



Rightslink for Scientific Communications Touch-Free Workflow

JULY 1, 2020

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Overview of Author Touchfree Workflow

- Step 1: **Article is accepted for publication**
- Step 2: **The institution is notified**
- Step 3: **The article appears in the funding dashboard**
- Step 4: **Decision is sent to author:**
 - If approved the author is informed the article will be published (Open Access) and charged covered.
 - If denied (**Hybrid**), the author is informed their article will be published

Step 1: Article is accepted for publication

- An author has an article accepted for publication.
 - If metadata matches an existing agreement the author is **not** contacted.
 - Metadata is based on title data and agreement information sent to the Rightslink by the publisher and the corresponding author's Ringgold ID or email domain.
 - The agreement determines which journals are eligible (eg. Complete Journal Package).

Step 2: The institution is notified



DE GRUYTER

Your author has requested APC funding.

Dear Christopher Coia,

Your author has requested funding from **Stockholm University**

Request Details

Request Date: 04-Jun-2020

Publisher: Walter De Gruyter GmbH

DOI: 10.1515/hf-2019-026144

Publication: Holzforschung

Article Title: **Research on wood pulp (example title)**

Author(s): Chang-Jin Lee [@usc.edu](mailto:changjin.lee@usc.edu)

ZHAO XUEFENG [@usc.edu](mailto:zhaoxuefeng@usc.edu)

Please [click here](#) to view details and respond.

Sincerely,
Walter De Gruyter GmbH



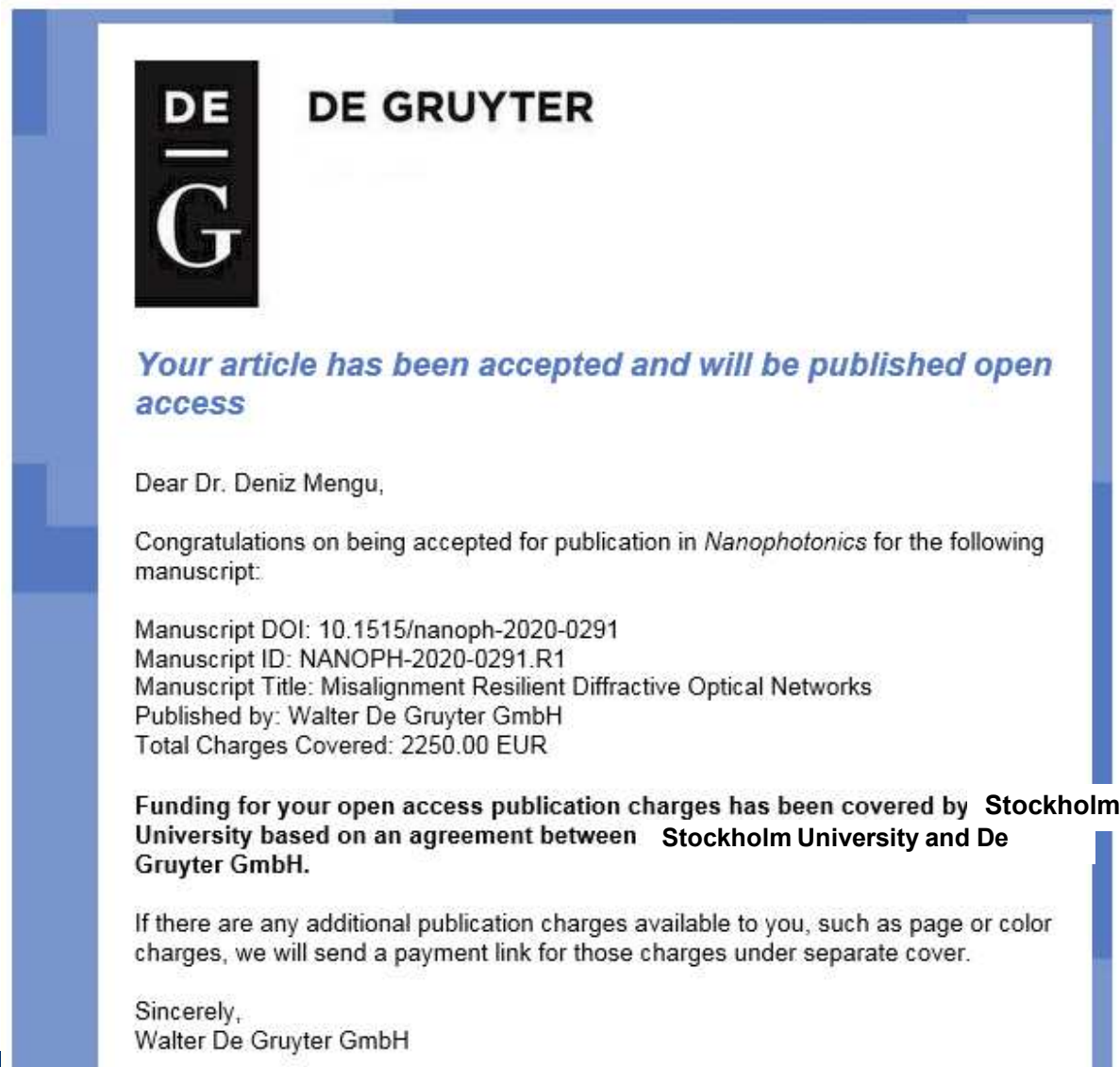
Step 3: The article appears in the funding dashboard

