



# Publishing open access: a guide for authors



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an **informa** business





# About us

Taylor & Francis Group, an Informa business, is one of the largest publishers of academic research worldwide. Since 2003, we have been supporting authors looking to publish their research open access (OA).



Today, we publish over 275 fully open access journals and over 2,250 hybrid journals across multiple imprints and in a wide variety of subject areas. We also offer an OA publishing option for book authors, and currently have over 300 titles freely available online. Taylor & Francis Group is leading the way in open access by partnering with academic institutions and consortia around the world to make funding available for researchers to publish OA.

In this booklet, we provide guidance for authors and researchers about publishing open access. With many institutions and funders now mandating this publication route, now is the time to learn about what open access is and what it might mean for your research career, both now and in the future.

We hope this resource helps you in your publishing journey.





# What is open access?

Open access is the process by which academic research or scholarly content is made freely and permanently available online for anyone, anywhere to read and build upon.

At Taylor & Francis Group, we offer authors, their institutions, and their funders choice in the route to publish OA with us. You can either choose to publish your research 'gold' OA or make your work available via 'green' options.



## Gold open access

The final published, typeset, and copyedited version of your research (known as the Version of Record) is made freely available online, immediately upon publication.

- Instantly share your research anywhere you choose as soon as it is published
- Comply with any funder mandates to publish OA
- Retain full copyright to your work post-publication
- Payment of an article publishing charge (APC) or book publishing charge (BPC) is usually required

## Green open access

An earlier version of your published article or book chapter can be archived in a repository or database.

- An embargo period usually applies before you can archive or share your Accepted Manuscript (AM)
- Once the embargo period is up, you can share your AM freely online
- You usually transfer the copyright for your work to the publisher
- Payment of a publishing charge is not required





# Why publish open access?



## Increased visibility and readership

Research published open access is available to anyone across the globe, at any time. Greater visibility can result in increased readership and citations for your research, both of which can help your career and funding prospects.



## Influence beyond academia

Access to research can help inform policy makers, lead to research breakthroughs, and improve everyday lives. Publishing your work open access makes it easier for policy makers, non-government agencies, the media, educators, and practitioners to put research into action.



## Comply with funder mandates

An increasing number of authors are required to publish their research gold open access by their funder or institution. Publishing gold OA in a journal or book enables researchers to comply with these mandates.



## Freely share your work

No barriers to readership or access give you the freedom to share your open access article or book with peers, colleagues, institutions, and organizations around the world with no restrictions or paywall.

## Publishing open access with Taylor & Francis Group

**We aim to provide all our authors with an outstanding publishing experience and offer numerous benefits and guarantees to facilitate this.**

### Quality peer review

We provide researchers with rigorous, constructive, and timely peer review for all manuscripts. Anyone reading or publishing open access with Taylor & Francis Group can be reassured that the same high standards apply as in traditional publishing models.

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When you submit a manuscript to us, we focus on providing you with quick decisions without compromising on quality and integrity. We work hard to ensure there are no unnecessary delays in your research being published online and made available to read and cite.



# What are your publishing options?

## Books

Any author of a research book has the opportunity to publish their work via Taylor & Francis Books Open Access.

Research in the humanities and social sciences can be published open access under the prestigious Routledge imprint. Science, technology, engineering, and medical titles can also benefit from OA publication under the CRC Press imprint.

To date, over 300 books are available as open access, and this number is set to grow.

Authors also have the freedom to publish a chapter or chapters from their book open access.



## Journals



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Find a journal to publish in at [cogentoa.com](https://cogentoa.com)

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# Fees and funding

When publishing an article open access, researchers will normally be required to pay an article publishing charge (APC). Similarly, authors of open access books or book chapters will usually be required to pay a book publishing charge (BPC).

However, there are many funding options available to help authors cover these publishing charges.

## Your funding options include:



### Your national or international funding body

Many funders will allow research grants to be used for the payment of open access publishing charges for books and journals.



### Your institution

Taylor & Francis Group has partnered with institutions around the world to help researchers publish their work gold open access in both our fully open and hybrid journals.

#### OA agreements

Our open access agreements can mean that individual authors benefit from reduced article publishing charges (APCs) or can publish open access in a selection of Taylor & Francis, Routledge, and Cogent OA journals at no cost to themselves.

