**Open Access**

**Green Open Access**

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SAGE agrees to a standard embargo of 12 months after first publication of the article in the journal for the SAGE content which is part of the offer.

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Gold Open Access

We are able to offer a 20% discount on the headline APCs on all proprietary SAGE Gold Open Access titles for the corresponding authors at eligible institutions. This discount is available for articles which enter SAGE’s production system (after peer review and acceptance) after 1 January 2019 until the 31 December 2019.

A list of Gold OA titles will be provided.

The discount code must be provided when arranging for payment of the APC. The discount cannot be applied after an invoice has been raised or a payment made.

The corresponding author cannot be changed for the sole purpose of benefiting from this discount.

Discount code (Gold Open Access): DFG2019OA (valid from 1 January 2019).

For the majority of SAGE Gold OA journals, authors can enter the code directly into the payment system following the below instructions to receive the 20% discount.

1. Click on the payment link which will come in an email from no-reply@copyright.com. The email will be sent after acceptance, once the article enters production.

2. Click the ‘Apply Discounts’ button and in the window that opens enter: DFG2019OA. Click ‘Apply discounts’ and then click ‘Close’. This will apply the discount to the total due.

3. Click ‘Payment Options’. Before you can place your order it will prompt you to log in with your RightsLink credentials. If you do not have an account, please click “Need to register?”. After you complete the 2-page account creation you will be able to proceed with your order. You will also be able to provide the proper billing address for the invoice in this section.

4. You can choose the type of payment between credit card, bank transfer, check or invoice.

5. After the order is completed, CCC will invoice you in 24-48 hours and you will receive an e-mail with a PDF file.

6. You will also receive an e-mail containing your order summary.

There are a small number of journals which do not use the payment system. For these journals, authors should reply to the email requesting payment with the discount code. The discount will then be applied to the APC.

Authors that require assistance with claiming their discount can contact APCqueries@sagepub.co.uk.
SAGE Choice Hybrid Scheme

**Description:** discounted Article Processing Charge (APC) of £200.

**Eligibility requirements:** participation in the agreement between SAGE Publications and the Licensee. Participation may be a subscription to the following packages: SAGE PREMIER, SAGE PREMIER HSS, SAGE PREMIER STM, SAGE PREMIER HEALTH, BIOMEDICAL and CLINICAL MEDICINE AND SAGE MATERIALS SCIENCE AND ENGINEERING COLLECTION. Each of the above packages can be either for 2014 title lists or 2015/2016 title lists.

2014 SAGE PREMIER,
2014 SAGE PREMIER HSS,
2014 SAGE PREMIER STM,
2014 SAGE PREMIER HEALTH, BIOMEDICAL and CLINICAL MEDICINE
2014 SAGE MATERIALS SCIENCE AND ENGINEERING COLLECTION

2015/2016 SAGE PREMIER,
2015/2016 SAGE PREMIER HSS,
2015/2016 SAGE PREMIER STM,
2015/2016 SAGE PREMIER HEALTH, BIOMEDICAL and CLINICAL MEDICINE
2015/2016 SAGE MATERIALS SCIENCE AND ENGINEERING COLLECTION

- Corresponding authors based at subscribing institutions are entitled to a highly discounted rate of £200 (SAGE Choice Scheme and SAGE Premier titles). The standard APC rate is £2,200 ($3,000).

- It must be clear that this offer only applies to the titles that are in the SAGE Choice Hybrid Scheme and are in the above-mentioned packages as subscribed to by the respective institutions. A list of these titles will be added to the licence when the packages are confirmed. Authors are entitled to submit articles into the journals included in the above-mentioned packages.

- Authors are able to confirm their choice of license, SAGE Publications default is the CC BY-NC licence, but SAGE Publications allows the author to choose the CC BY option if required by funding or Institutional mandate. There are a handful of Societies SAGE publishes on behalf of that only offer other CC licences (e.g. CC BY-NC-ND).

- The corresponding author cannot be changed for the sole purpose of benefiting from this discount.

- SAGE Publications will provide Bayerische Staatsbibliothek with a report showing the uptake of discounted APCs amongst Licensees twice yearly in February and August.

- Articles published in sponsored supplements cannot benefit from the discounted rate.

