

APPLICATION STEPS FOR AUTHORS



Is there an open access agreement between the publisher and Bilkent University?

YES

NO

- The author selects the open access option in the publisher's article management system for the accepted article.
- The system provides a notification indicating that an agreement exists.
- By benefiting from this agreement, the author can publish their article as open access without paying the APC.

- The author sends an application email to publicationfee@bilkent.edu.tr along with the publication acceptance letter to have the open access publication fee covered by the university.
- An application can also be submitted for fees that may arise from articles that will not be published as open access.

Does the relevant journal charge any fees other than the APC?

YES

- After approval is granted for the university to cover the fees requested for the open access article, the author selects the open access option in the publisher's article management system. The payment step for the APC and any other applicable fees occurs at this stage.
- For fees related to articles that will not be published as open access, once approval is obtained, the process should continue with the following step.

- In the relevant article management system, the option indicating that the fee will be covered by the university is selected, and the process continues with the invoice generation step.
- To issue the invoice on behalf of Bilkent University, the author should contact the library via publicationfee@bilkent.edu.tr e-mail address to obtain and complete the required invoice details.

- The invoice issued on behalf of Bilkent University is automatically sent by the system to the publicationfee@bilkent.edu.tr e-mail address. The library initiates the necessary procedures for the payment to be made via bank transfer or using the institutional credit card. Once the payment is completed, the author is informed.

- The appropriate version of the accepted article, in accordance with the relevant publisher's/journal's policies, is deposited in the Bilkent University Institutional Repository.