

Open Access Publishing Workflow

Author Journey to Agreement Manager

Contents

This presentation covers:

- The author publishing journey
- How to approve and deny articles in *Rightslink* OA Agreement Manager
- Cambridge University Press reporting
- Please ask questions as we go, in English or Spanish!

Open Access Publishing Workflow

All articles submitted to Cambridge University Press undergo the same rigorous peer-review to sustain the high quality of our journals.

The decision to publish an article is not affected by whether it will be published Open or behind a paywall.



Third Party Transaction Process

We work with *Rightslink*[®]-CCC to process article processing charges (APCs).

Institutions and authors participating in Read and Publish deals benefit from *Rightslink's* tool, **OA Agreement Manager**, which has been purpose-built to facilitate smoother financial transactions for authors and administrators.

This allows us to identify authors who are eligible for an APC discount/waiver and automatically apply a discount, meaning a **'touch free' journey for the author**.

Institutions may also review and authorise APC funding requests.

Manuscript preparation

Author:

- Discovers journal
- Visits journal information page
- Reviews author instructions
- Formats manuscript



Manuscript preparation

Information on manuscript preparation is available on Cambridge Core, via the journal landing page.

Wherever possible, we remind authors to check their eligibility for APC waivers and discounts.

The image shows two overlapping screenshots of the Cambridge Core website. The top screenshot is for the **Journal of Child Language**. It features a search bar, navigation links like 'Browse subjects', 'What we publish', 'Services', and 'About Cambridge Core', and a 'My account' button. Below the search bar are buttons for 'Submit your article', 'Information', 'Subscribe', and 'Recommend to librarian'. The bottom screenshot is for the **Journal of Fluid Mechanics**. It features a search bar, navigation links like 'Journal home', 'Latest issue', 'All issues', 'Focus on Fluids', 'JFM Rapids', 'JFM Perspectives', 'Open access articles', and 'Most read'. A prominent blue banner reads 'Alexander J. Smits wins Batchelor Prize 2020'. Below this is a 'Recently published papers' section with two article listings: 'Motion of an inertial squirmer in a density stratified fluid' and 'Laminar separated flows over finite-aspect-ratio swept wings'. To the right of the article listings are promotional banners for 'FLUID MECHANICS WEBINAR SERIES' and 'Open Access waivers and discounts Find out more'. On the far right, there are additional promotional banners: 'Now accepting proposals for Registered Reports' and 'This journal accepts Open Access submissions'.



Manuscript preparation

Detailed information for contributors is available within the journal information pages, including Open Access publishing options available in that journal.

Pop ups appear on relevant gold OA and hybrid journal information pages to invite authors to check their eligibility for an APC waiver / discount.

The screenshot shows the 'Open Access Policy' page for the Journal of Child Language. The page includes a navigation menu, a search bar, and a sidebar with links to various journal information pages. The main content area is titled 'Open Access Policy' and contains sections for 'Preprints', 'Open Access', and 'Green Open Access'. A pop-up window titled 'Open Access Funding Support' is overlaid on the page, containing the text: 'Check your eligibility for an APC discount or waiver in this journal, including support offered by your institution.' and a 'Find out more' button. A mouse cursor is pointing at the 'Find out more' button.



Manuscript preparation

Details of Read and Publish agreements are hosted on Cambridge Core.

Authors may consult this page for more information on the specific terms agreed between Cambridge and their institution.

The screenshot shows the 'Read and publish agreements' page on the Cambridge Core website. The page has a navigation bar with links for 'All services', 'Librarians', 'Authors', 'Agents', 'Corporates', 'Publishing partners', 'Open access policies' (which is highlighted), and 'Open research'. A left-hand sidebar contains a list of menu items: 'Open access policies', 'Introduction to open access', 'Social sharing', 'Open access journals', 'Open access books', 'Open access Elements', 'Open access resources', and 'Read and publish agreements' (which is selected). The main content area features an introductory paragraph, a paragraph explaining the 'Publish' and 'Read' elements, and a link to a page with more information on options and fees. Below this are three orange and dark blue buttons: 'What is OA? Find out more', 'Open Access Resources for authors', and 'Open research Find out more'. At the bottom, there is a section titled 'Read and Publish Agreements:' followed by a paragraph and a bulleted list of links to specific agreements.

