

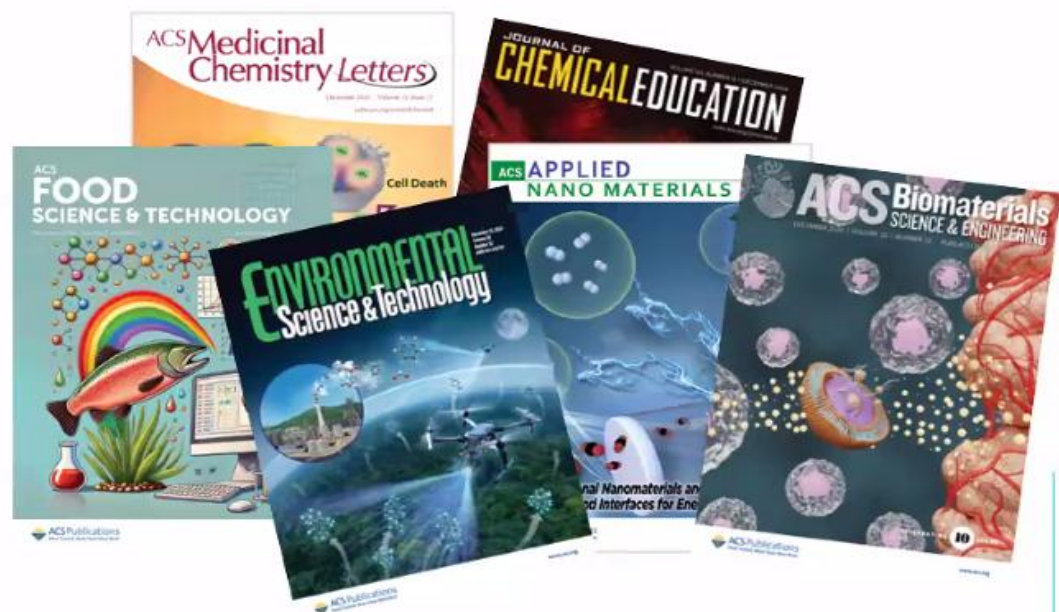
Publishing Open Access with ACS Publications

CERCA OA Workflow Guide

Submitting a Manuscript to the ACS

Submission through the ACS Publishing Center

Eligible journals include the ACS hybrid journals, fully open access journals including the gold (Au) suite of journals, and *ACS Omega*.



70+ Hybrid Journals



Fully Open Access

Submission through the ACS Publishing Center

Visit the ACS Publishing Center at <https://publish.acs.org/publish/>.

Log in using your ACS ID.

Click *Start Submission*.

Click *Submit* under the journal you wish to submit to.

Submit your manuscript to
ACS Publications



The image shows two screenshots of the ACS Publishing Center website. The top screenshot shows a user named Heather Parrett logged in, with a 'Start Submission' button highlighted in a red box. The bottom screenshot shows the 'Journal Recommendations' section with five journals listed: Accounts of Chemical Research, Accounts of Materials Research, ACS Agricultural Science & Technology, ACS Applied Bio Materials, and ACS Applied Electronic Materials. Each journal entry includes its cover image, title, editor-in-chief, a brief description, and submission metrics like 'Days to First Response', 'CiteScore', and 'Two-Year Impact Factor'. A 'Submit' button is at the bottom of each entry.

Submission through the ACS Publishing Center

Qualification through the open access agreement is systematically based on the submitting authors primary affiliation at the time of manuscript submission. To automatically match to the agreement, the CERCA Network affiliation must be used.

During the submission process, please ensure the affiliation in the **Submitting Agent** field and the **Author & Institutions** field reflect your **CERCA Network affiliation**. The affiliation in both fields should show the same institution.

If the primary affiliation after acceptance reflects something other than the CERCA Network affiliation, the manuscript will not automatically match to the agreement.

The author can contact OAOps@accs.org for assistance.

The screenshot displays the ACS Publishing Center submission interface. The top section, 'Edit My Profile', includes a sidebar with navigation links: 1 E-Mail / Name, 2 Address (highlighted), 3 Areas of Expertise, and 4 Other Profile Details. The main form area contains fields for 'Primary Address' (Institution, Department, Address, Country/Region, State/Province, City, Postal Code) and a 'Submission' sidebar with steps: Step 1: Type, Title, & Abstract, Step 2: File Upload, Step 3: Authors & Institutions (highlighted), Step 4: Reviewers, Step 5: Details & Comments, and Step 6: Review & Submit. The bottom section, 'Step 3: Authors & Institutions', includes a 'Submitting Agent' section with a radio button for 'Author' (selected) and a 'Submitting Agent' section with a radio button for 'Submitting Agent' (selected). Below this is an 'Authors' section with a table of 'Selected Authors'.

