**OUP OA Prepayment Account**

**Frequently Asked Questions for Authors**

**What is the Open Access (OA) Prepayment Account?**
It is a new service that OUP are currently piloting to make it quicker and easier to pay Article Processing Charges (APCs) for open access papers published in our journals. At the moment, authors have the option to pay online or generate an invoice. This offers an alternative payment option whereby institutions or funders can open an account with us to deposit OA funds upfront. Authors can then draw down on these funds, with permission of the Account Holder, against their publication charges. It is a simpler process for Authors and in return for the upfront deposit, OUP offer a flat rate discount on APCs to Account Holders.

**Does my institution or funder have an OUP Prepayment Account for Open Access?**
You will be able to view a list of accounts when you pay your OA charges via our Journals Author Services site. If your institution or funder is not listed, then they do not have an account, or they have deactivated their account. To find out more, contact your institution or funder.

**How do I publish my paper Open Access?**
Once your paper has been accepted by a journal, you will receive an email from our production team outlining the steps for signing a publication licence. This will include instructions to log-in to our Journals Author Services site to view the options and select a licence to publish. Dependant on the journal, you may have options to publish under an Open Access licence. Make sure you check with your institution and research funder *before you sign* to see if you have any OA licence requirements to fulfil.

**What charges are associated with my Open Access paper?**
The cost of any applicable Article Processing Charge (APC) will be clearly displayed alongside your licence options to publish your paper. By selecting and signing this licence, you are agreeing to pay this charge. You may wish to check with your institution or research funder beforehand to see if funding support is available. Once you have signed your licence, you will receive an email that will direct you to any outstanding charges that will need to be paid.

**How can I pay my Article Processing Charge (APC)?**
There are three options for payment, through our Journals Author Services site:

1. If your institution or funder holds a Prepayment Account with OUP, you can simply refer your publication charges with a few details to them for payment, subject to approval.
2. You can request an invoice to be sent for the full amount.
3. You can pay the full amount online by credit/debit card.

**What charges can I refer to an OA Prepayment Account?**
You can refer any charges associated with your open access paper including the Article Processing Charge (APC or open access fee), and associated publication charges such as page and colour figure.
However, your institution or research funder may have their own policy on what types of charge they can pay, so do check beforehand.

**How do I refer my Article Processing Charge (APC) and associated charges to an OA Prepayment Account?**
You will receive an email notifying you of outstanding charges on your paper. This will direct you to the Journals Author Services site, where the charges will appear alongside the relevant paper in your ‘Shopping Basket’. Here you can review the charges and select your institution or funder Prepayment Account from the drop-down list. Select which charges you wish to refer and proceed to the next page where you will be asked to check your correspondence address and provide details of any supportive grant funding (name of research funder and grant number). There is also an option to provide a short message which will be sent with your charge referral to a representative at your institution/funder for them to approve the charge. The final page will list your charges to refer, with any discount and tax calculated; here you can select ‘Complete referral’. You will be navigated back to your shopping basket to progress any other outstanding charges or to log out.

**What information do I need to provide?**
You will need to confirm your correspondence address and details of any research funding that supported your publication, including the name of the funder and the associated grant number.

**Can I cancel my referral after it has been sent?**
If you make a mistake or wish to cancel your referral you can do so through the Journals Author Services site by selecting ‘Cancel Referral’ on the charge page for the relevant paper. This can be done any time up to the point when the Account Holder reviews the charge and chooses to either accept or reject use of funds.

**Will I receive a confirmation email?**
You will receive a confirmation email within two hours of referring your charge(s) to a Prepayment Account. A representative will then review the details and choose to accept or reject use of the OA funds. You will receive a confirmation of the outcome.

**How will I know when my charges have been paid?**
If your publication charges have been approved for payment, you will receive a notification email and the charges will be paid from the Account funds within 24 hours.

**What do I do if my charge referral is rejected?**
If your publication charges have been rejected for payment, your charges will be returned to you and you will receive an email. Your institution or funder may provide some feedback or a reason for rejecting your use of the funds; this will be supplied in the email. You will need to re-enter Author Services to progress your outstanding charges, either by re-referring to an OA Prepayment Account, by generating an invoice, or by paying the charges online via credit/debit card. Note you have two attempts to refer a charge to an OA prepayment Account before this is removed as a payment option and you will need to pay the charges via another method.