

## Springer Nature Institutional OA Agreements – Workflow Introduction

February 2021

**CONFIDENTIAL**

ADVANCING  
**DISCOVERY**

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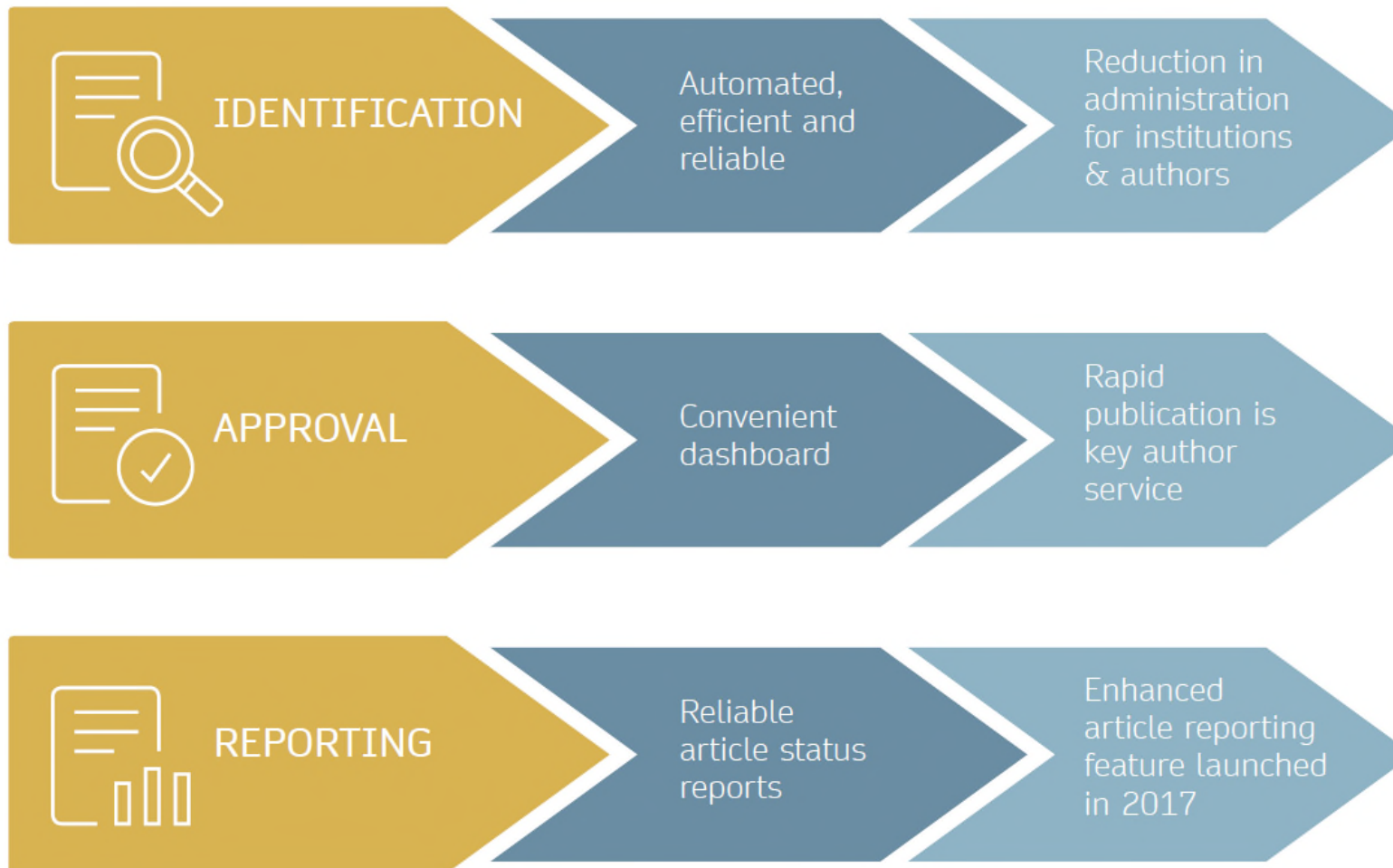
# Workflow intro

