



Taylor & Francis Group  
an **informa** business

# Taylor & Francis Author Workflow & Research Dashboard

The Open Select Author Workflow



# Workflow for an Open Select Article at Taylor & Francis



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](mailto:apc@tandf.co.uk), or your librarian.

Kind regards,

Email to author  
on acceptance,  
alerting them to  
OA agreement

The email text  
can be  
customised

Author

Research  
Dashboard  
Accepted

**Taylor & Francis Group**  
an informa business

Hi, Universidade Federal

- Running Total
- Accepted Articles
- Submitted Articles
- Action Required
- Approved Articles
- Declined Articles

Please note: your consortium can view activity on this account including approvals, declines, and transactions

Search by Author Name, Article Title, Journal, Email, ORCID, DOI

Funder: All

Filter- showing: 1 - 2 of 2 records

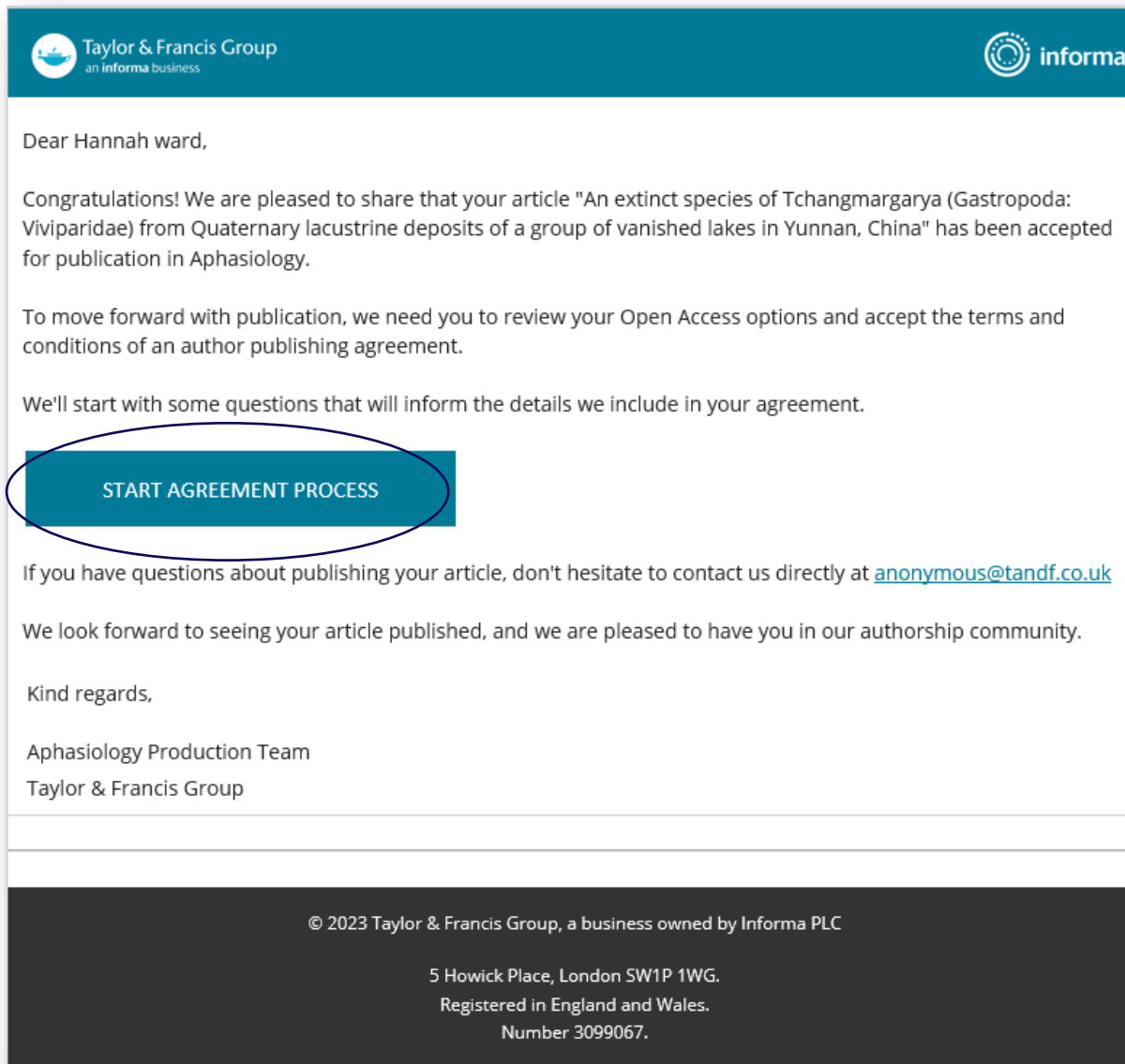
All

COLLAPSE ALL

Sort By

Author	Journal Title	Article Type	OA Profile	Price	Funding Status
Hannah ward	Aphasiology	Research Article	Open Select	€0.00	OA Available

Author Email Hannah.Ward.GB@tandf.co.uk  
DOI 10.1080/02687038.2023.2212758  
Organization name Universidade Federal de Minas Gerais Programa de Pos-graduacao em Saude Publica  
Submission Date 2023-Jun-30  
Acceptance Date 2023-Jun-30  
Orcid Not Available



Author receives  
a link to the  
Author  
Publishing  
Agreement (APA)

Author

## Author Publishing Agreement

Please avoid clicking Back or Refresh in your browser to avoid any unexpected errors.



### Confirm article details

The following information about your article is used to generate your Author Publishing Agreement. Please make sure everything is correct.

Is something here incorrect? [Request changes](#)

