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
Workflow 1:
Library approval for OA funding via Dashboard before author has signed publishing agreement
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
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://authorsagreement.taylorandfrancisgroup.com/Start/2cbe1581-429e-4048-bdaf-e39e9b69325f

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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:** 10.1080/10488398.2014.898241
**Journal Title:** Critical Reviews in Food Science and Nutrition

**Corresponding Author:**
- **Dr Zuhail Fayaz Bhat**
  Sher-e-Kashmir University of Agricultural Sciences

**Complete Author List:**
- **Dr Zuhail Fayaz Bhat**
  Sher-e-Kashmir University of Agricultural Sciences
- **Dr Sunil Kumar**
  SKUAST-Jammu
- **Miss Hina F. Bhat**
  University of Kashmir

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Questions or Problems? Contact Us
Workflow 2:
Author signs publishing agreement and chooses OA before library approves for OA funding via Dashboard.
Email to author, alerting them to OA 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.

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Thank you.

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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

**Corresponding Author**

Dr. Zuhail Fayaz Bhat  
Sher-e-Kashmir University of Agricultural Sciences and Technology of Kashmir

**Complete Author List**

Dr. Zuhail Fayaz Bhat  
Sher-e-Kashmir University of Agricultural Sciences and Technology of Kashmir

Dr. Sunil Kumar  
SKUAST-Jammu

Miss Hina F. Bhat  
University of Kashmir
Author given the option to publish Open Access
Journal name
Acta Botanica

Article type
Research Article

Country
Norway

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 completes details and selects main/parent 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.

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.
This is for example purposes, the discount will be 100% for the author.

### Preview your quote

**Journal:** Acta Bioeconis

**Article type:** Research Article

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<table>
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<th>Corresponding author details</th>
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<tbody>
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<td><strong>Name</strong></td>
<td>Eleanor Souther</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
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<tr>
<td><strong>Amount payable (does not include applicable taxes)</strong></td>
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</tr>
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</table>

This is the information that will be included in your invoice. Please make sure that all of the information is correct. If you need to make amendments navigate back to previous page.

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.

The author needs to accept the quote.
Author provides quote ID to finalise OA agreement signature
Author Publishing Agreement

Please answer the questions below.

Additional help information is available by clicking on the help icon. To hide the help, click the close button or anywhere outside the popup.

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Accept Author Publishing Agreement (APA)

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Author Publishing Agreement Preview

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Questions or Problems? Contact Us
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: abc@tandf.co.uk <abc@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
Dear Author First Name Last Name,

Re: Article Title; Journal Title

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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.