

## **SCHEDULE Y: OPEN ACCESS WORKFLOW**

### 1 Workflow: Eligible Corresponding Author identification

- a) During the submission of the article, the submitting author is responsible for correctly identifying the Institutional affiliation of all authors, to identify the corresponding author and to provide institutional email addresses. When entering an institutional affiliation Sage provides the author with suggested matches during this process. The author is responsible for selecting the appropriate match.
- b) In the event of no match being found, Sage will attempt to identify an Eligible Corresponding Author using the corresponding author's email address domain.
- c) Sage will use this match to identify an Eligible Corresponding Author as an Authorised User of the Customer using RinggoldID matches.
- d) The Customer is responsible for providing and updating the list of applicable Ringgold IDs for Sage to use in matching. The Customer is responsible for ensuring the list of applicable RingGold IDs covers only affiliations where all authors at the affiliation are also teaching and research staff employed by or otherwise accredited to the Customer as well as students enrolled or accredited to the Customer.
- e) The Customer is responsible for providing and updating the list of applicable email domains for Sage to use in matching.
- c) If a match is made, upon the article entering Sage's production system, Sage will use this match to identify the article to the Customer. The Customer will be notified by email of the match, and is required to review the article within the Sage online portal within 5 days. The Customer will confirm if the corresponding author is an Eligible Corresponding Author and therefore that the Article is an Eligible Article. If a match is not made despite correctly provided identification by the author Sage will change the article to Open Access without charge after the Author has signed the OA agreement.
- d) Only Articles confirmed as Eligible Articles by the Customer as defined in this agreement will be offered publication under this agreement.
- e) If the article is not confirmed as an Eligible Article by the Customer as in section (c) then the article will not be considered Eligible.
- f) If the author was not identified as eligible due to incomplete, inaccurate or conflicting affiliation data provided by the submitting author, Sage will not be required to convert the article to Open Access at a later date, but may offer to do so at Sage's sole discretion.

### 2 Workflow: Open Access publishing of Eligible Articles (Hybrid)

- a) Upon an Eligible Article (Hybrid) with an Eligible Corresponding Author entering Sage's production system and being confirmed as eligible by the Customer as detailed in 1 c) above, all authors will be contacted by the Sage to inform them of their right to publish the Eligible Article (Hybrid) as Open Access at a reduced APC rate of £200.
- b) Transacting author (who can be any of the Article authors, including the Eligible Corresponding Author) enters the Sage's open access portal and confirms acceptance of Open Access publishing for the Eligible Article (Hybrid).

- c) Transacting author confirms their identity and the copyright ownership status of the Eligible Article (Hybrid).
- d) Transacting author selects the appropriate CC-BY license under which their Eligible Article (Hybrid) will be published. By default, the transacting author will be offered the CC BY-NC 4.0 license. CC BY 4.0 will be offered when Sage is aware of a funder mandate that applies. CC BY-NC 4.0 will be offered when SAGE is aware that commercial sponsorship applies. Sage's open access portal will provide explanatory text alerting author to why license(s) is displayed. Author may contact Sage OA customer service if another license is required.
- e) Transacting author digitally signs the Open Access license.
- f) If the Transacting author rejects Open Access publishing of the Eligible Article, the Eligible Article will be published in a traditional subscription only format, not as Open Access.
- g) If a transacting author does not respond to the Sage offer of Open Access publishing, a reminder will be sent by the Sage to all authors after 7 days.
- h) If the transacting author does not digitally sign the Open Access license (e – above) within 14 days, the Eligible Article will be published in a traditional subscription only format, not as Open Access.
- i) Eligible Corresponding Authors who have rejected Open Access publication of their Eligible Article (Hybrid) or who have not signed the Open Access license after 14 days may contact Sage's open access customer service team to request the offer be resent at any time before article proofs have been issued. Once article proofs have been issued, the Eligible Corresponding Author may request conversion to Open Access from Sage's open access customer service team and Sage shall convert the Eligible Article (Hybrid) to an Open Access format, upon payment of a fee of £400 by the transacting author or their nominated bill-payer and upon the transacting author signing the Open Access license.
- j) The Eligible Article will be published as Open Access on payment of the £200 APC.

### 3 Open Access Reporting

- a) Consortium and Institutional reporting is available through the Sage online portal. This reporting will cover all articles that have entered production, gold and hybrid, identified to the Customer as described in 1 c) above.

Minimum standards for data provided by these reports are shown below in 4(d).

- b) Sage provides the following information as a minimum for all Manual reports and reports provided through the Online platform:

- a) name of the Corresponding Author
- b) name of the Customer
- c) funding organization (research funder) if provided by author
- d) date of acceptance of Accepted Article
- e) date of publication (once published)
- f) journal title
- g) ISSN/E-ISSN
- h) Accepted Article title
- i) article type
- j) DOI
- k) If the Transacting Author has accepted OA publishing or not
- l) Open Access License

m) list price, discount and final prices for articles published in Gold Open Access

**4 Provision of Information: Subscribing Institutions and Open Access Schemes**

- a) The Sage shall provide reasonably sufficient information to enable Authorised Users to benefit from its open access schemes as described in this 0.

**5 Additional Information**

- a) For each Open Access Article Sage shall state the applicable Creative Commons licence. This shall include the information on which licensing terms apply to which version of the article and make the relevant Open Access Article, together with the applicable Creative Commons licence, available on the open web without any requirement for authentication in order to obtain access or to download. Each Article shall include any disclaimer or other statements required by Sage in compliance with its policies for release on the open web. Sage shall make any such policies readily and openly accessible on its website, or by other reasonable means to draw them to the attention of authors submitting any Open Access Article.
- b) Where the Funder stipulates that the assignment of specific licensing terms, such as the Creative Commons CC BY licence (current version available at: <https://creativecommons.org/licenses/by/4.0/>) the Sage shall ensure that its licensing terms are set in accordance with requirements of the funders of the academic research community and the Sage should make it clear that if an author chooses a licence other than CC-BY, the published article will not be compliant with the funder's policy and where applicable, the funder may not cover the cost of the Article Processing Charge.