

RL WORKFLOWS – APC AND HYBRID JOURNALS

SUBMISSIONS AND CHARGES

General rules for all types of workflows

Authors should always use their affiliated email domains and the name of their affiliated institution to be recognized in RL.

The usage of non-affiliated email domains (e.g. commercial domains like @gmail.com, @yahoo.com) eliminates authors from the automatic recognition by RightsLink.

Omitting the affiliation name causes authors to be eliminated from the automatic recognition via the RINGGOLD number by RightsLink.

In effect, the metadata needs to be edited manually which slowed the funding distribution process.

SUBMISSION WORKFLOW FOR PURE OA JOURNALS

New submission



Open Access Published since March 1, 2006

Open Medicine

ISSN: 2391-5463

Submit manuscript

You can easily submit your manuscript online. Simply go to the journal webpage – you will be moved to the submission system page (Editorial Manager)

OVERVIEW LATEST ISSUE ISSUES RANKING **SUBMIT** EDITORIAL

Submit

Manuscripts should be submitted to the journal via the online submission system Editorial Manager available for this journal at <http://www.editorialmanager.com/openmed>.

New submission

The screenshot shows a website interface for journal submissions. At the top, there is a navigation bar with links for Home, Submit a Manuscript, About, and Help. A dropdown menu is open under 'About', listing Journal Overview, Instructions For Authors (circled in red), Contact, and Privacy Policy. Below the navigation, a large teal banner contains a white box with the text: 'Please make sure that you read Instructions for Authors and Policies'. To the right of this text are six dark teal buttons with white text and right-pointing arrows: LOGIN, DESCRIPTION, REGISTER, CONTACT US, SEE HINT, and READ. At the bottom, there is a light blue section with a 'LOGIN' heading and a form titled 'Please Enter the Following' which includes fields for Username and Password, and a link for 'Insert Special Character'.

Home Submit a Manuscript About ▾ Help ▾

Journal Overview
Instructions For Authors
Contact
Privacy Policy

Please make sure that you read Instructions for Authors and Policies

LOGIN DESCRIPTION REGISTER

CONTACT US SEE HINT READ

LOGIN

Please Enter the Following Insert Special Character

Username:

Password:

Basic information about the submission

Home Main Menu Submit a Manuscript About ▾ Help ▾

Author Main Menu

[Alternate Contact Information](#)
[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.
[Journal Home Page with instructions for Submission of Manuscripts](#)

New Submissions

[Submit New Manuscript](#)
Submissions Sent Back to Auth
Incomplete Submissions (0)
Submissions Waiting for Author
Submissions Being Processed

Revisions

Submissions Needing Revision
Revisions Sent Back to Author
Incomplete Submissions Being
Revisions Waiting for Author's *A*
Revisions Being Processed (0)
Declined Revisions (0)

Completed

Submissions with a Decision (C)
Submissions with Production Cx

Home Main Menu Submit a Manuscript About ▾ Help ▾



Article Type Selection

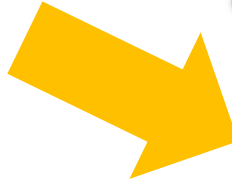


Attach Files



Manuscript Data

Choose the Article Type of your submission from the drop-down menu.



Select Article Type

None ▾
None
Research Article
Review
Case report
Communication
XXVI SIBPA congress 2022
Rapid Communication
Winter Offer
Letter to the Editor
Commentary
Mini review
Erratum

Proceed →

Manuscript upload

Home Main Menu Submit a Manuscript About Help

Article Type Selection Attach Files General Information Review Preferences Additional Information Comments Manuscript Data

Cover Letter
 Manuscript

Please provide any additional items.

Select Item Type
*Cover Letter
Description
Cover Letter

[Browse...](#) OR

[Insert Special Character](#)

Apart from the manuscript, you might need to upload additional files

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type manually if necessary.

