



# 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:

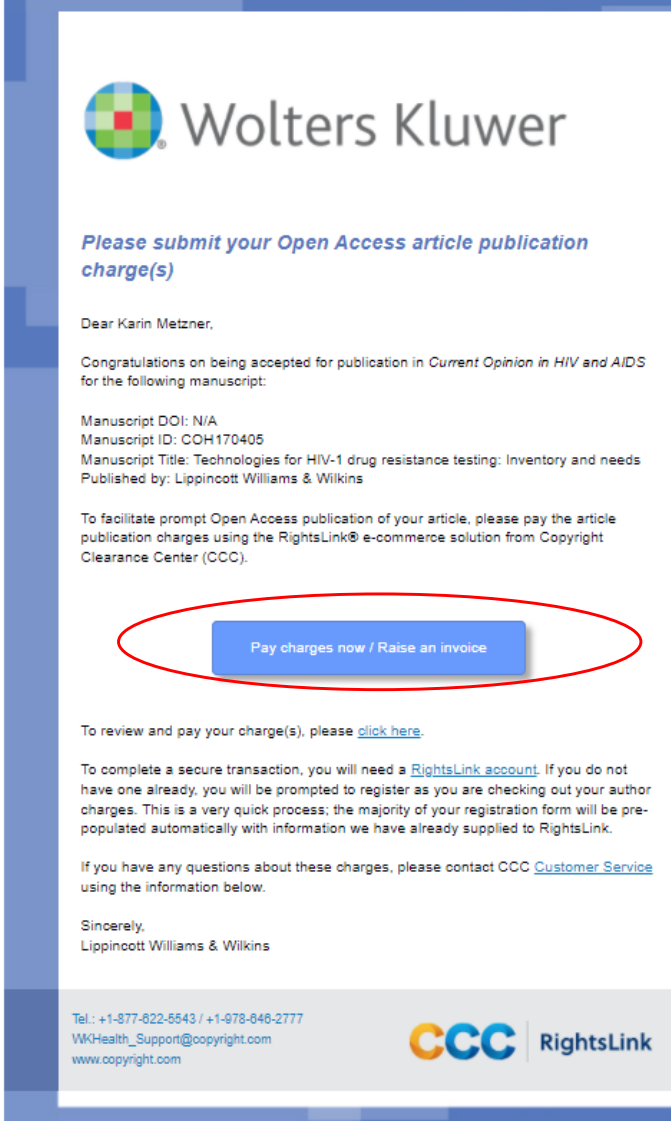
Please select a response

Yes


No

# Initial Offer Funding Workflow

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



The screenshot shows an email from Wolters Kluwer. At the top is the Wolters Kluwer logo. Below it is the subject line: "Please submit your Open Access article publication charge(s)". The email is addressed to Karin Metzner. It congratulates her on being accepted for publication in "Current Opinion in HIV and AIDS" and provides manuscript details: DOI: N/A, ID: COH170405, Title: "Technologies for HIV-1 drug resistance testing: Inventory and needs", and Publisher: Lippincott Williams & Wilkins. It then requests payment of article publication charges using the RightsLink e-commerce solution from the Copyright Clearance Center (CCC). A blue button labeled "Pay charges now / Raise an invoice" is circled in red. Below the button, there are instructions to review and pay charges, a link to register for a RightsLink account, and contact information for CCC Customer Service. The footer includes contact details for CCC and RightsLink.

 Wolters Kluwer

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

Dear Karin Metzner,

Congratulations on being accepted for publication in *Current Opinion in HIV and AIDS* for the following manuscript:

Manuscript DOI: N/A  
Manuscript ID: COH170405  
Manuscript Title: Technologies for HIV-1 drug resistance testing: Inventory and needs  
Published by: Lippincott Williams & Wilkins

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.

