

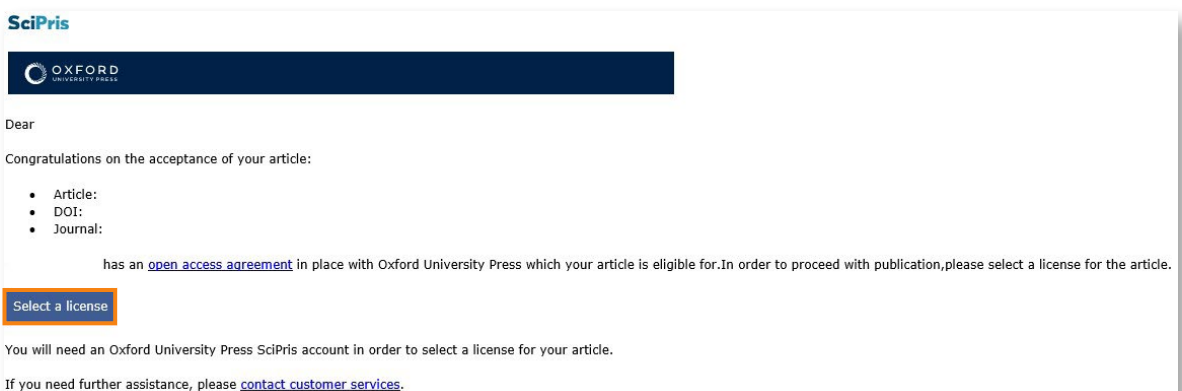
# Read & Publish Agreement

## Author Guide

Watch our step-by-step video guide

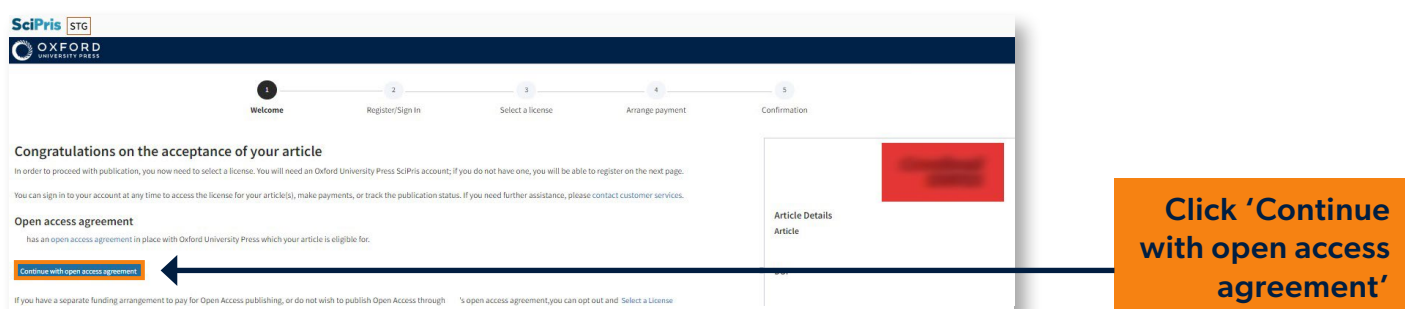
**1.** Once your article has been peer-reviewed and accepted for publication, you will receive an email which contains a link to the Online Licensing and Payments System, SciPris.

SciPris will check your institutional affiliation and article type to determine if you are eligible to use the funds.



**Click 'Select a license'**

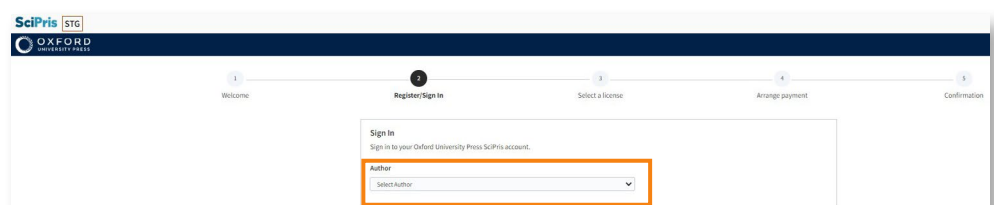
**2.** Proceed to request use of the Read and Publish Agreement funds.



**Click 'Continue with open access agreement'**

If you think you are eligible for the agreement but are not presented with this screen, please contact the customer support team via the SciPris platform.

**3.** Sign in and create an account if you don't have one. (This is not the same system you used to submit your article to the journal.)



## 4. The license options are displayed. You won't see any prices because you aren't required to make a payment.

**Select a license**

Please select an option below:

- Open Access CC BY License
- Open Access CC BY-NC License
- Work made for hire/work done in the course of employment
- I want to opt out of using the available open access agreement
- I am unable to accept any of the licenses

I confirm I have read and agree to the terms and conditions of this license and agree my signature exchanged by digital electronic means is intended to authenticate the agreement and will have the same validity, force and effect as a manual signature.

I acknowledge that I am requesting to use my institution's agreement to cover this charge and that my eligibility is based on information provided – if that information is incorrect, I may need to arrange payment via another method.

**I accept**

## 5. Send the request for review.

**Arrange Payment**

Please confirm you would like to request payment through the open access agreement. If you would like to pay by another method, please contact customer service.

**Submit request**

## 6. View your dashboard or sign out.

**Your request for payment has been sent**

An email has been sent to [redacted] to request payment of the charge through their open access agreement.

Your will receive an email when your [redacted] has accepted or declined this request.

Go to your SciPris account dashboard

**Sign out**

**Don't forget to sign out**

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