



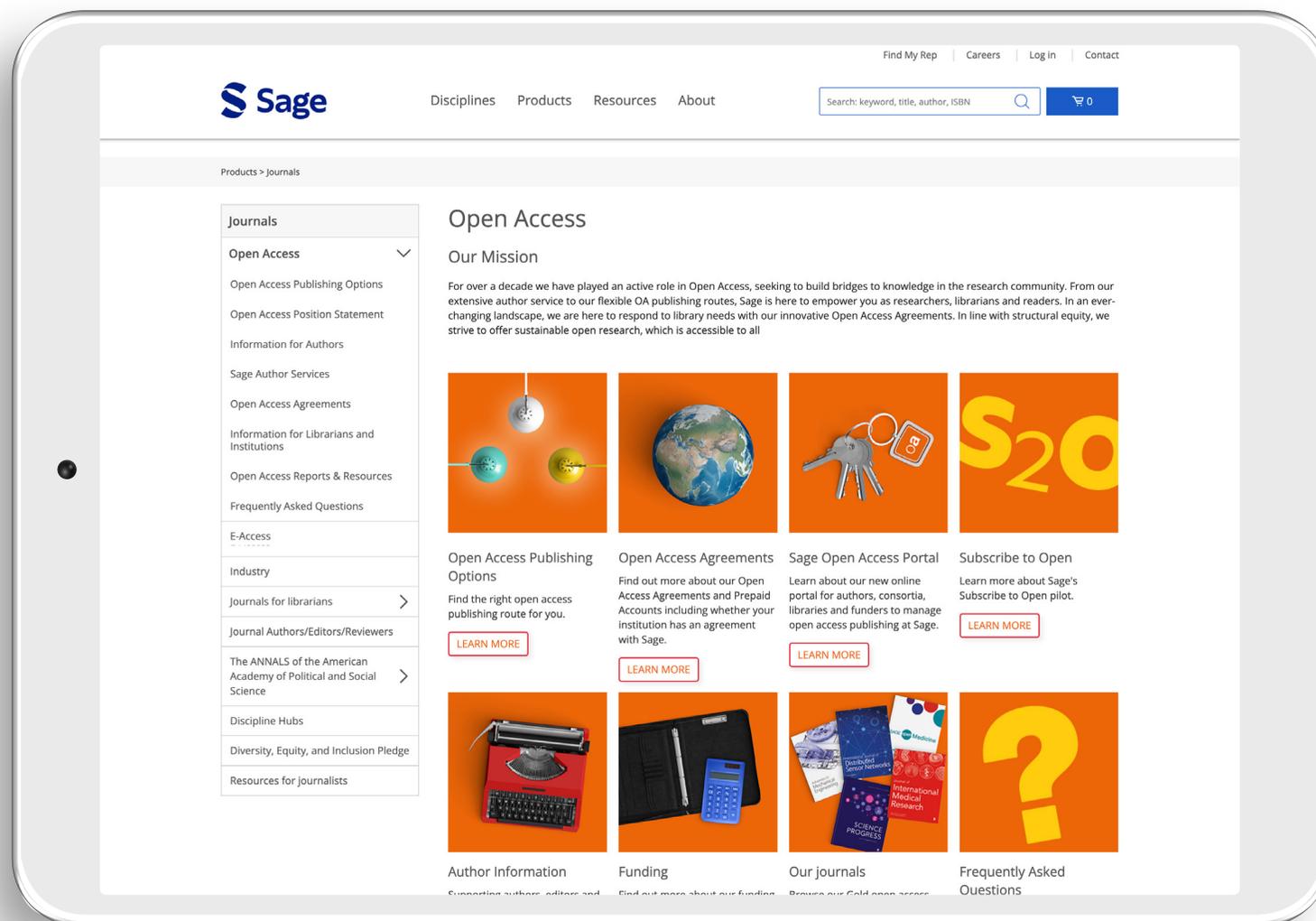
How to benefit from our Open Access Agreements

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**.

Click on this link to select OA.

[Choose open access](#) for your article

Dear Author Name,

Congratulations on the acceptance of your paper *Example Research Article* (DOI: DOI_202311131506210049/ ID: MS_PSL058204).

