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

Information Classification: General
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
2. Author signs publishing agreement and chooses OA before library approves for OA funding via Dashboard
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:  Your article with Taylor & Francis

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.

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,

Mark Robinson
Taylor & Francis open access team
Library approves OA funding for article via Research Dashboard
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.

https://authoragreement.taylorandfrancisgroup.com/Start/2cbe1581-429a-4048-bdaf-e39e9b69325f
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.

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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. Zuhhilb Fayaz Bhat
Sher-e-Kashmir University of Agricultural Science

Complete Author List
Dr. Zuhhilb Fayaz Bhat
Sher-e-Kashmir University of Agricultural Science
Dr. Sunil Kumar
SKUAST-Jammu
Miss Hina F. Bhat
University of Kashmir

Next >
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

Grant Number

Research Councils UK

A43w644  

Jefferson University

3768-0986

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

- No
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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: Your article with Taylor & Francis

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.

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?
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Kind regards,

Mark Robinson
Taylor & Francis open access team
Your Author Publishing Agreement (APA) with Taylor and Francis

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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.

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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 Zuhailb Fayaz Bhat
Sher-e-Kashmir University of Agricultural Sciences

Complete Author List
Dr Zuhailb Fayaz Bhat
Sher-e-Kashmir University of Agricultural Sciences
Dr Sunit Kumar
SKUAST-Jammu
Miss Hina F Bhat
University of Kashmir

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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
A3w644 ×
3758-0986 ×
Author Publishing Agreement

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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.

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- I am a US Government (including NIH) employee and there is no copyright to transfer.
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- I am an employee of the European Commission and copyright is asserted and retained by the European Union.
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- I am an employee of a Government, Agency, or International Organization and copyright is retained by that entity.
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Open access offers greater accessibility, visibility and impact for your research. Articles published open access with Taylor & Francis typically receive 58% more citations* and over 6 times as many downloads**

* Citations received up to 10th June 2022 for article published in 2017-2021. Data obtained from Digital Science's Dimensions platform.

** Usage in 2018-2021 for articles published in 2017-2021

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Open access check and quote

- I have my quote and wish to publish my article open access
- I wish to publish without open access

NB: if the author selects no to Open Access here, the library can still approve the article for OA funding via the Dashboard and the author will receive a new OA licence to sign
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.

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 USD $2995 plus VAT or other local taxes where applicable in your country.

- [ ] I do not wish to request funding from my organization.
Thank you!

Your request for gold open access has been processed.

A request will now be sent to your institution. Please return to your author publishing agreement to complete the licence signing.
Author Publishing Agreement

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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.

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Author Publishing Agreement Preview

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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.
Notification to library

From: acc@tandf.co.uk <acc@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
Library informed and approves OA funding requests
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
Dear Sir/Madam

Article Title: Test

DOI/MS ID: 4557076367534565

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 organisation

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

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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.
For further questions, please contact:

oalibrarianenquiries@tandf.co.uk