Article Title	An extinct species of Tchangmargarya (Gastropoda: Viviparidae) from Quaternary lacustrine deposits of a group of vanished lakes in Yunnan, China
Article DOI	10.1080/02687038.2023.2212758
Journal Title	Aphasiology
Journal Subtitle	

### Corresponding Author

Author's Name	Hannah ward
Affiliation at Submission	Universidade Federal de Minas Gerais Programa de Pos-graduacao em Saude Publica

### Complete Author List

Author's Name	Affiliation
Hannah ward	Universidade Federal de Minas Gerais Programa de Pos-graduacao em Saude Publica

NEXT

Author confirms  
article details

### Request a change to your article details


If you've noticed a mistake in your article details, please let us know here. We will review your request, make changes as needed, and send you an email update.

Start typing your message

CANCEL

SEND

Author

 Taylor & Francis Group  
an informa business

Author Publishing Agreement

Please avoid clicking Back or Refresh in your browser to avoid any unexpected errors.

1

2

3

4

5

6

7

8

Details
 Open Access
 Copyright
 License
 Declaration
 Permissions
 Agreement
 Summary

### Confirm research funders

We need to know whether you received any research funding to produce this article. If you did, your funders may have specific requirements that we need to reflect in your author publishing agreement.



Did you receive any research funding for this article?

☒ Yes
 ☐ No

Please add your funders until the list below is complete. Start typing your funder's name, and you'll find suggestions for common funders. If yours isn't there, type the complete name and add it.

ADD

Funders

Name	Grant Number	
British Heart Foundation	122437654	 

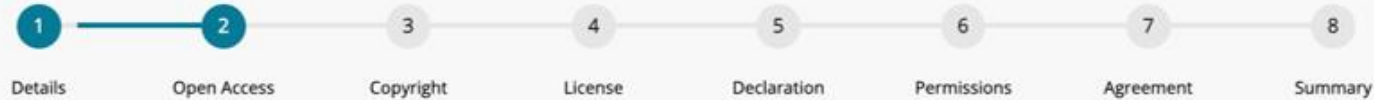
PREVIOUS

NEXT

Author is prompted to confirm funder

## Author Publishing Agreement

Please avoid clicking Back or Refresh in your browser to avoid any unexpected errors.



