Article Processing Charges (APCs) for *Science Advances* – How Authors Can Apply an Affiliation Discount

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Introduction

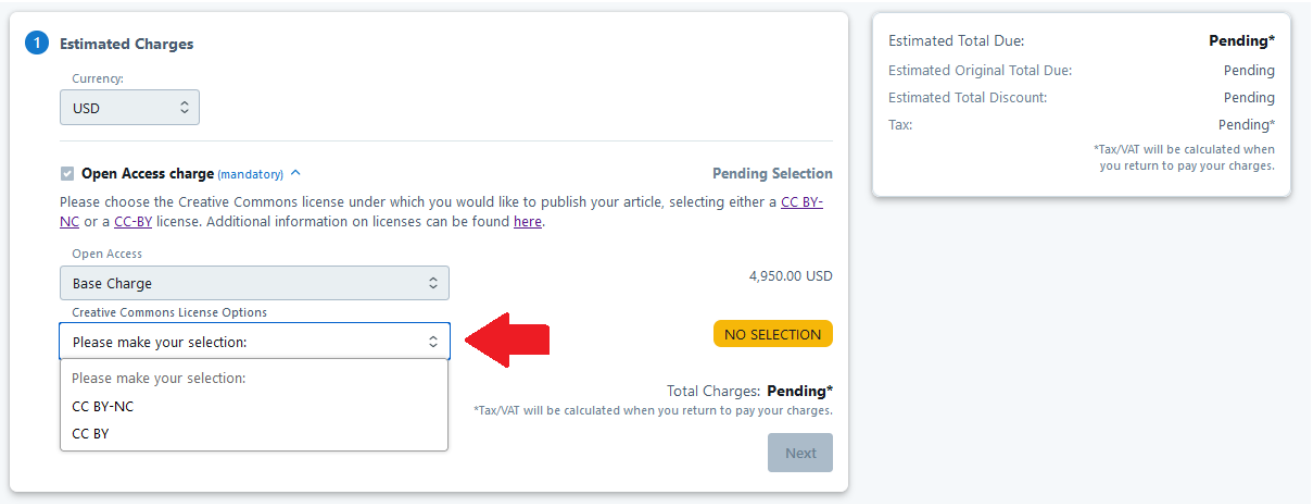
This document provides an overview for authors on how to apply an affiliation discount for Science Advances, the gold open access journal of the American Association for the Advancement of Science (AAAS). Please note that *Science Advances* only offers affiliation discounts on APCs to authors affiliated with select institutions. (For more information about *Science Advances*, see: https://advances.sciencemag.org/.)

How To Apply An Affiliation Discount

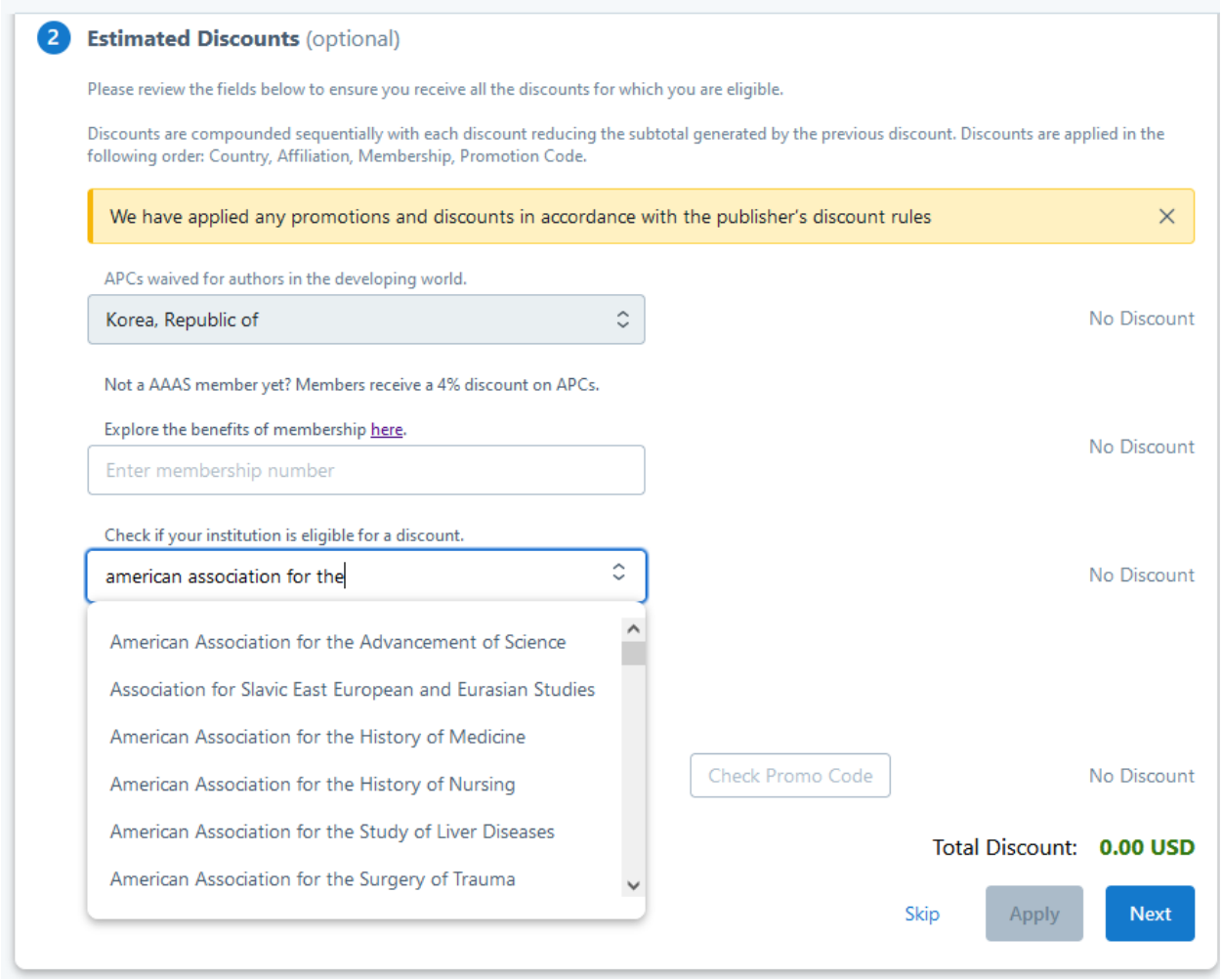
1. **Locate the notification email.** Once a paper is accepted for publication, the corresponding author(s) will receive an email notifying them that their APC payment is due. This email will contain a link to the author charge page on RightsLink, the payment vendor's e-commerce platform.

