

Checking Journal Open Access Agreements

A Step-by-Step Guide for Liverpool Hope University Researchers

Target Audience: Academic Staff & PGR Students | **Tool:** Jisc Open Policy Finder | **Purpose:** Verify Read & Publish Agreement Coverage

Before submitting a manuscript for publication, researchers at Liverpool Hope University should verify whether their target journal is covered under the university's **Read & Publish (transitional) open access agreements**. Publishing under an active agreement allows corresponding authors to publish open access with APC fees covered. The **Jisc Open Policy Finder** tool provides instant verification of institutional coverage.

Step 1: Search for Your Target Journal

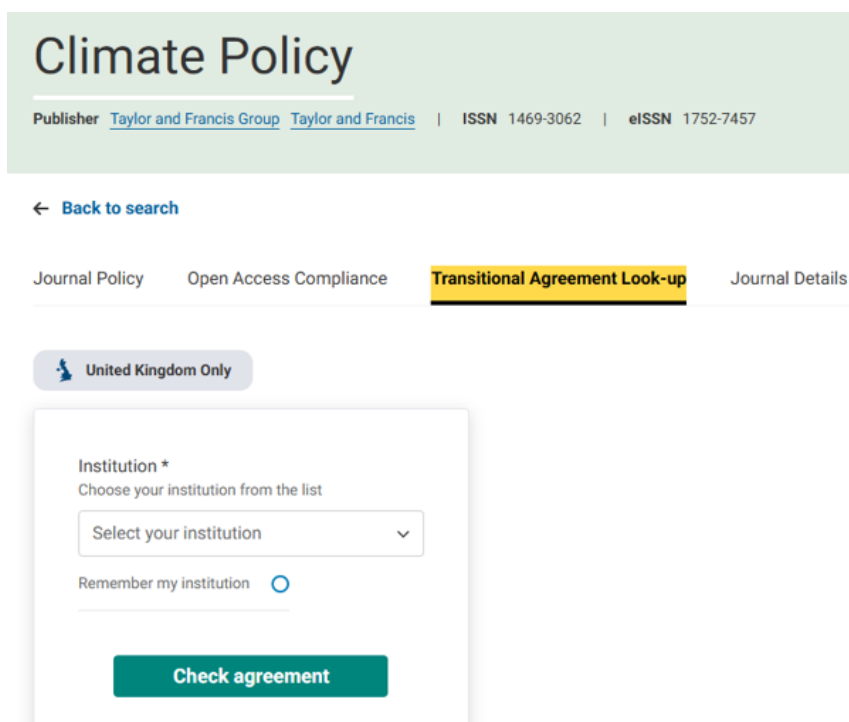
1. Go to **Jisc Open Policy Finder** (openpolicyfinder.jisc.ac.uk).
2. Enter the journal name (e.g., *Climate Policy*) or its ISSN/eISSN (e.g., 1469-3062 / 1752-7457) into the search bar.
3. Select the journal from the search results to view its main policy page.



Figure 1: Journal Policy landing page displaying publisher metadata and policy tab options.

Step 2: Open the 'Transitional Agreement Look-up' Tab

1. On the journal details page, locate the horizontal navigation bar below the publisher information.
2. Click on the **Transitional Agreement Look-up** tab (highlighted in yellow in Figure 2).



Climate Policy

Publisher [Taylor and Francis Group](#) [Taylor and Francis](#) | ISSN 1469-3062 | eISSN 1752-7457

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Journal Policy Open Access Compliance **Transitional Agreement Look-up** Journal Details

[United Kingdom Only](#)

Institution *
Choose your institution from the list

Select your institution ▼

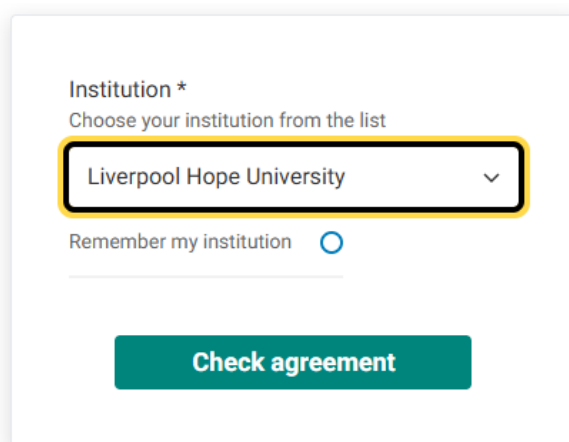
Remember my institution ☐

Check agreement

Figure 2: Selecting the Transitional Agreement Look-up tab on Jisc Open Policy Finder.

Step 3: Select Liverpool Hope University

1. Click the **Institution *** dropdown menu.
2. Select **Liverpool Hope University** from the list.
3. (Optional) Check 'Remember my institution' to save your selection for future queries.
4. Click the green **Check agreement** button.



Institution *
Choose your institution from the list

Liverpool Hope University ▼

Remember my institution ☐

Check agreement

Figure 3: Selecting Liverpool Hope University from the institution dropdown menu.

Step 4: Verify Agreement Status & Requirements

When an active Read & Publish agreement exists, a green banner will confirm:

'Transitional Agreement in place: Liverpool Hope University is part of an agreement with [Journal Name]'.



Transitional Agreement in place

Liverpool Hope University is part of an agreement with **Climate Policy**



Author notice

Transitional Agreements apply only to the corresponding author. Check with your institution before submitting, as restrictions may apply.

Institutions that have merged may still follow separate agreements until renewed.

Climate Policy

Publisher Taylor & Francis | **ISSN** 1469-3062 | **eISSN** 1752-7457

[View record](#) →

Figure 4: Active Transitional Agreement confirmation status and Author Notice.

Author requirements & eligibility rules:

Transitional Agreements apply **only to the corresponding author**. Ensure the listed corresponding author maintains a verified Liverpool Hope University affiliation at the time of article submission.

Summary Checklist for Authors

Checklist Item	Key Action
1. Tool Access	Navigate to Jisc Open Policy Finder (openpolicyfinder.jisc.ac.uk)
2. Journal Lookup	Search by exact Journal Title, ISSN, or eISSN
3. Tab Selection	Switch to 'Transitional Agreement Look-up' tab
4. Institution Selection	Select 'Liverpool Hope University' from the UK dropdown
5. Author Affiliation	Confirm Corresponding Author is affiliated with Liverpool Hope University
6. Support & Query	Contact the Research Services Librarian, Matthew Adams, on adamsm2@hope.ac.uk if in doubt