Change Item Type of all files to [Check All](#) [Clear All](#)

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Cover Letter	Cover Letter	cover.doc	261.0 KB	Aug 27, 2023	Download	<input type="checkbox"/>
2	*Manuscript	Manuscript	PD-003018.doc	261.0 KB	Aug 27, 2023	Download	<input type="checkbox"/>

[Check All](#) [Clear All](#)

Additional information – policies

Home Main Menu Submit a Manuscript About ▾ Help ▾

Conflict of interest - please disclose any financial and/or other conflicts of interest that might bias your (or co-authors') work and/or could inappropriately influence your (or co-authors') judgment.

Answer Required: Authors report no conflict of interest
 Conflict of interest (please specify)

[Select All](#) [Clear All](#)

I confirm that all the figures/images used in the manuscript are either original, or if re-used from previous works, they had been originally published under an open access license (CC-BY, CC-BY-NC or CC0) and credit was given to the creator in my manuscript, or an appropriate permission was obtained by the Authors prior to submission.

Answer Required: Please select a response
 Yes
 No
 There are no figures/images in the manuscript

I confirm that all the Authors read the Publication Ethic Statement (available on the journal website -> supplementary Materials).

Answer Required: Please select a response
 Yes
 No

As well as you need to confirm information connected to publishing policies

General information

Home Main Menu Submit a Manuscript About ▾ Help ▾



Article Type Selection



Attach Files



General Information



Review Preferences



Additional Information



Comments



Manuscript Data

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

[Insert Special Character](#)

- + Title
- + Abstract
- + Keywords
- + Authors

← Back Save & Submit Later Build PDF for Approval →

Use your institution domain, it might be necessary for recognition of your funding eligibility

Add a minimum number of required keywords – that will be necessary for us to be able to provide you with a quality and relevant peer-review process

Article Publication Charges

[Home](#)[Main Menu](#)[Submit a Manuscript](#)[About](#) ▾[Help](#) ▾

Publication Charges

This manuscript must be submitted for Open Access publication. An Article Processing Charge (APC) will be assessed if the paper is accepted for publication. Please click the 'View Publication Charges' button to see the estimated APC.

If you agree to submit this manuscript for Open Access publication, please select the 'Yes' radio button below. If you do not wish to submit this manuscript for Open Access publication, please select the 'No' radio button below; your submission will be located in the 'Incomplete Submissions' folder and you may click the 'Remove Submission' link if you do not wish to submit the manuscript.

When you have made your selection, please click the 'Proceed' button.

[View Publication Charges](#)

Do you agree to submit this manuscript for Open Access publication?

- Yes
 No

[Cancel](#)[Proceed](#)

Check relevant publication charges and confirm you agree for them



Author view

New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

[Incomplete Submissions](#) (1)

Submissions Waiting for Author's Approval (0)


Submissions Being Processed (0)





Here you will see your submissions, further in this main menu you will see the status of peer-review

← Incomplete Submissions

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

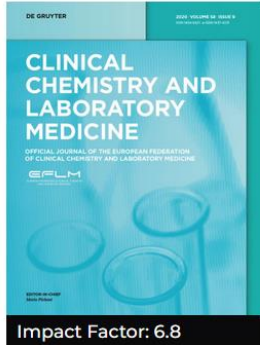
Page: 1 of 1 (1 total submissions)


Results per page 10 

Action 		Title 	Date Submission Began 	Current Status 
Edit Submission Similar Articles in MEDLINE Remove Submission Send E-mail			 2023	Incomplete

SUBMISSION WORKFLOW FOR HYBRID OA JOURNALS

How to submit?



 Licensed Published since January 1, 1963

Clinical Chemistry and Laboratory Medicine (CCLM)

Published in Association with the European Federation of Clinical Chemistry and Laboratory Medicine (EFLM)

ISSN: 1437-4331

Editor-in-chief: Mario Plebani

Edited by: Philippe Gillery, Ronda Greaves, Karl J. Lackner, Giuseppe Lippi, Bohuslav Melichar, Deborah A. Payne, Peter Schlattmann

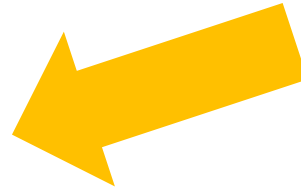
OVERVIEW LATEST ISSUE ISSUES RANKING **SUBMIT** EDITORIAL

Submit

Submission

You can easily submit your manuscript online. Simply go to <http://mc.manuscriptcentral.com/cclm> and you will be guided through the whole submission and publishing process.

