

# Elsevier-SD 期刊 OA 论文资助申请操作手册

## 1. 投稿前

- ① 确认机构信息：在 CAS Agreement website 页面的“ Find participating institutions” 中确认所在机构是否在中国科学院参团机构清单中。
- ② 确认期刊信息：在 CAS Agreement website 页面的“ Find a participating journal” 中确认拟投期刊是否在中国科学院发文期刊清单中，相关期刊的详细信息（包括中国科学院分区情况）可通过 Elsevier 的 Journal Finder (<https://journalfinder.elsevier.com/>)查询，还可以利用 Elsevier 的期刊对比工具 (<https://www.sciencedirect.com/compare>)对意向期刊进行深度对比分析。

## 2. 投稿过程

- ① 建议作者**使用机构邮箱**进行投稿操作。
- ② 在期刊投稿系统(editorial manager, EM 系统)中 manuscript data 阶段, 作者必须**按照参团机构清单选择正确的所在机构名称**。

The screenshot displays the 'Authors' section of the manuscript submission system. At the top, a progress bar shows steps: Article Type Selection, Attach Files, General Information, Review Preferences, Additional Information, Comments, and Manuscript Data. The 'Authors' section includes fields for 'Your Given/First Name', 'Middle Name', 'Your Family/Last Name', 'Academic Degree(s)', and 'Your E-mail Address'. A dropdown menu for 'Institution' is open, showing a list of institutions including 'Institute of Chinese Academy of Sciences'. Two red callout boxes with arrows point to the 'Your E-mail Address' field and the 'Institution' dropdown, corresponding to the numbered instructions in the text.

- ③ 完成上述工作后，系统将转跳至“Publishing options”并提供“Open Access”和“Subscription”两种发文选项；选择“Open Access”，即可得知中国科学院

作者可享受的 APC 支付详情,

③在“Publishing options”中选择“Open access”，即可获知中科院作者的APC支付金额

The screenshot shows the 'Tell us how you want your work to be made available' step. The 'Open access' button is selected. Below it, a summary of the APC payment structure is shown:

| APC 支付结构                                 |              |
|--|--------------|
| Price                                    | USD 3,000.00 |
| APC                                      | USD 3,000.00 |
| Institutional Agreement Adjustment       | -1,800.00    |
| To pay (on validation) (including taxes) | USD 1,200.00 |

### 3. 接收后

- ① 论文接收后，在 EM 系统中完成投稿流程的通讯作者会收到一封电子邮件，点击邮件中的 “Complete the rights and access form” 即可进入 APC 申请提交流程。

The screenshot shows the 'Finalize Publishing your Article' page. A callout box with the text '①点击此处完成后续APC申请' points to the 'Complete the rights and access form >' button.

- ② 通讯作者选择其所属机构，相关机构名称必须与参团机构清单中的机构信息吻合；  
如果作者已经提交了相关信息，则相关信息会预制在系统内。

## ② 选择所属机构

**Corresponding Author's Organization** ⓘ

Please enter the corresponding author's organization. We use this information so we can offer tailored publishing options and a personalized article publishing charge for Gold open access when applicable.

**Hint:** start your search using your main organization name (e.g. University of Manchester) as this will return the most results from which to select the most appropriate option. If you're unable to find your specific department, then selecting your main organization is sufficient. For more tips on searching for an organization please visit our [Support Center](#).

Organization name\*  
Chinese Academy of Sciences  
Beijing, CN  
Chinese Academy of Medical Sciences & Peking Union Medical College  
Beijing, CN  
Chinese Academy of Medical Sciences and Peking Union Medical College  
Beijing, CN

Save and Continue >

- ③ 确认合著者信息：确认论文是否存在合著作者并填写合著者详细信息，相关信息需与论文作者署名信息保持一致。

## ③ 填写合著者信息

Were there any co-authors for this article?  
 Yes  
 No

**Add Co-author Details** ⓘ

Please provide details for all co-authors. We use this information so we can offer tailored publishing options and a personalized article publishing charge for Gold open access when applicable.