ORDER	ACTIONS	AUTHOR	INSTITUTION
1	Select...	Adam Author (Corresponding Author) adamauthor@test.demo	1 ACS ACS ACS, US ASC

Submission through the ACS Publishing Center

Authors will be asked if they need to comply with any open access mandates and how they may pay for any required open access publication costs.

Are you expected to comply with [Open Access](#) mandates? If Rights Retention Strategy language is included in the manuscript, be advised a fee may apply. Learn more about [ACS Open Science](#).

☒ Yes

☐ No

Open Access Publication Charge Payment*

If yes, how are you intending to pay for [Open Access publication charges](#)? Learn more about [institutional open access agreements](#).

☐ I plan to submit a request for support through an institutional open access agreement.

☐ I plan to pay with grant funding associated with this manuscript.

☐ I plan to pay with discretionary funding.

☐ I plan to accept a twelve-month embargo period, which my funder mandate allows in exceptions.

Note: The answers to these questions do not determine qualification through an agreement. The questions were designed to get the authors thinking about open access and how the APC may be covered.

Completing the Journal Publishing Agreement (JPA)

Journal Publishing Agreement

The submitting author is sent an email invitation when the manuscript has been accepted requesting the completion of the Journal Publishing Agreement (JPA).

A link to complete the Journal Publishing Agreement is contained within the email.

January 13, 2021

Journal: ACS Applied Materials + Interfaces
Manuscript No.: am-2020-20958u
Title: Shaping perovskites: In-situ crystallisation mechanism of rapid-thermally annealed, pre-patterned perovskite films
Authors: Antonio Gonzalez, Esteban Bermudez-Urea, Loretta A. Muscarella, Mario Ochoa, Efran Ochoa-Martinez, Bruno Ehrler, Michael Saliba, Ullrich Steiner
Status: Manuscript Accepted - Signature for journal publishing agreement required

Dear Dr. Ullrich Steiner:

Congratulations on the recent acceptance of your article for publication in ACS Applied Materials + Interfaces. As the final step in the acceptance process, we now need you to complete and sign an ACS journal publishing agreement, accessible via this link:

<https://jpa.acs.org/jpawizard/home?x=jk1ToeBGPr1SP&source=JPAWIZ>

Please note: An ACS ID is required to access this site. <https://pubs.acs.org/publish/> to register for an account. Paragon Plus account prior to initiating a journal publication. ACS Paragon Plus account or need help linking your account, please contact support@services.acs.org.

Please complete and sign a journal publishing agreement. publish your article until we have a valid, signed journal manuscript.

If you have any questions about the publishing process, please contact mprecept@acs.org.

Sincerely,
ACS Journal Production Team
Most Trusted. Most Cited. Most Read.
<http://pubs.acs.org>



Most Trusted. Most Cited. Most Read.

Welcome

Journal Publishing Agreement

Welcome owjo!

Thank you for choosing to publish your manuscript in "Analytical Chemistry".

In order to proceed, please review the below information and confirm that all is correct. If you have any questions or need corrections, please click on the "Need Help?" button at the bottom of the screen. If all of the below information is correct, please proceed to the next screen.

Manuscript Title Nitrogen Bubbles at Pt Nanoelectrodes in Non-Aqueous Medium-Oscillating Behavior and Geometry of Critical Nuclei		
Journal Name Analytical Chemistry	Manuscript ID ac-2019-05510t	Received Date 05 December 2019
Corresponding Author Name Prof. Qianjin Chen	Contact Email qianjinchen@dlu.edu.cn	
Contact Address No. 2999, North Renmin Rd, Songjiang, Shanghai, 201620	Co-Authors Dr. Yuwen Liu, Dr. Martin A. Edwards, Yulong Liu, Dr. Henry S. White	

ProceedSave and CloseNeed Help?

Journal Publishing Agreement

The JPA assistant will identify that an author is affiliated to an open access agreement. Authors selecting the ***Yes, I wish to publish open access as per the agreement*** option will retain copyright. An approved funding request or payment of the APC must be completed for the manuscript to publish.

Authors selecting the ***No, I do not wish to publish open access*** option will transfer the copyright to the ACS. The manuscript can still be published as open access, but copyright will remain with the ACS.

If the JPA does not show the CERCA Network, the author can contact OAOps@acs.org for assistance.

Note: Authors publishing in a gold journal will not be required to complete this step if the agreement provides coverage for gold journals.

