
How to Publish in an Oxford University Press Journal

Katherine Staples

**Regional Training and Implementation Manager
UK, Northern, Southern & Western Europe
Oxford University Press**

Session Plan

- Introduction to OUP
- Preparing to write your article
- Submitting your Article
- Open Access
- Producing your article
- Publishing your article
- Promoting your article

OUP – A History

Oxford University Press (OUP)

Our mission

OXFORD
UNIVERSITY PRESS

Oxford University Press is a department of the University of Oxford. It furthers the University's objective of excellence in research, scholarship, and education by publishing worldwide.



Oxford University Press (OUP)

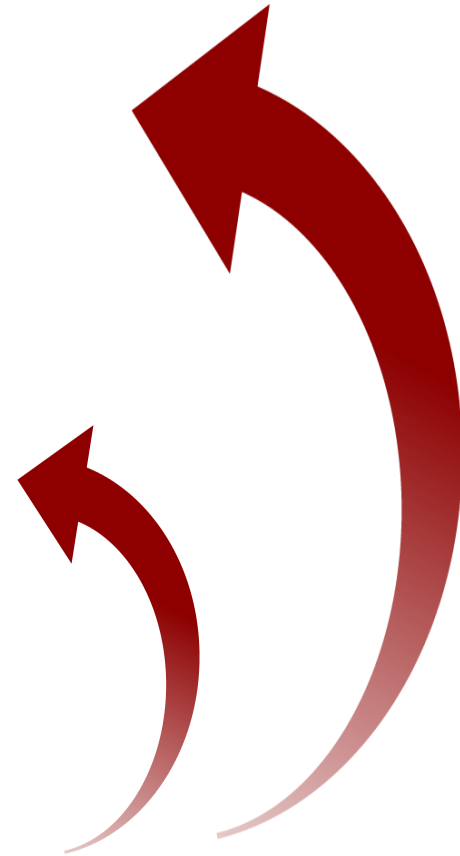
A Brief History

- Founded in 1478
- Department of Oxford University
- Largest university press in the world
- A presence in 51 countries
- Employs 6,000 people worldwide
- Publish approximately 7,000 new books and 370 journals a year.

Journals Publishing

Who Publishes Journals?

- **For-Profit**
The Big Five
 1. Elsevier
 2. Wiley-Blackwell
 3. Taylor & Francis
 4. Springer Nature
 5. SAGE
- **Not-for-Profit**
University Presses
 - OUP and CUP
 - Other University Presses
- **Research Societies**



Why Oxford Journals



Over **70%**
of journals have an
Impact Factor

Over **80%**
of these are in the
top 50% of at least
one category

6
journals ranked **#1** in
at least one category

Over
100 million
downloads
in 2017



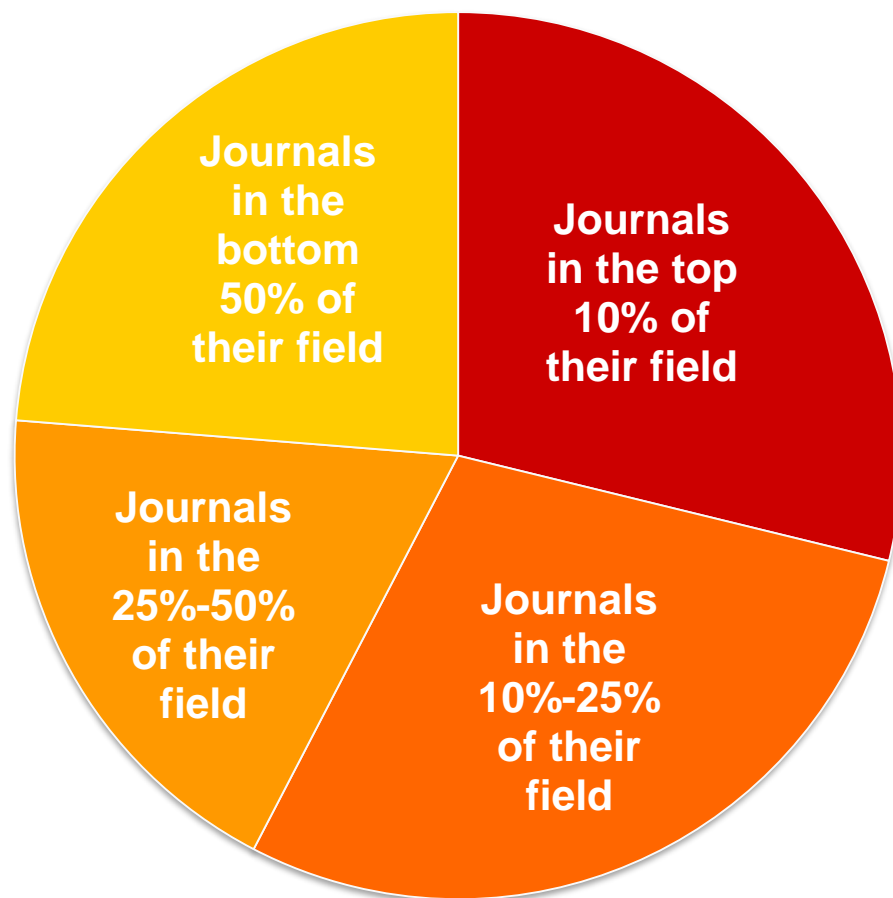
The Oxford Journals Collection has no long tail.

It is high in quality and highly used through and through.

