



# CRUE-CSIC Consortium SN Transformative Agreement

**OA Publishing Services**  
**Author eligibility workflow**  
**AAS and Reporting**  
**FAQ**

Greta Ciuk – Open Access Coordinator

**SPRINGER NATURE GROUP**



# Introduction to Open Access Publishing Services



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# Open access publishing process



## Submission

Manuscript is submitted

Submitting author provides e.g. **FundRef** and **ORCID** information, article category is assigned

**Peer review** is conducted in the following



## Editorial Acceptance

**After editorial acceptance**, the corresponding author is able to identify themselves as affiliated to a member institution



## Identification

**OA agreement specific eligibility check:** in-scope journals, article types

**Corresponding author identifies themselves** as connected to a member institution



## Verification

Identified article is sent to the member institution's **article approval service accounts** for **final verification of eligibility**



## Publication

The author can now complete the remainder of the production process and the article is published **open access**. An **OA funding note** is added

## Author journey after editorial acceptance

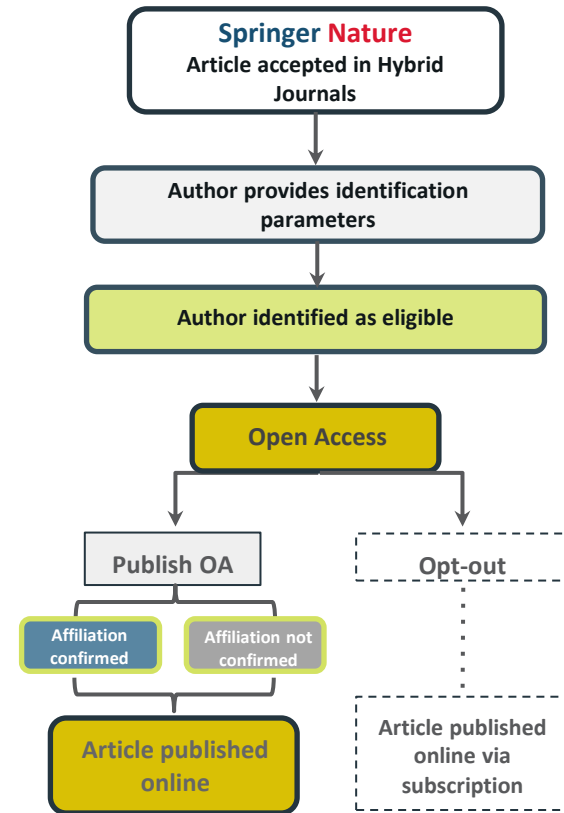
Once an article has been editorially accepted, authors will be able to identify themselves as being affiliated with a relevant institution

Once an author's eligibility is confirmed by the institution, the article is published open access

For hybrid journals, the author has the option to **opt-out** of publishing open access

In case of rejection, the author has the option to publish open access with their own funding or publish traditionally non-open access

To browse the list of eligible journals, please visit the CRUE-CSIC Transformative Agreement website: [springernature.com/gp/open-research/institutional-agreements/oaforspain](https://springernature.com/gp/open-research/institutional-agreements/oaforspain)






## Author/article identification

After article acceptance, the corresponding author receives an invitation to complete the publication process for the article and the authors are able to identify themselves:

Corresponding author/article identification parameters:

1. Selected institution
2. Email domain recognition
3. IP recognition

Selected Institution 	Institutional Email 	Location 
Please input your institutional affiliation when prompted.	Please use your institutional email address.	Please complete the form while within your institution's network.

A hierarchy is applied to the identification parameters in the order above

When completing the identification phase, the corresponding author will be prompted to type in their institution and then select it from a dropdown list. The email domain and the IP address will instead be picked up by the system automatically

## Author/article identification

An author identifies themselves by using the following identification parameters

For example:

1. Selected institution: Universidad Alfonso X El Sabio
2. Email domain recognition: University of Vienna
3. IP recognition: University of Rome

→ **‘Selected institution’ is the strongest parameter.** The author is identified as being **affiliated with the Universidad Alfonso X El Sabio**

Not all parameters need to be selected nor the same institution needs to be specified across all three parameters for the identification phase to be completed and the funding request sent to an institution



## Author Journey after Editorial Acceptance

2

## Email invite to complete process

Once the article is editorially accepted, the corresponding author receives an invitation to complete the publishing agreement

**SPRINGER NATURE**

Dear Dr. Charles Darwin

We're delighted that your article has been accepted for publication:  
'The zoology of the voyage of H.M.S. Beagle'.