# 1.0

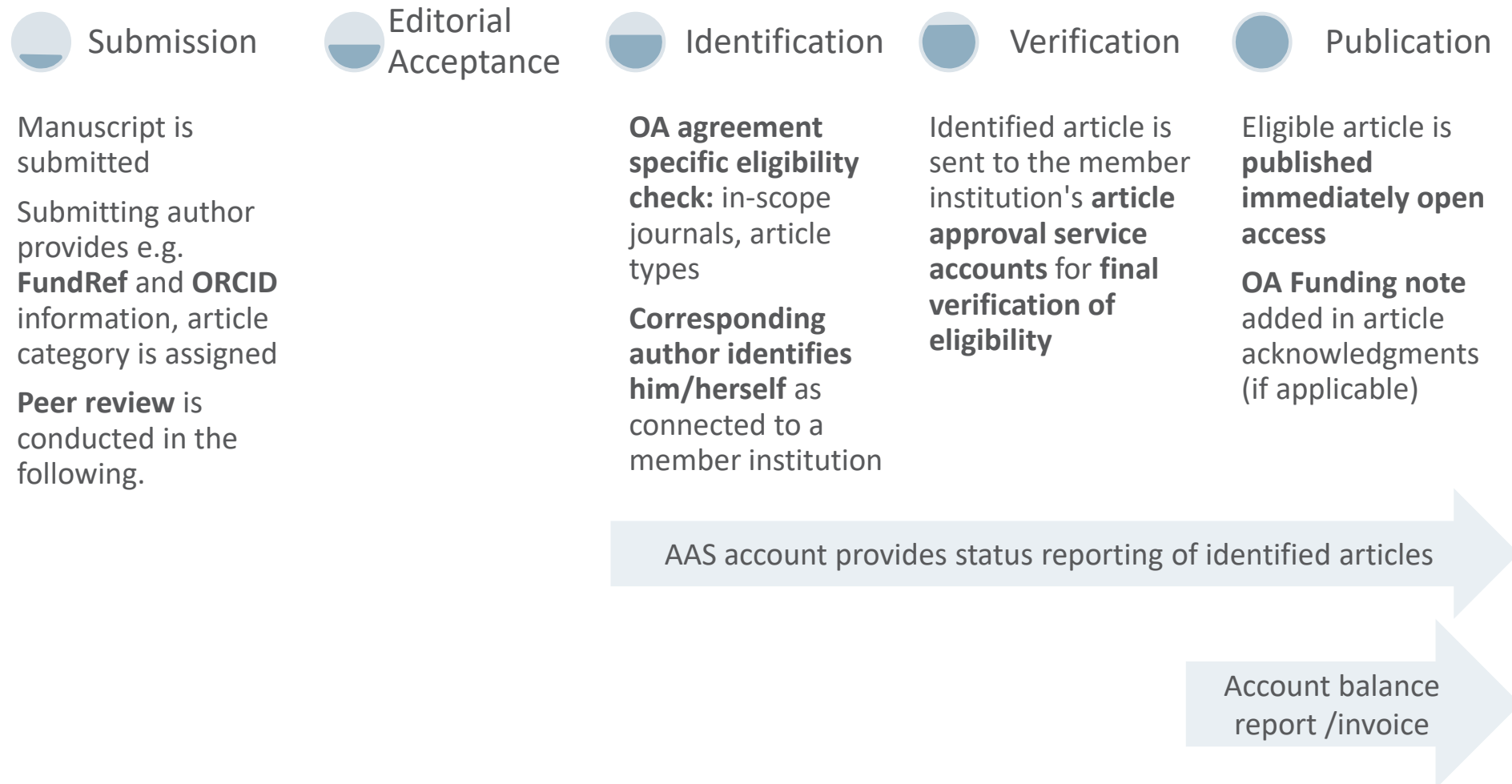
# OA workflows: More than a platform

## A value proposition customers are paying for

Reliable, customizable, efficient workflow, **reducing costs & admin efforts** for authors and institutions.



# Open access publishing process

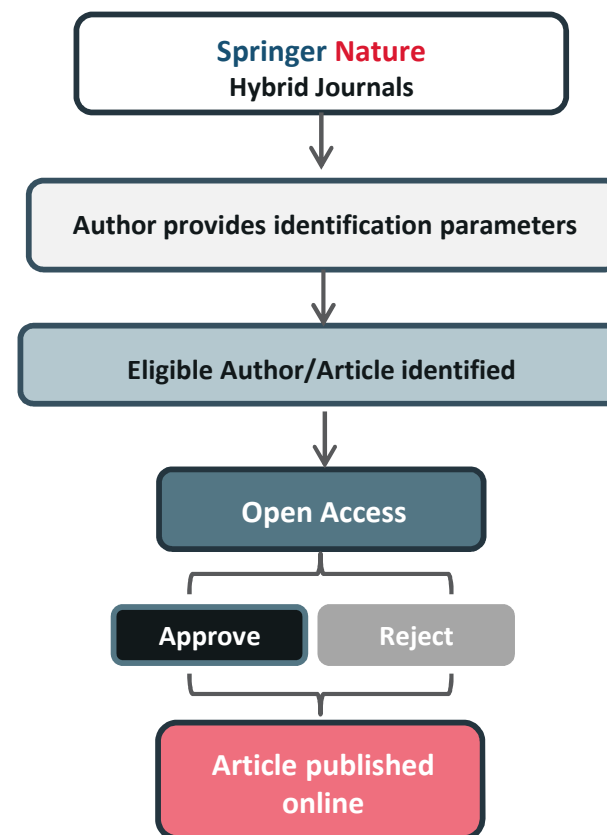


# Author journey after editorial acceptance

## Hybrid journals:

Once an author's eligibility is confirmed by the institution, the article is published open access.

In case of rejection, the author has the option to publish open access with their own funding or publish traditionally non-open access.






# Author/article identification

After article acceptance, the corresponding author receives an invitation to complete the publication process for the article and the authors are able to identify themselves:

## Corresponding author/article identification parameters:

1. Selected institution
2. E-Mail domain recognition
3. IP recognition

Selected Institution 	Institutional Email 	Location 
Please input your institutional affiliation when prompted.	Please use your institutional email address.	Please complete the form while within your institution's network.

