

# How to set up an Open Access Membership with Taylor & Francis Group



# Open Access Membership

with **Taylor & Francis Group**

**A personalized open access  
solution for your institution**

[librarianresources.taylorandfrancis.com](http://librarianresources.taylorandfrancis.com)



**Taylor & Francis Group**  
an informa business

## What is an Open Access Membership?

Our Open Access Memberships offer libraries a personalized solution to support your researchers in publishing open access (OA). They're designed to simplify the process of publishing OA for authors, whilst librarians benefit from discounts on article publishing charges, increased visibility of accepted articles from your institution, and tools to raise the profile of your institution's open access research.

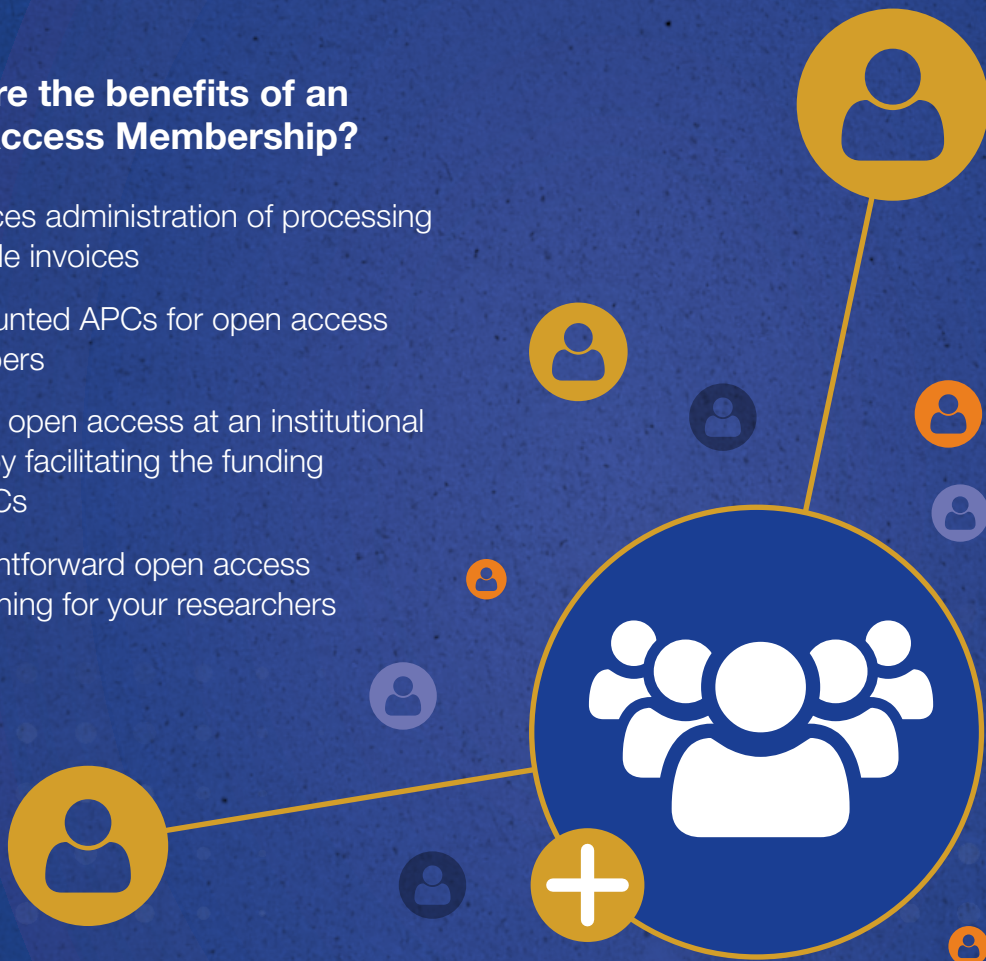
## What is included in an Open Access Membership?

- Tailored prepayment account
- A Research Dashboard account to approve or decline article publishing charges (APCs) using your prepayment funds
- A dedicated open access profile page for your institution on Taylor & Francis Online
- Dedicated marketing and customer service support to your library and researchers with every submission



## What are the benefits of an Open Access Membership?

- Reduces administration of processing multiple invoices
- Discounted APCs for open access members
- Drives open access at an institutional level by facilitating the funding of APCs
- Straightforward open access publishing for your researchers



# What is a prepayment account?






Institutions deposit money into an account that allows eligible researchers to publish their article gold open access in most Taylor & Francis Group journals. Your institution can then allocate those funds to pay for article publishing charges (APCs).

APCs drawn from this account will benefit from a discount, depending on the amount deposited into the account.

Funds deposited into the account do not expire and can be withdrawn from the account. These funds are managed and allocated through the Research Dashboard. Institutions have the flexibility to top-up their fund throughout the year.

# Research Dashboard

 Taylor & Francis



Running Total

Accepted Articles

Author Requested OA

Approved Articles

Declined Articles

Institution's name

Running Total

REQUEST TOP UP

Report generated

Type

Current Balance (GBP)

