

Open Access Article Publishing with **MA Healthcare**

Workflow Guide for Institutions with a Read and Publish Agreement



MA Healthcare

About this Guide

Broaden the reach of your research through our comprehensive guide on publishing for Open Access. Designed to empower authors, this guide provides step-by-step insights into the seamless process of making research accessible to a global audience with MA Healthcare.

This guide is tailored for authors at institutions with a Read and Publish agreement with MA Healthcare.

Learn all about Open Access publishing with MA Healthcare [here](#)



Open Access Publishing

1

To submit an article with MA Healthcare, please go: [here](#)

The screenshot shows the 'MAG Online Library' website. The navigation bar includes 'Journals A-Z', 'Collections', and 'Information'. A search icon, a shopping cart icon, and a 'Login/Register' button are also visible. The main content area is titled 'Submission requirements' and is located under the 'In Authors' section. A sidebar on the left lists various author-related topics, with 'Submission requirements' highlighted. The main text explains that authors should read the target journal's guidelines before submission. It lists three key requirements: the article must fit the journal's scope, be correctly formatted, and the submission process must be understood. Below this, it provides instructions on how to use 'Author guidelines', 'Check manuscript', and 'Submit here' links.

MAG Online Library Journals A-Z Collections Information Q 🛒 Login/Register

In Authors

- Guidance for authors
- Submission requirements**
- Open Access
- Copyright and licensing
- Sharing your articles
- Peer review
- Editorial policies

Submission requirements

In order to ensure the best possible outcome for your manuscript, please read your target journal's guidelines for authors before submission. This will ensure that:

- Your article fits within the scope of the target journal
- You have formatted your manuscript correctly
- You know the submission process for the journal

Click the journal title below for information on the journal scope.

- The 'Author guidelines' links provide detailed requirements for submission.
- The 'Check manuscript' links enable you to easily verify that your manuscript meets submission criteria before you submit.
- The 'Submit here' links take you to the journals' online submission portals.

2

Scroll down to select the journal you wish to publish in:

The screenshot shows the 'MAG Online Library' website with a list of journals. The navigation bar is the same as in the previous screenshot. The main content area displays a table of journals, each with a 'Title' and a column for 'Offers Open Access'. The 'Offers Open Access' column contains a checkmark for all listed journals. To the right of each journal title are two links: 'Author guidelines' and 'Submit here'.

MAG Online Library Journals A-Z Collections Information Q 🛒 Login/Register

Title	Offers Open Access		
African Journal of Midwifery & Women's Health	✓	Author guidelines	Submit here
British Journal of Cardiac Nursing	✓	Author guidelines	Submit here
British Journal of Child Health	✓	Author guidelines	Submit here
British Journal of Community Nursing	✓	Author guidelines	Submit here
British Journal of Healthcare Assistants		Author guidelines	Submit here
British Journal of Healthcare Management	✓	Author guidelines	Submit here
British Journal of Hospital Medicine	✓	Author guidelines Case reports	Submit here
BJHM Open Research	✓	Author guidelines	Submit here
British Journal of Mental Health Nursing	✓	Author guidelines	Submit here
British Journal of Midwifery	✓	Author guidelines	Submit here
British Journal of Neuroscience Nursing	✓	Author guidelines	Submit here
British Journal of Nursing	✓	Author guidelines	Submit here

3

Read the author guidelines before submission to ensure the best opportunity for your article to be accepted.

4

To submit an article to MA Healthcare, please go to Editorial Manager, for example

The screenshot shows the Editorial Manager interface for the British Journal of Hospital Medicine. At the top left is the 'em' logo and the journal title. A navigation bar includes 'Home', 'Submit a Manuscript', 'About', and 'Help'. The main header features the journal's logo and the text 'BRITISH JOURNAL OF HOSPITAL MEDICINE'. Below this, the 'Online article submission service' is highlighted. On the left, there is a thumbnail of the journal cover. The central focus is a login form titled 'Please Enter the Following' with fields for 'Username:' and 'Password:'. Below these fields are buttons for 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'. An 'Or Login via:' section includes an ORCID icon and a 'What is ORCID?' link. Further down are links for 'Send Login Details', 'Register Now', and 'Login Help'. A list of links is provided: 'Information for authors', 'About the journal', 'About Open Access in MA Healthcare journals', 'Contact editorial office', and 'English language editing services'. At the bottom, a copyright notice reads: 'Software Copyright © 2023 Aries Systems Corporation. Aries Privacy Policy | Data Privacy Policy'.

