



# **SPRINGER NATURE TRANSFORMATIVE AGREEMENT**

Open Access  
Publishing Services

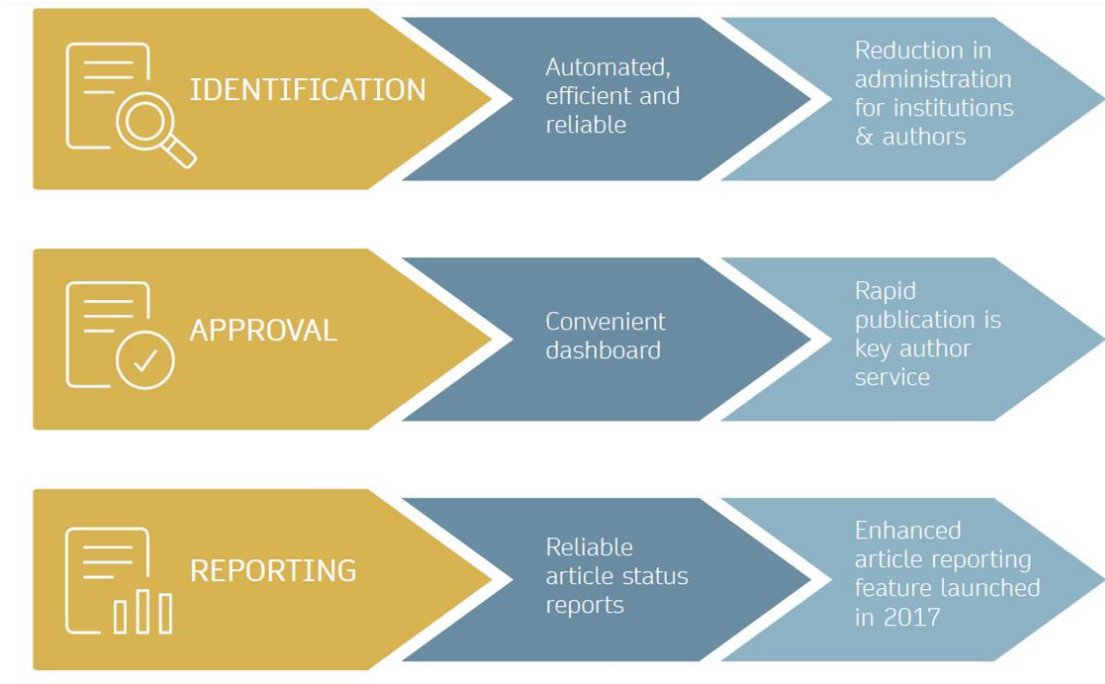
**SPRINGER NATURE GROUP**



# 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

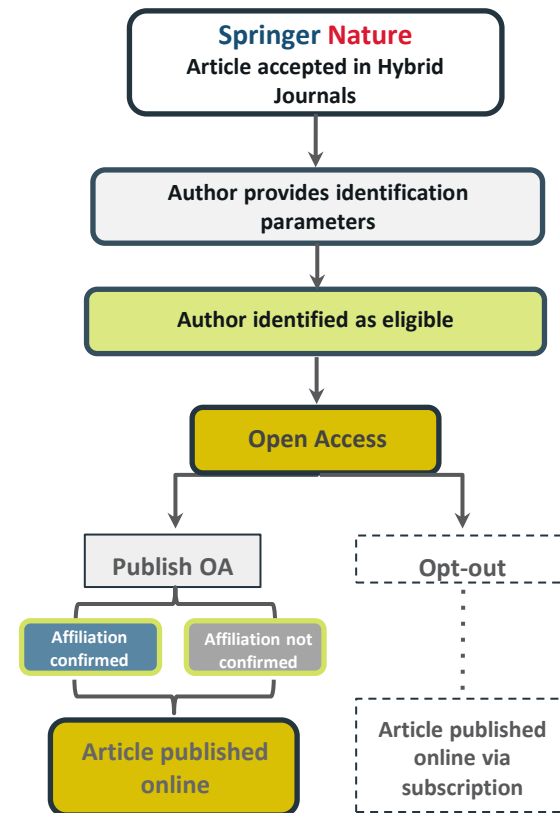
Once an author's eligibility is confirmed by the institution, the article is published open access

For hybrid journals, the author has the option to opt-out of publishing 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](https://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](mailto: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

▼

Confirm

#### 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

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

If authors would like to publish subscription instead, this can be selected later in the process

Jane Doe

SPRINGER NATURE

# 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

Some organisations will pay some or all of your APC.

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

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

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**

## OA 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

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

Authors are able to opt out of an agreement and publish under a subscription model at this stage


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](https://www.springernature.com/oaforinstitutions) you will find specific information on the agreement.

Next

► No, I want to publish my article without open access

Is University of Edinburgh not your institution or university?