Read and publish agreements

All services Librarians Authors Agents Corporates Publishing partners **Open access policies** Open research

Open access policies

Introduction to open access

Social sharing

Open access journals

Open access books

Open access Elements

Open access resources

Read and publish agreements

Cambridge University Press has made a number of Read and Publish agreements to support Open Access publishing in Cambridge journals for publicly financed research articles.

The 'Publish' element covers the Article Processing Charges (APCs) for affiliated corresponding authors from participating institutions who wish to publish in the Press's hybrid and fully Open Access journals, depending on the agreement. Under the 'Read' element, affiliated institutions are granted access to the Press' journals.

To check if you're eligible to publish under this model, please see the links below. For more information on options and fees for publishing OA articles, including waivers and discounts for authors from **low- and middle-income countries**, [please click here](#).

What is OA?
Find out more

Open Access
Resources for authors

Open research
Find out more

Read and Publish Agreements:

The links below provide more detail on each deal, including eligible institutions and journals. If you have any questions about these deals, please contact oaqueries@cambridge.org.

- [Austria: KEMOE](#)
- [Croatia: CALC](#)
- [Estonia: ELNET](#)
- [France: Couperin \(from 2021\)](#)
- [Germany: BSB - DFG supported](#)
- [Germany: MPG](#)
- [Greece: HEAL-Link](#)
- [Hungary: EISZ](#)
- [India: e-Shodh Sindhu \(eSS\)](#)
- [India: Indian Institute of Management \(IIM\)](#)



Manuscript preparation

Link to participating institutions and eligible journals

Link to further guidance and information about publishing Open Access

Manuscript submission and review

Author:

- Navigates to submission system from journal homepage
- Logs into submission system
- Submits manuscript and supplementary materials
- Checks status in online submission system



Manuscript submission

Authors navigate to the submission system from the journal's homepage on Cambridge Core

The screenshot shows the homepage of the Journal of Child Language on Cambridge Core. The breadcrumb trail at the top left reads "Home > Journals > Journal of Child Language". The language selector at the top right shows "English" and "Français". The main header features the journal title "Journal of Child Language" and a search bar with the placeholder text "Search Journal of Child Language content". Below the search bar, there are four buttons: "Submit your article", "Information", "Subscribe", and "Recommend to librarian". The "Submit your article" button is highlighted with an orange box, and an orange arrow points to it from below. At the bottom of the page, there is a navigation menu with links: "Journal home", "Child Bilinguals", "FirstView articles", "Latest issue", "Articles", "Open access articles", "Most cited", and "Most read".




Manuscript submission

To submit their manuscript, authors must log in, using either a username and password or their ORCID iD in the OPRS – Online Peer Review System.

ScholarOne Manuscripts™ Instructions & Forms Help

Journal of Child Language CAMBRIDGE UNIVERSITY PRESS

[Log In](#) [Reset Password](#) [Create An Account](#)



Log In

User ID [Create an Account](#)


Password [Reset Password](#)

[Log In](#)

[Log In With ORCID iD](#)

Resources

- [FAQs & User Guides](#)
- [Instructions & Forms](#)
- [Journal Home](#)
- [Site Support](#)



Publish Open Access with Cambridge

[Find out more >](#)



Manuscript submission

ScholarOne Manuscripts™

Instructions & Forms Help Log Out

Journal of Child Language

CAMBRIDGE UNIVERSITY PRESS

Home Author Review Admin Center

Author Dashboard

Author Dashboard

- Start New Submission >
- 5 Most Recent E-mails >

Start New Submission

Need [help?](#)

[Edit](#) Please refer to the [Instructions for Contributors](#) before you start your submission. If you wish to publish Open Access, please find out more about our [OA policies](#), and [APC waivers and discounts](#).

[Begin Submission](#)



Manuscript submission

During submission, the definition and responsibilities of the corresponding author are clearly stated.

Corresponding Author

Please read carefully. The Corresponding Author is defined as: the person 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 including supplementary material. The Corresponding Author is responsible for obtaining such agreements and for informing the co-authors of the manuscript's status throughout the submission, review, and publication process. In addition, the Corresponding Author also acts as the point of contact for any enquiries after the paper is published.

