



ELSEVIER

# 論文受理後の著者の手続きについて (転換契約に基づく契約機関に所属する 責任著者向け)

最終更新：2024年 9月 6日



# Key information

## 1. 転換契約に基づく対象論文の適用はどのように決定されますか？

- 契約開始日以降に受理された論文であること。
- 責任著者が契約機関に所属していること。
- 論文が契約対象のジャーナルであること。

## 2. 契約の目的の上での責任著者はどのように定義されますか？

- 責任著者とは、Elsevierのジャーナルへの投稿・出版に際し、最後までElsevierとの連絡窓口を請け負う著者のこと。
- 著者グループを代表して、出版に関する選択を行います。
- 全ての論文において、責任著者が一人いる。

## 3. Elsevier Open Access Platform (EOAP)運用における図書館/管理者の役割

- 論文が受理されると、通常48時間以内に論文の最初のバージョンがScienceDirectで出版されます\*。この間にその論文がEOAPに追加されます。

\*校正等、論文の個別の事情により、EOAPの登録までにお時間をいただく場合もあります。

- 図書館/管理者が論文出版の承認、否認をするわけではありません。契約や機関ルールに基づき本論文がOA出版枠やAPC割引を適用できるかを判断します。
- 図書館/管理者は契約管理者として、著者が契約の適用に該当するかどうかを決定する権限を有しています。

# Key information

## 4. 対象となる論文のタイプ

- Case reports
- Data in Briefs
- Full-length articles
- Micro-articles
- Original software publication
- Practice guidelines
- Protocols
- Review articles
- Replication studies
- Short communications
- Short surveys
- Video articles

# 論文受理後の手続きについて

# Author Journeyの開始

- ① 論文が受理された後、責任著者は出版のオプションを選び、Author Journeyを完了させるための専用リンクをEメールで受け取ります。
- ② Eメールの専用リンクを開いた後、“Complete the rights and access form”をクリックします。

①

Finalize Publishing your Article

Corresponding author  
E-mail address  
Journal  
Our reference  
PII

Fuel

Welcome Dr. Stanly,  
To help us finalize the publication of your article please complete the publishing form(s) below.  
**Note:** you will receive a confirmation e-mail after completing each form.

① Information you may need to provide to complete the forms

Rights and Access

② Complete the rights and access form >

## 責任著者の所属機関の入力

① 責任著者は自身の所属機関の詳細を選択します。その情報を基に契約機関とのマッチングが行われます。

② 著者が投稿時に既にこの情報を提供している場合には、予め所属機関が選択されていますのでご注意ください。

## 【注意】

表示されるプルダウンから正しい機関を選択してください。

1 Corresponding Author 2 Co-Author 3 Research Funders 4 Society Membership 5 Publishing Options 6 Licenses 7 Rights 8 Publishing Agreement 9 Review Order 10 Confirmation

Corresponding author  
E-mail address  
Journal  
Our reference  
PII

Corresponding Author's Organization ⓘ

Please enter the corresponding author's organization. We use this information so we can offer tailored publishing options and a personalized article publishing charge for Gold open access when applicable.

**Hint:** start your search using your main organization name (e.g. University of Manchester) as this will return the most results from which to select the most appropriate option. If you're unable to find your specific department, then selecting your main organization is sufficient. For more tips on searching for an organization please visit our Support Center.

① Organization name\*  
waseda university

② Waseda University  
Shinjuku-Ku, JP

Waseda University - Waseda Campus  
Shinjuku-Ku, JP

Waseda University Center for Advanced Biomedical Sciences  
Shinjuku-Ku, JP

Waseda University Faculty of Science and Engineering  
Shinjuku-Ku, JP

Waseda University Faculty of Political Science and Economics  
Shinjuku-Ku, JP

Waseda University - Toyama Campus  
Shinjuku, JP

Waseda University - Tokorozawa Campus

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## 共著者情報の入力

- ① 責任著者は共著者の名前、所属機関を入力します。

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1 Corresponding Author 2 Co-Author 3 Research Funders 4 Publishing Options 5 Rights 6 Publishing Agreement 7 Review Order 8 Confirmation

Select names of the author journey

Were there any co-authors for this article?

Yes  
 No

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1 First name or initial\*  
John

Last name\*  
Head

Organization name\*  
KU Leuven

Or use recently selected organization

+ Add another co-author

Previous Save and Continue >

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- ① 資金提供者の情報を追加できます。資金提供者は所属機関、または別の機関でも構いません。
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### Rights and Access

1 Corresponding Author
2 Co-Author
3 Research Funders
4 Publishing Options
5 Rights
6 Publishing Agreement
7 Review Order
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①

Did the research in this article receive funding?