Sincerely,  
Lippincott Williams & Wilkins

Tel.: +1-877-822-5543 / +1-978-646-2777  
WKHealth\_Support@copyright.com  
www.copyright.com

 **CCC** RightsLink

# 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

"WK Test Article 22-03-21" Manuscript Details

Author: Research Fellow  
Manuscript ID: EJCP02-220321A

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 University of Lausanne

**Uni BE:**  
**Choose: Seek Funding From University of Bern**

**Note from your Publisher:**  
Research articles (including case reports) and reviews are eligible for funding, please do not request open access funding for editorials, commentaries; correspondence, or similar content. Please select either one of the below open access licenses from the license drop down when prompted and ensure you also select the same matching license in Schedule B of the License to Publish form that the journal requests from you.  
None / Other - CC BY NC ND  
ULA – CC BY  
Charges Covered: Open Access

**Institution Contact Information**  
Institution Contact  
rlasetup@copyright.com  
41 21 000 0000  
[Show address](#)

**» NEXT**

# Authors must may select the CC BY NC ND License

- In RightsLink authors are instructed to choose either NONE /OTHER CCBY NC ND License or ULA – CCBY License from a drop down menu

Open Access charge (mandatory) 2,720.00 USD

Please check that the funding type/license you have selected matches your license to publish and funder requirements, if applicable.

Article Publication Charge

None / Other - CC BY NC ND 2,720.00 USD

DISCOUNTS APPLIED -2,720.00 USD

Uni BE:

Here you can find more information about the Creative Commons licences: <https://www.creativecommons.ch/>

- Authors should also choose the matching license on the License To Publish form the journal requires them to complete i.e. Schedule A for CCBY and Choose 'ULA' or Schedule B for CCBY NC ND

## MANDATED FUNDING POLICY DISCLOSURE

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

ULA

## MANDATED FUNDING POLICY DISCLOSURE

3.  This Schedule B is inapplicable to the Work.

NOTE: If author has selected Item 3, Section 3.a. on the Agreement will apply to the Work, and neither Section 3.b. nor Section 3.c. of the Agreement will apply to the Work.

# 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!](#)

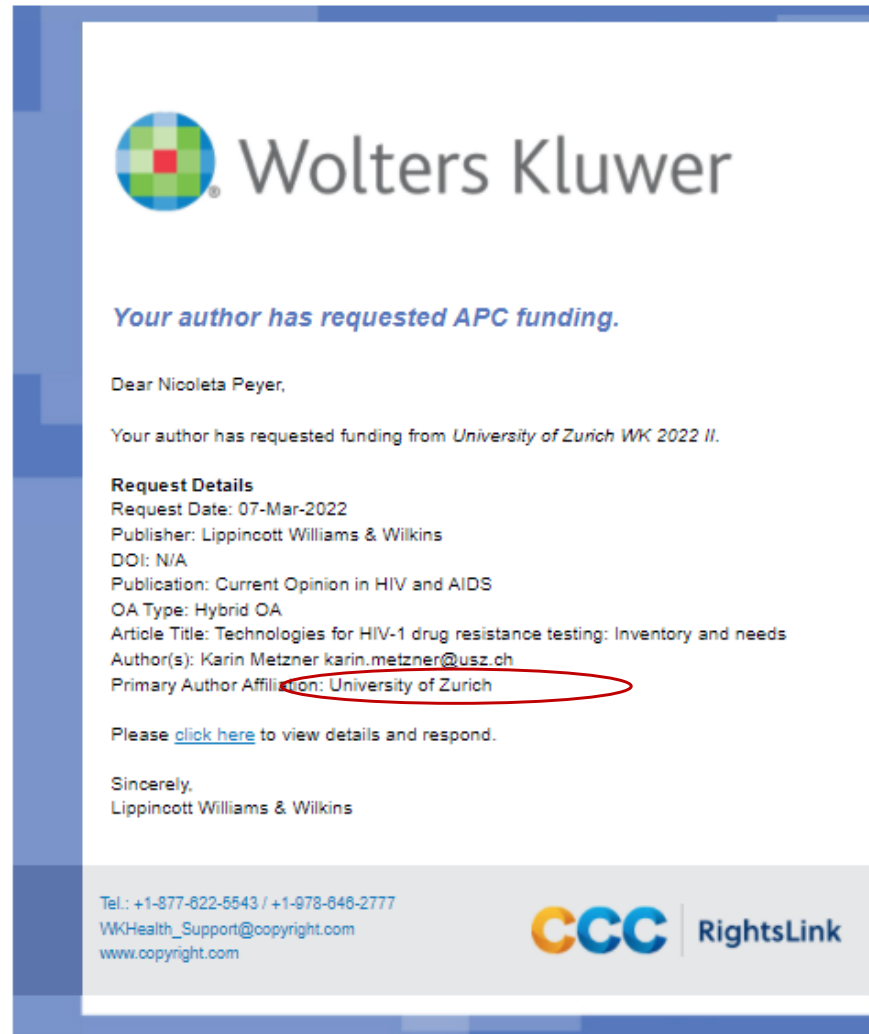
TOTAL DUE: **0.00 USD**

[Terms and conditions](#)