ACS Publications
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Welcome

Journal Publishing Agreement

Our system has identified that your institution/funder has an agreement with ACS. This agreement is associated with **Your Institution/Funder Agreement Name** which allows you to retain copyright and publish under a **CC BY** license.

Do you want to publish open access as per the agreement?

☐ Yes, I wish to publish open access as per the agreement.

☐ No, I do not wish to publish open access.

The agreement and Creative Commons license type are identified for the author.

Save and Continue > Save and Close < Back Need Help?

The JPA is NOT a funding request.

Journal Publishing Agreement

To finalize the JPA, the author should proceed through answering additional questions that are not related to open access.

The image displays three overlapping screenshots of the ACS Publications Journal Publishing Agreement (JPA) form. The top-left screenshot shows the 'Journal Publishing Agreement' title and a question about government employees. The middle screenshot shows a question about employer signing requirements. The bottom-right screenshot shows the final submission step with a signature line and acknowledgment checkbox.

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Journal Publishing Agreement

Were all authors of this manuscript **employees of one of the governments** listed below when they researched and contributed to the manuscript?

- ☒ One or more authors was **not** an employee of any of the listed governments when they contributed to the manuscript.
- ☐ All authors were **United States (U.S.)** Government employees when they researched and contributed to the manuscript.
- ☐ All authors were **United Kingdom (U.K.)** Government employees when they researched and contributed to the manuscript.
- ☐ All authors were **Canadian** Government employees when they researched and contributed to the manuscript.
- ☐ All authors were **Australian** Government employees when they researched and contributed to the manuscript.
- ☐ All authors were **New Zealand** Government employees when they researched and contributed to the manuscript.

Was the corresponding author of the manuscript an employee of the Commonwealth country that recognizes Crown Copyright, when the manuscript was submitted?

- ☐ Yes, the corresponding author **is** an employee of one of those governments.
- ☒ No, the corresponding author **is not** an employee of one of those governments.

[Save and Continue](#) [Save and Close](#) [Back](#)

ACS Publications
Most Trusted. Most Cited. Most Read.

Journal Publishing Agreement

Does your employer need to sign* this Journal Publishing Agreement?

- ☐ Yes, my employer needs to sign this agreement.
- ☒ No, my employer **does not** need to sign this agreement.

* Authors are commonly authorized to sign agreements about their publishing. If you are not authorized, you might want to check with your employer or a more senior colleague.

[Save and Continue](#) [Save and Close](#) [Back](#)

ACS Publications
Most Trusted. Most Cited. Most Read.

Journal Publishing Agreement

Electronic Submission for Journal Publishing Agreement

Thank you for completing the Journal Publishing Agreement for your manuscript. You can review the agreement here [Preview](#).

If you agree with the terms, please sign the electronic version of the Journal Publishing Agreement for the manuscript.

Please enter your full name as signature in the box below.

Enter Full Name

☐ I acknowledge that I have both reviewed and agree to the terms of this Journal Publishing Agreement.

Need to sign the agreement physically? Click [here](#) to download a PDF version.

Click on "Save and Close" to save your progress. Please note that you are able to end this session and finish it later.

[Submit](#) [Save and Close](#) [Back](#) [Need Help?](#)

Journal Publishing Agreement

Click the **Order Open Access** button at the end of the Journal Publishing Agreement process to be directed to Copyright Clearance Center (CCC) to request funding of the APC through the agreement.



ACS Publications
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Journal Publishing Agreement

Next steps

Thank you for taking the time to complete the Journal Publishing Agreement for the Manuscript "Gas-phase Reactivity of Phenylcarbyne Anions" for the Journal *Journal of the American Chemical Society*. Now that you have submitted your agreement, you will receive an email confirmation shortly that includes a copy of the completed form for your records.

Your ACS Journal Publishing Agreement stipulates that your article will be made open, and therefore you will retain copyright. However, please note that **an order must be completed and paid in full**, even if you are not personally submitting the payment, before ACS can publish your manuscript.

[Order Open Access](#)

You will be redirected to our ecommerce partner to place your order.

We value your feedback and are interested in finding out more about your experience today. Please complete a brief survey which will take less than 5 minutes.

Take Survey

  Need Help?

Requesting Funding through an Agreement using CCC RightsLink®

Requesting Funding through CCC RightsLink®

To request funding of the open access APC, the author should select the appropriate option on the *Funding Options* screen.

1

Funding Options

You may be eligible for funding under one or more agreements.

If you would like to seek funding approval under one of these agreements, please make the appropriate selection below. Note: the invoicing agreements will pre-populate key data elements in your transaction including currency, billing address and VAT information, if applicable.

