

# Indian Institute of Technology Guwahati

Guwahati – 781 039, Assam, India  
Lakshminath Bezbaroa Central Library

## ONOS APC Support Guidelines

One Nation One Subscription (ONOS) | INFLIBNET Centre, Gandhinagar  
For Faculty, Research Scholars & Students of IIT Guwahati  
Institute Code: U-0053

### 1. About ONOS APC Support

**APC (Article Processing Charge)** is a fee paid to publish a research article in a Gold Open Access journal after peer review and acceptance.

**INFLIBNET Centre**, Gandhinagar, under the Government of India's **One Nation One Subscription (ONOS)** programme, supports APCs for publishing in **431 selected top-5% Q1 Gold Open Access journals**.

- INFLIBNET pays the APC directly to the publisher on behalf of eligible authors.
- The scheme promotes open access, enhancing visibility, citations, and global impact of Indian research.
- IIT Guwahati is a participating institution (Institute Code: **U-0053**).
- APC support is available on a *first-come, first-served* basis subject to fund availability.

### 2. Eligibility Criteria

To be eligible for ONOS APC support, the applicant must satisfy *all* of the following:

- Must be a **regular faculty member, research scholar, student, or Principal Investigator** at IIT Guwahati at the time of submission of the manuscript.
- The applicant must be the **first author OR the corresponding author** of the article.
- The journal must be in the **official ONOS APC eligible list** (431 journals).
- The APC must **not** be paid by any other national (government or private) or international/multilateral institution, agency, or government.
- The APC must **not** be shown as a component in any project grant.

**Note:** Co-authors may be from other institutions. Only the first or corresponding author affiliated with IIT Guwahati can apply.

### 3. Eligible Journals

The ONOS APC programme covers **431 top-5% Q1 Gold Open Access journals** across all disciplines.

- Check the official ONOS list at: **onos.gov.in/APCTitles**
- Browse the interactive journal list on the Central Library ONOS APC Hub.

## 4. How to Apply — Step-by-Step

**Before you begin, keep ready:** (1) Acceptance letter/email from journal (2) Proforma/APC invoice from publisher (3) AADHAAR-registered name (4) IIT Guwahati email (@iitg.ac.in) (5) ORCID ID (if available). Prepare all documents before starting — the portal has a time limit.

### Step 1: Submit Paper & Complete Peer Review

Submit your manuscript to any eligible journal. Complete the peer review process as required by the journal.

### Step 2: Inform Publisher After Acceptance — Request Invoice

After acceptance, inform the publisher that APC will be paid directly by **INFLIBNET Centre**. Request a proforma invoice addressed to:

One Nation One Subscription (ONOS)  
INFLIBNET Centre, An IUC of UGC  
InfoCity, Gandhinagar – 382 007, Gujarat, India  
GSTIN: 24AAATI1480J1ZS PAN: AAATI1480J

The invoice must include: Journal Name, Article title/Manuscript ID/DOI, Total APC Amount, and Publisher's bank/payment details.

### Step 3: Register on the ONOS APC Portal

Visit **onos.gov.in/apc**. Fill in: Full Name (as per AADHAAR), Gender, Designation, Department, ORCID ID, State, Institution Name (Indian Institute of Technology Guwahati), Phone Number, and IIT Guwahati email. Click **Get OTP**, enter OTP received on institutional email, and confirm.

### Step 4: Fill in Article Details

Fill in: Article Title, Publication Name (from dropdown), Currency & APC amount, Research Funder (INFLIBNET Centre, Gandhinagar), Article Type (Research Article), Date Submitted and Accepted, Last Date for APC Payment, Publisher's Email and Contact, Main Subject Area (as per SCOPUS).

### Step 5: Add All Author Details

Add each author using the + button. For each author: Author Type, Name (as per AADHAAR and article), Gender, ORCID ID, Nationality, Country and Name of Affiliating Institution. Click **Next**.

### Step 6: Declare Author Contributions & Submit

Assign contribution types to each author (Conceptualisation, Methodology, Writing, Data Curation, etc.). Click **Submit**. System sends notification emails to all authors and ONOS Nodal Officer. The Nodal Officer verifies the applicant's bonafide status and approves on the ONOS admin portal.

## Step 7: Download, Sign, and Obtain Institutional Endorsement

Go to *Existing Submissions* (Already Registered Author? → email → OTP). Click **View PDF** to download the *Declaration of Author's Contribution*. Obtain signatures in this order:

1. Signatures of **all co-authors**
2. Signature & seal of the **Dean of Academic Research**

Scan the fully signed document as a single PDF.