**You now need to:**

- Provide details to help us check whether your article processing charge (APC) is covered by your institution or a journal partner.
- Read and accept your publishing agreement.
- Make a payment if the APC is not covered.

If you want to publish subscription, instead of open access, there will be an option to do that in the following steps.

**Continue with publishing your article:**

<https://publishing-and-rights.springernature.app/workflow/123>

Kind regards,

Springer Nature Author Service

If you have any questions, please do not hesitate to contact our Author Service team at  
[ASJournals@springernature.com](mailto:ASJournals@springernature.com)



## Select country

The author is prompted to select their country from a dropdown list

### Country or region

This form must be filled in by the corresponding author.

> Why does this matter?

Select your country/region of residence

Spain

Next

Need help?

[✉ Email us](#)

#### Your article

Corresponding author (you)  
Charles Darwin

Title  
The zoology of the voyage of H.M.S. Beagle

DOI  
10.1234/A7A48FAB-8110-498E-82D3-57A9379AD1EB

Article type  
OriginalPaper

Journal  
Journal of Research

## OA information page

Authors are given basic information about publishing their article open access, including the Article Processing Charge (APC) of the journal

If authors would like to publish subscription instead, this can be selected later in the process

**SPRINGER NATURE** Jane Doe ▾

### Publishing and rights

**Open access**

Publishing open access with us (gold OA) lets you share and re-use your article immediately after publication.

The article processing charge (APC) to publish your article open access is:

**Article processing charge** £3780.10 / \$4080.50 / €4120.90

(excluding local taxes)

Some organisations will pay some or all of your APC.

We will now check whether your APC is covered by any of our agreements.

If you want to publish subscription, instead of open access, there will be an option to do that in the following steps.

[Next](#)

**Your article**

Corresponding author (you)  
**Charles Darwin**

Title  
**The zoology of the voyage of H.M.S. Beagle**

DOI  
**10.1010/3452035457045**

Article type  
**OriginalPaper**

Journal  
**Journal of Research**

## Confirm affiliation

Authors will be asked to confirm the affiliation they provided during the Submission phase

If they have moved or it is incorrect they can change it

**N.B.** Changing affiliation at this point of the process only affects identification for open access agreements, not the affiliation listed on the published article

### Institution or university

During manuscript submission you told us you're affiliated with the following institution:

**University of Edinburgh**  
Edinburgh – United Kingdom

Is this still correct?

Yes, University of Edinburgh is the institution I'm affiliated with

No, I've changed institution

[Next](#)

Need help?  
[✉ Email us](#)

**Your article**

Corresponding author (you)  
Charles Darwin

Title  
The zoology of the voyage of H.M.S. Beagle

DOI  
10.1010/3452035457045

Article type  
OriginalPaper

Journal  
Journal of Research

## OA information page

Authors are asked to select their institution from the dropdown list - if they cannot find their institution it can be manually typed in as well

### Institution or university

Select the institution you are currently affiliated with. If you have more than one current affiliation, choose the one where you completed the research for this article.

**Search for your institution or university**

If your institution or university does not appear in the results list, please enter it manually below.

Institution name

**Next**

Need help?  
[✉ Email Us](#)

### Your article

Corresponding author (you)  
Charles Darwin

Title  
The zoology of the voyage of H.M.S. Beagle

DOI  
10.1234/714D6FC0-6218-4844-83E5-63A365CA2A9C

Article type  
OriginalPaper

Journal  
Journal of Research

## Institutional agreements


If an author's institution has an agreement with Springer Nature to cover the costs of open access publishing, the author will be given information about the agreement in case they are eligible for coverage

Authors are able to opt out of an agreement and publish under a subscription model at this stage

### Confirm your eligibility status

Thank you for confirming your institution or university. Based on your selection, you have been identified as affiliated to the institution or university below.