**Hint:** start the organization search using the main organization name (e.g. University of Manchester) as this will return the most results from which to select the most appropriate option. If you're unable to find the specific department, then selecting the main organization is sufficient. For more tips on searching for an organization please visit our [Support Center](#).

First name or initial\* [Redacted] Last name\* [Redacted]  
Organization name\* [Redacted]  
Or use recently selected organization [Redacted]

+ Add another co-author

Previous Save and Continue >

- ④ 填写基金信息：确认论文是否受基金资助并填写资助信息，资助信息应与论文致谢中相关信息保持一致。

## ④ 填写基金信息

Did the research in this article receive funding?  
 Yes  
 No

**Funder Details** ⓘ

Determine the best publishing options for your article. Please include the details about any funding received outside of your primary affiliations. If providing details for two or more organizations, please list the organization(s) that provided the most funding first.

For tips on searching for an organization please visit our [Support Center](#).

Organization name\* [Redacted]  
Grant/Contract numbers\* [Redacted]

+ Add grant/contract number  
+ Add another organization

Previous Save and Continue >

- ⑤ 系统为中国科学院根作者提供了“Open Access”和“Subscription”两个出版选

项；选择“Open Access”，即可得知 APC 支付结构详情。

⑤ 选择“Publish as an Open Access article”

Based on information you have provided, your publishing options are shown below

### Gold Open Access

Publish as an Open Access article

Make my published article available to everyone.

As an author affiliated with Chinese Academy of Sciences, upon validation, I will receive a 60% adjustment on the APC as part of the agreement between the Chinese Academy of Sciences and Elsevier [↗](#).

I will receive an invoice to pay the remainder of the APC.

I and others can share and reuse my article in the ways described by the user license I select.

### Subscription

Publish as a subscription article

Make my final published article immediately available to journal subscribers, and to other groups as part of Elsevier's programs [↗](#).

I understand I can immediately share my article within my institution and privately with collaborators, and share my accepted manuscript publicly in my institution's repository after 12 months. I have additional article sharing rights outlined here [↗](#).

#### Article Publishing Charge (APC)

|                                    |                     |
|------------------------------------|---------------------|
| Price                              | USD 3,000.00        |
| Institutional Agreement Adjustment | - 1,800.00          |
| <b>To pay (on validation)</b>      | <b>USD 1,200.00</b> |

(Excluding taxes)

If your institution cannot confirm your affiliation, you will receive a full price invoice for USD 3,000.00 (ex. VAT). Within 2 weeks of receiving an invoice, you may contact Researcher Support to publish free of charge under the Subscription model.

Chinese Academy of Sciences and Elsevier Agreement

⑥ 选择 CC 许可协议：在选择“Open Access”出版模式后，选择论文相应的 CC 许可协议（CC 许可协议详细信息请参考 [End user reuse for content published by Elsevier](#)）。

⑥ 选择 CC 许可协议

Select your user license

Please select your license. If you need to comply with a mandated license and the mandated license is not listed below, please visit our Support Hub for additional help.

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⑦ 完成身份确认：确认作者本人以及合著者身份。

### ⑦ 作者身份确认

Select Your Status

I am the sole author of the manuscript

I am one author signing on behalf of all co-authors of the manuscript

Please indicate which of the below applies to you:

We are all US Government employees and the Article is public domain and therefore the 'License of publishing rights' clause does not apply.

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I am not a US Government employee but some of my co-authors are

The work was performed by contractors of the US Government under contract number:

Contract Number\*

All or some of the authors are UK, Canadian or Australian Government employees and Crown Copyright is asserted

Some of the authors are employees of the UK, Canadian or Australian Government but Crown Copyright is not asserted

None of the above

I am signing as an authorized representative and on behalf of my employer

Signed on Behalf of Corresponding Author

Please complete this section if you are not the corresponding author as listed above. A copy of the agreement will be sent to you and the corresponding author.

