



# Author submission question: Editorial Manager

- During the submission process the author should select 'yes' to the open access question
- The text of the question may vary from journal to journal
- Authors answering yes to this question will be able to request funding for the APC per their institutions agreement with the publisher if their article is accepted for publication

Questionnaire

I would like my paper to publish open access

[NOTE: This question is in regard to Open Access, a publication option; this should not be confused with the author requirement under Public Access Funding Policy to disclose-- via the required author form-- whether the manuscript has received funding from NIH or other organizations that require public access posting].

Answer Required:

Please select a response

Yes

No

# Submission acknowledgement

---

- After submission, you will see this message in the submission acknowledgement email.
- The text of the question may vary from journal to journal

YOUR ARTICLE MAY BE ELIGIBLE TO PUBLISH OPEN ACCESS FREE OF CHARGE

Your institution is a participating member of a consortium that has an agreement with the journal publisher to publish certain articles open access without charging each individual author and article. If your submission is accepted it may be eligible for open access publication funded by your institution. If you did not agree to publish open access during the submission process then you will have a further opportunity to choose open access if you are asked to submit a revision post peer-review. Further information on the agreement your country's consortium has with the publisher can be found at <https://www.wolterskluwer.com/en/solutions/lippincott-journals/lippincott-open-access/partner/institutions>, listed under the heading 'Recognized funding bodies and institutions'.

# Initial Offer Funding Workflow

- The author will receive this email on acceptance and must still transact for the funding workflow



*Please submit your Open Access article publication charge(s)*

Dear David Javier,

Congratulations on being accepted for publication in *Neurology* for the following manuscript:

Manuscript DOI: N/A

Manuscript ID: NEUROLOGY/2020/03052102

Manuscript Title: FinELib Consortium Decentralized Reporting Test 02

Published by: Wolters Kluwer

To facilitate prompt Open Access publication of your article, please pay the article publication charges using the RightsLink® e-commerce solution from Copyright Clearance Center (CCC).

Pay charges now / Raise an invoice

To review and pay your charge(s), please [click here](#).

To complete a secure transaction, you will need a [RightsLink account](#). If you do not have one already, you will be prompted to register as you are checking out your author charges. This is a very quick process; the majority of your registration form will be pre-populated automatically with information we have already supplied to RightsLink.

If you have any questions about these charges, please contact CCC [Customer Service](#) using the information below.



# Funding Workflow – Funding Option Screen

Messaging on the funding option screen helps the author make appropriate institution selection or pay APC charges on their own.

PAY AUTHOR CHARGES FOR

## "Agreement Manager Approved Article 7-20-21"

[Manuscript Details](#)

Author: **Firstname Lastname**

Manuscript ID: **NEUROLOGY/2020/072021-03**

Funding Options

Charges Estimate

Billing Details

Order Review

Confirmation

### You may be eligible for funding under one or more institutional agreements

You can seek funding directly from your institution for your article processing charges (calculated on the next page) by making the appropriate institution selection below and clicking "Next". If you have questions about the funding or your eligibility, use the institution's contact information provided. Alternatively, if you wish to pay your article processing charges on your own, choose "Bill Me" below and click "Next".

Seek Funding From CRUI - Conferenza dei Rettori

#### Note from your Publisher:

Wolters-Kluwer has partnered with the CRUI consortium to offer full funding of qualifying manuscripts to affiliated authors. Please choose the "Seek Funding" option to request funding from your institution.

Charges Covered: Open Access

#### Institution Contact Information

Institution Contact Name  
djavier@copyright.com  
9786462722

[Show address](#)

Bill Me

[» NEXT](#)

# Authors must select the ULA License

- In RightsLink authors are instructed to choose the ULA CCBY License from a drop down menu

<input checked="" type="checkbox"/> <b>Open Access charge</b> (mandatory) <span>▼</span>	4,270.00 USD
Please check that the funding type/license you have selected matches your license to publish and funder requirements, if applicable.	
Article Publication Charge	
<input type="text" value="ULA - CC BY"/>	4,270.00 USD
<b>DISCOUNTS APPLIED</b>	-4,270.00 USD