Commitment to Quality

A closer look at Oxford Journal rankings

OXFORD
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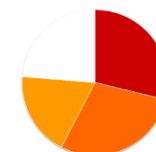


Over **25%**
of journals ranked in
the top 10 titles
in their category

Over **55%** of journals with
an Impact Factor are
ranked in the **top 25%** of
their field



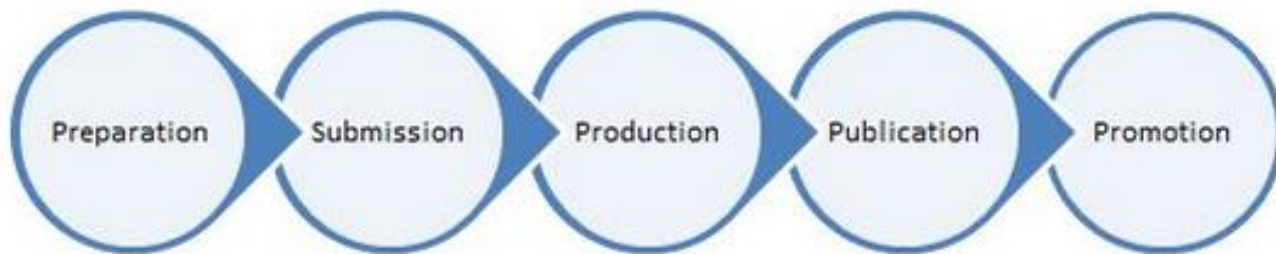
Over **75%** are in the **top 50%** of their field.



The Publishing Process

How to Publish

Overview of Publishing Process



How to Publish

Navigate to Resources > Authors
<https://academic.oup.com/journals/pages/authors>

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Journals

Journals A to Z Journals by Subject ▼ Customer Services ▼ Resources ▼ All Journals ▼ Advanced Search

Authors

Librarians

Societies

Sponsors & Advertisers

Press

Agents

< Author Resource Centre

Article-Level Metrics

► Authors FAQs

Ethics

Language services

Online Submission

ORCID

Write for the OUPblog

Our policies

► Preparing your manuscript

Production and publication

Promoting your article

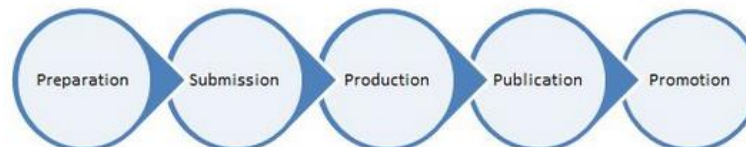
Publication fees and associated charges

Social Media



Author resource

Our author resources provide general advice on writing, submitting, and publishing with OUP. Please consult the journal website for specific submission requirements and journal policies.



Connect

f Facebook ✉ Join our mailing list

🐦 Twitter 📝 Blog

📺 YouTube

Useful links

Changes to our list

Dispatch dates

Frequently asked questions

Latest Tweets



Oxford Journals
@OxfordJournals

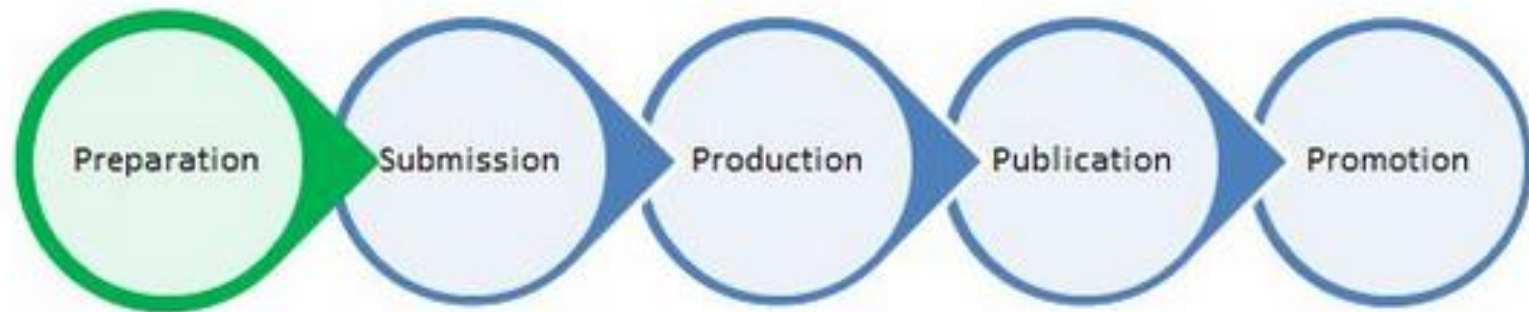


Getting Published – Getting Started

Preparation

How to Publish

Preparation: Selecting a Journal



Why Publish?



