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UNIT

&

Taylor & Francis Author Workflow

January 2020

Ellie Souster & Sabyasachi Bhuyan



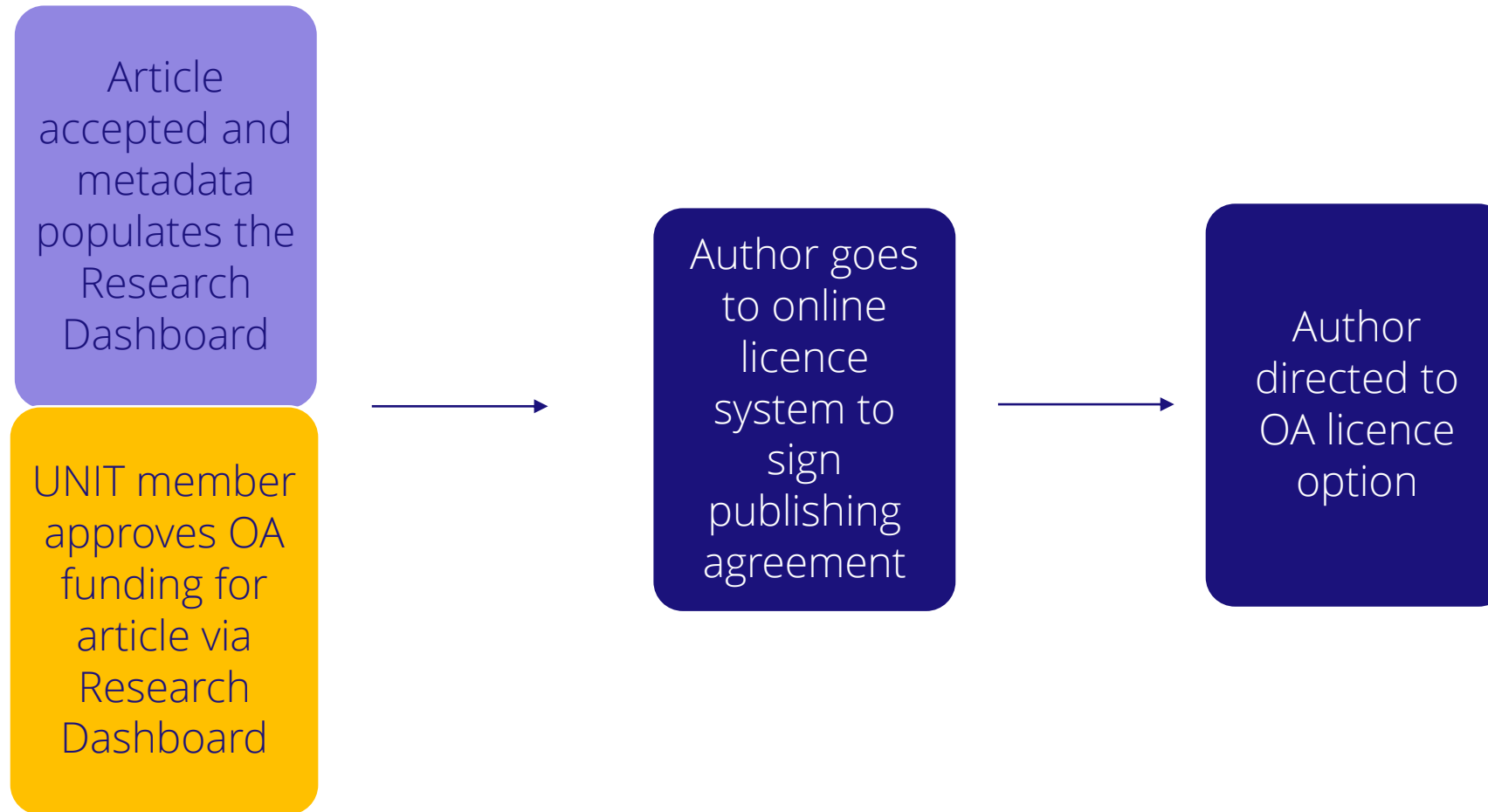
Workflow for an Open Select Article at Taylor & Francis



For more information on the Submission journey...

