What to expect when publishing Open Access via a Publish and Read agreement

Our aim is to make the process of publishing an article Open Access under a Publish and Read agreement as easy as possible and to achieve this we have partnered with Copyright Clearance Center.

Below is a visualization of the process and requirements for authors from submission through to publication and approval instructions for library admins. Authors submitting a manuscript with a P&R eligible institutional email domain and affiliation will be recognised by the peer review system and need only select Open Access publication and confirm their eligibility.

The process is also as transparent and light-touch as possible for library admins (our primary contact, to be registered in CCC RightsLink Agreement Manager, our Open Access transaction portal).

Once registered with the CCC RightsLink system, you will be able to view accepted manuscripts and pull reports on articles that are published under the Publish and Read deal in your Agreement Manager account. Our strong preference is for library administrators to switch on auto-approval on the CCC RightsLink portal; otherwise, the default settings on the platform requires manual ‘approval’ by the Institution of accepted manuscripts. As our Publish and Read deal is unlimited, there is no paydown fund for you to manage. If you require any assistance to switch on the auto-approval function, please contact us at journalsales@microbiologysociety.org

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**Submission**
- Corresponding author provides their Publish and Read eligibility:
  - Affiliation and institutional email in the peer review system
  - Affiliation and institutional email in manuscript
- Select 'Yes' to the 'Do you wish to publish Open Access?' question
- Click 'View Publication Charges' to confirm eligibility

**Acceptance**
- Upon acceptance of the manuscript for publication, the corresponding author receives an email with a link to request funding from their institution, with touch-free profiles the request is sent to the institution automatically
- The library admin will then receive an email request to approve funding under the deal
- Approval by the institution may be given automatically if the profile is set to 'auto approval'

**Production and publication**
- Corresponding author receives an email confirming their article is covered for open Access publication by Publish and Read deal
- The corresponding author's institution is acknowledged on the bottom of the first page of the published paper: 'This article was made open access via a Publish and Read agreement between the Microbiology Society and the corresponding author's institution'