

Read & Publish Agreement - Sage

Our agreement with Sage covers unlimited open access publishing in their Hybrid titles which we access through Sage Premier. It also applies to their IMechE and RSM collections. You can see the list of titles available [here](#).

The following process should be followed:

- 1) Liverpool Hope author has an article accepted for publication in one of these journals and is the corresponding/transacting author.
- 2) Sage check institutional affiliation and email to check if the corresponding author is from an institution which has a Read and Publish agreement with Sage. It is therefore important that staff use their hope.ac.uk email address when submitting the article.
- 3) Sage will email the corresponding author (and copy to all authors) to request them to confirm this is an eligible article under this agreement. They will also be asked to select one of the Creative Commons Copyright option listed below. The main difference is in relation to commercial use. The decision would be for you (and where appropriate your co-authors) to make.

CC BY: This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to the creator. The license allows for commercial use.

Or

CC BY-NC: This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format for noncommercial purposes only, and only so long as attribution is given to the creator.

NB this is time limited and you will need to respond within 2 weeks of receipt of the email from Sage, otherwise it will not be published as open access.

The following screenshots shows you the format of the email Sage will send and the steps the author will need to take.

5: Author Workflow - Open Access Offer Email is sent to all authors!



5: Author Workflow - The user is then taken to the Online portal:

The screenshot shows the SAGE Open Access Portal interface. At the top, there is a progress bar with four steps: 1. Choose Open Access, 2. Register/Log In, 3. License Selection, and 4. Order Confirmation. The current step is 'Choose Open Access'. The main content area includes a welcome message, an explanation of open access, and a notice that open access has been requested by the user's institution. A pricing table is displayed, showing a total price of 0.00. A red callout box points to the pricing table, stating: 'Pricing and discount shown here to make it clear that hybrid articles are free. Gold articles will show the JISC discount applied'. Below the pricing table, there is a question: 'Would you like to make your article open access?' with two radio button options: 'Yes, make my article open access' and 'No, publish my article subscription'. A red arrow points to the 'No' option with the text: 'Author chooses OA publishing (or rejects)'. The 'No' option is selected.

Article Details

Price (USD)	
Open access article processing charge	3,000.00
User discount (200.00%)	-3,000.00
Total	0.00

Article Details

Article: 1007 example article
DOI: 10.1177/1523422309000002
Journal: Advances in Developing Human Resources
Journal Type: Hybrid
Authors: [Link to Author Page]

© Sage Springer
Corresponding author

Would you like to make your article open access?

Yes, make my article open access

No, publish my article subscription

Author chooses OA publishing (or rejects)

Pricing and discount shown here to make it clear that hybrid articles are free. Gold articles will show the JISC discount applied

5: Author Workflow - Declining Open Access Offer

Would you like to make your article open access?

Yes, make my article open access

No, publish my article subscription

Reason

Author Name
Hannah Shillbeer

Email
test.oe@sagepub.co.uk

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

If they do reject OA, they are required to give a reason

5: Author Workflow - SOAP: Register/Log in

Now, the transacting Author confirms their identity

- Any author can take action
- Select name from the dropdown
- Register account with email address in article metadata
- SAGE must know who is signing the license

5: Author Workflow - Open Access License Selection

Now, the transacting Author chooses the CC-BY license type.

- JISC Authors will be offered a choice of CC-BY or CC-BY-NC here by default
- If they have declared a funder that requires a specific license (e.g. Wellcome funded articles) only the required license will be offered (e.g. CC-BY).
- Author may contact the customer service team (openaccess@rosebud.com) if they require a license option not presented

5: Author Workflow – Copyright confirmation

SAGE openaccess

Who owns the copyright of your Contribution?

The copyright to the Contribution is owned by you
You represent and warrant that the copyright to the Contribution is owned by you.

U.S. Government work
You are employees of the United States Government.

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: Melissa Holden

SIGN AGREEMENT

The transacting Author declares the copyright status and signs the agreement digitally

Author choses Copyright status

Author Signs the agreement

5: Author Workflow - Order confirmation

Open access license chosen for your paper 10.1177/0748513619

SO SAGE Open Access
To: OA Test: Alex Bale

If there are problems with how this message is displayed, click here to view it in a web browser.

10.1177_0748513619823334_License.pdf
30 KB

Open access license information for your paper

Dear Authors,

Hannah Shillbeer has selected the following open access Creative Commons license for your article, on behalf of any of the following authors:

- Research Article BIDSAM 1
- 10.1177/0748513619823334
- American Journal of Rhinology & Allergy

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

Your paper will be published open access by SAGE in **American Journal of Rhinology & Allergy** under the terms of the license.

Best wishes,
SAGE Publishing Open Access Team
openaccess@sagepub.com

This is the last screen the author sees, confirmation of the status, and a copy of the license for their records.

All Authors on the paper are notified of the choice by email.

- For Gold OA articles with an APC to pay, the author is now taken to the billing pages.
- For Hybrid OA articles are free, so this is the end of the process.

- An email will be sent to confirm. Please copy this into the record you create on HIRA so that we can make the full text available, without an embargo period.

+ Hope Author Email

- Evidence of Acceptance of Publications ?



+ Keywords

+ Additional Information and Comments

+ Copyright Review Notes (Faculty Librarians)

< Previous Save and Return Cancel Next >