### Choose Open Access

#### Open Access publishing can:

- ✓ **Increase the discoverability** and readership of your article
- ✓ **Make an impact** and reach new readers, not just those with easy access to a research library
- ✓ **Freely share your work** with anyone, anywhere
- ✓ **Comply with funding mandates** please check the requirements of your institution, employer or funder
- ✓ **Rigorous peer review** for every open access article

#### Select an option

Based on the information you provided at submission, you may be eligible for Open Access funding through an agreement from your organization. This means your article will be free for anyone to read. This typically leads to more citations and downloads.

#### How would you like to fund Open Access?

- ☒ I'd like to use the **Simms Cross Primary School** Open Access agreement
- ☐ I'll pay for Open Access with other funds

PREVIOUS

Have we got the wrong organization? [Request changes](#)

[Learn more about Open Access agreements](#)

NEXT

Author chooses  
OA

If you choose this option, we will ask your institution if they will fund Open Access publication of your article.

If they cannot provide funding for Open Access, we will let you know via email, and you can choose to fund it yourself or publish it as an article with subscription-based access.

**AUTHOR SERVICES**  
Supporting Taylor & Francis authors

Home > Choose Open > Choose open access when publishing your research > Open access agreements

### Open access agreements

Are you eligible for open access publishing support?

We're partners with global institutions and funders to support researchers to publish **gold open access** in their chosen journals. These agreements often mean that individual authors can publish open access at no cost to themselves or benefit from discounted article publishing charges (APCs). Our [short guide to open access publishing definitions](#) has more information on gold open access and APCs.

On this page, you can explore our current open access agreements, find out if you're eligible, and how to access the funds. We have labelled the transformative agreements by where they are. New agreements are being made all the time, so do check back here, each time you're preparing to publish.

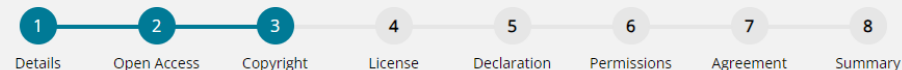
✓ Australia	✓ Hungary	✓ Norway
✓ Austria	✓ Ireland	✓ Qatar
✓ Canada	✓ Israel	✓ Slovenia
✓ Colombia	✓ Italy	✓ Spain
✓ Cyprus	✓ Japan	✓ Sweden
✓ Czech Republic	✓ Luxembourg	✓ Switzerland
✓ Finland	✓ Netherlands	✓ United Kingdom
✓ Germany	✓ New Zealand	✓ USA

Author



## Author Publishing Agreement

Please avoid clicking Back or Refresh in your browser to avoid any unexpected errors.



### Confirm who owns your article's copyright

We need to know who owns the copyright of your article so that we can accurately reflect that ownership in your authorship agreement.

Many times, scholars working on original research own the copyright for their written works, but not always. If you produced this article as work-for-hire or as a government employee, for example, you may not own the copyright.

Please tell us about the copyright ownership of your article. ?

- ☒ I own copyright. If I have co-authors, 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. ?

PREVIOUS

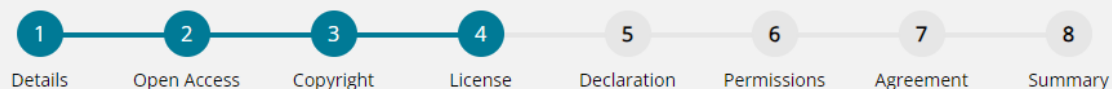
NEXT

Author confirms  
who owns the  
copyright

Author

## Author Publishing Agreement

Please avoid clicking Back or Refresh in your browser to avoid any unexpected errors.



### Please answer the question 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.

Your paper will be made freely available online at the point of publication, permanently, for anyone to read (Gold Open Access).

Open Access articles are free to read but acceptable reuse is determined by the type of [Creative Commons license](#) associated with the article. Your choice will be included in your agreement and noted in your published article.

Select license type

CC-BY-NC-ND

CC-BY

[Read more about this license](#)

PREVIOUS

NEXT

Author can  
select their  
Creative  
commons  
licence


You have two options of agreement for Open Select publishing with Taylor & Francis/Routledge.

- Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND): Under this license others may download your works and share them with others as long as they credit you, but they can't change them in any way or use them commercially. The License also allows for text- and data-mining of your works. This license is offered to authors publishing on an open-access basis in an Open Select journal.
- Creative Commons Attribution (CC BY): Others may distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This license is required by certain funding bodies. The author is asked to grant Taylor & Francis the right to publish her or his article as the final, definitive, and citable Version of Scholarly Record. Reuse conditions will be subject to the license type chosen by the author.

[Close]

Author declares  
any conflict-of-  
interest

## Author Publishing Agreement

 Please avoid clicking Back or Refresh in your browser to avoid any unexpected errors.



### Declare any conflicts of interest

A conflict of interest might arise if you have a personal interest in your research ending in a particular outcome. To uphold transparency and trust, it's important for us to document any conflict that you think might apply here.

Do you need to make a conflict of interest statement? 

☒ No

☐ Yes

PREVIOUS

NEXT

Author

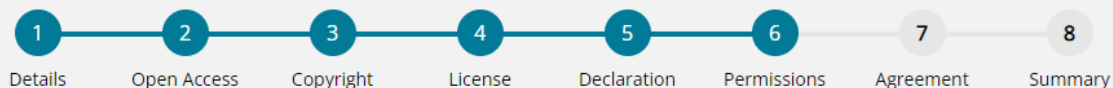
Author confirms  
permissions



Taylor & Francis Group  
an informa business

## Author Publishing Agreement

ⓘ Please avoid clicking Back or Refresh in your browser to avoid any unexpected errors.



### Confirm permissions

Before we publish your work, we need to confirm with you that any third-party content in your article is used with the permission of its copyright owner. You'll need to have permission even if you've included the content under a fair use claim.

Does this article include content from third parties that you are responsible for obtaining permission to reuse?

☒ No

☐ Yes ?

PREVIOUS

NEXT

Author

# Author digitally signs the APA

## Author Publishing Agreement

Please avoid clicking Back or Refresh in your browser to avoid any unexpected errors.



## Accept your Author Publishing Agreement

Your Author Publishing Agreement is now ready. Please review it carefully before accepting it.

Do you confirm and accept the Author Publishing Agreement? <sup>?</sup>

☒ Yes

☐ No

If you select Yes, you will have completed your author agreement and will have the completed agreement available for download and your own records.

[Close]

### CC BY OPEN ACCESS LICENCE

This is a licence agreement under which you, the author, retain copyright in your Article, and grant Informa UK Limited registered in England under no. 1072954 trading as Taylor & Francis Group, Registered Office: 5 Howick Place, London SW1P 1WG in the United Kingdom (hereinafter "Taylor & Francis") a non-exclusive licence to publish your Article (including abstract, tables, figures, data, and supplemental material) hosted by us, as the Version of Record in the Journal on an Open Access basis under a Creative Commons Attribution License (CC BY) <http://creativecommons.org/licenses/by/4.0/>, subject to the Terms & Conditions set out below.

Article (the "Article") entitled:	Who controls the learning environments? A critical inquiry of national policy of school architecture in Sweden
Article DOI:	10.1080/0267303.2023.2212759
Author(s):	Hannah Ward
To publish in the Journal:	Aphasiology
Journal ISSN:	1464-5041

### STATEMENT OF ORIGINAL COPYRIGHT OWNERSHIP / CONDITIONS

In consideration of the publication of the Article, you hereby grant with full title guarantee all rights of copyright and related rights in the above specified Article as the Version of Scholarly Record which is intended for publication in all forms and all media (whether known at this time or developed at any time in the future) throughout the world, in all languages, for the full term of copyright, to take effect if and when the Article is accepted for publication in the Journal.

### GRANT OF PUBLISHING RIGHTS

- I confirm that I have read and accept the full terms of the Journal's Article Publishing Agreement including the Terms & Conditions.
- I understand the Article will be made available under the following access and use license, and that I have read and understood the terms of this license: [Creative Commons Attribution License \(CC BY\)](#).
- I agree to assume responsibility for any applicable payment of the Article Publishing Charge.
- I grant Taylor & Francis the rights to publish my Article on an Open Access basis, in all forms and all media (whether known at this time or developed at any time in the future) throughout the world, including the right to translate the Article into other languages, create adaptations, summaries or extracts of the Article or other derivative works based on the Article and the right to sub-license all such rights to others subject to the Terms & Conditions set out below, to take effect if and when the Article is accepted for publication. If a statement of government or corporate ownership appears above, that statement modifies this assignment as described.
- I have read and accept my author warranties.
- I have read and agree to comply with Taylor & Francis' [policy on publishing ethics](#).