Yes  No

②

**Funder Details** ⓘ

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Organization name\*

Grant/Contract numbers\*

+ Add grant/contract number

+ Add another organization

Previous
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- ② 管理者がEOAP上で申請を否認した場合、正規のAPC料金の請求書が送付されることが記載されています。

※ ご所属機関のお取決めにより、著者の方に一定のご負担が生じる場合があります。詳細は、ご所属機関管理者にご確認ください。

ここでは、Gold Open Accessを選択して次に続きます。

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#### Article Publishing Charge (APC)

Price  
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Institutional agreement discount  
- 655,550

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### Subscription

**Publish as a subscription article**

As a corresponding author affiliated with the University of Aberdeen, I choose to publish my article subscription, making my final published journal article immediately available to all journal subscribers, to patients and caregivers, and [other groups](#).

I understand that I must wait for 12 months before I can share my accepted manuscript publicly in my institution or funder's repository. I can immediately share it on non-commercial personal homepages and blogs, within my institution, and privately with collaborators.

Previous
Save and Continue >

## APC割引が適用される場合

- ① APC割引が適用される場合、割引金額が表示されます。
- ② 割引バウチャーをお持ちの場合、こちらから入力できます。（※割引率の大きい方が適用されます。）

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#### Article Publishing Charge (APC)

Price  
JPY 330,340

Institutional Agreement Discount  
**①** - 66,068

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(Excluding taxes)  
JPY **264,272**

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the Waseda University, and Elsevier Agreement

**②**






[Previous](#)
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## 権利とステータスの確認

- ① 著者は権利、著者のステータスを選択します。

The screenshot shows a multi-step process for author registration. A progress bar at the top indicates steps 1 through 9: 1. Corresponding Author, 2. Co-Author, 3. Research Funders, 4. Publishing Options, 5. Licenses, 6. Rights, 7. Publishing Agreement, 8. Review Order, and 9. Confirmation. Step 6, 'Rights', is currently active and highlighted with a circled '1'. The main content area is titled 'Elsevier B.V.' and 'Select Your Status'. It contains several radio button options for author status, with the second option, 'I am one author signing on behalf of all co-authors of the manuscript', selected. Below this, there are instructions to indicate which of the following applies, followed by three radio button options. The first option is selected: 'We are all US Government employees and the Article is public domain and therefore the 'License of publishing rights' clause does not apply'. There is a text input field for 'Contract Number\*' with a red asterisk indicating it is required. Below this are two more radio button options, with the second one selected: 'None of the above'. At the bottom of the form, there is a section titled 'Signed on Behalf of Corresponding Author' with a checkbox for 'I am signing on behalf of the corresponding author' which is currently unchecked. Below this checkbox are two text input fields: 'Name, job title and company (if employer representative)\*' and 'E-mail address\*', both with red asterisks. At the bottom of the page, there are two buttons: 'Previous' and 'Save and Continue >'. A circled '1' is overlaid on the 'Select Your Status' section.

## 出版契約の情報

- ① ジャーナルのライセンス出版契約に関する情報が表示されます。

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1

Elsevier B.V.

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- I am one author signing on behalf of all co-authors of the manuscript

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# 出版契約の同意

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## 請求書の情報入力（APC割引の場合のみ）

- ① 請求書の送付先を記入します。  
個人宛か機関宛を選択することができます。

Rights and Access

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The invoice address you provide will be visible to the institution approving your eligibility for the discount.

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①  Invoice an Organization  Invoice an Individual

Please note this option should only be selected if you want Elsevier to invoice an individual, not an organization.

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Title\*  
Mr

First name

Surname\*

Country or Region\*

Address Line 1\*

Total payment due

Price (excluding taxes)  
JPY 331,460

Institutional Agreement Discount  
- 66,292

Tax  
0

To pay

Total price (including taxes)  
JPY 265,168

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- ① 請求書送付先の情報を入力します
- ② 請求書番号(Purchase order number)を入力します。必須項目となっておりますが、請求書版番号が不要の場合は任意の番号(例“0”)を入力してください。

Country or Region\*  
India

Address Line 1\*  
[Redacted]

Address Line 2  
[Redacted]

City\*  
[Redacted]

State  
[Redacted]

Zip/Post Code\*  
[Redacted]

E-mail\*  
[Redacted]

Phone number (including country code)\*  
[Redacted]

Purchase order number\*  
0

VAT/GST/CST Registration Number: ⓘ  
Does the individual have a VAT / GST / CST registration number?

No the individual does not have a VAT / GST / CST registration number  
 Yes the individual does have a VAT / GST / CST registration number

Payment

How do you want to pay for the Article Publishing Charge? \* ⓘ

Credit / Debit card  
 Send an invoice

An invoice will be emailed to the address you have entered. Payment can be made via Bank Transfer, Credit Card, or via telephone.

