

BMJ open access member 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

BMJ Open Sport & Exercise Medicine

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

Publication ID:
 DOI:
 Manuscript ID:
 Date:

Publisher:
 Author:
 ORCID[®] ID:
 Institution:
 Institution ID:

PAYMENT OPTIONS TOTAL DUE: 1,800.00 GBP [View details](#)

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
Tavistock Square
London, other Wic 1h 5y
United Kingdom

Tax certificate number: [Update](#)

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

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 Institution ID:

ORDER REVIEW TOTAL DUE: 1,800.00 GBP

Charge	Original Fee	Discounts	Tax/VAT*	Total Due
Open Access	1,500.00 GBP	(0.00 GBP)	300.00 GBP	1,800.00 GBP
TOTAL	1,500.00 GBP	(0.00 GBP)	300.00 GBP	1,800.00 GBP

* Tax/VAT may be based on the primary author's location and is the primary author's responsibility.

Billing Information: [Update](#) TOTAL DUE: 1,800.00 GBP

Kelly Stroud
B.M.A. House
Tavistock Square
London, other Wic 1h 5y
United Kingdom

Primary author's location: [Update](#)

Kelly Stroud
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Tavistock Square
London, other Wic 1h 5y
United Kingdom

Order reference number: [Update](#)

☐ I have read and accept the [terms and conditions](#)

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For any queries please contact our support team at openaccess@bmj.com who can help with any issues related to RightsLink, or any author queries about open access and colour charges.

- In the highlighted section 'Order reference number' the author should enter your Purchase Order (PO) number if they have one.
- Once the author places an order for an Invoice, they'll receive an email confirmation. The invoice is generated within 24 hrs and the author can download the invoice by logging into CCC and going to 'My account', 'My orders'.
- On the second page of the invoice the author will find the details on how to pay. If they want to send a cheque there will be an address. If the author wants to pay by bank transfer, CCC bank details are provided.
- 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.