- A personal ambition
- Contribute to your knowledge to your Discipline

Different Kinds of Research Articles

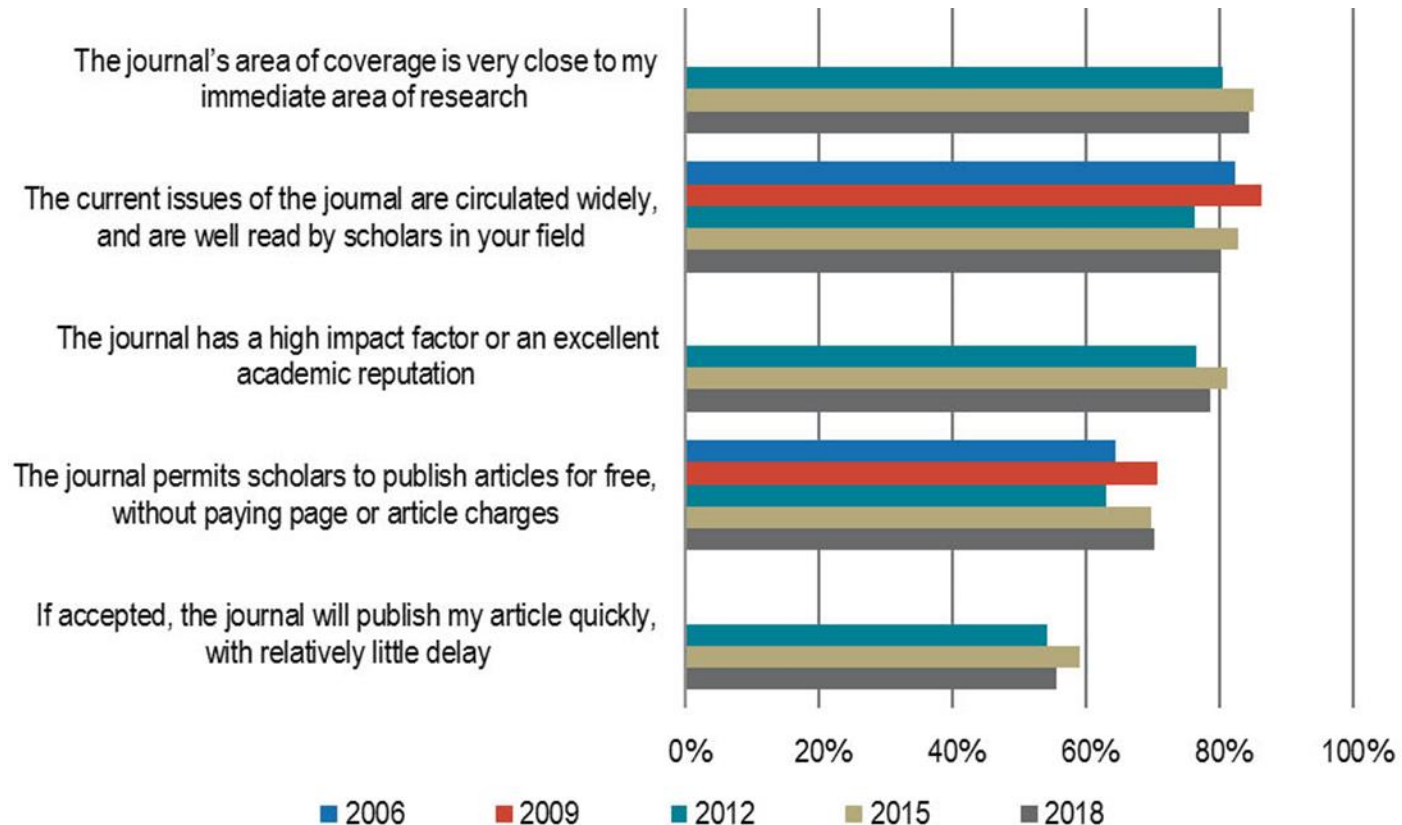
- Original Research
- Letters or Rapid Communications or Short Reports
- Review Articles
- Case Studies
- Methods or Methodology

How to Publish

Preparation: Selecting a Journal

What Are Authors' Priorities?

<https://sr.ithaka.org/publications/2018-us-faculty-survey/>



How do I find the right Journal

- Impact Factor
- Number of downloads
- Altmetric Score
- Links to societies/associations
- Relevance of content and publishing ethos
- Speed



If you can choose your Journal before you start writing your article.

If you can't – speak to your Librarian or others in your subject area about the best journal to publish in

How to Publish

Preparation: Selecting a Journal



Choose the right journal for your research

<https://thinkchecksubmit.org/>

How to Publish

Preparation: Find Author Guidelines

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OXFORD
ACADEMIC

Oxford University Press India ▼ Sign In ▼ Register

Age and Ageing

BCS
British Geriatrics Society
Improving healthcare
for older people

Issues More Content ▼ Submit ▼ Purchase Advertise ▼ About ▼

All Age and Ageing ▼ Q Advanced Search

Author Guidelines

Submission Site

Order Offprints

Open Access Options

Editor-in-Chief
Professor Rowan Harwood

Latest Issue
Volume 48, Issue 1
January 2019

Free Online

icademic.oup.com/ageing/#

Consult the Individual Journal's Website for Guidance on:

- ✓ Word limits
- ✓ Structure
- ✓ Required elements for individual manuscript types
- ✓ Points on house style and formatting

How to Publish

Preparation: Preparing the Manuscript

Articles Must Be:

- ✓ Original
- ✓ Previously unpublished
- ✓ Not under consideration for publication elsewhere
- ✓ Clear of any plagiarized material or falsified data

Important Tip:

- ✓ **Do not** submit your paper to more than one journal at a time. Duplicate publication creates extra work for everyone involved, and, if discovered, will result in the immediate rejection of your manuscript.

How to Publish

Preparation: Language Services

General Guidelines

- Clear English
- Copyedited by OUP after acceptance
- OUP does not provide in-house language editing services
 - https://academic.oup.com/journals/pages/authors/preparing_your_manuscript/language_services
- English is not your first language

How to Publish

Preparation: Funder Requirements

Know Your Funder's Rules

- Set requirements on the published works?
- Public access or open access to research papers?
- Open access options
- Open data requirements.

How to Publish

Preparation: Funding Acknowledgement

General Guidelines

- Funding should be cited, providing the **grant number** and the **funder name**.
- Crossref Funder Registry - <https://www.crossref.org/services/funder-registry/>
- Mark specific grants
- Separate Document Required?

