



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)**



# 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

- EOAPに申請が登録される前に、論文のオンライン速報版がScienceDirect上で出版されます。（ジャーナルからの受理後48時間以内）
- 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。

# 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

^

>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。

マニュアルで入力した場合、契約とのマッチングが行われず、APCの免除や割引を受けられない可能性があります。

The screenshot shows a multi-step form with 10 steps: 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. Step 1 is active.

Fields for Corresponding Author: Name, 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.

Search results for "waseda university":

- Organization name\*
- waseda university
- 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

Buttons: Save and Continue >

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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。

### Rights and Access

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

Link: Review of the author journey

Were there any co-authors for this article?  
 Yes  
 No

#### Add Co-author Details

Please provide details for all co-authors. 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 the organization search using the 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 the specific department, then selecting the main organization is sufficient. For more tips on searching for an organization please visit our [Support Center](#).

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 >

## 資金提供者の情報入力

- 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。
- ② 資金提供者の情報を追加する場合、画面上部で[Yes]を選択し、下に詳細情報を入力します。この例では、[Milliman Inc]が資金提供者です。

### Rights and Access

1  
Corresponding Author

2  
Co-Author

3  
Research Funders

4  
Publishing Options

5  
Rights

6  
Publishing Agreement

7  
Review Order

8  
Confirmation

1

Did the research in this article receive funding?

Yes
  No

**Funder Details** ⓘ

Determine the best publishing options for your article. Please include the details about any funding received outside of your primary affiliations. If providing details for two or more organizations, please list the organization(s) that provided the most funding first.

For tips on searching for an organization please visit our [Support Center](#)

Organization name\* 🗑️

Milliman Inc

---

Grant/Contract numbers\* 🗑️

GT123

+ Add grant/contract number

---

+ Add another organization

Previous

Save and Continue >

## 出版モデルの選択

- ① ハイブリッドジャーナルの場合、出版オプションを選択します。責任著者の所属機関情報に基づいて、Gold Open Accessで出版する場合、APCが全額カバーされることが表示されます。または購読モデルでの出版を選択することができます。
- 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。

ここでは、Gold Open Accessを選択して次に続きます。

### Gold Open Access

①  Publish as an Open Access article

Make my published article available to everyone.

As an author affiliated with **Waseda University**, upon validation, [agreement between the Waseda University and Elsevier](#) will cover the APC.

I and others can share and reuse my article in the ways described by the user license I select.

#### Article Publishing Charge (APC)

Price  
JPY 655,550

Institutional agreement discount  
- 655,550

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To pay (on validation)  
0

If your institution cannot confirm your affiliation, you will receive a full price invoice for JPY 655,550 (ex. VAT). Within 2 weeks of receiving an invoice, you may contact [Researcher Support](#) to publish free of charge under the Subscription model.

### 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
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# 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。（※割引率の大きい方のみが適用されます。）

## Gold Open Access

**Publish as an Open Access article**

Make my published article available to everyone.

As an author affiliated with **Waseda University**, upon validation, I will receive a 20% discount on the APC as part of the [agreement between the Waseda University and Elsevier](#).

I will receive an invoice to pay the remainder of the APC.

I and others can share and reuse my article in the ways described by the user license I select.

### Article Publishing Charge (APC)

Price  
JPY 330,340

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





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**To pay (on validation)**  
(Excluding taxes)  
JPY **264,272**

If your institution cannot confirm your affiliation, you will receive a full price invoice for JPY 2,940.00 (ex. VAT).

the Waseda University, and Elsevier Agreement

**②**

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## CCライセンスオプションの選択

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- ② CC BY-NC-ND 4.0もしくはCC BY 4.0どちらかのオプションを選択します。

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<https://www.elsevier.com/about/policies-and-standards/open-access-licenses/user>

ELSEVIER Home

Rights and Access

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

Select your user license

Please select your license. If you need to comply with a mandated license and the mandated license is not listed below, please visit our Support Hub for additional help.