The hierarchy of identification parameters is in the above order: 1, 2, 3.  
-> In general, the authors are informed about how they were identified.

Please refer to the next slide for a practical example

# Author/article identification

An Author identifies him/herself by using the following identification parameters:

For example:

1. Selected institution: Universitat de Valencia
2. E-Mail domain recognition: University of Vienna
3. IP recognition: Max Planck Society

-> 'Selected institution' is the strongest parameter. Currently (June 2021), the selected institution above is not part of an institutional agreement, therefore the author is considered to be affiliated with University of Vienna

# Author journey

# 2.0

# Open Access Systems Solution overview

- The vast majority of Springer Nature Hybrid journals use the Open Access Systems Solution
- This system supports the confirmation of institutional Open Access eligibility, payment of Article Processing Charges (APCs), and signing of the publishing licence and declaration of third party rights forms after an article has been accepted for publication
- The Hybrid journals marked as “non-standard workflow” journals in the [journal title list](#) retain their manual solution. After article acceptance, the author/article eligibility is checked manually before the article reaches the Article Approval Service (AAS).
- SN is working on improving the author journey further in 2021 and will update you accordingly

# Invitation upon article acceptance

Once an article is editorially accepted for publication, the author receives an email with a link to complete the publishing agreement

**SPRINGER NATURE**

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Dear Dr. Jens Nielsen

Congratulations on the acceptance of your article: Demo Manuscript 043.

Before we can proceed with the publication of your article in Review of Derivatives Research, we first need you to complete the appropriate publishing agreement.

<https://payment-and-rights-staging.snpaas.private.springernature.com/workflow/da3fd305-53c9-413c-958e-0fab46a24228>

With kind regards,

Springer Nature Author Service

---

If you have any questions, please do not hesitate to contact our Author Service team at

[ASJournals@springernature.com](mailto:ASJournals@springernature.com)

# Login link email

Email containing the login link

**SPRINGER NATURE**

---

Dear Dr. Jens Nielsen

We have received a request for a secure link where you can complete the next steps of your article's publication.

Please follow the link below to continue:

[https://staging-idp.springernature.com/authorize/email?  
code=998f8307-ff8a-4d5f-8423-c4436594f796](https://staging-idp.springernature.com/authorize/email?code=998f8307-ff8a-4d5f-8423-c4436594f796)

With kind regards,

Springer Nature Author Service

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If you have any questions, please do not hesitate to contact our Author Service team at

[ASJournals@springernature.com](mailto:ASJournals@springernature.com)

# Search for your institution

Authors are identified via IP and/or e-mail domain in the “background”.

Authors are asked to type in their institution in the search field and “select their institution”.

Authors should then select the institution from the drop-down list in order for the identification to work.

**SPRINGER NATURE**

## Next steps for publishing your article

### Confirm your institution or university

Dear Dr. Jens Nielsen,

Some articles are eligible for part or full coverage of the open access article-processing charge as part of an institutional agreement with Springer Nature.

[More information about open access agreements here.](#)

Please enter your institution or university below to see if you are eligible.

#### Search for your institution or university

Search

Need help? [Contact us.](#)

### Your article

Article title  
Demo Manuscript 043

DOI  
10.0009/s1234-567-9709-z9999

Article type  
Abstract

Journal Name  
Review of Derivatives Research

# Select your affiliation

If the author is identified as eligible, a welcome message appears, which provides further information on the OA agreement.

Authors are informed on how they were identified.

Eligible article types:

- OriginalPaper

Eligible license types:

- CC-BY
- CC-BY NC

SPRINGER NATURE

## Next steps for publishing your article

### Confirm your eligibility status

Dear Dr. Jens Nielsen,

Thank you for confirming your institution or university. Based on your selection, you have been identified as affiliated to the institution or university below.



#### Open access at no cost to you

You have identified yourself as affiliated with University of Zurich. The agreement between your institution and Springer Nature enables you to publish your article open access at no cost to you.

On [www.springer.com/oaforswitzerland](http://www.springer.com/oaforswitzerland) you will find specific information on the agreement.

Please note: Charges for additional options (e.g. color in print, posters) are not covered by this agreement. If you have any further questions please get in touch with your institution.

I want to publish my article open access, with my fees covered under the agreement between Springer Nature and my institution.

**Yes, submit for approval**

✓ No, I want to publish my article without open access

Not your institution or university?

[Search again](#)

Need help? [Contact us](#).

### Your article

Article title  
Demo Manuscript 043

DOI  
10.0009/s1234-567-9709-z9999

Article type  
Abstract

Journal Name  
Review of Derivatives Research

# Publishing model default

If your agreement is default Open Access, the author will be able to submit for approval or search again for a different institution.

Dear Dr. AuthorName AuthorSurname,

Thank you for confirming your institution or university. Based on your selection, you have been identified as affiliated to the institution or university below.



## Open access at no cost to you

You have identified yourself as affiliated with Uppsala University.

The agreement with your university/institute and Springer covers the open access fees directly, enabling you to publish your article open access at no charge.