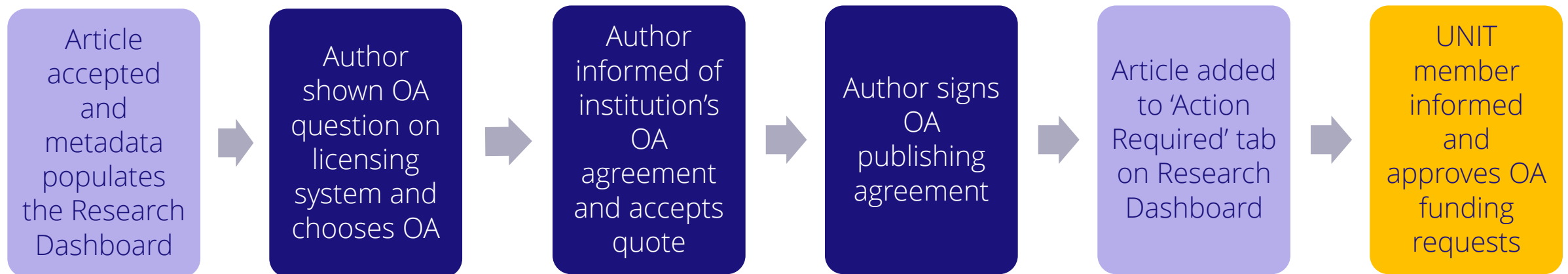
- <https://authorservices.taylorandfrancis.com/category/making-your-submission/>

1. UNIT member approval for OA funding via Dashboard *before* author has signed publishing agreement



This is the smoothest workflow

2. Author signs publishing agreement and chooses OA before UNIT member approves for OA funding via Dashboard





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Workflow 1:

UNIT member approval for
OA funding via Dashboard
before author has signed
publishing agreement



New Article Email to Author

Send To: Author Email

Subject: Informing your institution of your accepted article

Body:

Dear Author First Name Last Name,

Re: Article Title; Journal 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.

Best wishes,
Taylor & Francis Group

Email to author,
alerting them to
OA agreement

If the organizational user approves the article before the author gets to the licence email:


Login

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

					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 ⓘ	<div>Approve</div> <div>Decline</div>
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			

					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 ⓘ	<div>Approve</div> <div>Decline</div>
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


Taylor & Francis


 Running Total

 Accepted Articles

 Submitted Articles

 Action Required Articles

 Approved Articles

 Declined Articles

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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.horstmann@dennis@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	

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

Approve

Decline

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:

Hello,

Your Author Publishing Agreement for your article,

, is waiting for your approval. Click the link below (or copy the URL into your browser) to go to our online Author Agreement portal to complete the process.

If you cannot use the system or have other questions, please contact taylorandfrancis.com.

Thank you.

[Start »](#)

<https://authoragreement.taylorandfrancisgroup.com/Start/5d/>



Author Publishing Agreement

1

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Online Author Publishing Agreement Home Page

Welcome to the Taylor & Francis journal article publishing agreement. This online tool allows you to generate and electronically sign your journal article publishing agreement. You will be presented with a series of screens that prompt you to answer questions relating to your article. You will be given the opportunity to review the full information on the agreement and its terms before signing.

Please note that this system supports the following browsers – IE7 and newer, Safari 6 and newer, Chrome 36 and newer, Firefox 29 and newer.

We generate PDF files with digital signatures. To view these correctly you will require either Adobe Acrobat or Adobe Reader version X or higher. For details on the latest versions and how to upgrade please visit [the Adobe website](#).

There is help available on all screens, marked with this symbol: 

After answering each question, please press the "next" button to take the next step.

Please click the "next" button to continue.

Next >

Contact Us

Please let us know your query by entering it into the box below (max. 4000 characters). Once you have completed your message, please click the 'Send' button to send your message to Taylor & Francis.

I have some questions about which option I should choose. Could you call me at 555-555-5555?

Close

Send

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Author Publishing Agreement

1

2

3

Below is the information about your article that will appear on your author agreement. Please confirm that the information is correct and click "next." If you see an error, please stop here and select "contact us" to report the problem.