How to Publish

Preparation: Rights and Permissions

General Guidelines

https://academic.oup.com/DocumentLibrary/Pages/access_purchase_rights_and_permissions/new-permissions-guidelines-update.pdf

- Adding an image or table in your article?
- Get Permission first
- It may take up to 6 months
- Obtain the broadest rights possible – electronic and print
- Questions about permissions – speak to you OUP Production Editor.

How to Publish

Preparation: Supplementary Material

General Guidelines

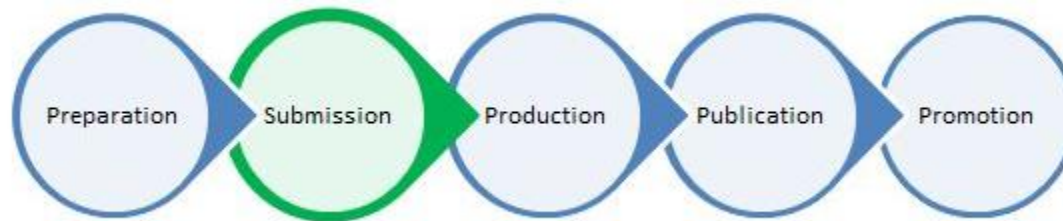
- Only include if necessary
- Supplementary material should
 - enhance understanding
 - Not be integral to that understanding
 - Not include anything not explained in the article
- It will not be typeset or edited.
- Check for limits on file sizes, length, format, or file-type
- Hosting on a different platform – include a Digital Object Identifier (DOI).

<https://www.doi.org/>

Getting Published - Submission

How to Publish

Step 2: Submission



Online Submission

- ✓ Submit via the Journal website.
- ✓ Submission sites require you to create an account in order to submit.

How to Publish

Step 2: Submission

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ACADEMIC

Oxford University Press India ▼ Sign In ▼ Register

Age and Ageing

BGS
British Geriatrics Society
Improving healthcare
for older people

Issues More Content ▼ Submit ▼ Purchase Advertise ▼ About ▼

All Age and Ageing ▼

Advanced Search

Author Guidelines

Submission Site

Order Offprints

5 y Open Access Options

Editor-in-Chief
Professor Rowan Harwood

Latest Issue
Volume 48, Issue 1
January 2019

About the journal
Age and Ageing is an international journal publishing refereed original articles and commissioned reviews on geriatric medicine and gerontology. Its range includes research on human ageing and clinical, epidemiological ...
Find out more

BGS
British Geriatrics Society
Improving healthcare
for older people

Age and Ageing
THE INTERNATIONAL JOURNAL OF
THE BRITISH GERIATRICS SOCIETY

Free Online Themed Collections


How to Publish

Step 2: Submission

Log In

Reset Password

Create An Account

 Please add this site to your pop-up blocker exception list

Blocking pop-ups on this site may prevent peer-review related e-mails from being sent.

[More information on disabling pop-up blockers](#)

Rectangular Ship



Log In

User ID

Password



[Reset Password](#)

Log In

[Create An Account](#)

Welcome to the submission site for

Age and Ageing

To begin, log in with your user ID and password.

If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen.

How to Publish

Step 2: Submission

<https://orcid.org/>

ScholarOne Manuscripts™	Instructions & Forms	Help
OXFORD UNIVERSITY PRESS	Age And Ageing	
Log In	Reset Password	Create An Account

Create an Account

- 1 E-Mail / Name
- 2 Address
- 3 User ID & Password

There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

Rectangular Snip

Next

ORCID®

Select the appropriate option below to associate an ORCID iD to your account.



Create an ORCID iD

Associate your existing ORCID iD

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>.

How to Publish

Submission: ORCID

General Guidelines


- Add your ORCID during the submission process
- A lifelong ORCID identifier.
- Create an ORCID for free
- Some Universities connect ORCID to Institutional usernames
- More information <https://academic.oup.com/journals/pages/authors/orcid>

How to Publish

Step 2: Submission

ORCID®

Select the appropriate option below to associate an ORCID iD to your account.

[Create an ORCID iD](#)
[Associate your existing ORCID iD](#)

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>.

Name Rectangular Snip Special Characters

Prefix: ▼

First (Given) Name: req

Middle Name:

Last (Family) Name: req

Degree:

Primary E-Mail Address: req


Primary E-Mail Address (again): req

Primary Cc E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

Secondary Cc E-Mail Address:

 Next

How to Publish

Step 2: Submission

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UNIVERSITY PRESS

Create an Account

Enter your primary and secondary address information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

- ✓ 1 E-Mail / Name
- ✓ 2 Address
- 3 User ID & Password

Rectangular Snip

Previous Next

Primary Address	Secondary Address
Institution: University of Calcutta ✕	Institution: <input type="text"/>
Department: <input type="text"/>	Department: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Country / Region: India ▼	Country / Region: --- Select One --- ▼
State/Province: <input type="text"/>	State/Province: --- Select One --- ▼
City: Kolkata	City: <input type="text"/>
Postal Code: 700073	Postal Code: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>

Previous

Next


OXFORD
UNIVERSITY PRESS

Create An Account

 Clear



How to Publish

Step 2: Submission


 Clear

Unavailable Dates

If you are planning on being unavailable for a period of time, enter the dates in the boxes below.


From:  To: 

Signature. The journal can choose to use the text you enter in this field in e-mail correspondence.

 Rectangular Snip

Please do NOT upload your manuscript in this area. Once you have finished creating your account, you may enter your Author Center to submit a new manuscript.

