

SAGE ARTICLE WORKFLOW

Hybrid journals

- Corresponding authors publishing an article in a journal in one of the agreed journals accepted for publication from the agreement start date will be offered hybrid open access publishing ([SAGE Choice](#)) free of charge.
- Authors publishing in subscription journals do not need to take any action to benefit from this offer. SAGE will contact all eligible authors informing them of the arrangement inviting them to the [SAGE Open Access Portal](#) to take up the offer as soon as their accepted article has been received into SAGE's Production department. Through the SAGE Open Access Portal the author agrees to open access publication and digitally signs the open access Creative Commons license after which their paper will proceed to open access publication.
- The author is given 14 days to agree to open access and sign the license form and a reminder is sent automatically sent after 7 days.
- By default the author will be offered the CC BY NC 4.0 license or CC BY when mandated. SAGE's Open Access Portal will provide custom explanatory text telling the author why a license is displayed for their selection. Should they wish to, the author may contact SAGE's open access customer service team to request an alternative open access license to sign.
- SAGE is able to match the author to an eligible institution via their institutional affiliation (Ringgold ID) and email domain. Subscribing institutions do not need to take any action to confirm eligibility but can do so if they choose to under an optional pre-approval workflow. If pre-approval is chosen, SAGE will email the participating institution inviting them to the SAGE Open Access Portal to confirm eligibility before proceeding to the author steps outlined above.

Gold open access journals

- Corresponding authors publishing an article in a participating [gold open access journal](#) are entitled to a 20% discount on the prevailing article processing charge (APC) for that journal.
- Authors publishing in a gold open access journal do not need to take any action to benefit from this offer. SAGE will match the author's edibility in the same way as for hybrid publication and automatically apply the discount due where this is the highest discount available to the author on their article. Following the agreement to, and online signing of the open access Creative Commons license, authors will proceed in the SAGE Open Access Portal to an additional payment step where they can select their bill payer and preferred payment method.