You can easily submit your manuscript online. Simply go to the journal webpage – you will be moved to the submission system page (ScholarOne Manuscripts™)



New submission

Home Author Review Manage Client Configuration Center

Author Dashboard

This is not a production environment

Author Dashboard

- Start New Submission >
- Legacy Instructions >
- 5 Most Recent E-mails >
- English Language Editing Service >

Start New Submission

[Instructions for Authors](#)

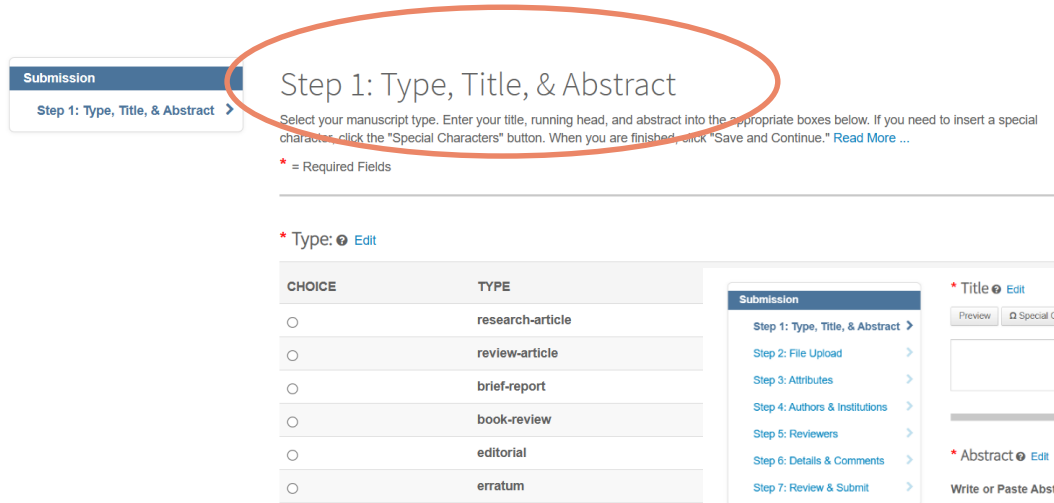
Edit

Traditional submission allows you to upload files that were created from many sources.

Begin Submission

It would be important to follow the journal instructions for authors in order to prepare the submission in a required form

Basic information about the submission



Submission

Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More ...](#)

* = Required Fields

* Type: [Edit](#)

CHOICE	TYPE
<input type="radio"/>	research-article
<input type="radio"/>	review-article
<input type="radio"/>	brief-report
<input type="radio"/>	book-review
<input type="radio"/>	editorial
<input type="radio"/>	erratum

Submission

- Step 1: Type, Title, & Abstract >
- Step 2: File Upload >
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Reviewers >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

Please deliver basic information about your submission like article type, working title and informative abstract

Where relevant indicate special issue assignment.

* Title [Edit](#)

Preview [Special Characters](#)

0 OUT OF 50 WORDS

* Abstract [Edit](#)

Write or Paste Abstract

Preview [Special Characters](#)

0 OUT OF 200 WORDS

Special Issue

* Is your paper a regular submission or part of a Special Issue? If yes, please specify.

Regular Submission

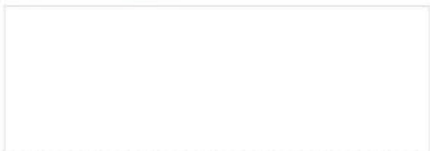
Copyright agreement

Copyright Agreement

* By checking the box to the left, all authors indicate that they agree to the submission of the manuscript and the correctness of the content and that they understand and will abide the [Copyright Agreement of de Gruyter](#).

