



# Emerald's allocated **APC** workflow



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# 1. Introduction

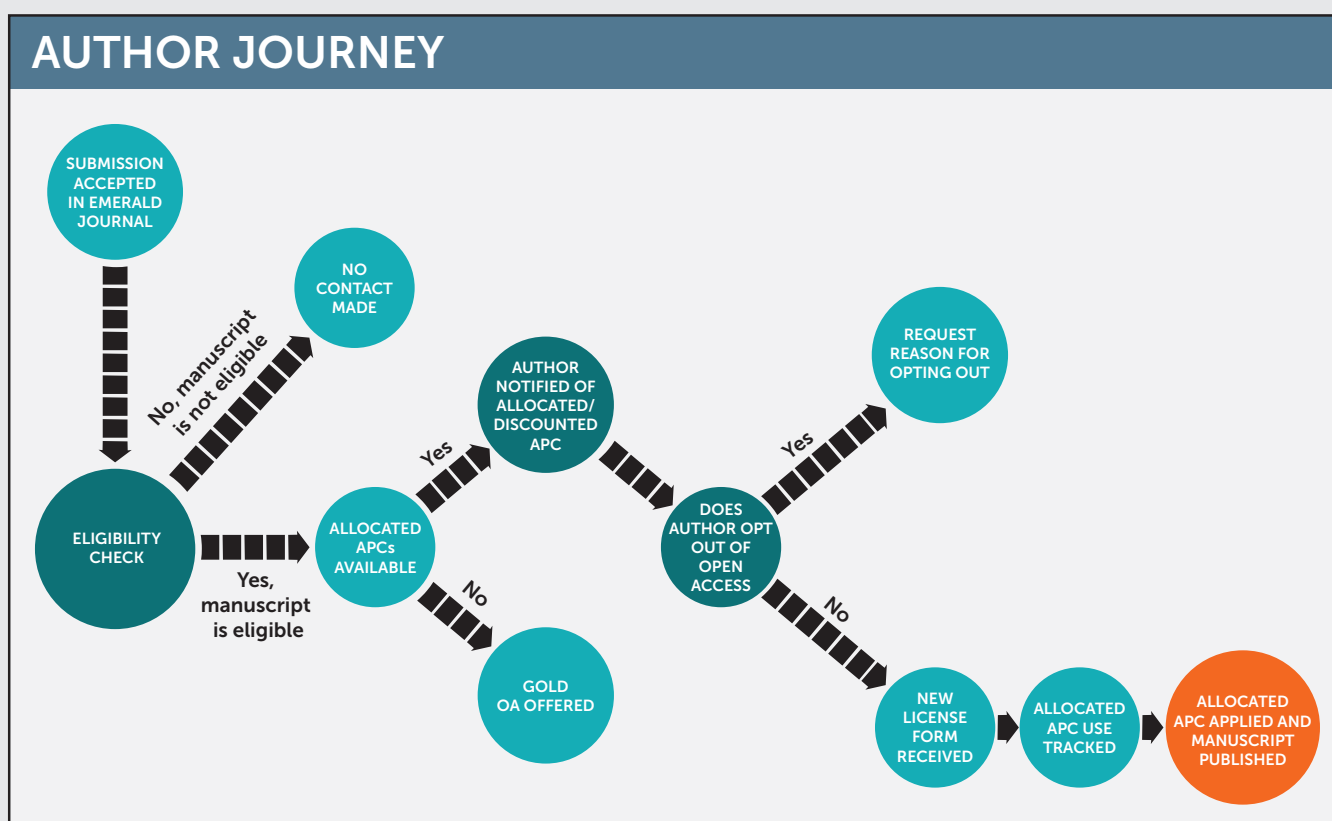
At Emerald, we're committed to providing the best customer and partner experiences we possibly can and are always striving to improve what we offer.

During 2018 we've been listening to the feedback we've received on our Open Access workflows that support our Allocated Article Processing Charges and Discounts (Allocated APC) funding agreements. As a result, we are introducing several improvements over the next year. This includes better notifications to authors of their eligibility, and changes to the workflow to increase uptake of Allocated APCs. We'll explain what the changes are, what other changes are afoot and how you will benefit from them. We've also provided contact details in case there is anything more you need to know.

