

A guide to submitting under a transformative agreement

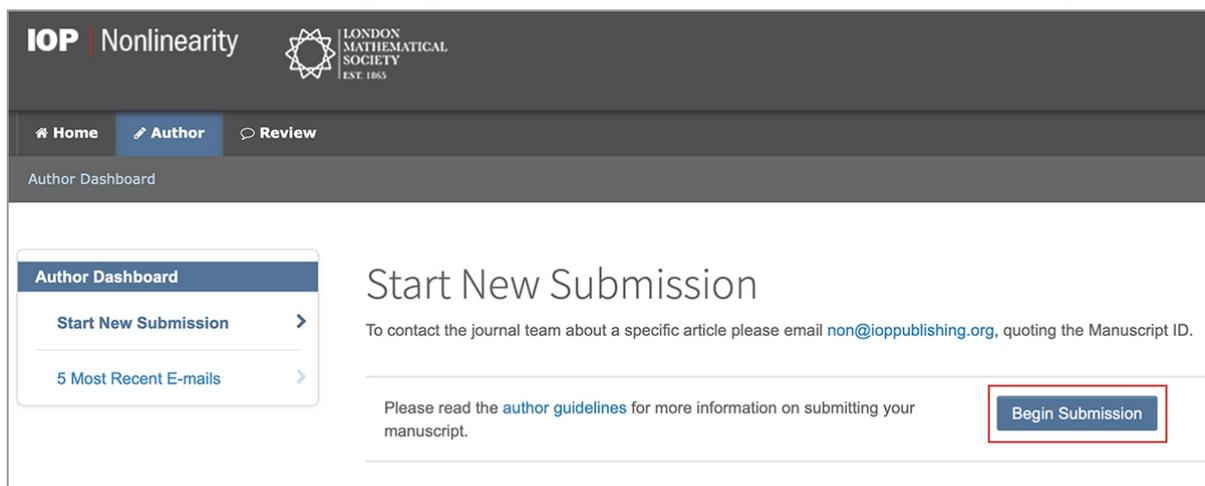
To see if your institution is covered by a transformative agreement, or to check compliance with funder requirements, you can use the IOPP Journal Finder tool.

[Go to IOPP Journal Finder](#)

Alternatively, visit '[Transformative and institutional open access agreements](#)' and select the relevant country to find the agreement you may be covered by. Each agreement page lists all of the member institutions and eligible journals.

When you are ready to start your submission, follow **steps 1-4** on our submission system; ScholarOne.

Note: a small number of eligible journals do not use the ScholarOne submission system.



The screenshot shows the 'Author Dashboard' for the journal 'Nonlinearity'. The dashboard includes a navigation menu with 'Home', 'Author', and 'Review'. The main content area is titled 'Start New Submission' and contains the following text: 'To contact the journal team about a specific article please email non@iopublishing.org, quoting the Manuscript ID.' Below this, there is a link to 'author guidelines' and a 'Begin Submission' button, which is highlighted with a red box. A sidebar on the left contains 'Start New Submission' and '5 Most Recent E-mails' links.

At **step 4**, as the corresponding author, your name, institution and OrcidID will be populated by the information held in your author account in ScholarOne. Any changes to your contact information can be made in your author account.

You can also edit your institution on the submission form by selecting **Actions** and **Edit**. Choosing from the list of matching institutions will help us to identify your paper for transformative agreement funding.

The corresponding author is the author that submits the manuscript, and is responsible for communicating with the journal during the submission, peer review and publication process.

Submission

- Step 1: Article Information
- Step 2: File Upload
- Step 3: Keywords
- Step 4: Author Information**
- Step 5: Referees
- Step 6: Policies & Information
- Step 7: Review & Submit

Step 4: Author Information

Please enter information for **all* co-authors**, ensuring names, emails and affiliations are accurate. Changes to author lists after submission are only made in exceptional circumstances and are subject to approval by editorial staff.

