed and has the opportunity to download a copy of the publishing agreement.
Publication I

After the author completes their publication agreement and coverage of the APC has been agreed by the institution or organisation, the article will continue into the final stages of publication where the author can complete their proofs.

Once the author is happy, the article will be published online under the relevant open access license.
The funding highlights that the costs to publish the article open access (the APC) have been fully or partially covered by the agreement.
After publication, the author will receive an email containing information about the respective OA license. This email explains:

- General information about the article
- The specific license in use (CC-BY or CC-BY-NC)
- How the author can share their article
- Information on announcing and citing the article
- Extra services SN provides to authors

The email also contains a link to the online version of the published article and an PDF copy.
Support for authors

Authors can find contact details for further support on:

• Open Access System Solution platform
• Author helpdesk
• And on: springernature.com/gp/open-research/institutional-agreements
Article Approval Service and Reporting
Article Approval Service - Overview

• After the author completes the process, the article is sent to the Article Approval Service (AAS) for verification by the approval manager
• Allows approval managers from institutions to have access to all articles pending verification
• Approval Managers can approve or reject articles and view details of each manuscript
• Reliable and user-friendly service tool for institutions to verify articles for publication in Springer Nature hybrid journals
• Articles that are published in journals that do not run on the standard workflow are manually inserted to the AAS for verification
Email notification

An email notification is sent to registered approval managers once an article reaches the AAS for a verification decision.

To access the Article Approval Service (AAS) approval managers will need a Springer Nature account, which can be created at:

login.springer.com/public/gp/login

After an account has been created, the platform can be accessed by visiting: oa-approval.springernature.com

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**Article Approval Service**

**New article available for verification**

Dear Approval Manager,

The below article is currently awaiting verification from 'University of Edinburgh'.

**Article Title:** The zoology of the voyage of H.M.S. Beagle

**Corresponding Author:** Charles Darwin

**DOI:** 123/123/123

Please visit your article approval service https://oa-approval.springernature.app/open and verify the article at your earliest convenience to avoid delays in publication.

With kind regards,

Open Research Support

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If you have any questions, please do not hesitate to contact us at oa.verification@springernature.com
Article Approval Service

On the Requests tab, approval managers can see any articles which are awaiting a decision (open) and past articles which have been approved or rejected for coverage.

The different types of requests can be viewed using the filters on the left side of the screen.

Users can also search for articles using Manuscript ID, DOI, Article Title, or Author email address.
Article Approval Service

Article and author metadata

This page contains all the necessary information for an institution to verify the eligibility of the author and article, such as:

- Corresponding author information
- Article title
- Article type
- Journal type and license
- DOI
- Acknowledgements section
The dashboard specifies which parameters the author was identified with during the identification process.
Article metadata II

If a corresponding author has more than one affiliation, the additional ones will be displayed under the Further institutions section once the typesetting of the article is completed.

If applicable, co-authors will be listed under the Contributing Authors section together with their affiliation(s).
AAS – Approve and Reject

After assessing the author and their article, the approval manager can approve or reject the article for coverage under the agreement.

If the article is rejected, the author will either have to fund open access through other means or publish their article subscription.
When rejecting an article, a dialog window will open asking for a reason for rejection. For all decisions (approvals and rejections), approval managers will have the opportunity to add a comment for record. This extra step helps preventing accidental rejections. Please note that the rejection reasons will not be shared with authors.
Reporting

On the Reporting tab, users can access reports of the articles on their AAS.

The reports include data such as author details, article details and relevant dates, e.g. approval date.

In addition, our reporting team will send out regular enhanced reports which go through an additional level of quality assurance and are put into the context of the wider agreement and its article allowance.