

SPRINGER NATURE OA AGREEMENTS

Author eligibility and
institutional approval journey

SPRINGER NATURE GROUP

Payments and rights author journey

This document covers the journey an article in a Springer Nature fully open access journal goes through when covered by an open access agreement or membership, including:

- The post-editorial acceptance author journey
- How institutions approve coverage of an article using the article approval dashboard

If you have any questions about the process please reach out to oa.verification@springernature.com



Introduction to Open Access Publishing Services

1

Author journey after editorial acceptance

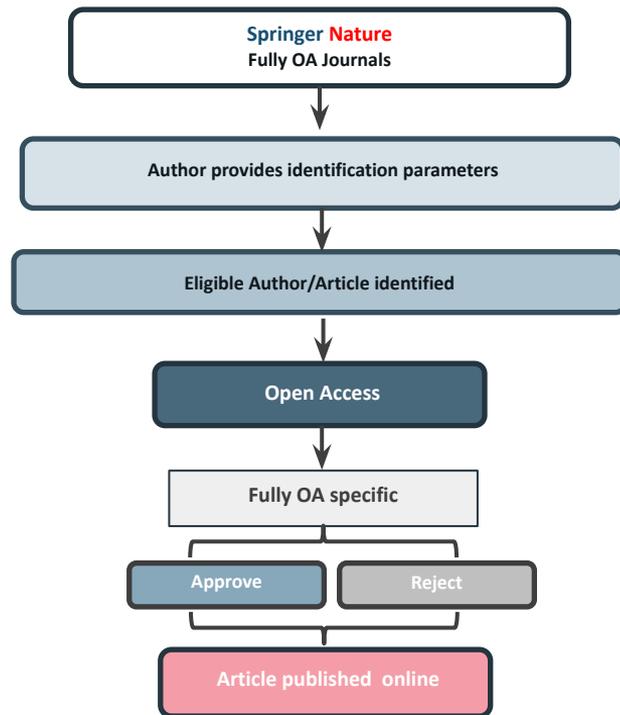
Once an article has been editorially accepted, authors will be able to identify themselves as being affiliated with a relevant institution

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

In case of rejection, the author can publish open access with their own funding

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

Selected Institution 	Institutional Email 	Location 
Please input your institutional affiliation when prompted.	Please use your institutional email address.	Please complete the form while within your institution's network.

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 identified by

Selected institution  University of Vienna

Author email 

IP address 

Author identified by

Selected institution  Medical University of Vienna

Author email  Medical University of Vienna

IP address  Medical University of Vienna



Author journey after
editorial acceptance

2

Email invite to complete process

Once the article is editorially accepted, the corresponding author receives an invitation to complete the publishing agreement

SPRINGER NATURE

Dear Dr. Charles Darwin

Congratulations on the acceptance of your article: The zoology of the voyage of H.M.S. Beagle.

Before we can proceed with the publication of your article in Journal of Research, we first need you to complete the appropriate publishing agreement.

<https://foo.bar>

With 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

SPRINGER NATURE

Next steps for publishing your article

Select country

Dear Dr. AuthorName AuthorSurname,

Select your country to proceed with the next steps for publishing your article.

Country:

Iran, Islamic Repub

Your article

Article title
Using JPI to generate manuscripts
online 997073367

DOI
10.1186/s41387-020-997073367-8

Article type
Article

Journal name
Nutrition & Diabetes

Open access information page

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

SPRINGER NATURE Jane Doe ▾

Publishing and rights

Open access

Publishing open access with us (gold OA) lets you share and re-use your article immediately after publication.

The article processing charge (APC) to publish your article open access is:

Article processing charge (excluding local taxes)	£3780.10 / \$4080.50 / €4120.90
---	---------------------------------

Token code (optional)
If you have an APC token, enter it here:

Your article

Corresponding author (you)
Charles Darwin

Title
The zoology of the voyage of H.M.S. Beagle

DOI
10.1010/3452035457045

Article type
OriginalPaper

Journal
Journal of Research

Some organisations will pay some or all of your APC.

We will now check whether your APC is covered by any of our agreements.

Open access information page

Authors are asked to select their institution from the dropdown list - if they cannot find their institution it can be manually typed in as well

The screenshot shows a web form titled "Publishing and rights" on the Springer Nature platform. The form is divided into two main sections: "Institution or university" and "Your article".

SPRINGER NATURE Jane Doe ▾

Publishing and rights

Institution or university

Select the institution you are affiliated with. If you have more than one affiliation, choose the one where you completed the research for this article.