I am signing on behalf of the corresponding author

Name, job title and company (if employer representative)\*

E-mail address\*

Previous Save and Continue >

### ⑧ 同意期刊出版许可协议

License of Publishing Rights

I hereby grant to Elsevier B.V. an exclusive publishing and distribution license in the manuscript identified above and any tables, illustrations or other material submitted for publication as part of the manuscript (the "Article") in print, electronic and all other media (whether now known or hereafter discovered).

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"Supplemental Materials" shall mean materials published as a supplemental part of the Article, including but not limited to graphical, illustrative, video and audio material.

Research Data

"Research Data" shall mean the result of observations or experimentation that validate research findings and that are published separate to the Article, which can include but are not limited to raw data, processed data, software, algorithms, protocols, and methods.

For further information see the publishing ethics page at <https://www.elsevier.com/about/our-business/policies/publishing-ethics> and the journal home page. For further information on sanctions, see <https://www.elsevier.com/about/our-business/policies/trade-sanctions>.

Author representations

- The Article I have submitted to the journal for review is original, has been written by the stated authors and has not been previously published.

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For information on the publisher's copyright and access policies, please see <http://www.elsevier.com/copyright>.

I have read and agree to the terms of the License Agreement.

17 December 2021 T-copyright license-v5/2017

Previous Accept Agreement >

⑨ 点击 'Finish' 提交申请; 此后 24 小时内, ScienceDirect 平台上相关论文会转变成 OA 状态; 48 小时内, 机构管理员将在 48 小时内收到验证通知并审核相关申请。

⑨ 点击“Finish”提交APC申请

The screenshot displays the Elsevier 'Rights and Access' interface. At the top, a progress bar shows steps from 'Corresponding Author' to 'Confirmation', with 'Review Order' highlighted as the current step. Below the progress bar, the 'Test article' field is visible. The main content area is divided into two sections: 'Review Order' and 'Total payment due'. The 'Review Order' section lists 'Publishing Option' as 'Gold Open Access \*', 'User License' as 'CC BY 4.0', and 'Publishing Agreement' with a note: 'I am the sole author of the manuscript'. The 'Total payment due' section shows a 'Price (excluding taxes)' of USD 3,000.00, an 'Institutional Agreement Adjustment' of -1,800.00, and a final 'Total price ex. Tax' of USD 1,200.00. A note at the bottom states: 'If your institution cannot confirm your affiliation, you will receive a full price invoice for USD 3,000.00 (ex. VAT). Within 2 weeks of receiving an invoice, you may contact Researcher Support to publish free of charge under the Subscription model. Chinese Academy of Sciences and Elsevier Agreement'.