If you don't wish to pay your open access charges using an existing funding agreement, please choose **Bill Me**.

☐ APC Funding available through ACS University

☐ Bill Me

Next

Note: If the author is not receiving the option to request funding through the CERCA Network, they can contact OAOps@acs.org for assistance.

Requesting Funding through CCC RightsLink®

Verify that the appropriate selections have been made and the total charges equal zero dollars.

2 Available Charges

Currency:
USD

☒ Open Access charge (mandatory) ^

4,500.00 USD

This article will be made Open Access after all charges are paid in full.

ACS AuthorChoice
Open Access 4,000.00 USD

Creative Commons License
CC-BY 500.00 USD

DISCOUNTS APPLIED -4,500.00 USD

Total Charges: 0.00 USD

Cancel

Save

Requesting Funding through CCC RightsLink®

The author should enter their First Name, Last Name, and Email Address and select **Next**.



The screenshot shows a web form titled "3 Personal Information" with a help icon. It contains three input fields: "First/Given Name *" and "Last/Family Name *" are side-by-side, and "Email Address *" is below them. A "Next" button is located in the bottom right corner of the form area.

3 Personal Information ⓘ

First/Given Name * Last/Family Name *

Email Address *

Next

Requesting Funding through CCC RightsLink®

Verify that the order total is zero dollars, **accept the terms and conditions**, and click the ***Submit Request*** button.

4 Order Review

Charge Type	Price, USD	Discounts, USD	Tax/VAT, USD	Total Due, USD
> Open Access charge	4,500.00	4,500.00 ⓘ	0.00	0.00
TOTAL	4,500.00	4,500.00	0.00	0.00

Organization Address
Addressee: Trina Gerhard
Address: 1155 Sixteenth Street, NW
City: Washington
State/Province: DC Zip/Postal Code: 20036
Country: United States
Email: t_gerhard@acs.org
Phone: 614-447-3677

Contacts
Contact Person: Heather Parrett
Email: hparrett@acs.org
Phone: 6144473776

Tax ID
Tax ID for This Transaction: No VAT/Tax ID Needed

Total Due: 0.00 USD

☐ I consent to have my contact information shared with my publisher and/or funding organization, as needed, to facilitate APC payment(s), reporting and customer care. I acknowledge and agree that this transaction will be governed by Copyright Clearance Center's [terms and conditions](#), including its [privacy policy](#) referenced therein.

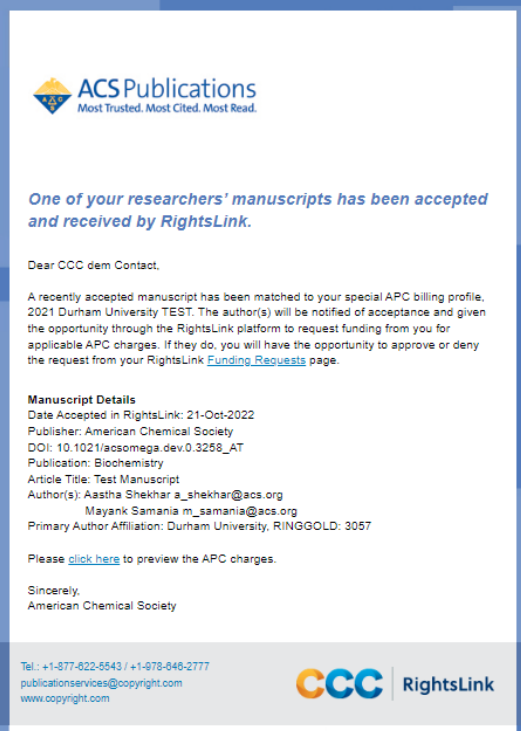
☐ I agree to my publisher's [terms and conditions](#).

Submit Request

Agreement Administrator Experience

Agreement Administrator Experience

Agreement administrators will receive a notification when a manuscript is accepted that matches to the agreement and another notification when a funding request is generated and is available for action within the CCC Institutional Portal dashboard.



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One of your researchers' manuscripts has been accepted and received by RightsLink.

Dear CCC dem Contact,

A recently accepted manuscript has been matched to your special APC billing profile, 2021 Durham University TEST. The author(s) will be notified of acceptance and given the opportunity through the RightsLink platform to request funding from you for applicable APC charges. If they do, you will have the opportunity to approve or deny the request from your RightsLink [Funding Requests](#) page.

