

DE GRUYTER

De Gruyter Guide to publish journal articles in open access (Manual for authors)

RightsLink®



Copyright Clearance Center

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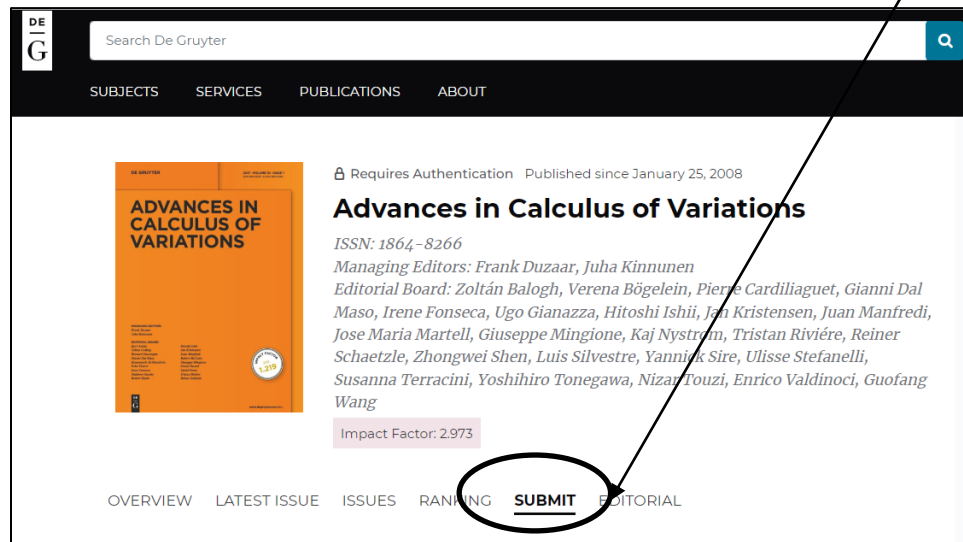
1. SUBMISSION AND REVIEW PROCESS

SUBMISSIONS AND PROCESSES

Step 1: Submit your paper. Submission should be made using the e-mail address of your institution.
Please also provide your institution's RINGGOLD number if available along with the name of your institution.

Submission instructions are described on the **Submit** tab of each journal's web page.

[De Gruyter journal list](#)



SUBMISSION AND REVIEW PROCESS

Step 2: After your paper is accepted, the RightsLink system verifies whether your paper is eligible for the APC discount or not.

Step 3: Authors will be notified that they can publish OA by paying relevant fee. Follow the link in the notification to process your payment. If the author does not want his or her paper to be OA published, he or she may opt-out by sending an email to oafunding@degruyter.com at this point.

If you want to pay APC yourself, click the link to complete the process



2. Notes : OA publication processes
with/without system support

About the submission system

The method of submission to each journal differs depending on the title.

Many De Gruyter journals accept submissions through their online submission systems (ScholarOne Manuscripts and Editorial Manager). This can speed up the process from submission to publication.

The process of paper submission to OA publication differs between journals with this submission system and without the system.

Journals <i>with</i> system support	Journals <i>without</i> system support
The submission and production process takes place on the system	The submission and production process is NOT supported by the system
Approx. 75% of journals of De Gruyter	Approx. 25% of journals of De Gruyter (Mainly humanities and social sciences titles and titles produced by external partners)

OA- PUBLICATION PROCESS FOR SYSTEM-SUPPORTED TITLES

- Step 1:** As soon as the paper is put into production (as part of a journal issue), the article metadata is sent to RightsLink.
- Step 2:** The author's institution will be identified by its name, email address, and RINGGOLD number. Then the verification process (Slide 6 Step 2) begins. During this time, the production process continues.
- Step 3a:** If the OA publication procedure is completed during the production process, the paper will be OA at the time of publication. At this point, the production process is still ongoing, so it may take some time from confirmation to publication.
- Step 3b:** In order to expedite publication, the paper will be published in degruyter.com as soon as possible once the author has finalized the final manuscript. If the OA publication procedure is completed after publication, the paper will be converted as OA retroactively. This can take up to 30 days.
- Once the PDF and metadata of the paper are submitted, the author accepts De Gruyter's Copyright Transfer Agreement (CTA). This step will be completed in the system.

OA PUBLICATION PROCESS FOR JOURNALS WITHOUT SYSTEM SUPPORT

Step 1: Journals are published and produced **without** a system.

Step 2: XML metadata for papers will be created after publication in degruyter.com. The institution name, email address, and RINGGOLD number are used in this data to confirm the author's affiliation and identify the paper to be eligible.

Step 3: Articles identified as eligible are imported manually into RightsLink. The authorization process (slide 6, Step2) starts.

Step 4: If the APC payment is processed, the article is made OA retroactively. This can take up to 30 days.

The steps to accept De Gruyter's Copyright Transfer Agreement (CTA) will be coordinated by the editors.