No file chosen


 Attach


Files attached

No files have been uploaded.

Privacy Acknowledgement


To ensure you are properly informed of your privacy rights while using this website, we ask that you review and acknowledge the relevant privacy policies linked below.

[Oxford University Press global privacy policy](#) 

[Clarivate Analytics - ScholarOne Privacy Notice](#) 

req ☐

Yes, I have read and now acknowledge the linked privacy policies.

 Previous

☒ Finish

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UNIVERSITY PRESS | Age And Ageing

Home Author

Author Dashboard / Submission

Submission

[Step 1: Type, Title, & Abstract >](#)
[Step 2: File Upload >](#)
[Step 3: Attributes >](#)
[Step 4: Authors & Institutions >](#)
[Step 5: Reviewers >](#)
[Step 6: Details & Comments >](#)
[Step 7: Review & Submit >](#)

Step 1: Type, Title, & Abstract

- Select your manuscript category.
- Enter your title and abstract into the appropriate boxes below.
- Clinical reminders, Letters and Editorials do not require an abstract. Please write "not applicable" in the abstract box.
- Please do not upload a cover letter. There is a section provided in the next stages for you to make any (optional) comments to the Editor.
- When you are finished, click "Save and Continue." [Read More ...](#)

* = Required Fields

* Type:

CHOICE	TYPE	DESCRIPTION
<input checked="" type="radio"/>	Research Paper	Should report original findings and include a structured abstract using appropriate headings. Those including original data may be sent for peer review. Max 2500 words of text, 250-word abstract, 30 references, 3 tables/figures.
<input type="radio"/>	Review	We are particularly interested in reviews of any whole field or aspect of geriatric

How to Publish

Step 2: Submission

Submission

Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

Step 4: Authors & Institutions >

Step 5: Reviewers >

Step 6: Details & Comments >

Step 7: Review & Submit >

guidelines in preparing their report. Further general advice is available in our article describing healthcare improvement science <http://bit.ly/AA> Max 2500 words, 250-word abstract, 30 references, 3 tables/figures.

* Title ⓘ

Preview

Ω Special Characters

1 OUT OF 50 WORDS

nnnn

* Abstract ⓘ

Write or Paste Abstract

Preview

Ω Special Characters

1 OUT OF 250 WORDS

amndbdlk

Save

Save & Continue >

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Age And Ageing

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✓ Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

✓ Step 4: Authors & Institutions >

✓ Step 5: Reviewers >

Step 6: Details & Comments >

Step 7: Review & Submit >

- ⚠ Please fix the following issues then click Save or Save & Continue:
- You are required to upload a file(s) of type Manuscript (anonymous), Title page
 - Minimum number of files not uploaded.

Step 2: File Upload

- Upload a Title Page which includes the title, the names and institutions of all contributing authors.
- Please ensure that the manuscript files are anonymous, with no author details whatsoever. We use a double-blind peer review process and will return papers which contain author details in the manuscript files.
- If you have acknowledgements or declarations which are not anonymous, please include these in the Title Page and not the manuscript files.
- Turn off page and line numbering.
- Upload tables, figures and appendices as separate or integral files as you prefer.
- When you are finished, click "Save and Continue." [Read More ...](#)

* = Required Fields

Files ⓘ

0.00 OUT OF 585.94 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					

↻ Update Order

How to Publish

Step 2: Submission

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HomeAuthor

Author Dashboard / Submission

Submission

✓ Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

✓ Step 4: Authors & Institutions >

✓ Step 5: Reviewers >

Step 6: Details & Comments >

Step 7: Review & Submit >

⚠ Please fix the following issues then click Save or Save & Continue:

- Minimum entries for attribute Keywords not entered. Enter one attribute at a time prior to clicking the (+) plus sign.
- Minimum entries for attribute Keypoints not entered. Enter one attribute at a time prior to clicking the (+) plus sign.

Step 3: Attributes

- Please give 3 - 5 Key Points and 3-5 Key Words below which summarise the main message of your paper.
- Key Words should be single words.
- Key Points should be very short sentences, phrases or "bullet" points.
- Key Words and Key Points are used for indexing purposes, to help your paper be more easily discovered in internet searches and help readers to find your published work.
- For more information and advice on how to optimise your paper's search terms, please see this [editorial from the Annals of Occupational Hygiene](#) by Lee Kenny.
- When you are finished, click "Save and Continue."

* = Required Fields

* Keywords ⓘ

Special Characters

+ Add

REQUIRED 3, MAX 5

Minimum entries for attribute Keywords not entered. Enter one attribute at a time prior to clicking the (+) plus sign.

KEYWORDS

* Keypoints ⓘ

Special Characters

+ Add

REQUIRED 3, MAX 5

Minimum entries for attribute Keypoints not entered. Enter one attribute at a time prior to clicking the (+) plus sign.

KEYPOINTS

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✓ Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

✓ Step 4: Authors & Institutions >

✓ Step 5: Reviewers >

Step 6: Details & Comments >

Step 7: Review & Submit >

Step 4: Authors & Institutions

- Please list all contributing authors here. They will be notified by email that this paper has been submitted.
- To assure against publishing misconduct, we will investigate any co-author emails which are undeliverable.
- We may already have your co-authors' details. To check whether their record already exists, please enter the author's e-mail address and click "Find." If on record, their information will be automatically filled out for you.
- If we do not have your co-author on record, please enter their information in the boxes below, then click "Add to My Authors."
- When you are finished, click "Save and Continue."