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


# Funding Workflow - The Institution is notified

- At acceptance, if the metadata (e.g., either the institution name, Ringgold ID or email domain) matches an existing agreement, the article is sent to the author's institution for approval.



The screenshot shows an email notification from Wolters Kluwer. The header includes the Wolters Kluwer logo and name. The main text states: "Your author has requested APC funding." followed by "Dear Nicoleta Peyer," and "Your author has requested funding from University of Zurich WK 2022 II." A section titled "Request Details" lists: Request Date: 07-Mar-2022, Publisher: Lippincott Williams & Wilkins, DOI: N/A, Publication: Current Opinion in HIV and AIDS, OA Type: Hybrid OA, Article Title: Technologies for HIV-1 drug resistance testing: Inventory and needs, Author(s): Karin Metzner karin.metzner@usz.ch, and Primary Author Affiliation: University of Zurich (circled in red). The email concludes with "Please [click here](#) to view details and respond." and "Sincerely, Lippincott Williams & Wilkins". The footer contains contact information: Tel: +1-877-822-5543 / +1-978-646-2777, WKHealth\_Support@copyright.com, www.copyright.com, and logos for CCC and RightsLink.

# Author receives Order Confirmation for Funding Request



**Wolters Kluwer**

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

Dear Prof. Karin Metzner,

Thank you for requesting funding for your Lippincott Williams & Wilkins 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: 07-Mar-2022  
Order Number: Not available until funding approval.  
Primary Author: Karin Metzner  
Manuscript: Technologies for HIV-1 drug resistance testing: Inventory and needs  
Manuscript DOI: N/A  
Manuscript ID: COH170405  
Publication: *Current Opinion in HIV and AIDS*  
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

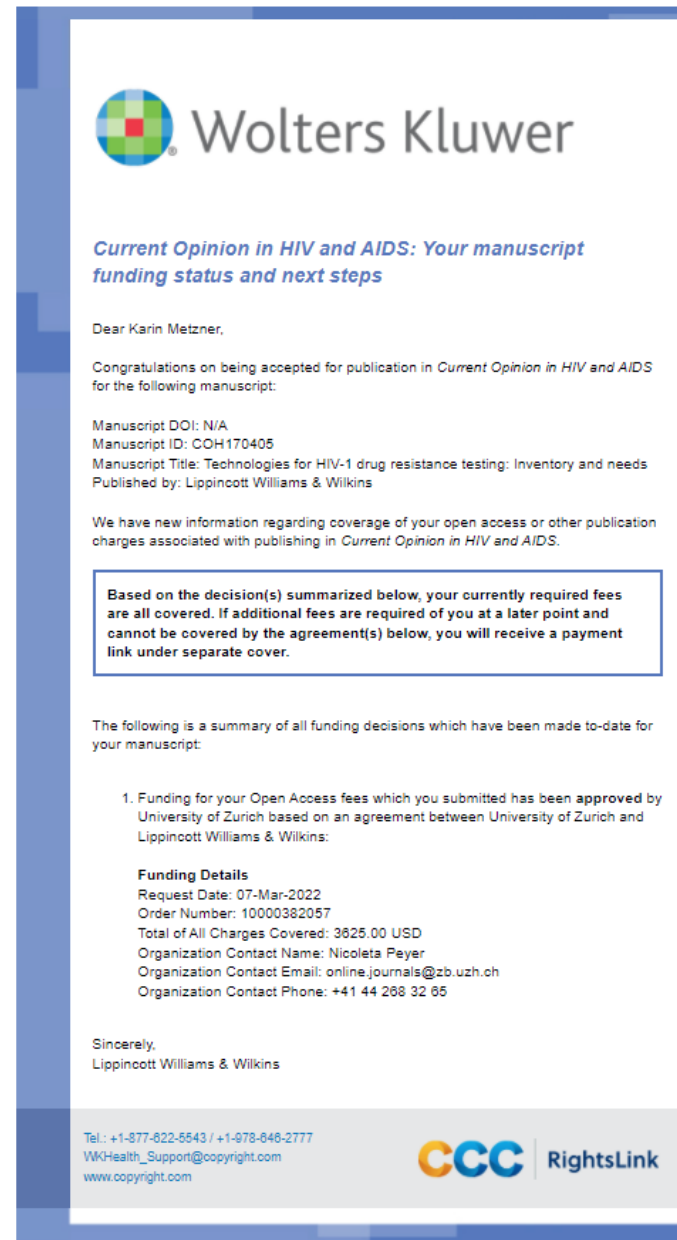
Tel.: +1-877-822-5543 / +1-978-848-2777  
WKHealth\_Support@copyright.com  
www.copyright.com






