

Completing Author Charges Orders

RightsLink makes it easy for authors to transact Article Processing Charges (APCs) with the publisher. If any charges are due, you can pay by credit card or request an invoice to submit to your institution.

Please note: You must complete the RightsLink transaction in order for your article to be published, even if the charges due are zero.

1. Charges Estimate Page

- Begin on the Charges Estimate Page. You can reach this page from a link in a publisher or RightsLink e-mail. You may also be linked to the page by your organization’s article submissions page.
-  **TIP:** If the link brings you to a page called “Funding Options,” refer to the guide/video about Requesting Funding.
- To view additional manuscript information, select [Manuscript Details](#) at the top of the page. Please note: Only the publisher can make changes or updates to the manuscript information.
- “Available Charges” shows the current charges for the transaction. Use the drop-down menus to choose options. “Mandatory” charges” are required to complete the transaction.
- Discounts. Some discounts may already be applied to the order and are labelled **DISCOUNTS APPLIED**
- You can enter any additional discounts by selecting [Apply Discounts](#)
- If additional currencies are available, the “Currency” drop-down allows you to select another currency for the transaction.



2. Register with RightsLink

- You must be registered with RightsLink to complete the transaction. If you already have an account, select “Sign In” to log in.
- To register, complete the registration form. Some fields pre-populate with the primary author’s information, but anyone can register and transact the APCs. Update the information to reflect your details if you are transacting on behalf of the author.
- After completing the fields, click on “Register” to create the account



3. Login to RightsLink and Process Transaction

- Login with your existing or new username and password. Your username is the e-mail address with which you registered.
- Select a payment method for the transaction. You can pay with a one-time, secure, credit card transaction, or request an invoice by e-mail.
- Complete any requested address information (varies by publisher)
 - ⇒ Billing Address: The credit card address or the address that should appear on the invoice.
 - ⇒ Shipping Address: Where any items will be shipped, if applicable.
 - ⇒ Location: If requested, may determine if taxes are applied.
- Enter VAT ID, if applicable. This may be required when submitting an invoice to your institution.
- You may enter an optional Order Reference/Purchase Order, which will appear on the invoice. Click on “Next”.

 **TIP:** You cannot change or correct a VAT ID after checking out, so please confirm your organization’s VAT ID before completing the transaction.

PAY AUTHOR CHARGES FOR

"The psychological effects of social distancing and isolation"

Manuscript Details

Author: John Smith
Manuscript ID: ExtManuD

Charges Estimate

Billing Details

Order Review

Confirmation

Please review your order

Charge Type	Price	Discounts	Tax/VAT *	Total Due
> Open Access	2,000.00 USD	-905.00 USD	0.00 USD	1,095.00 USD
Color	200.00 USD	-50.00 USD	0.00 USD	150.00 USD
TOTAL:	2,200.00 USD	-955.00 USD	0.00 USD	1,245.00 USD

Billing Address:

Addressee: RightsLink Customer
Company: RightsLink Customer
Address: 222 Rosewood Drive
City: Danvers
State: MA Zip/Postal code: 01923
Country: United States

E-mail:
Phone:

Customer Location:

Addressee: RightsLink Customer
Company: RightsLink Customer
Address: 222 Rosewood Drive
City: Danvers
State: MA Zip/Postal code: 01923
Country: United States

E-mail:
Phone:

TOTAL DUE: **1,245.00 USD**

* Tax/VAT may be based on the customer location and is the customer's responsibility.

Payment method: Invoice

Order Reference or Purchase Order Number (optional)

I have read and accept the terms and conditions

[« Back](#) [X Cancel Order](#)

[» Place Order](#)

4. Complete Transaction

- Review the order details for accuracy.
- Read and accept the publisher's terms and conditions.
- Click on "Place Order". The Order confirmation page will appear.
- If you paid by credit card, your transaction is complete
- If you requested an invoice, it will be e-mailed to you within 24 hours. Payment instructions will be included on the invoice.
- Click on "Order Details" to view full details of your order.

 **TIP:** To view a printable copy of the order, click on  [Print Order](#) on the Order Confirmation page.

Questions?

- [RightsLink Author Resource Center](#) – Videos and Guides
- Search the [RightsLink Knowledgebase](#), or
- Use Live Chat option within the application