## Overview of process

Eligible authors' manuscripts will now be opted in to Allocated APC at the point of acceptance. This is intended to increase uptake of this offering amongst our authors. We will also be tracking those manuscripts who choose to opt out of the Allocated APC, we'll see more robust Allocated APC tracking, and new reporting outputs.

Below is a depiction of the journey of an eligible manuscript and our revised workflow. Using reporting functionality, we will identify and inform authors of Allocated APC/Discount-eligible manuscripts, and offer them the chance to opt out of the Allocated APC.



## 2. The Manuscript Journey

From the author's perspective, there will be some visible changes. We have detailed these below.

**A submission is started by an author in our submission system, ScholarOne Manuscripts:**

Submission

Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Keywords >

Step 4: Authors & Institutions >

Step 5: Reviewers >

Step 6: Details & Comments >

Step 7: Review & Submit >

### Step 1: Type, Title, & Abstract

- Select your manuscript type.
- Enter your title and abstract into the appropriate boxes below.
- If you need to insert a special character, click the "Special Characters" button.
- You must also include the structured abstract in the text of your article file.**

When you are finished, click "Save and Continue." [Read More ...](#)

\* = Required Fields

\* Type: ☐ Edit

CHOICE	TYPE	DESCRIPTION
<input checked="" type="radio"/>	Research Article	Papers reporting on original research related to English literacy in any context and age range. A broad range of research methodologies and methods are acceptable. Papers should include the following sections: introduction to the educational issue, literature review (usually inclusive of the theoretical framework of the paper), methods, findings, and conclusion/discussion that explains the implications of the research.
<input type="radio"/>	Teacher Narrative	These papers allow teachers and educational leaders to reflect systematically on their own practice and investigate an issue that is pertinent to their practice and makes an original contribution to English literacy policy, practice, and/or research. Strong teacher narratives include rich and detailed descriptions of practice, reflections on those details, and highlight the teacher's learning.
<input type="radio"/>	Editorial	For Guest/Associate Editors only - non-article content introductory pieces.
<input type="radio"/>	Essay	Conceptual/theoretical papers; reviews of literature, policy, or products related to English literacy; and responses to articles previously published in ETPC. Essays should have a well-developed, original argument engaging with a significant question or issue in the

As part of the submission process, the author is asked to confirm their Open Access preference, should their manuscript be accepted. Following your feedback, we have looked at making this question clearer.

**\* Open Access: Do you want to publish your article as open access under a Creative Commons Attribution 4.0 Licence (CC BY)?**

If yes, an Article Processing Charge (APC) applies. To find the APC for this journal, please refer to the [APC price list](#).

Simply select the yes option below. The APC invoice will be issued once an article has been accepted. For more information about Emerald's Open Access policies, see our [website](#).

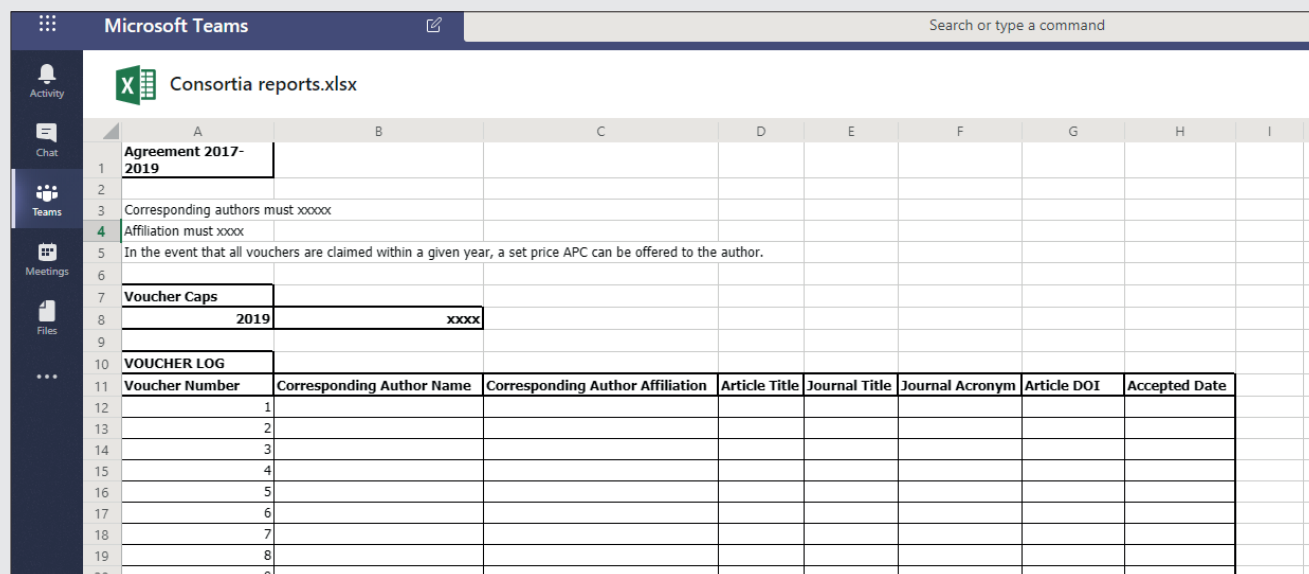
**Note:** Your institution may be eligible for a prepaid or discounted APC. You will be notified of your eligibility during the review process. Any prepaid or discounted APC will be automatically applied on acceptance of the article. Please see our [website](#) to check your eligibility and our terms and conditions.