**Universidad Alfonso X El Sabio** [Change](#)



**Open access at no cost to you**

You have identified yourself as affiliated with the Universidad Alfonso X El Sabio. The agreement between your institution and Springer Nature enables you to publish your article open access at no cost to you.

On [www.springernature.com/oaforinstitutions](https://www.springernature.com/oaforinstitutions) you will find specific information on the agreement.

**Next**

▶ No, I want to publish my article without open access

Need help?  
[✉ Email us](#)

**Your article**

Corresponding author (you)  
Charles Darwin

Title  
The zoology of the voyage of H.M.S. Beagle

DOI  
10.1234/FD2024DD-ECE7-45D9-8552-2911A3EC9D2

Article type  
OriginalPaper

Journal  
Journal of Research

## Summary

Authors will be shown a summary of the information they have provided and the agreements they selected, if any of this is incorrect it can be changed at this stage

If the institution does not have an agreement, or it has run out of funds, the author will be informed at this point of the process

### Check your answers

Institution or University: Universidad Alfonso X El Sabio

[Change](#)

✔ We have an agreement with this institution to pay some, or all, of your APC.

#### What happens next?

- We'll contact organisations you selected and confirm if they'll pay some, or all, of the APC
- We'll email you once we know (normally within 5 days)
- Then you can continue with publishing your article

[Submit for approval](#)

[Need help?](#)

#### Your article

Corresponding author (you)  
Charles Darwin

Title  
The zoology of the voyage of H.M.S. Beagle

DOI  
10.1234/4AEDA109-10AA-46DF-920B-864127EF73DD

Article type  
OriginalPaper

Journal  
Journal of Research

Institution or University: Universitat Internacional De Catalunya

[Change](#)

! We do not have an agreement with this institution to pay your APC.


## Publishing model choice


If an author does not have an agreement available to cover the costs of publication, they will be given the option to either publish subscription or pay for open access using other funds

If they select open access, they will have the opportunity to provide billing details


### Publishing agreement

#### Choose how to publish

 **We encourage you to publish open access if you can** — it makes your research more widely available. However, you will need to have the funds to pay the article processing charge (APC).

 **We suggest that you explore your funding options** — it makes your decision easier. How to get information:

- Check our [list of funders](#) first, as your APC funding may be covered
- Consult our [funding support service](#)
- Contact the librarian at your institution

 **We know that this is not a quick decision** — if you want to look for help to pay this before making a choice, you can return to this page when you're ready.

Please select your publication model:

**Publish open access - everyone can read your article for free online**  
The APC for this article is £3780.09 / \$4080.50 / €4120.89. The final amount will depend on any local taxes or admin fees.

**Publish subscription - readers will need a subscription to access your article**  
Check the conditions of your funding before choosing subscription. Some funders require immediate open access (read about [open access policy requirements](#)).

If you select the subscription publishing route, you accept the journal's standard licensing terms - including embargo and [self-archiving policies](#). These terms replace any others that anyone may declare to apply to any version of the manuscript.

[> What's the difference between open access and subscription?](#)

[Continue](#)

#### Your article

Corresponding author (you)  
Charles Darwin

Title  
The zoology of the voyage of H.M.S. Beagle

DOI  
10.1010/3452035457045

Article type  
OriginalPaper

Journal  
Journal of Research

## Verification

After the identification phase, the article is sent to the Article Approval Service of the specified institution so that the Approval Manager(s) can decide whether to approve or reject the funding request

The verification phase needs to be completed within strict timelines to make sure the article is published within short time frames

Once the Approval Manager has made a decision, the corresponding author is informed via email

**Universidad Alfonso X El Sabio**

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Charles Darwin  
The zoology of the voyage of H.M.S. Beagle  
JISC

---

**Progress**

✔ Requested 2011-12-03  
○ Decision pending...

