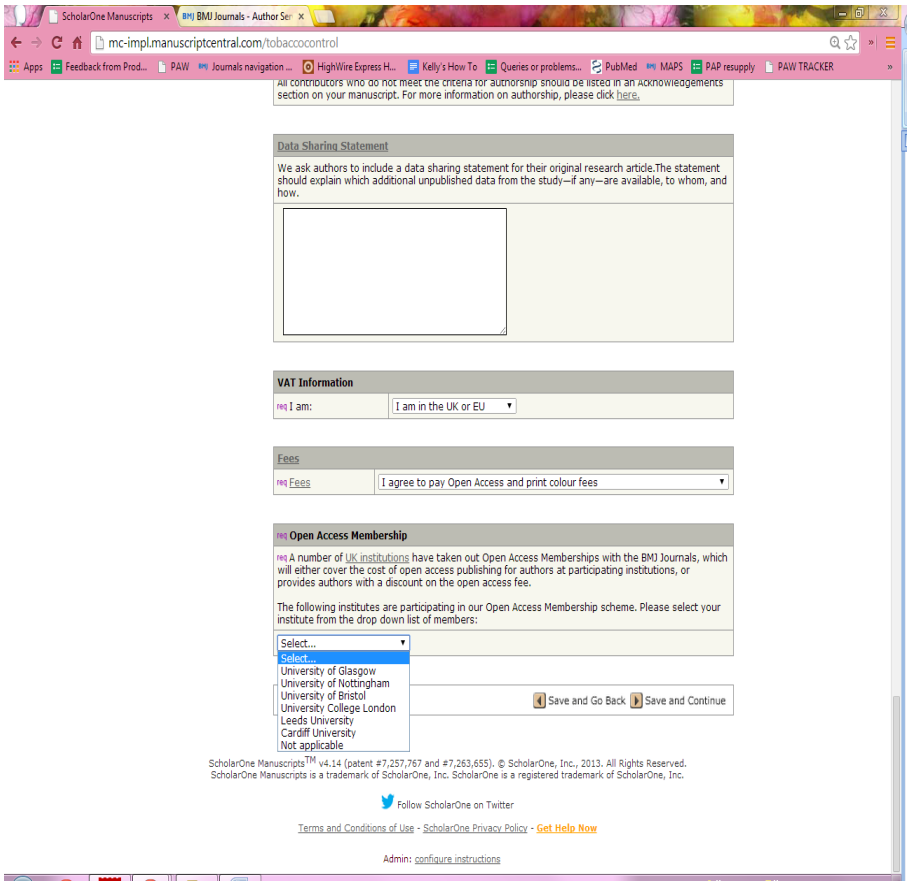
DFG Member Author Process

During the *ScholarOne* submission process, , all authors will be asked to select their member affiliation from the 'Open Access Membership' box. Select "DFG" from this dropdown.



<u>Authors submitting into a BMJ hybrid journal:</u>

Upon acceptance, all linked corresponding Author's accepted into hybrid journals will be be sent confirmation that their article will be published without charge. (capped to 20 users). No further payment will be required.

<u>Authors submitting into a BMJ fully OA journal:</u>

Any Author's accepted into a fully OA journal will receive a 20% discount code (unlimited) and an e-mail with a link to *RightsLink*. The e-mail will look like this with the relevant journal logo at the top:

Dear XXXX
Funder information:
Institution: Deutsche Forschungsgemeinschaft institutions

You are eligible for 20% Open Access discount as per your institution's Open Access Membership. Your discount code is xxxxxxxxxxxxx. You will shortly receive another email with further details on how to make payment, please look out for this and once received please:

1) Click the link in the e-mail to be taken to the RightsLink payment website
2) Click the blue 'APPLY DISCOUNTS' button
3) Add your code to the Promo code field and click 'Enter'
4) Click the orange 'APPLY DISCOUNTS' button

5) Go to 'PAYMENT METHODS' and create an account to either raise an invoice or pay directly by card

If you are not the person making the payment, please forward the code on to the person who is so they can apply the discount.