Change institution

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


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## 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 egetas 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.](#)

## Publishing model choice

If an author does not have an agreement available to cover the costs of publication, they will be given the option to either publish subscription or pay for open access using other funds

If they select open access, they will have the opportunity to provide billing details

### Publish open access

Journal of Research offers you the opportunity to publish your article open access. Publishing open access offers a number of benefits:

- Increased researcher engagement
- Higher visibility and greater impact
- Easy compliance with mandates
- The copyright remains with you

You can learn more about the benefits of publishing open access [here](#).

Many funders and institutions mandate and finance open access publishing. To find out if you have access to funds that will allow open access publication at no cost to you, please take a look at our OA funding database [here](#) or contact your librarian.

If your research is supported by a funder that requires immediate open access (e.g. according to [Plan S principles](#)) then you should select the open access publishing route. For authors selecting the subscription publishing route, the journal's standard licensing terms will need to be accepted, including [self-archiving policies](#). Those licensing terms will supersede any other terms that the author or any third party may assert apply to any version of the manuscript.

Should you choose to publish open access below, an article-processing charge (APC) will apply, with the currency charged dependent on the billing country of the invoiced party and subject to local taxes where applicable. [Learn more about APCs](#).

Please select your publishing model:

- ☐ Publish open access (APC £3780.10 / \$4080.50 / €4120.90 + tax)
- ☐ Publish subscription

Submit

### 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

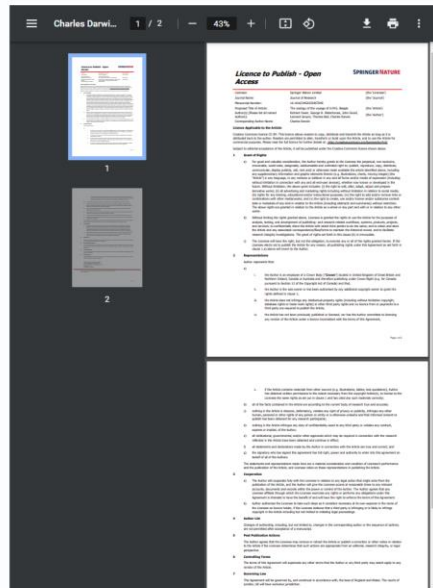
# Author signs the LTP

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

## Agree to publish

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.



☐ By ticking this box you are agreeing to the content in this publishing agreement, and are legally bound to it.

**I agree and submit**

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

## 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



## 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

**SPRINGER NATURE**Jane Doe ▾

## Publishing and rights

### You completed your publishing agreement

[Download signed agreement](#)

### What happens now

When your manuscript proofs are ready, we will send them to you for review. Please review the proofs within 48 hours, so we can publish as soon as possible.

**Thank you for publishing with Springer Nature.**  
You may now close this page.

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

## 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



Springer Link

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](#)

#### Rights and permissions

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## Funding note

The funding highlights that the costs to publish the article open access (the APC) have been fully or partially covered by the agreement

### Funding

Open access funding provided by HEAL-Link Greece.

### Funding note example

## Publication II

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

SPRINGER NATURE

### Congratulations

Dear corresponding author

We are pleased to inform you that your article has just been published:

#### Title

cc by article

#### Journal

Journal of Human Hypertension

#### DOI

10.1234/1D9A10E4-6B8A-402A-A619-80D82CA8E2FA

#### Publication Date

2020-11-27

Your article is available online here <https://link.springer.com/article/10.1234/1D9A10E4-6B8A-402A-A619-80D82CA8E2FA> or as a PDF here <https://link.springer.com/article/10.1234/1D9A10E4-6B8A-402A-A619-80D82CA8E2FA.pdf>.

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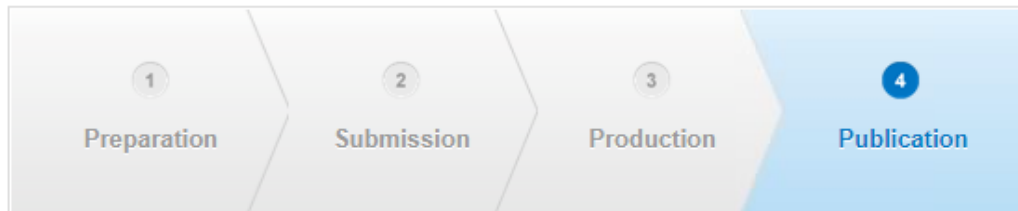
#### How can I share my article?

Your final article (Version of Record) may be shared anywhere, at any time, by you or by anyone providing they observe the terms of CC BY and credit you as author, as described above.

