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Read-and-Publish Agreement Author Experience

If your institution has a Read-and-Publish agreement with Rockefeller University Press and you are the *primary* corresponding author publishing in *Journal of Cell Biology*, *Journal of Experimental Medicine*, or *Journal of General Physiology*, you are entitled to Gold Open Access publication with all fees covered by the deal. Please follow the steps in this document to ensure that your manuscript is recognized as part of the deal.

Initial Submission

The screenshot shows the 'Author Information' tab selected in the submission form. The form is divided into several sections:

- Manuscript Info:** Title/Abstract
- Author Information:** Keywords, Detailed Information, Editor/Reviewer Suggestions, Staff Only
- Review Material:** Review Manuscript Data, Review Manuscript Files
- Submit Manuscript:** Submit Manuscript

The main form area contains the following fields and options:

- Author #:** 1
- Corr Author:**
- Name:** Robert G. ...
- Email:** ...@rockefeller.edu
- Organization:** Rockefeller University
- ORCID:** 0000-0002-8112-769X
- Person Title:** Dr.
- Name:** First: Robert, Middle: , Last: G.
- Email:** ...@rockefeller.edu
- Institution:** None Selected (with a [Validate Institution](#) link)
- Department:**
- Address Line 1:** 123 Main St.
- Address Line 2:**
- City:** New York
- State/Province:** NY
- Country:** Please Select (dropdown menu showing United States, Afghanistan, Aland Islands, Albania)
- Zip/Postal Code:** 10022
- Work Phone:**
- Affiliation(s):** Does this author have any manuscript affiliations that are different from or in addition to the above address? If yes, please select ALL institutions included as manuscript affiliations for this author. **Be sure to include the institution you listed in your address above if it is also a manuscript affiliation.** This will help us determine whether your article is eligible for free Gold Open Access publication either through a Read & Publish deal or directly via your institution(s).
 Yes No

At the bottom, there are buttons for 'Save and Exit' and 'Save and Continue', and links for 'Save/Hide', 'Remove', and 'Clear Fields'.

Figure 1. Submission form with Author Information tab selected.

Read-and-Publish eligibility is based on the manuscript affiliation for the primary corresponding author, which is indicated by the checked box as shown in Fig. 1, Area 1. This will be checked by default if you are the submitting author.

RUP's deals are driven by underlying [Research Organization Registry \(ROR\) IDs](#). Authors must validate their institution by selecting it from a ROR type-ahead menu. As displayed in Fig. 1, Area 2, the *Validate Institution* link must be clicked to select your institution. At this step, you should select the institution that is your current institution for correspondence purposes.

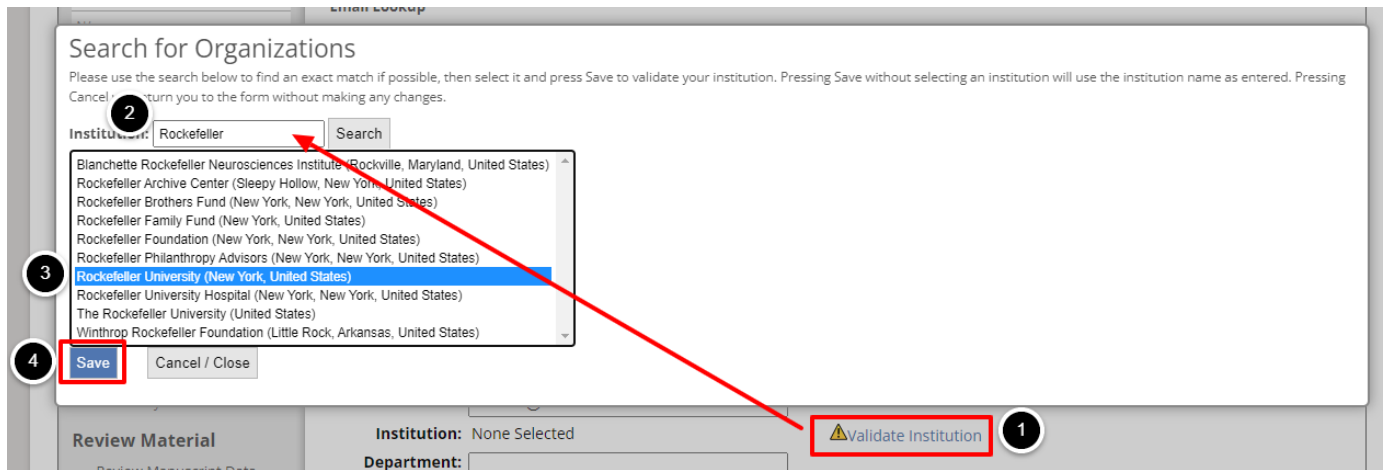


Figure 2. Search for Organizations screen.

