

Hybrid OA Initiatives  
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# Verification of Compact articles in external workflow

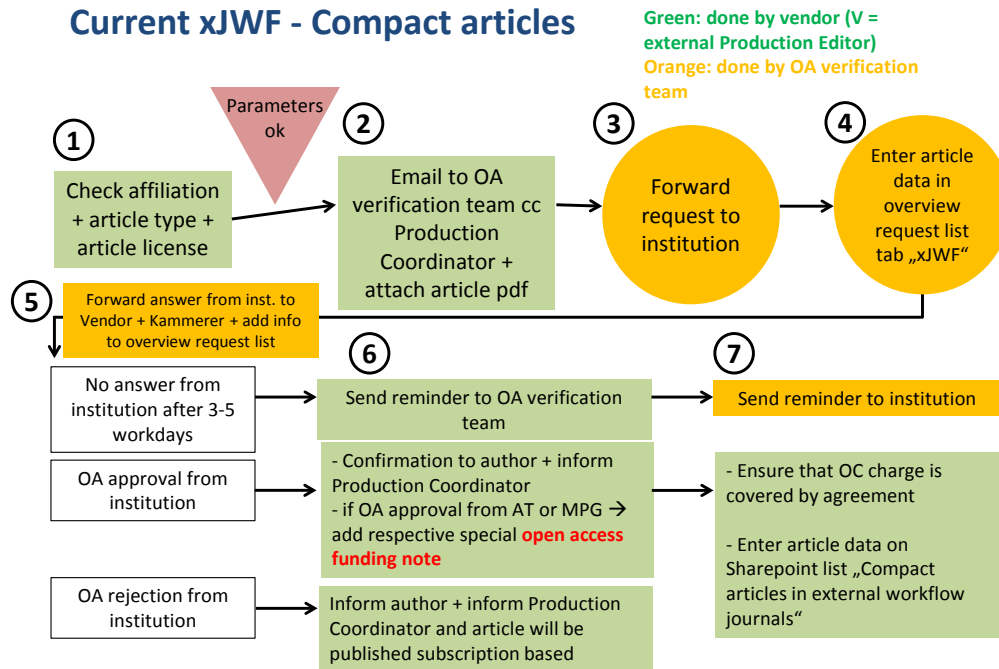
## 1. Introduction

For journals not using the “standard workflow” (i.e. JWF and s150/MyPublication) the Compact author/article identification and verification process needs to be arranged manually.

Currently, every journal offering Open Choice is automatically part of the five Compact agreements:

- [Dutch agreement](#), in place since January 2015
- [UK agreement](#), in place since 15<sup>th</sup> of October 2015
- [MPG agreement](#), kick-off 30<sup>th</sup> of October 2015
- [Austria agreement](#), kick-off 1 January 2016
- [Swedish agreement](#), kick-off 1 July 2016

## 2. Overview of the manual verification process



## 3. Check-List with responsibilities

External Production Editor/Vendor	
<b>1. Article Identification</b>	
- Check Corresponding author's affiliation	
- Check Article type	
- Check Article license	
- Forward the article pdf to OA Verification Team (Production Editor in CC)	
- Send reminder to OA verification Team if didn't get an answer from institution after 3-5 working days	
OA Verification Team	
<b>Article verification</b>	
- Forward the request to the respective Compact institution	
- Send reminders to the institutions if no answer after 3 working days	
- Forward the Institution's decision to the Production Editor/Vendor	
External Production Editor/Vendor	
<b>2. Final steps (after the identification and verification process)</b>	
<b>2.1. Approval from Institution</b>	

- Inform the author	
- Inform Production Editor	
- Add respective Open Access Funding Note in case of MPG or Austria	
- Check and ensure that the payment was covered by the Institution	
- Insert article data on the Share point	
<b>2.2. Rejection from institution</b>	
- Inform author	
- Inform Production Editor	

#### 4. Identification/Verification process step by step

##### Step 1. Manual check of Compact in-scope articles

The Publishing Editor/Vendor has to verify author and article’s eligibility to publish under the Compact agreement. If the article is eligible for Compact, please inform the author immediately.