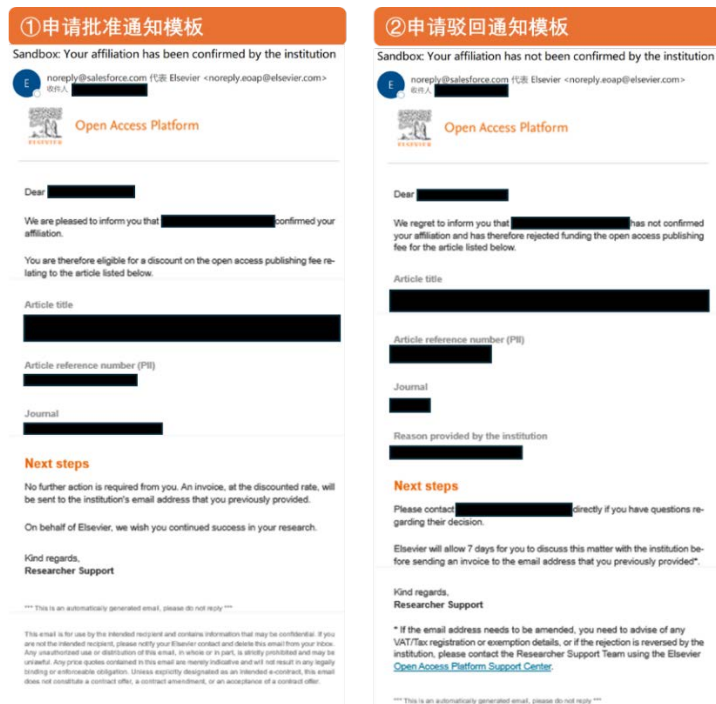
#### 4. 审批后

##### ① APC 申请同意

管理员在 EOAP 系统中批准作者的 APC 申请后，系统将以邮件形式通知作者其 APC 申请已被批准；此后 Elsevier 会以邮件形式将相应 APC 支付信息发送至作者投稿时所使用的邮箱，以便作者完成后续的 APC 支付流程。

##### ② APC 申请被驳回

管理员在 EOAP 系统中驳回作者的 APC 申请后，系统将以邮件形式通知作者其 APC 申请已被驳回并告知驳回原因；作者可在 7 天内与机构管理员沟通相关事项；若作者对审批结果无异议，则在收到邮件 7 天后，Elsevier 以邮件形式将全额 APC 支付信息发送至作者邮箱，以便作者完成后续 APC 支付流程。



③ 无论 APC 申请被同意或者驳回，作者均有权拒绝支付 APC 并将其论文由 OA 转为 Subscription；在这种情况下，作者应及时与 Support team 沟通相关细节以及时完成相关流程。

## 5. APC 支付

① 在未收到作者异议的前提下，Elsevier 向通讯作者发送 APC 发票，并提供电汇以及在线支付两种 APC 付款方式：

- 若作者选择电汇，则按照发票中提供的信息完成汇款流程即可；
- 若作者选择在线支付，则应点击发票右下角的“invoice-pay.elsevier.com”链接以进入在线支付流程。

注：作者应在收到发票后 30 天内完成 APC 支付；若作者在 30 天内未完成 APC 支付，则 Elsevier 相关团队会启动相应流程与作者沟通以便完成后续工作。

Elsevier B.V.  
 Radarweg 29  
 1043 NX Amsterdam  
 Netherlands  
 Customer Support Center

Invoice

Bill to: [Redacted] Deliver to: [Redacted]

Customer reference: [Redacted]  
 Invoice number: [Redacted]  
 Invoice date: [Redacted]  
 Due date: [Redacted] **缴费截止日期**  
 Terms: [Redacted]  
 Your PO: [Redacted]  
 Customer tax reg no: -

| Line | Product reference | Item   | Qty | Net unit price | Net amount | Tax        | Total amount |
|------|-------------------|--|-----|----------------|------------|------------|--------------|
| 1    | EPR-1003H4        | [Redacted] - Article<br>Publishing Charge<br>Article: [Redacted]<br>Author: [Redacted]<br>PII: [Redacted]<br>Tax @ 0.00% | 1   | [Redacted]     | [Redacted] | [Redacted] | [Redacted]   |
|      |                   |  |     | Total          | [Redacted] | [Redacted] | [Redacted]   |
|      |                   |  |     | Total due      | [Redacted] | USD        | [Redacted]   |

Tax information  
 VAT equivalence for country of dispatch:  
 Net total USD [Redacted] (EUR [Redacted]) VAT total USD [Redacted] (EUR [Redacted])

Payment options

Customer number: [Redacted]  
 Invoice number: [Redacted]  
 Invoice date: [Redacted]  
 Total amount: [Redacted]

Please ensure you reference invoice number [Redacted] when making a payment to Elsevier.

