

# ONLINE ACTIVATION INSTRUCTIONS

## FOR ONLINE SUBSCRIPTIONS & INSTITUTIONAL MEMBERSHIPS INFORMATION FOR LIBRARIANS

All Oxford Journals are available online individually or as part of a Collection. These instructions are for administrators at institutions with:

- An online only or combined print and online subscription to Oxford Journals
- Online access via consortia or multi-site agreements
- Online access via our Developing Countries offer
- Institutional membership for *Nucleic Acids Research*



### WHAT ARE THE BENEFITS OF ACTIVATING YOUR ONLINE ACCESS DIRECTLY WITH OXFORD JOURNALS?

Encourage **users of your library** to make use of the journals you have subscribed to. By accessing Oxford Journals directly via our website readers can benefit from rapid online publication ahead of print, eTOC and Cite-track content alerts, browsing functions across all HighWire Press publishers, supplementary video and audio-clips, inter-journal links, and pay-per-view options.

To make the task of monitoring online access more manageable for **you** we've created **My Account** - a centralised area from which to manage all aspects of online usage using a single username and password.

Now in its second year, the Oxford Journals open access experiment, *Oxford Open*, is continuing to explore how new and emerging publishing models might widen the dissemination and impact of research. Activating your online access means that you will be both **supporting research and authors** based at your institution by ensuring that they can access reduced author charge forms for the *Oxford Open* titles that you subscribe to, including *Nucleic Acids Research*.

### HOW TO ACTIVATE ONLINE ACCESS

- 1. Read our Institutional Site Licence carefully**  
For institutions, this can be found at [www.oxfordjournals.org/Register](http://www.oxfordjournals.org/Register). You must agree to the terms of our institutional site licence before you register. For Consortia and Multi-site licenses, email our sales team at [jnls.consortia@oxfordjournals.org](mailto:jnls.consortia@oxfordjournals.org)
- 2. Have your subscriber number to hand**  
This is usually an 8 or 12 digit number. If your number has fewer than 8 digits you should prefix it with up to four '0s' as required. Please contact us if you can't locate your number (details overleaf).
- 3. Decide on your contact details**  
We need a named contact, address and valid e-mail address. We recommend that, where possible, you provide an e-mail address that is not personal to you so staff changes won't impact on the management of your organization's account (e.g. [library@institute.edu](mailto:library@institute.edu)).
- 4. Choose your own user name and password**  
Your password must have a minimum of 6 characters. These are for Library Administrator use only.
- 5. Identify the IP addresses that you wish to register**  
You are entitled to register the IP details for site-wide access to your subscription. The IP addresses must be registered to your institution and not a public proxy server. Your Computing Officer/IT Department should be able to supply you with the IP addresses of the computers in your institution and confirm whether or not a proxy server is in use. For more information on IP addresses visit [www.oxfordjournals.org/Register](http://www.oxfordjournals.org/Register) and select the **Help with IP addresses** link.

### MY ACCOUNT

Online access to subscriptions can now be managed under a single administration account. *My Account* requires just one one username and password and features all the links you require to:

- Manage your Subscriptions
- Manage Alerting Preferences
- View Usage Statistics
- Manage your IP and Athens settings
- Access free Sample Issues



- 6. Register**  
Simply visit [www.oxfordjournals.org/Register](http://www.oxfordjournals.org/Register) and click the link for **New Users** to register for *My Account*.
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Select **Manage your Subscriptions** and input your latest subscription number. The numbers you enter will identify you as an institutional subscriber.
- 8. Input your IP addresses**  
If this is the first time you have activated a subscription, you will be prompted for your institution's IP addresses. When you add further subscriptions, the IP addresses you have previously entered will be applied to each new subscription. You can add up to a 100 IP addresses. To read more visit: [www.oxfordjournals.org/faq/for\\_librarians](http://www.oxfordjournals.org/faq/for_librarians)

### MAINTAINING YOUR ACCOUNT

When you wish to add or activate additional subscriptions you can simply log-in to *My Account* and select **Manage Your Subscriptions** where you can add new subscriptions. The subscription number you enter will identify you as an institutional subscriber and recall your stored details.

