

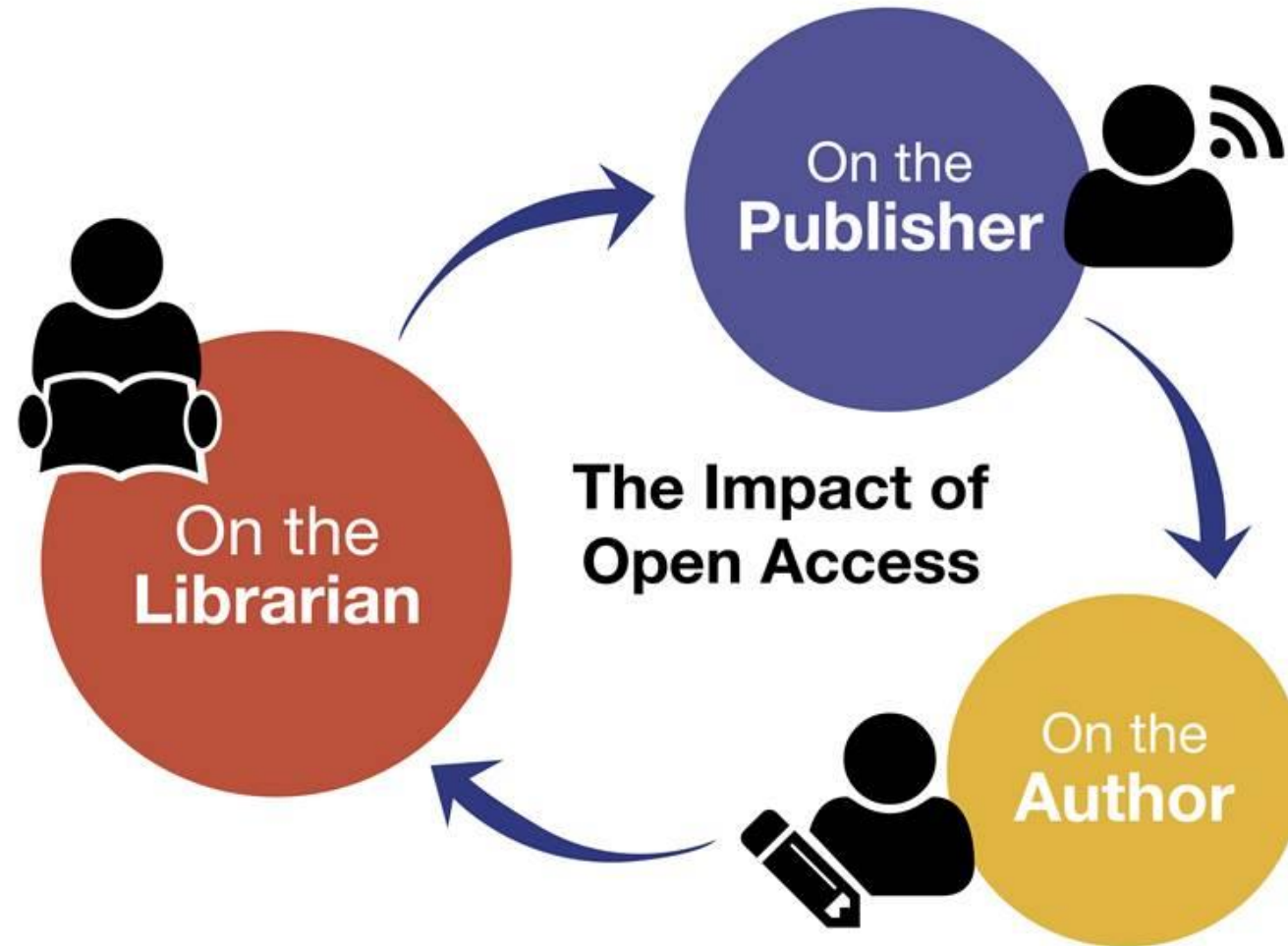


Taylor & Francis Group
an **informa** business

Taylor & Francis Author Workflow – Full OA journals



Visibility, Workflow and Communication



Key Features of the Workflow

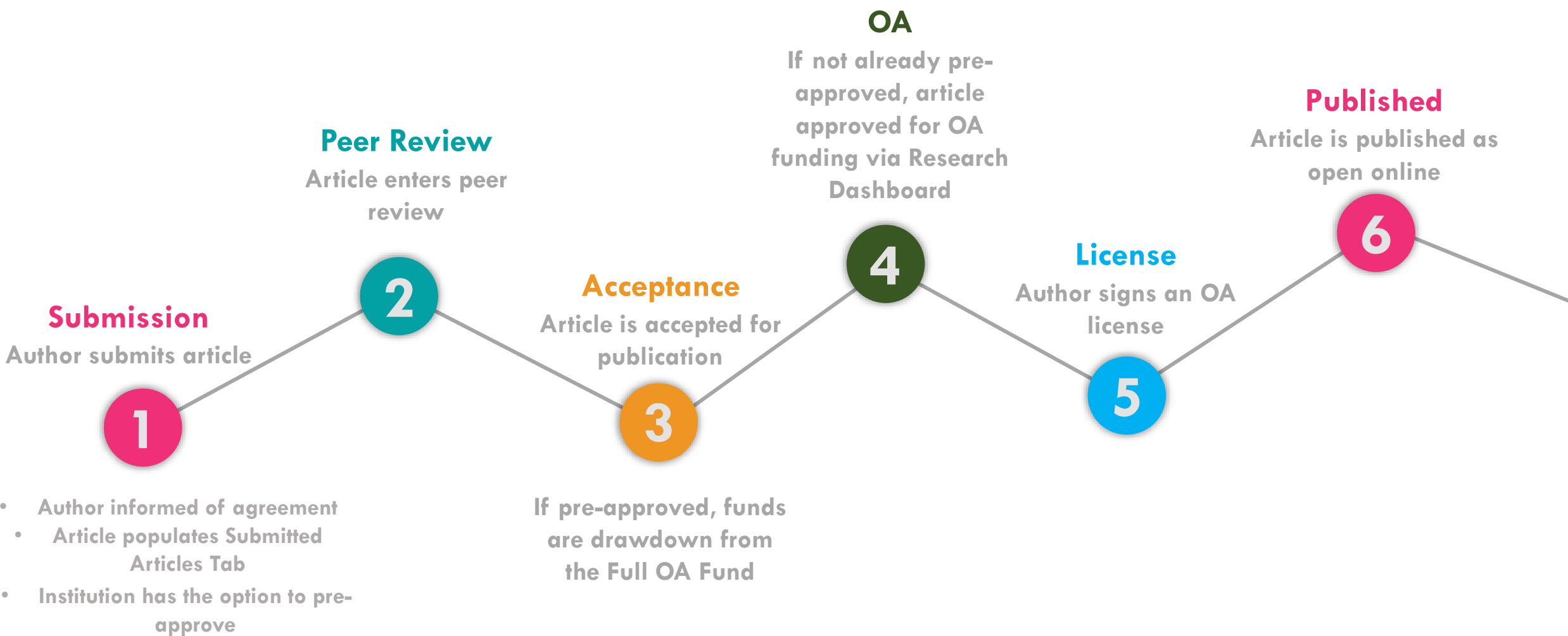
For the Library

- Research Dashboard account to approve article eligibility under the agreement;
- The library has full control over which articles to approve;
- Real time self service reporting;
- Reduces administration around OA;
- Dedicated workflow contacts at T&F.

For the Researcher

- Affiliation based workflow: matching engine identifies eligibility;
- Clear messaging at each stage of the process to alert them to the agreement in place;
- Communication to confirm funding approval;
- Choice of Creative Commons licence.

Workflow for a Full Open Access Article at Taylor & Francis



- Author informed of agreement
- Article populates Submitted Articles Tab
- Institution has the option to pre-approve

Author Submission Flow – Charges step

Manuscript Subject Authors **Charges** Preview

We have noticed you are affiliated with an organization that may be able to fund your Article Publishing Charge (APC). We will contact them for approval to fund the APC. In the event they decline to fund the APC we will contact you for alternative billing details.

If your organization declines to fund the APC, it will be \$1,200.00 USD plus VAT or other local taxes where applicable in your country.

I do not wish to request funding from my organization

Previous Next

If your organization declines to fund the APC, it will be \$1,200.00 USD plus VAT or other local taxes where applicable in your country.

