

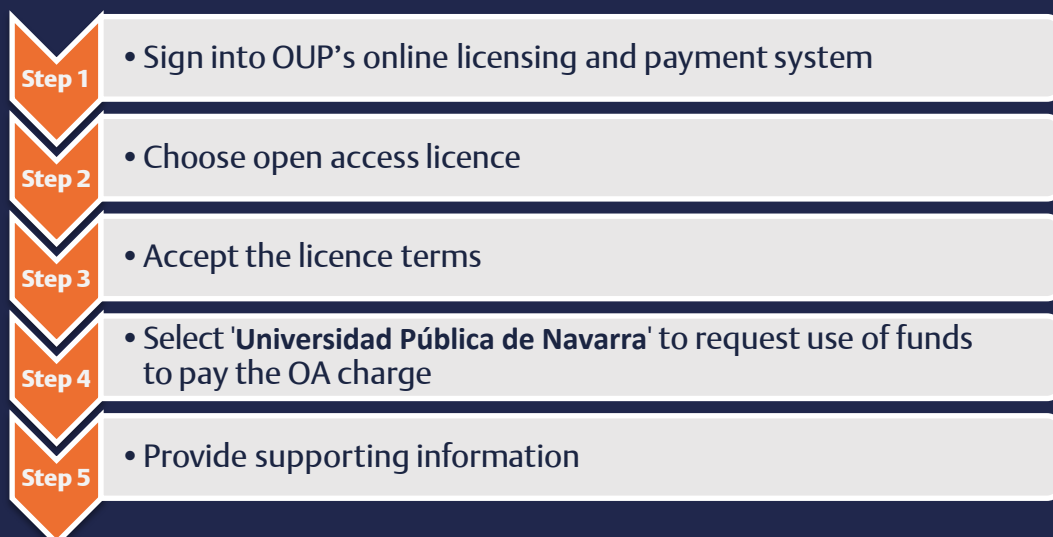
# OUP Open Access Account User Guide

Authors from Universidad Pública de Navarra can use funds to pay open access charges when publishing in 400+ OUP journals

To be eligible to publish open access and use funding from the Universidad Pública de Navarra account you must be:

1. the corresponding author of the article
2. affiliated to one of the participating institutions
3. publishing in an eligible journal

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

Don't already have an Oxford Academic account? [Register](#)

#### Oxford Academic account

Email address / Username

Password

[Sign In](#) [Forgot password?](#)

[Don't have an account?](#)

#### Sign in via your Institution

[Sign in](#)

## 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 Universidad Pública de Navarra 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 Universidad Pública de Navarra 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'

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Licensing Article Charges Confirm Address Payment Options Payment Order Complete

### Manuscript Copyright Agreement Confirmation

For your article you have selected the Open Access Licence - CC BY option. Please review the text of the copyright agreement. By confirming below you are confirming to OUP that you have agreed to the terms of this copyright agreement for your article.

There is a £1,771 GBP/\$2,831 USD/€2,124 EURO charge, subject to tax, for having your article published in Biostatistics using the open access model. Discounts may apply. See the Oxford Open pages for details.

**Licence to Publish**

Journal: Biostatistics  
DOI: 10.1093/biostats/zzz001  
Title: Sample Paper  
Category: paper

I acknowledge that there is a charge associated with publishing my article open access. I agree to pay the charge, or ensure payment is made by my funder or institution. (Please see here for more information on available funding through institutional OA agreements).

I confirm I have read the Author Copyright Agreement and agree my signature exchanged by digital/electronic means is intended to authenticate this Copyright Agreement and will have the same validity, force and effect as a manual signature.

[Back to the Copyright Agreement options](#) [I accept this copyright agreement](#)

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Licensing Article Charges Confirm Address Payment Options Payment Order Complete

### Manuscript Copyright Agreement Confirmation

Journal: Biostatistics  
DOI: 10.1093/biostats/zzz001  
Title: Sample Paper  
Category: paper

You have electronically signed this copyright agreement at 2020-10-09 20:16:51 GMT.

Thank you for using Oxford Journals Author Services to sign your Copyright Agreement to Publish online.

Remember you can view your signed copyright agreements online at any time by visiting your personal copyright agreements archive within Oxford Journal Author Services.

If you have not already done so, please click [Proceed] to go to the Open Access Charge page.

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Frequently asked questions.

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Email: jnlcust.serv@oup.com

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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 Universidad Pública de Navarra.

- 3 Click 'Proceed'



- **Step 4 – Select 'Universidad Pública de Navarra' 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

GBP OUP demo sub account 3

GBP OUP demo sub account 3

**Open access**

There is an Open Access charge due.

	GBP	USD	EUR
	£ 1771	\$ 2831	€ 2124

Refer Charge?

**Total charges**

	GBP	USD	EUR
<b>Total:</b>	£ 1771.00	\$ 2831.00	€ 2124.00

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Information on Open Access Prepayment Account

GBP OUP demo sub account 3

**Open access**

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	GBP	USD	EUR
	£ 1771	\$ 2831	€ 2124

Refer Charge?

**Total charges**

	GBP	USD	EUR
<b>Total:</b>	£ 1771.00	\$ 2831.00	€ 2124.00

[Refer Charges](#)

In order to make a request to use funding from your institution to pay the open access charge, select 'Universidad Pública de Navarra' from the dropdown box, and check the box against the open access charge. Then select 'Refer Charges'.

- ① Select 'Universidad Pública de Navarra'
- 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.

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

### Correspondence Address

Journal Biostatistics  
DOI 10.1093/biosta/zzz001  
Title Sample Paper

Your charge(s) will be referred to GBP OUP demo sub account 3.  
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  
First Name  
Last Name  
Institution  
Department  
Address  
City  
County  
Post/ZIP Code  
Country  
Email

Edit Address

**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: Funder  
Grant Number: Grant123  
Referring Statement/Comment: Request to use funds from i

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'

**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: Funder  
Grant Number: Grant123  
Referring Statement/Comment: Request to use funds from i

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

Save 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'

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

### Charges Being Referred

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

You have opted to refer the following charge(s) to GBP OUP demo sub account 3:

Qty	Item
1	Open Access Charge

To complete the referral process, click the button below. Your charge(s) will then be referred to GBP OUP demo sub account 3. 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

Back to Author Details **Complete Referral**