* = Required Fields

Create an ORCID ID
Associate your existing ORCID ID

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Authors

* Selected Authors

ORDER	ACTIONS	AUTHOR	INSTITUTION
1 Drag	▼ Select...	Brett, Sharon sumita.sen@oup.com	1. University of Calcutta Kolkata, IN 700073

Add Author

Find using Author's email address

AuthorsEmail@example.com

< Previous Step

SaveSave & Continue >

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Author Dashboard / Submission

Submission

- ✓ Step 1: Type, Title, & Abstract >
- Step 2: File Upload >
- Step 3: Attributes >
- ✓ Step 4: Authors & Institutions >
- ✓ Step 5: Reviewers >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

Step 5: Reviewers

- This section is optional.
- If you wish to indicate preferred or non-preferred reviewers, enter the reviewer's information into the text boxes below and click the appropriate designation button.
- When you are finished, click "Save and Continue."

* = Required Fields

Referees

ACTIONS	PREFERENCE	REVIEWER	INSTITUTION
<input type="button" value="Add Referee"/>			

< Previous Step

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Submission

✓ Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

✓ Step 4: Authors & Institutions >

✓ Step 5: Reviewers >

Step 6: Details & Comments >

Step 7: Review & Submit >

⚠ Please fix the following issues then click Save or Save & Continue:

- No Funders Entered
- Corresponding author is a required field
- Authorship Criteria is a required field
- Declaration of Consent to Publication is a required field
- Duplicate Publishing is a required field
- Declaration of Conflicts of Interest is a required field
- REapproval is a required field
- REapproval consent is a required field
- Clinical Trials is a required field

Step 6: Details & Comments

• Answer any remaining questions appropriately.
• When you are finished, click "Save and Continue."

* = Required Fields

Cover Letter

Write Cover Letter

Preview Special Characters

0 001 00-32785 CHARACTERS

Funding

* Is there funding to report for this submission?

☒ Yes ☐ No

Funders

ACTIONS	FUNDER	GRANT / AWARD NUMBER
No Funders Entered		

Add Funder

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Author Dashboard / Submission

- Submission
- ✓ Step 1: Type, Title, & Abstract >
 - Step 2: File Upload >
 - Step 3: Attributes >
 - ✓ Step 4: Authors & Institutions >
 - ✓ Step 5: Reviewers >
 - Step 6: Details & Comments >
 - Step 7: Review & Submit >

▲ The following steps are incomplete and must be corrected before you can submit

- Step 2: File Upload
 - Minimum number of files not uploaded.
 - You are required to upload a file(s) of type Manuscript (anonymous), Title page
- Step 3: Attributes
 - Minimum entries for attribute Keywords not entered. Enter one attribute at a time prior to clicking the (+) plus sign.
 - Minimum entries for attribute Keypoints not entered. Enter one attribute at a time prior to clicking the (+) plus sign.
- Step 6: Details & Comments
 - No Funders Entered
 - Corresponding author is a required field
 - Authorship Criteria is a required field
 - Declaration of Consent to Publication is a required field
 - Duplicate Publishing is a required field
 - Declaration of Conflicts of Interest is a required field
 - REapproval is a required field
 - REapproval consent is a required field
 - Clinical Trials is a required field

Step 7: Review & Submit

- Please review the information below for correctness and make changes as needed.
- After reviewing the manuscript proofs at the foot of this page, you must click "SUBMIT" to complete your submission.

* = Required Fields

* Verify Step Information

✓ Step 1: Type, Title, & Abstract [✎ Edit](#)

FIELD	RESPONSE
Manuscript Category	Research Paper
Title	nnnn
Abstract	amndbdik

✗ Step 2: File Upload [✎ Edit](#)

How to Publish

Submission: Uploading Files

General Guidelines

- The online submission system will automatically create a single pdf file containing your main text and reduced-resolution versions of figures.
- Enter figure captions/legends
- Check the pdf file prior to final submission.
- Anonymise the manuscript if required
- Include author details, funding details and acknowledgements in a separate document.
- Upon submission, your manuscript will be assigned a unique manuscript ID.

Getting Published: Open Access

Developing Countries Program



- We offer a number of products and journals to not-for-profit institutions in developing countries.
- Free rate for publication in fully OA journals
- Countries are selected based on **Human Development Index**, **World Bank GNI data** and input from regional sales managers
- Reviewed on an annual basis (calendar year).



Open Access Models

Making a paper freely available online immediately on a publisher's website and published under a licence which grants re-use rights to users. Often involves payment of an APC.

Authors deposit a version of their manuscript in their institutional repository or on any other website.

All content is open access and made immediately available – authors usually pay an APC.

Hybrid open access journals provide Gold OA only for articles for which their authors (or their author's institution or funder) pay an APC.

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<http://creativecommons.org/licenses/>