The Corresponding Author's specific responsibilities include:

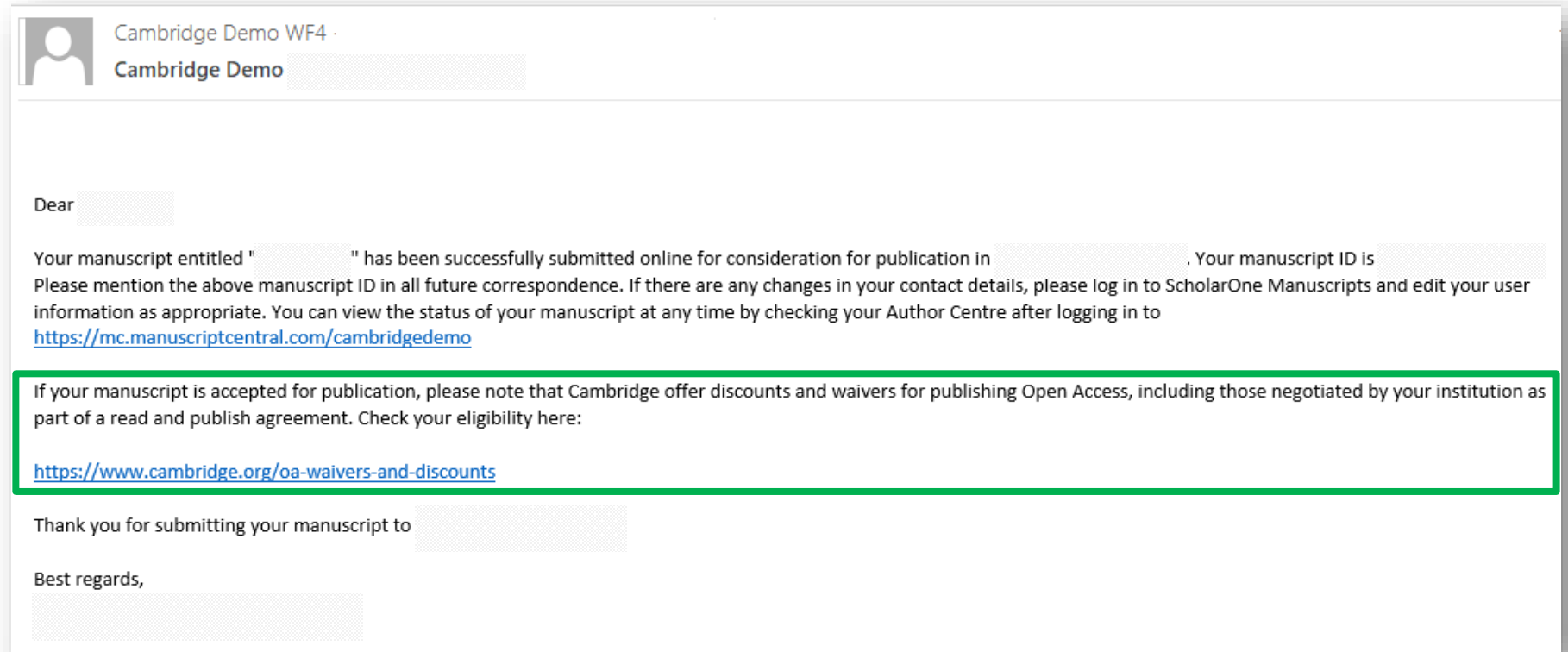
- Manuscript correction and proof reading. Handling the revisions and re-submission of revised manuscripts up to the acceptance of the manuscripts.
- Arranging for payment of an Article Processing Charge (APC) where one is required. The affiliation of the Corresponding Author is used to determine eligibility for discounted or waived APCs under [Read and Publish agreements](#).
- Arranging for the signing of the Author Publishing Agreement by the copyright owner (this might be the Corresponding Author themselves).
- Act on behalf of all co-authors in responding to queries from all sources post-publication, including questions relating to publishing ethics, reuse of content, or the availability of data, materials, resources, etc.



Manuscript submission

Following submission, the author's manuscript enters the peer review process.

