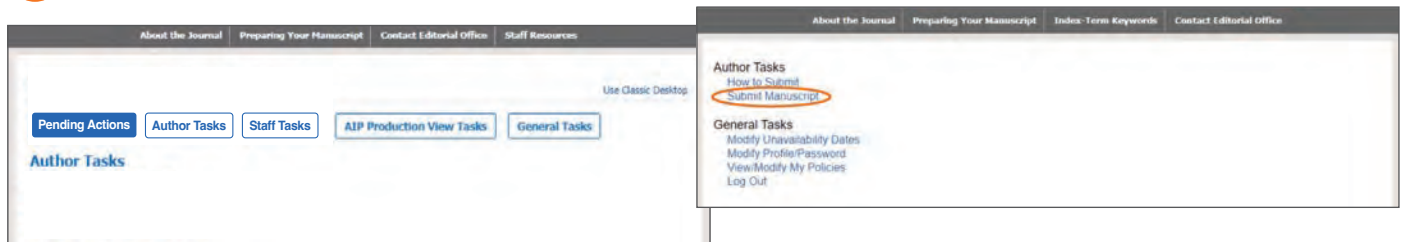


# READ & PUBLISH GUIDE FOR AUTHORS

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, click “author tasks” then select “submit manuscript”. Alternatively, select “use classic desktop” in the upper right corner.



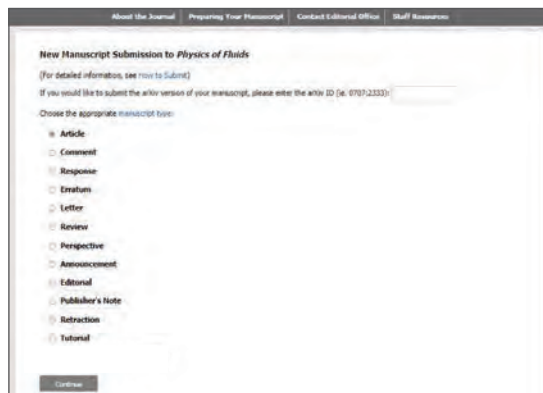
- 2a** If you do not select “use classic desktop,” the screenshot below will be presented where you can select “submit new manuscript”.



- 2b** If you select “use classic desktop,” the display will change, as shown below.



- 3** Next, select the type of manuscript you are submitting.



4 Upload your manuscript file(s).

5 Provide information about the article including the title and an abstract.

6 Provide the required author information, 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 organizations shown in the "search for organizations" option.

Author #	Corr Author	Name	Email	Organization
1	<input checked="" type="checkbox"/>	John Smith	johnsmith@aip.org	AIP Publishing LLC

- 7 Select the option “Open Access as part of an Institutional agreement.” The APC calculation appears automatically, as shown below.

### Publication Charges and Funding

Please enter the information requested below. Required fields are marked with an asterisk (\*).

#### Open Access and Licensing Options

This journal offers the authors the option to select either conventional publishing or Open Access (Author Select) publishing for their manuscripts. The Author Select option has a USD 3500 fee and provides free online access to the published article to users indefinitely. With this option, authors hold the copyright to their work, which will be published under a Creative Commons Attribution 4.0 International (CC BY 4.0) license.

Please select how you wish to publish your article from the options below:

**Open Access as part of an Institutional agreement.** Our system has detected that your manuscript's affiliated institution has an agreement with AIP Publishing to support Open Access publication in this journal. If your article is accepted for publication while the agreement is active, your article will be published Open Access, and the fee for Open Access publication will be covered under the terms of the agreement. [Learn about publishing through an institutional agreement.](#)

#### American Institute of Physics

- ✔ Institution Verified
- ✔ Eligible for Institutional Agreement

Click the calculate button below to see an estimate of your APC based on the current characteristics of your article.

<input type="button" value="Calculate"/>	<b>Estimated Total:</b>	Article Publication Charge	\$3500.00
		Discounts Available:	
		• Institutional Discount	- \$3500.00
		<b>Remaining Author Responsibility</b>	<b>\$0.00</b>

## 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