Open Access Option Form

If you would like to publish your article open access, please complete and sign this form. Please send the signed copy by scanning and emailing it to: support@elsevier.com or fax the signed copy to: +44 1865 843912 (UK).

For specific pricing information please refer to the individual journal’s guide for authors. Also, please check our list of funding body agreements for details on complying with new open access policies: www.elsevier.com/fundingbodies

Additional questions? Please contact us at support@elsevier.com or phone +44 1865 84 3577 (UK) or +1 888 834 7287 (US).

☐ Yes, I would like to publish my article open access. I understand that:

- There is a fee payable to Elsevier for making the article open access;
- Elsevier will send an invoice to the Billing Address indicated below (plus tax, if applicable);
- If my institution will pay the invoice and is tax-exempt, the Tax Exemption section below must be completed in order to process the order as exempt from taxation;
- Elsevier will endeavour to provide open access to my article within 24 hours or as soon as practicable after online publication

Article details:

Article title: ..................................................................................................................

Corresponding author name: ..........................................................................................

E-mail address: .............................................................................................................

Journal title: ..................................................................................................................

Our reference*: .............................................................................................................

* This is the production reference number provided on the acknowledgement letter, e.g. JABC 1234.

Billing address (required fields are marked with an asterisk *):

*Title (e.g. Professor, Dr): ..........................................................................................

Forename/Initials: ........................................................................................................

* Surname: ..................................................................................................................

University/Organisation: .............................................................................................

Institute: ......................................................................................................................

Department: ..............................................................................................................

* Address 1: ..............................................................................................................

Address 2: ..................................................................................................................
*City/State: ................................................................................................................................................

*Country: ......................................................................................................................................................

Zip/Post Code: ................................................................................................................................................

Phone: ..........................................................................................................................................................

Fax: ..............................................................................................................................................................

* E-mail: ........................................................................................................................................................

Tax exemption

**US and Canadian customers:** Please supply your tax exemption/resale number and return a valid copy of your certificate with this form. If we do not receive the certificate with the order, we will charge you sales tax/GST/HST as applicable. Tax refunds will only be processed on subsequent presentation of a valid exemption certificate. Please note: by law, individuals are not eligible for tax exempt status.

**European customers (not UK customers):** Please supply your VAT registration number (including country code) and if appropriate we will not charge you UK VAT. Please note, if we do not charge you VAT our supply is an Article 56 of the VAT Directive supply and you (the recipient) are responsible for accounting for any VAT due in your country (under the reverse charge mechanism). If you do not provide a VAT number or the VAT number supplied is invalid we will charge UK VAT where applicable.

**UK customers:** Under UK law, Elsevier Ltd. is obliged to charge VAT at 20% to its UK customers.

**Diplomatic Missions, International Organisations, NATO Forces etc in other EU member states:** If you believe that you fall into this category please contact us, as we may be able to provide you with VAT exemption under certain circumstances.

Tax/GST/HST/VAT exemption/registration number: .....................................................................................

**Purchase Order Number**

If a Purchase Order Number is required for payment by your Company or Institution please provide this here:

Purchase Order Number: ..........................................................................................................................

Signature: ..........................................................................................................................................................

Date: ..............................................................................................................................................................

By submitting this order form, I acknowledge that

1. Elsevier will immediately start providing the service to me. Upon full performance of the service I acknowledge that I will lose the right to cancel and

2. I understand that the order is subject to the Terms and Conditions of Purchase and Sale and agree to be bound to all of its terms as specified at: [http://cds.elsevier.co.uk/mladmin/MLAdminTermsConditionsSalePurchase.html/English](http://cds.elsevier.co.uk/mladmin/MLAdminTermsConditionsSalePurchase.html/English)

Completed forms should be scanned and sent to: [support@elsevier.com](mailto:support@elsevier.com). Forms can also be faxed to: +44 1865 843912 (UK)

Additional questions? Please contact us at [support@elsevier.com](mailto:support@elsevier.com) or phone +44 1865 84 3577 (UK) or +1 888 834 7287 (US).