04-Jun-2020	Touch Free Agreement Hybrid Testing	Lee, Chang-Jin	Walter De Gruyter GmbH	Stockholm University	Pending	APPROVE	DENY
Secondary Author(s)		XUEFENG, ZHAO					
Journal		Holzforschung					
DOI		10.1515/hf-2019-026144					
License		CC BY					
Acceptance Date		04-Jun-2020					
APC Token or Threshold Value		2,000.00 EUR					

- Next, the article appears in your funding dashboard, just as with an article that was not touch-free.
- All De Gruyter licenses are CCBY
- You can choose to set your De Gruyter agreements to Automatic Approval, in which case you need to take no action. The article will automatically be approved and published Open Access.
- Otherwise, you can opt to approve or deny the article. The author will be informed of your choice.

Step 4: The author is notified (approval)

If you approve the article, the author will receive an approval email



The image shows a screenshot of an email from De Gruyter. The email header features the De Gruyter logo, which consists of a black square with the letters 'DE' above a horizontal line and 'G' below it, followed by the text 'DE GRUYTER'. The main body of the email contains the following text:

Your article has been accepted and will be published open access

Dear Dr. Deniz Mengu,

Congratulations on being accepted for publication in *Nanophotonics* for the following manuscript:

Manuscript DOI: 10.1515/nanoph-2020-0291
Manuscript ID: NANOPH-2020-0291.R1
Manuscript Title: Misalignment Resilient Diffractive Optical Networks
Published by: Walter De Gruyter GmbH
Total Charges Covered: 2250.00 EUR

