

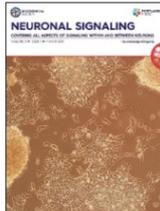
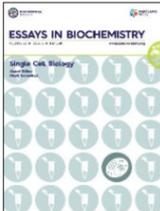
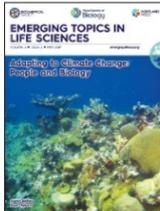
# R&P workflow guide for authors and librarians

Authors can [submit their work to any Portland Press journal](#).

## Submit Your Work

Portland Press welcomes submission of research and review articles in all areas of the molecular biosciences.

Find the journal that best fits the scope of your work and submit your paper for consideration.

 <p>Scope Editorial Board Submit your work</p>	 <p>Scope Editorial Board Submit your work</p>	 <p>Scope Editorial Board Submit your work</p>	 <p>Scope Editorial Board Submit your work</p>
<p>Review articles in the above journals are often invited, but the Editorial Board welcomes non-invited content for consideration.</p> <p>In addition to the journals above, Portland Press also publishes several journals where content is fully commissioned and invited for submission.</p>			
 <p>Scope Editorial Board Submit your work</p>	 <p>Scope Editorial Board Submit your work</p>	 <p>Scope Editorial Board Submit your work</p>	

During the submission process authors are asked to validate their affiliation by clicking on *Validate Institution*.

\* Organization: None Selected [Validate Institution](#) 

This brings up a new window where authors can search for their institution.

### Search for Organizations

Please use the search below to find an exact match if possible, then select it and press Save to validate your institution. Pressing Save without selecting an institution will use the institution name as entered. Pressing Cancel will return you to the form without making any changes.

Institution:

- University of Oxford (Oxford, England, Oxfordshire, GB)
- University of Oxford Bodleian Japanese Library (Oxford, England, Oxfordshire, GB)
- University of Oxford - Old Road Campus (Oxford, England, Oxfordshire, GB)
- University of Oxford African Studies Centre (Oxford, England, Oxfordshire, GB)
- University of Oxford All Souls College (Oxford, England, Oxfordshire, GB)
- University of Oxford Balliol College (Oxford, England, Oxfordshire, GB)
- University of Oxford Big Data Institute (Oxford, England, Oxfordshire, GB)
- University of Oxford Biological Anthropology Research Network (Oxford, England, Oxfordshire, GB)
- University of Oxford Blackfriars (Oxford, England, Oxfordshire, GB)
- University of Oxford Blavatnik School of Government (Oxford, England, Oxfordshire, GB)



Selecting the correct institution and clicking *Save* will validate the affiliation and a green tick will appear on the right-hand side.

\* Organization: University of Oxford [Edit Institution](#) 

Once the author progresses to the *Detailed Information* tab of the submission form the system will check the author's affiliation against the list of institutional agreements in RightsLink. If the institution holds an active R&P agreement with Portland Press the author will be made aware of this immediately.

**\* Open Access and Licensing Options**

We have identified that University of Oxford is participating in an all-inclusive Read & Publish agreement with Portland Press and the Biochemical Society which enables full payment of open access charges. If your manuscript is accepted for publication, so long as your acceptance occurs before 2021-12-31, a funding request (if applicable) will be automatically submitted to University of Oxford on your behalf. If you do not wish to publish Open Access by participating in this all-inclusive Read & Publish agreement please contact [editorial@portlandpress.com](mailto:editorial@portlandpress.com).

During subsequent revisions our editorial system will keep checking and notify the author of any changes to their eligibility (e.g. if the initial R&P agreement expired or a new institution signed up and an author's paper thus became eligible during the review/revision process).

Furthermore, e-mail correspondences with the author at submission, revision and acceptance will also make reference to an author's R&P eligibility.

Once accepted, articles will be visible to librarians in the RightsLink institutional portal. If *auto-approvals* are switched on then no action needs to be taken, otherwise each funding request will need to be manually approved in the portal.

The screenshot shows the 'Institutional Portal' interface. At the top, there is a header with the Copyright Clearance Center logo and the text 'Institutional Portal'. On the right, it says 'Welcome, Tatsiana Mararynava' with a 'Sign Out' link, a 'Help' icon, and a 'Live chat' icon. Below the header, there is a welcome message and an 'Account Name' dropdown menu set to '1253 McGill College' with 'Account #: 7002045556' displayed below it. A navigation bar contains 'Billing Profiles', 'Funding Requests', and 'Reports'. The main content area has a heading: 'The table below includes any funding requests that have been matched to one of your special billing profiles.' Below this are two buttons: 'APPROVE' (green) and 'DENY' (orange), each with a corresponding text box explaining the action. The 'APPROVE' text says: 'When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when a balance is due, included in your next invoice based on the schedule defined in that agreement's profile.' The 'DENY' text says: 'If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author will have the opportunity to self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription model, as available.' Below this is a table with the following data:

Order Date	Article Title	Primary Author	Funder	Publisher	Profile Name	Total Fees Due	Status	Actions
> 02-Jan-2019	ACUPMED	Joshi, Prasad	National Science Foundation	APCTEST1 Publisher	48050_3	10,100.00 EUR	Pending	APPROVE DENY
> 16-Jan-2019	ACUPMED	Joshi, Prasad	National Science Foundation	APCTEST1 Publisher	sxx	0.00 USD	Approved	APPROVE DENY

As our agreements are not limited by number of articles we do recommend that institutions enable the auto-approval functionality as per the below instructions.

1. Log in to your RightsLink Institutional Portal and navigate to the “Billing Profiles” tab.
2. Find your agreement with Portland Press (“Portland Press” will be shown under the “Publisher” column) and click the box under “Automatic Approvals” as shown in the screenshot below.

Welcome to the RightsLink® Institutional Portal. Use the **Billing Profiles** tab to view the special billing profiles we have on file between your institution and RightsLink® client publishers. Use the **Funding Requests** tab to review and act on your queue of funding requests for researchers affiliated with your institution. Use the **Reports** tab to search and download a report of the APC transactions associated with your account. In the future, there will be an **Invoices** tab for you to review and pay your invoices online.

Account Name: [REDACTED]  
Account # [REDACTED]

**Billing Profiles** | **Funding Requests** | **Reports**

Below you will find a list of special billing profiles that publishers have setup with your organization.

From this page you can:

- Select any Profile Name to view the details of that profile.
- Assign an internal nickname to each profile. This value will appear on your invoices to ease identification.
- Double-click on any existing nicknames to make changes.
- Enroll a profile in automatic approvals. Please note, checking the automatic approvals box will approve funding for any manuscript that is matched and submitted under that billing profile.

Results 1 - 3 of 3

Profile Nickname	Profile Name	Publisher	Invoicing Frequency	Profile Start Date	Profile End Date	Profile Status	Automatic Approvals	Notifications
> Click to add	[REDACTED]	Portland Press, Ltd.	QUARTERLY	01-Jan-2020	31-Dec-2021	Active	<input type="checkbox"/>	
> Click to add	[REDACTED]	[REDACTED]	Daily	01-Jan-2020	31-Dec-2020	Active	<input type="checkbox"/>	

Further details about this and other functionalities can be found on the [Institution Agreement Management Resources page](#), and in the [Institutional Portal Guide](#). It is recommended that new users familiarize themselves with the information available here.

If you have any questions around using the portal or about your agreement with Portland Press please contact [Sales@portlandpress.com](mailto:Sales@portlandpress.com).