



## Introduction

This guide provides guidance on completing the APC (Article Processing Charges) form.

It applies particularly to the following cases:

- To authors of refereed journal articles and conference papers who need to pay APCs to make papers Gold Open Access
- To the Wellcome Trust Open Access mandate which applies to articles in peer reviewed journals and has been in place since 2006. This new Article Processing Charges form replaces the form that was available from the CLSM College Office website
- The RCUK Open Access mandate which applies to articles in peer reviewed journals and conference proceedings and came into force on 1 April 2013, where Gold Open access is the only publication route.

The Article Processing Charges form is available at: <http://www.abdn.ac.uk/library/research-support/open-access-publishing/>

## University of Aberdeen Policy on Open Access

The University Open Access Policy recommends that researchers seek to publish outputs using the **Green Open Access** model wherever possible. Therefore, please check if the journal you intend to publish with has a Green route. If it does, publish using the available Green option. You can check whether or not a Green route is available for your journal by using the Sherpa/Romeo journal and publisher information at: <http://www.sherpa.ac.uk/romeo/>

Where the underlying research has been funded by either RCUK or Wellcome, payment of APCs for Gold Open Access will be provided for journals that do not allow Green Open Access within the appropriate embargo period. This guide explains how to request payment for APCs for the Gold route.

## Before Completing the Form

Before completing the form you will find it helpful to have the following information to hand:

- your details as corresponding author and the full title of the article **exactly** as it appears on your final version of the article as submitted to the publisher
- exact title of the journal in which the article is being published; the name of the journal publisher
- exact grant reference numbers for RCUK and Wellcome grants, or any other grant number
- for non-RCUK/Wellcome funded research a **Budget Code** to which the APCs are to be charged
- a publisher's electronic copy of the APC invoice **or** a scanned copy of a paper-based invoice
- a scanned copy of a formal receipt of payment if you have paid APCs personally and are using this form to claim back that payment

## The Form

The form can be used in one of two ways:

- to pay APCs to a publisher where you have received an invoice for APCs
- to claim expenses back if you have paid APC yourself.
- Please note that this route is only to be used in absolutely exceptional circumstances

## Completing the Form: Step by Step

\* Fields marked with a \* are required fields

Corresponding Author *	<input type="text" value="Add Text Here"/>
Title of Article *	<input type="text" value="Add Text Here"/>
Journal Title *	<input type="text" value="Add Text Here"/>
Publisher*	<input type="text" value="Add Text Here"/>



**Corresponding Author:** enter the name of the corresponding author as it appears on the article

**Title of Article:** enter the exact title of the article as submitted for publication

**Journal Title:** enter the exact title of the journal in which the paper is to be published. Remember - you must ensure that the journal in which your paper is to be published complies with any funder terms and conditions as to journals in which research funded by them can be published. For RCUK and Wellcome funded research you can do this easily by checking the **SHERPA /Fact Tool** (*Funders & Authors Compliance Tool*) at: <http://www.sherpa.ac.uk/fact/>

**Publisher:** enter the exact title of the publisher of the journal

Grant *	RCUK	<input checked="" type="checkbox"/>	Reference	<input type="text" value="Add Text Here"/>
	<u>Wellcome</u>	<input checked="" type="checkbox"/>	Reference	<input type="text" value="Add Text Here"/>
	Other	<input checked="" type="checkbox"/>	Funder name	<input type="text" value="Add Text Here"/>
			Funder Ref	<input type="text" value="Add Text Here"/>
			Budget Code*	<input type="text" value="Add Text Here"/>
*This is the budget code from which the APC is to be paid				
Are you the principal investigator? *	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
If No please provide the name and email address of the Principal Investigator				
Name	<input type="text" value="PI's name here"/>		Email	<input type="text" value="Email address here"/>
*An email will be sent to the address provided to confirm the publication relates to the grant.				

**Grant:** tick the funding source of the grant (e.g. RCUK). You will not need to complete the **Budget Code** field for RCUK or Wellcome Grant funded research

**Reference:** enter the exact number of the grant from which the paper originates

**Other:** if it is a non RCUK or Wellcome funded grant, enter the full funder name and grant reference number. For grants under **Other** – you **must** supply a **Budget Code** to which the APCs are to be charged. This could be a code for the grant itself; a school or departmental budget code for OA publishing etc.

**Principal Investigator:** if you are not the PI you must supply an email address at which the PI can be contacted. The PI will be asked to confirm that the paper is linked to that grant, and that funds can, therefore, be released to pay the APCs.

APC amount (if known)	Currency	<input type="text"/>	Amount	<input type="text"/>
Is an invoice available?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
If available include the invoice when returning this form				
Have you have already paid the APC?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, include the receipt for reimbursement when returning this form				

**APC Amount:** enter the exact amount of the APC charges in the appropriate currency.

**Invoice Available:** if you have an invoice from the publisher then please attach it, creating a scanned copy if necessary.

**Have You Already Paid the APC:** you can use this field you claim back expenses for personal payment of APCs (on your own credit card). Personal payment and request for reimbursement are should only be done in exceptional circumstances. You must scan and attach a **receipt** for the full amount.

If you have any queries or need further assistance please email [openaccess@abdn.ac.uk](mailto:openaccess@abdn.ac.uk)