

# Authors' Guide – How to Redeem SynOpen APC Vouchers

## Step 1 – ScholarOne

During the last step of the manuscript submission process you will be asked to confirm to pay the Article Publication Charges (APC) for your article upon acceptance (see Picture 1 below).

Regardless whether you are in possession of a voucher for a discount or to waive the APC you need to tick the red-circled box. Clicking on the 'Estimate Open Access Fees' link guides you to a CCC Rightslink page (like in Picture 2 below).



\* Confirm Open Access Publishing

I understand that 'SynOpen' is an open access journal and that with acceptance of the manuscript a publication fee becomes due. If my paper is not accepted, I will not be charged. For an estimate of these article publication charges, please click 'Estimate Open Access Fees'. In addition, please be aware that your data will be transferred to RightsLink for billing purposes with acceptance of your manuscript and that the accepted paper will not be published in any manner until payment is received.

[Estimate Open Access Fees](#)

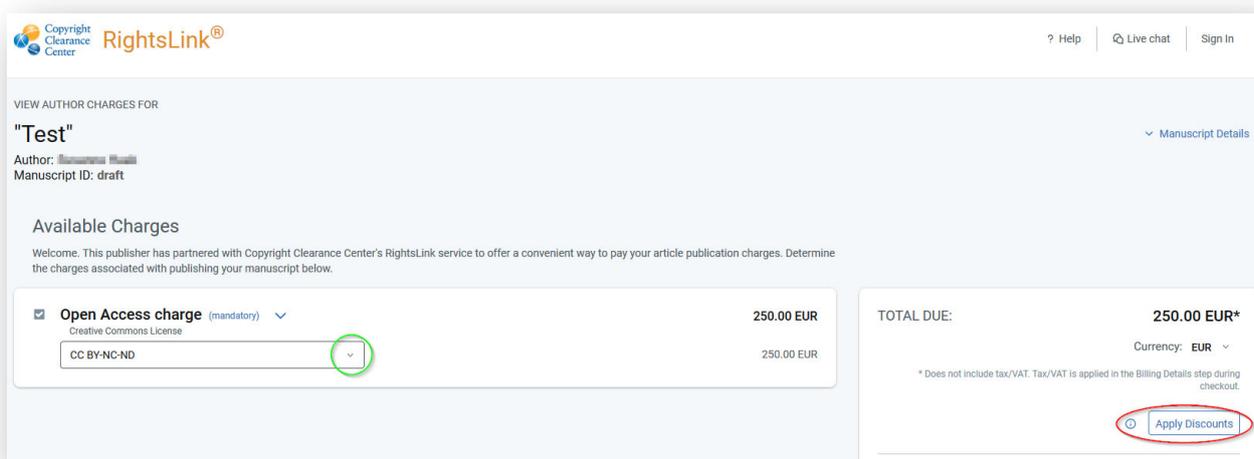
I agree to Open Access publication of this submission.

**Picture 1**

Upon acceptance of your manuscript, you will be asked to make the APC payment. You will find your manuscript incl. the decision letter in your Author Center under 'Manuscripts with Decisions' (Action Submit Payment). Please note that you need your login data for the payment process platform (CCC Rightslink). One-time registration is necessary upon your first payment.

## Step 2 – CCC Rightslink

After login (please follow the instructions in the system's website) you are guided to the payment page for your article that looks like the screenshot in Picture 2 below:



Copyright Clearance Center RightsLink®

? Help | Live chat | Sign In

VIEW AUTHOR CHARGES FOR

"Test" Manuscript Details

Author: [redacted]  
Manuscript ID: draft

Available Charges

Welcome. This publisher has partnered with Copyright Clearance Center's RightsLink service to offer a convenient way to pay your article publication charges. Determine the charges associated with publishing your manuscript below.

<input checked="" type="checkbox"/> Open Access charge (mandatory) <span>Creative Commons License</span>	250.00 EUR
CC BY-NC-ND	250.00 EUR

TOTAL DUE: 250.00 EUR\*

Currency: EUR

\* Does not include tax/VAT. Tax/VAT is applied in the Billing Details step during checkout.

[Apply Discounts](#)

**Picture 2**

Choose the respective Open Access License via the green-circled dropdown (CC-BY-NC-ND or CC-BY).

A click on the red-circled 'Apply Discounts' button displays a popup window where you can enter your voucher code (see Picture 3 below):

### Apply Discounts

Be sure to review and update your information provided below and/or enter promo codes. Once you **Save** your entries, your charges estimate will reflect any article publication discounts applied.

**Promotion Code Discount:** No Discount

**Picture 3**

Enter your voucher code and press 'Apply Discounts'. If you have received a 100% discount, the amount to be paid should change to zero.