**CONFIRM APC COVERAGE**

Confirm coverage of APC for this article  
**Universidad Alfonso X El Sabio**

**Approve article**

**Note, your decision is final and can not be changed.**

**REJECT APC COVERAGE**

Reject coverage of APC for this article

**Reject article**

**Note, your decision is final and can not be changed.**

**Corresponding author**

---

Name Charles Darwin  
**First author**

---

Institution Universidad Alfonso X El Sabio  
Department Life sciences



## OA pre-publishing declaration

Authors will be informed whether their APC will be covered by an agreement - if the APC is not covered then the author will have to pay using other means or publish using a subscription model

After this, the author will be able to generate the publishing agreement by confirming whether they are a government employee or not

**Agree to publish**

Before we can continue with the publication of your article, we need you, the corresponding author, to provide us with permission to publish.

You will publish **Subscription** [Change](#)

In order to generate the correct publishing agreement for you to sign, please make your selection from the options below.

Are you, as the corresponding author:

An employee of the United States Government

An employee of the Government of the United Kingdom of Great Britain and Northern Ireland, Canada or Australia

Neither of the above

**i** If you, or part of your author group, are employees of:

- the European Commission
- an Intergovernmental Organisation (e.g. the IMF or World Bank)

You may need an alternative agreement. Please contact us.

[Generate publishing agreement](#)

Need help?  
 [Email us](#)

**Your article**

Corresponding author (you)  
Charles Darwin

Title  
The zoology of the voyage of H.M.S. Beagle

DOI  
10.1010/3452035457045

Article type  
OriginalPaper

Journal  
Journal of Research

## Author signs the LtP

For OA articles, the author needs to agree to the publishing agreement or Licence to Publish (LtP) post article acceptance

Once signed, the author can download a copy for their records

### Agree to publish

Please read the publishing agreement below and accept the terms at the end of the document.

The order of authors in this publishing agreement is not reflective of the order of authors which will appear in your published article. Once you have completed this process, our Production team will send you the article proofs, including the correct list of authors.

### Your article

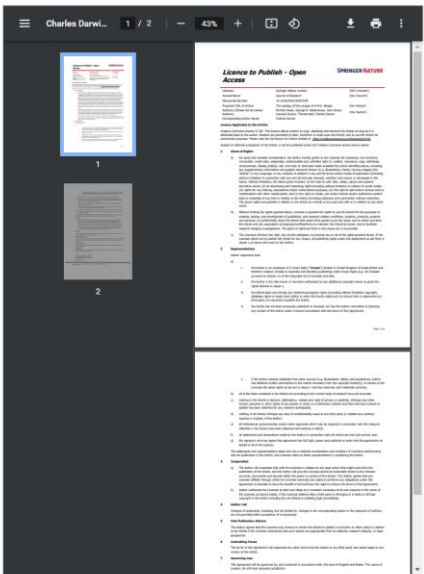
Corresponding author (you)  
Charles Darwin

Title  
The zoology of the voyage of H.M.S. Beagle

DOI  
10.1010/3452035457045

Article type  
OriginalPaper

Journal  
Journal of Research



By ticking this box you are agreeing to the content in this publishing agreement, and are legally bound to it.

I agree and submit

You will receive a copy of this document by email after you agree and submit.

## Publication

After the coverage of the APC has been agreed by the institution and the author has signed the LtP, the article will continue into the final stages of publication where the author can complete their proofs

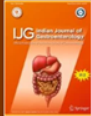
Once the author is happy, the article is published online under the relevant open access license

**SPRINGER LINK** Account

Find a journal | Publish with us | Track your research | Search | Cart

Home > Indian Journal of Gastroenterology > Article

### Low risk of nosocomial severe acute respiratory syndrome–coronavirus–2 infection in patients with liver disease admitted to a hepatology unit at an academic hospital: A single-center experience



**Indian Journal of Gastroenterology**  
 Aims and scope →  
 Submit manuscript →

Original Article | Open access | Published: 30 June 2022  
 Volume 41, pages 292–299, (2022) | Cite this article

[Download PDF](#) You have full access to this open access article

Pierluigi Toniutto, Federica D'Aurizio, Sara Cmet, Anna Emma Sartor, Ezio Fornasiero, Elisa Fumolo, Davide Bitetto

1776 Accesses | 1 Citation | Explore all metrics

This article has been updated

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[Reprints and permissions](#)

## Funding note

The funding note highlights that the costs to publish the article open access (the APC) have been covered by the Transformative Agreement

### Funding

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Open Access funding provided thanks to the CRUE-CSIC agreement with Springer Nature.