Select a License

2. Select a License and click the "Next" button. Authors must select a publication license for their manuscript. *Science Advances* offers both CC BY-NC and CC BY licenses. Authors should check with their funding body to see if they are required to publish under a CC BY license.

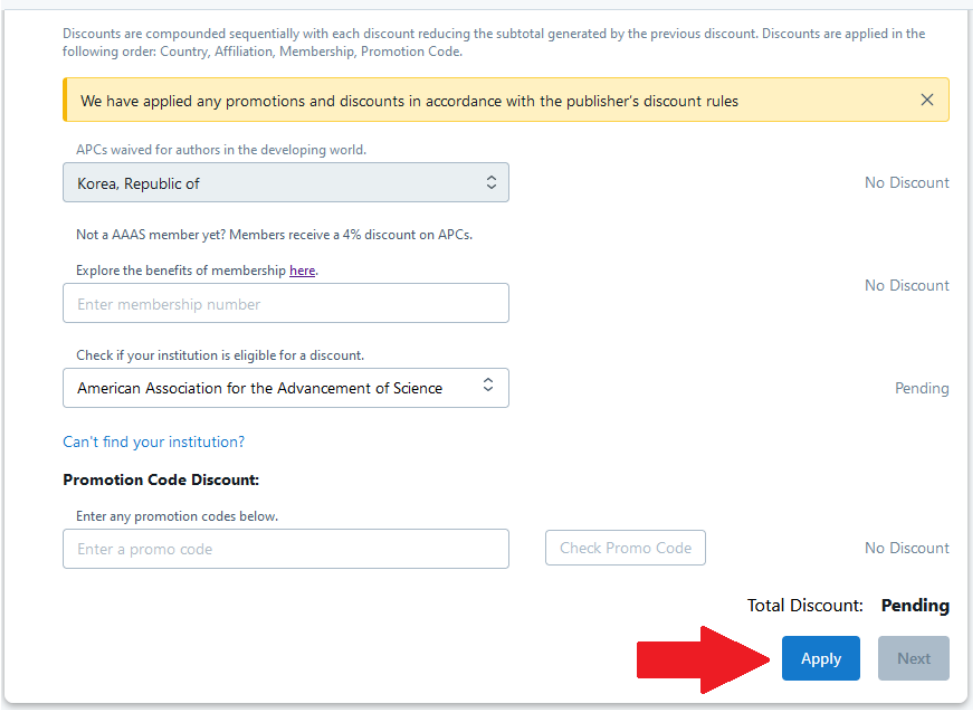


3. **Select Institution.** In the Apply Discounts box, search for the appropriate institution name in the search box under "Check if your institution is eligible for a discount.", which uses the Ringgold Organization Name.



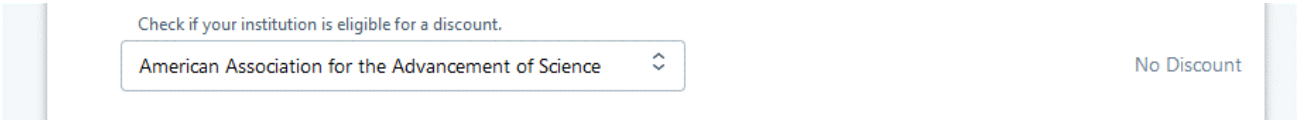
a. Depending on the author profile in AAAS's manuscript submission system (CTS), there may already appear an institution in the affiliation discount field. The existing text may simply be deleted and replaced with the correct institution name.
b. In order for the affiliation discount to correctly apply, the author must select the institution that has the agreement with AAAS that grants them access to journal content, rather than their particular department or sub-body. For example, the author would need to select "Learned University" rather than "Learned University. Department of Mathematics".

4. **Apply Discount.** Once the appropriate institution name has been located, click the blue "Apply" button.



5. **Confirmation of institutional eligibility.** If the institution is eligible for a discount, the reduction in USD will appear instead of the "No discount" text.

6. If the institution is not eligible for a discount, the window will continue to display "No Discount".



7. **Proceed to payment.** Following application of the discount, the author can proceed to payment options by clicking on the blue "Next" button. This will present the option to create an account or sign in to an existing RightsLink account; the payment vendor's e-commerce platform is separate from the manuscript submission system and requires its own set of credentials. The information entered in the RightsLink account will be used to populate the billing statement, including recipient name and location.

8. **Transaction completion.** Once the transaction is completed, the RightsLinks will confirm the completion of the order and payment.

    a. If a credit card was used for payment, the author will receive separate order confirmation and payment receipt emails.

b. If an invoice was requested, the author will receive the invoice via email within 24 hours of request.