For hybrid journals, authors are not able to select Gold OA at this stage.*



*Authors are able to indicate that they wish to publish OA upon acceptance

Manuscript decision

Author:

- Receives acceptance email
- Chooses creative commons licence



Manuscript decision – Process changes

We are replacing our current licensing process with an **improved digital licensing solution** that will allow us to significantly improve author experience and our ability to channel authors to select the gold OA publishing option in hybrid journals, using specific messaging relating to Read and Publish.

Ironclad is a digital, end-to-end contract lifecycle management platform that covers contract creation, signature and archiving.

The first phase of this launch (from early November 2020) will see 18 journals added to the workflow, followed by 4 weeks of hypercare, and then the on-boarding of our remaining Cambridge-owned titles.

Solutions for proprietor and jointly-owned titles will be resolved in Phase Two (from late November 2020).



Manuscript decision – Process changes

If an article is accepted, following the completion of any revisions required, authors will receive an acceptance email.

Once an article is accepted, a record will be created Cambridge's production tracking system.

<<JOURNAL NAME>> - Decision on <<MANUSCRIPT NAME>>

Dear <<AUTHOR NAME>>,

We're delighted to confirm that your manuscript entitled "ARTICLE NAME" has been accepted for publication in <<JOURNAL NAME>> in its current form.

You will shortly hear from our digital licensing partner, Ironclad, in order to complete your licensing agreement for publishing this article. Please ensure you check all email folders, including your junk and spam folders, for this email.

As <<JOURNAL>> also offers Open Access (OA), you can now decide whether you would like to publish your article as OA. Publishing OA allows anyone, anywhere to find, read, and benefit from your research which will give you increased visibility, greater accessibility, and global impact. To help you decide, you can find out more about publishing OA on our [information page](#). If you choose to publish OA, please ensure you select the appropriate form when completing the APA.

Publishing Open Access requires payment of an [article processing charge \(APC\)](#), collected by our partner, CCC-Rightslink. However, to support OA publishing, we also offer a variety of waivers and discounts which means you may not have to pay an APC. To check your eligibility, please visit our [waivers and discounts](#) information page.

To find out more information about what will happen next, things you need to know, and a variety of resources to help you during the process, please visit our [publishing an accepted paper](#) information page.

You'll now be assigned a dedicated Content Manager, who you will hear from shortly.

Congratulations and thank you once again for your contribution to <<JOURNAL NAME>>.

Kind regards,
Editorial office



Manuscript decision – Process changes

Authors will then receive an email from our digital licensing partner, Ironclad, to gather information for their licensing agreement via an online form.

Messaging within the form is tailored for articles flagged as eligible under a R&P deal, depending on:

- Corresponding author's institution
- Funding body country
- Article content type (i.e. review article vs research article)

Messaging for hybrid journals (R&P):

Access Information

Please select your preferred access type*

Your institution and Cambridge University Press have signed a read and publish agreement which covers the article processing charge (APC) relating to your article. This means you can publish your article Gold Open Access at no cost to you, and your research will benefit from a considerably wider readership.

- Gold Open Access
- Subscription

Creative Commons License

Please confirm the Creative Commons licence under which the article should be published for Gold Open Access.

- CC BY (Attribution)
- CC BY NC SA (Attribution - NonCommercial - ShareAlike)
- CC BY NC ND (Attribution - NonCommercial - NoDerivatives)



Manuscript decision – Process changes

Articles not flagged as eligible under a R&P a deal will receive different messaging.

The Gold Open Access option is pre-selected for hybrid journals.

Messaging for hybrid journals:

Access Information

Please select your preferred access type*

Gold Open Access means that, on publication, the article will be made freely available for anyone to access and view under a Creative Commons licence. Please note that Gold Open Access publication may require payment of an APC by you (the author/s), your funding body, or your institution. This payment will be coordinated by our partner, CCC-Rightslink, following signature of the contract during which time you may apply discounts and waivers to the full APC.

- Gold Open Access
- Subscription

Creative Commons License

Please confirm the Creative Commons licence under which the article should be published for Gold Open Access.

- CC BY (Attribution)
- CC BY NC SA (Attribution - NonCommercial - ShareAlike)
- CC BY NC ND (Attribution - NonCommercial - NoDerivatives)



Manuscript decision

For journals outside of this process:

Completion of the **OA author publishing agreement (APA)** indicates that the article to be published OA.

Once an article is accepted, a record will be created Cambridge's production tracking system.