# Transaction complete: funding approved

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



 Wolters Kluwer

**Current Opinion in HIV and AIDS: Your manuscript funding status and next steps**

Dear Karin Metzner,

Congratulations on being accepted for publication in *Current Opinion in HIV and AIDS* for the following manuscript:

Manuscript DOI: N/A  
Manuscript ID: COH170405  
Manuscript Title: Technologies for HIV-1 drug resistance testing: Inventory and needs  
Published by: Lippincott Williams & Wilkins

We have new information regarding coverage of your open access or other publication charges associated with publishing in *Current Opinion in HIV and AIDS*.

**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 University of Zurich based on an agreement between University of Zurich and Lippincott Williams & Wilkins:

**Funding Details**  
Request Date: 07-Mar-2022  
Order Number: 10000382057  
Total of All Charges Covered: 3625.00 USD  
Organization Contact Name: Nicoleta Peyer  
Organization Contact Email: [online.journals@zb.uzh.ch](mailto:online.journals@zb.uzh.ch)  
Organization Contact Phone: +41 44 288 32 65

Sincerely,  
Lippincott Williams & Wilkins

Tel: +1-877-822-5543 / +1-978-846-2777  
[WKHealth\\_Support@copyright.com](mailto:WKHealth_Support@copyright.com)  
[www.copyright.com](http://www.copyright.com)



# Funding Denied Email to Author

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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

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- [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

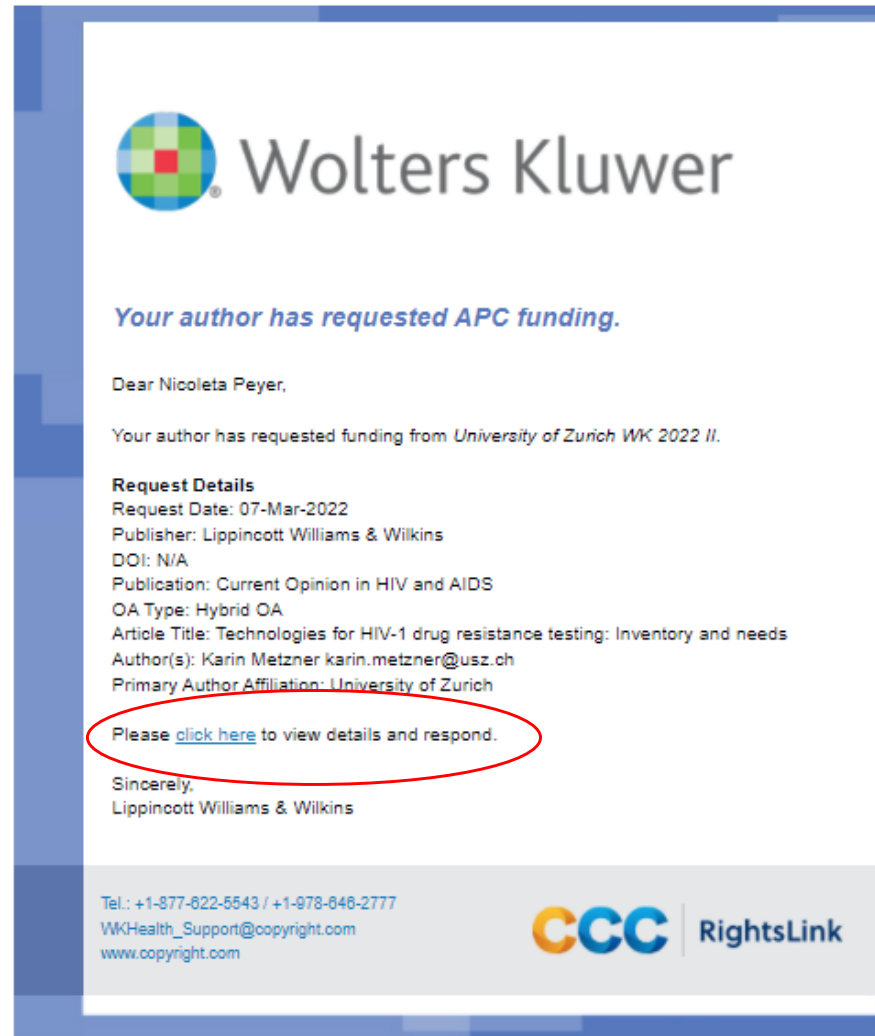
<https://www.wolterskluwer.com/en/expert-insights/authors-editorial-manager-tutorial>

