

# SOAP Guide for CLC

# 1. Choosing your publishing Route

## [Choose open access](#) for your article

Dear Author Name ,

Congratulations on the acceptance of your paper *Cyprus Libraries Consortium Test* (DOI: DOI\_202203011605140758/ ID: PRV1).

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

Select your publishing route

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Best wishes,

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# 2. Choosing Open Access via SAGE's Open Access Portal

**SAGE openaccess** | **STG**

1 Choose Open Access    2 Register/Log in    3 License Selection    4 Assign Payer

### 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.

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Pricing Details	Price (GBP)
Open access article processing charge	810.00
Cyprus Libraries Consortium (CLC) discount	-610.00
<b>Subtotal</b> <i>(Tax will be calculated once billing details are completed)</i>	<b>200.00</b>

Would you like to make your article open access?

Yes, make my article open access

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#### Article Details

Article  
Cyprus Libraries Consortium Test Article

DOI  
DOI\_202203011703230056

Journal  
Australian Journal of Education

Journal Type  
Hybrid

Authors [Expand All](#)

Author Name +  
Corresponding author

# 3. Option to publish article as a subscription article

Pricing Details	Price (GBP)
Open access article processing charge	810.00
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**Reason**

Author Name  
Select Author ▼

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

Enter Reason

175 remaining

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CONFIRM

# 4. Author Selection

The screenshot shows the SAGE openaccess STG interface. At the top left is the logo 'SAGE openaccess STG'. Below it is a horizontal progress bar with four steps: 1. Choose Open Access, 2. Register/Log In (highlighted with a blue circle), 3. License Selection, and 4. Assign Payer. Below the progress bar, the text reads: '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.' The main content area is a light gray box containing an 'Author Selection' section with a dropdown menu labeled 'Author' showing 'Select Author' and 'Author Name' options. To the right is a 'Supported Browsers' section listing Firefox, Chrome, Microsoft Edge, Internet Explorer, and Safari with their respective version requirements.

**SAGE openaccess STG**

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

**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

Select Author



Select Author

Author Name

**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

# 5. Copyright and License Selection

1 Choose Open Access      2 Register/Log In      3 License Selection



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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

# 7. Open Access License Information

## Open access license information for your paper

Dear Authors,

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

- Cyprus Libraries Consortium Test Article
- DOI\_202203011611030493
- Australian Journal of Education

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SAGE openaccess **STG** Welcome ▾

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### Who will pay the article processing charge (APC)?

Pricing Details	Price (GBP)
Open access article processing charge	810.00
Cyprus Libraries Consortium (CLC) discount	-610.00
<b>Subtotal</b> <i>(Tax will be calculated once billing details are completed)</i>	<b>200.00</b>

Select Bill Payer:

Choose a different Bill Payer ⓘ

I am the Bill Payer

**CONFIRM BILL PAYER**

#### Article Details

**Article**  
Cyprus Libraries Consortium Test Article

**Article Type**  
Article

**DOI**  
DOI\_202203011611030493

**Journal**  
Australian Journal of Education

**Journal Type**  
Hybrid

**Authors** [Collapse All](#)

**Author Name**  
Corresponding author  
CLC  
United Kingdom

**Author Email Address**

# 9. Select Bill Payer

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

# 10. I am the Bill Payer

### Billing Address

First Name\*

Last Name\*

Email\*

Country\*

Company

Address Line 1\*

# 11. Invoice Preview

SAGE openaccess STG Welcome

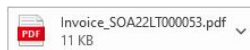
1 Confirm Billing    2 Preview Invoice    3 Make Payment    4 Order Confirmation

Please check the details on the invoice preview 1 below and select your payment method

<b>SAGE</b>	<small>SAGE Publication Ltd. 1 Oliver's Yard 55 City Road London EC1Y 1SP UK UK VAT ID 232 800 118</small>	<small>Invoice No. _____ Invoice Date. _____ Payment Due By _____ Customer Account No. SBP005701</small>
<b>Article Details</b>		<b>Bill To</b>
<small>Title</small>	Cyprus Libraries Consortium Test Article	CLC
<small>DOI</small>	DOI_2020203011611030493	CLC
<small>Publication</small>	Australian Journal of Education (L345)	Nicosia
<small>Licence</small>	CC BY 4.0	Cyprus, United Kingdom
<small>Peer Review Submission Date</small>	15 January 2019	(44)7123456789
<small>Peer Review Acceptance Date</small>	15 January 2019	
<b>Order Details</b>		<b>Price (GBP)</b>
<small>Open Access Article Processing Charge</small>		£10.00
<small>Cyprus Libraries Consortium (CLC) discount</small>		-0.00
<small>Subtotal</small>		200.00
<small>UK VAT (20%)</small>		40.00
<b>Total Amount Payable in GBP</b>		<b>240.00</b>
<small>Authors *corresponding author</small>	<small>Author Affiliation</small>	<small>ORCID</small>
	CLC	None declared
<b>Open Funder Name</b>		<b>Grant ID</b>
<small>Funder1</small>		ofa1
<small>Funder2</small>		ofa2

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

# 12. Pay SAGE Open Access Invoice



## [Pay SAGE open access invoice](#)

Dear Bill Payer ,

Please find attached the invoice SOA22LT000053 dated 01 March 2022 for an open access article processing charge (article DOI: DOI\_202203011605140758).

[Pay Now by Credit Card](#)

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

- Invoice number: SOA22LT000053
- Your Customer Account Number: SBP0005684
- **Payment is due within 30 days by 31 March 2022**

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 SOAP Dashboard.

Best wishes,

SAGE Open Access Accounts Receivable Team  
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