RE: <<JOURNAL NAME>> - Decision on <<MANUSCRIPT NAME>>

Dear <<AUTHOR NAME>>,

We're delighted to confirm that your manuscript entitled "ARTICLE NAME" has been accepted for publication in <<JOURNAL NAME>> in its current form.

If you have not yet done so, please complete and return the Author Publishing Agreement (APA) as soon as possible: <<LINK>>.

As <<JOURNAL>> also offers Open Access (OA), you can now decide whether you would like to publish your article as OA. Publishing OA allows anyone, anywhere to find, read, and benefit from your research which will give you increased visibility, greater accessibility, and global impact. To help you decide, you can find out more about publishing OA on our [information page](#). If you choose to publish OA, please ensure you select the appropriate form when completing the APA.

Publishing Open Access requires payment of an [article processing charge \(APC\)](#), collected by our partner, CCC-Rightslink. However, to support OA publishing, we also offer a variety of waivers and discounts which means you may not have to pay an APC. To check your eligibility, please visit our [waivers and discounts information page](#).

To find out more information about what will happen next, things you need to know, and a variety of resources to help you during the process, please visit our [publishing an accepted paper](#) information page.

You'll now be assigned a dedicated Content Manager, who you will hear from shortly.

Congratulations and thank you once again for your contribution to <<JOURNAL NAME>>.

Kind regards,
Editorial office



Manuscript decision

The acceptance email links to the journal information page, where authors can select the appropriate form.

This is the key decision point for the author to make their article OA.

Hybrid journal - author publishing agreement page

Author publishing agreement

Before Cambridge University Press can publish a journal article (or any other journal content type) we need a signed licence to publish. To find the right form, start by considering whether or not your article will be published as open access or non-open access and then select the most appropriate option.

Non-Open Access Articles

So that we have the necessary rights to publish your article, we ask you to grant an exclusive licence to publish. (We do not ask you to transfer your copyright to us.) An exclusive licence means that the rights needed to publish the article are granted to the journal owner on exclusive basis and the ownership of the copyright remains unchanged. Select the correct form from the choice of three:

Who are you and who owns the copyright?	Correct Forms	Who Signs?
I am the sole author and I own the copyright in the article OR I am one of two or more authors and we jointly own the copyright in the article		One author
I am the sole author and my non-government employer owns the copyright in the article OR I am one of two or more authors and one or more of our non-government employers jointly own the copyright in the article		Each author and each employer
I am the sole author and my government employer owns the copyright in the article OR I am one of two or more authors and one or more of our government employers jointly own the copyright in the article		Each author and each employer

Open Access Articles

So that we have the necessary rights to publish your article, we ask you to grant a non-exclusive licence to publish. (We do not ask you to transfer your copyright to us.) A non-exclusive licence means that the rights needed to publish the paper are granted to the journal owner on a non-exclusive basis and the ownership of the copyright remains unchanged. Select the correct form from the choice of two in the table below.


In open access there is a fundamental principle that content should not only be accessible but also be freely reusable for the good of research and humanity. We comply with this principle by asking you to select, within your form, a [Creative Commons licence](#). The CC licence you choose will determine how readers can use your article.

Who are you and who owns the copyright?	Correct Forms	Who Signs?
I am the sole author and I own the copyright in the article OR I am one of two or more authors and we jointly own the copyright in the article		One author
I am the sole author and my employer (government or non-government) owns the copyright in the article OR I am one of two or more authors and one or more of our employers (government or non-government) jointly own the copyright in the article		Each author and each employer



Retroactive OA Outreach

Authors who do not select the OA option and are identified as eligible under a R&P deal are informed of the opportunity via. email. A simple online form allow authors to select their creative commons licence. This form functions as an addendum to any existing author publishing agreement.

 **CAMBRIDGE UNIVERSITY PRESS**

Publish your article Open Access

Through your institution's Read and Publish agreement with Cambridge University Press, you are eligible to make your article Open Access (OA) at no cost to you.

If you **have not** yet returned an author publishing agreement / licence to publish form, please go to your journal information page and select the appropriate OA form.

If you **have** completed and returned an author publishing agreement / licence to publish form, simply select the [Creative Commons licence](#) under which you would like your article to be published using the form below. This will instruct Cambridge University Press to make your article in *journal name* available via Open Access.