# RightsLink for Scientific Communications – Institutional Workflow for CSAL




# Institutional Notification of Author Request for Funding

- The Funding Request Email that the institution receives when the author requests funding



The image shows a screenshot of an email notification from Wolters Kluwer. The email is titled "Your author has requested APC funding." and is addressed to Nicoleta Peyer. It details a funding request for a publication in "Current Opinion in HIV and AIDS" by Karin Metzner from the University of Zurich. A red circle highlights the text "Please [click here](#) to view details and respond." at the bottom of the email body. The footer of the email includes contact information for Wolters Kluwer and the Copyright Clearance Center (CCC) RightsLink.

 Wolters Kluwer

*Your author has requested APC funding.*

Dear Nicoleta Peyer,


Your author has requested funding from *University of Zurich WK 2022 II.*

**Request Details**  
Request Date: 07-Mar-2022  
Publisher: Lippincott Williams & Wilkins  
DOI: N/A  
Publication: Current Opinion in HIV and AIDS  
OA Type: Hybrid OA  
Article Title: Technologies for HIV-1 drug resistance testing: Inventory and needs  
Author(s): Karin Metzner karin.metzner@usz.ch  
Primary Author Affiliation: University of Zurich

Please [click here](#) to view details and respond.

Sincerely,  
Lippincott Williams & Wilkins

Tel.: +1-877-822-5543 / +1-978-846-2777  
WKHealth\_Support@copyright.com  
www.copyright.com

 **RightsLink**

# The Funding Dashboard in Institutional Portal that shows a manuscript in need of a decision

**Organization** | Active organization: 7001910917 Consortium of Swiss Academic Libraries

Welcome to the RightsLink® Institutional Portal. Use the **Billing Profiles** tab to view the special billing profiles we have on file between your institution and RightsLink® client publishers. Use the **Funding Requests** tab to review and act on your queue of funding requests for researchers affiliated with your institution. Use the **Reports** tab to search and download a report of the APC transactions associated with your account. In the future, there will be an **Invoices** tab for you to review and pay your invoices online.

**Billing Profiles** | **Funding Requests** | **Reports**

The table below includes any funding requests that have been matched to one of your special billing profiles.

**APPROVE** When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when a balance is due, included in your next invoice based on the schedule defined in that agreement's profile.

**DENY** If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author will have the opportunity to self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription model, as available.

[Show Advanced Search](#)

Results 1 - 1 of 1

Order Date	Article Title	Primary Author	Primary Author Email & Affiliation	Publisher	Profile Name	Total Fees Due	Status	Actions
> 21-Mar-2022	WK Test Article 22-03-21	Fellow, Research	djavier@copyright.com Consortium of Swiss Academic Libraries 59302	Lippincott Williams & Wilkins	CSAL WK 2022 Demo Profile	0.00 USD	Pending	<b>APPROVE</b> <b>DENY</b>

# The 'Approve' Funding response box

**CCC** | Institutional Portal

Organization | Active organization: 7001910917 Consortium of Swiss Acad

Welcome to the RightsLink® Institutional Portal. Use RightsLink® client publishers. Use the **Funding Request** Use the **Reports** tab to search and download a report review and pay your invoices online.