Manuscript Details
Date Accepted in RightsLink: 21-Oct-2022
Publisher: American Chemical Society
DOI: 10.1021/acsomega.dev.0.3258_AT
Publication: Biochemistry
Article Title: Test Manuscript
Author(s): Aastha Shekhar a_shekhar@acs.org
Mayank Samania m_samania@acs.org
Primary Author Affiliation: Durham University, RINGGOLD: 3057

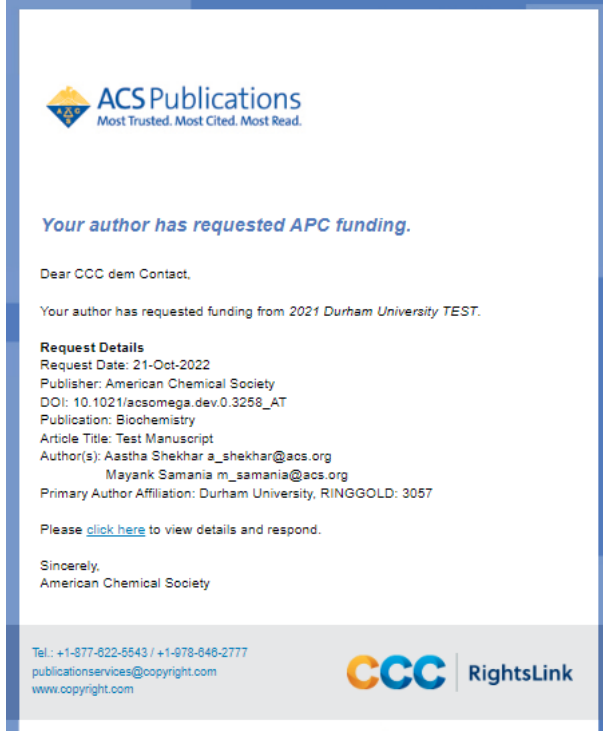
Please [click here](#) to preview the APC charges.

Sincerely,
American Chemical Society

Tel.: +1-877-822-5543 / +1-978-648-2777
publicationservices@copyright.com
www.copyright.com

CCC | RightsLink

Manuscript Acceptance Notification



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Your author has requested APC funding.

Dear CCC dem Contact,

Your author has requested funding from 2021 Durham University TEST.

Request Details
Request Date: 21-Oct-2022
Publisher: American Chemical Society
DOI: 10.1021/acsomega.dev.0.3258_AT
Publication: Biochemistry
Article Title: Test Manuscript
Author(s): Aastha Shekhar a_shekhar@acs.org
Mayank Samania m_samania@acs.org
Primary Author Affiliation: Durham University, RINGGOLD: 3057

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

Sincerely,
American Chemical Society

Tel.: +1-877-822-5543 / +1-978-648-2777
publicationservices@copyright.com
www.copyright.com

CCC | RightsLink

Funding Request Notification

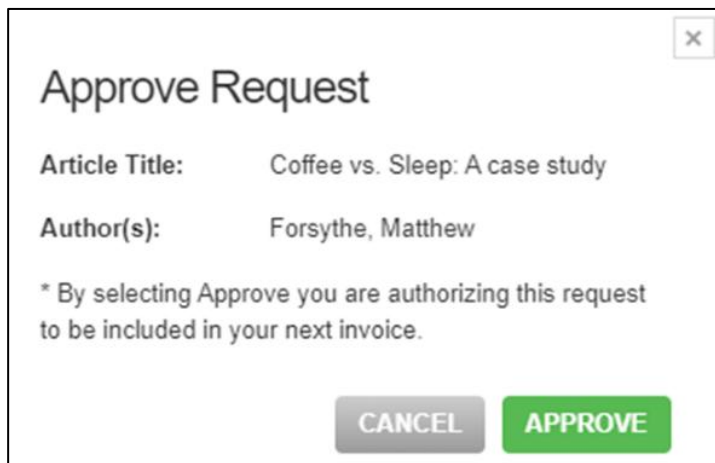
Agreement Administrator Experience

Agreement administrators will approve or deny funding requests within the CCC Institutional Portal dashboard by clicking the *Approve* or *Deny* button. The *Approve* or *Deny* buttons will be greyed out within the dashboard once a funding request has been acted upon.