Article Title	"Antihypertensive Peptides of Animal Origin: A Review"
Article DOI	10.1080/10408398.2014.898241
Journal Title	Critical Reviews in Food Science and Nutrition
Journal Subtitle	

Corresponding Author

Dr Zuhaib Fayaz Bhat
Sher-e-Kashmir University of Agricultural Scienc...

Complete Author List

Dr Zuhaib Fayaz Bhat
Sher-e-Kashmir University of Agricultural Scienc...

Dr Sunil Kumar
SKUAST-Jammu

Miss Hina F Bhat
University of Kashmir

Next >

Questions or Problems? [Contact Us](#)

1

2

3

Specify Article Funders

This page is used to supply us information on funders. Some funders require specific author agreement forms.

Note that entering funding information is not mandatory, as we understand many articles will not have funders. If we have already received funding information about your article, it will appear here, but you may edit it if necessary.

Start typing the name of your funder(s) and we will suggest options for you to select. If your funder is not found, you can still add them manually.

Add

Funders

Name

Research Councils UK

Jefferson University

Grant Number

✕

✕

Next >

Questions or Problems? [Contact Us](#)



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.

Most authors writing papers concerning original research are considered the copyright owners of that work. You may not be the copyright owner if your work was previously published elsewhere, and must inform us if any rights have been granted elsewhere.

Please tell us about the copyright ownership of your article. 

- ☒ I own copyright. If I have coauthors, we jointly own copyright and I am acting on our behalf.
- ☐ I am an employee of the UK, Canadian, Australian, or other Commonwealth Realm Government, and the Crown retains and asserts copyright. 
- ☐ I am a US Government (including NIH) employee and there is no copyright to transfer 
- ☐ I am a contractor of the US Government (includes NIH contractors) 
- ☐ I am an employee of the European Commission and copyright is asserted and retained by the European Union. 
- ☐ I am employed and the copyright belongs to my employer (or is a 'work made for hire'). 
- ☐ I am an employee of a Government, Agency, or International Organization and copyright is retained by that entity. 

[< Start again](#)

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Questions or Problems? [Contact Us](#)

Taken directly to OA
licence options



Author Publishing Agreement



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3

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 
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Author Publishing Agreement



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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.

Does this article contain content from third parties for which you are responsible for obtaining permission to reuse?

- ☒ No
☐ Yes 

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Questions or Problems? [Contact Us](#)



Author Publishing Agreement




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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.

Do you need to declare and publish a conflict-of-interest statement? 

- ☒ No
☐ Yes

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Author Publishing Agreement



3

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.

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Workflow 2:

Author signs publishing agreement and chooses OA before UNIT member approves for OA funding via Dashboard



New Article Email to Author

Send To: Author Email

Subject: Informing your institution of your accepted article

Body:

Dear Author First Name Last Name,

Re: Article Title; Journal 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.

Best wishes,
Taylor & Francis Group

Email to author,
alerting them to
OA agreement

Your Author Publishing Agreement (APA) with Taylor and Francis

Attention:

Hello,

Your Author Publishing Agreement for your article,

, is waiting for your approval. Click the link below (or copy the URL into your browser) to go to our online Author Agreement portal to complete the process.

If you cannot use the system or have other questions, please contact taylorandfrancis.com.

Thank you.

[Start »](#)

<https://authoragreement.taylorandfrancisgroup.com/Start/5d6>



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Author Publishing Agreement

1

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Below is the information about your article that will appear on your author agreement. Please confirm that the information is correct and click "next." If you see an error, please stop here and select "contact us" to report the problem.

Article Title	"Antihypertensive Peptides of Animal Origin: A Review"
Article DOI	10.1080/10408398.2014.898241
Journal Title	Critical Reviews in Food Science and Nutrition
Journal Subtitle	

Corresponding Author

Dr Zuhaib Fayaz Bhat
Sher-e-Kashmir University of Agricultural Scienc...

Complete Author List

Dr Zuhaib Fayaz Bhat
Sher-e-Kashmir University of Agricultural Scienc...

Dr Sunil Kumar
SKUAST-Jammu

Miss Hina F Bhat
University of Kashmir

Next >

Questions or Problems? [Contact Us](#)

1

2

3

Specify Article Funders

This page is used to supply us information on funders. Some funders require specific author agreement forms.