## Support for authors

Authors can find for further support on:

- [Author helpdesk](https://support.springer.com) - [support.springer.com](https://support.springer.com)
- [springernature.com/gp/open-research/institutional-agreements](https://springernature.com/gp/open-research/institutional-agreements)
- [springernature.com/gp/open-research/oa-agreements/spain](https://springernature.com/gp/open-research/oa-agreements/spain)

Learn more about  
your eligibility



Participating  
institutions  
(PDF, 485.11 KB)

Publishing open access in a hybrid journal

Check the list of hybrid journals that are included in the agreement.



Eligible journals  
(XLSX, 241.51 KB)

## Who to contact

For specific questions about their article or the Transformative Agreement, authors can reach out to the following customer service teams:

### 1st level: Open Research Support

- [orsupport@springernature.com](mailto:orsupport@springernature.com)
- Initial contact, queries regarding submission and payments

### 2nd level: Open Access Verification

- [oa.verification@springernature.com](mailto:oa.verification@springernature.com)
- Queries regarding identification/affiliation and article approval, corresponding author and email changes



**Article Approval Service  
and Reporting**

**3**

## Article Approval Service - Overview

- After the author completes the process, the article is sent to the Article Approval Service (AAS) for **verification** by the **Approval Manager (AM)**
- Allows AMs from institutions to have access to all articles pending verification
- AMs can **approve** or **reject** articles and view details of each manuscript
- Reliable and user-friendly service tool for institutions to verify articles for publication in Springer Nature hybrid journals
- Articles that are published in journals that do not run on the standard workflow are manually inserted to the AAS for verification but might have less metadata due to external workflows



## Email notification

An email notification is sent to registered Approval Managers once an article reaches the Article Approval Service (AAS) for a verification decision

To access the AAS, Approval Managers will need to create a Springer Nature account via: [login.springer.com/public/gp/login](https://login.springer.com/public/gp/login)

After an account has been created, the platform can be accessed by visiting: [oa-approval.springernature.com](https://oa-approval.springernature.com)

**SPRINGER NATURE**

### Article Approval Service

#### New article available for verification

Dear Approval Manager,

The below article is currently awaiting verification from 'University of Edinburgh'

**Article Title:** The zoology of the voyage of H.M.S. Beagle

**Corresponding Author:** Charles Darwin

**DOI:** 123/123/123

Please visit your article approval service <https://oa-approval.springernature.app/open> and verify the article at your earliest convenience to avoid delays in publication.

With kind regards,  
Open Research Support

If you have any questions, please do not hesitate to contact us at  
[oa.verification@springernature.com](mailto:oa.verification@springernature.com)

# Article Approval Service I

On the Requests tab, Approval Managers can see any articles which are awaiting a decision (open) and past articles which have been approved or rejected for coverage

The different types of requests can be viewed using the filters on the left side of the screen

Users can also search for articles using the manuscript ID, DOI, article title, author name or email address

The screenshot displays the 'Requests' tab of the Article Approval Service. The interface includes a navigation bar with 'Requests' and 'Reporting' tabs, and a 'Contact Us' link. A 'Filters' sidebar on the left allows users to filter requests by status (Open, Approved, Rejected) and Institution/Society (Any). A search bar at the top right enables searching by Manuscript ID, DOI, Author email, Author name, or Article title. The main content area shows a list of requests, including one from JISC for 'Charles Darwin' and another from DEAL Hybrid for 'Hans Pumpnickel'. A message indicates that articles cannot be approved at this time.

