

Portland Press R&P workflow for authors and librarians



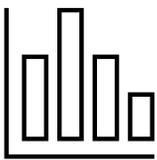
Author submits their paper to any [Portland Press](#) journal



Author validates their institutional affiliation during submission and is immediately told if they are eligible to publish under an R&P agreement



R&P article is automatically published open access upon acceptance without the need for any additional payment or funding approval*



Librarians can log in to their [RightsLink institutional portal](#) and see all R&P papers at a glance

* For this process to be fully automatic and not require individual approval for each paper the “*auto approval*” functionality in RightsLink must be enabled. Instructions on how to do this are included at the end of this document.

Portland Press R&P workflow for authors

Authors can [submit their work to any Portland Press journal](#).

Submit Your Work

Portland Press welcomes submission of research and review articles in all areas of the molecular biosciences.

Find the journal that best fits the scope of your work and submit your paper for consideration.



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Editorial Board
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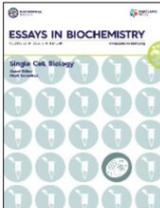
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Review articles in the above journals are often invited, but the Editorial Board welcomes non-invited content for consideration.

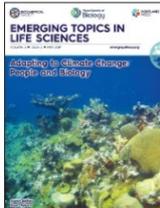
In addition to the journals above, Portland Press also publishes several journals where content is fully commissioned and invited for submission.



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During the submission process authors are asked to validate their affiliation by clicking on *Validate Institution*.

Submission Summary

BCJ-2021-0067
test author
Research
Test manuscript

Upload Files

✓ Files

Manuscript Info

✓ Title/Abstract

Author Information

Classifications
Detailed Information
Suggested Reviewers
Declarations

Review Material

Review Files
Review Data

Submit Manuscript

Confirm Submission

Author Information

Please enter the information below. Required fields are marked with an asterisk (*)
Portland Press endorses the Vancouver Guidelines on authorship as defined in the [ICMJE Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals](#), and detailed in the [Portland Press Editorial Policy](#). All contributors who do not meet the criteria for authorship should be listed in the Acknowledgements.
IMPORTANT: Please ensure that the data (including names and affiliations) provided for each author are accurate and consistent as these data will be used to generate the PubMed record for the article should it be accepted.

Total number of authors on the manuscript:
Please enter the number of authors (corresponding and co-authors).

ORCID is mandated for the corresponding author of revised submissions. If the profile of the corresponding author is missing an ORCID, click edit to add this.

Author #	Corr Author	Name	Email	Organization
1	<input checked="" type="checkbox"/>	Person Title: <input type="text" value="Professor"/>	* Name: <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="button" value="Find User"/> <small>First Middle Last</small>	Degree: <input type="text"/> * Email: <input type="text"/> ORCID: N/A * Organization: None Selected <input type="button" value="Copy Address from Author"/> Department: <input type="text"/>

This brings up a new window where authors can search for their institution. Note that this pop-up window will be replaced with a type-ahead drop-down menu in the near future making it easier for authors to find and validate their affiliation.

Selecting the correct institution and clicking *Save* will validate the affiliation and a green tick will appear on the right-hand side.

* **Organization:** University of Oxford ✔ [Edit Institution](#)

Once the author progresses to the *Detailed Information* tab of the submission form the system will check the author's affiliation against the list of institutional agreements in RightsLink. If the institution holds an active R&P agreement with Portland Press the author will be made aware of this immediately.

During subsequent revisions our editorial system will keep checking and notify the author of any changes to their eligibility (e.g. if the initial R&P agreement expired or a new institution signed up and an author's paper thus became eligible during the review/revision process). Where an agreement mandates that authors publish under a specific license type this will automatically be presented to them during revision.

Furthermore, e-mail correspondences with the author at submission, revision and acceptance will also make reference to an author's R&P eligibility.

Once accepted, articles will be visible to librarians in the RightsLink institutional portal. If *auto-approvals* are switched on then no action needs to be taken, otherwise each funding request will need to be manually approved in the portal.

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.

Account Name: 1253 McGill College
Account #: 7002045556

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	Primary Author	Funder	Publisher	Profile Name	Total Fees Due	Status	Actions
02-Jan-2019	ACUPMED	Joshi, Prasad	National Science Foundation	APCTEST1 Publisher	48050_3	10,100.00 EUR	Pending	APPROVE DENY
16-Jan-2019	ACUPMED	Joshi, Prasad	National Science Foundation	APCTEST1 Publisher	sxx	0.00 USD	Approved	APPROVE DENY

As our agreements are not limited by number of articles we do recommend that institutions enable the auto-approval functionality as per the below instructions.

1. Log in to your RightsLink Institutional Portal and navigate to the “Billing Profiles” tab.
2. Find your agreement with Portland Press (“Portland Press” will be shown under the “Publisher” column) and click the box under “Automatic Approvals” as shown in the screenshot below.

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.

Account Name: [REDACTED]
Account #: [REDACTED]

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 - 3 of 3

Profile Nickname	Profile Name	Publisher	Invoicing Frequency	Profile Start Date	Profile End Date	Profile Status	Automatic Approvals	Notifications
> Click to add	[REDACTED]	Portland Press, Ltd.	QUARTERLY	01-Jan-2020	31-Dec-2021	Active	<input type="checkbox"/>	
> Click to add	[REDACTED]	[REDACTED]	Daily	01-Jan-2020	31-Dec-2020	Active	<input type="checkbox"/>	

Further details about this and other functionalities can be found on the [Institution Agreement Management Resources page](#), and in the [Institutional Portal Guide](#). It is recommended that new users familiarize themselves with the information available here.

If you have any questions around using the portal or about your agreement with Portland Press please contact Sales@portlandpress.com.