How to benefit from our Open Access Agreements

A Sage Open Access Portal guide for authors publishing in a hybrid journal
If your institution is included in an Open Access agreement with Sage, you may be able to benefit from expanded open access publishing opportunities!

Benefits could include:

• Publishing open access at no extra cost to you
• Free read access to whole collections of high-quality hybrid journals
• A discount on the prevailing article processing charge (APC) if you wish to publish in a gold open access journal
Once your article reaches production, you will receive an email from the Sage Open Access Portal asking you to select your publishing route.

Choose open access for your article

Dear Author Name,

Congratulations on the acceptance of your paper Example Research Article (DOI: DOI_202311131504610049/ ID: MS_1561058204).

Open access publication for your paper in Australian Journal of Education has been requested by Example University (Requestor Organisation).

Choose your publishing route

No payment by you is required to make your article open access. Just select the open access publishing option via the button above to sign the open access license. This offer expires on Monday 27 November 2023. After this date, you may not be able to make your article open access for free.

Benefits of open access:
- free to read – no subscription required
- gain high visibility and global exposure to a multidisciplinary audience
- a route to be compliant with funder and institution open access mandates

Visit Sage’s Open Access Portal to learn more and choose your publishing route.

Best wishes,
Sage Publishing Open Access Team
openaccess@sagepub.com

In this example, the paragraph confirms that there is a discounted APC to be paid to publish OA and the expiry date for this offer.
Stage 1: Choose Open Access

You will be directed to the Sage Open Access Portal where you can choose to make your article Open Access and Select your Open Access license.

Choose OA here.

Please note, if no discount is applicable, the full APC charge is payable.

In this example, this price confirms that the author is entitled to a 100% discount.

In this example, this price confirms that the author is entitled to a discounted APC.
Stage 1: Choose Open Access

Further down the page, you have the option to choose whether you would like to make your article open access, and if not, state your reason why.

Stage 2: Register/Log in

Let us know who you are: Once you have selected yes, only one of the named authors of the article may complete the next step on copyright and open access license selection.
Stage 3: License Selection
You will be asked to select the appropriate license and copyright options. The licenses displayed to you are compliant with the mandate of the agreement.

You will then be asked to sign the license and agree to the Terms of the Agreement.
After completing this, you will receive an email confirming your selection. If the agreement discount does not cover the entire APC, you will need to follow the billing detail process.

Stage 4: Assign Payer
Now you will need to confirm who will be paying the APC. The bill payer can be self-assigned, a different nominated bill payer, or a centralised bill payer (e.g. your institution).
Fill out the Bill Payer’s information, referencing any necessary information in the comments. **If you are not the bill payer,** you will need to fill out the necessary details so that the nominated bill payer can be **contacted via email and asked to accept/decline to pay the APC.** If they accept, the author will be notified once they have transacted. If they decline, the author will receive an email asking them to reassign a bill payer.

If you are the **Bill Payer,** select this option.
Billing Stage 1: Confirm Billing

Now you will need to check the pricing details and fill out your billing details, making sure that they are the correct billing details for your planned method of payment.

Billing Stage 2: Preview Invoice

Based on the details you have provided, you will be able to view a preview of the invoice where you can check that the billing information is correct.

You will be able to view the total cost of the APC here, inclusive of the discount and any tax (which is calculated based on your billing address).

If your details are not correct, click here to edit them.

Make sure your details are correct before you continue to payment.
If you clicked **pay by credit card** or **send final invoice**, you will receive the following email.

Please note, **you can pay via bank transfer or credit card**. Instructions on how to pay by bank/wire transfer can be found on the invoice.

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**Billing Stage 3: Make Payment**

Once you click ‘pay by credit card’ you will be taken to this screen where you can add the necessary payment details.

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**Make sure to click on the card type before entering the card number.**

**Once you have checked your details are correct, click to submit the payment.**
Billing Stage 4: Order confirmation

On completion of submitting your payment you will now see your order confirmation.

After your payment has been confirmed, you will receive an email providing a receipt of your invoice.

Receipt for invoice SOA23LT000250

Dear Author Name,

Thank you for making the full payment of invoice SOA23LT000250. This invoice has been marked as paid and is attached as a receipt for your reference. No further action is required.

Log into Sage’s Open Access Portal (SOAP) to view all actions assigned to you and your history of transactions on your SOAP Dashboard.

Best wishes,

Sage Open Access Accounts Receivable Team

Sage Office

Visit Sage’s website for more information.

Sage Office
Congratulations! By publishing open access you are benefiting from:

- **Greater visibility and impact.** *Publishing open access means that more people can view and cite your work as there are no barriers to access.*

- **Greater control over the rights to distribute and re-use work.** *Under a Creative Commons license, you retain more control over your intellectual property.*

- **Increasing the accessibility of research to the general public.** *Some research is paid for by the taxpayer and the general public have a right to access this.*

- **Being able to meet your funder’s open access policy requirements.** *Many funding bodies require research conducted with their funding to be published open access. They may also require that it is published under a particular Creative Commons license.*

For further information please visit the Sage Open Access Portal: [openaccess.sagepub.com](http://openaccess.sagepub.com)

Or contact: [openaccess@sagepub.com](mailto:openaccess@sagepub.com)