5

When registering on the Editorial Manager, start typing in the Institution box to see a list of possible institutions. Ensure that you select the main institution, not any campus, faculty, department, or other sub-institution.

The screenshot shows the 'Institution Related Information' section of a registration form. The 'Institution' field is active, showing a dropdown menu with a list of suggestions for 'Australian Catholic University'. The suggestions include the main university and various campuses and faculties. The 'City' field is also visible with a dropdown menu. The 'Address is for' field has radio buttons for 'Home' and 'Other', with 'Home' selected. The 'Available as a Reviewer?' field has radio buttons for 'Yes' and 'No', with 'No' selected. The form includes a 'Start typing to display potentially' prompt and an 'Insert Special Character' link.

6

Follow the instructions to upload your manuscript and add the requested information.

When you have uploaded everything, you will be prompted to Build PDF, and will then see the screen below.



The screenshot shows the submission interface for the British Journal of Hospital Medicine. The page title is "British Journal of Hospital Medicine" with the "em" logo. The navigation menu includes "Home", "Main Menu", "Submit a Manuscript", "About", and "Help". The main content area is titled "Publication Charges" and contains a text box with the following information:

You may choose to submit this manuscript for Open Access publication. Please click the 'View Publication Charges' button to see the estimated Article Processing Charge.

Our Open Access articles are published under a CC-BY-NC license (<https://creativecommons.org/licenses/by-nc/4.0/legalcode>) which is only available for **articles that have not received funding from companies or commercial entities**. If you have any queries about whether your article fits this category or not, please email the editor on bjhm@markallengroup.com

If you would like 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.

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

Below the text box is a "View Publication Charges" button. Underneath is the question "Would you like to submit this manuscript for Open Access publication?" with two radio button options: "Yes" (selected) and "No". At the bottom right of the form are "Cancel" and "Proceed" buttons.



7

Click 'View Publication Charges' and you will see a screen like this:

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1 Choose Open Access 2 Register/Log In 3 License Selection 4 Order Confirmation

Welcome to Open Access Portal
Here you can choose to make your article open access and select your open access license.

Choosing open access will mean that your article can be read in the journal by anyone anywhere in the world without restriction. This may increase the number of readers of your article. It may also encourage collaboration and faster development in your field of research.

Open access for your article has been requested by
CAUL (Council of Australian University Librarians)

Under the deal agreed between CAUL and MA Healthcare, article processing charges are waived for corresponding authors from participating institutions. The discount has been automatically applied below:

Pricing Details	Price (GBP)
Open access article processing charge	1,048.80
100% discount (100.00%)	-1,048.80
Total	0.00

No payment is required to make your article open access. There will be no charge to you.

ARTICLE DETAILS

Article
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Manuscript ID
MAH/hmed/5859/

Journal
British Journal of Hospital Medicine

Journal Type
Hybrid

Authors [Expand All](#)

John Doe
Corresponding author

Note that the Total should be zero: under the deal between your university and MA Healthcare, no charges are payable for you to publish open access.

If the total is not zero, first check that the institution listed in your Editorial Manager profile is correct, and that your university is part of a deal with [MA Healthcare](#).

8

When you have completed the submission, your article will be peer reviewed. If your article is accepted, in addition to emails from the journal, you will receive an email specifically relating to open access, like this:

openaccess@markallengroup.com
To:

Wed 8/16/2023 4:22 PM

Dear John Doe,

Congratulations on the acceptance of your paper *Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.* (Manuscript ID: hmed.2023.0290).

Open access publication for your paper in **British Journal of Hospital Medicine** has been requested by CAUL. Please click the link below to select Open Access; no payment will be required from you..