Signed and dated:

PREVIOUS

NEXT

## Author Publishing Agreement

Please avoid clicking Back or Refresh in your browser to avoid any unexpected errors.



## 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

### CC BY OPEN ACCESS LICENCE

This is a licence agreement under which you, the author, retain copyright in your Article, and grant Informa UK Limited registered in England under no. 1072954 trading as Taylor & Francis Group, Registered Office: 5 Howick Place, London SW1P 1WG in the United Kingdom (hereinafter "Taylor & Francis") a non-exclusive licence to publish your Article (including abstract, tables, figures, data, and supplemental material) hosted by us, as the Version of Record in the Journal on an Open Access basis under a Creative Commons Attribution License (CC BY) <http://creativecommons.org/licenses/by/4.0/>, subject to the Terms & Conditions set out below.

Article (the "Article") entitled:	Who controls the learning environments? A critical inquiry of national policy of school architecture in Sweden
Article DOI:	10.1080/0267303.2023.2212759
Author(s):	Hannah Ward
To publish in the Journal:	Aphasiology
Journal ISSN:	1464-5041

In consideration of the publication of the Article, you hereby grant with full title guarantee all rights of copyright and related rights in the above specified Article as the Version of Scholarly Record which is intended for publication in all forms and all media (whether known at this time or developed at any time in the future) throughout the world, in all languages, for the full term of copyright, to take effect if and when the Article is accepted for publication in the Journal.

### GRANT OF PUBLISHING RIGHTS

- I confirm that I have read and accept the full terms of the Journal's Article Publishing Agreement including the Terms & Conditions.
- I understand the Article will be made available under the following access and use license, and that I have read and understood the terms of this license: [Creative Commons Attribution License \(CC BY\)](#).
- I agree to assume responsibility for any applicable payment of the Article Publishing Charge.
- I grant Taylor & Francis the rights to publish my Article on an Open Access basis, in all forms and all media (whether known at this time or developed at any time in the future) throughout the world, including the right to translate the Article into other languages, create adaptations, summaries or extracts of the Article or other derivative works based on the Article and the right to sub-license all such rights to others subject to the Terms & Conditions set out below, to take effect if and when the Article is accepted for publication. If a statement of government or corporate ownership appears above, that statement modifies this assignment as described.
- I have read and accept my author warranties.
- I have read and agree to comply with Taylor & Francis' [policy on publishing ethics](#).

Signed and dated:

☒ I confirm I have read and accept the Terms & Conditions of this Publishing Agreement

NEXT

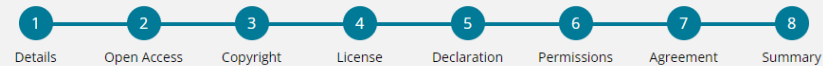
If you are unable to sign this document electronically, please click the 'download' button below to export the APA to your device. You can then print the document off, sign and date it, before re-uploading it via the 'upload' button below. Please note that your progress has been saved and you can return to this page by clicking the link included in the original email that was sent to you by this system.

DOWNLOAD

UPLOAD

## Author Publishing Agreement

Please avoid clicking Back or Refresh in your browser to avoid any unexpected errors.



### Agreement Summary

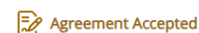


Thank you for completing your Author Publishing Agreement.