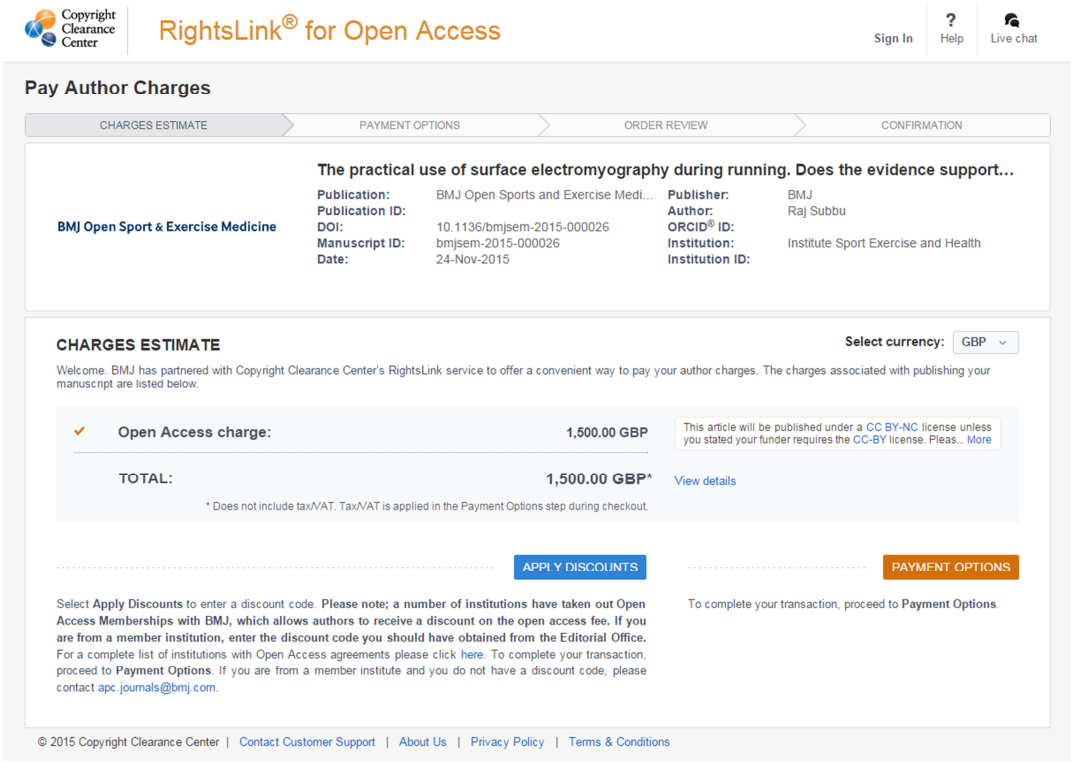
Once payment is made, your article will be branded with the Open Access logo to alert readers to the free access. The paper will also be deposited with PubMedCentral and you may make the final accepted edited/typeset pdf available immediately on your own or your employer's website [non-commercial only, unless your article has the CC BY licence].

If the funder of your article mandates a CC BY licence, please let us know so we can ensure your article is compliant with your funder's open access policy and the correct license is applied. For a full list of funders who mandate a CC BY licence visit http://journals.bmj.com/site/authors/openaccess.xhtml#compliance-with-funder-open-access-policies.
For more details on your institution's Open Access discount and BMJ Open's Open Access policy, please visit: http://journals.bmj.com/site/authors/openaccess.xhtml

Kind regards,

BMJ Open Editorial Office

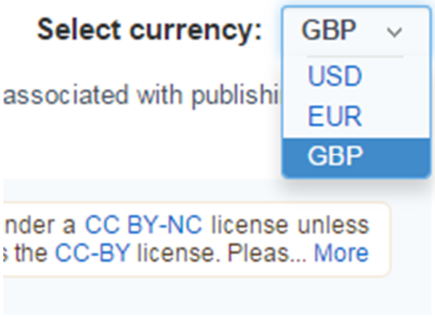
When they click on the 'click here' link it will take them to *RightsLink*. The screen they'll see will look like this:



The author has to create an account:

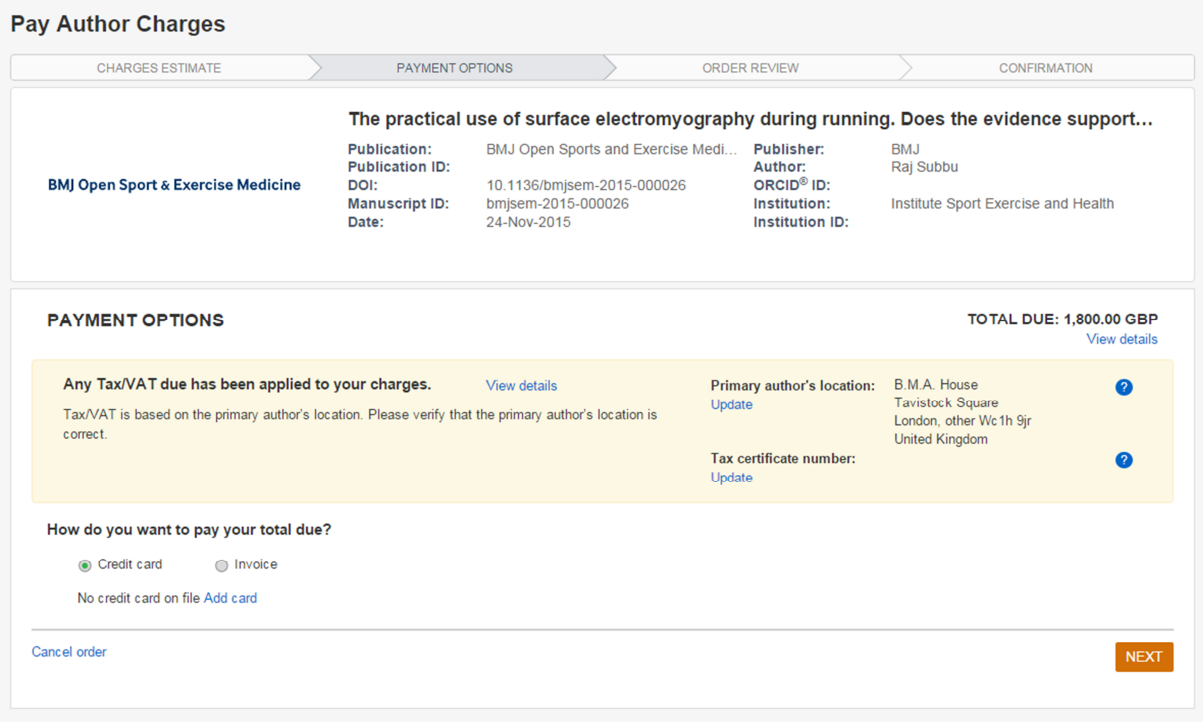
- Some authors assume their ScholarOne username and password will work but it will not, they need to create a new account in order to sign in.
- Anyone can do this on behalf of the author: a co-author, member of their finance or admin team. The person paying the bill just needs to create an account if they don't have one already.

On that initial RL screen they can change the currency using the dropdown menu:



To use the discount code the author should click the blue 'Apply discounts' button and add it in. The discount code will reduce the fee by 20%.

Review the charges (if applicable) and click the orange 'Payment options' button. They'll then see this screen:



There are blue 'Update' links to change the address and add a tax certificate number.

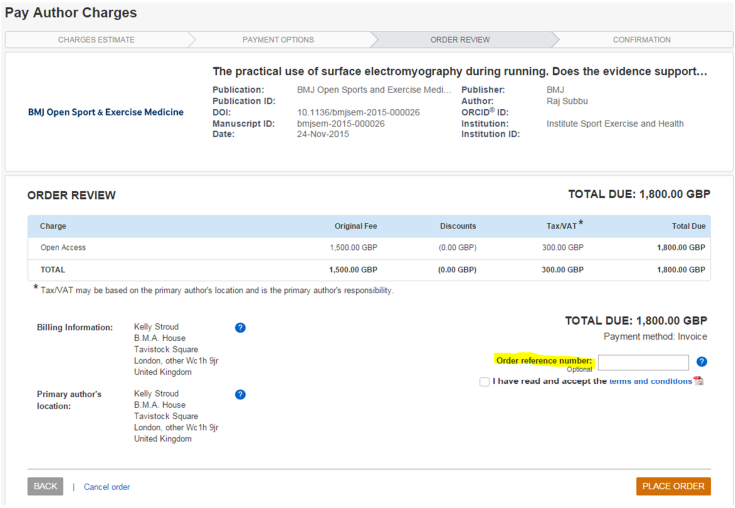
There are also two payment options:

1) Credit card

If an author chooses credit card, they will be able to download a receipt once they've paid (in case they need to claim the money back). Payment works a lot like PayPal - they just enter their card details.

2) Invoice

If they choose Invoice, they can pay by bank transfer, credit card or cheque.
If they click Invoice, and Next, they'll be taken to this screen:



- In the highlighted section 'Order reference number' they should enter they Purchase Order number if they have one.
- Once an author places an order for an Invoice, they'll receive an e-mail thanking them for creating it. Overnight, the invoice is generated and they can download the invoice the next morning by logging into *RightsLink* and going to 'My account', 'My orders'.
- On the second page of the invoice they'll find the details on how to pay. If they want to send a cheque they'll be an address. If they want to pay by bank transfer, they'll be the CCC bank details for the currency they have chosen. *RightsLink* have separate bank accounts for authors to transfer Euros vs Pounds vs Dollars into, and these will appear on the invoice depending on what currency the author selected.
- They can print the invoice if they want a hard copy, or e-mail the electronic version (PDF format).
- If an author receives a PO number after they raised the invoice, they should e-mail publicationservices@copyright.com with their invoice number, and ask CCC to add the number onto the invoice and send them the revised invoice.

We have an inbox and BMA house apc.journals@bmj.com, which is looked after by our Publishing Assistant, where you can send any problems you're having with *RightsLink*, or any unusual author queries about open access and colour that you need help with.