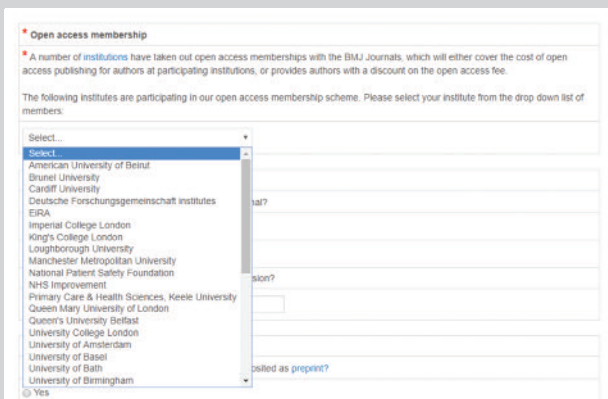


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Author process

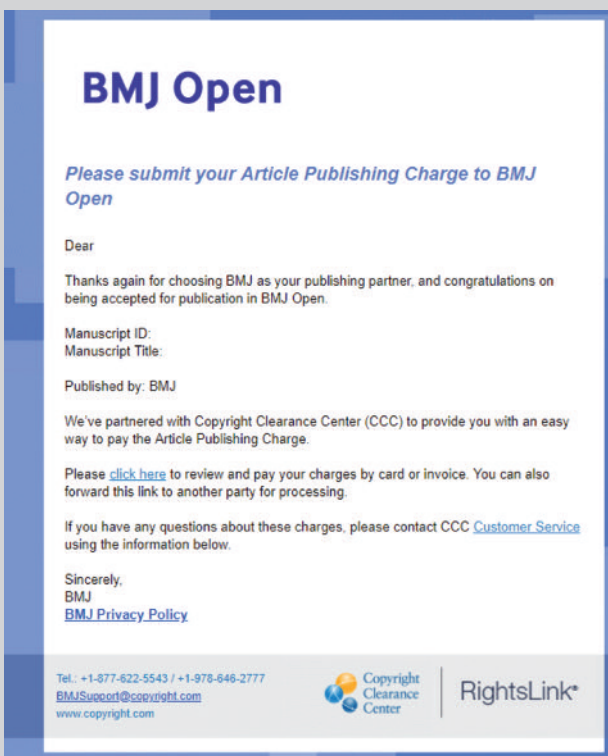


1 During the ScholarOne submission process, authors will be prompted to select their affiliated institution from the 'Open Access Membership' box. Authors will be directed to check their affiliation via the author hub list of Members.

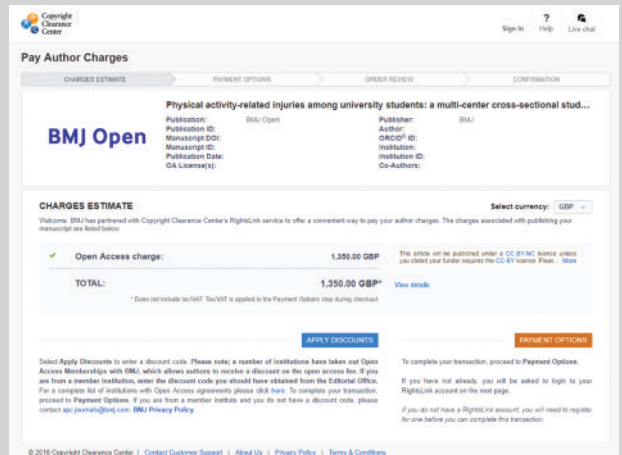


2 **OA discount membership**
Upon acceptance, verified member authors will receive an email from our partner, RightsLink/Copyright Clearance Centre, with a link to make payment.

An example of the email is shown below, identifiable by the journal logo at the top:



3 Upon entering RightsLink, the author will see the following screen:

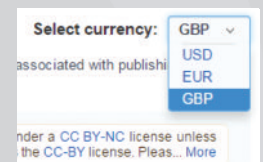


Authors will need to create an account, should they not have one already. Please note:

- Author ScholarOne username and passwords will not work.
- Anyone can do this on behalf of the author: a co-author, member of the institutions finance or admin team. The person paying the bill will need to create an account if they do not have one already.

The currency can also be changed using the dropdown menu:

To use the discount code author will need to click the blue 'Apply discounts' button and add it in.



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4 The final charge can then be reviewed (if applicable) and the author can proceed to 'Payment options' where the following screen will appear:

Pay Author Charges

CHARGES ESTIMATE → **PAYMENT OPTIONS** → ORDER REVIEW → CONFIRMATION

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The practical use of surface electromyography during running. Does the evidence support...

Publication: Publisher:
Publication ID: Author:
DOI: ORCID[®] ID:
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PAYMENT OPTIONS **TOTAL DUE: 1,800.00 GBP**

Any Tax/VAT due has been applied to your charges. [View details](#)

Tax/VAT is based on the primary author's location. Please verify that the primary author's location is correct.

Primary author's location: [Update](#) B.M.A. House
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London, other Wic 1h 9r
United Kingdom

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How do you want to pay your total due?

Credit card Invoice

No credit card on file [Add card](#)

[Cancel order](#) [NEXT](#)

Blue 'Update' links allow authors to change the address and add a tax certificate number.

There are also two payment options:

1) Credit card:

If the author chooses credit card, the payment works in a similar fashion to PayPal - simply enter credit card details.

Once completed, the author will be able to download a receipt under the 'your account' section.

2) Invoice:

Invoices can be paid via bank transfer, credit card or cheque.

If you click Invoice, and Next, you'll be taken to this screen:

Pay Author Charges

CHARGES ESTIMATE → **ORDER REVIEW** → PAYMENT OPTIONS → CONFIRMATION

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B.M.A. House
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Primary author's location: [Update](#) Kelly Stroud
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- The author can print the invoice if a hard copy is required, or email the electronic version (PDF format).
- If the author only receives a PO number after the invoice is raised, they can email publicationservices@copyright.com with their invoice/invoice number, and ask them to add the PO number onto the invoice and they will send an updated invoice.