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

Select 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 no APC to publish OA and the expiry date for this offer.

[Choose open access](#) for your article

Dear Author Name,

Congratulations on the acceptance of your paper *Example Research Article* (DOI: DOI_202311131526230161/ ID: MS_16L058204).

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

Select your publishing route

Please note, to make your paper open access, an article processing charge (APC) is payable by you or a bill payer of your choice: 200.00 GBP (subject to tax where applicable). This offer expires on Monday 27 November 2023. After this date, you may not be able to make your article open access for the same price.

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.

Welcome to Sage's Open Access Portal

Here you can choose to make your article open access and select your open access license.

Choosing open access will mean that your article can be read in the journal by anyone anywhere in the world without restriction. This may increase the number of readers of your article. It may also encourage collaboration and faster development in your field of research.

Open access for your article has been requested by
Example University, Requestor Organisation

Pricing Details	Price (USD)
Open access article processing charge	3,250.00
Example Read & Publish discount (100.00%)	-3,250.00
Total	0.00

No payment is required to make your article open access. There will be no charge to you.

Would you like to make your article open access?

Yes, make my article open access

No, publish my article subscription

[CONTINUE](#)

Article Details

Article
Example Research Article

DOI
DOI_202311131506210049

Journal
Australian Journal of Education

Journal Type
Hybrid

Authors [Expand All](#)

Author Name
Corresponding author

Author2 Name2

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

Welcome to Sage's Open Access Portal

Here you can choose to make your article open access and select your open access license. Where required, you can assign a bill payer to pay the article process charge.

Choosing open access will mean that your article can be read in the journal by anyone anywhere in the world without restriction. This may increase the number of readers of your article. It may also encourage collaboration and faster development in your field of research.

Open access for your article has been requested by
Example University, Requestor Organisation

Pricing Details	Price (GBP)
Open access article processing charge	2,749.88
Example Read & Publish discount	-2,549.88
Subtotal <i>(Tax will be calculated once billing details are completed)</i>	200.00

Would you like to make your article open access?

Yes, make my article open access

No, publish my article subscription

[CONTINUE](#)

Article Details

Article
Example Research Article

DOI
DOI_202311131534430319

Journal
Veterinary Pathology

Journal Type
Hybrid

Authors [Expand All](#)

Author Name
Corresponding author

Author2 Name2

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.

Would you like to make your article open access?

Yes, make my article open access

No, publish my article subscription

Reason

Author Name

Author Name2

Email

authorname2@sagepub.com

The reason I have declined open access for my article is:*

Enter Reason

175 remaining

**Your comments will be shared with the person or organization named above who requested open access for your article.*

CONFIRM

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.

1 Choose Open Access

2 Register/Log In

3 License Selection

4 Order Confirmation

Let us know who you are

Only one of the named authors of the article may complete the next step: copyright and open access license selection.

Please select your name from the author dropdown to log in or register for an account.

Author Selection

Author

Sophie Oliver

Email

sophie.victoria.oliver@sagepub.co.uk

Password

Enter Password

[Forgotten Password](#)

Supported Browsers

Firefox: 83 to 85 - Windows and Mac | Chrome: 86 to 88 - Windows and Mac | Microsoft Edge: 88 - Windows OS | Internet Explorer: 10.0 and 11.0 - Windows; compatibility view is not supported | Safari: 12 to 13 - Mac OS

LOG IN

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.

1 Choose Open Access 2 Register/Log In **3 License Selection** 4 Order Confirmation

Copyright and open access license selection

This Agreement will grant to the owner(s) Sage Ltd. (the 'Proprietor') of the Journal, Australian Journal of Education (the Journal title subject to verification by Sage Publishing ('Sage')) a commercial license to produce, publish, sell and sub-license your article ('Article') and any accompanying abstract or Supplemental Material (all materials collectively referenced as the 'Contribution'), in all languages and all formats through any medium of communication for the full legal term of copyright (and any renewals) throughout the world.

