Workflow for an Open Select Article at Taylor & Francis

1. Submission
   Author submits article

2. Peer Review
   Article enters peer review

3. Acceptance
   Article is accepted for publication

4. Licence
   Author chooses OA agreement funds and signs a CC license

5. Research Dashboard
   Article approved for OA funding via Research Dashboard

6. Published
   Article is published as open online
The Open Select Author Workflow
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.

We would like to let you know that your institution has an open access agreement with Taylor & Francis, which means you may be eligible for funding to publish your article open access. We have let them know that your paper has been accepted and shared your article information, including your email address.

What happens next?
It's important to know that not all articles will be eligible for funding under this agreement, so please click here to view the latest information.

If your institution approves open access funding for your article, we will let you know. You may also request approval by selecting the open access option.

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,
### Approved Articles

Please note: your consortium can view activity on this account including approvals, declines, and transactions.

#### Search by:
- Author Name
- Article Title
- Journal
- Email
- ORCID
- DOI

#### Filter:
- Funding Status: Available

#### Sort By:

<table>
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<tr>
<th>Author</th>
<th>Journal Title</th>
<th>Article Type</th>
<th>OA Profile</th>
<th>Price</th>
<th>Funding Status</th>
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<tbody>
<tr>
<td>Hannah Ward</td>
<td>Aesthesiology</td>
<td>Research Article</td>
<td>Open Select</td>
<td>£0.00</td>
<td>Available</td>
<td>OA Available</td>
</tr>
</tbody>
</table>

Author Email: Hannah.Ward.GB@randel.co.uk
DOI: 10.0800/02687038.2023.2212798
Organisation: Universidad Federal de Minas Gerais Program Research Fund: Not Available de Pos-graduacao em Saude Publica
Submission Date: 2023-Jun-30
Acceptance Date: 2023-Jun-30
Dear Hannah ward,

Congratulations! We are pleased to share that your article “An extinct species of Tchangmargarya (Gastropoda: Viviparidae) from Quaternary lacustrine deposits of a group of vanished lakes in Yunnan, China” has been accepted for publication in Aphasiology.

To move forward with publication, we need you to review your Open Access options and accept the terms and conditions of an author publishing agreement.

We’ll start with some questions that will inform the details we include in your agreement.

START AGREEMENT PROCESS

If you have questions about publishing your article, don’t hesitate to contact us directly at anonymous@tandf.co.uk

We look forward to seeing your article published, and we are pleased to have you in our authorship community.

Kind regards,

Aphasiology Production Team
Taylor & Francis Group
Confirm article details
The following information about your article is used to generate your Author Publishing Agreement. Please make sure everything is correct.

Is something here incorrect? Request changes.

Article Title: An extinct species of Tengchongya (Gastropoda: Vanneidosidae) from Cretaceous lacustrine deposits of a group of varnished lakes in Yunnan, China

Article DOI: 10.1080/22172798.2023.2217279

Journal Title: Aphasiaology

Corresponding Author:

Author's Name: Hannah Ward
Affiliation at Submission: Universidade Federal de Minas Gerais Programa de Pós-Graduações em Saúde Pública

Complete Author List:

Author's Name: Hannah Ward
Affiliation: Universidade Federal de Minas Gerais Programa de Pós-Graduações em Saúde Pública

Request a change to your article details
If you've noticed a mistake in your article details, please let us know here. We will review your request, make changes as needed, and send you an email update.
Author Publishing Agreement

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We need to know whether you received any research funding to produce this article. If you did, your funders may have specific requirements that we need to reflect in your author publishing agreement.

Did you receive any research funding for this article?

- [ ] Yes
- [ ] No

Please add your funders until the list below is complete. Start typing your funder’s name, and you’ll find suggestions for common funders. If your’s isn’t there, type the complete name and add it.

Start Typing Your Funder’s Name

Add

Funders

<table>
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<th>Name</th>
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Author confirms who owns the copyright
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- Yes

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Author digitally signs the APA.
Author gets confirmation

Dear Hannah ward,

Thank you for completing your Author Publishing Agreement, we will now send a request to your organization for approval.

