

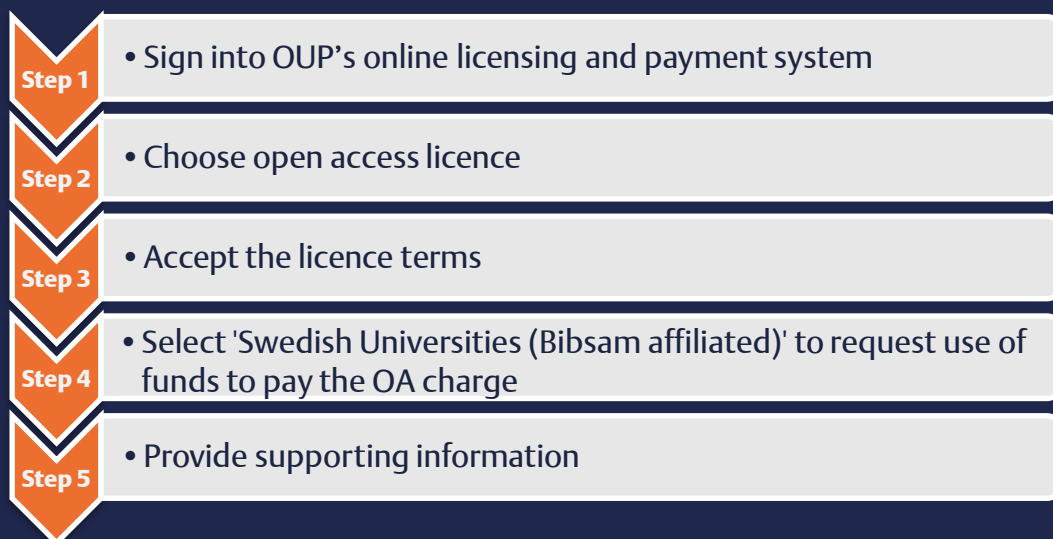
OUP Open Access Account User Guide

Authors from participating Swedish institutions can use funds to pay open access charges when publishing in 300+ hybrid OUP journals

To be eligible to publish open access and use funding from the Swedish Universities (Bibsam affiliated) account you must be:

1. the corresponding author of the article
2. affiliated to one of the participating institutions (click here to check the list)
3. publishing in an eligible journal (click here to check the list)

Follow these FIVE simple steps:



Step 1 – Sign in

Once your article has been accepted for publication, you'll receive an email from the OUP production team with a link to OUP's online licensing and payment system.

Click on the link and sign in using your Oxford Academic account.

- 1 On the Oxford Journals Author Services site, click 'Start'
- 2 Fill in your Username and Password
- 3 Click 'Sign In'

If you do not have an Oxford Academic account, you can register from this page.

- 4 Register if you do not have an Oxford Academic account

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Welcome to the Oxford Journals Author Services site

You will need an Oxford Journals Author Services account to use this site. You can create a new account, or log in using an existing account, on the next page.

Please note that an Author Services account is separate to any account you use for manuscript submission services.

On this site you can:

- Sign your copyright
- Pay article-based a
- Order issues
- Request an invoice

Sign In

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Oxford Academic account

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Sign in via your Institution

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Step 2 – Choose OA licence

Once logged in, choose the appropriate licence under which your article will be published in the journal. **To publish open access and request use of Swedish Universities (Bibsam affiliated) funds you should choose one of the open access licences available** (the range of open access licences available varies by journal), and then click the green 'Select' button at the bottom of the page. If you're unsure of your eligibility, check with your institution before agreeing the licence.

- 1 Choose a publication licence for the article
- 2 Click 'Select'

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Manuscript Licences

Journal	Biostatistics
DOI	10.1093/biosts/zzz001
Title	Sample Paper
Category	paper

In order for OUP to publish your article, you must select and sign one of the following copyright agreements:

- Standard Licence
- Open Access Licence - CC BY
This licence is mandated by the RCUK, Wellcome Trust, and Bill & Melinda Gates Foundation policies on open access and their funds may not be used to pay the APC for articles under any other licence. CC-BY permits others to use, reproduce, disseminate or display the article in any way, including for commercial purposes, so long as they credit the author for the original creation. There is a **£1,771 GBP/\$2,831 USD/€2,124 EURO** charge, subject to tax and any applicable discounts, for having your article published in Biostatistics using the CC-BY open access licence.

For US Government employees and the employees of the Crown/House of Commons:

- UK Crown Copyright Agreement
- US Government Agreement

You will be asked to confirm your selection on the next page.

[Select](#)

If you are unable to accept one of the above copyright agreement options or require further assistance then click [here](#).

[Frequently asked questions.](#)

Step 3 – Confirm you accept the licence terms

Review the terms of your chosen publication licence, and the charges associated with publication.