## 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](https://www.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

# Article Approval Service

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](https://login.springer.com/public/gp/login)

After an account has been created, the platform can be accessed by visiting:  
[oa-approval.springernature.com](https://oa-approval.springernature.com)

On the Welcome page, there is information on:

- How to approve and reject articles
- How to forward articles
- How to run reports

Article Approval Service

Welcome to Springer Nature's Article Approval Service

Go to Open articles

Springer Nature's Article Approval Service enables you to verify articles for coverage under your [open access agreement with Springer Nature](#). Please note that the **corresponding author** of the article must be affiliated to your institution.

The corresponding author is the author who handles the manuscript and correspondence during the publication process. The corresponding author has the authority to act on behalf of all co-authors in all matters pertaining to publication of the manuscript, and acts as the point of contact for any enquiries after the paper.


If you need help or are unable to verify articles for any reason, please [contact us](#).

### Approving Open articles

Please verify any 'open' articles based on the three identification parameters:

- Selected institution
- Email domain
- IP address


You can see detailed information about each article by clicking on the 'View request' button.



### Rejection & Forwarding


If the corresponding author is not affiliated to your institution, please reject the article.

From the article details page, you can reject articles for coverage under your open access agreement with Springer Nature by clicking the 'Reject' button. Please note that this decision is final.




### Forwarding feature

If it appears that the corresponding author has selected the wrong institution, you can forward the article to another institution within your consortium's agreement with Springer Nature. You can do this by clicking the 'Forward' button for the selected article, and selecting the correct institution.



### Reminders and automatic verification

You will receive an email reminder after an article has been awaiting verification for 3 days. If after 5 days an article has not been verified, it will be automatically verified by Springer Nature.



### Use the Reporting feature for detailed tracking

Click on the Reporting tab and enter the desired date range. This will download as a csv file.



## Email notification

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

**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](mailto: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's a header with 'Article Approval Service' and navigation links for 'Requests' and 'Reporting'. Below the header, the 'Requests' tab is active, showing a search bar labeled 'Search all requests' with a placeholder 'Search by Manuscript ID, Digital Object Identifier (DOI) or Author email'. To the left of the main content area, there's a 'Filters' sidebar with a 'Status' section containing three options: 'Open' (checked), 'Approved', and 'Rejected', along with an 'Update' button. The main content area shows a list of requests. The first request is a 'Hybrid' type, requested on '15 Jun 2022', and is in an 'Open' status. It lists the institution as 'Max-Planck-Gesellschaft zur Förderung der Wissenschaften e.V. (2)', the author as 'John Smith', and the article as 'Diabetes Study'. To the right of this information, 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 request card. The second request is identical to the first. The interface also includes pagination controls showing 'Page 1 of 1' and a 'Showing 1 to 2 of 2 requests' message.

# 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

SPRINGER NATURE GROUP

## 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 Samathrakakis

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

If the article is rejected, the author will either have to fund open access through other means or publish their article subscription

^ CONFIRM AFFILIATION

I confirm author is affiliated with  
Technische Universität Darmstadt

Approve article

v REJECT OR FORWARD

Corresponding Author

Institution

Technical University Darmstadt

Department

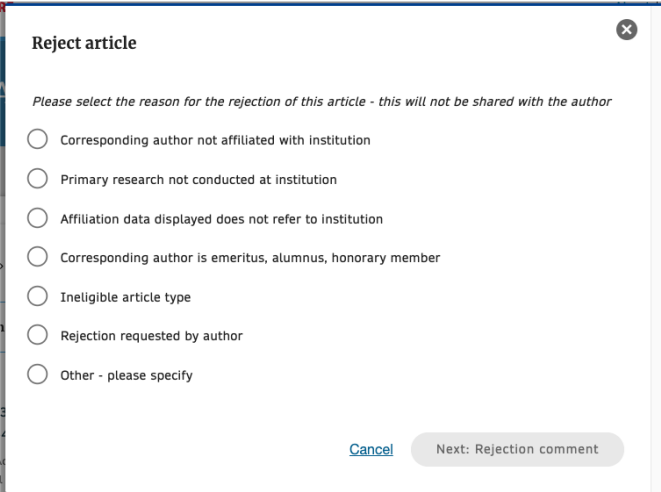
## Article Approval Service – Rejection Reasons and comments

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

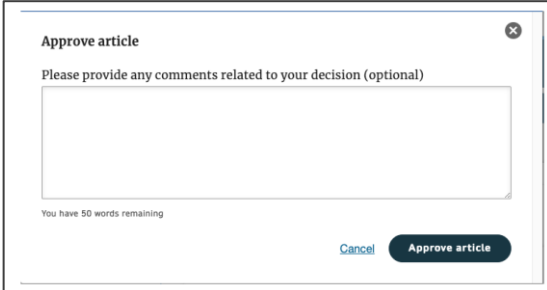


**Reject article** [X]

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** [X]

Please provide any comments related to your decision (optional)

You have 50 words remaining

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

## 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

### 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:







**THANK YOU**

[oa.verification@springernature.com](mailto:oa.verification@springernature.com)