Taylor & Francis Author Workflow

January 2020

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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

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

6. **Published**
   Article is published as open online

Additional notes:
- **OA License**: Author signs an OA license
- **OA Funding**: Article approved for OA funding via Research Dashboard
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

- Article accepted and metadata populates the Research Dashboard
- UNIT member 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 UNIT member 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

UNIT member informed and approves OA funding requests
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
If the organizational user approves the article before the author gets to the licence email:
## Durham University

### Accepted Articles

<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>
<td>✔️</td>
</tr>
<tr>
<td>Author Email: <a href="mailto:chelsea.horstmann.dennis@duke.edu">chelsea.horstmann.dennis@duke.edu</a></td>
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<thead>
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<tbody>
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<td>Journal of Market Access &amp; Health Policy</td>
<td>Review Article</td>
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</tr>
<tr>
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<tr>
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<td></td>
</tr>
</tbody>
</table>
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/5dj
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:** 10.1080/10408399.2014.898241
**Journal Title:** Critical Reviews in Food Science and Nutrition
**Journal Subtitle**

**Corresponding Author**
Dr. Zuhailb Fayaz Bhat  
Sher-e-Kashmir University of Agricultural Scien...  

**Complete Author List**
Dr. Zuhailb Fayaz Bhat  
Sher-e-Kashmir University of Agricultural Scien...  
Dr. Sumit 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

Funders

<table>
<thead>
<tr>
<th>Name</th>
<th>Grant Number</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Jefferson University</td>
<td>3758-0986</td>
</tr>
</tbody>
</table>

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  Next
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 >
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

< Start again  
Next >
Please answer the questions below.

Additional help information is available by clicking on the help 3 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.

Author Publishing Agreement Preview

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 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.

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Best wishes,
Taylor & Francis Group
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Thank you.

Start »

https://authoragreement.taylorandfrancisgroup.com/Start/5d4
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**Article Title:** Anti hypertensive 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 Zuhail Fayaz Bhat
Sher-e-Kashmir University of Agricultural Scienc.

**Complete Author List**

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

Dr Sunit 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

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<td>Jefferson University</td>
<td>3758-0986</td>
</tr>
</tbody>
</table>
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.

Next >
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 européenne 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.
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
European Review of History: Revue europeenne d'histoire

EUR 2275

This price may be subject to change and excludes taxes which may be applicable. Discounts may be available based on your circumstances.

To continue with open access publishing use the Request Quote button to obtain a personalized quote.
Request APC Quote
To be provided with a more detailed quote please provide more details about your article and billing details.

Journal name
European Review of History, Revue européenne d'histoire

Article type
Article

This is an article title

Article DOI
AD0011

Details prefilled based on DOI
Details prefilled – requires author to tell us their affiliation
Request APC Quote

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

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

Journal: European Review of History: Revue européenne d'histoire

Article title:
This is an article title

Article type:
Article

Article ID:
DOI:
AD0011

Contact:
First name:
Last name:
Organization selected as payer – making author aware of cost

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<td>University of Vienna</td>
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<tr>
<td><strong>Price</strong></td>
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<tr>
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<td>OA Members (33.85)%</td>
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<tr>
<td><strong>Total amount payable</strong> (excluding applicable taxes)</td>
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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. Once your article is accepted for publication and you have accepted your quote, we will send you an invoice within 3-5 days.
Accept Quote

When you accept this quote you confirm that you wish to continue with Gold Open Access and that you agree to our Terms and Conditions https://taylorfrancis.com/authorcharges/termsandconditions. The quote details will be used to generate an invoice or request for payment from your nominated billing party.

Once your article is accepted for publication and you have accepted your quote, we will send you an invoice within 3-5 days.
Author provides quote ID to finalise OA agreement signature
Author Publishing Agreement

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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.
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 UNIT member

From: aoo@tandf.co.uk <aoo@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.
Approved Article Email to Author

Send To: Author Email

Subject: Gold Open Access funding approval for your article

Body:
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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.

Dear Sir/Madam

Article Title: test

DOI/MIS ID: 45578763567634565

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 organization

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

apc@tandf.co.uk
Thank you! Any questions?