- Authors should also choose the ULA License from a drop down menu in the License To Publish form the journal requires them to complete

## MANDATED FUNDING POLICY DISCLOSURE

1. Choose a funder from the drop down list. If any of the following are selected please complete Item 2.

# The Order Confirmation screen the author sees after requesting funding

PAY AUTHOR CHARGES FOR

## "Agreement Manager Approved Article 7-20-21"

Author: **Firstname Lastname**  
Manuscript ID: **NEUROLOGY/2020/072021-03**

[Manuscript Details](#)

Funding Options > Charges Estimate > Order Review > **Confirmation**

### Order Confirmation

✓ Thank you for submitting your funding request! Your request is now under review by your Institution.

How will I know if my request is approved?  
How will I know if my request is denied?

**Order number:** *Not available until funding is approved.*  
**Order date:** 20-Jul-2021

**Tell us how we're doing!**  
How was your experience? [Click here to give us your feedback!](#)

TOTAL DUE: **0.00 USD**

[Terms and conditions](#)

[Order Details](#) [Print Order](#)

# Author receives Order Confirmation for Funding Request



Wolters Kluwer

*We have notified your institution of your funding request.*

Dear Mr. Dave Javier,

Thank you for requesting funding for your Wolters Kluwer author publication charges through Copyright Clearance Center's RightsLink service. This notice is a confirmation that your request was successfully submitted.

[Click here](#) to access your transaction details and publisher terms and conditions.

**When you click the link above you will be required to log in with your RightsLink account credentials. Since you requested funding approval from your institution, if funding is approved, your institution will receive the invoice. You will be notified of the decision in a separate email.**

**Transaction Summary:**

Order Date: 05-Mar-2021  
Order Number: Not available until funding approval.  
Primary Author: David Javier  
Manuscript: FinELib Consortium Decentralized Reporting Test 02  
Manuscript DOI: N/A  
Manuscript ID: NEUROLOGY/2020/03052102  
Publication: *Neurology*  
Total: 0.00 USD

To view your order history, please visit [Manage Account](#).

If you have any questions, please contact CCC [Customer Service](#) using the information below.

Sincerely,  
Copyright Clearance Center



# Transaction complete: funding approved

- The Funding Status email the author receives when funding is approved



Dear Firstname Lastname,

Congratulations on being accepted for publication in *Neurology* for the following manuscript:

Manuscript DOI: N/A  
Manuscript ID: NEUROLOGY/2020/072021-03  
Manuscript Title: Agreement Manager Approved Article 7-20-21  
Published by: Wolters Kluwer

We have new information regarding coverage of your open access or other publication charges associated with publishing in *Neurology*.

**Based on the decision(s) summarized below, your currently required fees are all covered. If additional fees are required of you at a later point and cannot be covered by the agreement(s) below, you will receive a payment link under separate cover.**

The following is a summary of all funding decisions which have been made to-date for your manuscript:

1. Funding for your Open Access fees which you submitted has been **approved** by CRUI - Conferenza dei Rettori based on an agreement between CRUI - Conferenza dei Rettori and Wolters Kluwer:

**Funding Details**

Request Date: 20-Jul-2021  
Order Number: 10000004955  
Total of All Charges Covered: 4300.00 USD  
Organization Contact Name: Institution Contact Name  
Organization Contact Email: [djavier@copyright.com](mailto:djavier@copyright.com)  
Organization Contact Phone: 9786462722

Sincerely,  
Wolters Kluwer

# Funding Denied Email to Author

---

If funding request is Denied, the reason will be included:

- APC exceeds max fee limit
- Missing required Creative Commons license
- Funding no longer available
- Questioning Author Affiliation
- Other (notes listed)

# Author Resources

---

- [WKHealth\\_Support@copyright.com](mailto:WKHealth_Support@copyright.com)

- Author should have received funding from an institution
- Cancel an order

- Terms and Conditions

<https://s100.copyright.com/App/PaymentTermsAndConditions.jsp>

- Editorial manager: A tutorial for authors

<https://www.wolterskluwer.com/en/expert-insights/authors-editorial-manager-tutorial>