

Overview of Author Touchfree Workflow

- Step 1: **Article is accepted for publication**
- Step 2: **The institution is notified**
- Step 3: **The article appears in the funding dashboard**
- Step 4: **Decision is sent to author:**
 - If approved the author is informed the article will be published (Open Access) and charged covered.
 - If denied (**Hybrid**), the author is informed their article will be published
 - If denied (**Pure OA**), the author is informed and given the option to pay the APC. [Pure OA articles are only in Rightslink if the library has opted to be set up for central payment].

Step 1: Article is accepted for publication

- An author has an article accepted for publication.
 - If metadata matches an existing agreement the author is **not** contacted.
 - Metadata is based on title data and agreement information sent to the Rightslink by the publisher and the corresponding author's Ringgold ID or email domain.
 - The agreement determines which journals are eligible (eg. Complete Journal Package).

Step 2: The institution is notified



DE GRUYTER

Your author has requested APC funding.

Dear Christopher Coia,

Your author has requested funding from **Stockholm University**

Request Details

Request Date: 04-Jun-2020

Publisher: Walter De Gruyter GmbH

DOI: 10.1515/hf-2019-026144

Publication: Holzforschung

Article Title: **Research on wood pulp (example title)**

Author(s): Chang-Jin Lee [@usc.edu](mailto:chang-jin.lee@usc.edu)

ZHAO XUEFENG [@usc.edu](mailto:zhaoxuefeng@usc.edu)

Please [click here](#) to view details and respond.

Sincerely,
Walter De Gruyter GmbH

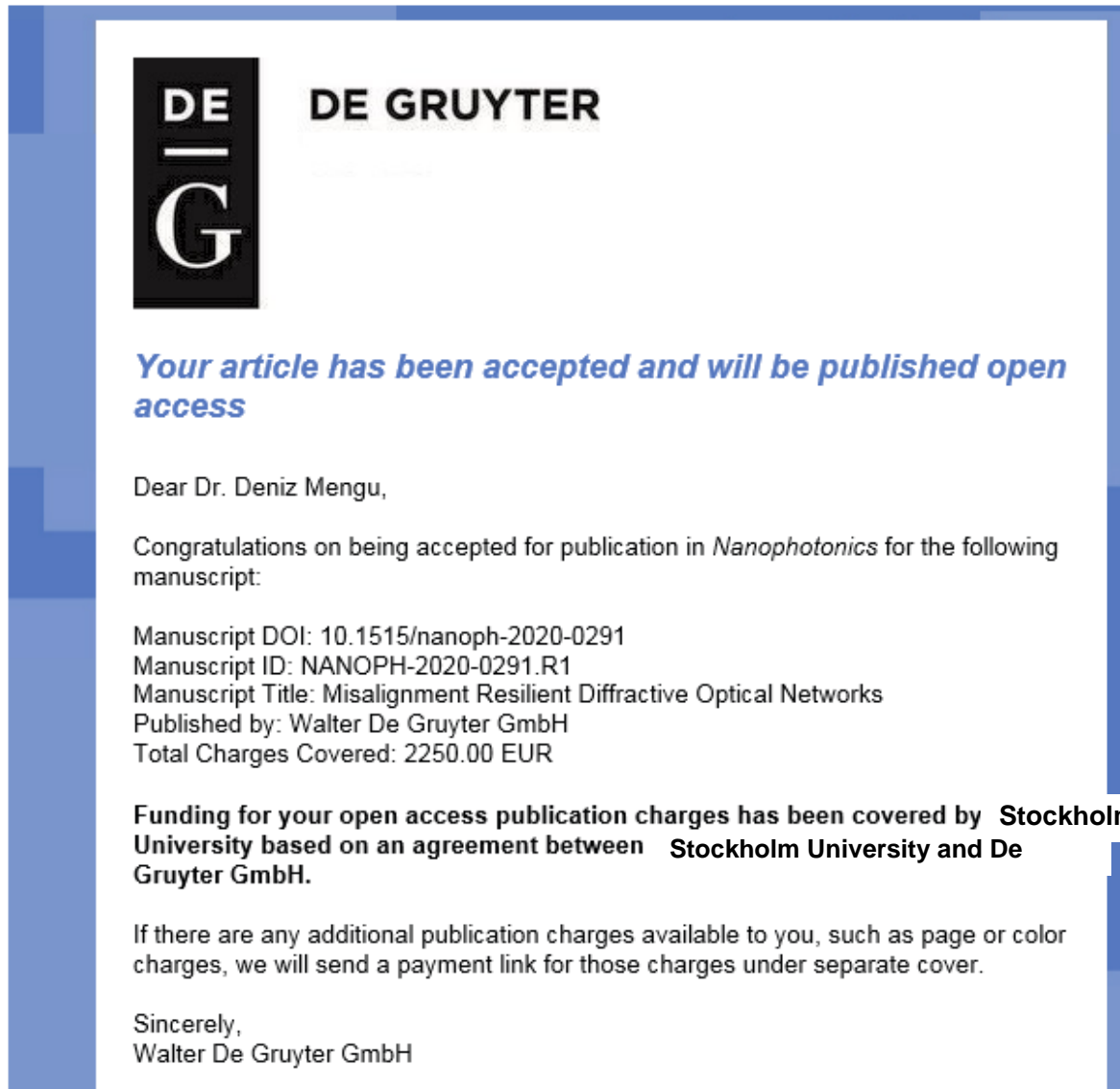
Step 3: The article appears in the funding dashboard

▼	04-Jun-2020	Touch Free Agreement Hybrid Testing	Lee, Chang-Jin	Walter De Gruyter GmbH	Stockholm University	Pending	APPROVE	DENY
Secondary Author(s)		XUEFENG, ZHAO						
Journal		Holzforschung						
DOI		10.1515/hf-2019-026144						
License		CC BY						
Acceptance Date		04-Jun-2020						
APC Token or Threshold Value		2,000.00 EUR						

- Next, the article appears in your funding dashboard, just as with an article that was not touch-free.
- All De Gruyter licenses are CCBY
- You can choose to set your De Gruyter agreements to Automatic Approval, in which case you need to take no action. The article will automatically be approved and published Open Access.
- Otherwise, you can opt to approve or deny the article. The author will be informed of your choice.

Step 4: The author is notified (approval)

If you approve the article, the author will receive an approval email



Step 4: The author is notified (denial)

If you deny the article, the author will receive a denial email that includes your denial reason



DE GRUYTER

Please submit your author publication charge(s)

Dear Dr. Deniz Mengu,

Congratulations on being accepted for publication in *Nanophotonics* for the following manuscript:

Manuscript DOI: 10.1515/nanoph-2020d-0291

Manuscript ID: NANOPH-2020-d0291.R1

Manuscript Title: Misalignment Resilient Diffractive Optical Networks

Published by: Walter De Gruyter GmbH

Funding for your open access publication charges has been denied by Stockholm University

Denial Reason:

Funding no longer available

Note From **Stockholm University**

Organization Contact Name: Christopher Coia

Organization Contact Email: ccoia@copyright.com

Organization Contact Phone: 848483838

If you would like to pay for the APC yourself, or from a different funding source, please [click here](#) to complete the transaction again.