Please check the following parameters to determine if the article is Compact-eligible:

a.	<b>Corresponding author’s affiliation:</b> check if any of the <u>corresponding</u> authors of the article is affiliated with one the Compact partner institutions. Kindly refer to the Appendix of this document (Participating Institutions).
b.	<b>Article type:</b> check if the article type is supported by the agreement. As each Compact partner has different requirements, please refer to the table below summarizing the eligible article types.
c.	<b>Article license:</b> CC BY

##### Overview of article types accepted under the Compact agreements

Agreement	Eligible article types
<b>Netherlands</b>	OriginalPaper ReviewPaper BriefCommunication ContinguingEducation
<b>UK</b>	OriginalPaper ReviewPaper BriefCommunication ContinguingEducation
<b>MPG</b>	OriginalPaper ReviewPaper

<b>Austria</b>	OriginalPaper ReviewPaper BriefCommunication ContinguingEducation
<b>Sweden</b>	OriginalPaper ReviewPaper BriefCommunication ContinguingEducation

**Following actions:**

- If the corresponding author is affiliated to a Compact partner institution and the article is in-scope, the Production Editor/Vendor has to send an email to the OA verification team ([oa.verification@springer.com](mailto:oa.verification@springer.com)), attach the PDF of the article and set Production Editor in copy.
- When writing an email to OA verification team, please use the following template to include all the required information:

Subject:	<DOI> OC verification request <insert Compact agreement>
Journal Title	
Article Type	
Corresponding author with affiliation	
OA License	
It would be highly appreciated if you could let us know within 3 business days if the author is or is not eligible to publish open access.	
A PDF of the article is attached.	

**Step 2. Article Verification**

- The OA team will forward the request to the respective Compact institution. The institution has 3 to 5 working days to reply. The OA verification team will forward the Institution’s decision to the Production Editor/Vendor.

**Possible Scenarios:**

<b>No answer after 3 working days</b>	If there is no answer or confirmation, please <b>send a reminder</b> to the OA team using this template:  <i>Dear OA team, This is a gentle reminder that we still wait for the verification decision of the institution. We kindly ask you to send them a reminder.</i>
<b>OA rejection from the institution</b>	Please inform the author about the rejection (template below).

<p>You can also create your own template for this issue</p>	<p><b>Subject: DOI and article title</b></p> <p>Dear [author],</p> <p>Your article has now been verified by [institution] and Springer. We noticed that you are not eligible to publish open access under the Open Choice membership agreement, either because you are not affiliated or because the article type is not supported by the agreement. Please refer to <a href="http://www.springer.com/gp/open-access/springer-open-choice/springer-compact">http://www.springer.com/gp/open-access/springer-open-choice/springer-compact</a> for further information.</p> <p>You have now the possibility to opt for Open Choice individually or agree to the Copyright Transfer Statement instead. Please let us know how you want to proceed by replying to this mail within 7 days.</p>
<p><b>OA approval from the institution</b></p>	<p>Production Editor/Vendor shall immediately inform the author and request him/her to sign the OA license to publish.</p> <p>Production Editor/Vendor shall also inform Production Coordinator about the approval.</p>

**Please note:** if the authors are affiliated to an Austrian (KEMÖ/AT) or MPG Compact partner institution, if the article is approved by the institution and published under Compact, the Open Access funding note needs to be provided in the PDF of the article, according to the following scheme:

Consortium	Open Access Funding note
MPG	<p><b>Open access funding provided by Max Planck Society</b></p> <p>Exception for “Center of Advanced European Studies and Research (caesar)”: <b>Open access funding provided by Center of Advanced European Studies and Research (caesar).</b></p>
AT	<p><b>Open access funding provided by [name of the Austrian institute]</b></p>

**Step 3. Open Choice (OC) charge:**

Ensure that the payment is covered by the Institution and the author hasn’t been invoiced.