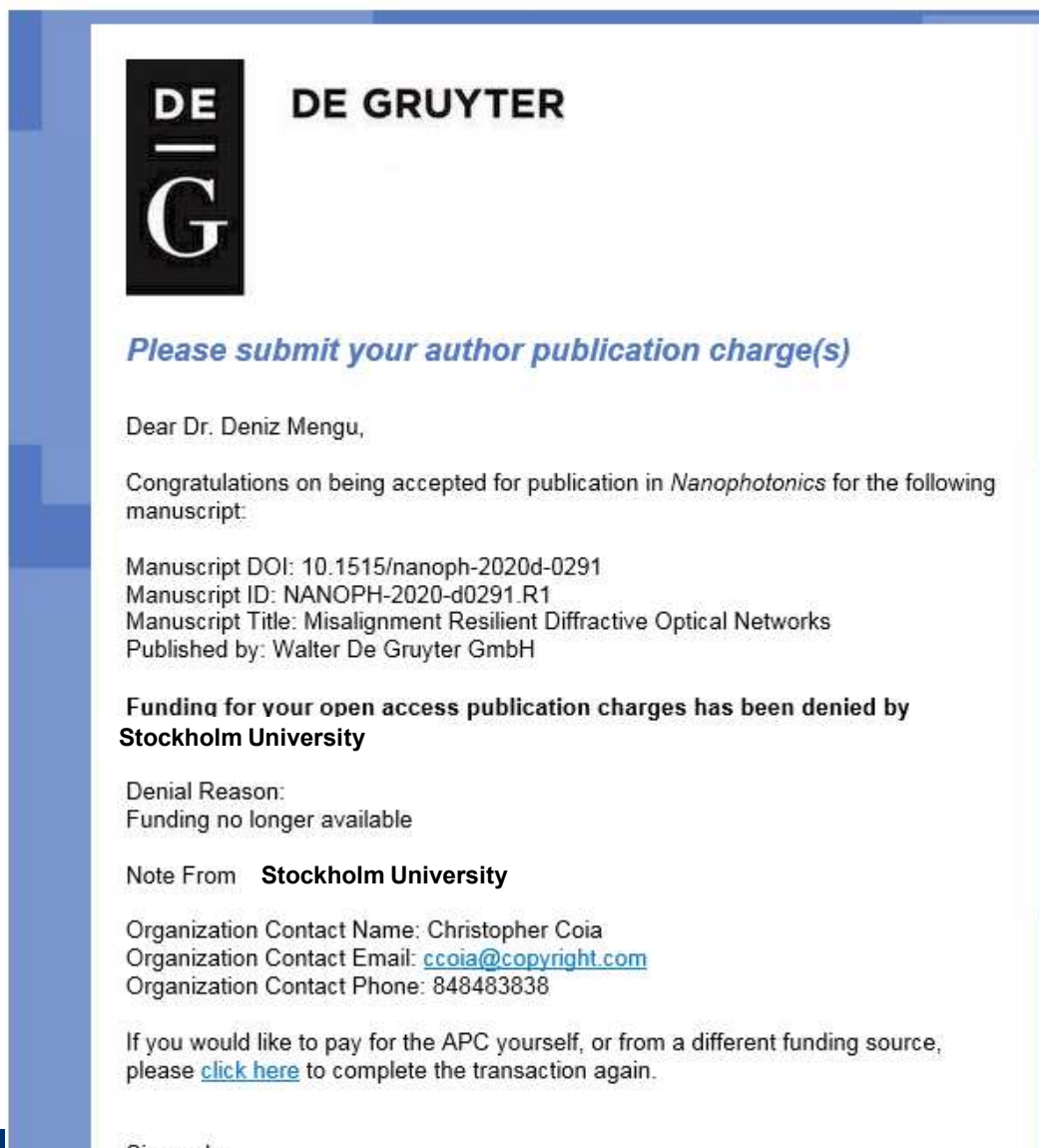
Funding for your open access publication charges has been covered by Stockholm University based on an agreement between Stockholm University and De Gruyter GmbH.

If there are any additional publication charges available to you, such as page or color charges, we will send a payment link for those charges under separate cover.

Sincerely,
Walter De Gruyter GmbH

Step 4: The author is notified (denial)

If you deny the article, the author will receive a denial email that includes your denial reason



The image shows a screenshot of an email from De Gruyter. The email header includes the De Gruyter logo (a black square with 'DE' above a horizontal line and 'G' below it) and the text 'DE GRUYTER'. The main body of the email contains the following text:

Please submit your author publication charge(s)

Dear Dr. Deniz Mengu,

Congratulations on being accepted for publication in *Nanophotonics* for the following manuscript:

Manuscript DOI: 10.1515/nanoph-2020d-0291
Manuscript ID: NANOPH-2020-d0291.R1
Manuscript Title: Misalignment Resilient Diffractive Optical Networks
Published by: Walter De Gruyter GmbH

Funding for your open access publication charges has been denied by Stockholm University

Denial Reason:
Funding no longer available

Note From **Stockholm University**

Organization Contact Name: Christopher Coia
Organization Contact Email: ccoia@copyright.com
Organization Contact Phone: 848483838

If you would like to pay for the APC yourself, or from a different funding source, please [click here](#) to complete the transaction again.

Sincerely,

Automatic Approvals

If you wish, you can turn on automatic approvals by clicking the “Billing Profiles” tab in the Institutional Portal, then clicking the “Automatic Approvals” tick box for each billing profile. When this box is ticked, any funding requests will be approved immediately.

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 per page: 25 Results 1 - 25 of 62 Previous 1 2 3 Next

	Profile Nickname	Profile Name	Agreement Name	Publisher	Invoicing Frequency	Eligibility Timeframe	Eligibility Start	Eligibility End	Profile Status	Automatic Approvals	Notifications
>	AgreementA	Andy Test April 2019a		APC DEMO	Daily	Date Funding Requested	24-Apr-2019	N/A	Active	<input checked="" type="checkbox"/>	