**Find out if your institution is included in our OA agreements at**  
[authorservices.taylorandfrancis.com/publishing-open-access/oa-agreements/](https://authorservices.taylorandfrancis.com/publishing-open-access/oa-agreements/)

#### OA memberships

If your institution is not included in one of our OA agreements, it may have a central fund for open access, or hold an open access membership with Taylor & Francis Group. Researchers based at these OA member institutions may be eligible to publish gold open access in Taylor & Francis Group journals at no cost to themselves.

**Find out more about our OA memberships at**  
[tandfonline.com/openaccess/members](https://tandfonline.com/openaccess/members)



### Discounts and waivers for researchers in emerging regions

Authors based in low-income and lower-middle-income economies (as defined by the World Bank) are entitled to apply for APC/BPC waivers or discounts publish gold OA in our fully open access journals only.

**Find out more at**  
[authorservices.taylorandfrancis.com/publishing-open-access/#Discounts](https://authorservices.taylorandfrancis.com/publishing-open-access/#Discounts)

### Unsure if you are eligible for open access funding support?

We recommend speaking to your librarian. Alternatively, visit [tandfonline.com/openaccess](https://tandfonline.com/openaccess) for further information about publishing open access in a journal, or [routledge.com/info/open\\_access](https://routledge.com/info/open_access) to find out more about our open access books offering.



# The publishing process

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## Preparing for submission

**Books:** Prepare your book proposal and identify the relevant editor at [routledge.com/contacts/editorial](https://www.routledge.com/contacts/editorial)

**Journals:** Identify which fully open access or hybrid journal you wish to publish in at [tandfonline.com](https://www.tandfonline.com)



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## Submitting your work for publication

**Books:** Send your proposal on to the relevant editor, making clear that you wish to publish your book open access.

**Journals:** Prepare your manuscript and submit your paper according to the 'Instructions for Authors', found on the journal webpage. Enter any institutional and funder information during the submissions process to indicate whether you qualify for any APC waivers or discounts.

*Note: Submission instructions for Cogent OA and Dove Medical Press journals can be found separately on their individual websites ([cogentia.com](https://www.cogentia.com) and [dovepress.com](https://www.dovepress.com)).*



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## Review

**Books:** Your proposal will be reviewed by the editor and at least two other referees.

**Journals:** Your manuscript will go through our high-quality peer review process, identical to the process operated for our subscription journals.

*With our books and journals, you may be required to make some changes to your work before acceptance.*



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## Decision & payment

**Books:** Upon acceptance of your book proposal, you will be issued with a contract for open access publication. When your final manuscript has been reviewed and accepted, you will be required to pay the publishing charge.

**Journals:** The publishing charge will be invoiced in full upon acceptance of your manuscript for publication.



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## Production & publication

**Books:** Your manuscript will go through the standard publication and production process. Learn more at [routledge.com/resources/authors](https://www.routledge.com/resources/authors)

**Journals:** Your manuscript will be copyedited, typeset, and digitally enriched by our production team and published online gold open access.



Visit [authorservices.taylorandfrancis.com](https://authorservices.taylorandfrancis.com) for further information and resources about the publication process and open access.





# Sharing your work

One of the main advantages of publishing your research gold open access is that it can be freely shared for anyone, anywhere in the world to read and cite. Here are some of the main ways you can distribute and promote your open access research.



## Social media

Share your gold open access paper or book chapter via your social media channels to boost engagement, readership, and citations of your research. Anyone, anywhere will be able to read your research for free.

Unsure where to start with social media? Search 'social media' at [authorservices.taylorandfrancis.com](https://authorservices.taylorandfrancis.com) for a selection of guides and tools to help you begin.



## Press releases

Think your research is newsworthy? Get in touch with us via the Taylor & Francis Newsroom before publication to let us know why your voice needs to be heard. If your research fits the bill, we'll collaborate with news and media outlets worldwide to promote your work.

Visit [newsroom.taylorandfrancisgroup.com](https://newsroom.taylorandfrancisgroup.com) to find out more.



## Academic networking sites

Distribute your gold open access research on academic networking sites such as Mendeley and Academia.edu to boost readership. We always recommend including a link to your published research on our website to facilitate citations.



## Via your institution

Academic institutions are always keen to promote the amazing work of their researchers. Contact your department and ask them to share your research with colleagues across your institution.

### Don't forget!

If you are publishing your work via 'green' open access routes, you will need to wait until any embargo period is complete before archiving, depositing or sharing your Accepted Manuscript.





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[routledge.com/info/open\\_access](http://routledge.com/info/open_access)

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**Additional resources**

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



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