**Step 4. Inserting article data to the Share Point:**

After the article was approved by the institution, please enter the article data on the Share Point list “Compact articles in external workflow journals”:

[https://portal-dordrecht.springer-sbm.com/BusinessDevelopment/sojm/sojm\\_lists/OChMemberships/Lists/Open%20Choice%20Memberships%20%20Articles/Datasheet%20View.aspx](https://portal-dordrecht.springer-sbm.com/BusinessDevelopment/sojm/sojm_lists/OChMemberships/Lists/Open%20Choice%20Memberships%20%20Articles/Datasheet%20View.aspx)

## 5. Further information

For further information please get in touch with Margarita Gukova, OA Coordinator responsible for xJWF: [margarita.gukova@springer.com](mailto:margarita.gukova@springer.com)

For verification queries (reminders, invoicing), please contact the OA Verification Team: [oa.verification@springer.com](mailto:oa.verification@springer.com)

## Appendix

### Participating institutions

Institution Name	Compact agreement
Danube University Krems University for Continuing Education	AT
Ferdinand Porsche FernFH	AT
University of Applied Sciences Burgenland	AT
FH Campus Wien - University of Applied Sciences	AT
FH Joanneum - University of Applied Sciences	AT
Carinthia University of Applied Sciences	AT
IMC University of Applied Sciences Krems	AT
Fachhochschule Kufstein Tirol University of Applied Sciences	AT
University of Applied Sciences Upper Austria	AT
St. Pölten University of Applied Sciences	AT
FH Salzburg - University of Applied Sciences	AT
University of Applied Sciences, FH Vorarlberg	AT
University of Applied Sciences Wiener Neustadt for Business and Engineering GmbH	AT
Institute for Advanced Studies Vienna	AT
International Institute for Applied Systems Analysis (IIASA)	AT
Research Institute of Molecular Pathology (IMP), IMBA - Institute of Molecular Biotechnology, Gregor Mendel Institute of Molecular Plant Biology GmbH	AT
Institute of Science and Technology (IST Austria)	AT
Paracelsus Medical University	AT
TU Wien (TUW)	AT

University of Natural Resources and Life Sciences Vienna (BOKU)	AT
University of Graz	AT
University of Klagenfurt	AT
Johannes Kepler University Linz	AT
Medical University of Graz	AT
Medical University of Vienna	AT
Montanuniversität Leoben	AT
Paris Lodron University of Salzburg	AT
University of Veterinary Medicine Vienna	AT
University of Vienna	AT
Vienna University of Economics and Business (WU)	AT
University of Innsbruck and Medical University of Innsbruck	AT
Vorarlberg State Library	AT
Graz University of Technology	AT
Austrian Science Fund (FWF)	AT
Max Planck Institute for Heart and Lung Research	MPG
Max Planck Institute for Human Development	MPG
Fritz-Haber-Institute of the Max Planck Society	MPG
Max Planck Institute for Infection Biology	MPG
Max Planck Institute for Molecular Genetics	MPG
Max Planck Institute for the History of Science	MPG
Max Planck Institute for Research on Collective Goods	MPG
Max Planck Institute for Mathematics	MPG
Max Planck Institute for Radio Astronomy	MPG
Max Planck Institute for Marine Microbiology	MPG



Max Planck Institute of Molecular Physiology	MPG
Max Planck Institute for Chemical Physics of Solids	MPG
Max Planck Institute of Molecular Cell Biology and Genetics	MPG
Max Planck Institute for the Physics of Complex Systems	MPG
Max Planck Institute for Iron Research	MPG
Max Planck Institute for the Science of Light	MPG
Kunsthistorisches Institut in Florenz – Max Planck Institute	MPG
Max Planck Institute of Biophysics	MPG
Max Planck Institute for Empirical Aesthetics	MPG
Max-Planck-Institute for European Legal History	MPG
Max Planck Institute for Brain Research	MPG
Max Planck Institute for Foreign and International Criminal Law	MPG
Max Planck Institute of Immunobiology and Epigenetics	MPG
Max Planck Institute for Astrophysics	MPG
Max Planck Institute for Extraterrestrial Physics	MPG
Max Planck Institute of Plasma Physics	MPG
Max-Planck-Institute of Quantum Optics	MPG
Max Planck Institute for Biophysical Chemistry	MPG
Max Planck Institute for Dynamics and Self-Organization	MPG
Max Planck Institute for the Study of Religious and Ethnic Diversity	MPG
Max Planck Institute of Experimental Medicine	MPG
Max Planck Institute for Plasma Physics Greifswald	MPG
Max Planck Institute for Social Anthropology	MPG
Max Planck Institute of Microstructure Physics	MPG