Search for your institution or university

Next

Need help? [Contact us.](#)

Your article

Corresponding author (you)
Charles Darwin

Title
The zoology of the voyage of H.M.S. Beagle

DOI
10.1010/3452035457045

Article type
OriginalPaper

Journal
Journal of Research

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

SPRINGER NATURE Jane Doe ▾

Publishing and rights

Confirm your eligibility status

Thank you for confirming your institution or university. Based on your selection, you have been identified as affiliated to the institution or university below.



Open access at no cost to you

You have identified yourself as affiliated with the University of Edinburgh. The agreement between your institution and Springer Nature enables you to publish your article open access at no cost to you.

On www.springernature.com/oaforinstitutions you will find specific information on the agreement.

Next

Your article

Corresponding author (you)
Charles Darwin

Title
The zoology of the voyage of H.M.S. Beagle

DOI
10.1010/3452035457045

Article type
OriginalPaper

Journal
Journal of Research

Is University of Edinburgh not your institution or university?

[Change institution](#)

Need help? [Contact us](#).

Journal specific agreements

Some of our journals are supported by organisations, if an author is a part of one they can benefit from coverage

SPRINGER NATURE Jane Doe ▾

Publishing and rights

Journal partners

There are journal partners that can pay some or all of your APC if your institution has no funding, has reached its quota of available funds or only pays part of your APC.

Select all the partners that apply to you:

International Climate Change Research and Information



The International Climate Change Research and Information Programme can help pay the APC for some authors publishing in Journal of Climate Change, if needed. Send a message to this partner. This will help them identify you and confirm your eligibility for the funding they offer. Please include a membership number (if applicable).

200 words remaining

Your article

Corresponding author (you)
Charles Darwin

Title
The zoology of the voyage of H.M.S. Beagle

DOI
10.1010/3452035457045

Article type
OriginalPaper

Journal
Journal of Research

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	Change
	We do not have an agreement with this institution to pay your APC.	

Publishing and rights

Check your answers

Institution or University: University of Edinburgh Change

We have an agreement with this institution to pay some, or all, of your APC.

Journal partner: International Climate Change Research and Information Change

You have selected this journal partner to pay some, or all, of your APC if an institution cannot pay.

Your message:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse egestas tortor quis erat feugiat dictum. Nulla fringilla aliquet dictum. Curabitur hendrerit eu lacus sed variu...

[Show more](#)

Your article

Corresponding author (you)
Charles Darwin

Title
The zoology of the voyage of H.M.S. Beagle
DOI
10.1010/3452035457045

Article type
OriginalPaper

Journal
Journal of Research

What happens next?

- We'll contact organisations you selected and confirm if they'll pay some, or all, of the APC
- We'll email you once we know (normally within 5 days)
- Then you can continue with publishing your article

[Submit for approval](#)

Need help? [Contact us.](#)

OA pre-publishing declaration

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 provides the appropriate agreement

Next steps for publishing your article

Agree to publish

Dear Dr. Xiang Hu

Before we can continue with the publication of your article, we need you, the corresponding author, to provide us with permission to publish.

In order to generate the correct publishing agreement for you to sign, please make your selection from the options below.

Are you, as the corresponding author:

- An employee of the United States Government
- An employee of the Government of the United Kingdom of Great Britain and Northern Ireland, Canada or Australia
- Neither of the above

[Generate publishing agreement](#)

Need help? [Contact us](#).

Your article

Article title
A General Self-Sacrifice Template
Strategy to 3D Heteroatom-Doped
Macroporous Carbon for High-
Performance Potassium-Ion Hybrid
Capacitors

DOI
10.1007/s40820-021-00663-7

Article type
OriginalPaper

Journal Name
Nano-Micro Letters

Author signs the LTP

For OA articles, he author needs to agree to the publishing agreement or LTP

Agree to publish

Dear Dr. AuthorName AuthorSurname,

Please read the publishing agreement below and accept the terms at the end of the document.

The order of authors in this publishing agreement is not reflective of the order of authors which will appear in your published article. Once you have completed this process, our Production team will send you the article proofs, including the correct list of authors.

