

Rockefeller University Press  
Read & Publish(R&P)  
原稿投稿時の所属機関入力ガイドライン（著者向け）

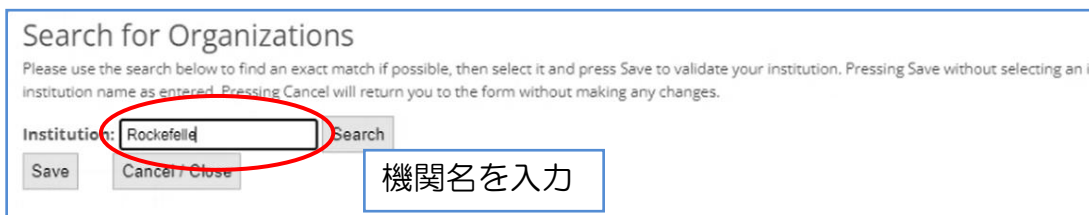
### 1. 責任著者(投稿者)名、メールアドレスなどを入力

The screenshot shows the 'Author Information' section of the manuscript submission interface. On the left is a navigation menu with options like 'Manuscript Info', 'Author Information', 'Review Material', and 'Submit Manuscript'. The main form area contains a table with columns for 'Author #', 'Corr Author', 'Name', 'Email', and 'Organization'. Below the table are various input fields: 'ORCID', 'Person Title' (dropdown), 'Name' (split into First, Middle, Last), 'Degree', 'Email', 'Institution' (with a 'Validate Institution' button), 'Department', 'Address Line 1', 'Address Line 2', 'City', 'State/Province', 'Zip/Postal Code', and 'Country' (dropdown menu).

### 2. 責任著者の現所属先を登録

- ・「Validate Institution」をクリックし、現所属機関をプルダウンから選択

This screenshot is identical to the one above, but it highlights the 'Validate Institution' button with a red rectangular box. A white callout box with a black border points to the button, containing the text 'Validate Institution をクリック'.



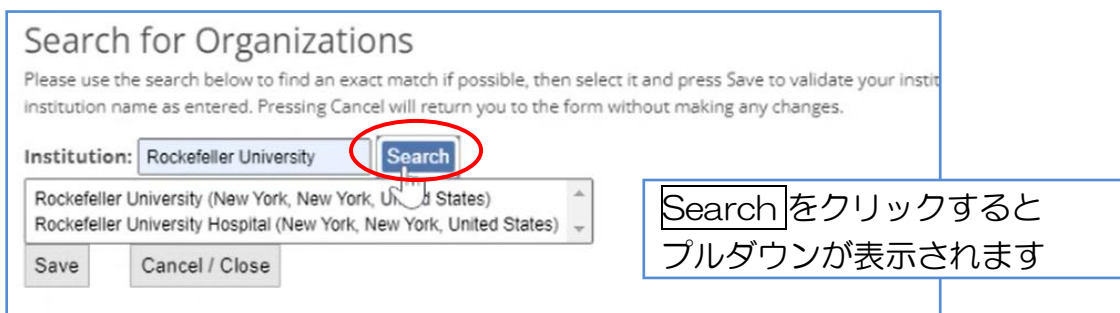
**Search for Organizations**

Please use the search below to find an exact match if possible, then select it and press Save to validate your institution. Pressing Save without selecting an institution name as entered. Pressing Cancel will return you to the form without making any changes.

