

**ONOS APC SUPPORT GUIDE**  
**SHREENIVAS DESHPANDE LIBRARY**  
 INDIAN INSTITUTE OF TECHNOLOGY (BHU), VARANASI - 221005

## SECTION I: ONOS APC Support Manual

## SECTION II: APC support by the S D Library, IIT (BHU), Varanasi

### SECTION I: 1. About ONOS APC Support

- APC stands for Article Processing Charge. This is a fee need to be paid to publish a research article in selected journals, especially open-access ones, after peer review and acceptance.
- INFLIBNET Centre, Gandhinagar, under the ONOS (One Nation One Subscription) program, supports APCs for publishing research articles in **431 selected top-5 % Q1 gold open-access journals**.
- The INFLIBNET centre will pay the APC for the accepted papers in selected journals covered under the ONOS APC list.
- The scheme promotes open access, boosting visibility, citations, and global impact for Indian research.

### 2. Eligibility Criteria

- Regular Faculty member, Research scholar, Student or Principal Investigator at IIT (BHU), Varanasi
- **The applicant must be the first author OR the corresponding author of the article.**
- *Make sure that no other funding source (government grant, project, private institution) is paying the APC for the same article.*

### 3. List of journals that are eligible for APC support

To know the detailed list of the 431 journals and publishers, click the link [ONOS APC | India](#) or open the URL below in your browser: <https://www.onos.gov.in/APCTitles>

[ONOS APC | India](#)

### 3. How to Apply – Step-by-Step guide

**Step 1:** Submit the research paper through **the journal's article submission page**.

**Step 2:** Complete the paper review process as per the journal norms

**Step 3:** After the article acceptance for publication by the journal, Authors should inform the publisher that the APC will be paid directly by INFLIBNET Centre and provide the invoice **in favour of INFLIBNET Centre** as mentioned below:

*One Nation One Subscription (ONOS)*  
*INFLIBNET Centre*  
*An IUC of UGC*  
*InfoCity, Gandhinagar - 382 007*

**Gujarat, India**  
**GSTIN: 24AAATI1480J1ZS**  
**PAN No.: AAATI1480J1**

**Please note that the invoice must clearly include:**

- Journal Name
- Article title / Manuscript ID / DOI
- Total APC Amount
- Publisher's Bank / Payment Details

**Step 4:** Complete your author registration through the APC portal (<https://www.onos.gov.in/apc>)

*Before you begin: Keep ready – (1) Acceptance letter/email from journal (2) Proforma invoice or APC invoice from publisher, (3) Your AADHAAR-registered name (4) Institutional email ID (@iitbhu.ac.in), (5) ORCID ID (if available). (6) a softcopy of all relevant information, as there is a time limit to submit the application; otherwise, the timeout will occur.*

The screenshot shows the 'Author Registration for APC Funding' form on the ONOS website. The form is titled 'Author Registration for APC Funding' and includes a link for 'Already Registered Author?'. The form fields are as follows:

- Full Name as per AADHAAR \* (Text input)
- Gender \* (Dropdown menu with 'Select' option)
- Designation \* (Text input)
- Department \* (Text input)
- ORCID ID (Text input with placeholder '0000-0000-0000-0000')
- State \* (Dropdown menu with 'Select State' option)
- Institute Name \* (Text input with 'Enter Institute name' placeholder)
- Phone Number \* (Text input with phone icon)
- Email \* (Text input with email icon)
- CAPTCHA: 2 + 8 = (with Refresh button and 'Enter CAPTCHA' input)
- Checkbox: I have read and understood the [APC Guidelines](#) and [Help Manual](#).
- Next (Blue button)

**Step 5:** Click Get OTP. An OTP will be sent to your registered institutional email. Enter the OTP and click Confirm.

**Step 6:** After OTP verification, fill in the article details-

- Article Title (as accepted by the journal)
- Publication Name – select from the dropdown list of 431 eligible journals
- Currency and APC amount as per the publisher invoice
- Research Funder (INFLIBNET Centre, Gandhinagar)
- Article Type (Research Article)
- Date Submitted and Date Accepted

- Last Date for APC Payment (as given by publisher)
- Publisher's Email and Contact Address
- Main Subject Area (as per SCOPUS)

**Step 7:** Add all authors' details. **For multiple authors: click the + (plus) button to add rows for each co-author.**

- Author Type (First / Corresponding / Significant Contributor / Other)
- Name as per AADHAAR and as per Submitted Article (may differ)
- Gender, ORCID ID
- Nationality and Country of Affiliating Institution
- Name of Affiliating Institution

**Click Next when all author details are filled.**

### **Step 8: Declare Author Contributions**

The final screen asks you to assign contribution types to each author (Conceptualisation, Methodology, Writing, Data Curation, etc.). Tick the relevant authors for each contribution type.