I do not wish to request funding from my organization

If you have a discount code enter it here

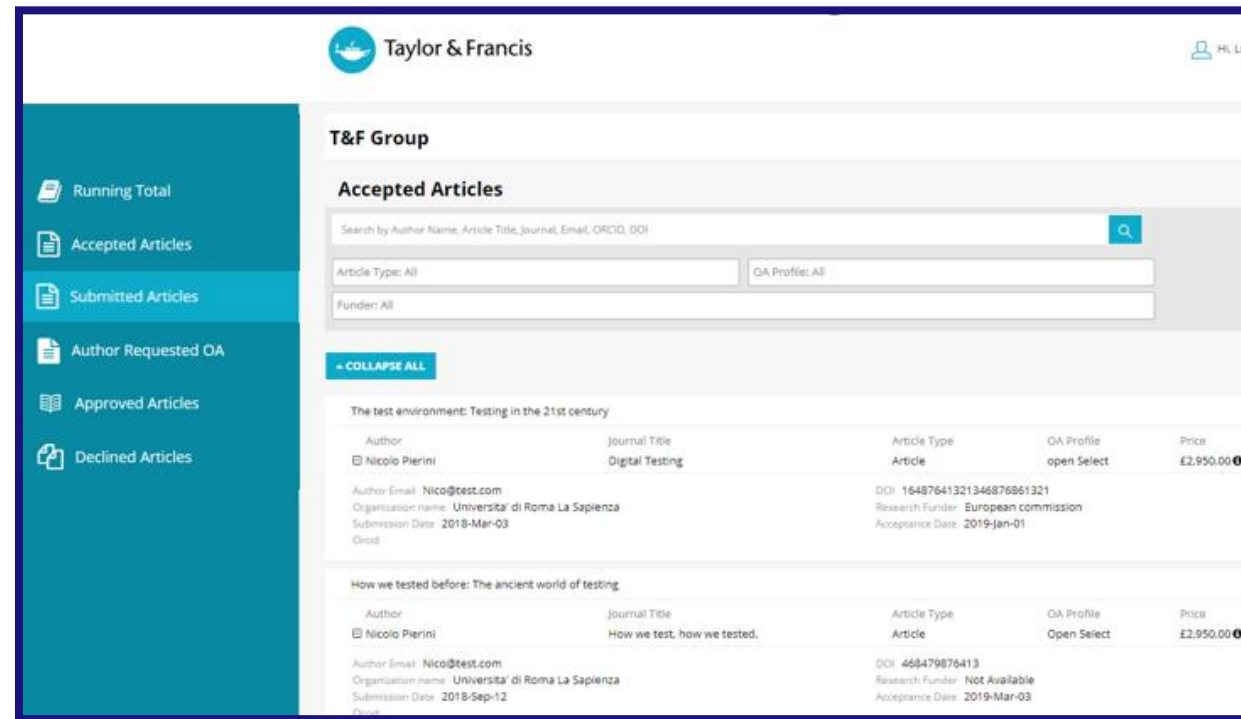
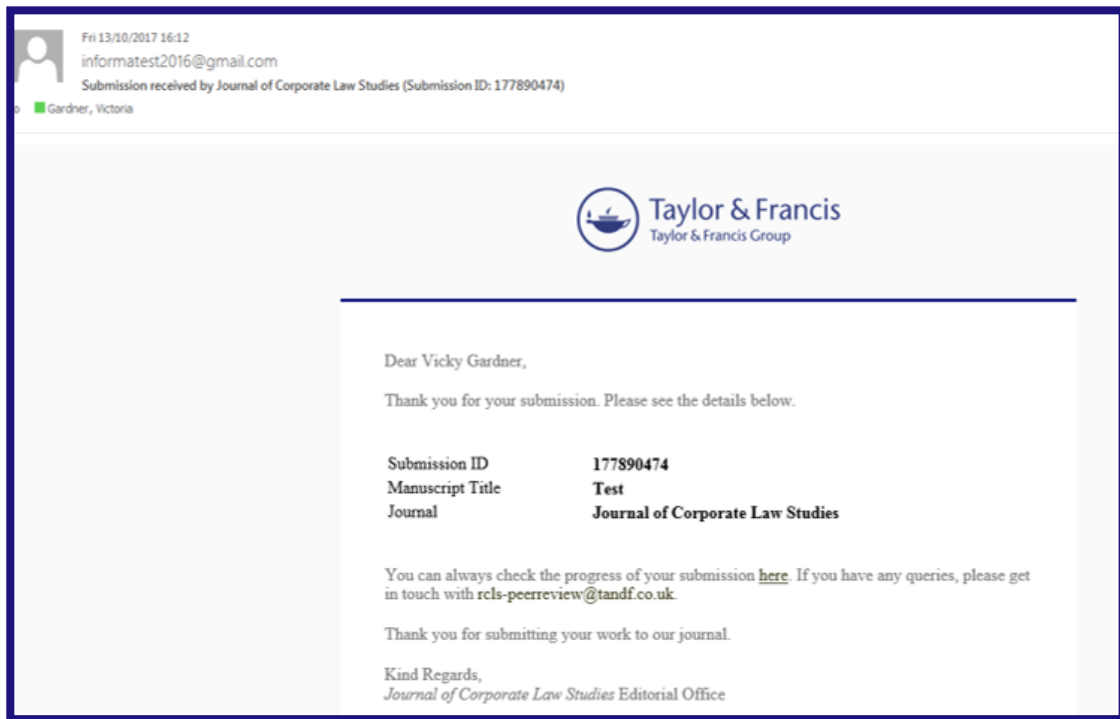
APPLY DISCOUNT