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This license allows others to [re-use](#) the Contribution without permission as long as the Contribution is properly referenced and the use is non-commercial. The Proprietor will receive exclusive commercial rights to the Article and non-exclusive commercial rights to the abstract and Supplemental Material

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Journal Brand

Article Details

Article
Example Research Article

DOI
DOI_202311131506210049

Journal
Australian Journal of Education

Journal Type
Hybrid

Authors [Expand All](#)

Author Name +
Corresponding author

Author2 Name2 +

You will then be asked to **sign the license and agree to the Terms of the Agreement**.

Who owns the copyright of your Contribution?

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You represent and warrant that the copyright to the Contribution is owned by you.
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You are employees of the United States Government and prepared the Contribution as part of your official duties.
- Other Government department work (not U.S.)** ⓘ
You are employees of the Government of the country indicated in the box provided and prepared the Contribution as part of your official duties.
- Work made for hire for employer/Work done in the course of employment (non-government)** ⓘ
The Contribution was prepared by you at the direction of your employer and within the scope of your employment and copyright in the Contribution is owned by your employer.
- More than one of the options above applies** ⓘ

Terms & Signature

- I have read and accept the [Terms of the Agreement](#)
- I warrant that I am one of the named authors of the Contribution and that I am authorized to sign this Agreement; in the case of a multi-authored Contribution, I am authorized to sign on behalf of all other authors of the Contribution.

Signing Author : Author Name

SIGN 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.

 DOI_202311131506210049_License.pdf
30 KB

Open access license information for your paper

Dear Authors,

Issy Stephenson has selected the following open access Creative Commons license for your article, on behalf of any co-authors: [Creative Commons Attribution license \(CC BY 4.0\)](#)

- Example Research Article
- DOI_202311131506210049
- Australian Journal of Education

Attached is the full license and the terms of the agreement for your reference. It also specifies how your article may be reused.

Your paper will be published open access by Sage in **Australian Journal of Education** under the terms of this signed agreement soon.

Best wishes,

Sage Publishing Open Access Team
openaccess@sagepub.com

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).

1 Open Access Summary 2 Register/Log In 3 License Selection 4 Assign Payer

Who will pay the article processing charge (APC)?

Pricing Details	Price (USD)
Open access article processing charge	2,200.00
Agreement discount (20.00%)	-440.00
Subtotal <i>(Tax will be calculated once billing details are completed)</i>	1,760.00

[Apply PromoCode](#)

Select Bill Payer:

Choose a different Bill Payer 1

I am the Bill Payer

[CONFIRM BILL PAYER](#)

Article Details

Article Name

Article Type
Article

DOI
1600341

Journal
Therapeutic Advances in Medical Oncology

Journal Type
Gold

Authors [Collapse All](#)

Author Name1
Corresponding author
Australia
georgia.kelsall@sagepub.co.uk

Author Name2 +

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.

Select Bill Payer:

Choose a different Bill Payer ⓘ

Bill Payer Details

Contact First Name*

Contact Last Name*

Organization

Email Address*

Confirm Email Address*

Comment to send to this Bill Payer

100 remaining

I am the Bill Payer

CONFIRM BILL PAYER

Select Bill Payer:

Choose a different Bill Payer ⓘ

I am the Bill Payer

CONTINUE

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.

Paying your Article Processing Charge

Please check the pricing details below and complete your billing details carefully. On the next page, you will be able to choose to pay by credit card immediately or be sent an invoice to pay.

Pricing Details	Price (GBP)
Open access article processing charge	2,749.88
Example Read & Publish discount	-2,549.88
Subtotal	200.00
UK VAT (20%) <i>(Tax is calculated based on your account's billing address)</i>	40.00
Total	240.00

Billing Address
(If changes are made, tax will be re-calculated on the Preview Invoice)

First Name*
Author

Last Name*
Name

Email*

Article Details

Journal Brand

Article
Example Research Article

Article Type
Article

DOI
DOI_202311131534430319

Journal
Veterinary Pathology

Journal Type
Hybrid

Authors [Collapse All](#)

Author Name
Corresponding author
United Kingdom
isabel.stephenson@sagepub.co.uk

Author2 Name2

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).

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**.