- The discounted rate is available for articles which enter SAGE’s production system after 1 January 2019 until the 31 December 2019.
Proactive Identification Suggested Workflow (Standard – author receives invoice)

Author & article identification and verification

SAGE will identify all papers where the corresponding author is from one of the eligible institutions in qualifying journals:

(Eligible journals and article types to be confirmed – note not all subscription journals offer hybrid OA via SAGE Choice; for some society owned journals the society must agree that an article can be published OA)

SAGE will use either the email domain (to be provided by the participating institutions) or the Ringgold id (where provided or derived from the institution name) of the corresponding author provided on submission to determine eligibility to be made OA under the agreement.

SAGE will identify papers post-acceptance once they have entered SAGE’s production system (SMART) on a weekly basis.

Author involvement

Authors will sign the exclusive licence form upon acceptance and prior to their paper entering production.

Once a paper has been identified as eligible by SAGE, the corresponding author will be approached via email to take up the deal. They will be asked to sign the SAGE Choice open access contributor form and return this to the Production Editor if they wish to take up the offer.

Template email

SAGE Publishing has an arrangement with German Academic Institutions (link out to SAGE website with more information) including your institution, reducing the open access article processing charge (APC) for authors publishing in the vast majority of SAGE subscription journals to 200 GBP. Your paper has been identified as qualifying to be made open access via SAGE Choice at the discounted rate. To take up the offer of open access at the discounted APC, in accordance with the consortium’s policy, simply complete the attached open access SAGE Choice form and return it to me (journal Production Editor) by (deadline of 2 weeks). Please note that the SAGE Choice form, once signed, will override the original copyright agreement that you have signed previously. SAGE will then issue you with an invoice for 200 GBP (+ VAT if applicable).

To find out if your institution can assist with payment of the article processing charge, please contact your librarian.

Authors will need to return the signed contributor form within two weeks. This is to ensure that the open access request is made during production and prior to publication.

Metadata delivery

SAGE will deliver article metadata including open access licence information to CrossRef and other relevant third parties.

Invoicing

If and when the SAGE Choice open access contributor form is signed and returned, SAGE will invoice the corresponding author for the 200 GBP APC (+VAT if applicable).
Articles will only be published open access once a final invoice has been issued.

**Reporting**

SAGE will provide a report to Bayerische Staatsbibliothek twice a year detailing eligible articles, ineligible articles and articles which did not take up the offer of open access. The report will indicate how many eligible articles have been published open access.

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**SAGE proactive identification workflow (standard)**

1. Article submitted to journal
2. Peer review
3. Article accepted
4. Corresponding author asked to sign ELF
5. Form signed
6. Article exported to SAGE’s central production system (SMART)
7. Report downloaded from SMART
8. Eligible papers identified
9. Production Editor informed of article eligibility
10. Corresponding author contacted to take up deal by signing OA contributor form
11. Author has 2 weeks to sign and return form
12. Article published under subscription model
13. No invoice issued
14. Author does NOT return form within 2 weeks
15. Invoice for discounted APC sent to author
16. Paper published OA online
SAGE proactive identification workflow explanatory notes

1. Eligible authors will need to opt to be the corresponding author at submission. Eligible authors should indicate their institution, use their institutional domain name and input their institutional Ringgold id during submission. SAGE will use this information to check for eligibility upon acceptance. Authors will need to request changes during the peer review process if their affiliation changes.

2. Authors will be asked to sign exclusive licence form before their article enters production.

3. Over 800 individual submission sites feed into our central production system. This is the first opportunity SAGE has to identify qualifying papers across all journals.

4. The report will be downloaded on a weekly basis from SMART to identify all qualifying papers that have entered production in the last 7 days.

5. Eligible articles in qualifying journals will be identified using the corresponding author any or all of institution name, email domain and Ringgold.

6. The Production Editor will email the corresponding author with a template email.

7. Author has two weeks to sign and return contributor form. This is to allow papers to be published open access in the first instance. The contributor form must be returned during the early stages of the production process for this to happen.

8. If the form has not been returned to the Production Editor after 2 weeks the paper will not be published OA.

9. Once form has been returned, the Production Editor Will raise an invoice to the author using the author details held on file.