Who will be paying the article publishing charge invoice when it is issued ?

Myself
 An organization
 Other

The system has recognised that the institution is part of the agreement and therefore directs the author to this page, letting them know that they may be eligible for APC funding

Authors can choose if they do not want to request for APC funding and generate their quote or enter a discount code if they have been provided with one



Authors receive a confirmation email when they submit their manuscript. The article then appears on the Submitted Articles tab on dashboard, the library here can pre-approve the article for APC funding.

Acceptance email to author

Dear [author_first_name] [author_last_name],

Re: [article_title]

Congratulations on the recent acceptance of your manuscript submission to *[journal_title]*. The Taylor & Francis production team will work with you to publish your article online as quickly as possible.

In the meantime, I would like to let you know that your institution has an open access agreement with Taylor & Francis. As a part of this agreement your library has access to a Research Dashboard, which shows them that your article has been accepted and displays information about the article, including your email address.

What happens next?

If your institution approves Gold Open Access funding for your article, we will let you know. You may also request approval by using our Quotation service – look out for an email inviting you to select and sign your article publishing agreement.

If you have any questions, please do not hesitate to contact apc@tandf.co.uk, or your librarian.

Kind regards,

APC Team

Taylor & Francis Customer Support

If pre-approved, funds
are drawdown from
the Full OA Fund

Running Total

Accepted Articles

Submitted Articles

Action Required Articles

Approved Articles

Declined Articles

Durham university

Accepted Articles

Search by Author Name, Article Title, Journal, Email, ORCID, DOI



DOWNLOAD AS CSV

Article Type: All

OA Profile: All

Funder: All

COLLAPSE ALL

test

Action Required

Author	Journal Title	Article Type	OA Profile	Price	
<input type="checkbox"/> Chelsey Horstmann Dennis	Advances in Physics: X	Reviews	Open Access	\$855.00	<input type="button" value="Approve"/> <input type="button" value="Decline"/>

Author Email chelsey.horstmannndennis@tandf.co.uk
 Organization name Durham University_1
 Submission Date Not Available
 Orcid

DOI 10.1080/21622671.2017.1948390
 Research Funder Not Available
 Acceptance Date Not Available

Prepay Organization

Action Required

Author	Journal Title	Article Type	OA Profile	Price	
<input type="checkbox"/> test1 Moore	Journal of Market Access & Health Policy	Review Article	Open Access	\$1,271.70	<input type="button" value="Approve"/> <input type="button" value="Decline"/>

Author Email vinay.c.cp@informa.com
 Organization name Durham University_1
 Submission Date Not Available
 Orcid

DOI 346434334664
 Research Funder Not Available
 Acceptance Date Not Available

If not already pre-approved, the article can be approved for OA funding in the 'Accepted Articles' section on Dashboard

Running Total

Accepted Articles

Submitted Articles

Action Required Articles

Approved Articles

Declined Articles

Durham university

Accepted Articles

Search by Author Name, Article Title, Journal, Email, ORCID, DOI



DOWNLOAD AS CSV

Article Type: All

OA Profile: All

Funder: All

COLLAPSE ALL

test

Action Required

Author	Journal Title	Article Type	OA Profile	Price	
Chelsey Horstmann Dennis	Advances in Physics: X	Reviews	Open Access	\$855.00	✓ Approved

Author Email chelsey.horstmandennis@tandf.co.uk
Organization name Durham University_1
Submission Date Not Available
Orcid

DOI 10.1080/21622671.2017.1948390
Research Funder Not Available
Acceptance Date Not Available

Prepay Organization

Action Required

Author	Journal Title	Article Type	OA Profile	Price	
test1 Moore	Journal of Market Access & Health Policy	Review Article	Open Access	\$1,271.70	Approve Decline

Author Email vinay.c.cp@informa.com
Organization name Durham University_1
Submission Date Not Available
Orcid

DOI 346434334664
Research Funder Not Available
Acceptance Date Not Available

Contact Us

Approved Article Email to Author

Send To: Author Email

Subject: Gold Open Access funding approval for your article

Body:

Dear Author First Name Last Name,

Re: Article Title; Journal Title

We recently emailed you to let you know that your institution has an open access agreement with Taylor & Francis. We're pleased to let you know that your library has approved Gold Open Access funding for your article through their Research Dashboard.