On <http://www.springer.com/OAforSE> you find specific information on the agreement with Sweden.

If you have any further questions please get in touch with your institutional contact listed on the webpage.

I want to publish my article open access, with my fees covered under the agreement between Springer Nature and my institution.

**Yes, submit for approval**

Not your institution or university?

Search again

# Publishing model opt out

**As your agreement has the option to opt out, the author can select how they would like to publish:**

- Choose to publish open access and submit to the institution for approval
- Choose to publish traditionally non open access (subscription)
- Authors can also search for a different institution if needed

I want to publish my article open access, with my fees covered under the agreement between Springer Nature and my institution.

**Yes, submit for approval**

^ No, I want to publish my article without open access

Publish Subscription

Not your institution or university?

Search again

# Awaiting institutional approval

Approval request has been submitted to the selected institution

**SPRINGER NATURE**

## Next steps for publishing your article

### Waiting for approval

Dear Dr. Jens Nielsen,

Based on your selection, you have been identified as affiliated to the institution or university below.

As they have an agreement with Springer Nature, the open access article-processing charge (APC) for your article may be partially or fully covered.

More information about open access agreements [here](#).



Humboldt-Universität zu Berlin (1034)

The institution will determine if your article is eligible under this agreement.

You will be notified by email , normally within 5 working days, once this step is complete.

Need help? [Contact us](#).

### Your article

Article title  
TEST JOBSHEET JJA3

Article ID  
10.8888/s41371-292-9677-1212-JJA3

Article type  
Abstract

Journal Name  
Journal of Human Hypertension

# Approval email

The institution has approved the article for open access publication and will cover the costs

**SPRINGER NATURE**

---

Dear Dr. Jens Nielsen,

Your affiliation has been confirmed by University of Zurich and your article will now be published at no cost to you.

Before we can proceed with the publication of your article in Review of Derivatives Research, we first need you to complete the appropriate publishing agreement.

Please follow this link to do so: <https://payment-and-rights-staging.snpaas.private.springernature.com/workflow/da3fd305-53c9-413c-958e-0fab46a24228>

With kind regards,

Springer Nature Author Service

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If you have any questions, please do not hesitate to contact our Author Service team at [OA.Verification@springernature.com](mailto:OA.Verification@springernature.com)

# Rejection email

The institution has declined the article for open access publication and will not cover the costs

**SPRINGER NATURE**

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Dear Dr. Jens Nielsen,

We are sorry to let you know that your institution's Approval Manager has declined for the article-processing charge for your article to be covered by the agreement between your institution and Springer Nature.

To proceed with the publication of your article, we need you to complete the appropriate publishing agreement and arrange payment for any associated publication charge (if applicable).

Please follow this link to do so: <https://payment-and-rights-staging.snpaas.private.springernature.com/workflow/fed6fbdc-0e9d-46e7-b014-f2d3ea36e9d9>

With kind regards,

Springer Nature Author Service

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If you have any questions, please do not hesitate to contact our Author Service team at [OA.Verification@springernature.com](mailto:OA.Verification@springernature.com)

# Author chooses publishing agreement

After the publishing model has been selected, the author must choose the correct publishing agreement

**SPRINGER NATURE**

## Next steps for publishing your article

**Agree to publish**

Dear Dr. Jens Nielsen

Before we can continue with the publication of your article, we need you, the corresponding author, to provide us with permission to publish.

In order to generate the correct publishing agreement for you to sign, please make your selection from the options below.

**Are you, as the corresponding author:**

☐ An employee of the United States Government

☐ An employee of the Government of the United Kingdom of Great Britain and Northern Ireland, Canada or Australia

☒ Neither of the above

**Generate publishing agreement**

**Your article**

Article title  
Demo Manuscript 043

DOI  
10.0009/s1234-567-9709-z9999

Article type  
**Abstract**

Journal Name  
Review of Derivatives Research

# Author signs licence

Once the license has been selected the author will be able to read and sign it on the online platform

SPRINGER NATURE

## Next steps for publishing your article

### Agree to publish

Dear Dr. Jens Nielsen,

Please read the publishing agreement below and accept the terms at the end of the document.

### Your article

Article title  
Demo Manuscript 043

DOI  
10.0009/s1234-567-9709-z9999

Article type  
Abstract

Journal Name  
Review of Derivatives Research

### Licence to Publish - Open Access

SPRINGER NATURE

Journal Name	Review of Derivatives Research	(the Journal)
Manuscript Number	SDRP 19 0000 0729	
Proposed Title of Article	Demo Manuscript 043	
Author(s) (Please list all named Author(s))	John Smith, Maria Knapik, Gary Fundakowski, Arng Luberbacher, Mikaela Hughes, Hansi O'Hara, Rafi Akkawi, Alan Stephens, Iona Hadden	(the Author(s))
Corresponding Author Name	Jens Nielsen	

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5. The accepted manuscript version, the industry standard called the "Author's Accepted Manuscript" ("AAM") is the version accepted for publication in a journal following peer review but prior to typesetting and proofreading. Author retains the right to make an AAM of their Article available on any of the following, provided that they are not made

☐ By ticking this box you are agreeing to the content in this publishing agreement, and are legally bound to it.