Billing Profiles Funding Requests Reports										
The table below includes any funding requests that have been matched to one of your special billing profiles.										
APPROVE When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when a balance is due, included in your next invoice based on the schedule defined in that agreement's profile.										
DENY If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author will have the opportunity to self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription model, as available.										
Results 1 - 4 of 4										
Order Date	Article Title	Author(s)	Funder	Publisher	Accept Date	Profile Name	Total Fees	Status	Actions	
30-Apr-2018	Test_manuscript_please_ignore_03262018c	Edwards, Andy	Russian Foundation for Basic Research; Ministry of Education and Science of the Russian Federation	American Chemical Society	26-Mar-2018	ACS University Test 01 - University of Maryland at College Park	4,000.00 USD	Pending	APPROVE DENY	
02-Apr-2018	Test_manuscript_please_ignore_03262018e	Edwards, Andy	Russian Foundation for Basic Research; Ministry of Education and Science of the Russian Federation	American Chemical Society	26-Mar-2018	ACS University Test 01 - University of Maryland at College Park	4,000.00 USD	Approved	APPROVE DENY	

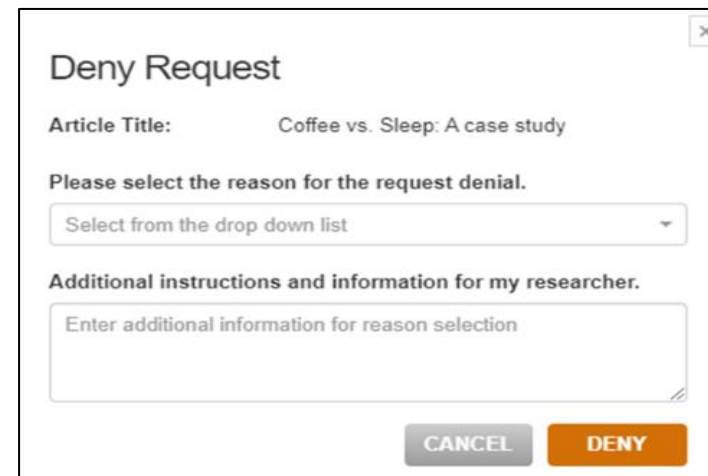
Agreement Administrator Experience

To approve a funding request, click the green **APPROVE** button.



A screenshot of a web dialog box titled "Approve Request". It contains the following text: "Article Title: Coffee vs. Sleep: A case study", "Author(s): Forsythe, Matthew", and a disclaimer: "* By selecting Approve you are authorizing this request to be included in your next invoice." At the bottom right are two buttons: a grey "CANCEL" button and a green "APPROVE" button.

To deny a funding request, select a reason from the dropdown list and click the orange **DENY** button.



A screenshot of a web dialog box titled "Deny Request". It contains the following text: "Article Title: Coffee vs. Sleep: A case study", "Please select the reason for the request denial." followed by a dropdown menu with the text "Select from the drop down list", and "Additional instructions and information for my researcher." followed by a text input field with the placeholder "Enter additional information for reason selection". At the bottom right are two buttons: a grey "CANCEL" button and an orange "DENY" button.

*You may enter additional information regarding the denial in the **Additional instructions and information for my researcher** field. This information will be included in the notification sent to the author.*

Funding Decision Notification

The author will receive an email notification once the agreement administrator acts on the funding request.

If funding is **approved**, the manuscript will publish as open access when the ACS production process is complete, and the manuscript is ready to be published online.

If funding is **denied**, the author may choose to self-pay the APC by clicking the link in the email. The author will be directed to CCC to complete the order.

ACS Applied Electronic Materials: Your manuscript funding status and next steps

Dear Dr. Mayank Samania,

Congratulations on being accepted for publication in *ACS Applied Electronic Materials* for the following manuscript:

Manuscript DOI: 10.1021/acsaelm.6790_MS
Manuscript ID: 10.1021/acsaelm.6790_MS
Manuscript Title: Test Manuscript Created at 2022-09-26T02:47:06.987804
Published by: American Chemical Society

We have new information regarding coverage of your open access or other publication charges associated with publishing in *ACS Applied Electronic Materials*.

Based on the decision(s) summarized below, your currently required fees are all covered. If additional fees are required of you at a later point and cannot be covered by the agreement(s) below, you will receive a payment link under separate cover.

The following is a summary of all funding decisions which have been made to-date for your manuscript:

1. Funding for your Open Access fees which we requested on your behalf has been **approved** by ACS University based on an agreement between ACS University and American Chemical Society:

Funding Details
Request Date: 26-Sep-2022
Order Number: 10000008049
Total of All Charges Covered: 3300.00 USD
Organization Contact Name: Rhonda Lands
Organization Contact Email: r_lands@acs.org
Organization Contact Phone: 7404123022

Sincerely,
American Chemical Society

Approval Notification

Journal of the American Society for Mass Spectrometry: Your manuscript funding status and next steps

Dear Dr. Henderson Cleaves,

Congratulations on being accepted for publication in *Journal of the American Society for Mass Spectrometry* for the following manuscript:

Manuscript DOI: 10.1021/jasms.3c00059
Manuscript ID: 10.1021/jasms.3c00059
Manuscript Title: Comparative Evaluation of Electron Ionization Mass Spectral Prediction Methods
Published by: American Chemical Society

We have new information regarding coverage of your open access or other publication charges associated with publishing in *Journal of the American Society for Mass Spectrometry*.