**Click Submit.** Once the APC support request is submitted, the system will automatically send an email notification to the respective author(s).

**Step 9:** Download the submission, and after signing from the authority, upload it to the portal. After submission, go to **Existing Submissions (Already Registered Author? Top right corner on the registration page → enter your email → OTP → submit).**

**From the Submitted Article Details page:**

- Click the View PDF icon to download the Declaration of Author's Contribution.
- Print the declaration, and **obtain signatures from all authors.**
- Get signed by the respective **Head of the Department (with office seal/stamp).**
- Get signed by **the Registrar (with office seal/stamp).**
- After all signing completion, scan the document as a PDF.
- Upload the document to the Existing Submission for further processing.

### **Important Note:**

- ❖ **Head of the Department:** Before signing, please verify that the details provided by the authors are correct, and the applicant must be the first author or the corresponding author of the article and must be a bona fide full-time employee of the Institute/regular student of the Institute/researcher affiliated with the Institute at the time of submission of the article.
- ❖ **Registrar:** The final signing authority will be the Registrar, and he will sign the document only after the HoD's verification and signature.

**\*\*Note:** After publishing, if the article is retracted by the journal or found APC paid by the other agency or this APC is shown as a component in any project. Authors shall be personally liable to return the entire amount of APC charges paid by ONOS, in addition to other administrative/legal action.

**Step 10:** The document needs to be uploaded

Click Pending status to open the Upload PDF page. Upload the following three documents:

S No	Document	What to Upload
1	<b>Signed Author Declaration</b>	The signed + scanned Declaration of Author's Contribution (downloaded from the portal) with Head of Institution and Registrar endorsement.
2	<b>Acceptance Mail from Journal</b>	Email/letter from the journal confirming acceptance for publication (PDF format).
3	<b>Proforma Invoice / Invoice</b>	Publisher's APC invoice or proforma invoice showing the APC amount (PDF format).

**Step 11: Verification by the Nodal Officer/Institute Admin, ONOS APC**

The nodal officer for IIT(BHU), Varanasi, is Dr Navin Upadhyay, SD Library, and he will verify the authors on the ONOS admin portal. Kindly note that at the time of submission of the article, the author/corresponding author must be a bona fide full-time employee of the Institute/regular student of the Institute/researcher affiliated with the Institute. The Nodal officer will verify the request against the list of valid students verified from the Academic Portal and uploaded documents.

**Note: Photocopies of all documents must be submitted to the Library for verification (Softcopy/Hardcopy)**

**Step 12:** After the document is successfully uploaded, your application moves through the following process:

Stage	Action
<b>1. ONOS/ INFLIBNET Review</b>	INFLIBNET reviews and accepts/rejects based on fund availability (first-come, first-served).
<b>2. Payment</b>	INFLIBNET pays the APC directly to the publisher's bank account. TDS deducted as per the Government rules.
<b>3. Confirmation</b>	You receive an email notification with details of the payment made. After the article is published, confirm publication on the portal.

*\* Payment processing time: 15–20 working days (approx).*

*\*\* After the payment is made and the article is published, the author must be informed through the ONOS portal; otherwise, their next article will not be eligible for APC support.*

## 4. Quick Reference

ONOS APC Portal	onos.gov.in/apc
Check Eligible Journals	onos.gov.in → APC → Selected Journal Titles → Browse
Download APC Guidelines	onos.gov.in → APC → APC Guideline → Download
Download Official Help Manual	onos.gov.in → APC → APC Help Manual → Download
ONOS APC Email Support	apcsupport@onos.gov.in
ONOS Phone Support	+91-79-2326 8246
Library Support (IIT BHU)	<a href="mailto:librarian@iitbhu.ac.in">librarian@iitbhu.ac.in</a> , Ext:5808

### Download Official APC Help Manual

[onos.gov.in/public/docs/APC\\_Manual\\_v2.pdf](https://onos.gov.in/public/docs/APC_Manual_v2.pdf)

(Also accessible from: [onos.gov.in](https://onos.gov.in) → APC → APC Help Manual → Download)

## Section II: APC support by the S D Library, IIT (BHU), Varanasi

In addition to the 431 selected journals, IIT (BHU) Varanasi researchers can publish their research articles in 50+ Gold Open Access Journals through the following publishers under Read and Publish agreements.