[Select your publishing route](#)

No payment by you is required to make your article open access. Just select the open access publishing option via the button above to sign the open access license. This offer expires on Wednesday 30 August 2023. After this date, you may not be able to make your article open access for free.

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- a route to be compliant with funder and institution open access mandates

Visit our Open Access Portal to [learn more](#) and choose your publishing route.

Please contact scipris-help@antarcopro.com for any information, questions, or concerns.

Best wishes,

MA Healthcare Open Access Team
openaccess@markallengroup.com

9

Click 'Select your publishing route'. You will be prompted to register on the open access portal:

The screenshot shows a registration form with the following elements:

- Progress Bar:** 1 Choose Open Access, 2 Register/Log In (active), 3 License Selection, 4 Order Confirmation.
- Section Header:** Let us know who you are
- Text:** Only one of the named authors of the article may complete the next step: copyright and open access license selection. Please select your name from the author dropdown to log in or register for an account.
- Form Fields:**
 - Author Selection:** Author dropdown menu (selected: John Doe), Email text input, Password text input (placeholder: Enter Password), and a [Forgotten Password](#) link.
 - Supported Browsers:** Firefox: 83 to 85 - Windows and Mac | Chrome: 86 to 88 - Windows and Mac | Microsoft Edge: 88 - Windows OS | Internet Explorer: 10.0 and 11.0 - Windows; compatibility view is not supported | Safari: 12 to 13 - Mac OS
- Button:** LOG IN

10

On the next page, select the CC BY-NC 4.0 licence, confirm that you (or your employer) is the copyright holder, and confirm the two statements at the bottom of the page.

The screenshot shows the 'License Selection' step with the following elements:

- Page Header:** MA Healthcare, Welcome John Doe
- Progress Bar:** 1 Choose Open Access, 2 Register/Log In, 3 License Selection (active), 4 Order Confirmation.
- Section Header:** Copyright and open access license selection
- Text:** This Agreement will grant to the owner(s) Publisher Inc. (the 'Proprietor') of the Journal, British Journal of Hospital Medicine (the journal title subject to verification by Publisher Publishing) a commercial license to produce, publish, sell and sub-license your Article(s) and any accompanying abstract or Supplemental Material (all materials collectively referenced as the 'Contribution'), in all languages and all formats through any medium of communication for the full legal term of copyright (and any renewals) throughout the world. The Proprietor will publish the Contribution under the Creative Commons license selected by you below.
- Section Header:** License Selection
- Text:** Publisher helps authors comply with their institutional and research funder mandates by displaying only the appropriate license(s) to you for this journal. CAUL has an agreement with Publisher to publish articles open access. To be compliant with the mandate of this agreement, please select a license:
- License Selection:**
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- Section Header:** Who owns the copyright of your Contribution?
- Options:**
 - The copyright to the Contribution is owned by you. You represent and warrant that the copyright to the Contribution is owned by you.
 - U.S. Government work (U) You are employees of the United States Government and prepared the Contribution as part of your official duties.
 - Other Government department work (not U.S.) (U) You are employees of the Government of the country indicated in the box provided and prepared the Contribution as part of your official duties.
 - Work made for hire for employer/Work done in the course of employment (non-government) (U) The Contribution was prepared by you at the direction of your employer and within the scope of your employment and copyright in the Contribution is owned by your employer.
 - More than one of the options above applies (U)
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- Text:** Signing Author: John Doe
- Button:** SIGN AGREEMENT
- Article Details (Right Panel):**
 - Journal:** BRITISH JOURNAL OF HOSPITAL MEDICINE
 - Article:** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
 - Manuscript ID:** hmed.2023.0290
 - Journal:** British Journal of Hospital Medicine
 - Journal Type:** Hybrid
 - Authors:** John Doe (Corresponding author)

11

Click 'Sign agreement' to conclude the process. The journal team will be notified, and the article will be published open access in due course.

If you have any questions about this process, or are unable to activate a discount you think you are entitled to, please email **openaccess@markallengroup.com**



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