Once completed, this will function as an addendum to the original author publishing agreement for your article ('Article title', 10.1017/9895) to the extent of updating the publishing format referenced in that agreement. All other terms of your original author publishing agreement, including warranties, will remain unchanged and in force.

If you have any questions about creative commons licences, please email OAqueries@cambridge.org.

If you **DO NOT WISH** for your article to be published Open Access, do not complete and submit this form. Your article will continue to be published on the basis and in the format described in your original author publishing agreement.

Confirm Full Name *

Confirm Email Address *

Creative Commons licence under which you would like your article to be published: *

Please select

[Accept and Submit*](#)

*By clicking 'Accept and Submit' you confirm that you are the corresponding author for the above article, and are agreeing to the contractual changes set out in this form on behalf of yourself and any co-authors.

Convert your article to Open Access

Dear [Author Name](#),

This message is regarding your article, '[Article Name](#)', in [Journal Name](#). Through your affiliation with [Institution Name](#) and its [publishing agreement](#) with Cambridge University Press, you are eligible to make your article Open Access (OA) [at no cost to you](#).

So that you don't miss out, we've made it easy for you to take advantage of this opportunity:

Simply select a creative commons licence by [completing this online form](#).

As the corresponding author, you must have full authority to execute this form on behalf of any co-authors. If you do not complete this form, we will not take any action to convert your article to OA.

If you have any questions, please [read our FAQs](#) or email OAqueries@cambridge.org.

Why publish Open Access?

Publishing OA allows anyone, anywhere to find, read, and benefit from your research. OA articles:

- are downloaded three times more than non-OA articles, on average
- receive 30-50% more citations
- are freely available online globally

You can find out more on our [Publishing OA information page](#).