Institution:  Search

Save Cancel / Close

機関名を入力



**Search for Organizations**

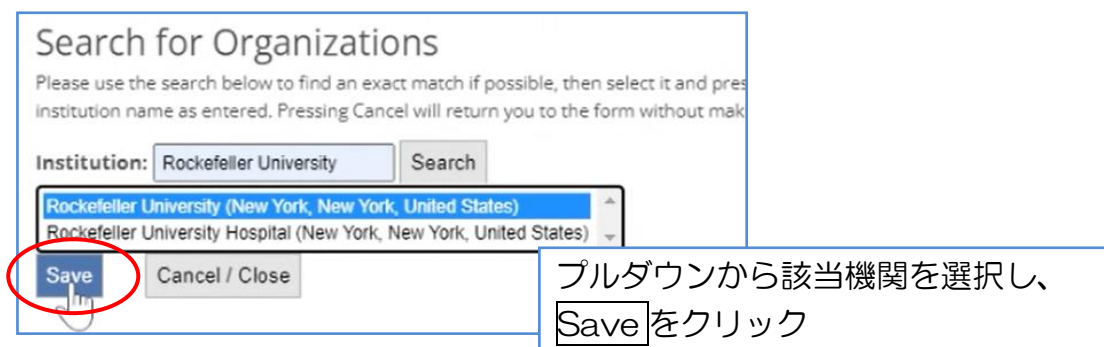
Please use the search below to find an exact match if possible, then select it and press Save to validate your institution. Pressing Save without selecting an institution name as entered. Pressing Cancel will return you to the form without making any changes.

Institution:  Search

Rockefeller University (New York, New York, United States)  
Rockefeller University Hospital (New York, New York, United States)

Save Cancel / Close

Search をクリックするとプルダウンが表示されます



**Search for Organizations**

Please use the search below to find an exact match if possible, then select it and press Save to validate your institution. Pressing Save without selecting an institution name as entered. Pressing Cancel will return you to the form without making any changes.

Institution:  Search

Rockefeller University (New York, New York, United States)  
Rockefeller University Hospital (New York, New York, United States)

Save Cancel / Close

プルダウンから該当機関を選択し、Save をクリック

※著者所属先に R&P 対象機関が入力されていても、論文は R&P 対象として判別されませんのでご注意ください。(下記3の原稿の所属先にて判別されます。)

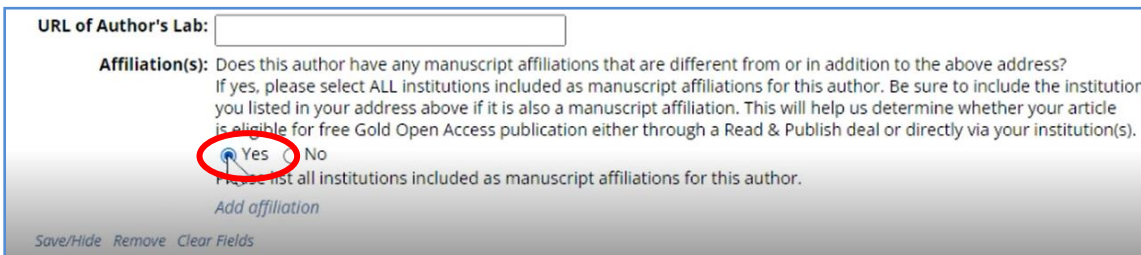
### 3. 原稿の所属先(Manuscript affiliation)を登録 **※重要**

R&P 対象論文であるかどうかは、この「Manuscript affiliation」に R&P 対象機関が登録されることによって判別されます。

※原稿所属先 (Manuscript affiliation) が「2.」で入力した著者所属先と同じ場合も、必ず、Manuscript affiliation に同一機関名をご入力ください。

※原稿所属先 (Manuscript affiliation) が Read & Publish 対象機関でない場合、投稿される論文も対象外となりますのでご注意ください。

- ・「Affiliation(s)」の質問にて「Yes」を選択



URL of Author's Lab:

**Affiliation(s):** Does this author have any manuscript affiliations that are different from or in addition to the above address?  
If yes, please select ALL institutions included as manuscript affiliations for this author. Be sure to include the institution you listed in your address above if it is also a manuscript affiliation. This will help us determine whether your article is eligible for free Gold Open Access publication either through a Read & Publish deal or directly via your institution(s).