After clicking *Validate Institution*, the *Search for Organizations* interface will pop up. Entering search text in the *Institution* field presents a list of matching names as a selectable menu. Select the correct name and click Save. Note that you may need to adjust your search term(s) to locate your institution. Don't be concerned if the name does not appear exactly as you'd like it to in the published affiliation. We will use the text that has been provided in your manuscript file.

ROR IDs were developed as a top-level identifier, and in some cases, you will not find a medical school or hospital. In those cases, please find and select the top-level identifier for your institution.

Note that, because there are rare instances of institutions that do not have a ROR ID, the system allows you to save without selecting from the list. However, doing so will result in the manuscript **not** being recognized as part of a deal. See Figs. 3 and 4 below.

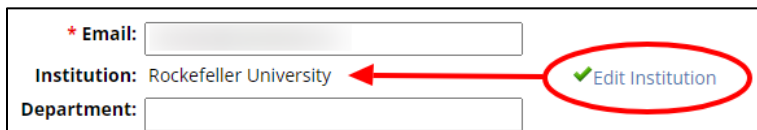


Figure 3. Successful validation.

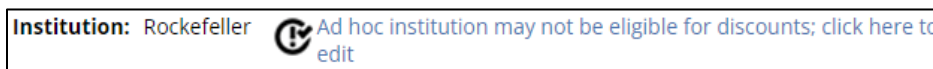


Figure 4. Invalid selection.

Multiple Manuscript Affiliations for Corresponding Author

If the institution selected as your current address is not the same as your manuscript affiliation, or if you have additional manuscript affiliations, you should add those, being sure to re-enter the institution you entered above if it is also a manuscript affiliation.

To do so, select *Yes* to the question *Does this author have any manuscript affiliations that are different from or in addition to the above address*, as shown in Fig. 5, Area 1 below.

Once Yes is selected, you will have the ability to add institution names by validating (Fig. 5, Area 2) as described above.

If you have multiple affiliations, use the *Add affiliation* link shown in Fig. 5, Area 3.

1 **Affiliation(s):** Does this author have any manuscript affiliations that are different from or in addition to the above address? If yes, please select ALL institutions included as manuscript affiliations for this author. **Be sure to include the institution you listed in your address above if it is also a manuscript affiliation.** This will help us determine whether your article is eligible for free Gold Open Access publication either through a Read & Publish deal or directly via your institution(s).

Yes No

Manuscript affiliation organization: None Selected

2 Validate Institution

3 Add affiliation

Figure 5. Detail of Fig. 1, Area 3

License to Publish Choices

If the manuscript is accepted for publication, the corresponding author will receive an email with a link to complete a License to Publish. For manuscripts eligible for Read-and-Publish agreements, the below splash screen will be presented to the author.

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Author Forms

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Figure 6. License options.

The preselected option is to make the article part of the Read-and-Publish agreement. To publish immediate Open Access under a CC-BY license at no cost to the author, keep this selection and click *Continue to License to Publish Form* at the bottom of the screen.

We recommend that the author *always* take advantage of the deal, but we do allow other options. The author may choose to be invoiced directly for the same immediate Open Access CC-BY publication or to make the article open after 6 months under a CC-BY-NC-SA license, also invoiced directly.

Invoice

The invoice will indicate that the Open Access fee has been paid for by the institution.

| Description | Item Cnt | Item Amt | Total |
|---|----------|-----------|---------------------|
| Immediate Open Access Publication Fee | 1 | \$6000.00 | \$6000.00 |
| Invoice Amount: | | | \$6000.00 |
| Amount Paid for by Institution: | | | \$6000.00 |
| Balance Due: | | | \$0.00 |
| Due By: | | | 2024-02-29 14:11:08 |
| Comments | | | |
| Remittance must be made in U.S. currency. Terms: 30 days net. REMITTANCE COPY | | | |

Figure 7. A zero balance Invoice indicating that the fee has been paid by the institution.