More advice and support on adding author information is available, including who should be listed as a co-author, how to check if your co-author already has an account, and guidance for names with Chinese, Korean or Japanese characters.

Please do not share your login details with co-authors, who will receive their own login information if they do not already have accounts with the journal.

*For papers with more than ten authors, please add information for the first ten authors.

* = Required Fields

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>

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Authors

* Selected Authors ⓘ

| ORDER | ACTIONS | AUTHOR | INSTITUTION |
|--|--------------------|---|---|
|  Drag | 1 ▾ Select... ▾ |  Mrs Emma Bartovsky emma.bartovsky@iopublishing.org | 1. IOP Publishing Ltd, Marketing Bristol, UK BS1 6HG |

Add Author

Find using Author's email address

At **step 5** you have an option to indicate your preferred and non-preferred reviewers.

At **step 6** you will see your options for publishing your article open access. The open access options will vary depending on whether you are submitting to a hybrid or fully open access journal, and if there are waivers that may be available to you.

Before making your open access choice we recommend that you check whether your institution and journal are covered by a transformative agreement, using the [IOPP Journal Finder Tool](#).

Typical hybrid journal open access options are seen below. If you discover that you may be eligible for TA Funding, you can select: Yes: Standard rate.

Open Access Pricing

An article publication charge (APC) applies if you choose open access and your article is accepted for publication following independent peer review. You can visit our [paying for open access](#) pages or ask your institution/funder to see if financial support is available for open access publication.

Authors based in countries categorised by the World Bank as low income can publish open access in this journal with no APC. Eligible low-income countries (Group A) are listed on this [page](#).

Will my institution pay my fees?

We have open access agreements with institutions and funders that may cover applicable APCs at no cost to you. To see if your institution has an agreement that covers this journal, please check via the [IOPP Journal Finder](#), our [website](#) or with your librarian.

Whichever option you choose below, IOP Publishing will investigate whether you are eligible for funding and if we identify that you are, we will contact you separately to let you know.

* Do you wish to choose open access for your article?

Please supply the relevant detail to qualify for discounted rates.

| Open Access Choice | Additional |
|---|----------------------|
| <input type="radio"/> No. I do not wish to choose open access (your article will be accessible to subscribers only) | |
| <input type="radio"/> Yes: I acknowledge that the standard article publication charge is payable if my article is accepted (unless all authors are based in World Bank Group A countries). | |
| <input type="radio"/> Yes: I acknowledge that the reduced article publication charge for authors from World Bank Group B countries is payable if my article is accepted. Enter your valid country/region on the right. More details here . | <input type="text"/> |
| <input type="radio"/> Yes: I acknowledge that there is an article publication charge payable if my article is accepted, and I will claim a reviewer discount of 10%. Enter the ID of the IOP Publishing article you have reviewed. | <input type="text"/> |

Typical fully open access options are seen below.

| Open Access Choice | Additional information: (if required) |
|---|---------------------------------------|
| <input type="radio"/> Standard rate (£1735, €2060, \$2385)* No fee will be charged to authors based in World Bank Group A countries . | |
| <input type="radio"/> Reviewer discount rate (10% discount)* If you have reviewed for an IOP Publishing journal in the last 12 months, enter the reviewed article ID on the right for a 10% discount. More details here | <input type="text"/> |
| <input type="radio"/> IOP Member rate (25% discount)* Enter your IOP member ID on the right for a 25% discount. More details here | <input type="text"/> |
| <input type="radio"/> World Bank Group B Country/Region (£500; €575; \$675)* Enter your valid World Bank Group B country/region on the right. More details here | <input type="text"/> |

*Excluding VAT where applicable.

Important: If you are publishing in a hybrid journal and your article is **not** eligible for TA funding, or if funding is declined by your institution, your article will be published under a subscription license. If you are publishing in a fully open access journal and your article is **not** eligible for TA funding, or if funding is declined by your institution, you will be charged the APC.

Please be assured that whichever option you choose, we will always investigate whether you are eligible for transformative agreement funding.