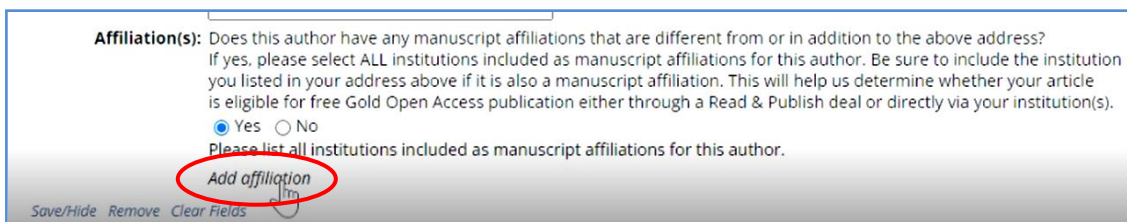
Yes  No

Please list all institutions included as manuscript affiliations for this author.

[Add affiliation](#)

Save/Hide Remove Clear Fields

- ・「Add affiliation」をクリック



**Affiliation(s):** Does this author have any manuscript affiliations that are different from or in addition to the above address?  
If yes, please select ALL institutions included as manuscript affiliations for this author. Be sure to include the institution you listed in your address above if it is also a manuscript affiliation. This will help us determine whether your article is eligible for free Gold Open Access publication either through a Read & Publish deal or directly via your institution(s).

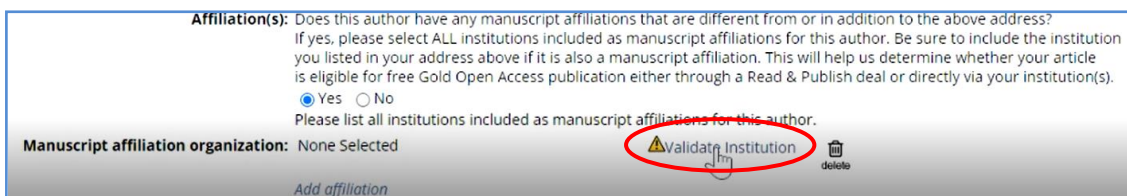
Yes  No

Please list all institutions included as manuscript affiliations for this author.

[Add affiliation](#)

Save/Hide Remove Clear Fields

- ・「Validate Institution」が表示されるため、クリック。



**Affiliation(s):** Does this author have any manuscript affiliations that are different from or in addition to the above address?  
If yes, please select ALL institutions included as manuscript affiliations for this author. Be sure to include the institution you listed in your address above if it is also a manuscript affiliation. This will help us determine whether your article is eligible for free Gold Open Access publication either through a Read & Publish deal or directly via your institution(s).

Yes  No

Please list all institutions included as manuscript affiliations for this author.

**Manuscript affiliation organization:** None Selected

[Validate Institution](#) [delete](#)

Add affiliation

- ・手順「2.」と同様に機関名を入力、プルダウンから選択し、「Save」をクリック。

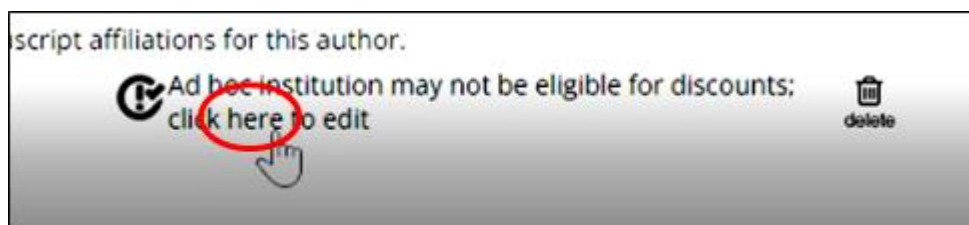
※必ずプルダウンから機関名を選択してください。

プルダウンから選択せずに機関名を入力すると、機関名の横に下記忠告が表示されます。

この場合は、「here」をクリックし、機関名をプルダウンから選択しなおしてください。

また、所属機関に ROR ID が付与されていない場合、プルダウンには表示されません。

この場合は手入力いただき、上記の忠告を無視してください。



(ただし、ご投稿いただいた原稿が R&P として認識されるには ROR ID が必要となります。所属機関が R&P に参加しているにも関わらず、上記方法で機関名が表示されない場合は、所属機関の ROR ID について、機関のご担当者様へお問合せください。)

#### 4. 「Save/Hide」をクリックし情報を保存

you listed in your address above if it is also a manuscript affiliation. This will help us determine whether is eligible for free Gold Open Access publication either through a Read & Publish deal or directly via your

Yes  No

Please list all institutions included as manuscript affiliations for this author.

