

# Publishing options: CRUI institution associated corresponding authors



# **Key information**

# 1. How do we determine eligibility of the article for the CRUI agreement?

- The acceptance date of the article should be on or after the start date of the agreement
- The corresponding author must be affiliated with a participating institution in the agreement
- The article must be from a participating journal
- The article must be associated with the eligible article type



# **Key information**

# 2. What is the definition of the corresponding author for the purpose of the agreement?

- Corresponding author is the author who submits the article to Elsevier and stays in contact with Elsevier in the end-to-end journey
- This is the author who makes the publishing choice on behalf of the author group
- Every article has one corresponding author



# **Key information**

# 3. Role of the institutional Librarian/Admin in the Elsevier OA Platform (EOAP)

- By the time the article is in your EOAP, we have published the first version of the article in ScienceDirect (within 48 hours of acceptance)
- You therefore do not approve the publication of the article; you validate whether the corresponding author can make use of the APC funding under the agreement



# Retrospective campaign for eligible articles pre-implementation

Retrospective activity category	Next Steps	Actions (after implementation of the agreement for authors)
Gold OA in Hybrid journals	<ul> <li>Elsevier: Will share the list of articles with CRUI in an excel spreadsheet.</li> <li>CRUI: Provide confirmation whether the article is eligible for the agreement. Inform institutions about the process and timelines.</li> <li>Elsevier: Upon manual approval from CRUI, Elsevier will credit the invoice and refund if necessary. The request will then appear in EOAP for validation.</li> <li>Institution: Provide approval in EOAP by validating the APC request. Upon approval, the amount will be drawn from the prepaid amount</li> </ul>	STMJ implementation team will work with Researcher Support to arrange the credits, refunds and reopening the journeys once we have a confirmation from the institutions.
Gold OA in fully gold	<ul> <li>Elsevier: Will share the list of articles with CRUI in an excel spreadsheet.</li> <li>CRUI: Provide confirmation whether the article is eligible for the agreement. Inform institutions about the process and timelines.</li> <li>Elsevier: Upon manual approval from CRUI, Elsevier will credit the invoice and refund if necessary. The request will then appear in EOAP for validation.</li> <li>Institution: Provide approval in EOAP by validating the APC request. Upon approval, the amount will be drawn from the prepaid amount</li> </ul>	STMJ implementation team will work with RS to arrange the credits, refunds and reopening the journeys once we have a confirmation from the institutions.
Subscription in Hybrid journals	• Elsevier: Will share the list of articles that have been published in subscription on eligible journals, with CRUI in an excel spreadsheet • CRUI: Contact institutions and provide a heads up about the below process • Elsevier: Will contact the institutions copying CRUI providing the email template, and list of the activation links along with the corresponding author's names. • Institutions: Contact the authors, using the template provided (Insert the relevant author's name and the activation links from the file) and follow up in case of no response • Institutions: Check the EOAP/Reports to view whether the author has opted for OA	STMJ implementation will share the reports and details needed by the institutions to contact the authors.

# Publishing options after acceptance



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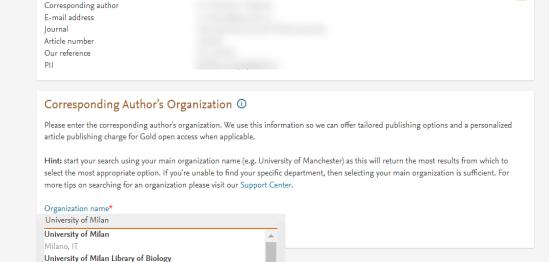
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Corresponding author selects his/her affiliation details which we use to identify the authors and match them to the CRUI agreement

Please note that the author has already provided this information at submission; it is prepopulated