I agree and submit

You will receive a copy of this document by email after you agree and submit.

Need help? [Contact us.](#)

# Licence has been completed

Authors will receive confirmation once the licence has been completed and will be able to download a copy of the agreed publishing agreement

SPRINGER NATURE

## Next steps for publishing your article

### Permission to publish complete

Dear Dr. Jens Nielsen,

Thank you for providing Springer Nature with permission to publish your article by agreeing to the terms of publication, including how your manuscript can be used by others.

A copy of your publishing agreement will be emailed to you and you can also download a copy below.

[Download agreed publishing agreement](#)

Need help? [Contact us](#).

### Your article

Article title  
TEST JOBSHEET JJA2

Article ID  
10.8888/s41371-292-9677-1212-JJA2

Article type  
Abstract

Journal Name  
Journal of Human Hypertension

# Licence confirmation email

Authors will also receive confirmation of the publishing licence by email with a copy attached for their records

📎 2 attachments



[Download all](#)

**[External - Use Caution]**

**SPRINGER NATURE**

Dear Dr. Jens Nielsen,

Thank you for completing the publishing agreement for your article in Journal of Human Hypertension, providing Springer Nature with permission to publish and agreeing to how your manuscript can be used by others.

We have attached a copy of the agreement for your records.

With kind regards,

Springer Nature Author Service

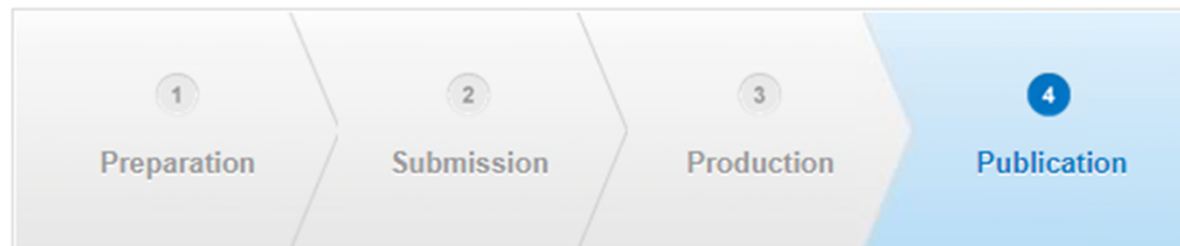
If you have any questions, please do not hesitate to contact our Author Service team at

[ASJournals@springernature.com](mailto:ASJournals@springernature.com)

# Support for authors

Authors can find contact details for further support on:

- Open Access System Solution platform
- In the [author helpdesk](#)
- And on: <https://www.springernature.com/gp/open-research/institutional-agreements>



# Article Approval Service

# 3.0

# Article Approval Service - Overview

- Allows Approval Managers to have access to all articles pending verification.
- Approval Managers can approve or reject articles and view details of each manuscript.
- Reliable and user-friendly service tool for institutions to verify articles for publication in Springer Nature hybrid journals.
- After the author completes the process, the article is sent to the AAS for verification by the Approval Manager.
- Articles that are published in journals that do not run on the standard workflow are manually inserted to the AAS for verification.

# E-mail notification

Sample email notification once an article reaches the AAS for verification by the Approval Manager

Registration required (see next slide)

**SPRINGER NATURE**

## Article Approval Service

New article available for verification

Dear Approval Manager,

The below article is currently awaiting verification from 'Örebro University'

**Article:** Email Template Tests - 0123456789

**Corresponding Author:** Dwayne Dowding

**DOI:** 9b59a9b5-88e1-4fd1-a095-a3d09df4b83f

Please visit your article approval service <https://article-approvals-staging.apps.dev.dc.springernature.com/open> and verify the article at your earliest convenience to avoid delays in publication.

With kind regards,  
Open Research support

If you have any questions, please do not hesitate to contact us at  
[oa.verification@springernature.com](mailto:oa.verification@springernature.com)

# Article Approval Service

Please follow below link to login:

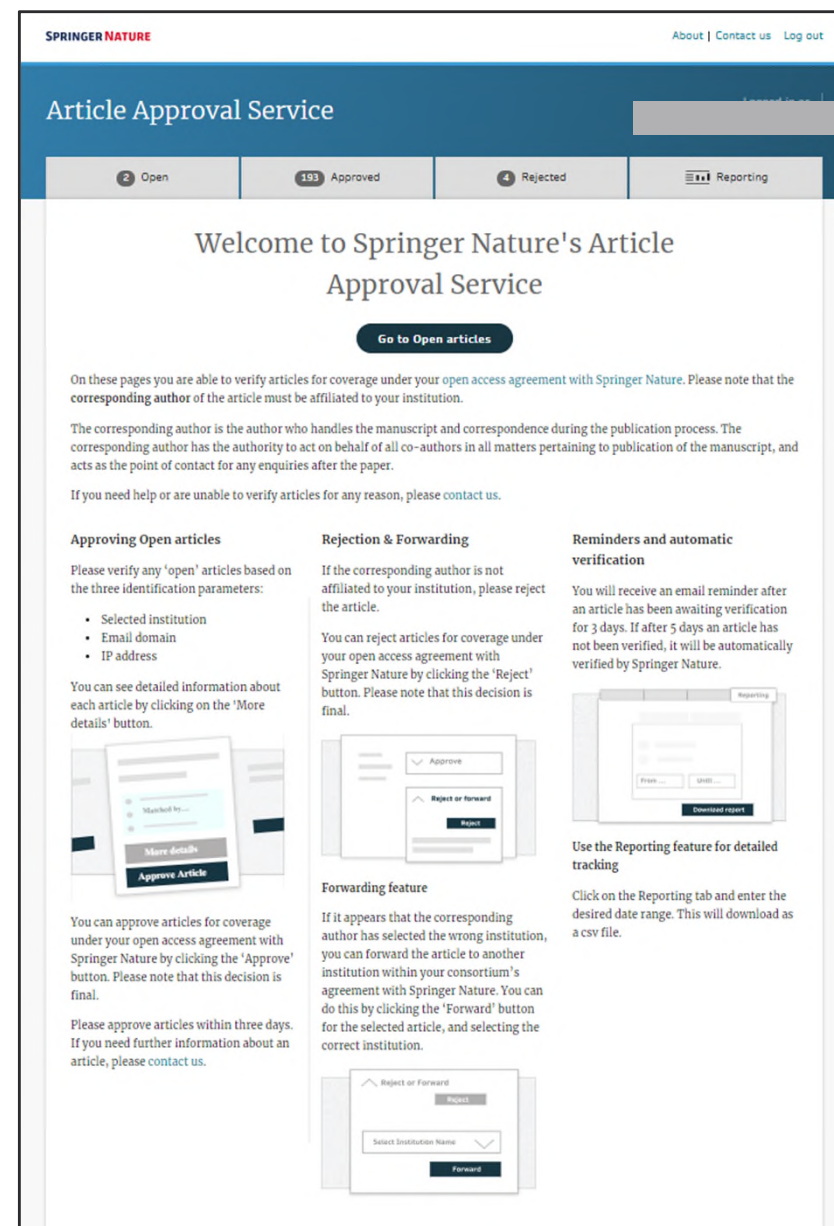
<https://oa-approval.springernature.com/>

Please follow this link to register your details:

(<https://login.springer.com/public/gp/login>)

On the “Welcome” page, you will be able to access information on:

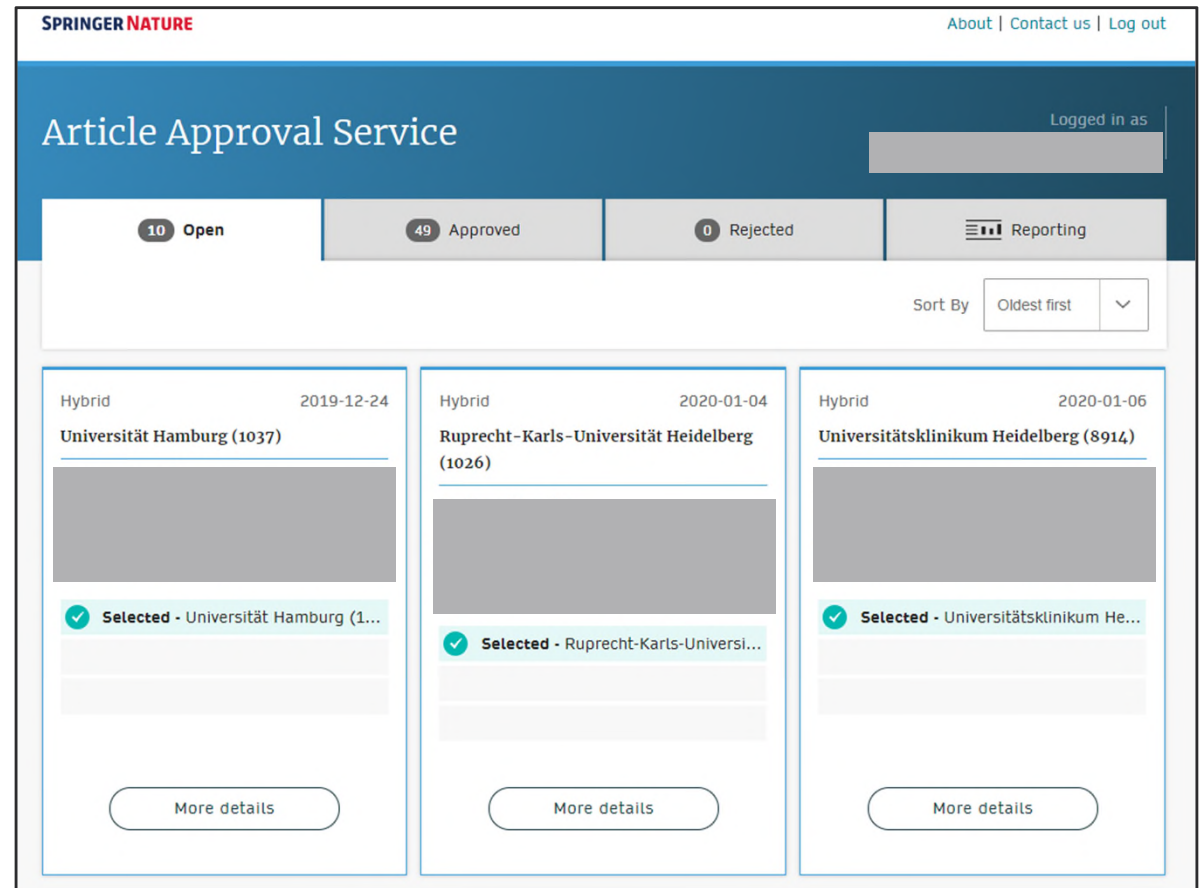
- How to approve and reject articles
- How to forward articles
- How to run reports



