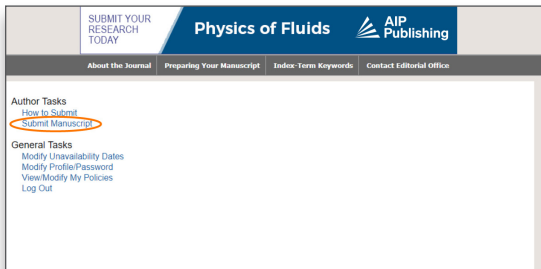


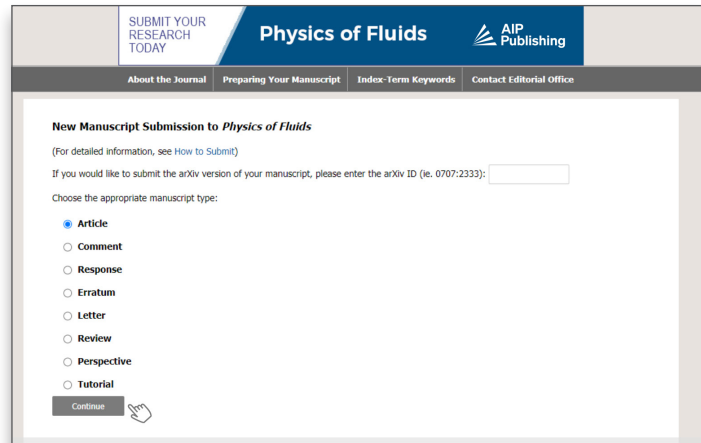
# READ & PUBLISH GUIDE FOR AUTHORS

AIP Publishing features a seamless process to submit an article for open access (OA) publishing as part of an institutional Read & Publish agreement. Just follow these simple steps.

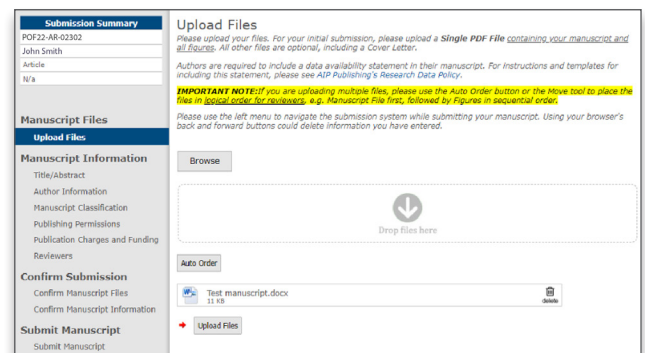
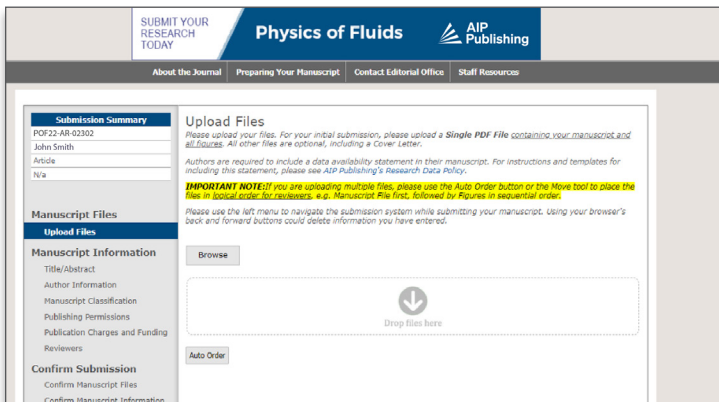
**1** After logging in select “submit manuscript.”



**2** On the next screen, select the type of manuscript you are submitting then click “continue.”



**3** Upload your manuscript file(s).



**4** Provide information about the article including the title and an abstract.

**Submission Summary**  
POF22-AR-02302  
John Smith  
Article  
N/a

**Manuscript Files**  
✓ Upload Files

**Manuscript Information**  
**Title/Abstract**  
Author Information  
Manuscript Classification  
Publishing Permissions  
Publication Charges and Funding  
Reviewers

**Confirm Submission**  
Confirm Manuscript Files  
Confirm Manuscript Information

**Submit Manuscript**  
Submit Manuscript

**Title/Abstract**  
Please enter the information requested below. Required fields are marked with an asterisk (\*).  
**\* Title**  
Please enter a manuscript title.  
**\* Abstract**  
250 words left  
**\* Invited Submission**  
Are you submitting an invited manuscript?  
 Yes - INVITED  
 No  
**Related Manuscript**  
If this submission is an Erratum, part of a Series, or was previously submitted to Physics of Fluids, enter the MS#(s) or AIPID(s) of the related manuscript(s). Enter "Unknown" if this is the first part of the series and you do not yet have the MS #.

**5** Provide the author information as requested, including name, email, postal address, ORCID iD, and institution. Select your institutional affiliation by clicking on the “Validate Institution” button and select from the populated organization options.