①

②

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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 red circle and the number '1'. Below the progress bar, a dropdown menu is set to 'Elsevier B.V.'. The main form area is titled 'Select Your Status' and contains several radio button options:

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

Below these options, a section titled 'Please indicate which of the below applies to you:' contains three radio button options:

- We are all US Government employees and the Article is public domain and therefore the 'License of publishing rights' clause does not apply
- I am a US Government employee but some of my co-authors are not
- I am not a US Government employee but some of my co-authors are
- The work was performed by contractors of the US Government under contract number:

A 'Contract Number\*' field is provided below these options. Further down, there are two more radio button options:

- All or some of the authors are UK, Canadian or Australian Government employees and Crown Copyright is asserted
- Some of the authors are employees of the UK, Canadian or Australian Government but Crown Copyright is not asserted
- None of the above
- I am signing as an authorized representative and on behalf of my employer

Below the 'None of the above' option, there is a section titled 'Signed on Behalf of Corresponding Author' with the instruction: 'Please complete this section if you are not the corresponding author as listed above. A copy of the agreement will be sent to you and the corresponding author.' This section includes a checkbox for 'I am signing on behalf of the corresponding author' and two text input fields: 'Name, job title and company (if employer representative)\*' and 'E-mail address\*'. At the bottom of the form, there are two buttons: 'Previous' and 'Save and Continue >'.

# 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。

Rights and Access

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

1

Elsevier B.V.

Your Status

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

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"Research Data" shall mean the result of observations or experimentation that validates research findings and that are published separate to the Article, which can include but are not limited to raw data, processed data, software, algorithms, protocols, and methods.

# 出版契約の同意

- ① ジャーナルのライセンス出版契約に同意（最下部にチェック）して、進んでください。

For further information see the publishing ethics page at <https://www.elsevier.com/about/our-business/policies/publishing-ethics> and the journal home page. For further information on sanctions, see <https://www.elsevier.com/about/our-business/policies/trade-sanctions>

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①  I have read and agree to the terms of the License Agreement.

17 December 2021 T-copyright license-v5/2017

[Previous](#) [Accept Agreement >](#)

## 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

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

Step 6: Review Rights and Access and Register for a discount (if you are eligible to receive one)

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

Invoice address

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.

If the individual is part of an organization, you can still specify them as a contact in the 'Invoice an Organization' option, above.

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

If your institution cannot confirm your affiliation, you will receive a full price invoice for USD 2,950.00 (ex. VAT). Within 2 weeks of receiving an invoice, you may contact Researcher Support to publish free of charge under the Subscription model.

Waseda University and Elsevier Agreement

## 請求書の情報入力（APC割引の場合のみ）

- 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。必須項目となっていますが、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.

[Previous](#) [Save and Continue >](#)

**Total payment due**

Price (excluding taxes)  
JPY 331,460

Institutional Agreement Discount  
- 66,292

Tax  
0

① Tax amounts are indicative and will be confirmed on the invoice

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To pay

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

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## 入力内容の確認

- ① 入力した内容が表示されます。
- ② 確認して問題なければ[Finish]をクリックします。

### [Finish]クリック後

- 責任著者並びに共著者は確認のメールを受け取ります。
- 論文は48時間以内にScienceDirectでOA化されます。
- 管理者は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。
- 管理者に却下された場合、正規のAPC料金での請求書を受け取ります。

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

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

**Total payment due**

Price (excluding taxes)  
JPY 655,550

Institutional agreement discount  
- 655,550

**To pay (on validation)** 0

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Previous Finish >

## 関連情報

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(対応言語は英語となります)
- Author journey 解説動画 -  
[https://service.elsevier.com/app/answers/detail/a\\_id/29789/supporthub/publishing/track/APN2ZgoIDv8a~RNiGvwa~yKgpv0qOS75Mv9e~zj~PP\\_X/](https://service.elsevier.com/app/answers/detail/a_id/29789/supporthub/publishing/track/APN2ZgoIDv8a~RNiGvwa~yKgpv0qOS75Mv9e~zj~PP_X/)



Thank you