# Article Approval Service

Articles awaiting verification will appear on the 'Open' page. This page will show the author name and article title, and will indicate which of the identification parameters the author has matched.

You can click "More details" to view further information about each article



# Article Approval Service

## Article and author metadata

This page contains all the necessary information for an institution to verify the eligibility of the author and article, such as:

- Corresponding author information
- Article title
- Article type
- Journal type and license
- DOI

The screenshot displays the 'Article Approval Service' interface. At the top, there's a navigation bar with 'SPRINGER NATURE' and links for 'About', 'Contact us', and 'Log out'. Below this, a status bar shows 'Open' (9), 'Approved' (4250), 'Rejected' (195), and 'Reporting'. The main content area is titled 'Article Approval Service' and shows a 'Logged in as' field. A breadcrumb trail indicates 'Open list > Approval request (Open)'. The interface is divided into several sections:

- Uppsala University**: A section for the institution, including a 'Hybrid' status.
- Progress**: A timeline showing 'Requested 2019-10-10' and 'Decision pending...'.
- Corresponding Author**: Fields for Name, Institution/Department, and Email/ORCID.
- Author identified by**: A table showing 'Selected institution', 'Author email', and 'IP address', all identified as 'Uppsala University'.
- Article grants**: Fields for FundRef and Grant number.
- Article**: Fields for Licence type (CC BY), Article title, Article type, Manuscript ID, DOI, APC, and Journal.

# Article metadata I


**SPRINGER NATURE** About | [Read more](#)

## Article Approval Service

13 Open    64 Approved    0 Rejected


[Open list](#) > Approval request (Open)


Ruprecht-Karls-Universität Heidelberg (1026)





### Corresponding Author

Name Jochen Franke

Institution 

Department 

Email 

ORCID 

Note: The affiliations listed here are the ones the author has stated in the manuscript. They are usually provided after typesetting is completed. If you require affiliations which do not appear after 3 business days, please contact [OA.Verification@springernature.com](mailto:OA.Verification@springernature.com).

### Author identified by

Selected institution	✓ Ruprecht-Karls-Universität Heidelberg (1026)
Author email	✗
IP address	✗

In addition, the dashboard defines how the author identified him/herself during the author identification process

# Article metadata II

**Author identified by**

Selected institution	✓ Universitätsklinikum Halle (Saale) (8960)
Author email	✗
IP address	✗

**Further institutions (1)**

Institution	Universitätsklinikum Halle (Saale)
Department	Abteilung für Unfall- und Wiederherstellungschirurgie Halle (Saale), Deutschland

If a corresponding author has more than one affiliation stated in the manuscript, the additional affiliations will be displayed under “Further institutions” once the typesetting of the article is completed.

**Contributing Authors (3)**

J. Jarvers	Universitätsklinikum Leipzig Klinik für Orthopädie, Unfallchirurgie und Plastische Chirurgie Leipzig, Deutschland
S. Tschoeke	Klinikum Dortmund Klinik für Wirbelsäulenchirurgie Dortmund, Deutschland

If applicable, co-authors will be listed under the “Contributing Authors” section together with their affiliation(s).

# AAS – Approve and Reject

The Approval Manager **approves or rejects** the eligibility of an article.

The **Forwarding Feature** allows Approval Managers to forward an article to another institution within the Consortium.

Once set up, select the institution to which you wish to forward the verification task from the drop-down list. The institution will receive a notification email, letting them know that the article has been forwarded to them.

[Open list](#) > Approval request (Open)

Ruprecht-Karls-Universität  
Heidelberg (1026)

Article for automated Testing oldaas2  
Hybrid

Progress

✓

Requested 2020-01-20

○

Decision pending...

^ CONFIRM AFFILIATION

I confirm article is affiliated with  
Ruprecht-Karls-Universität Heidelberg (1026)

Approve article

^ REJECT OR FORWARD

Author not affiliated with your institution?  
Dismiss the article by selecting 'Reject'.  
Note, your decision is final and can not be changed.

