

## Astronomy Department IOP Article Submission Instructions

### **FACULTY & STUDENTS:**

*When you (or another author for whom you are paying the article page charges) submit an article for publishing to IOP:*

1. Please email Kristy for an eRequest detailing
  - a. **Funding source**
  - b. **Article Name**
  - c. **Article Number**
  - d. **Manuscript Acknowledgement email.**
2. To be paid by Purchase Order, ASC requires approval BEFORE the article is published and invoiced to avoid an “exception”.
3. The “Bill To” should be listed as the following:  
Kristy Krehnovi  
The Ohio State University Department of Astronomy  
4055 McPherson Lab  
140 W 18<sup>th</sup> Ave  
Columbus, OH 43210  
[Krehnovi.6@osu.edu](mailto:Krehnovi.6@osu.edu)

(This should be done before the invoice is generated if possible. If not, then IOP will need contacted by the author to change the bill to after the invoice is generated.)

**FACULTY: If you agree to pay for page charges for someone not in our Department, be sure to notify Kristy (Krehnovi.6) with the following:**

1. Person’s name
2. Publishing House: IOP, Oxford, etc...
3. Funding source
4. Article Name
5. Article Number
6. Manuscript Acknowledgement email
7. The “Bill To” should be listed as the following:  
Kristy Krehnovi  
The Ohio State University Department of Astronomy  
4055 McPherson Lab  
140 W 18<sup>th</sup> Ave  
Columbus, OH 43210  
[Krehnovi.6@osu.edu](mailto:Krehnovi.6@osu.edu)

(This should be done before the invoice is generated if possible. If not, then IOP will need contacted by the author to change the bill to after the invoice is generated.)

**PLEASE REMEMBER:** If proper approval processes are not followed, to avoid an exception:

1. The office will pay the invoice with the department procurement card
2. This means ***you will not be able use OSP research funds to pay for the article charges.*** OSP charges are not allowed on the PCard.