**Filters**

Status

- Open
- Approved
- Rejected

Institution/Society

Any

[Update](#)

**Search all requests**

Search by Manuscript ID, DOI, Author email, Author name or Article title

Latest request  < Previous Page 1 of 10 [Next](#) > Showing 1 to 10 of 100 requests

**JISC** Requested: 16 Jan 2024 | Open

University of Edinburgh

**Charles Darwin**

charles.darwin.evolution@hotmail.com

The zoology of the voyage of H.M.S. Beagle

10.1010/3452035457045

Institution selection

Email

IP address

[View request](#)

**DEAL Hybrid** Requested: 16 Jan 2024 | Open

**!** Articles can't be approved at this time.

Max Planck Institute for Marine Microbiology

**Hans Pumpnickel**

hans.pumpnickel@university.org

The history of fish

10.1234/736a4368-dcab-48bb

Institution selection

Email

IP address

[View request](#)

# Article Approval Service II

## Article and author metadata

This page contains all the necessary information for an institution to verify the eligibility of the author and article, such as:

- Corresponding author information
- Article title
- Article type
- Journal type and license
- DOI
- Acknowledgements section

Requests [Reporting](#) [Change view](#)
[Contact us](#)

[Back to articles](#)

**Università degli Studi di Modena e Reggio Emilia**

---

Charles Darwin

The zoology of the voyage of H.M.S. Beagle

JISC

---

**Progress**

✓ Requested 2011-12-03

○ Decision pending...

**CONFIRM APC COVERAGE**

Confirm coverage of APC for this article

Università degli Studi di Modena e Reggio Emilia

Approve article

**Note, your decision is final and can not be changed.**

**REJECT APC COVERAGE**

Reject coverage of APC for this article

Reject article

**Note, your decision is final and can not be changed.**

**Corresponding Author**

---

Name Charles Darwin

First author

---

Institution Università degli Studi di Modena e Reggio Emilia

Department Life sciences

## Article metadata I

The dashboard specifies which parameters the author was identified with during the identification process

**Universidad de Málaga**

---

**Progress**

✔ Requested 2023-03-02

○ Decision pending...

**CONFIRM APC COVERAGE**

Confirm coverage of APC for this article

**Universidad de Málaga**

**Approve article**

**Note, your decision is final and can not be changed.**

**REJECT APC COVERAGE**

Reject coverage of APC for this article

**Reject article**

**Note, your decision is final and can not be changed.**

**Corresponding Author**

---

Name

---

Institution **Universidad de Málaga**

Department

---

Email

ORCID

### Author identified by

Selected institution	✔	Universidad de Málaga
Author email	✔	Universidad de Málaga
IP address	✔	Universidad de Málaga

## Article metadata II

If a corresponding author has more than one affiliation, the additional ones will be displayed under the Further institutions section once the typesetting of the article is completed

If applicable, co-authors will be listed under the Contributing Authors section together with their affiliation(s)

### Further institutions (1)

Institution	Universidad del Rosario
Department	School of Medicine and Health Sciences Bogotá Colombia

### Contributing Authors (3)

Haedar E. S. Al-Safi	haedaralsafi@uma.es
	Universidad de Málaga Dpto. Ingeniería de Comunicaciones Campus de Teatinos Málaga 29071 Spain
	Universidad de Málaga Dpto. Psicología Evolutiva y Educación Campus de Teatinos Málaga 29071 Spain

Andrés Ortiz	aortiz@ic.uma.es
	Universidad de Málaga Dpto. Ingeniería de Comunicaciones Campus de Teatinos Málaga 29071 Spain
	Universidad de Málaga Dpto. Psicología Evolutiva y Educación Campus de Teatinos Málaga 29071 Spain

Juan L. Luque	juan.luque@uma.es
	Universidad de Málaga Dpto. Ingeniería de Comunicaciones Campus de Teatinos Málaga 29071 Spain
	Universidad de Málaga Dpto. Psicología Evolutiva y Educación Campus de Teatinos Málaga 29071 Spain

## AAS – Approve or Reject

After assessing the author and their article, the Approval Manager can approve or reject the article for coverage under the agreement

If the article is rejected, the author will either have to fund open access through other means or publish their article subscription

### CONFIRM APC COVERAGE

Confirm coverage of APC for this article  
Universidad de Malaga

Approve article

Note, your decision is final and can not be changed.