- Wire transfers to ING Bank N.V., Bijlmerplein 609, 1102 MG Amsterdam, The Netherlands - Account# 20156181, Swift-Address (BIC): INGBNL2A IBAN: NL48INGB0020156181.
- Make a secure credit card payment here [invoice-pay.elsevier.com](https://invoice-pay.elsevier.com) using customer number 3034562 and Invoice number OAD000002292. Maximum charge USD 15,000.

①选择支付方式

A.按照相关信息进行线下电汇转账

B.点击“invoice-pay.elsevier.com”进入在线支付

客户编码

发票号码

② 点击 “invoice-pay.elsevier.com” 后, 作者首先应填写发票中标明的 “Customer number” 以及 “Invoice number” 信息后点击 “Find invoice”;

ELSEVIER

Find Invoice

In order to find the invoice you wish to pay, please provide us with a few details.

Customer number \*

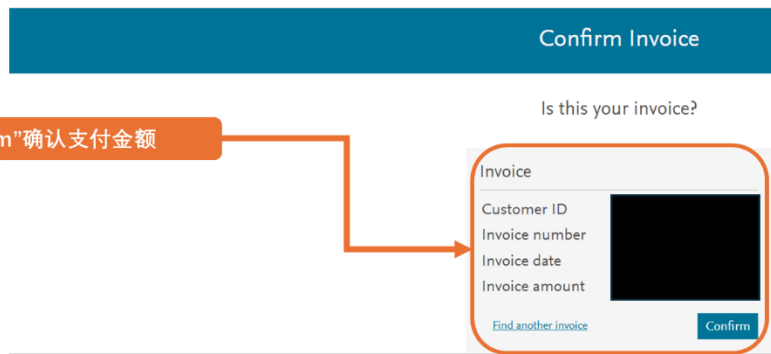
Invoice number \*

Find Invoice

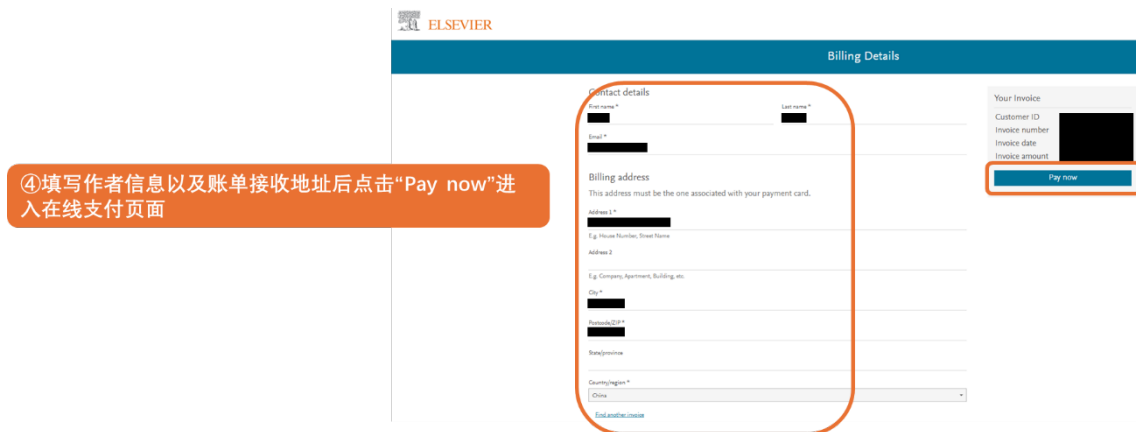
②输入“Customer number”以及“Invoice number”

③ 核查发票信息无误后点击 “Confirm” 确认;





④ 填写作者信息以及账单接收地址后点击“Pay now”进入在线支付页面；



⑤ 选择相应支付方式以完成 APC 支付流程；Elsevier 为作者提供了微信、支付宝、以及银行卡（借记卡或信用卡均可）三种支付方式，作者可根据其自身情况以及偏好选择相应支付方式完成其 APC 支付流程。