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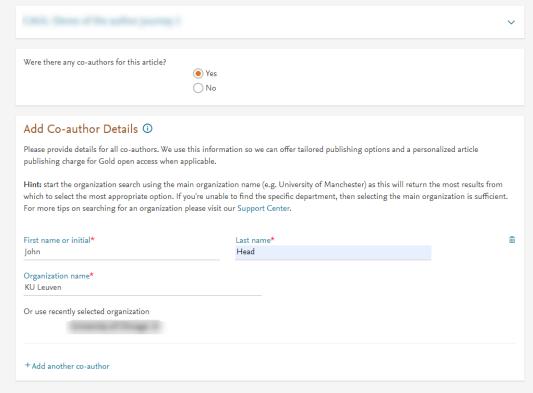
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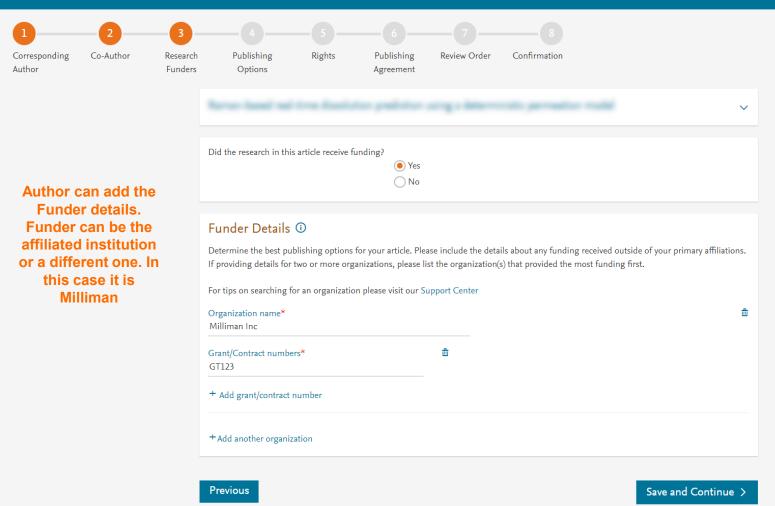
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Corresponding author also adds the co-author affiliation details





- In hybrid journals, the author sees the Publishing Options based on the affiliation details provided. Gold OA option is followed by Subscription option, and we inform the author that agreement covers the APC
- If the librarian/admin at the institution rejects the author request in the Elsevier Platform, we also make it clear that the authors will receive a full price invoice
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#### Article Publishing Charge (APC)

Price

EUR 2,780.00

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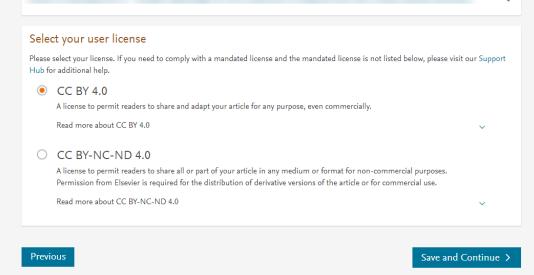


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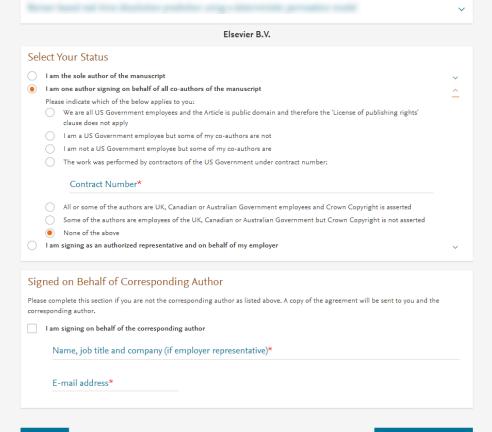


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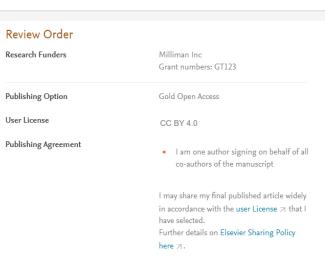
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#### Rights and Access



# Once the author clicks on 'Finish':

- Corresponding author and coauthors receive a copy of summary via email
- Article becomes OA on ScienceDirect within 24 hours
- Librarian/admin at the institution will receive a notification for validation within 48 hours who then has 3 weeks to validate the request
- If the Librarian/admin approves the request, the author will receive the full APC coverage
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18 November 2022

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# Retrospectively switching subscription articles to OA post implementation

CRUI has access to Live reports in EOAP where they can view the list of subscription articles activated under the agreement. The reports will have author name and email addresses. As per the process CRUI can contact the author to switch their articles to OA if OA is the author preferred option. Below shows the e-mail templates CRUI and the authors can use to change their option to OA.

Dear Author,

I am contacting you with regards to your article [DOI] published with Elsevier.

I understand that you are affiliated with '[institution name]' and you are eligible to publish open access (OA) free of charge under the <u>CRUI agreement</u>. I see that you have chosen to publish under the subscription model. If you are happy to publish OA, please contact <u>oasupport@elsevier.com</u> to retrospectively change your publishing option to OA using the email template below.

Support email address: <a href="mailto:oasupport@elsevier.com">oasupport@elsevier.com</a>
Subject: [Open Access]: Requesting OA retrospectively

Dear Support,

[DOI number]

I would like to change my publishing option to OA for this article. Would you please guide me on the next steps?



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# Thank you