## Step 8: Upload Documents to ONOS Portal

Go to *Existing Submissions* → click **Pending** status → upload page. Upload the following three documents:

| # | Document                         | What to Upload                                                                                  |
|---|----------------------------------|-------------------------------------------------------------------------------------------------|
| 1 | <b>Signed Author Declaration</b> | Signed & scanned Declaration of Author's Contribution and Dean of Academic Research endorsement |
| 2 | <b>Acceptance Email/Letter</b>   | Email or letter from journal confirming acceptance (PDF)                                        |
| 3 | <b>APC Invoice</b>               | Publisher's APC invoice showing APC amount, addressed to INFLIBNET Centre (PDF)                 |

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## Post-Submission Process

| Stage                        | Action                                                                                              |
|------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>ONOS/INFLIBNET Review</b> | INFLIBNET reviews and accepts/rejects based on fund availability (first-come, first-served).        |
| <b>Payment</b>               | INFLIBNET pays APC directly to the publisher. TDS deducted as per Government rules.                 |
| <b>Confirmation</b>          | Author receives email notification. After article is published, confirm publication on ONOS portal. |

**Payment processing time:** Approximately 15–20 working days. Authors must confirm publication on the portal after article is published.

## 5. Institutional Endorsement at IIT Guwahati

The *Declaration of Author's Contribution* (downloaded from ONOS portal) requires an **Endorsement from the Head of Institution (HoI)** before uploading. The endorsement certifies:

**(a)** I certify that the applicant author is a Bonafide full-time employee of this Institute / regular student of the Institute / researcher affiliated with the Institute (*strike off whichever is not applicable*).

**(b)** In case the applicant has to return the APC charge paid by ONOS and she/he is not paying it within a time specified by ONOS, the Institute will recover the same from her/him and pay the same to ONOS.

Signature from Head of Institution with **Office seal/stamp** is mandatory.

**Signing Authority at IIT Guwahati:** The **Dean of Academic Research** is the designated authority for HoI endorsement.

| Step | Authority                        | Requirement                                  |
|------|----------------------------------|----------------------------------------------|
| 1st  | All Co-Authors                   | Sign the declaration form                    |
| 2nd  | <b>Dean of Academic Research</b> | HoI endorsement; sign with office seal/stamp |

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## 6. Documents Checklist

- Acceptance letter or email from the journal (PDF)
- APC invoice from publisher addressed to INFLIBNET Centre (PDF)
- Signed Declaration of Author's Contribution (scanned PDF with all signatures)
- Institutional email ID (@iitg.ac.in) for OTP verification
- ORCID ID (strongly recommended)
- AADHAAR-registered name of all IIT Guwahati authors

## 7. Liability Note

Authors shall be **personally liable to return the entire APC amount** plus face administrative/legal action if:

- The article is **retracted** by the journal.
- APC is paid by **any other** national or international agency.
- The APC is **shown as a component** in any project grant.

## 8. Quick Reference

|                                 |                                                                                                                   |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------|
| ONOS APC Portal                 | <a href="https://onos.gov.in/apc">onos.gov.in/apc</a>                                                             |
| ONOS APC Support Portal         | <a href="https://onos.gov.in/apc-support">onos.gov.in/apc-support</a>                                             |
| Check Eligible Journals         | <a href="https://onos.gov.in/APCTitles">onos.gov.in/APCTitles</a>                                                 |
| ONOS APC Guidelines (Official)  | <a href="https://onos.gov.in/public/docs/APC-Guidelines-V1.pdf">onos.gov.in/public/docs/APC-Guidelines-V1.pdf</a> |
| ONOS APC Help Manual (Official) | <a href="https://onos.gov.in/public/docs/APC_Manual_v3.pdf">onos.gov.in/public/docs/APC_Manual_v3.pdf</a>         |
| ONOS Email Support              | <a href="mailto:apcsupport@onos.gov.in">apcsupport@onos.gov.in</a>                                                |
| ONOS Phone Support              | +91-79-2326 8246                                                                                                  |
| Central Library, IIT Guwahati   | <a href="mailto:librarian@iitg.ac.in">librarian@iitg.ac.in</a>                                                    |
| Institute Code (ONOS)           | U-0053                                                                                                            |
| Signing Authority (HoI)         | Dean of Academic Research, IIT Guwahati                                                                           |
| Payment Processing Time         | ~15–20 working days                                                                                               |