Your article

Article title
Using JPT to generate manuscripts
online 997073367

DOI
10.1186/s41387-020-997073367-8

Article type
Article

Journal name
Nutrition & Diabetes

1 / 3
← + ↻
⏴ ⏵

Licence to Publish - Open Access

SPRINGER NATURE

License:	Springer Nature Limited	(the "Licensor")
Journal Name:	Nutrition & Diabetes	(the "Journal")
Manuscript Number:	1051-08-007073367	
Proposed Title of Article:	Using JPT to generate manuscripts online	(the "Article")
Author(s) (Please list all named Author(s)):	AuthorName AuthorSurname, Jane Smith, Emma Taylor, Gary Furlong, Steve Lombard, Susan K. H. Ho, Nicki Khan, Neil Akerman, Jean Stephan	(the "Author")
Corresponding Author Name:	AuthorName AuthorSurname	

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3 Use of Article Versions

(a) For purposes of this Agreement, (i) references to the "Article" include all versions of the Article; (ii) "Submitted Manuscript" means the version of the Article as first submitted by the Author; (iii) "Accepted Manuscript" means the version of the Article accepted for publication, but prior to copy editing and typesetting; and (iv) "Version of Record" means the version of the Article published by the Licensor, after copy editing and typesetting. Rights in all versions of the Manuscript are granted on a non-exclusive basis.

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I agree and submit

You will receive a copy of this document by email after you agree and submit.

[Change Employer](#)

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

Next steps for publishing your article

Permission to publish complete

Dear Dr. Xiang Hu,

Thank you for providing Springer Nature with permission to publish your article by agreeing to the terms of publication, including how your manuscript can be used by others.

A copy of your publishing agreement will be emailed to you and you can also download a copy below.

[Download agreed publishing agreement](#)

Need help? [Contact us](#).

Your article

Article title
A General Self-Sacrifice Template Strategy to 3D Heteroatom-Doped Macroporous Carbon for High-Performance Potassium-Ion Hybrid Capacitors

DOI
10.1007/s40820-021-00663-7

Article type
OriginalPaper

Journal Name
Nano-Micro Letters

Publication

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

Original Article | [Open Access](#) | Published: 12 October 2020

Effect of antenna snow intrusion on vertical GPS position time series in Antarctica

[A. Koulali](#)  & [P. J. Clarke](#)

Journal of Geodesy **94**, Article number: 101 (2020) | [Cite this article](#)

206 Accesses | **17** Altmetric | [Metrics](#)

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**Article Approval Service
and Reporting**

3

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
- We ask that approval managers try to make a decision on articles within **3 days**, if more time is needed please get in touch with oa.verification@springernature.com
- 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

SPRINGER NATURE

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

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, or Author email address

The screenshot displays the 'Article Approval Service' interface. At the top, there are tabs for 'Requests' and 'Reporting', with 'Requests' being the active tab. A 'Contact us' and 'Help' link is visible in the top right corner. On the left side, there is a 'Filters' panel with a 'Status' section containing three options: 'Open' (checked), 'Approved', and 'Rejected'. Below these is an 'Update' button. The main content area features a search bar labeled 'Search all requests' with a search icon and a placeholder text: 'Search by Manuscript ID, Digital Object Identifier (DOI) or Author email'. Below the search bar is a pagination control showing 'Oldest update' and 'Page 1 of 1'. The main content area displays a list of requests, with the first one highlighted. The request is for a 'Hybrid' article, requested on '15 Jun 2022', and is currently 'Open'. The article title is 'Max-Planck-Gesellschaft zur Förderung der Wissenschaften e.V. (2)' and the author is 'John Smith'. The article is associated with 'Diabetes Study'. On the right side of the request card, there are three status indicators: 'Institution selection' (checked), 'Email' (checked), and 'IP address' (checked). A 'View request' button is located at the bottom right of the card.

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

Article Approval Service

Requests | Reporting
[Contact us](#) | [Help](#)

[Back to articles](#)

University of the Magdalena

Hybrid

Progress

✔ Requested 2022-11-16

○ Decision pending...

^ CONFIRM AFFILIATION

I confirm author is affiliated with
University of the Magdalena

[Approve article](#)

∨ REJECT OR FORWARD

Corresponding Author

Name

Institution Universidad del Magdalena

Department

Email

ORCID

Author identified by

Selected institution	✔ University of the Magdalena
Author email	✔ University of the Magdalena
IP address	✔ University of the Magdalena

Article metadata I

The dashboard specifies which parameters the author was identified with during the identification process

University of Manchester

Progress

- ✔ Requested 2022-10-28
- Decision pending...

