Paying article processing charges

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QG OA001   https://www.abdn.ac.uk/library/documents/guides/qgoa001.pdf

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.
- The Wellcome Trust/COAF Open Access mandate applies to articles in peer-reviewed journals and has been in place since 2006.
- The UKRI (formerly RCUK) Open Access mandate which applies to articles in peer-reviewed journals and conference proceedings and came into force on 1 April 2013. This applies where Gold Open access is the only publication route.

The Article Processing Charges form is available at:
www.abdn.ac.uk/library/support/open-access-212.php#panel226.

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 www.sherpa.ac.uk/romeo/.

Where the underlying research has been funded by either UKRI (RCUK) or Wellcome/COAF, 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.

Please note that commissioned review articles are not covered by the open access policies.

The corresponding author or PI of the grant must be currently employed by the University of Aberdeen.

The UKRI (RCUK) or Wellcome/COAF grant must be current or, if expired, have done so within the last 5 years as per the Research Fish reporting period.

The grant reference number should be acknowledged in the article and the article must be published under a CC-BY Creative Commons licence.

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 UKRI (RCUK) and Wellcome/COAF grants, or any other grant number.
- For non-UKRI(RCUK) or Wellcome/COAF 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 APCs yourself. **Please note that this route is only to be used in absolutely exceptional circumstances.**

Completing the form step-by-step

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 UKRI(RCUK) and Wellcome/COAF funded research you can do this easily by checking the **SHERPA/Fact Tool** (**F**unders & **A**uthors **C**ompliance **T**ool) at: www.sherpa.ac.uk/fact/.

Publisher: Enter the exact title of the publisher of the journal.

Grant: Tick the funding source of the grant (e.g. UKRI(RCUK)). You will not need to complete the 'Budget Code' field for UKRI(RCUK) or Wellcome/COAF Grant funded research.

Reference: Enter the exact number of the grant from which the paper originates.

Other: If it is a non UKRI(RCUK) or Wellcome/COAF 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 (PI): 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: 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 to claim back expenses for personal payment of APCs (on your own credit card). Personal payment and request for reimbursement 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.