Note that entering funding information is not mandatory, as we understand many articles will not have funders. If we have already received funding information about your article, it will appear here, but you may edit it if necessary.

Start typing the name of your funder(s) and we will suggest options for you to select. If your funder is not found, you can still add them manually.

Funders

Name



Research Councils UK

Jefferson University

Grant Number

✕

✕

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Author Publishing Agreement



2

3

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Please tell us about the copyright ownership of your article. 

- ☒ I own copyright. If I have coauthors, we jointly own copyright and I am acting on our behalf.
- ☐ I am an employee of the UK, Canadian, Australian, or other Commonwealth Realm Government, and the Crown retains and asserts copyright. 
- ☐ I am a US Government (including NIH) employee and there is no copyright to transfer 
- ☐ I am a contractor of the US Government (includes NIH contractors) 
- ☐ I am an employee of the European Commission and copyright is asserted and retained by the European Union. 
- ☐ I am employed and the copyright belongs to my employer (or is a 'work made for hire'). 
- ☐ I am an employee of a Government, Agency, or International Organization and copyright is retained by that entity. 

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Please answer the questions below.

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Taylor & Francis offers a Standard Publication option and a Gold Open Access Publication option. These options do affect the author publishing agreement.

Standard Publication: This is the default option for this journal. Your article will be published in the journal, and made available online permanently for subscribers throughout the world. You will receive an eprint link that you can share with 50 colleagues who can then download the article free of charge. You may also choose green open access and deposit your Accepted Manuscript into an institutional or subject repository, though an embargo may apply (check your embargo here: <http://authorservices.taylorandfrancis.com/journal-list/>). Your Accepted Manuscript is the final version that you (and your co authors) will have worked on, prior to it being accepted for publication.

Gold Open Access Publication: You have the option to make the final version of your article openly available online at the point of publication, permanently, for anyone to read. An article publishing charge (APC) applies to this option and you can receive a personalised quote by using the [APC Quotation](#) service. Please note that this option is strictly your choice, and is not required for publication in the journal. More information on the details of this option are available [here](#).

Would you like to select the Gold Open Access Publication option? 

☐ No

☒ Yes

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Author given the
option to publish
Open Access

Article Publishing Charge Finder

Select a journal, type of article, and country to find the open access article publishing charge (APC) list price.

DETAILS

Journal name

European Review of History: Revue europeenne d'histoire



Article type

Article



Country

Austria



This should be the country of residence of the person or organization who will pay the APC. Why can't I find my country? This service is not available to residents of certain countries.

WHAT IS THE STANDARD APC PRICE?

FURTHER INFORMATION

Please visit our [Author services](#) website for more information on open access

OR

For information on other services including advertising, sponsored focus, and accelerated publishing visit our [Commercial services](#) site.

Author taken
through to the
Quotation
Service

Country

Austria

▼

This should be the country of residence of the person or organization who will pay the APC. Why can't I find my country? This service is not available to residents of certain countries.

WHAT IS THE STANDARD APC PRICE?

Article publishing charge (APC) for <i>European Review of History: Revue europeenne d'histoire</i>
EUR 2275

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To continue with open access publishing use the Request Quote button to obtain a personalized quote.

REQUEST QUOTE

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To be provided with a more detailed quote please provide more details about your article and billing details.



Journal

2

Billing



Preview

Journal name

European Review of History: Revue europeenne d'histoire

Article type

Article



The type of articles accepted by this journal are listed in this dropdown

This is an article title

Article DOI

AD0011

Details prefilled based on
DOI

CONTACT

Organization

Please verify your organization name and change it if required.

Details prefilled –
requires author to tell us
their affiliation

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organisation field on
previous screen

Who will be paying the APC invoice when it is issued?

☐ Contact / Myself

☒ My organization

☒ Request payment via my organization's OA membership account. [More information](#)

☐ Another individual

☐ Another organization

Quote

Please find information about your quote below. We have sent this information by email to the Contact for this quote

Not a tax invoice



Status

Draft Quote

Journal name

European Review of History: Revue europeenne d'histoire

Article title

This is an article title

Article type

Article

Article ID

DOI

AD0011

Contact

First name

Last name

Payer organization

University of Vienna

Organization selected as
payer – making author
aware of cost

Service details

Service name

Open Access Fee

Price

Amount

2,275

Discounts

OA Members (33.85)%

770

Total amount payable (excluding applicable taxes)EUR **1,505**

You have 30 days to accept this quote amount.