Publisher	What it means for IIT BHU researchers
ACM (Association for Computing Machinery)	Publish unlimited Open Access articles in ACM journals with NO APC automatically waived under the agreement.
IWA Publishing	Journals from IWA Publishing are fully waived for IIT BHU – No APC payment needed at all.

**Note:** Institute authors can submit to the ACM Digital Library and IWA Publishing directly; an APC waiver is automatically applied after acceptance (No need to submit any form).

### IWA Publishing: ([iwaponline.com](http://iwaponline.com))

IWA Publishing is the publishing arm of the International Water Association (IWA), one of the world's leading professional associations in the water sector. All IWA Publishing journals are now fully Open Access. This means that all published articles are freely available worldwide for reading, downloading, and sharing, maximising the visibility and impact of your research.

## APC Fee waivers:

Authors should confirm their eligibility before or during submission. IWA Publishing has established Read & Publish agreements with IIT (BHU), Varanasi. These Institutional Agreements cover full online access to IWA Publishing journal content and unlimited free Open Access publication for affiliated researchers.

### How to Qualify for an Institutional Waiver:

To ensure the automatic waiver is applied, authors must fulfil all of the following during submission:

1. *Submit using your institutional email account. If registering for the first time, use your institutional email address. If already registered, update your author profile before submitting.*
2. *Ensure your author information is up to date in Editorial Manager. In the Author Main Menu, click 'Update my Information'. Scroll to the 'Institution Related Information' section and confirm that your institution is correctly selected.*
3. *Ensure you are listed as the Corresponding Author on the article, with your full institutional affiliation and associated institutional email address correctly entered.*

**Note: If it asks for the payment, click Pay now; it will show you need to pay \$0, as your institution has a transformative agreement with the publishers.**

If the institutional waiver is not automatically applied during submission, it can be added manually at the charges review step. Click 'Apply Discounts', select your qualifying institution from the drop-down menu, and click the 'Apply Discount' button.

### List of journals eligible for APC Fee waivers:

SI No	Journal Title	ISSN	URL
1	Aqua: Water Infrastructure, Ecosystems and Society	2709-8028	<a href="https://iwaponline.com/aqua">https://iwaponline.com/aqua</a>
2	Blue-Green Systems	2617-4782	<a href="https://iwaponline.com/bgs">https://iwaponline.com/bgs</a>
3	H2Open Journal	2616-6518	<a href="https://iwaponline.com/h2open">https://iwaponline.com/h2open</a>
4	Hydrology Research	2224-7955	<a href="https://iwaponline.com/hr">https://iwaponline.com/hr</a>
5	Journal of Hydroinformatics	1465-1734	<a href="https://iwaponline.com/jh">https://iwaponline.com/jh</a>
6	Journal of Water & Climate Change	2408-9354	<a href="https://iwaponline.com/jwcc">https://iwaponline.com/jwcc</a>
7	Journal of Water & Health	1996-7829	<a href="https://iwaponline.com/jwh">https://iwaponline.com/jwh</a>
8	Journal of Water, Sanitation & Hygiene for Development	2408-9362	<a href="https://iwaponline.com/washdev">https://iwaponline.com/washdev</a>
9	Water Policy	1996-9759	<a href="https://iwaponline.com/wp">https://iwaponline.com/wp</a>
10	Water Practice & Technology	1751-231X	<a href="https://iwaponline.com/wpt">https://iwaponline.com/wpt</a>
11	Water Quality Research Journal	2709-8052	<a href="https://iwaponline.com/wqrj">https://iwaponline.com/wqrj</a>
12	Water Reuse	2709-6106	<a href="https://iwaponline.com/jwrd">https://iwaponline.com/jwrd</a>
13	Water Science & Technology	1996-9732	<a href="https://iwaponline.com/wst">https://iwaponline.com/wst</a>
14	Water Supply	1607-0798	<a href="https://iwaponline.com/ws">https://iwaponline.com/ws</a>

➤ For More information, visit the [Shreenivas Deshpande Library](#).

**Thank You – Happy Publishing!**