Plain Language Summary

Enter a short, plain language summary - a simple, non-technical explanation or lay summary to help make your work understandable and understand your work. This is not the same as the abstract. Once your article has been published, this summary will be available through Kudos ([more info](#)).



Read the License to publish for journals and indicate that you agree to the terms and conditions



LICENSE TO PUBLISH FOR JOURNALS / VEREINBARUNG ZUR VERÖFFENTLICHUNG IN ZEITSCHRIFTEN

Auch „Copyright Transfer Agreement (CTA)“

Note: This document contains both the English- and German-language versions of this Agreement.

Hinweis: Dieses Dokument enthält sowohl die englisch- als auch deutschsprachige Version dieser Vereinbarung.

ENGLISH VERSION

1 Applicability

The following agreement is effective if and when the Article submitted to be published by Walter de Gruyter GmbH or its affiliates (the "Publisher") is accepted.

2 Grant of Rights

2.1 The Author grants (for U.S., Canadian or U.K. government employees: to the extent transferable according to applicable law or regulations) to the Publisher the following rights to the Article, including any supplemental material, and any parts, extracts or elements thereof:

- the right to reproduce and distribute the Article in printed form, including print-on-demand;
- the right to reproduce and distribute electronically or optically on any and all data carriers or storage media now known or that will be developed in the future – especially in machine readable/digitalized form and the right to reproduce and distribute the Article via these data carriers; the right to store the Article in databases, including online databases, and the right of transmission of the Article in all technical systems and modes; the right to make the Article available to the public or to closed user groups on individual demand, for use on monitors or other readers (including e-books), and in printable form for the user, either via the internet, other online services, or via internal or external networks.
- the right to produce prepublications, reprints, and special editions of the Article;
- the right to translate the Article into other languages;

Manuscript upload

Submission


- Step 1: Type, Title, & Abstract >
- Step 2: File Upload >
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Reviewers >
- Step 6: Details & Comments >
- Step 7: Review & Submit >






Apart from the manuscript, you might need to upload additional files

Files  Edit

0.00 OUT OF 58.59 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					
 Update Order		Remove All Files			

File Upload  Edit

SELECTION	FILE DESIGNATION
 Select File 1 ...	* Main Document
 Select File 2 ...	Choose File Designation ...
 Select File 3 ...	Choose File Designation ...
 Select File 4 ...	Choose File Designation ...
 Select File 5 ...	Choose File Designation ...

Choose File Designation ...

- Choose File Designation ...
- Main Document
- Figure
- Table
- Title Page
- Supplementary File For Review
- Author Photograph
- Author's Response to Reviewer/Editor Critique (for Revised & Resubmitted Papers only)
- Source Codes (tex, cls, sty etc.) as ZIP archive
- Supplementary Material**
- Author Short Biography
- Graphical Abstract Text
- Graphical Abstract Figure
- Reference Document

Additional information

Submission	
Step 1: Type, Title, & Abstract	>
Step 2: File Upload	>
Step 3: Attributes	>
Step 4: Authors & Institutions	>
✓ Step 5: Reviewers	>
Step 6: Details & Comments	>
Step 7: Review & Submit	>

⚠ Please fix the following issues then click Save or Save & Continue:

- Minimum entries for attribute Keywords not entered. Enter one attribute at a time prior to clicking the (+) plus sign.

Step 3: Attributes

Please enter three required number of keywords into the Keywords fields below. When you are finished, click "Save and Continue."

* = Required Fields

* Keywords  Edit

Ω Special Characters

+ Add

REQUIRED 3. MAX 6.

Minimum entries for attribute Keywords not entered. Enter one attribute at a time prior to clicking the (+) plus sign.

KEYWORDS

Please add a minimum number of required keywords – that will be necessary for us to be able to provide you with a quality and relevant peer-review process

< Previous Step

Save

Save & Continue >

Article submission in a nutshell

Submission	
Step 1: Type, Title, & Abstract	>
Step 2: File Upload	>
Step 3: Attributes	>
✓ Step 4: Authors & Institutions	>
✓ Step 5: Reviewers	>
Step 6: Details & Comments	>
Step 7: Review & Submit	>


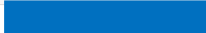


Step 4: Authors & Institutions

Enter your co-authors' information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Save and Continue."