Please note that this quote may be subject to approval if a third party has been nominated to pay costs, and if any discounts have been requested.

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Gold Open Access Publication: You have the option to make the final version of your article openly available online at the point of publication, permanently, for anyone to read. An article publishing charge (APC) applies to this option and you can receive a personalised quote by using the [APC Quotation](#) service. Please note that this option is strictly your choice, and is not required for publication in the journal. More information on the details of this option are available [here](#).

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Author provides quote ID to finalise OA agreement signature




Relevant OA licence
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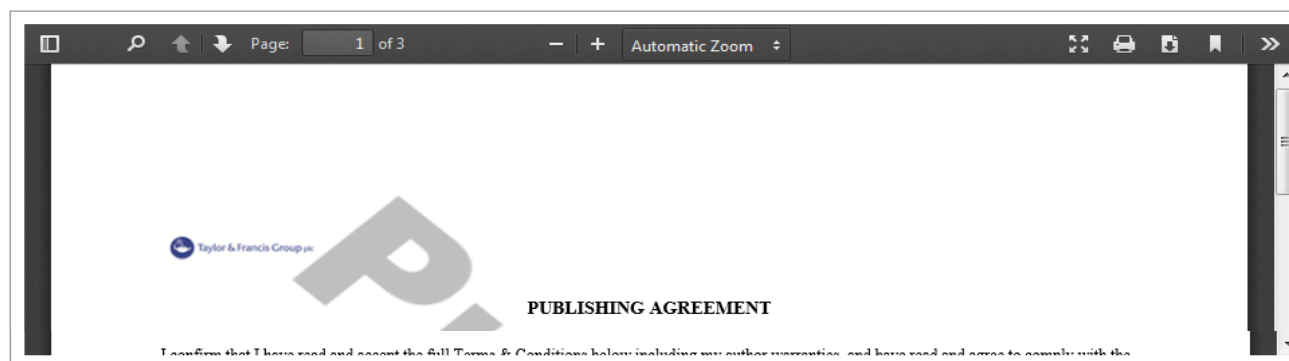
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Author Publishing Agreement Preview



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Tue 26/11/2019 09:27

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

Sandbox: An approval request has been sent to your institution to cover the APC on your article

To ● Horstmann Dennis, Chelsey

Dear Sir/Madam,

Article Title: test

DOI/MS ID: 191412402

Journal: Advances in Physics: X

I can confirm that the details of your article will now be passed to the contact we have at your institution. They will then make a decision about covering the article publishing charge (APC) for your article using the information you have supplied.

Once they have reviewed your request you will be informed of their decision and of the next steps or further options available to you.

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

Once they confirm that they wish to ask the institution for funding, they receive this email.

Library

Notification to UNIT member

From: apc@tandf.co.uk <apc@tandf.co.uk>

Sent:

To:

Subject: Action needed: author request to use your OA membership fund with T&F

Dear Sir/Madam,

We have been contacted by an author who has informed us that they are affiliated with your institution. They would like to make their article Open Access using your OA membership fund. Please log in to your dashboard to approve or decline this request (the article will show in the 'Author Requested OA' tab). You can find the article details below.

The link for your Dashboard is domain=taylorfrancis.com, and you will need your username and password to access the site.

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

Kind Regards,

APC Team
Taylor and Francis Customer Support

Article
DOI

Article Title

Main Author

Article Type

Journal

Publishing Model

Final Price

This article will then appear on your action required tab as the author has requested this funding. You then have the ability to approve or decline.

Running Total

Accepted Articles

Submitted Articles

Action Required Articles

Approved Articles

Declined Articles

Durham university

Action Required OA

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



DOWNLOAD AS CSV

Article Type: All

OA Profile: All

Funder: All

▲ COLLAPSE ALL

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				



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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

Author receives
confirmation of
OA funding




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: 4567876356734565 /

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

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