☐ Yes, I want to publish my article as Open Access

☐ No, I don't want to publish Open Access

Following the acceptance of a manuscript, we will check the manuscript's eligibility for the Allocated/ Discounted APC based on the specific eligibility criteria we have agreed with our partners. Weekly acceptance reports from all relevant Emerald journals will be combined and filtered, so we can quickly and easily check for eligible manuscripts requiring action.

**We will record the allocation of the APC to the accepted manuscript, and against the number of Allocated/ Discounted APCs still available, to be included in a reporting dashboard for our consortia partners:**



	A	B	C	D	E	F	G	H	I
1	<b>Agreement 2017-2019</b>								
2									
3	Corresponding authors must xxxxx								
4	Affiliation must xxxxx								
5	In the event that all vouchers are claimed within a given year, a set price APC can be offered to the author.								
6									
7	<b>Voucher Caps</b>								
8	2019	xxxxx							
9									
10	<b>VOUCHER LOG</b>								
11	<b>Voucher Number</b>	<b>Corresponding Author Name</b>	<b>Corresponding Author Affiliation</b>	<b>Article Title</b>	<b>Journal Title</b>	<b>Journal Acronym</b>	<b>Article DOI</b>	<b>Accepted Date</b>	
12	1								
13	2								
14	3								
15	4								
16	5								
17	6								
18	7								
19	8								
20	9								

If at any point in the process we receive a request from an author to opt out of the Allocated APC, this will be recorded and we will share number of opt out requests we receive with our partners.

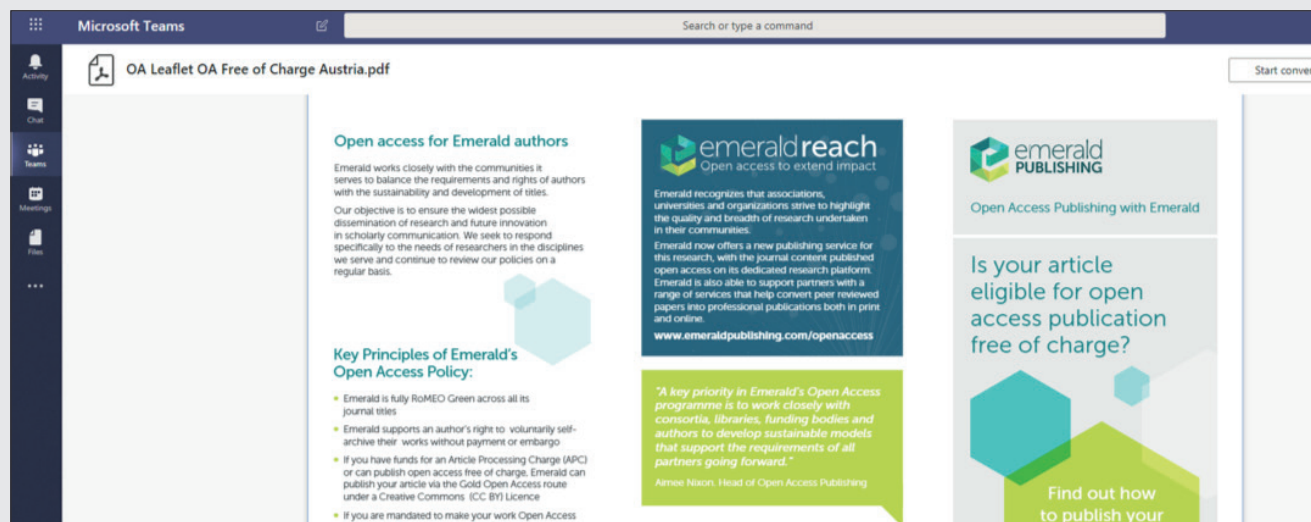
We will keep our partners informed when are getting close to using all of the Allocated/Discounted APCs available and will offer eligible authors the chance to publish using our regular Open Access routes, until more Allocated APCs are available.