Max Planck Institute for Comparative and International Private Law	MPG
Max Planck Institute for Meteorology	MPG
Max Planck Institute for the Structure and Dynamics of Matter	MPG
Max Planck Institute for Astronomy	MPG
Max Planck Institute for Comparative Public Law and International Law	MPG
Max Planck Institute for Nuclear Physics (MPIK)	MPG
Max Planck Institute for Medical Research	MPG
Max Planck Institute for Biogeochemistry	MPG
Max Planck Institute for Chemical Ecology	MPG
Max Planck Institute for the Science of Human History	MPG
Max Planck Institute for Solar System Research	MPG
Max Planck Institute for Biology of Ageing	MPG
Max Planck Institute for the Study of Societies	MPG
Max Planck Institute for Metabolism Research	MPG
Max Planck Institute for Plant Breeding Research	MPG
Max Planck Institute for Evolutionary Anthropology	MPG
Max Planck Institute for Human Cognitive and Brain Sciences	MPG
Max Planck Institute for Mathematics in the Sciences	MPG
Max Planck Institute for Dynamics of Complex Technical Systems	MPG
Max Planck Institute for Chemistry	MPG
Max Planck Institute for Polymer Research	MPG
Max Planck Institute for Terrestrial Microbiology	MPG
Max Planck Institute of Biochemistry	MPG
Max Planck Institute of Neurobiology	MPG

Max Planck Institute for Chemical Energy Conversion	MPG
Max Planck Institute for Coal Research	MPG
Max Planck Institute for Innovation and Competition	MPG
Max Planck Digital Library	MPG
Administrative Headquarters of the Max Planck Society	MPG
Max Planck Institute for Physics	MPG
Max Planck Institute of Psychiatry	MPG
Max Planck Institute for Social Law and Social Policy	MPG
Max Planck Institute for Molecular Biomedicine	MPG
Max Planck Institute for Psycholinguistics	MPG
Max Planck Institute for Developmental Biology	MPG
Max Planck Institute for Gravitational Physics	MPG
Max Planck Institute of Colloids and Interfaces	MPG
Max Planck Institute of Molecular Plant Physiology	MPG
Bibliotheca Hertziana – Max Planck Institute for Art History	MPG
Max Planck Institute for Demographic Research	MPG
Max Planck Institute for Informatics	MPG
Max Planck Institute for Software Systems	MPG
Max Planck Institute for Ornithology	MPG
Max Planck Institute for Solid State Research	MPG
Max Planck Institute for Intelligent Systems	MPG
Max Planck Institute for Evolutionary Biology	MPG
Friedrich Miescher Laboratory of the Max Planck Society	MPG
Max Planck Institute for Biological Cybernetics	MPG
Academic Medical Center (AMC)	NL

Delft University of Technology	NL
VU University Amsterdam	NL
VU University Medical Center (VUmc)	NL
Academic Center for Dentistry Amsterdam (ACTA)	NL
Erasmus University	NL
University Medical Center Rotterdam (Erasmus MC)	NL
University Medical Center Utrecht	NL
Utrecht University	NL
University of Twente	NL
Radboud University Medical Center	NL
Radboud University	NL
Open University of the Netherlands	NL
Wageningen University	NL
Leiden University	NL
University of Amsterdam	NL
Leiden University Medical Center (LUMC)	NL
University Medical Center Groningen (UMCG)	NL
University of Groningen	NL
Eindhoven University of Technology	NL
Tilburg University	NL
Maastricht University	NL
Maastricht University Medical Center (UMC+)	NL
Fungal Biodiversity Center (CBS)	NL
Royal Netherlands Academy of Arts and Sciences	NL
Data Archiving and Networked Services (DANS)	NL

Fryske Akademy (FA)	NL
Hubrecht Institute for Developmental Biology and Stem Cell Research	NL
Huygens Institute for the History of the Netherlands (ING)	NL
International Institute of Social History (IISH)	NL
Netherlands Heart Institute (ICIN)	NL
Royal Netherlands Institute of Southeast Asian and Caribbean Studies (KITLV)	NL
Meertens Institute	NL
Netherlands Institute of Ecology (NIOO)	NL
Netherlands Institute for Neuroscience	NL
Netherlands Interdisciplinary Demographic Institute (NIDI)	NL
Netherlands Institute for Advanced Study in the Humanities and Social Sciences (NIAS)	NL
Institute for War, Holocaust and Genocide studies (NIOD)	NL
Rathenau Institute	NL
Spinoza Centre for Neuro Imaging	NL
Birmingham City University	UK
Edinburgh Napier University	UK
Glasgow Caledonian University	UK
Glasgow School of Art	UK
Heriot-Watt University	UK
Queen Margaret University	UK
Robert Gordon University	UK
Royal Conservatoire of Scotland	UK
Scottish Agricultural College (SRUC)	UK

