

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 R&P submission interface. On the left is a navigation menu with options like 'Manuscript Info', 'Author Information', 'Keywords', 'Detailed Information', 'Reproducibility and Reporting Checklist', 'Editor/Reviewer Suggestions', 'Staff Only', '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 input fields for 'ORCID', 'Person Title' (with a dropdown menu), 'Name' (split into 'First', 'Middle', and 'Last'), 'Degree', 'Email', 'Institution' (with a 'Validate Institution' button), 'Department', 'Address Line 1', 'Address Line 2', 'City', 'State/Province', 'Zip/Postal Code', and 'Country' (with a 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。)

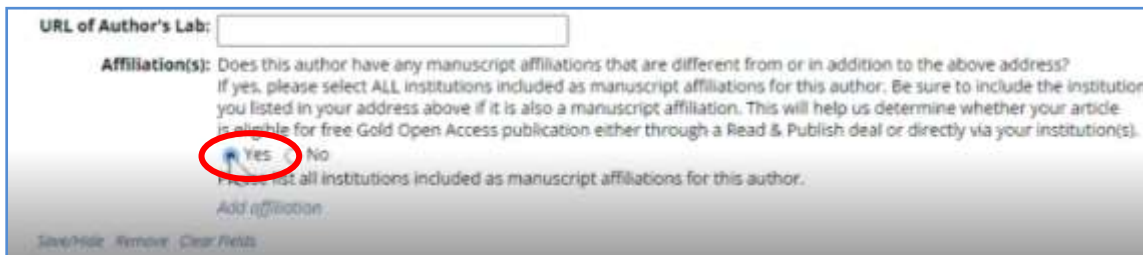
3. 原稿の所属先(Manuscript affiliation)を登録 **※重要**

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:

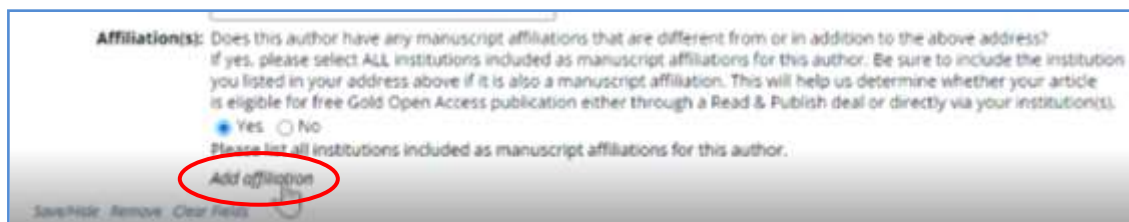
Affiliation(s): Does this author have any manuscript affiliations that are different from or in addition to the above address?
If yes, please select ALL institutions included as manuscript affiliations for this author. Be sure to include the institution you listed in your address above if it is also 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



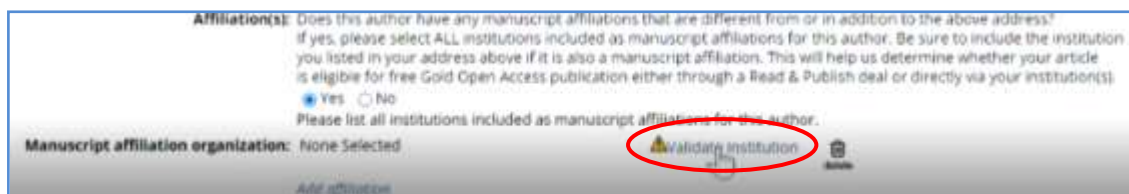
Affiliation(s): Does this author have any manuscript affiliations that are different from or in addition to the above address?
If yes, please select ALL institutions included as manuscript affiliations for this author. Be sure to include the institution you listed in your address above if it is also 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
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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?
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Yes No
Please list all institutions included as manuscript affiliations for this author.

Manuscript affiliation organization: None Selected

Validate institution

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。

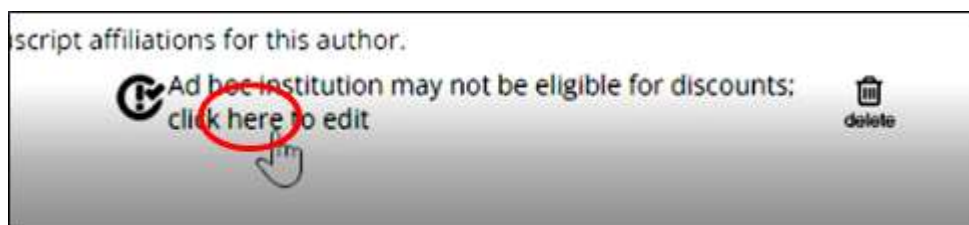
※必ずプルダウンから機関名を選択してください。

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。



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4. 「Save/Hide」をクリックし情報を保存

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Yes No

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Manuscript affiliation organization: Rockefeller University ✓ Edit institution

Manuscript affiliation organization: Harvard University ✓ Edit institution

Add affiliation

Save/Hide

⇒所属機関登録(責任著者所属、原稿所属)完了となります。

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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。

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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。

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