Funding for the open access fees through the institutional open access agreement with the ACS has been denied. If you would like to, or are required by funding mandates to publish open access, please [click here](#) to complete the purchase. Please note: a delay in payment could result in delay to publication.

The following is a summary of all funding decisions which have been made to-date for your manuscript:

1. Funding for your Open Access fees which you submitted has been **denied** by Tokyo Institute of Technology:

Denial Details
Request Date: 30-May-2023
Denial Reason: Questioning Author Affiliation
Note From Tokyo Institute of Technology:
Organization Contact Name: Open Access Administrator
Organization Contact Email: materials@libra.titech.ac.jp
Organization Contact Phone: 81 3-3726-1111

Sincerely,
American Chemical Society

Denial Notification

Agreement Administrator Experience

If your institution has agreements with other publishers that utilize CCC, all transactions will be shown within the CCC Institutional Portal dashboard. The dashboard can be sorted by publisher, order date, profile name, etc.

Billing Profiles Funding Requests Reports									
The table below includes any funding requests that have been matched to one of your special billing profiles.									
APPROVE When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when a balance is due, included in your next invoice based on the schedule defined in that agreement's profile.									
DENY If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author will have the opportunity to self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription model, as available.									
Results 1 - 4 of 4									
Order Date	Article Title	Author(s)	Funder	Publisher	Accept Date	Profile Name	Total Fees	Status	Actions
30-Apr-2018	Test_manuscript_plea se_ignore_03262018c	Edwards, Andy	Russian Foundation for Basic Research; Ministry of Education and Science of the Russian Federation	American Chemical Society	26-Mar-2018	ACS University Test 01 - University of Maryland at College Park	4,000.00 USD	Pending	APPROVE DENY
02-Apr-2018	Test_manuscript_plea se_ignore_03262018e	Edwards, Andy	Russian Foundation for Basic Research; Ministry of Education and Science of the Russian Federation	American Chemical Society	26-Mar-2018	ACS University Test 01 - University of Maryland at College Park	4,000.00 USD	Approved	APPROVE DENY

Agreement Administrator Experience

Agreement administrators can check token balances and usage under the *Billing Profiles* tab by clicking on the arrow to the left of the institution name.

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 1 - 4 of 4

Profile Nickname	Profile Name	Agreement Name	Publisher	Invoicing Frequency	Eligibility Timeframe	Eligibility Start	Eligibility End	Profile Status	Automatic Approvals	Notifications
▼ Click to add	2024 American Chemical Society	2024 -2026 American Chemical Society	American Chemical Society	Monthly	Manuscript Acceptance Date	01-Jan-2023	31-Dec-2024	Active	☐	
Amount Approved for Invoicing				0.00 USD						
Number of APC Tokens Remaining on the agreement				319 ?						
Value of APC Tokens Used by this profile				230,750.00 USD ?						
Number of APC Tokens Used by this profile				57						

Agreement Administrator Experience

Agreement administrators can set notifications for token thresholds by clicking on the bell shape to the right under the heading *Notifications*.

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 1 - 4 of 4

Profile Nickname	Profile Name	Agreement Name	Publisher	Invoicing Frequency	Eligibility Timeframe	Eligibility Start	Eligibility End	Profile Status	Automatic Approvals	Notifications
▼ Click to add	2024 American Chemical Society	2024 -2026 American Chemical Society	American Chemical Society	Monthly	Manuscript Acceptance Date	01-Jan-2023	31-Dec-2024	Active	☐	🔔

Amount Approved for Invoicing

Number of APC Tokens Remaining on the agreement

Value of APC Tokens Used by this profile

Number of APC Tokens Used by this profile

0.00 USD

319 ?

230,750.00 USD ?

57

Agreement Administrator Experience

To set up a new notification, click on *Create Notification*. These notifications can be sent to existing contacts from the profile or contact information can be entered by choosing *Other* in the *Select Contacts* field.

