

# PUBLISHING OPEN ACCESS IN TAYLOR & FRANCIS HYBRID JOURNALS HAS NEVER BEEN EASIER!

We highly encourage authors to provide their organization name and email during submission.

## STEP 1

Once your article is accepted, you will receive an email prompting you to complete your Article Publishing Agreement (APA).

## STEP 2

You will be asked if you received any funding for your research.

If so, you will be asked to supply information on your funder.

The screenshot shows a progress bar at the top with steps 1 through 8. Step 2, 'Open Access', is highlighted. Below the progress bar, the heading is 'Confirm research funders'. The text reads: '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.' Below this is a form with the question 'Did you receive any research funding for this article?' and two radio button options: 'Yes' (selected) and 'No'. At the bottom, there is a text input field labeled 'Start Typing Your Funder's Name' and an 'ADD' button.

## STEP 3

You will arrive at a page where you can select 'Open Access' option in your Article Publishing Agreement.

Request the use of the Open Access funding from your institution.

The screenshot shows a progress bar at the top with steps 1 through 8. Step 3, 'Open Access', is highlighted. Below the progress bar, the heading is 'Choose Open Access'. The text reads: 'Your organization has an Open Access agreement with us and would like you to use this funding. This is a standard process done at no cost to yourself. If your organization is unable to approve, you will have the opportunity to publish with a standard license agreement, or choose to fund the Open Access yourself. [Learn more about Open Access agreements.](#)' Below this is a text input field for the organization name and a 'Request changes' link. At the bottom, there is a section titled 'How would you like to pay for Open Access?' with two radio button options: 'I'd like to use the Universidade Federal de Minas Gerais Programa de Pos-graduacao em Saude Publica Open Access agreement.' (selected) and 'I have other funds for Open Access I am required to use'. There are 'PREVIOUS' and 'NEXT' buttons at the bottom.

## STEP 4

If your request is approved, you will receive a confirmation email.

Your accepted article will then be published Open Access under a Creative Commons Licence on Taylor & Francis Online.

If your request is declined, you will be given the option to fund the APC via alternative funds or publish via our subscription model.

The screenshot shows an email interface with the Taylor & Francis Group logo in the top right. The subject is 'Approved Article Email to Author'. The body text reads: '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, Best wishes, Taylor & Francis Group'. On the right side, there is a blue box with the text 'Author receives confirmation of OA funding'.