**Total payment due**

Price (excluding taxes)  
JPY 331,460

Institutional Agreement Discount  
- 66,292

Tax  
0

ⓘ Tax amounts are indicative and will be confirmed on the invoice

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**Total price (including taxes)**  
JPY 265,168

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## 入力内容の確認

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### [Finish]クリック後

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- 管理者は出版後48時間以内に申請の通知を受け取り、可否の検証をします。
- 管理者に承認された場合、APC全額がカバーされます。APC割引の場合は、割引後の料金で請求書が発行されます。
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① Author Demo for Justice

Review Order

**Publishing Option** Gold Open Access

**User License** CC BY 4.0

**Publishing Agreement**

- I am one author signing on behalf of all co-authors of the manuscript

I may share my final published article widely in accordance with the [user License](#) that I have selected. Further details on [Elsevier Sharing Policy](#) [here](#).

28 September 2023

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Price (excluding taxes)  
JPY 655,550

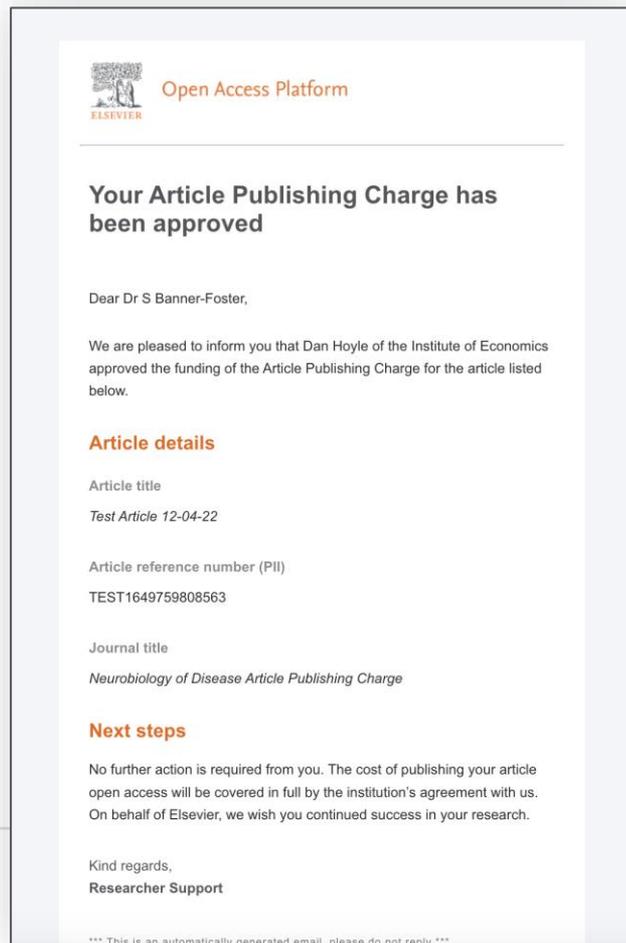
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管理者が申請者への通知設定を行っている場合、申請が承認されると右のようなメールが配信されますのでご確認ください。



 Open Access Platform

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**Your Article Publishing Charge has been approved**

Dear Dr S Banner-Foster,

We are pleased to inform you that Dan Hoyle of the Institute of Economics approved the funding of the Article Publishing Charge for the article listed below.

**Article details**

Article title  
*Test Article 12-04-22*

Article reference number (PII)  
TEST1649759808563

Journal title  
*Neurobiology of Disease Article Publishing Charge*

**Next steps**

No further action is required from you. The cost of publishing your article open access will be covered in full by the institution's agreement with us. On behalf of Elsevier, we wish you continued success in your research.

Kind regards,  
**Researcher Support**

\*\*\* This is an automatically generated email. please do not reply \*\*\*

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管理者が申請者への通知設定を行っている場合、申請が承認されると右のようなメールが配信されますのでご確認ください。



### Your Article Publishing Charge has been approved

Dear Dr S Banner-Foster,

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#### Article details

Article title

Test Article 12-04-22

Article reference number (PII)

TEST1649759808563

Journal title

Neurobiology of Disease Article Publishing Charge

#### Next steps

An invoice, at the discounted rate, will be sent to the address you specified. On behalf of Elsevier, we wish you continued success in your research.

Kind regards,

Researcher Support

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Open Access Platform

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Dear Dr S Banner-Foster,

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#### Article details

Article title

*Test Article 12-04-22*

Article reference number (PII)

TEST1649759808563

Journal title

*Neurobiology of Disease Article Publishing Charge*

#### Reason for rejection

Author not / no longer affiliated

#### Next steps

Please contact the Dan Hoyle directly if you have questions regarding their decision. Elsevier will allow 7 days for you to discuss this with the institution before issuing you with an invoice to the address you provided at the time of submission\*.

Kind regards,

**Researcher Support**

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Thank you