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 need a copy of your agreement you can access this below.

ACCESS MY AGREEMENT

If you have questions about publishing your article, don’t hesitate to contact us directly at anonymous@tandf.co.uk.

Kind regards,

Aphrodisiology Production Team
Taylor & Francis Group

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5 Hikoki Place, London SW18 1XG,
Registered in England and Wales.
Number 3099067.
Subject: Action Required! An affiliated author has requested to use your OA fund

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 Open Access agreement.

Please log in to your Taylor & Francis dashboard to approve or decline the request. You will find this author's article in your "Action required" tab.

We would take this opportunity to recommend a decision within 14 days to minimise effort for authors and delays in publication.

If you have questions please don't hesitate to contact us directly at oalibrarianenquiries@tandf.co.uk

Kind regards.

Open Access Librarian Enquiries team
Taylor & Francis Group

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5 Howick Place, London SW1P 1WG.
Registered in England and Wales. Number 3099067.
Research Dashboard user approves the author for OA funding.
Dear Hannah ward,

We are writing to update you about your request to your institution for Open Access funding.

We are happy to let you know that your institution has agreed to pay the article publishing charge on your behalf.

If you have questions about your APC funding, please don’t hesitate to contact us directly at APC@tandf.co.uk

Kind regards.

Taylor & Francis Customer Services
Taylor & Francis Group
The Decline Workflow
Research Dashboard User declines the OA funding.
Article moves to declined tab in the Research Dashboard
Dear Hannah ward,

We are writing to update you with regard to your Open Access funding request for your article "An extinct species of Tchangmargarya (Gastropoda: Viviparidae) from Quaternary lacustrine deposits of a group of vanished lakes in Yunnan. China". Your institution has declined your request for funding to pay the author publishing charge (APC) for Open Access.

There are still options available to you to make your article Open Access. You can make your final article Open Access by paying the Author Publishing Charge, or you can archive an earlier version of your article without any charge to you. To ensure your article is published under the correct license please choose an option below.

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Please visit [Author Services](mailto:author.services@informa.com) to find out more about these choices. If you have any further questions, please do not hesitate to contact us at anonymous@tandf.co.uk

Kind regards,

Aphasiaology Production Team
Taylor & Francis Group
Information Classification: General

Author makes a different choice

Choose Open Access

Based on the information you provided on submission, your estimated Article Publishing Charge (APC) for publishing Open Access is £2,710.00 plus applicable taxes.

Open Access offers greater accessibility, visibility and impact for your research. Articles published Open Access with Taylor & Francis typically receive 9% more citations and over 7 times as many downloads. Read about these benefits in our Open Access information pages.

Some organizations may be willing to fund Open Access for their researchers, or even mandate that your research output is published as Open Access. We recommend that you check with your organization. If you believe your institution has an agreement with us and might provide payment for your APC, please contact us.

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[ ] Yes, show me the final Article Publishing Charge
[ ] No, I do not want to publish Open Access

PREVIOUS NEXT
Workflow variations
If an author is required to use other funds
Author prompted to give billing details.
Article moves to declined articles
Research Dashboard Overview
**NEW** Accepted Status.
Article metadata populates when an article is accepted for publication with a status of OA Available. You will not be able to approve or decline funding here because the author has not yet completed their agreement.
**NEW** Accepted Status.

If the author makes amendments during the workflow, the article funding status will change to - Queried by Author until the changes are made and the author has completed the workflow.
**NEW** Action Required Status.

Only once an author has chosen to request funds from your open access agreement and completed their licence signing will the status change to "OA requested". The article approve/decline functionality will then appear to enable you to make a funding decision.
**NEW** Approval Status.

Once you approve the funding, the article will move to the approved tab with a status of **OA Approved**.
**NEW** Declined Status
If you decline funding the article will move from action required, to the declined tab, with a status of **OA Declined**.

**NEW** Declined Status
If the researcher is required to use other funds the article will move from accepted, to the declined tab, with a status of **OA Other Funds**.
All articles in fully Open Access journals will still come into the submitted tab and will have a status of OA Requested.
For further questions, please contact:

oalibrarianenquiries@tandf.co.uk