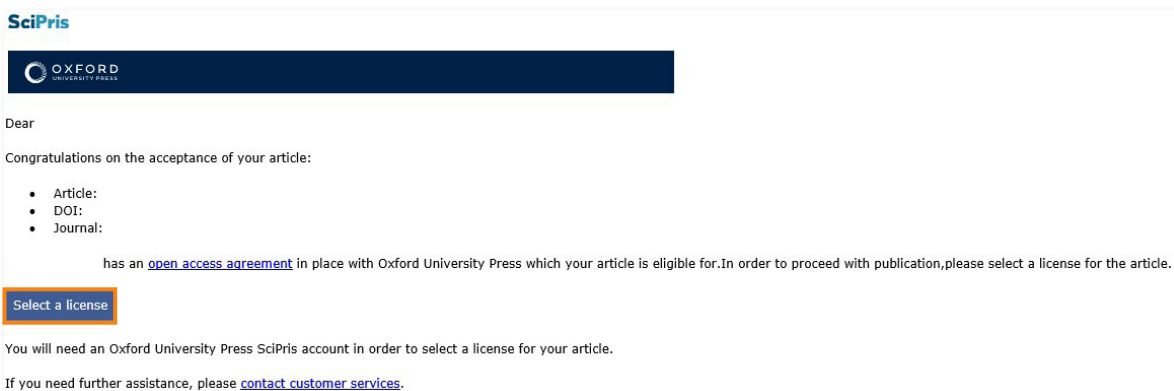


Read & Publish Agreement Author Guide

1. Once your article has been peer-reviewed and accepted for publication, you will receive an email which contains a link to the Online Licensing and Payments System, SciPris.

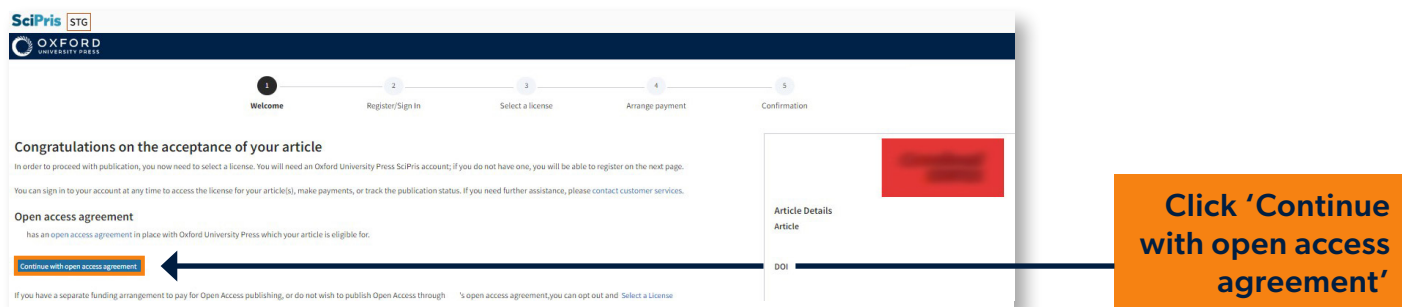
SciPris will check your institutional affiliation and article type to determine if you are eligible to use the funds.



Click 'Select a license'

The screenshot shows an email from SciPris with the Oxford University Press logo. The text reads: "Dear [redacted], Congratulations on the acceptance of your article: Article: DOI: Journal: [redacted] has an [open access agreement](#) in place with Oxford University Press which your article is eligible for. In order to proceed with publication, please select a license for the article." A blue button labeled "Select a license" is highlighted with an orange callout box. Below the button, it says: "You will need an Oxford University Press SciPris account in order to select a license for your article. If you need further assistance, please [contact customer services](#)."

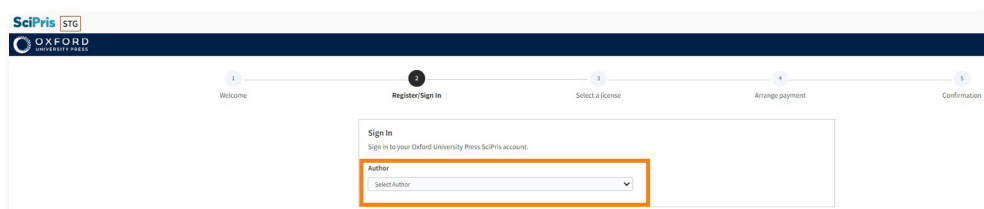
2. Proceed to request use of the Read and Publish Agreement funds.



Click 'Continue with open access agreement'

The screenshot shows the SciPris web interface with a progress bar at the top: 1 Welcome, 2 Register/Sign In, 3 Select a license, 4 Arrange payment, 5 Confirmation. The main content area says: "Congratulations on the acceptance of your article. In order to proceed with publication, you now need to select a license. You will need an Oxford University Press SciPris account; if you do not have one, you will be able to register on the next page. You can sign in to your account at any time to access the license for your article(s), make payments, or track the publication status. If you need further assistance, please contact customer services." Under "Open access agreement", it says: "has an open access agreement in place with Oxford University Press which your article is eligible for." A blue button labeled "Continue with open access agreement" is highlighted with an orange callout box. To the right, an "Article Details" section is partially visible with a red "Proceed" button. An orange callout box on the right says "Click 'Continue with open access agreement'".

3. Sign in and create an account if you don't have one. (This is not the same system you used to submit your article to the journal.)



The screenshot shows the SciPris web interface at the "Register/Sign In" step. It features a "Sign In" section with the text "Sign in to your Oxford University Press SciPris account." Below this is a dropdown menu labeled "Author" with the text "Select Author" and a downward arrow. The dropdown menu is highlighted with an orange callout box.

4. The license options are displayed. You won't see any prices because you aren't required to make a payment.

The screenshot shows the 'Select a license' step in the SciPris workflow. The progress bar at the top indicates the current step is 3, 'Select a license'. Below the progress bar, there are five radio button options for license selection:

- Open Access CC BY License
- Open Access CC BY-NC License
- Work made for hire/work done in the course of employment
- I want to opt out of using the available open access agreement
- I am unable to accept any of the licenses

Below the options, there are two checkboxes for confirmation:

- I confirm I have read and agree to the terms and conditions of this license and agree my signature exchanged by digital electronic means is intended to authenticate the agreement and will have the same validity, force and effect as a manual signature.
- I acknowledge that I am requesting to use my institution's agreement to cover this charge and that my eligibility is based on information provided – if that information is incorrect, I may need to arrange payment via another method.

An orange callout box with the text 'Select a license and click 'I accept'' has an arrow pointing to the 'I accept' button at the bottom right of the form.

5. Send the request for review.

The screenshot shows the 'Arrange payment' step in the SciPris workflow. The progress bar at the top indicates the current step is 4, 'Arrange payment'. Below the progress bar, there is a 'Submit request' button. To the right of the button, there is a red box with the text 'Article Details' and 'Article'.

6. View your dashboard or sign out.

The screenshot shows the 'Confirmation' step in the SciPris workflow. The progress bar at the top indicates the current step is 5, 'Confirmation'. Below the progress bar, there is a message: 'Your request for payment has been sent'. Below the message, there is a 'Sign out' button. To the right of the button, there is a red box with the text 'Article Details' and 'Article'.

An orange callout box with the text 'Don't forget to sign out' has an arrow pointing to the 'Sign out' button.

academic.oup.com/journals/pages/librarians/read-publish-agreements

For questions about Read and Publish, please email openaccess@oup.com.