Check the boxes at the end of the page to confirm that you have read the copyright agreement and that you will arrange payment of any applicable charges, before you proceed.

If you are eligible for use of Swedish Universities (Bibsam affiliated) funding, you will not need to pay the OA charge. If page or colour charges apply for your article, you will need to arrange payment for those – check the journal Instructions to Authors page for details of charges.

- ① Check the boxes at the end of the page to confirm that you have read the copyright agreement and that you will arrange payment of the charge
- ② Click 'I accept this copyright agreement'

You'll receive confirmation that your publication licence has been successfully completed. Proceed to review the charges associated with publication of your article and make a request to Swedish Universities (Bibsam affiliated).

- ③ Click 'Proceed'

- **Step 4 – Select 'Swedish Universities (Bibsam affiliated)' to request use of funds to pay the OA charge**

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Licensing Article Charges **Confirm Address** Payment Options Payment Order Complete

Publishing Charges for Your Article

Please find detailed below the charges associated with publishing your article. Please note that if your article is subject to page charges or charges for colour figure publication, you will be invited to re-enter this system and pay those charges once they have been finalized.

Journal	Biostatistics
DOI	10.1093/biosts/zzz001
Title	Sample Paper

Open Access Prepayment Account

Institutions can deposit open access publication funds with OUP for use by qualifying authors. If you are eligible please select your institution from the dropdown box on the right and select charges to refer.

Information on Open Access Prepayment Account

Type to search institutions

Swedish Universities (Bibsam affiliated)

Open access

There is an Open Access charge due.

GBP	USD	EUR
£ 1771	\$ 2831	€ 2124

Unfortunately we are currently unable to accept online orders from Iran.
Please contact Journals Customer Services with any queries.

Total charges

	GBP	USD	EUR
Total:	£ 1771.00	\$ 2831.00	€ 2124.00

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Information on Open Access Prepayment Account

Swedish Universities (Bibsam affiliated)

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GBP	USD	EUR
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Refer Charge?

Open access

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Total charges

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Total:	£ 1771.00	\$ 2831.00	€ 2124.00

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In order to make a request to use funding from your institution to pay the open access charge, select 'Swedish Universities (Bibsam affiliated)' from the dropdown box, and check the box against the open access charge. Then select 'Refer Charges'.

- ① Select 'Swedish Universities (Bibsam affiliated)'
- ② Check the 'Refer Charge?' box
- ③ Click 'Refer Charges'

Step 5 – Provide supporting information

Confirm your address details and the details of any research funding. Insert the name of the Original Research Funder that supported your research and the Grant Number associated with this. If these are not applicable, then please enter 'N/A'. You can also provide a short statement to support your request. These details will be used to assess your eligibility for use of the account.

Correspondence Address

Journal Biostatistics
DOI 10.1093/biosts/zzz001
Title Sample Paper

Your charge(s) will be referred to Swedish Universities (Bibsam affiliated).
An open access charge of **£1,771 GBP/\$2,831 USD/€1,124 EURO** is being referred.
Your address details are required to ensure that we can correctly calculate any tax liable on the items.
Please ensure the contact details are correct as these will be forwarded to the institution along with your referral. They may contact you in case of query.

Address Label CORRESPONDENCE

Title
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OUP Open Access Prepayment Account

This information is required by your institution in order for them to approve your use of the Open Access Prepayment Account. Please enter details of your research funding as well as any additional information you wish to provide in support of your application for use of funds. If these are not applicable then please enter 'N/A' into both input boxes.

Original Research Funder
Grant Number
Referring Statement/Comment

The fund holder's billing address will be used.
Click [Save] if you want to return later to complete the form.

[Save](#) [Proceed](#)

- 1 Enter Funding information or 'N/A' if not applicable
- 2 Enter a short statement to support your request
- 3 Click 'Proceed'

Confirm your request

Now you can review your request and click 'Complete Referral'. You will receive an email confirming that your request has been received.

- 4 Click 'Complete Referral'

Charges Being Referred

Journal Biostatistics
DOI 10.1093/biosts/zzz001
Title Sample Paper
Category paper

You have opted to refer the following charge(s) to Swedish Universities (Bibsam affiliated):

Qty	Item	Price
1	CC BY OA charge	£1771.00
	Sub-Total	£1771.00
	Prepayment Account Discount	-£88.55
	Tax	£0.00
	Total	£1682.45

To complete the referral process, click the button below. Your charge(s) will then be referred to Swedish Universities (Bibsam affiliated). The institution will evaluate the request and the charge will either be approved and payment settled from the prepayment account, or returned to you to complete payment via another method. An email will be sent to you to confirm.
Taxes have been calculated based on the Prepayment Account holder's address.

Refer Charges

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