Article Title	An extinct species of Tchangmargarya (Gastropoda: Viviparidae) from Quaternary lacustrine deposits of a group of vanished lakes in Yunnan, China
Article DOI	10.1080/02687038.2023.2212758
Journal Title	Aphasiology

### Corresponding Author

**Hannah ward**  
Hannah.Ward.GB@tandf.co.uk  
Universidade Federal de Minas Gerais Programa de Pos-graduacao em Saude Publica



### Complete Author List

**Hannah ward**  
Hannah.Ward.GB@tandf.co.uk  
Universidade Federal de Minas Gerais Programa de Pos-graduacao em Saude Publica



DOWNLOAD AGREEMENT

DONE

Author gets  
confirmation

Dear Hannah ward,

Thank you for completing your Author Publishing Agreement, we will now send a request to your organization for approval.

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 need a copy of your agreement you can access this below.

ACCESS MY AGREEMENT

If you have questions about publishing your article, don't hesitate to contact us directly at [anonymous@tandf.co.uk](mailto:anonymous@tandf.co.uk).

Kind regards,

Aphasiology Production Team  
Taylor & Francis Group

© 2023 Taylor & Francis Group, a business owned by Informa PLC

5 Howick Place, London SW1P 1WG.  
Registered in England and Wales.  
Number 3099067.

Author

Subject: Action Required! An affiliated author has requested to use your OA fund



Taylor & Francis Group  
an informa business



informa

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 Open Access agreement.

Please log in to your [Taylor & Francis dashboard](#) to approve or decline the request. You will find this author's article in your "Action required" tab.

We would take this opportunity to recommend a decision within 14 days to minimise effort for authors and delays in publication.

If you have questions please don't hesitate to contact us directly at [openaccessenquiries@tandf.co.uk](mailto:openaccessenquiries@tandf.co.uk)

DOI	Article Title	Main Author	Article Type	Journal	Publishing Model	Final Price
123123123123	Test OAD quote flow 2	Chethan K M	Research Article	Scandinavian Journal of Primary Health Care	Open Access	GBP 695.0

Kind regards,

Open Access Librarian Enquiries team  
Taylor & Francis Group

©2022 Taylor & Francis Group, a business owned by Informa PLC

5 Howick Place, London SW1P 1WG.  
Registered in England and Wales.  
Number 3099067.

New action  
required article  
email

Research Dashboard User

Running Total

Accepted Articles

Submitted Articles

Action Required

Approved Articles

Declined Articles

Please note: your consortium can view activity on this account including approvals, declines, and transactions

## Action Required OA

Search by Author Name, Article Title, Journal, Email, ORCID, DOI



DOWNLOAD XLS

Funder: All

Filter- showing: 1 - 4 of 4 records

COLLAPSE ALL

Sort By

An extinct species of Tchangmargarya (Gastropoda: Viviparidae) from Quaternary lacustrine deposits of a group of vanished lakes in Yunnan, China

Author	Journal Title	Article Type	OA Profile	Price	Funding Status
Hannah ward	Aphasiology	Research Article	Open Select	€0.00	OA Requested

Author Email Hannah.Ward.GB@tandf.co.uk DOI 10.1080/02687038.2023.2212758  
 Organization name Universidade Federal de Minas Gerais Programa de Pos-graduacao em Saude Publica Research Funder Not Available  
 Submission Date 2023-Jun-30 Acceptance Date 2023-Jun-30  
 Orcid

Approve

Decline

Research  
Dashboard user  
approves the  
author for OA  
funding

### Approve Article

An extinct species of Tchangmargarya (Gastropoda: Viviparidae) from Quaternary lacustrine deposits of a group of vanished lakes in Yunnan, China

Select fund: Test, OptOut, UAT

Notes to T&F

CONFIRM

CLOSE

Research Dashboard User





Taylor & Francis Group  
an informa business



informa

Dear Hannah ward,

We are writing to update you about your request to your institution for Open Access funding.

We are happy to let you know that your institution has agreed to pay the article publishing charge on your behalf.

If you have questions about your APC funding, please don't hesitate to contact us directly at [APC@tandf.co.uk](mailto:APC@tandf.co.uk)

Kind regards,

Taylor & Francis Customer Services

Taylor & Francis Group

© 2023 Taylor & Francis Group, a business owned by Informa PLC

5 Howick Place, London SW1P 1WG.

Registered in England and Wales.

Number 3099067.

Author receives  
confirmation of  
OA funding

Author