**Manuscript Information**  
✓ Upload Files  
✓ Title/Abstract

**Author Information**  
Manuscript Classification  
Publishing Permissions  
Publication Charges and Funding  
Reviewers

**Confirm Submission**  
Confirm Manuscript Files  
Confirm Manuscript Information

**Submit Manuscript**  
Submit Manuscript

**Author Information**  
You may compile your author list in advance of submission using this template file. Use the "Select File" button to upload the con template file. Please ensure all the fields of the "Author Information" tab have been completed before uploading. You can refer to tabs of the spreadsheet for help with completing the Title, State/Province, and Country fields. You will have a chance to review a which author accounts to include before their information is populated in the Authors section below.  
Select File  
**Email Lookup**  
You may provide a list of email addresses in the text box below to see if there is a matching account for the author. Separate each address by a comma or semicolon. You will have a chance to review and select which author accounts to include before their info populated in the Authors section below.  
Search  

Author #	Corr Author	Name	Email	Organization
1	<input checked="" type="checkbox"/>	John Smith	smith@yopmail.com	

**ORCID:** Create/link an Open Researcher Contributor ID (ORCID).  
What is ORCID?  
**\* Person Title:** Mr.  
**\* Name:** John Smith  
First Middle Last Find Author  
**\* Email:** smith@yopmail.com  
**\* Country:** United States of America Copy Address from Author  
State/Province: Please Select  
Department:  
**\* Institution:** None Selected  
Address Line 1:  
Address Line 2:  
City:

**Select & Validate Institution**

**Search for Organizations**  
Please use the Search below to find an exact match if possible, then select it and click Save to validate your institution. Clicking Save without selecting an institution will use the institution name as entered in the Search box. Clicking Cancel will return you to the form without making any changes.  
Institution: american institute of ph Search  
American Institute of Medical Sonography (Las Vegas, NV 89146-0383 academic/he...  
American Institute of Pharmaceutical Technology (Hackensack, NJ 07601-9991 acac...  
American Institute of Physics (College Park, MD 20740-3843 other/learn...  
American Institute of Physics Niels Bohr Library and Archives (College Park, MD 207...  
American Institute of Physics Publishing Center (Melville, NY 11747-4502 other/learn...  
Save Cancel / Close

**6** Your institutional affiliation will appear as “verified”, as seen here.

The screenshot shows a web form for author information. On the left is a sidebar with options: 'Confirm Manuscript Files', 'Confirm Manuscript Information', 'Submit Manuscript', 'Save and Exit', 'Save and Continue', and 'Cancel Submission'. The main form area has a table with columns: Author #, Corr Author, Name, Email, and Organization. The first row shows '1', a checked box, 'John Smith', 'smith@yopmail.com', and 'American Institute of Physics'. Below the table, there are fields for ORCID, Person Title (Mr.), Name (John Smith), Email (smith@yopmail.com), Country (United States of America), State/Province (MD), Department, Institution (American Institute of Physics), Address Line 1, Address Line 2, City (College Park), Zip/Postal Code (20740-3843), and Work Phone. A green checkmark and the text 'Institution Verified Click to edit/change' are next to the institution name. At the bottom, there is a section for 'Alternative Manuscript Affiliation' with radio buttons for 'Yes' and 'No'.

**7** Select the option “Open Access as part of an institutional agreement.”

The screenshot shows the 'Publication Charges and Funding' section of a submission system. On the left is a sidebar with a 'Submission Summary' (POF22-AR-02302, John Smith, Article, dfadfad), 'Manuscript Files' (Upload Files), 'Manuscript Information' (Title/Abstract, Author Information, Manuscript Classification, Publishing Permissions), 'Publication Charges and Funding' (highlighted), 'Reviewers', 'Confirm Submission', and 'Submit Manuscript'. The main content area is titled 'Publication Charges and Funding' and includes instructions: 'Please enter the information requested below. Required fields are marked with an asterisk (\*).' It lists 'Open Access and Licensing Options' with a radio button selected for 'Open Access as part of an Institutional agreement'. Below this, 'American Institute of Physics' is highlighted in a box, along with 'Institution Verified' and 'Eligible for Institutional Agreement'. A 'Calculate' button is present, with the text 'Estimated Total: Not yet calculated'. At the bottom, there are radio buttons for 'Open Access and I will be responsible for paying the Author Select fee...' and 'Conventional Publication. I am not interested in the Author Select (Open Access) option...'. A red note at the bottom states: 'Should your manuscript be accepted for publication, you will be contacted at acceptance with a confirmation of payment status as status may have changed.'

**When an article is accepted for publication, the system will verify the status of your institution’s Read & Publish agreement.**

If the agreement is still active, your institution will be notified to confirm that publication charges should be applied toward the agreement.

You will receive an invoice that shows that the APC has been paid through the institutional Read & Publish agreement.

If the agreement has been exhausted or expired, you will be contacted with options for how to proceed with publication.

**Visit [publishing.aip.org/read-and-publish](https://publishing.aip.org/read-and-publish) to:**

- Verify if your institution has a Read & Publish agreement
- Learn more about publishing Open Access (OA)
- View and download tutorials and available resources