

A person wearing a light-colored, textured cardigan is holding an open book with orange covers. The book's pages are filled with text. A black rectangular overlay is positioned in the center of the image, featuring the white text 'DE | G'.

# HOW TO SUBMIT AND PUBLISH OPEN ACCESS UNDER AN INSTITUTIONAL AGREEMENT

A GUIDE FOR  
AUTHORS

DE  
|  
G

# Introduction

De Gruyter has established **institutional open access agreement** with your institution. This arrangement enables you as affiliated researcher to publish your article open access at no cost in our entire journal portfolio, which is also fully accessible to you as a reader.

The following presentation will guide you through **the submission and publication process**. To ensure that you are recognized as an eligible author, it is essential that you submit your article **using your institutional email address**.

If you have any questions about the process or want to find out about the eligibility of your article, please contact [Oafunding@degruyter.com](mailto:Oafunding@degruyter.com).

Further information about the terms of our agreements and participating institutions can also be found here:

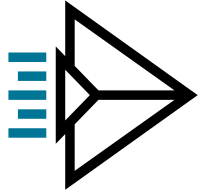
<https://www.degruyter.com/publishing/publications/openaccess/open-access-agreements>

# Step 1: Choose a journal



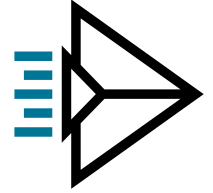
- Choose the journal that best fits your work on degruyter.com. You can [browse our journals here](#)
- The agreement enables open access publishing in nearly our entire journal portfolio, with the exception of a few titles, mainly journals from our publisher partners. If you are uncertain whether your selected journal is covered by the agreement, please contact [Oafunding@degruyter.com](mailto:Oafunding@degruyter.com)
- Once you have identified a journal, visit the journal's website and review the instructions for authors

## Step 2: Submit your article



- On your chosen journal's homepage, you can find information on how to submit your article.
- Many of our journals have Editorial Manager or Scholar One as online submission management systems. A link will move you directly to the journal's dedicated submission page.
- For those journals that do not operate with a submission system, you can find information how to submit under the "submit tab".

# Step 2: Submit your article



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**Open Medicine**

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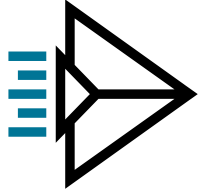
Submit manuscript

OVERVIEW LATEST ISSUE ISSUES RANKING **SUBMIT** EDITORIAL

## Submit

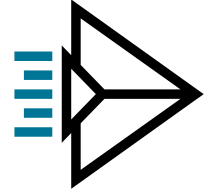
Manuscripts should be submitted to the journal via the online submission system Editorial Manager available for this journal at <http://www.editorialmanager.com/openmed>.

## Step 2: Submit your article



- For journals with a submission system, please complete the submission form.
- Please note that eligibility is determined based on the corresponding author's affiliation. Ensure that you use your institutional email address any time in the publication process.
- The following slides provide detailed instructions on where to enter your institutional affiliation process in the submission process in Scholar One and Editorial Manager.

# Step 2: Submit your article



Where to enter institutional affiliation information in Editorial Manager

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

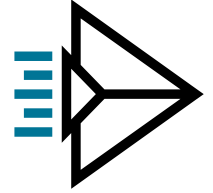
+ Authors

← Back Save & Submit Later Build PDF for Approval →

Ensure that your institutional affiliation and email address are registered here.



# Step 2: Submit your article



## Where to enter institutional affiliation information in Scholar One

**Submission**

[Step 1: Type, Title, & Abstract >](#)

[Step 2: File Upload >](#)

[Step 3: Attributes >](#)

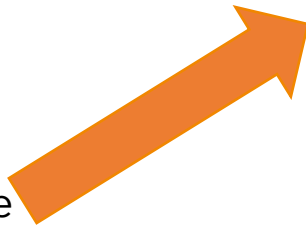
[✔ Step 4: Authors & Institutions >](#)

[✔ Step 5: Reviewers >](#)

[Step 6: Details & Comments >](#)

[Step 7: Review & Submit >](#)

Ensure that your institutional affiliation and email address are registered here.



### 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	Select...	<div></div> <div>(Corresponding Author)</div> <div>konrad.sarzynski@degruyter.com</div>	1. <div></div>

#### Add Author

Find using Author's email address

AuthorsEmail@example.com



## Step 3: Accept our terms and conditions



- During submission and after acceptance, you will be prompted to accept our terms and conditions.
- We have two different publishing contracts/license to publish in place depending on whether you submit to a fully gold open access or hybrid/S2O journal.
- For all open access articles, authors retain the copyright.
- De Gruyter applies a CC BY 4.0 license to most of our open access articles to ensure compliance with funder mandates worldwide.

## Step 4: After acceptance


Article processing charge  
automatically waived

- After your article has undergone peer review and has been accepted, we automatically verify whether an open access agreement is applicable. The open access transaction process is managed by our partner, Rightslink's Open Access Agreement Manager.
- Depending on the terms and conditions of the agreement and your institution, you will interact differently with our open access transaction process.
- In all cases, no article processing charge will be charged. You will receive a confirmation email from our partner, Rightslink, that your OA funding has been approved.
- For S2O titles, there is no interaction with RightsLink necessary. Your article will be published open access after acceptance.



# Step 4: After acceptance

Confirmation email from our partner Rightslink on our behalf, confirming the acceptance of OA funding for your article.

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Article processing charge automatically waived

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 [REDACTED]

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:

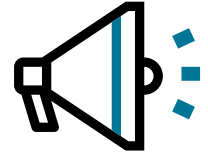
1. Funding for your Open Access fees which we requested on your behalf has been approved by Universitat Innsbruck based on an agreement between Universitat Innsbruck and DeGruyter Poland Sp.z.o.o.:

**Funding Details**  
Request Date: [REDACTED]  
Order Number: [REDACTED]  
Total of All Charges Covered: 2000.00 EUR  
Organization Contact Name: [REDACTED]  
Organization Contact Email: [REDACTED]  
Organization Contact Phone: [REDACTED]

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

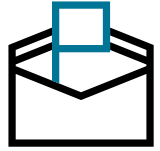
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# Step 5: Promote your research



- After your article is published open access on degruyter.com, promote your research.
- Here, you can find some recommendations and tips from us:
  - <https://www.degruyter.com/publishing/for-authors/for-journal-authors/promoting-your-article>
  - <https://blog.degruyter.com/how-to-your-promote-your-research-article-on-social-media>
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# Questions?



Please feel free to contact under [Oafunding@degruyter.com](mailto:Oafunding@degruyter.com)

And visit:

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