# FREQUENTLY ASKED QUESTIONS

A full list of FAQs can be found online at [www.oxfordjournals.org/faq/for\\_librarians/index.html](http://www.oxfordjournals.org/faq/for_librarians/index.html)

## What is an IP Address?

As an institutional subscriber, you can set up your online access to authenticate using IP addresses. Every computer on your institution's network will have a unique IP (Internet Protocol) address represented by a series of four numbers (bytes) each separated by a full stop (period). Read more about IP addresses at [www.oxfordjournals.org/Register](http://www.oxfordjournals.org/Register)

## What is a Proxy Server?

Some institutions gain access to the Internet via a server which is not on their site. If your institution uses a proxy server, you will need to bypass it in order to get access to our online journals unless the proxy has been set up to service your institution or department only. The same can apply if your institution uses a firewall. Your IT department may be able to advise how to bypass it. If not, please contact us.

## What if your institution does not use IP authentication?

If you are not able to access the Internet via IP authentication, or you are unable to restrict IP access to your subscribing site, please contact us.

## What is Athens?

Athens is a service used to authenticate and authorise users for access to online services. There are now two major national Athens services in operation - one for the UK education community and another for the NHS sector.

Athens authentication provides users with access to many databases with a single username and password. It allows users to access an organization's online subscriptions when they are outside the normal IP range.

For more information please follow the link to

**Online Access and Authentication** from [www.oxfordjournals.org/faq/for\\_librarians](http://www.oxfordjournals.org/faq/for_librarians).

## What is Oxford Journals' definition of a single site?

In most cases, we define a site as being within one metropolitan boundary i.e. within a city. If all your institution's buildings are located within and administered within one city, you need one site license. If you are unsure, please visit: [www.oxfordjournals.org/help](http://www.oxfordjournals.org/help)



## Can MY ACCOUNT be used to consolidate all existing subscriptions under one account?

Subscriptions set up prior to the launch of *My Account* may still be spread across multiple accounts. You can now consolidate your existing subscriptions into a single account yourselves, simply by deactivating subscriptions from unwanted additional accounts and then re-activating those subscriptions to your preferred account instead. You can do this via the **Manage your Subscriptions** page of *My Account*.

All new subscriptions acquired since registering for *My Account* can be added to this single account. You can also log in as often as you require to amend subscription details to those journals.

## Will I need to activate my subscriptions again next year?

No, once you have activated your subscriber number simply retain your user name and password so that you can to up-date any contact or IP details.

## Where can I find Price information?

Visit [www.oxfordjournals.org/prices](http://www.oxfordjournals.org/prices) for further links to our pricing options including our Developing Countries offer.

## What is the OXFORD OPEN initiative?

**Oxford Open** comprises the various Open Access models we are using to explore new and emerging publishing models aiming to maximize dissemination of research information.



*Nucleic Acids Research* (NAR) was the first of our journals to adopt a full open access publishing model in 2005 and all NAR articles are freely available online immediately upon publication. Under the NAR Open Access Model, we aim to cover the substantial costs of publication primarily through a combination of author charges and institutional payments (Institutional Memberships).

## What is Institutional Membership?

Institutional Membership is available for our *fully* Open Access journal *Nucleic Acids Research*. Becoming an institutional member gives discounted publication rates to corresponding authors based at the member institution.

Many of our journals are now included in the *optional* Open Access model where a proportion of each issue is made freely available online through our website ahead of publication. In order to make their accepted papers available in this way authors must pay the Open Access publication charge.

**Reduced-rate author charges** will be available to authors from institutions with a current online subscription, as well as to authors from developing countries. Once a paper has been accepted, authors will receive an e-mail directing them to an online Open Access charge form. Your subscriptions must be activated directly with Oxford Journals in order to allow your authors access to the reduced charge form (having access via a third-party gateway will not suffice). **Read more at** [www.oxfordjournals.org/oxfordopen](http://www.oxfordjournals.org/oxfordopen)

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