Please check the details on the invoice preview below and select your payment method

Sage Sage Publications Ltd
1 Oliver's Yard 55 City Road
London EC1Y 1SP, UK
UK VAT ID GB416935047

Invoice No.
Invoice Date.
Payment Due By

Customer Account No. SBP003193

Article Details

Title Example Research Article
DOI DOI_202311131534430319
Publication Veterinary Pathology (JG45)
License CC BY 4.0
Peer Review Submission Date 15 January 2023
Peer Review Acceptance Date 15 January 2023

Bill To

Author Name
Example Self Bill Payer
1 Oliver's Yard
London
London
EC1Y 1SP, United Kingdom
isabel.stephenson@sagepub.co.uk
(44)7895302596
PO No P067890

Order Details	Price (GBP)
Open Access Article Processing Charge	2,749.88
Example Read & Publish discount	-2,549.88
Subtotal	200.00
UK VAT (20%)	40.00
Total Amount Payable in GBP	240.00

Authors *corresponding author Author Affiliation ORCID

Author Name* No Ringgold ID None declared
Author2 Name2 No Ringgold ID None declared

Open Funder Name Grant ID

Funder1 ofa1
Funder2 ofa2

I have read and agree to the [Payment Terms and Conditions](#)

[EDIT BILLING DETAILS](#)

[PAY BY CREDIT CARD](#) [SEND FINAL INVOICE](#)

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.

[Pay Sage open access invoice](#)

Dear Author Name,

Please find attached the invoice SOA23LT000250 dated 10 November 2023 for an open access article processing charge (article DOI: DOI_202311131534430319).

[Pay Now by Credit Card](#)

Instructions on how to **pay by bank/wire transfer** can be found on the invoice.

- Invoice number: SOA23LT000250
- Your Customer Account Number: SBP0083193
- **Payment is due within 30 days by 13 December 2023**

Please quote this invoice number and Customer Account Number in queries specific to this invoice.

Log into [Sage's Open Access Portal \(SOAP\)](#), to view all actions assigned to you on your Dashboard.

Best wishes,

Sage Open Access Accounts Receivable Team
OAAR@sagepub.co.uk

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**.

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

After you have made your payment by credit card, a paid invoice receipt will be sent to your registered email address for your records.

First Name :	Author	Transaction ID :	B000029768
Last Name :	Name	Street :	1 Oliver's Yard
Email address :	isabel.stephenson@sagepub.co.uk	Town/City :	London
Amount :	240.00	County/State :	london
		Postalcode/Zip :	EC1Y 1SP
		Country :	United Kingdom
		Currency :	GBP

Please do not use your browser's refresh or back buttons.

Brand :	Visa		
Card Number :	Card Number	Expiry Date :	MM / YY
Card holder :	Card holder	CVV :	CVV
		<input type="button" value="Pay now"/>	
		<input type="button" value="Cancel"/>	

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**.

1 Confirm Billing 2 Preview Invoice 3 Make Payment 4 Order Confirmation

Amount Paid: **240.00 GBP**
Credit card payment reference number: **258**
This payment will appear as 'SP-001XXX 70XXXXXX01 US' on your credit card statement
The paid invoice receipt for this payment has been sent to isabel.stephenson@sagepub.co.uk
Invoice Number **SOA23LT000250**
Thank you for your payment.

Go to your Dashboard to view all Sage open access transactions assigned to you.

[DOWNLOAD RECEIPT](#) [GO TO DASHBOARD](#) [LOG OUT](#)

Click here to view the downloadable receipt.

Journal Brand

Article Details
Article
Example Research Article
Article Type
Article
DOI
DOI_202311131534430319
Journal
Veterinary Pathology
Journal Type
Hybrid
Authors [Collapse All](#)

Author Name
Corresponding author
United Kingdom
isabel.stephenson@sagepub.co.uk
Author2 Name2

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

Receipt_SOA23LT000250.pdf
17 KB

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
OAAR@sagepub.co.uk

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Singapore: 10 Cross Street #10-10/11/12, China Square Central, Singapore 048423
Washington, DC: 2600 Virginia Avenue, NW, Suite 600, Washington, DC, 20037, USA
Melbourne: Level 20, 114 William Street Melbourne, VIC 3000, Australia

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WF2 EA6

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- **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
Or contact: openaccess@sagepub.com