### REJECT APC COVERAGE

Reject coverage of APC for this article

Reject article

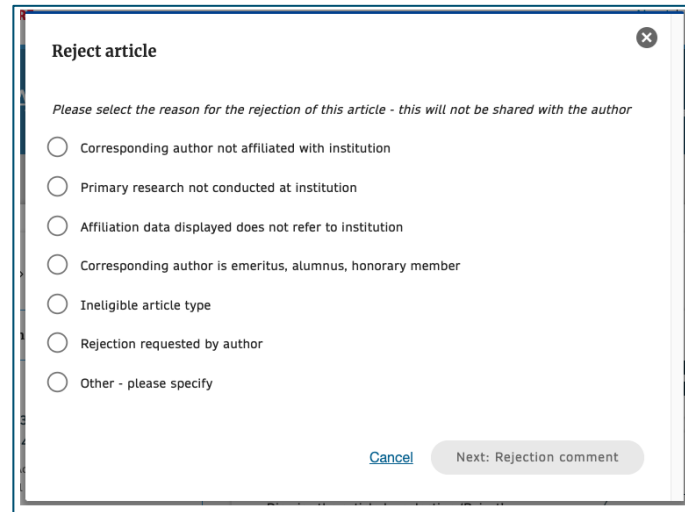
Note, your decision is final and can not be changed.

## AAS – Rejection reasons and comments

When rejecting an article, a dialog window will open asking for a rejection reason

For all decisions (approvals and rejections), AMs will have the opportunity to **add a comment** for their records

This extra step helps **preventing accidental rejections**. Please note that the rejection reasons is not shared with authors



**Reject article** ✕

Please select the reason for the rejection of this article - this will not be shared with the author

- Corresponding author not affiliated with institution
- Primary research not conducted at institution
- Affiliation data displayed does not refer to institution
- Corresponding author is emeritus, alumnus, honorary member
- Ineligible article type
- Rejection requested by author
- Other - please specify

[Cancel](#) [Next: Rejection comment](#)



**Approve article** ✕

Please provide any comments related to your decision (optional)

You have 50 words remaining

[Cancel](#) [Approve article](#)

## Reporting

On the **Reporting** tab, users can access reports of the articles on their AAS

The reports include data such as author details, article details and relevant dates, e.g. approval date

In addition, our reporting team will send out regular enhanced reports which go through an additional level of quality assurance and are put into the context of the wider agreement and its article allowance

Requests Reporting [Contact us](#)

Article status report

### Article status report

---

Select the criteria for your report.

Deal

All

Status

Open  
 Approved  
 Rejected

Date range

From:

To:

Choose format

Excel file  
 CSV file

[Download report](#)





Frequently Asked Questions

4

## Frequently Asked Questions – CRUE CSIC Transformative Agreement

### 1. Who is eligible for coverage?

Students, teaching and research staff affiliated with an eligible institution who are the corresponding author of the article

### 2. What is the process for changing the corresponding author of a manuscript?

Corresponding authors changes can only be executed for unpublished articles where a funding decision has not been made yet. In this case, the old corresponding author should email the [Open Access Verification team](#) with the details of the new corresponding author who should make sure the information is corrected on the manuscript during the proofing stage

### 3. Is it possible to convert articles published subscription to open access?

Articles can only be retrospectively covered under the TA if a technical error occurred (ex. institution/journal/article type not recognised as eligible by our system). This will need to be communicated to OA Verification within short time frames in order for the team to decide whether retrocoverage is possible

### 4. Can we see a preview of the article on the dashboard before approving it?

Due to copyright reasons, it is not possible for Springer Nature to display the article manuscript on the AAS before the funding decision has been made

## SN Customer Support Teams: Who to Contact

Topic	Contact
<ul style="list-style-type: none"> <li>Initial contact regarding submission and payments</li> </ul>	Open Research Support <a href="mailto:orsupport@springernature.com">orsupport@springernature.com</a>
<ul style="list-style-type: none"> <li>Questions about how to apply for coverage under an agreement</li> <li>Changes to articles during eligibility process (eg author order, affiliations, email address)</li> </ul>	Open Access Verification <a href="mailto:oa.verification@springernature.com">oa.verification@springernature.com</a>
<ul style="list-style-type: none"> <li>Queries about workflows, contract status and setups, technical issues</li> <li>Escalations from customer services</li> </ul>	Open Access Reporting <a href="mailto:oa.agreements.reporting@springernature.com">oa.agreements.reporting@springernature.com</a>
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**THANK YOU**

**Any questions?**