

ONOS – APC Consolidated Information Sheet

Authors applying for Article Processing Charges (APC) support under the ONOS (One Nation One Subscription) scheme may follow the information provided below-

Important Points to be noted for payment of APC:

1. Journal Title available in the ONOS APC journal list. Keep a copy of the downloaded list with you.
2. After the Manuscript is accepted, start applying for APC support from ONOS.
3. Ask your publisher to generate a Bill/Invoice with the following details: One Nation One Subscription (ONOS), INFLIBNET Centre, an IUC of UGC, InfoCity, Gandhinagar- 382007 Gujarat, India, GSTIN: 24AAATI1480J1ZS, PAN No.: AAATI1480J.
4. Inform CSIR-IICB's ONOS Nodal Officer/KRC(Library) regarding submission of the application. All the applications should be Forwarded and Endorsed by the supervisor/reporting officer.
5. Author personally liable to return the entire amount of APC charge paid by ONOS, in addition to other administrative/legal actions, in case any of the following is found in future: a) The article is retracted by the journal b) APC is paid by any other national (government or private) or international/multilateral Institution/agency/government or this APC is shown as a component in any project.
6. The Applicant author must be the First Author or Corresponding Author of the article for which the APC payment request is being applied. The applicant should have made a significant contribution to the article.
7. The Applicant author must be a bona fide full-time employee /regular student /researcher affiliated with CSIR-IICB.
8. After the signature of the Applicant Author/Co-authors and Signature from Head of Institution with Office seal/stamp in the Declaration of Author's Contribution Form [Which will be generated by the system], the Acceptance Letter and Bill/Invoice need to be uploaded to the system. The Approved

copy should be submitted to IICB_KRC(Library) for recording and verification.

Procedure to reach Author Registration for APC Funding:

Before submitting your Manuscript, check if your target journal is covered under the scheme. Kindly check the availability of a specific Journal in the ONOS---> APC menu. To reach the APC webpage, click [<https://onos.gov.in/apc-support>]. Search your *Journal Title* **listed** in the "Selected Journal Title(s) for APC Support under ONOS". To reach the SELECTED JOURNAL TITLE webpage, click [<https://onos.gov.in/APCTitles>], or you can go through the ONOS->APC--> SELECTED JOURNAL TITLE BROWSE menu. Please find your **Journal Title** as well as **the ISSN number** of the Journal. Save the **downloaded** APC journal list from the menu **Download APC Journal List**.

If your desired journal title is available in the list, then go for *the Manuscript* submission process. After acceptance of the *Manuscript*, start to **apply for APC Support** by clicking [<https://onos.gov.in/apc>], or you can reach the application section through the ONOS->APC--> APPLY FOR APC SUPPORT APPLY NOW menu. Important point to remember: **ask your publisher to generate a Bill/Invoice with the following details:** One Nation One Subscription (ONOS), INFLIBNET Centre, an IUC of UGC, InfoCity, Gandhinagar - 382 007, Gujarat, India, GSTIN. 24AAATI1480J1ZS, PAN No.: AAATI1480J.

After clicking the APPLY FOR APC SUPPORT APPLY NOW [<https://onos.gov.in/apc>] menu, the Author will find the application window. Please fill out the **Author Registration for APC Funding** section.

The screenshot shows the 'Author Registration for APC Funding' form on the ONOS website. The form includes the following fields and options:

- Full Name as per AADHAAR ***: Text input field.
- Gender ***: Select dropdown menu.
- Designation ***: Text input field.
- Department ***: Text input field.
- ORCID ID**: Text input field with placeholder '0000-0000-0000-0000'.
- State ***: Select dropdown menu.
- Institute Name ***: Text input field.
- Phone Number ***: Text input field.
- Email ***: Text input field.
- CAPTCHA**: Image with text '71 + 1' and a 'Refresh' button.
- Terms and Conditions**: A checkbox labeled 'I have read and understood the APC Guidelines and Help Manual.'
- Next**: A large blue button at the bottom of the form.

The website header includes the ONOS logo, navigation links (Home, About, Member Institutions, Publishers, How to Join?, How to Access?, Register, Login, Search & Browse, APC, Notices), and a 'Verify that it's you' security prompt.

Author Registration for APC Funding:

Authors need to fill in the Author Registration for APC Funding page for their APC application with a valid Email, enter the mentioned Captcha and click on the Next Button. Registered Author details display on the webpage. Authors need to click on the Get OTP. The System will send OTP to the user's Email. Users need to copy the OTP. Enter the OTP and click on Confirm.

Fill out the form to generate the Declaration of Author's Contribution:

After OTP Verification, Authors need to fill in the article details to apply for the ONOS APC support. Authors need to select the publication name from the dropdown list and fill in the article details as per the publisher's applicable Article Processing Charges (APC). Authors need to fill in their name as per the Submitted Article, select the Nationality, and Country of Affiliating Institution. For Multiple authors' details, click on the PLUS (+) sign to add another author's details. If there are two authors, users need to fill in the mandatory details for the other Author as well. Authors need to select the country of affiliation institution for another author as well. Click on the Next button. Once the mandatory details are filled in, click the Next Button to proceed. Authors must indicate their contribution to the article. Click Submit to complete the APC support request. Once the APC support request is submitted, the System will automatically send an email notification to the respective Author(s). The submitted article details will appear under Existing Submission on the portal for the Author's reference and tracking. The user needs to download the PDF. The downloaded PDF is the Declaration of the Author's Contribution. Authors need to print, sign and scan the document for further processing.

Upload Documents to complete the process from the Author's end:

Authors need to sign a declaration form and upload the document to the Existing Submission. Click on the pending status and upload the required document. Click on Choose File under Signed Author Declaration, and upload the Signed Declaration letter. The System will display a message confirming successful submission. Authors need to click View PDF to check the uploaded file. Click Choose File under Acceptance Mail from the Journal, and upload the acceptance letter or Email as a PDF. The System will show the message for successful submission. Authors need to click View PDF to check the uploaded file. Click on Choose File under Proforma Invoice/Invoice, and upload the Proforma Invoice or

Invoice in PDF. The System will show the message for successful submission. Authors need to click View PDF to check the uploaded file. Click on Choose file under Final Invoice, if any changes in APC, and upload the Final Invoice in PDF. The System will display a message confirming successful submission. The submitted article details are given in the View Option. Click on View to see the article's details.

Authors will receive an email notification confirming successful registration for APC support. Further updates regarding approval or rejection of the APC request will be sent to the registered Email.

To view the Existing Submission:

Go to the APC webpage on the ONOS Portal. Click on Apply for APC Support. Then select Already Registered Author? to view all previously submitted article requests. Enter registered email address. Click on the send OTP. The System will send OTP to the Author's respective Email. Enter the OTP and click on Submit. The submitted article details appear under Existing Submission on the portal for the Author's reference and tracking.

Contact Details:

For any clarifications about the APC ecosystem, please feel free to contact/Visit the Knowledge Resource Center (Library), Library & Documentation Division, CSIR-IICB, Kolkata.

ONOS INFLIBNET Contact details for any APC support-related queries

- **Email:** [apcsupport\[at\]onos\[dot\]gov\[dot\]in](mailto:apcsupport[at]onos[dot]gov[dot]in)
- **Phone:** +91-79-2326 8246

Reference:

Please follow the link to get more information about the APC Guidelines [<https://onos.gov.in/public/docs/APC-Guidelines-V1.pdf>] and the APC Help Manual [https://onos.gov.in/public/docs/APC_Manual_v4.pdf]