Taylor & Francis
Author Workflow
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. **OA**
   - Author chooses OA
   - Article approved for OA funding via Research Dashboard

5. **License**
   - Author signs an OA license

6. **Published**
   - Article is published as open online
From Article Acceptance: 2 different workflows, depending on how quickly the library and author take action
1. Library approval for OA funding via Dashboard *before* author has signed publishing agreement

Article accepted and metadata populates the Research Dashboard

Library approves OA funding for article via Research Dashboard

Author goes to online licence system to sign publishing agreement

Author directed to OA licence option

This is the smoothest workflow
2. Author signs publishing agreement and chooses OA before library approves for OA funding via Dashboard

- Article accepted and metadata populates the Research Dashboard
- Author shown OA question on licensing system and chooses OA
- Author informed of institution’s OA agreement and accepts quote
- Author signs OA publishing agreement
- Article added to ‘Action Required’ tab on Research Dashboard
- Library informed and approves OA funding requests
Workflow 1:
Library 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
If the organizational user approves the article before the author gets to the licence email:
## Durham university

### Accepted Articles

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

<table>
<thead>
<tr>
<th>Author</th>
<th>Journal Title</th>
<th>Article Type</th>
<th>OA Profile</th>
<th>Price</th>
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<tbody>
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<td>Advances in Physics: X</td>
<td>Reviews</td>
<td>Open Access</td>
<td>$855.00</td>
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<td>Author Email:</td>
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<td>Organization name:</td>
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<td>Research Fund: NotAvailable</td>
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<td>Submission Date:</td>
<td>Not Available</td>
<td>Acceptance Date: Not Available</td>
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#### Prepay Organization

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<td>Journal of Market Access &amp; Health Policy</td>
<td>Review Article</td>
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<td><a href="mailto:vinay.cj@informa.com">vinay.cj@informa.com</a></td>
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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
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.
Author Publishing Agreement

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. Zuhalib Fayaz Bhat
Sher-e-Kashmir University of Agricultural Scien...  

**Complete Author List**

Dr. Zuhalib Fayaz Bhat  
Sher-e-Kashmir University of Agricultural Scien...  

Dr. Sunil Kumar  
SKUAST-Jammu  

Miss Hina F. Bhat  
University of Kashmir
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.

Enter a funder search term
Add

Funders

Name
Research Councils UK
Jefferson University

Grant Number
A43w644
3768-0968

Next >
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 their 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.
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 >
Taylor & Francis Group
an informa business

Author Publishing Agreement

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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

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

< Start again  

Next >
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.

I agree to digitally sign this agreement

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.
Workflow 2:
Author signs publishing agreement and chooses OA before library 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.

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

Best wishes,
Taylor & Francis Group
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Attention:

Hello,

Your Author Publishing Agreement for your article, [article title], 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.

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Thank you.

[Start »]

https://authoragreement.taylorandfrancisgroup.com/Start/5dI
Author Publishing Agreement

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**: Anti-hypertensive Peptides of Animal Origin: A Review
**Article DOI**: 10.1080/10408399.2014.898241
**Journal Title**: Critical Reviews in Food Science and Nutrition
**Journal Subtitle**

**Corresponding Author**
Dr Zuhaib Fayaz Bhat
Sher-i-Kashmir University of Agricultural Sciences

**Complete Author List**
Dr Zuhaib Fayaz Bhat
Sher-i-Kashmir University of Agricultural Sciences

Dr Sunil Kumar
SKUAST-Jammu

Miss Hina F Bhat
University of Kashmir

Questions or Problems? Contact Us
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.

Enter a funder search term

Add

Funders

Name

Research Councils UK

Jefferson University

Grant Number

A43w641

3758-0986

Next >
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  |  Next >

Questions or Problems? Contact Us
Author given the option to publish Open Access
Journal name
Acta Botanica

Article type
Research Article

Country
Norway

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.

Standard article publishing charge (APC)
USD $2995
(plus VAT or other local taxes where applicable in your country)

Please note that this is the standard price without any discount or taxes applied. You may be entitled to a discount based on your affiliation or other circumstances. In order to find out if you’re eligible for these discounts please proceed to request quote or find out more information on the discounts available or open access agreements that T&F support.

WHAT IS THE STANDARD APC PRICE?

REQUEST QUOTE

Author taken through to the Quotation Service

Link to T&F OA Agreements page, for more information on the agreement
Author completes details and selects institution from the drop down menu.
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.
This is for example purposes, the discount will be 100% for the author.

The author needs to accept the quote.

Once you accept this quote you are confirming you wish to continue with gold open access, and you agree with our terms and conditions. Please note an invoice containing a link to our payment system will be sent to the invoice email address you have provided above.
Author provides quote ID to finalise OA agreement signature
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
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

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

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
Notification to library

From: aoc@tandf.co.uk <aoc@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.
Dear Author First Name Last Name,

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You will not be asked for any payment.
If you have any queries, please contact apc@tandf.co.uk

Best wishes,
Taylor & Francis Group
If the funding is declined by the institution the author will receive this email. They can still choose OA if they wish (they will need to create a new quote with a new payer) or go down the green OA route.
Author publication process: A guide for librarians

What happens once an article has been accepted into a Taylor & Francis journal? This guide explains the process of making an article open access.
For further questions, please contact:

Nicolo.Pierini@tandf.co.uk
Sabyasachi.Bhuyan@tandf.co.uk