Kind regards
OA Queries
Cambridge University Press

Open Access



Transaction process

- No author interaction required



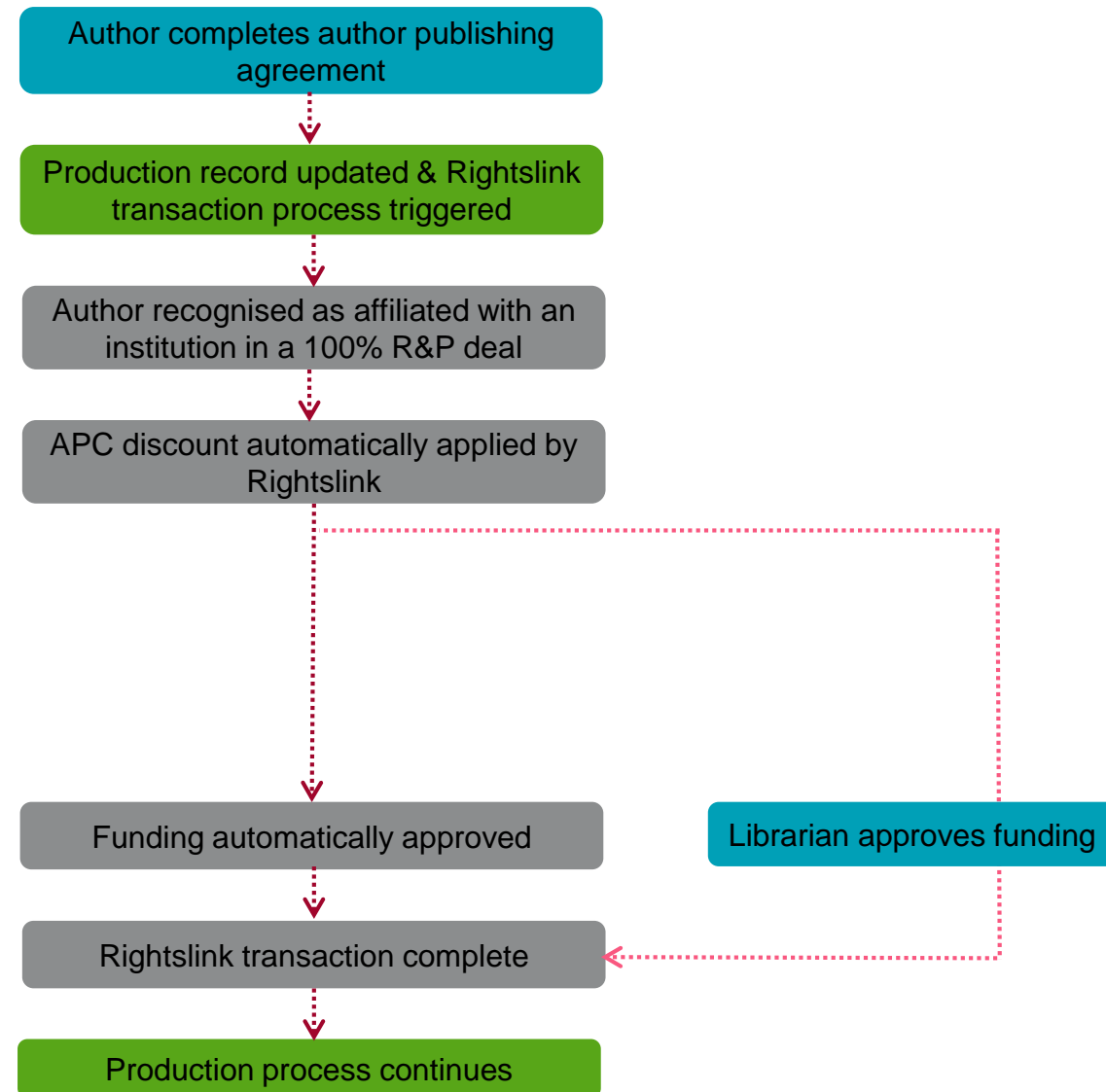
Touch Free Transactions

GRID IDs are assigned to the article based on the corresponding author's institutional affiliation. Once an author has completed their OA licensing agreement, the *Rightslink*® transaction process is triggered for the APC.

Rightslink® match the article with the parameters of a publishing agreement and automatically apply the appropriate discount to the APC.

Authors affiliated to an institution with a Read and Publish deal do not interact with the transaction process.

Articles can be automatically approved, or institutions can approve or deny funding. These approvals can be switched on or off at any time throughout the agreement.





Institution interaction

Touch free functionality works with or without institution interaction. Institutions can either:

- Opt for articles to bypass verification and be approved automatically
- OR receive notifications to approve/deny funding.

Notifications can be turned on/off from within the institutional profile.

Your author has requested APC funding.

Dear [redacted]

Your author has requested funding from [redacted]

Request Details

Request Date: [redacted]
Publisher: Cambridge University Press
Publication: [redacted]
Article Title: [redacted]
Author(s): [redacted]

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

Sincerely,
Cambridge University Press

KEY CONTACTS

Specify the organizational contact(s) who should receive notifications of manuscript acceptance and of pending funding requests.

Organization Contact Name * [input] [minus] [plus]
Organization Contact Email * [input]
Organization Contact Phone * [input]

Primary Contact Suppress Email Notifications

Organization Contact Name * [input] [minus]
Organization Contact Email * [input]
Organization Contact Phone * [input]

Primary Contact Suppress Email Notifications

Please specify who this organization should contact if they have questions about the profile or special billing arrangement.

Publisher Contact Name * [input]
Publisher Contact Email * OAcquiries@cambridge.org
Publisher Contact Phone * [input]

I consent to have my contact information shared with my publisher and/or funding organization, as needed, to facilitate APC payment(s), reporting and customer care. If I am entering contact information on behalf of another party, I have obtained any necessary consents from that party to provide you with such information for the uses stated above.

I confirm my country's VAT rules allow aggregated invoicing. Invoices under this billing arrangement will be sent to the organization on record rather than the author of the manuscript.



RightsLink®



Institution interaction

Librarian view of all articles submitted from researchers in their institution requiring OA funding approval

Librarian approves or denies request



Copyright Clearance Center Institutional Portal

Welcome, [User Name] Sign Out ? Help Live chat

Account Name: CUP University Operations Account #: 7001906224

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.