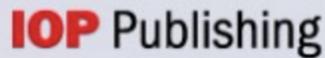
During the initial assessment of your article, we will check eligibility for transformative agreement funding and let you know if you are eligible via email. The subject line will be: **'Open access options for your article: [article ID]'**

Some transformative agreements require IOPP to gain funding approval from your institution. In this case, you will receive a slightly different e-mail, letting you know that funding is subject to approval from your institution

This is the e-mail you will receive if your article **does not** require library validation:

Funding via your library may be available

Visit iopscience.org | [Read this e-mail online](#) | [Add us to your safe sender list](#)

The logo for IOP Publishing, featuring the letters 'IOP' in a bold, red, sans-serif font, followed by the word 'Publishing' in a black, sans-serif font. The logo is centered within a light grey rectangular background.

Dear Example Salutation,

Re:Example Article

Article reference: *Example Article Id*

IOP Publishing and your institution/funder have an open access agreement that promotes sustainable open access and may cover the article publication charge (APC) for your paper in *Example Journal1*.

We have therefore made your article open access to take advantage of this agreement. It will be published with a CC-BY licence. Please choose the Gold Open Access option when completing your Assignment of Copyright form.

If you do not want to publish your article open access, you will need to opt out prior to acceptance by notifying openaccesscharging@iopublishing.org.

Visit our [Open Physics](#) website to learn more about the ways we are supporting open access to enable wider and faster access to physical sciences research.

Common questions

[What is an open access agreement?](#)

[What is my institution or funder's open access policy?](#)

[What is a hybrid journal?](#)

[Where can I learn more about copyright?](#)

Please inform openaccesscharging@iopublishing.org if you believe you have received this message in error.

Yours sincerely,

Transformative Agreement team

[IOP Publishing](#)

openaccesscharging@iopublishing.org

This is what you will receive if your article **does** require library validation:

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IOP Publishing

Dear Example Salutation,

Re: "Example Article"

Article reference: Example Article Id

IOP Publishing and your institution/funder have an open access agreement that promotes sustainable open access and will cover the article publication charge (APC) for your paper in *Example Journal1*. It can be published open access at no additional cost to you or your institution.

Your validating institution makes the final decision on whether an article receives open access funding. If the institution has no further funding available, funding may be declined. In this case, we will give you the option to locate alternate funding or if publishing in a hybrid journal, you can publish on a subscription basis.

If you do not want to publish your article open access, you will need to opt out prior to acceptance by notifying openaccesscharging@iopublishing.org,

Next steps

- We will contact the open access team at your institution/funder to approve funding once your article is accepted. Please ensure your institution/funder details are correctly acknowledged on the manuscript for validation.
- If your funding is approved, you will need to fill out a cc-by licence (creative commons license) by choosing the Gold Open Access option when completing your Assignment of Copyright form.

Common questions

[What is a Transformative Agreement?](#)

[What is my institution or funder's open access policy?](#)

[What is a hybrid journal?](#)

[Where can I learn more about cc-by licences?](#)

Please inform openaccesscharging@iopublishing.org if you believe you have received this message in error.

Yours sincerely,

Transformative Agreement team

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Visit our [Open Physics](#) website to learn more about the ways we are supporting open access to enable wider and faster access to physical sciences research.

When you choose open access, you will be asked to sign an open access copyright form to publish under a CC BY licence.

For most transformative agreements where no validation is required your article will be published open access under the terms of the agreement, and there will be no APC to pay.

If your institution needs to approve funding, there will be a 'validation' step before your article will be published open access under the terms of the agreement. If your funding is declined, your article will be published and available via a journal subscription.

A small number of our partner journals do not use ScholarOne. For these, the submission process will differ but articles that may be eligible will still be identified for funding and you will receive one of the above e-mails.

Signing your copyright form to publish under a transformative agreement

Watch our short video to find out what the CC BY licence covers, why it's important, and how to sign it.