Reject article

Forward

Alternatively delegate to a more appropriate institution

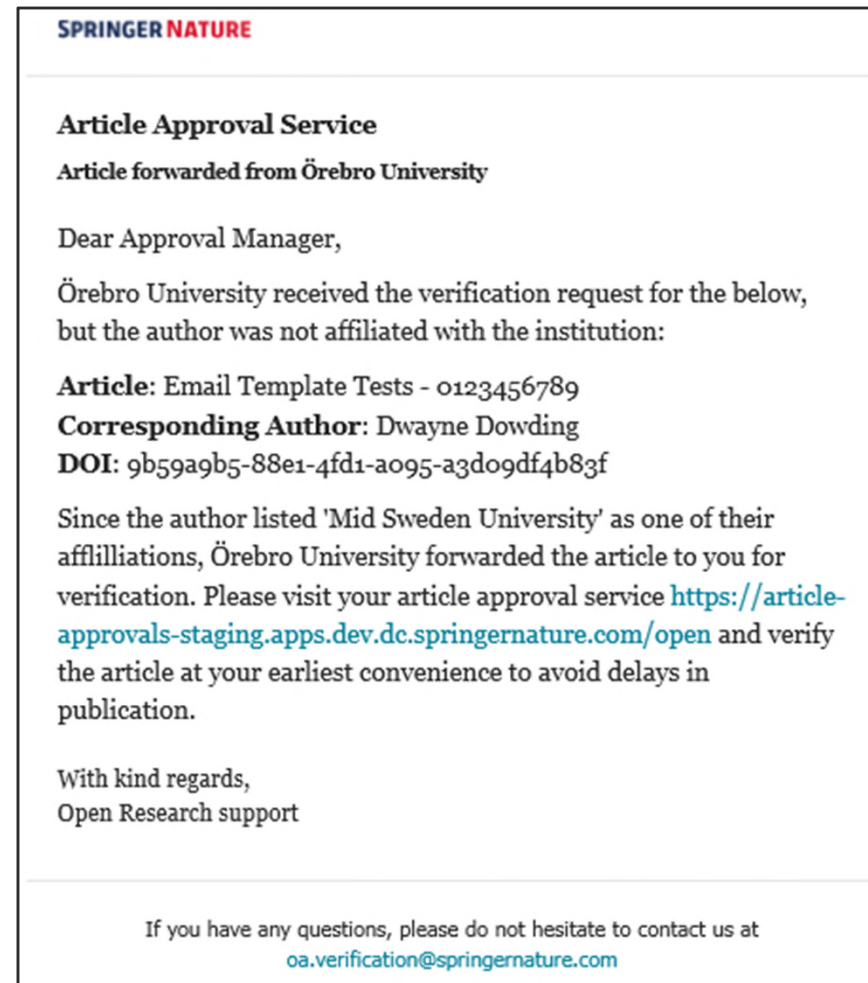
Deutsches Krebsforschungszentrum (DKFZ) (1052)

Note, the article will be removed from your open list.

Forward article

# Notification email from a forwarded article

Sample email of of a forwarded article to an institution part of the same Consortium



# AAS - Reporting

You can download a report by selecting the date range and verification parameter.

The report will include an overview of all “open”, “approved”, and “rejected” articles in the AAS dashboard.

The screenshot shows the Springer Nature Article Approval Service (AAS) Reporting interface. At the top, the Springer Nature logo is visible. Below it, the title "Article Approval Service" is displayed. On the right, there is a "Logged in as" field. The main navigation bar includes four tabs: "Open" (with a count of 8), "Approved" (with a count of 6), "Rejected" (with a count of 2), and "Reporting" (which is currently selected). The "Reporting" section is titled "Reporting" and includes the instruction "Select the criteria you require below". Under "Verification status", there are three radio button options: "Open" (selected), "Approved", and "Rejected". Below this, the "Period" section contains two date input fields: "From" (set to 26/05/2019) and "Until" (set to 26/06/2019). At the bottom, a note states "The report will be generated as a csv file", and a "Download Report" button is located on the right.

# Open Access Publication – Hybrid Journals

# 3.0

# Open Access Publication



Original Article | [Open Access](#) | Published: 12 October 2020

## Effect of antenna snow intrusion on vertical GPS position time series in Antarctica

[A. Koulali](#)  & [P. J. Clarke](#)

[Journal of Geodesy](#) **94**, Article number: 101 (2020) | [Cite this article](#)

**206** Accesses | **17** Altmetric | [Metrics](#)

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# Funding note

## Notes

### Acknowledgements

Open access funding provided by Max Planck Society. We thank the anonymous referee for useful comments that helped us to improve the overall exposition.

- You can find a requested funding note in the Acknowledgments section of the article.
- The Funding note for the Spanish Agreement is: *Open Access funding provided thanks to the CRUE-CSIC agreement with Springer Nature.*

# Thank you

Any questions?  
[oa.verification@springernature.com](mailto:oa.verification@springernature.com)

## The story behind the image



### **Antarctica meltdown could double sea level rise**

Researchers at Pennsylvania State University have been considering how quickly a glacial ice melt in Antarctica would raise sea levels. By updating models with new discoveries and comparing them with past sea-level rise events they predict that a melting Antarctica could raise oceans by more than 3 feet by the end of the century if greenhouse gas emissions continued unabated, roughly doubling previous total sea-level rise estimates. Rising seas could put many of the world's coastlines underwater or at risk of flooding and storm surges.