Billing Profiles | Funding Requests | Reports

The table below includes any funding requests that have been matched to one of your special billing profiles.

**Approve Request**

Article Title: WK Test Article 22-03-21 A

Author(s): Fellow, Research

\* By selecting Approve you are authorizing this request to be included in your next invoice.

CANCEL APPROVE

# The 'Deny' Funding response box, with the denial reason dropdown menu

**CCC Institutional Portal**

Organization | Active organization: 7001910917 Consortium of Swiss Publishers

Welcome to the RightsLink® Institutional Portal. Use the **Funding** tab to search and download a manuscript, review and pay your invoices online.

**Billing Profiles** | **Funding Requests**

The table below includes any funding requests for your organization.

**APPROVE** When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when you receive your next invoice based on the schedule defined in that agreement's profile.

**DENY** If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author can then self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription profile.

**Deny Request**

Article Title: WK Test Article 22-03-21

Please select the reason for the request denial.

Select from the drop down list

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

CANCEL DENY



# The 'Deny' Funding response box, showing custom text space for institution to explain decision

**CCC Institutional Portal**

Organization | Active organization: 7001910917 Consortium of Swiss Publishers

Welcome to the RightsLink® Institutional Portal. Use the **Funding Requests** tab to search and download a request, review and pay your invoices online.

**Billing Profiles** | **Funding Requests**

The table below includes any funding requests for your organization.

**APPROVE** When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when you receive your next invoice based on the schedule defined in that agreement's profile.

**DENY** If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author may self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription.

**Deny Request**

Article Title: WK Test Article 22-03-21

Please select the reason for the request denial.

Other (note below)

Additional instructions and information for my researcher.

After choosing a denial reason from the dropdown menu, the institution may explain further in this free text space.

CANCEL DENY

# The Funding Dashboard after manuscripts have been approved and denied

[Billing Profiles](#) | [Funding Requests](#) | [Reports](#)

The table below includes any funding requests that have been matched to one of your special billing profiles.

**APPROVE** When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when a balance is due, included in your next invoice based on the schedule defined in that agreement's profile.

**DENY** If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author will have the opportunity to self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription model, as available.

[Show Advanced Search](#)

Results 1 - 2 of 2

	Order Date	Article Title	Primary Author	Primary Author Email & Affiliation	Publisher	Profile Name	Total Fees Due	Status	Actions
>	21-Mar-2022	WK Test Article 22-03-21 A	Fellow, Research	djavier@copyright.com Consortium of Swiss Academic Libraries 59302	Lippincott Williams & Wilkins	CSAL WK 2022 Demo Profile	0.00 USD	Approved	APPROVE DENY
>	21-Mar-2022	WK Test Article 22-03-21	Fellow, Research	djavier@copyright.com Consortium of Swiss Academic Libraries 59302	Lippincott Williams & Wilkins	CSAL WK 2022 Demo Profile	0.00 USD	Denied	APPROVE DENY

# Institutional Resources

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- [WKHealth\\_Support@copyright.com](mailto:WKHealth_Support@copyright.com)
  - General customer service queries
  - Cancel an order
- Institution Resource Center on copyright.com:  
<https://www.copyright.com/rlinstitutionalportalrc/>
- Instructional videos and helpful pdf guides available here:  
<https://www.copyright.com/rlinstitutionalportalrc/guides/>
- The Guide dedicated to how Funding Requests work in Institutional Portal:  
[https://www.copyright.com/rlinstitutionalportalrc/wp-content/uploads/sites/18/2021/06/User-Guide\\_RLSC-Institutional-Portal-Funding-Requests\\_June-2021.1.pdf](https://www.copyright.com/rlinstitutionalportalrc/wp-content/uploads/sites/18/2021/06/User-Guide_RLSC-Institutional-Portal-Funding-Requests_June-2021.1.pdf)

# Thank you!

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Tarryn Greenberg, Lead Publisher, Open Access

[Tarryn.Greenberg@wolterskluwer.com](mailto:Tarryn.Greenberg@wolterskluwer.com)