This means that your article will be published open access; it will be available online for anyone to read, anywhere.

What happens next?

If you have already signed an open access publishing agreement, you don't need to do anything.

If you have not yet signed a publishing agreement, or have already signed a non-open access publishing agreement, then you will receive an email asking you to sign a new publishing agreement. You will be asked to choose a Creative Commons licence, you can find more information about licence choice here. <http://authorservices.taylorandfrancis.com/publishing-agreements-your-options>. Please note that this can take 24 to 48 hours to reach you.

You will not be asked for any payment.

If you have any queries, please contact apc@tandf.co.uk

Best wishes,
Taylor & Francis Group



Your Author Publishing Agreement (APA) with Taylor and Francis

Attention: Abigail Kaiser

Hello,

In order to publish your article, "Test article for Chelsey", we ask that you complete your Author Publishing Agreement. Please click the link below (or copy the URL into your browser) to launch our online Author Publishing Agreement portal. The process should take only a few minutes. In most cases, you will receive immediate notice that your agreement is accepted and will be able to download a copy of it for your records.

Please do not reply to this email. If you need immediate assistance concerning your article, please instead contact sue.starr@valtech.com.

Thank you.

Start »

<https://authoragreement.taylorandfrancisgroup.com/Start/2cba1581-429e-4048-bdaf-e39e9b89325f>

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Relevant OA licence
options displayed



Author Publishing Agreement



Please answer the questions below.

Additional help information is available by clicking on the help  icons. To hide the help, click the close button or anywhere outside the popup.

Please select the Open Access publishing agreement you require. Also note that with any agreement you are also telling us that you are agreeing to take responsibility for any required article publishing charges. 

- Creative Commons Attribution CC BY-NC-ND 
- Creative Commons Attribution CC BY 

[< Start again](#)

[Next >](#)

Author Publishing Agreement



Accept Author Publishing Agreement (APA)

This is your final agreement. Ticking the box below and selecting "Next" will be your final step. An option to download a version to sign and scan is available at the bottom if you have been advised you cannot digitally sign.

Author Publishing Agreement Preview



I agree to digitally sign this agreement

Next >

If you are unable to sign this document electronically, please click the 'download' button below to export the APA to your device. You can then print the document off, sign and date it, before re-uploading it via the 'upload' button below. Please note that your progress has been saved and you can return to this page by clicking the link included in the original email that was sent to you by this system.

Download

Upload

Questions or Problems? [Contact Us](#)


Mon 25/11/2019 14:25



AP-No-Reply <apc@tandf.co.uk>

Sandbox: Your request to use your organization's fund has been declined

To ● Horstmann Dennis, Chelsey

 If there are problems with how this message is displayed, click here to view it in a web browser.Quote.pdf
80 KB

Dear Sir/Madam

Article Title: test

DOI/MS ID: 45678763567634565 /

Journal: Journal of Agricultural Sciences

We sent the information about your article and funding onto your Organization's Open Access team to review.

Unfortunately, your request for this article has been declined. I am happy to say there are still options available to you to make your article Open Access if you are still interested.

You can make your final article Open Access through payment of a charge (Gold) or you can archive an earlier version of your article without any charge to you (Green). For the Gold option, you can pay the article publishing charge (APC) yourself or via another funder or source. Please find a revised APC quote attached, if you would like to choose this option please complete the quote here

[Create a new quote](#) | [Re-request funding from my organization](#)

For the Green option, you don't need to complete a quote. Your work will be published without charge in the journal and you can choose to make your Accepted Manuscript (AM) freely available by posting it online. Visit our [Author Services site](#) to find out more.

If you have any further questions, please do not hesitate to contact us.

Kind Regards

APC Team

Taylor and Francis Customer Support

apc@tandf.co.uk

If the funding is declined by the institution the author will receive this email. They can still choose OA if they wish, and this email explains how

- ● For any queries or help, contact:
oalibrarianenquiries@tandf.co.uk