

Rockefeller University Press Read & Publish(R&P) Publish Workflow

Step 0: Checking your ROR ID

Institution:

1. Check your affiliation's ROR ID(s) at <https://ror.org/>. If your affiliation does not have an ID, you will need to ask ROR to register one.
2. Check if the ID(s) is registered in RUP's system based on the ROR ID list. If there is anything to update, please contact our salesperson. We will ask RUP to update the information.

RUP: Register ROR IDs for subscribing institutions before starting the subscription.

Step 1: Identifying the author's affiliation

Author: The corresponding author fills in each author's name and chooses the affiliations of the corresponding author at the time of the article's submission. (RUP can identify the matched affiliations even if it is not your first affiliation.)

RUP: Once an author has a ROR ID associated with their article, RUP's system will see if that ROR ID belongs to a currently active Read & Publish agreement, checking against the term dates. If everything is okay, the article is approved automatically.

Step 2: Requesting to sign the license

Author

1. If invited to submit a final revision, the author will be asked to sign our license once the revision is received.
2. Select the license for R&P (as indicated by the orange box below.)

The screenshot shows an author profile form with fields for Name, Address, Country (United Kingdom), Telephone, Fax, and Email. Below the form is a 'Modify Profile' button and an 'Author Forms' section. The 'Author Forms' section contains a message about license selection and three radio button options. The first option, 'We have identified that the primary corresponding author is from an institution that has elected to participate in an unlimited Read-and-Publish transitional agreement with Rockefeller University Press. Upon verification of corresponding author eligibility by the institution, all publication fees will be waived.', is selected and highlighted with an orange box. The other two options are 'Open access immediately upon publication under CC BY license. \$3500 flat fee includes all publication charges.' and 'Open access 6 months after publication under CC BY-NC-SA license. \$2000 flat fee includes all publication charges.'

Selected Option: We have identified that the primary corresponding author is from an institution that has elected to participate in an unlimited Read-and-Publish transitional agreement with Rockefeller University Press. Upon verification of corresponding author eligibility by the institution, all publication fees will be waived.

Open access immediately upon publication under CC BY license. \$3500 flat fee includes all publication charges.

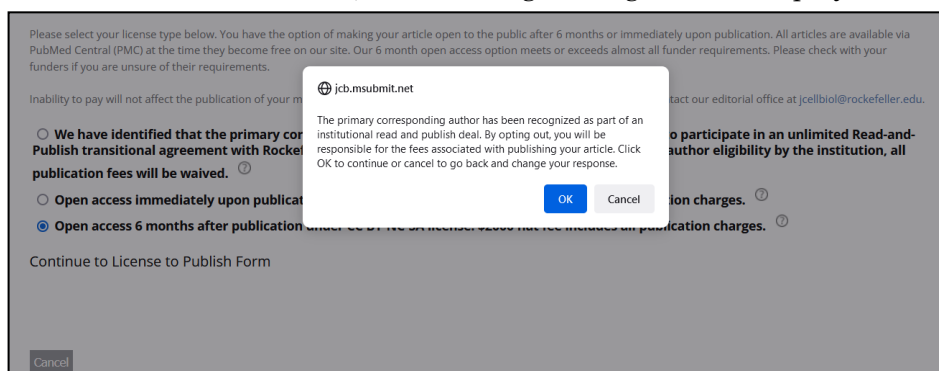
Open access 6 months after publication under CC BY-NC-SA license. \$2000 flat fee includes all publication charges.

[Continue to License to Publish Form](#)

3. The following message will pop up on the screen.

Your article will be published immediately open access under a CC-BY license and all publication fees are waived as the primary corresponding author is from an institution that has elected to participate in an unlimited “read-and-publish” transitional agreement with Rockefeller University Press. Continue to License to Publish form

*If the author belongs to an institution that has an R&P agreement but selects an option other than the R&P license, the following message will be displayed.



Complete article submission.

Step 3: Receiving an invoice

Author: The author's \$0 invoice is sent upon acceptance of the article.

RUP: Once RUP has approved an article to be published as Open Access, the administrator of the institution is cc'd on the email including the \$0 invoice to the author. This provides an opportunity for our partner to audit the eligibility of the article prior to its publication.

Step 4: Publication of eligible articles

Once published, the article will reflect the funding on its landing page with a note indicating that the open access publication of the article was funded by your institution.

Step 5: Publishing data

The Institution will receive publishing data semiannually (in June and January)

* If the institution has an OA switchboard, RUP publication data will be included. .