University of Aberdeen	UK
University of Abertay Dundee	UK
University of Dundee	UK
University of Edinburgh	UK
University of Glasgow	UK
University of St. Andrews	UK
University of Stirling	UK
University of Strathclyde	UK
University of the Highlands and Islands	UK
University of the West of Scotland	UK
Aberystwyth University	UK
Anglia Ruskin University	UK
Aston University	UK
Bangor University	UK
Bournemouth University	UK
Brunel University	UK
Cardiff Metropolitan University	UK
Cardiff University	UK
City, University of London	UK
Cranfield University	UK
Edge Hill University	UK
Goldsmiths College	UK
Imperial College London	UK
King's College London	UK
Kingston University	UK

Leeds Beckett University	UK
Liverpool John Moores University	UK
London School of Economics and Political Science	UK
London South Bank University	UK
Loughborough University	UK
Manchester Metropolitan University	UK
Natural History Museum	UK
Nottingham Trent University	UK
Open University	UK
Queen Mary University of London	UK
Queen's University of Belfast	UK
Royal Botanic Gardens	UK
Royal Holloway University of London	UK
Sheffield Hallam University	UK
St. George's University of London	UK
Swansea University	UK
University Campus Suffolk	UK
University College London (UCL)	UK
University of Bath	UK
University of Bedfordshire	UK
University of Birmingham	UK
University of Bradford	UK
University of Bristol	UK
University of Cambridge	UK
University of Central Lancashire	UK

University of Chester	UK
University of Derby	UK
University of Durham	UK
University of East Anglia	UK
University of Exeter	UK
University of Greenwich	UK
University of Huddersfield	UK
University of Hull	UK
University of Keele	UK
University of Kent	UK
University of Lancaster	UK
University of Leeds	UK
University of Leicester	UK
University of Lincoln	UK
University of Liverpool	UK
University of Manchester	UK
Newcastle University	UK
University of Northampton	UK
Northumbria University	UK
University of Nottingham	UK
University of Oxford	UK
University of Portsmouth	UK
University of Reading	UK
University of Salford	UK
University of Sheffield	UK



University of Southampton	UK
University of Surrey	UK
University of Sussex	UK
University of the West of England	UK
University of Ulster	UK
University of Wales Trinity St. David	UK
University of Warwick	UK
University of Westminster	UK
University of York	UK
University of Borås	SE
University of Gävle	SE
Chalmers University of Technology	SE
Dalarna University	SE
University of Gothenburg	SE
Halmstad University	SE
Insitute Mittag-Leffler	SE
Jönköping University	SE
Mid Sweden University	SE
Södertörn University	SE
Blekinge Institute of Technology	SE
Karlstad University	SE
Kristianstad University	SE
Swedish National Road and Transport Research Institute (VTI)	SE
Luleå University of Technology	SE
Lund University	SE

Malmö University	SE
Linköping University	SE
Örebro University	SE
University of Skövde	SE
Swedish Centre For Educational Research	SE
Swedish Council On Health Technology Assessment (SBU)	SE
Swedish School of Sport and Health Sciences (GIH)	SE
The Swedish Environmental Protection Agency	SE
Karolinska Institute	SE
Royal Institute of Technology	SE
Swedish Patent and Registration Office	SE
Stockholm University	SE
Swedish Museum of Natural History	SE
Swedish Defence Research Agency	SE
Dental and Pharmaceutical Benefits Agency	SE
Umea University	SE
Swedish University of Agricultural Sciences	SE
Uppsala University	SE
Mälardalen University	SE
Linnaeus University	SE
Medical Products Agency	SE
Public Health Agency of Sweden	SE
Stockholm School of Economics	SE
University West	SE