2017-Aug-29

Prepayment

7126.4

Default Fund

7126.4

DOWNLOAD AS CSV

EXPAND ALL

Neuro-Ophthalmology

Transaction Date

Type

Fund

Currency

List Price

Discount

Drawdown

Running Total

2017-May-24

Drawdown

GBP

1,788.00

10%

1,609.20

8,735.60

Cell Adhesion & Migration

Transaction Date

Type

Fund

Currency

List Price

Discount

Drawdown

Running Total

2017-May-24

Drawdown

GBP

1,788.00

10%

1,609.20

7,126.40

International Journal of Bilingual Education and Bilingualism

Transaction Date

Type

Fund

Currency

List Price

Discount

Drawdown

Running Total

2017-May-11

Drawdown

GBP

1,788.00

10%

1,609.20

10,344.80

Cogent Engineering

Transaction Date

Type

Fund

Currency

List Price

Discount

Drawdown

Running Total

2017-May-03

Drawdown

GBP

1,788.00

10%

1,609.20

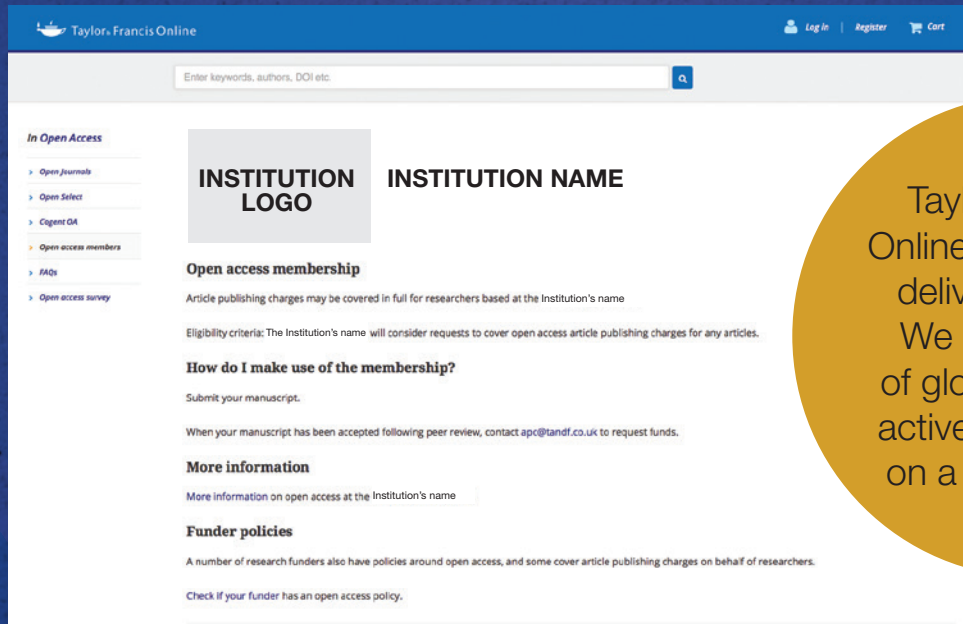
11,954.00



- Gives you visibility of all research from corresponding authors affiliated with your institution on acceptance with Taylor & Francis
- Provides accepted article metadata including DOI and funder information (if available)
- Allows you to approve or decline APC funding from your prepayment account
- Monitor and action author requests for APC funding
- Ability to download publication data and keep a record of your institution's research output via a CSV file
- Utilize article metadata to assist with managing your institutional repository



# Taylor & Francis Online Profile Page



The screenshot shows the Taylor & Francis Online website interface. At the top is a blue header with the Taylor & Francis logo and the text "Taylor & Francis Online". To the right of the header are links for "Log in", "Register", and a shopping cart icon labeled "Cart". Below the header is a search bar with the placeholder text "Enter keywords, authors, DOI etc:" and a magnifying glass icon. On the left side, there is a sidebar with the heading "In Open Access" and a list of links: "Open Journals", "Open Select", "Cogent OA", "Open access members", "FAQs", and "Open access survey". The main content area features a grey box with the text "INSTITUTION LOGO" and "INSTITUTION NAME". Below this is the section "Open access membership" with the text "Article publishing charges may be covered in full for researchers based at the Institution's name". It also includes "Eligibility criteria: The Institution's name will consider requests to cover open access article publishing charges for any articles." and a section "How do I make use of the membership?" with the text "Submit your manuscript." and "When your manuscript has been accepted following peer review, contact apc@tandf.co.uk to request funds." Below this is the section "More information" with the text "More information on open access at the Institution's name" and a link. Finally, there is a section "Funder policies" with the text "A number of research funders also have policies around open access, and some cover article publishing charges on behalf of researchers." and a link "Check if your funder has an open access policy."

Taylor & Francis Online

Log in | Register | Cart

Enter keywords, authors, DOI etc:

**In Open Access**

- Open Journals
- Open Select
- Cogent OA
- Open access members
- FAQs
- Open access survey

**INSTITUTION LOGO** **INSTITUTION NAME**

**Open access membership**

Article publishing charges may be covered in full for researchers based at the Institution's name

Eligibility criteria: The Institution's name will consider requests to cover open access article publishing charges for any articles.

**How do I make use of the membership?**

Submit your manuscript.

When your manuscript has been accepted following peer review, contact apc@tandf.co.uk to request funds.

**More information**

More information on open access at the Institution's name

**Funder policies**

A number of research funders also have policies around open access, and some cover article publishing charges on behalf of researchers.


Check if your funder has an open access policy.

Taylor & Francis Online is our content delivery platform. We have millions of global users that actively use the site on a regular basis.

Display eligibility criteria to your authors on benefiting from the institutional membership

Portal for all open access research from the institution;  
a personalized “shop window” for your institution’s  
research that is published open access

Give prominence to your institution by displaying your  
institution’s logo alongside other open access members



“ My university’s membership made it really easy for me to sort out open access publication of our research.”

*Researcher in Technology and Management*

“ I am very happy that my university’s arrangement with Taylor & Francis has allowed my papers to be made freely available in the public domain as soon after publication as possible.”

*Researcher in Veterinary Science*

# Want to find out more?

**Do you want to provide your researchers with open access publishing support and comply with funder and institutional mandates?**

Our open access team can work with you to develop a solution which meets your needs.

Contact our team at  
**[libraryinfo@taylorandfrancis.com](mailto:libraryinfo@taylorandfrancis.com)**





# **Open Access Membership**