Results 1 - 2 of 2

Order Date	Article Title	Author(s)	Funder	Publisher	Accept Date	Profile Name	Total Fees	Status	Actions
06-Aug-2019	Title 364	Testing, July 2019		Cambridge University Press	02-Aug-2019	CUP RAP Agreement 1	0.00 GBP	Pending	APPROVE DENY
02-Aug-2019	Title 577	Testing, July 2019		Cambridge University Press	01-Aug-2019	CUP RAP Agreement 1	0.00 GBP	Pending	APPROVE DENY

Results 1 - 2 of 2



Denying requests

Deny Request

Article Title: Title 137

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**

Deny Request

Article Title: Title 137

Please select the reason for the request denial.

Missing required Creative Commons license

Additional instructions and information for my researcher.

CC BY license required

CANCEL **DENY**



Touch Free Transactions

A final notification will still be sent to the author to confirm the APC discount has been approved/applied and that their article will be published OA.

Your article has been accepted and will be published open access

Dear [REDACTED],

Congratulations on being accepted for publication in [REDACTED] for the following manuscript:

Manuscript DOI: [REDACTED]
Manuscript ID: [REDACTED]
Manuscript Title: [REDACTED]
Published by: Cambridge University Press
Total Charges Covered: [REDACTED]

Funding for your open access publication charges has been covered by CCC University based on an agreement between CCC University and Cambridge University Press.

If there are any additional publication charges available to you, such as page or color charges, we will send a payment link for those charges under separate cover.

Sincerely,
Cambridge University Press

Tel.: +1-877-622-5543 / +1-978-646-2777
CambridgeSupport@copyright.com
www.copyright.com



RightsLink®

Article publication

- Article published on Core

Reporting

On a monthly basis you will be sent a report by Cambridge which includes data for both Open Access and subscription based articles published by corresponding authors at participating institutions.

Consortia		Article Details										
Consortia	Institution	Manuscript Title	DOI	Corresponding Author Affiliation	Corresponding Author Email Domain	Article Type	Date Article Accepted	Copy Received Date	Online Publication Date	Creative Commons License Type	Open Access?	
Consortia Name	Institution 8	Example 8	DOI 8	Institution 8	institution8.org	Research Article	08/11/2018	09/11/2018	14/03/2019		no	
Consortia Name	Institution 3	Example 3	DOI 3	Institution 3	institution3.org	Research Article	20/01/2019	01/02/2019			no	
Consortia Name	Institution 6	Example 6	DOI 6	Institution 6	institution6.org	Book Review	15/01/2019	03/02/2019	18/02/2019		no	
Consortia Name	Institution 7	Example 7	DOI 7	Institution 7	institution7.org	Research Article	01/02/2019	05/02/2019	18/03/2019		no	
Consortia Name	Institution 12	Example 12	DOI 12	Institution 12	institution12.org	Review Article	12/01/2019	06/02/2019	29/04/2019	CC BY	Yes	
Consortia Name	Institution 9	Example 9	DOI 9	Institution 9	institution9.org	Research Article	11/02/2019	12/02/2019	13/03/2019	CC BY	Yes	
Consortia Name	Institution 4	Example 4	DOI 4	Institution 4	institution4.org	Review Article	22/03/2019	26/03/2019			no	
Consortia Name	Institution 11	Example 11	DOI 11	Institution 11	institution11.org	Research Article	05/04/2019	08/04/2019	29/04/2019	CC BY	Yes	
Consortia Name	Institution 1	Example 1										
Consortia Name	Institution 2	Example 2										

Eligible?				Transaction Details					
Eligible?	Status	Date Contacted for OA	Notes	Agreement Manager Profile Name	RightsLink Product	Transaction value before discount	Transaction Subtotal	Transaction Currency	Approval Status
Yes	OA under deal			Institution Agreement Manager Name	Open Access charge	1000	0 USD		Approved
Yes	OA under deal			Institution Agreement Manager Name	Open Access charge	1870	0 GBP		Approved
Yes		09/10/2019							
Yes		14/10/2019							
Yes		09/10/2019							
Yes		14/10/2019							
No	OA under deal			Institution Agreement Manager Name	Open Access charge	1750	0 USD		Approved
Yes		14/10/2019							
Yes		14/10/2019							
Yes	Open Access under other promotion				Open Access charge	1000	0 USD		
Yes	OA under deal			Institution Agreement Manager Name	Open Access charge	1870	0 GBP		Approved
Yes	OA under deal			Institution Agreement Manager Name	Open Access charge	1750	0 USD		Approved