* = Required Fields

Authors

* Selected Authors [Edit](#)

ORDER	ACTIONS	AUTHOR	INSTITUTION
 Drag	1 <input type="text" value="Select..."/>	 (Corresponding Author)	1. 
			2. PL

Add Author

Find using Author's email address

AuthorsEmail@example.com

Please provide your email address in the institutional domain – that will be important for the future recognition of the funding eligibility

Additional information

Funding

* Is there funding to report for this submission?

Yes No

Add Funder [Edit](#) X

Name

Grant / Award Number

[Remove](#)

[Add another grant/ award number](#)

[← Close](#) [Clear](#) [+ Add Funder →](#)

Confirm the following:

- * Confirm that the manuscript, or part of the manuscript, has been submitted solely to this journal and is not published, in press, or submitted elsewhere.
- * Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.

**AUTOMATIC WORKFLOW
(TOUCH-FREE WORKFLOW)
AND
AUTO-APPROVALS**

Overview of author touchfree workflow

Step 1: The article is accepted for publication

Step 2: The institution is notified

Step 3: The funding is automatically approved

Step 4: The author is notified:

If approved the author is informed the article will be published (Open Access) and the APC covered by his institution.

If denied (**Hybrid**), the author is informed that his article will be published behind the paywall unless the author covers the APC himself.

If denied (**Pure OA**), the author is informed that he **needs** to pay the APC to get publication for his article.

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 the agreement information in Rightslink and the article data sent to Rightslink by the publisher (the corresponding author's Ringgold ID or email domain).

The institution is notified



DE GRUYTER

Your author has requested APC funding.

Dear [REDACTED],

Your author has requested funding from *Universitat [REDACTED]*.

Request Details

Request Date: 06-Jul-2023

Publisher: DeGruyter Poland Sp.z.o.o.

DOI: [REDACTED]

Publication: [REDACTED]

OA Type: Hybrid OA

Article Title: [REDACTED]

Author(s): [REDACTED]

Primary Author Affiliation: *Universitat [REDACTED]*, RINGGOLD: [REDACTED]

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

Sincerely,
DeGruyter Poland Sp.z.o.o.

The author is notified (approval)



DE GRUYTER

Your manuscript funding status and next steps

Dear [redacted]

Congratulations on being accepted for publication in *Wittgenstein-Studien* for the following manuscript:

Manuscript DOI: [redacted]

Manuscript ID: [redacted]

Manuscript Title: [redacted]

Published by: DeGruyter Poland Sp.z.o.o.

We have new information regarding coverage of your open access or other publication charges associated with publishing in *Wittgenstein-Studien*.

Based on the decision(s) summarized below, your currently required fees are all covered. If additional fees are required of you at a later point and cannot be covered by the agreement(s) below, you will receive a payment link under separate cover.

The following is a summary of all funding decisions which have been made to-date for your manuscript:

1. Funding for your Open Access fees which we requested on your behalf has been **approved** by Universitat Innsbruck based on an agreement between Universitat Innsbruck and DeGruyter Poland Sp.z.o.o.:

Funding Details

Request Date: [redacted]

The author is notified (denial)



DE GRUYTER

International Journal of Medical Reviews: Your manuscript funding status and next steps

Dear [REDACTED],

Congratulations on being accepted for publication in *International Journal of Medical Reviews* for the following manuscript:

Manuscript DOI: [REDACTED]

Manuscript ID: [REDACTED]

Manuscript Title: [REDACTED]

Published by: Walter De Gruyter GmbH

We have new information regarding coverage of your open access or other publication charges associated with publishing in *International Journal of Medical Reviews*.

Based on the decision(s) summarized below and the remaining fees for your manuscript, you must [click here](#) to review, make a new funding request, or pay for the additional fees yourself. Please note: delay in payment may result in a delay to publication.

The following is a summary of all funding decisions which have been made to-date for your manuscript:

1. Funding for your Open Access fees which you submitted has been **denied** by