OUP's Open Access Program

Publishing
OA since
2004

62 fully OA
journals

>300 hybrid
journals

9,644 OA
articles in
2018

Self-
archiving
policies for
green OA

Subject
relevant OA
content is
deposited in
PMC

OUP's OA Strategy

Sustainable, high
quality publishing

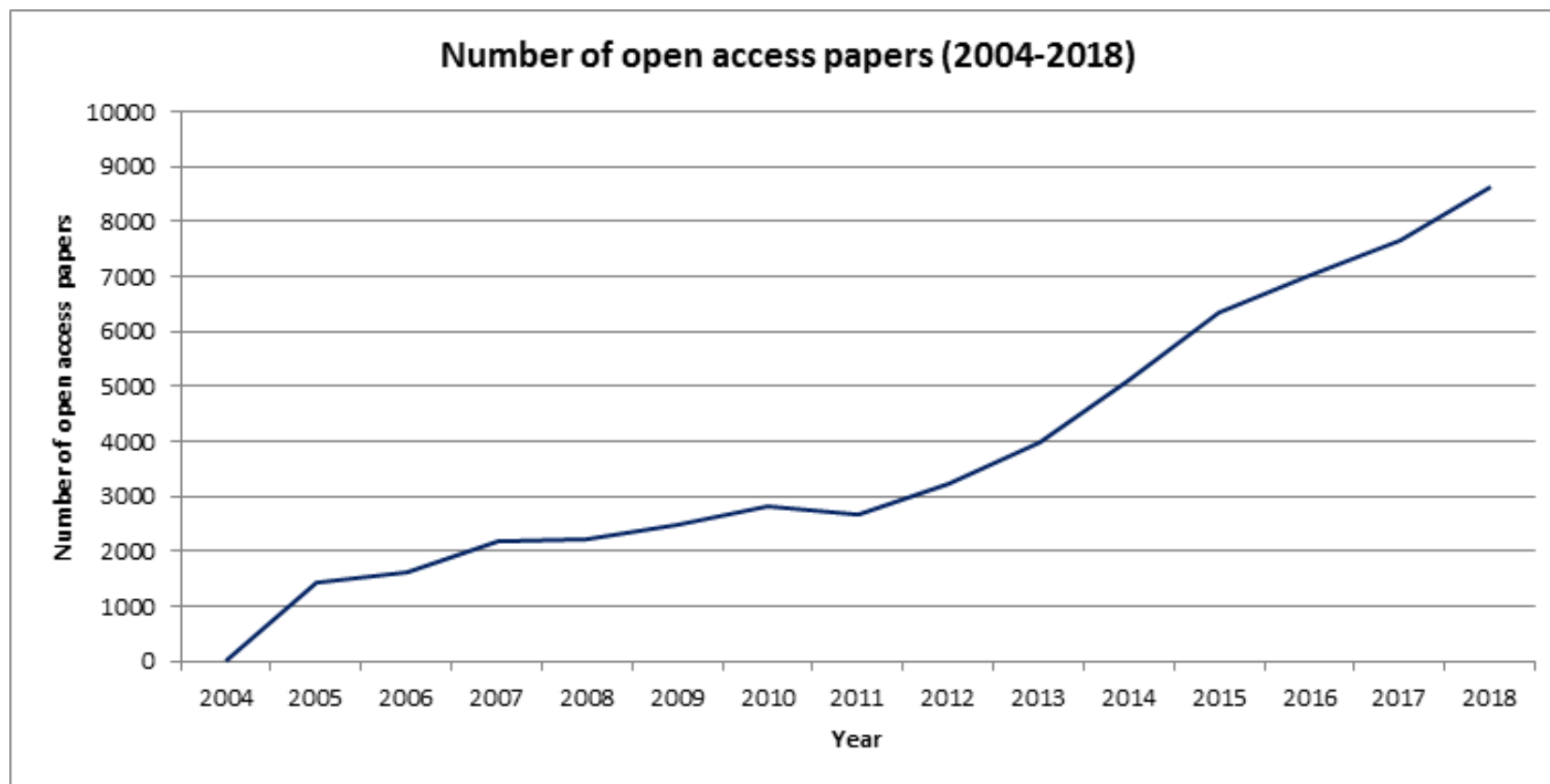
Experiment and share

Engagement with
communities

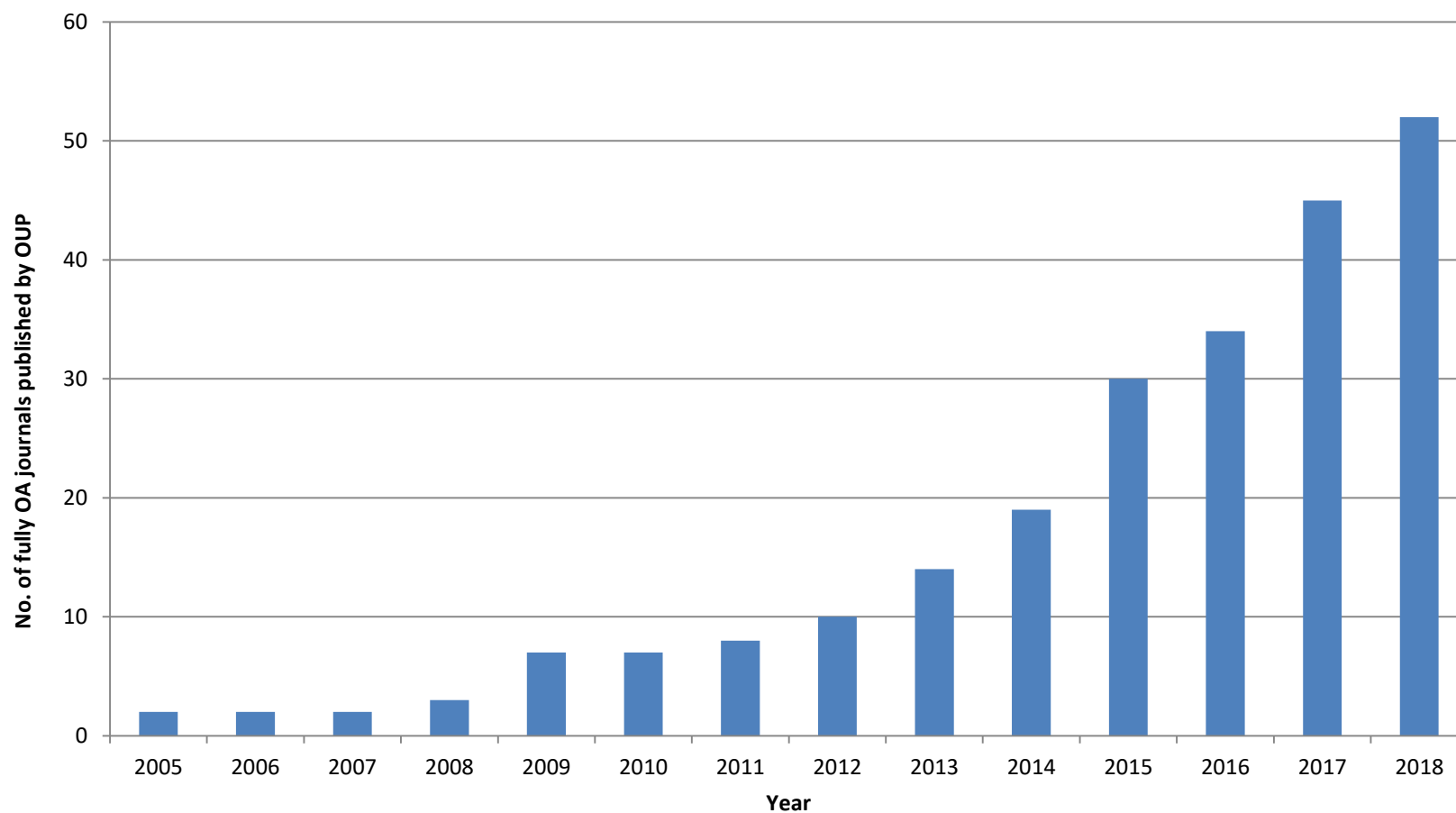
Fair and sustainable
prices

Efficient administration

OA Growth at OUP



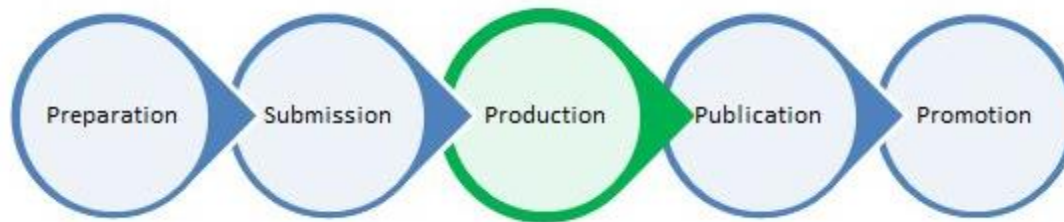
No. of Fully OA OUP Journals, 2005-2018



Getting Published: Production

How to Publish

Steps 3 and 4: Production and Publication



After Acceptance

- ✓ 6-character unique ID will be assigned to your paper, forming the end of your article's DOI (Digital Object Identifier).
- ✓ Sent link to Author Services site
- ✓ Create a new account for the Author Services site

How to Publish

Production: Proofing

General Guidelines

- Copyediting
- Proofs sent to author
- We use Adobe Reader <https://get.adobe.com/uk/reader/>
- New or additional material will need approval
- Address any queries at this point

How to Publish

Publication: Publication Fees and Offprints

General Guidelines

- Fees
 - Most have no fees
 - Open access does incur fees – but these may be paid by your institution or funder
 - Open Access publishing occurs fees for colour reproduction of figures
 - There may be additional page charges
- Payments can be made online via the Author Services site
- Developing country -
