

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

7 January 2021

Introduction

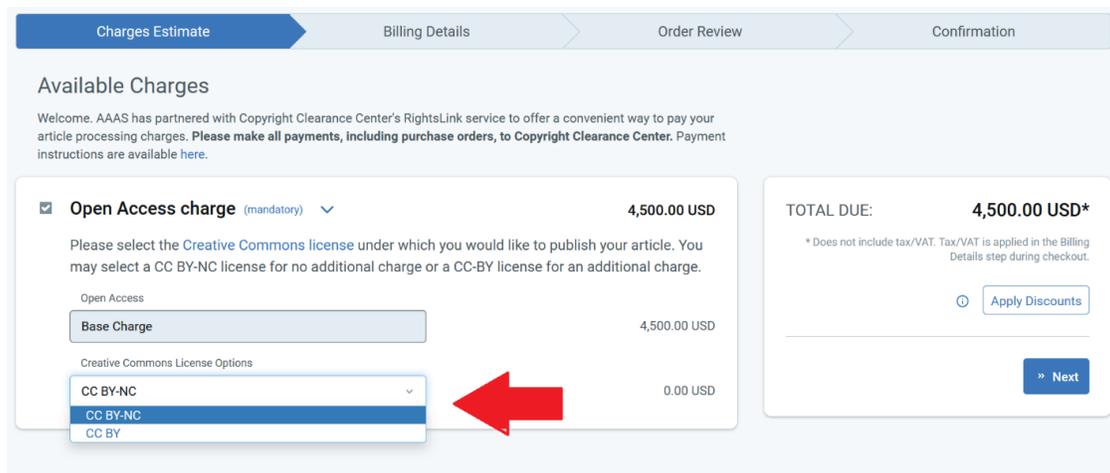
This document provides an overview for authors on how to apply an affiliation discount for *Science Advances*, the gold open access journal of the American Association for the Advancement of Science (AAAS). Please note that *Science Advances* only offers affiliation discounts on APCs to authors affiliated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

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Charges Estimate | Billing Details | Order Review | Confirmation

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3. **Open the “Apply Discounts” window.** All discounts are applied through the Apply Discounts window. Click on the “Apply Discounts” button to open this window.

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- Once the author has located the appropriate institution name in the Affiliation Discount search box, which selects the correct name from the list of Ringgold identifiers, the author should click the blue “Apply Discounts” button. Depending on the author profile in AAAS’s manuscript submission system (CTS), there will sometimes already appear an institution in the affiliation discount field. The existing text may simply be deleted and replaced with the correct institution name.

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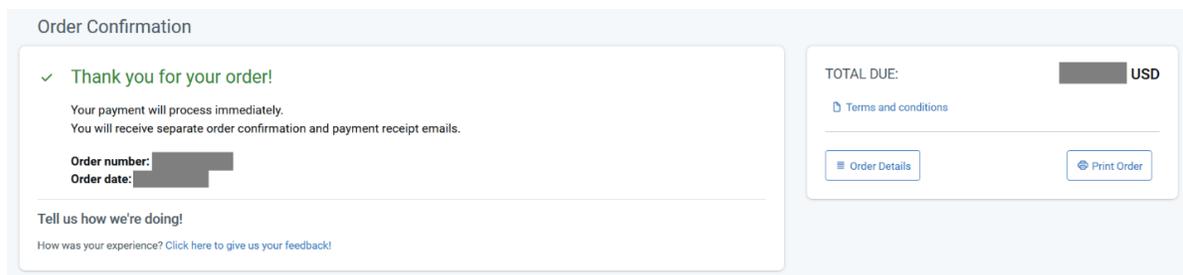
Confirmation of institutional eligibility. If the institution is eligible for a discount, the reduction in USD will appear instead of the “No discount” text.

- 5. If the institution is not eligible for a discount, the window will expressly state so, as indicated in the example below.



- 6. **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.
- 7. **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 encounter the screen below and will receive separate order confirmation and payment receipt emails.



- b. If an invoice was requested, the author will encounter the screen below and will receive the invoice via email within 24 hours of request.