^ CONFIRM AFFILIATION

I confirm author is affiliated with
University of Manchester

[Approve article](#)

∨ REJECT OR FORWARD

Corresponding Author

Name

Institution The University of Manchester

Department

Author identified by

Selected institution	✔	University of Manchester
Author email	✔	University of Manchester
IP address	✘	

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)

Author identified by

Selected institution	✔	Technische Universität Darmstadt (3139)
Author email	✔	Technische Universität Darmstadt (3139)
IP address	✘	

Further institutions (1)

Institution	Central South University
Department	School of Materials Science and Engineering
	Lushan South Road 932 Changsha 410083 China

Contributing Authors (7)

Chen Shen	Technical University Darmstadt School of Materials Science Otto-Berndt-Straße 3 Darmstadt 64287 Germany
Ilias Samathrakis	Technical University Darmstadt School of Materials Science Otto-Berndt-Straße 3 Darmstadt 64287 Germany
Harish K. Singh	Technical University Darmstadt School of Materials Science Otto-Berndt-Straße 3 Darmstadt 64287 Germany

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

The system will send out up to **3 automatic reminders** to action articles on the days after an article enters the dashboard

Subsequent reminders will be sent by our customer service teams

Articles cannot be published until a decision is made on the AAS so we ask for a timely decision to ensure author's articles are not being held up

^ CONFIRM AFFILIATION

I confirm author is affiliated with
Technische Universität Darmstadt

Approve article

v REJECT OR FORWARD

Corresponding Author

Institution Technical University Darmstadt

Department

Article Approval Service – Rejection Reasons and comments

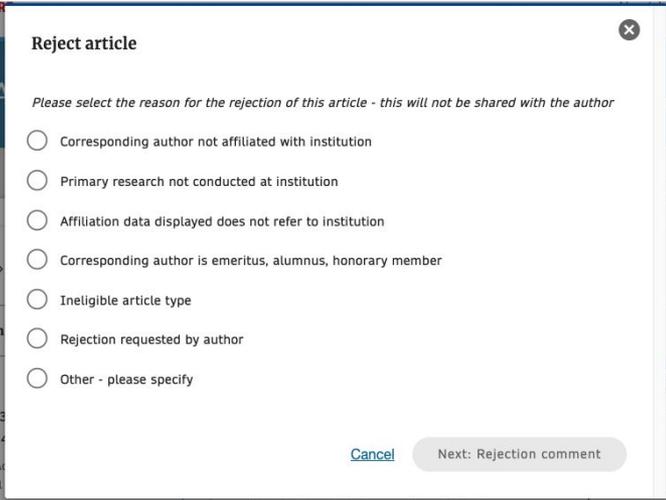
When rejecting an article, a dialog window will open asking for a reason for rejection

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

If the article is rejected, the author will have to publish open access using other funds

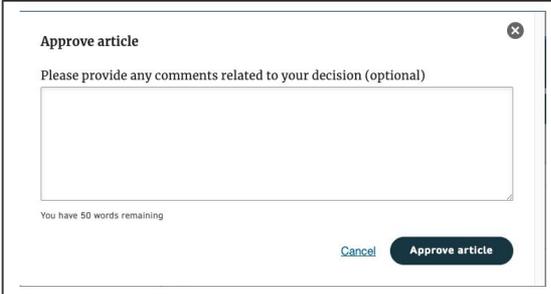


Reject article ✕

Please select the reason for the rejection of this article - this will not be shared with the author

- Corresponding author not affiliated with institution
- Primary research not conducted at institution
- Affiliation data displayed does not refer to institution
- Corresponding author is emeritus, alumnus, honorary member
- Ineligible article type
- Rejection requested by author
- Other - please specify

[Cancel](#) [Next: Rejection comment](#)



Approve article ✕

Please provide any comments related to your decision (optional)

You have 50 words remaining

[Cancel](#) [Approve article](#)

Reporting I

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

Article Approval Service

Requests Reporting [Contact us](#) | [Help](#)

Article status report | Account balance report

Article status report

Select the criteria for your report.

1. Status

Open

Approved

Rejected

2. Date range

From:

To:

Reporting II

Account balance reports show users how much of their account's deposit has been used by covered articles

The screen displays a summary of key information: agreement details, cost information, and the balance itself

Users can also download a more detailed report

The screenshot displays the 'Article Approval Service' interface. At the top, there is a navigation bar with 'Requests' and 'Reporting' (the latter being the active tab). Below this, there are links for 'Article status report' and 'Account balance report' (the latter being the active report). The main content area is titled 'Account balance report' and features a summary table for 'ETH Zürich'. The table lists the following details:

Agreement name	ETH Zürich - Fully OA
Payment type	Post-pay
Account status	Inactive
APC discount	20%
Institution share	100%
Account Balance (*)	2,144.00 GBP

Below the table, there is a button labeled 'Download statement (CSV)'. At the bottom of the report, a note states: '*Account balances may not include recently approved articles'.



THANK YOU

oa.verification@springernature.com

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