https://academic.oup.com/journals/pages/librarians/developing_countries
- Hard-copy off-prints may be available for purchase

Getting Published: Being Published

How to Publish

Publication: Publication & Embargo Policy

General Guidelines

- Upon publication
 - Corresponding author sent a free-access link to the online version of their paper.
 - Share with co-authors and colleagues
 - Posted on the author's personal or institutional webpage.
- Paper Content is embargoed until time and date of publication
- Content should not be discussed or publicized to the media before the official publication date.
- If there is a reason why the research cannot be published until a specific time – let your production team know and include the information in your cover letter.

How to Publish

Publication: Post-Publication Changes

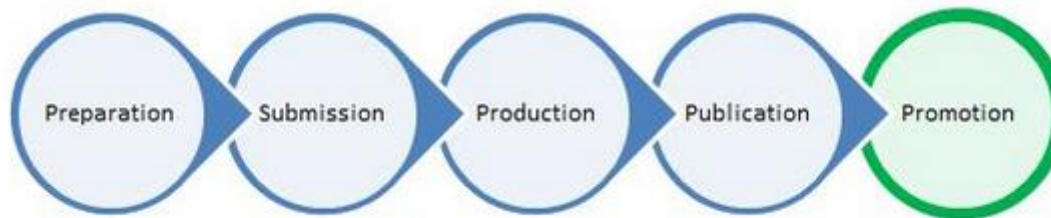
General Guidelines

- Corrections
- Erratum or corrigendum published with its own DOI.
- Authors' corrections to Supplementary Data
- New data requires a new article

Getting Published: Promoting Your Article

How to Publish

Step 5: Promotion



Article Metrics and Social Media

- ✓ Article-level metrics -
https://academic.oup.com/journals/pages/authors/article_level_metrics
- ✓ Promoting your article
https://academic.oup.com/journals/pages/authors/Promoting_your_article
- ✓ Promoting your Article via social media -
https://academic.oup.com/journals/pages/authors/social_media

Any Questions?

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