The image shows a web interface for managing notifications. On the left, a sidebar titled 'Manage Notifications for' contains a 'CREATE NOTIFICATION' button and a message: 'There are no custom notifications currently setup for this profile.' The main area displays a modal window titled 'Create Notification for Your Institution Information Here'. The modal has two sections: '1. SELECT CONTACTS' with a 'Select Contact' dropdown, and '2. SELECT TRIGGER' with radio button options: 'Amount Approved for Invoicing', 'Number of APC Tokens Used', 'Number of APC Tokens Remaining', 'APC Threshold Funds Approved', and 'APC Threshold Funds Remaining'. Below these is a 'has reached' field with a text input 'Enter a positive, numeric value'. A detailed explanation of the triggers follows, and at the bottom are 'CANCEL' and 'SAVE' buttons.

Billing Profiles | Funding Requests | Reports

Billing Profiles > Manage Notifications

Manage Notifications for

From this page you can create custom notifications for send once. As soon as a notification has been triggered, it will be greyed out in this list a

CREATE NOTIFICATION

There are no custom notifications currently setup for this profile.

Billing Profiles | Funding Requests | Reports

Billing Profiles > Manage Notifications > Create Notification

Create Notification for *Your Institution Information Here*

1. SELECT CONTACTS

Select Contact

2. SELECT TRIGGER

Trigger this email when

☐ Amount Approved for Invoicing

☐ Number of APC Tokens Used

☐ Number of APC Tokens Remaining

☐ APC Threshold Funds Approved

☐ APC Threshold Funds Remaining

has reached

Enter a positive, numeric value

This number is the threshold that will trigger your custom email.

- Amount Approved for Invoicing emails will trigger once the amount of spending approved under this profile has reached or exceeded this number (in USD).
- Number of APC Tokens Used emails will trigger once the total number of tokens used under this profile has reached or exceeded this number.
- Number of APC Tokens Remaining emails will trigger once the total number of tokens available on the agreement associated with this profile has reached or gone below this number.
- APC Threshold Funds Approved emails will trigger once the total threshold fund approved under this profile has reached or exceeded this number (in USD).
- APC Threshold Funds Remaining emails will trigger once the total threshold fund available on the agreement associated with this profile has reached or gone below this number (in USD).

CANCEL SAVE

Agreement Administrator Experience

Agreement administrators can run a Transaction Summary Report through the *Reports* tab. This report will detail the funding requests that have been approved, are pending, or have been denied through the agreement.

The screenshot displays the 'Institutional Portal' for the Copyright Clearance Center. The user is logged in as Rhonda Lands. The interface includes a navigation bar with 'Billing Profiles', 'Funding Requests', and 'Reports' tabs. The 'Reports' tab is active, showing the 'Transaction Summary Report' form. The form contains various input fields for filtering the report, including Manuscript ID, Manuscript name, Manuscript DOI, Publisher name, Promotion name, Funder name, Invoice number, Order ID, Primary Author first name, Primary Author last name, Primary Author ID, Primary Author Institution, Funding status, Payment status, and Order date. A 'Run Report' button and a 'Clear' button are located at the bottom right of the form.

Copyright Clearance Center
Institutional Portal
Welcome, Rhonda Lands
Sign Out
Help
Live chat

Institution: ACS University Account #: 7001904831

Welcome to the RightsLink® Institutional Portal. Use the **Billing Profiles** tab to view the special billing profiles we have on file between your institution and RightsLink® client publishers. Use the **Funding Requests** tab to review and act on your queue of funding requests for researchers affiliated with your institution. Use the **Reports** tab to search and download a report of the APC transactions associated with your account. In the future, there will be an **Invoices** tab for you to review and pay your invoices online.

Billing Profiles | **Funding Requests** | **Reports**

Transaction Summary Report

Manuscript ID: Primary Author first name:
Manuscript name: Primary Author last name:
Manuscript DOI: Primary Author ID:
Publisher name: Primary Author Institution:
Promotion name: Funding status: All
Funder name: Payment status: All
Invoice number: Order date: In last 30 days
Order ID:

Additional Information and Resources

Marketing Toolkit

Our marketing team provides author messaging support, promotional assets, and can provide end-user training.



Author Messaging
Support



Promotional Assets



End-User Training

Resources

Contact

ACS Open Access Operations

OAOps@acs.org

ACS Open Science Website

<https://acsopenscience.org/>

ACS Open Access License and Pricing Options

<https://pubs.acs.org/page/4authors/authorchoice/options.html#optiona>

Understanding Copyright and the Journal Publishing Agreement

https://pubs.acs.org/page/copyright/journals/jpa_index.html

FAQs about the ACS Journal Publishing Agreement

https://pubs.acs.org/page/copyright/journals/jpa_faqs.html

Training & Resources

Watch short, instructional videos on the ACS Open Science Resource Center

<https://acsopenscience.org/open-access/purchasing-open-access/publish-open-access-read-publish-agreement/>



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