**Manuscript affiliation organization:** Rockefeller University ✔ Edit Institution delete

**Manuscript affiliation organization:** Harvard University ✔ Edit Institution delete

[Add affiliation](#)

[Save/Hide](#) [Remove](#) [Clear Fields](#)

⇒所属機関登録(責任著者所属、原稿所属)完了となります。

#### 5. ライセンス選択

論文の最終バージョンが受理された場合、ライセンス選択画面へのリンクが筆頭著者の方へ送付されます。投稿原稿が Read & Publish 対象論文として認証されている場合、ライセンス選択画面には下記3つのライセンスが表示されます。論文が Read & Publish 対象機関所属の場合は、赤枠のライセンスをご選択ください。

<b>Name:</b>	██████████
<b>Address:</b>	██████████ ██████████
<b>Country:</b>	United Kingdom
<b>Telephone:</b>	██████████
<b>Fax:</b>	
<b>Email:</b>	██████████

[Modify Profile](#)

Author Forms

Please select your license type below. You have the option of making your article open to the public after 6 months or immediately upon publication. All articles are available via PubMed Central (PMC) at the time they become free on our site. Our 6 month open access option meets or exceeds almost all funder requirements. Please check with your funders if you are unsure of their requirements.

Inability to pay will not affect the publication of your manuscript - select and complete the 6 month CC-BY-NC-SA option and contact our editorial office at [jcblbiol@rockefeller.edu](mailto:jcblbiol@rockefeller.edu).

**We have identified that the primary corresponding author is from an institution that has elected to participate in an unlimited Read-and-Publish transitional agreement with Rockefeller University Press. Upon verification of corresponding author eligibility by the institution, all publication fees will be waived.** ⓘ

Open access immediately upon publication under CC BY license. \$5300 flat fee includes all publication charges. ⓘ

Open access 6 months after publication under CC BY-NC-SA license. \$2000 flat fee includes all publication charges. ⓘ

[Continue to License to Publish Form](#)

他ライセンスをご選択いただくことも可能ですが、その場合 Read & Publish 対象外となり、APC 料金は著者の方へ請求されますので、ご注意ください。

## 6. インボイスの到着 **※要確認**

ライセンス選択後、筆頭著者の方へインボイスが到着します。

「BalanceDue」に「\$0」と表示されているか**必ずご確認ください**。

※Read & Publish 対象ライセンスをご選択されている場合は、下記の通り「Balance Due」に「\$0」と表示されたインボイスが到着します。それ以外のライセンスの場合は「Balance Due」に該当価格が表示されています。

Description	Item Cnt	Item Amt	Total
Immediate Open Access Publication Fee	1	\$5300.00	\$5300.00
<b>Invoice Amount:</b>			\$5300.00
<b>Amount Paid for by Institution:</b>			\$5300.00
<b>Balance Due:</b>			\$0.00
<b>Due By:</b>			2023-02-11 11:04:07
<b>Comments</b>			
Remittance must be made in U.S. currency. Terms: 30 days net. <b>REMITTANCE COPY</b>			

※誤って Read & Publish 対象外のライセンスをご選択されてしまった、Read & Publish 対象として論文投稿したのに有料インボイスが届いてしまったなどの場合は下記お問合せ先にご連絡くださいませ。

### RUP お問合せ先

ご不明点等があれば下記アドレスにて Rockefeller University Press へお問合せください。

Miguel Peralta [mperalta@rockefeller.edu](mailto:mperalta@rockefeller.edu) (全般に関するお問合せはこちら)

Rob O'Donnell [odonner@rockefeller.edu](mailto:odonner@rockefeller.edu) (システムに関するお問合せはこちら)

2023年3月10日 改訂  
紀伊國屋書店 雑誌部