### 3. Marketing

As well as reviewing our workflow, we have also been looking at how we improve the promotion of Allocated APCs to eligible authors and ensure that they are aware of how to use them.

We plan to share marketing collateral with our consortia partners via the dashboard, so this can be shared with networks:



Highlighted below are marketing opportunities available for Allocated/Discounted APC promotion

- Tailored collateral for institutions which will highlight Allocated/Discounted APC eligibility and how the process works. This can feature the institution's logo and be translated into local languages.
- Web adverts which feature when the Emerald website is accessed within a specific region. The advert can be translated into the local language such as the example shown below for Austria.
- Targeted author campaigns which highlight Allocated/Discounted APC eligibility and direct them on how to use them.
- Ensuring our existing web page which highlights APCs is user friendly and clear for authors when they are looking at how to use their Allocated/Discounted APC.

## Our Resources

Our dedicated resource zones offer a range of valuable tools designed to make research easier.

- For Authors
- For Librarians
- For Engineers
- Research Zone
- Student Zone
- Teaching Zone
- Subject Zones

## News & Highlights

- Brexit Planning - Emerald Group Holdings Limited and its UK Subsidiaries
- An HSS Perspective on Plan S
- Emerald Publishing becomes first publisher to adopt F1000's Open Research Publishing model, focusing on social sciences
- Emerald raises £25,000 For Social Mobility Foundation
- Emerald Open Research is open for submissions!

[More news items >](#)

## 4. FAQs

### Question

**When will the changes take place?**

### Answer

The plan is to implement this new and improved process in the first quarter of 2019. Most of the changes and benefits and increase in uptake are anticipated to be visible during the latter end of the first quarter of the year. We plan to continuously adapt, refine and improve the new workflow going forwards, with partner feedback at the forefront.

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### Question

**What is changing?**

### Answer

Having listened to what our partners are looking for, we will be introducing new aspects to our workflow, as detailed throughout the document:

- Managing the automatic Allocation of APCs to eligible manuscripts at the point of acceptance, and letting you and your authors know when this happens
- Sharing reporting on manuscripts whose authors have chosen to opt out of the Allocated APC, so we can keep sight of the numbers
- Accommodating discounts to Article Processing Charges, as well as full waivers
- We have a new dedicated role in place from January for supporting these changes, as well as being there to provide you with the new reporting outputs we are looking to deliver

### Question

**Will there be any more changes?**

### Answer

Yes there will. Emerald is committed to continuous improvement and as such we will be looking to constantly improve our ways of working and where appropriate we'll contact you to let you know what has changed. In addition, we'd be keen to hear more of your feedback to see where you think there's still room for improvement. We will be working with our in-house experts on maintaining and continually improving processes, ensuring we proactively seek opportunities to streamline this new workflow.

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### Question

**Who should I contact if I have a query?**

### Answer

For questions on our new workflow, please contact [APC@emeraldgroup.com](mailto:APC@emeraldgroup.com)



## Contact us

For quick answers to your questions please contact us:  
Emerald Publishing Limited, Howard House, Wagon  
Lane, Bingley, United Kingdom BD16 1WA

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**F** + 44 (0) 1274 785201

**E** [APC@emeraldgroup.com](mailto:APC@emeraldgroup.com)

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